



**FINANCE & PERFORMANCE SCRUTINY COMMITTEE**

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To: Councillors Charles (Chair), Miah (Vice-Chair), Fryer, Grimley, C. Harris, Popley, 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 1, at the Council Offices, Southfields, Loughborough on Wednesday, 15th March 2023 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

7th March 2023

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 10  
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

For information, disclosable pecuniary interests and registrable interests relate to

entries that are included, or should be included, on a councillor's register of interest. Non-registrable interests relate to any other matters.

4. DECLARATIONS - THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions were submitted.

6. CAR PARKING REVIEW UPDATE

A verbal update to be provided by the Director of Customer Experience.

7. PERFORMANCE MONITORING 11 - 35

A report of the Head of Transformation, Strategy and Performance providing quarter 3 performance monitoring information.

8. REVENUE MONITORING POSITION (GENERAL FUND AND HRA) 36 - 46

A report of the Head of Finance setting out the revenue position for the General Fund and HRA at the end of period 9.

9. CAPITAL MONITORING REPORT 47 - 54

A report of the Head of Finance setting out the Capital Spend position at period 9.

10. WORK PROGRAMME 55 - 58

A report of the Strategic Director, Environmental and Corporate Services.

**FUTURE MEETING DATES**

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

27th June 2023

12th September 2023

28th November 2023

5th March 2024

## FINANCE & PERFORMANCE SCRUTINY COMMITTEE 6TH DECEMBER 2022

PRESENT: The Chair (Councillor Charles)  
Councillors Fryer, Grimley, Shepherd, Taylor and  
Ward

Councillor Baines (Cabinet Lead Member for  
Investment), Barkley (Deputy Leader of the  
Council and Cabinet Lead Member for Finance  
and Property Services), Harper-Davies (Cabinet  
Lead Member for Community Support)

Inspector Stokes (Leicestershire Police)  
Sergeant Else (Leicestershire Police)  
Councillor Parsons (Vice-chair of Audit Committee)

Director Finance, Governance and Contracts  
Head of Finance  
Head of Regulatory and Community Safety  
Organisational Change Officer  
Democratic Services Officer (NC)

APOLOGIES: Councillor Miah and Popley

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.

### 21. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Committee held on 6th September 2022 were confirmed as a correct record and signed.

### 22. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

Councillors Fryer, Grimley, Shepherd and Taylor declared interests as Leicestershire County Councillors.

### 23. DECLARATIONS - THE PARTY WHIP

No declarations were made.

### 24. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

## 25. COMMUNITY SAFETY PARTNERSHIP

Considered a report of the Head of Regulatory and Community Safety providing the Committee with the opportunity to scrutinise the Community Safety Partnership (item 6 on the agenda filed with these minutes).

Assisting with the consideration of this report: Cabinet Lead Member for Community Support, Head of Regulatory and Community Safety, Inspector Stokes and Sergeant Else (Leicestershire Police).

Inspector Stokes and Sergeant Else introduced themselves and the Cabinet Lead Member for Community Support and Head of Regulatory and Community Safety introduced the report.

Summary, key points of discussion:

- increase in burglary (business) - the majority of businesses affected were shops and factory premises and were targeted at night and during weekends when closed. There had been a decrease during the pandemic, but incident numbers were rising again. The burglar profile linked back to drug use and the financing of the habit. Premise owners were being advised on security measures, Loughborough BID were attending meetings and CCTV was used to tackle issues. Outside of Loughborough, the Council liaised with relevant police officer, Town and Parish Councils and used CCTV to support businesses under threat. Campaign information was shared with all businesses in the Borough and support was provided to help with security and marking property. Communication was key and in addition to the Council, all partner social media streams were utilised.
- there was a significant drug issue in Charnwood and the borough was seen as a 'soft touch'. It was important to send a strong message and to tackle the problem. Examples were given of recent drug enforcement activity by the police. Smart policing was required when taking drugs off the streets to ensure other support mechanisms in place to minimise any upsurge of incidents.
- key aggravating factors such as mental health – whether the Community Safety Partnership (CSP) was being supported by Health Services. Noted some historical issues with attendance but work in progress with police and external partners including funding of agencies such as Living without Abuse, 20:20 and Turning Point to resource outreach activities.
- tackling anti-social behaviour (ASB) and whether the positive actions taken had resulted in improvements – there had been a reduction in reported ASB due to a coordinated approach by the Council with its CSP partners. The Council had improved its signposting to information, in particular on its website, training of staff had been completed and reporting of ASB and management of assessing risk factors for ASB, with high/medium risk incidents uploaded to Sentinel was enabling the Police to focus its resources appropriately.
- whether reduction in reported ASB was due to improved reporting procedures and that some specific areas appeared to show an increase in ASB – the total ASB had reduced across the borough, but there were certain 'hotspot' locations that could be challenging to resource, although utilising officers across the borough was a priority. It was necessary to work with partners to focus on behaviour rather than locations in general, as once ASB in one area had been

resolved, the perpetrators were likely to move to another area. Funding had been obtained for ASB youth work and Police officer time to handle incidents. Training for officers to use civil enforcement was underway and tended to be more successful as it used balance of probability as a criteria, differing from criminal enforcement which required beyond a reasonable doubt. Noted student ASB was challenging as the same problem would occur but with different perpetrators each year, a dedicated police officer was working with the University.

- concerns with resource demand on Community Safety team and linked costs for processing Community triggers and whether the money would be better invested in removing the community trigger rather than reducing it – the costs noted in the report were estimates and it was proposed to train more CSP partners and officers to handle community triggers. The Council’s strategy was seen as best practice for county and learnings would be implemented.
- the benefits of including local councillors to support ASB work as their knowledge of the local area was invaluable – the Police welcomed the opportunity to work with councillors and to complete a ‘patch’ walk.
- the Police’s short term and long term strategies were clarified in relation to drug abuse and working with the CSP. Longer term, force objectives would be progressed to prevent criminals entering the Borough.

It was requested that it be noted that Beat 59 did not reference Walton on the Wolds. This had been raised at the previous meeting when the CSP had been scrutinised. Inspector Stokes agreed to take this as an action to update the Beat profile and noted that it was important that all parts of the community felt represented.

The Committee thanked Inspector Stokes and Sergeant Else for attending.

**RESOLVED** that the Committee note the report.

#### Reason

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

#### 26. CAPITAL MONITORING REPORT

Considered a report of the Head of Finance setting out the capital monitoring position for period 7 (agenda item 7 filed with these minutes).

Assisting with the consideration of this item: Cabinet Lead Member for Finance and Property Services, Cabinet Lead Member for Investment, Director, Finance, Governance and Contracts and the Head of Finance.

The Head of Finance apologised that Appendix 1 was missing from the published report and that it would be circulated after the meeting. She and the Cabinet Lead Member for Finance and Property Services in introducing the report explained that the executive summary had been divided into three sections, clarifying that place markers had been included for provisional schemes.

Summary, key points of discussion:

- Disabled Facility Grants (DFG) – slippage had occurred due to the backlog after the pandemic and there were some resource shortages. There had been delays in completing assessments but the funding was available and residents were encouraged to apply.
- the underspend in HRA Capital Budget was significant (25%) - there was funds available for improvements to bathrooms and kitchens but it had been challenging to find appropriate contractors to perform the work. Contractors had been in place between April and October but they had not been able to fulfil the contract as anticipated. The decision to appoint multiple contractors had resulted in the first half of the year being focussed on going out to tender but the work was beginning to be cleared. There would be an underspend of approximately 50% by year end and a Capital Plan Amendment report would be submitted to Cabinet at its December meeting.
- concerns regarding completion deadlines for housing stock improvements, whether there was a target to achieve this and when the backlog would be cleared - everything possible to speed the work along was being done despite the shortage of materials and it was important to procure appropriate contractors to complete the work to a satisfactory standard.

The Vice-Chair of the Audit Committee attended to present a statement of the Committee and noted that although it was not the role of the Audit Committee to scrutinise financial performance, it was within its remit to report issues of concern.

With reference to several reports between the Audit Committee, the Budget Scrutiny Panel and the Cabinet over the years 2015-2022 he highlighted the following concerns:

- that over the period of 2015-16 and 2021-22 the Statement of Accounts had stated that the Council would be spending £185,752,000 but had in fact spent just over 50% (£93,708,000). Although there were mitigating circumstances this appeared to show a systemic issue of either unrealism in creating the Capital Plan and/or ineffective management of projects.
- a request by Scrutiny that projects that were undelivered were dated so it could be monitored how long the projects were undelivered for had enabled unready and undelivered projects to be removed.
- that although a process for all projects applications to proceed through a robust mechanism to be included on the Capital Plan had been implemented there still appeared to be an issue.
- that concerns reported to Cabinet regarding significant underspends during the first seven months of 2019 had resulted in an increase of spending of 85% which was welcomed but there was still an underspend.
- that concerns were raised by the Budget Scrutiny Panel (2020-21) regarding the annual underspend and that it was important to ensure all projects were viable and deliverable before funding was allocated.
- that the Audit Committee were sympathetic to the challenges the Council had faced during the COVID-19 pandemic and wished to commend the Council and Officers for its hard work during this time
- that it welcomed the introduction of a new Capital Plan Senior Leadership Group meeting, but noted that there were concerns regarding the governance

of the group, the development of a Terms of Reference and the Audit Committee wished to clarify where and when the group would report back to Members.

The Vice-chair concluded his statement by asking the Finance and Performance Scrutiny Committee to recognise the long term and ongoing issues raised by the Audit Committee and to act as a critical friend to Cabinet. He noted that the projects identified in the Capital Plan could make a real difference to the communities in the Borough and by reporting its concerns the Audit Committee wished to ensure the Council continued to be trusted by the residents of the Borough.

In response the Cabinet Lead Member for Finance and Property Services stated that:

- the General Fund Capital Plan had been divided into three sections covering live schemes, place markers for provisional schemes of £13million and S106 schemes, although the latter did require input from Town and Parish councils, to bring clarity to the Plan.
- the strategic leadership Capital Plan Board had been formed to review adjustments to the Plan, to monitor it closely and focus on the delivery of the schemes. The importance of ensuring that communities of the Borough could have confidence in the projects being delivered was recognised.
- Cabinet was very aware of the concerns raised and there was a real desire to deliver projects within the constraints mentioned at this meeting.
- the period during the COVID-19 pandemic had been very challenging and had significantly impacted the Council's finances and ability to deliver. All suggestions for ways to improve the situation were welcome.

The Committee thanked the Vice-Chair for his statement and attendance.

Further Commentary was requested from the Head of Housing as follows:

- more details regarding the underspend on HRA for bathroom and kitchen improvements, information regarding the programme for clearing the backlog and whether there was a target deadline to achieve this.
- more details regarding the completion of adaptations under the DFG, some properties had been waiting for multiple years for work to be carried out and should be prioritised, information regarding the programme for clearing the backlog, and whether there was a shortage of contractors to complete the work.

**RESOLVED** that the Capital Monitoring Summary position for period 7, 31st October 2022 for the General Fund and Housing Revenue Account as per table 1 be noted. 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.

## 27. REVENUE MONITORING POSITION (GENERAL FUND AND HRA)

Considered a report of the Head of Finance setting out the General Fund and HRA Revenue monitoring position for October 2022 (item 8 on the agenda filed with these minutes).

Assisting with the consideration of the report; Cabinet Lead Member for Finance and Property Services, Cabinet Lead Member for Investments, Director, Finance, Governance and Contracts and the Head of Finance

The Head of Finance noted that the recently agreed pay award offer of £714K for the year had not been included in the data as this information became available after the end of period 7 accounting. £300K had been set aside so there would be an additional cost of £414K.

Summary, key points of discussion:

- the unexpected circumstances of the Ukraine War, cost of living crisis, increased homelessness and inflation had impacted the HRA fund for 2022. Inflation of over 10% had not been predicted when the budget was set in February 2022.
- concerns regarding the high overspend on B&Bs – a shortage in accommodation and the increase in refugees and asylum seekers partly due to the Ukraine War had resulted in the use of more expensive and some non-borough B&Bs. Some B&B users were having to stay in the accommodation for an extended period. The increase was being seen nationally and the Council had a legal duty to house homeless people. Long term solutions were challenging to determine and the increased numbers of people in the Borough would impact on other services of the Council. A new Head of Service had been appointed and would be monitoring the situation closely.
- concerns regarding the number of void properties, the type of properties and whether they could be re-developed – this was also a national issue and it was noted that some of the older council properties were unsuitable for improvement and were not popular. The number of void properties were a mix of empty bedsits and properties requiring refurbishment and there were some supply chain contractor delays. A project to re-develop accommodation at St Michaels was shortly to begin and it was hoped to use this as a template for future re-development. Some of the unsuitable properties could be sold but it was important to be sensitive to the tenants living in the properties and it was hoped to make the new development desirable to live in.

*During this item Councillor Ward left the meeting. It was confirmed by the Democratic Services Officer that the meeting was still quorate.*

Members were concerned that despite the issue with void rent losses being raised at several meetings the situation did not appear to have improved. The constraints facing the Council in resolving this matter were acknowledged but this was still a significant and urgent issue. It was welcomed that Scrutiny Commission would be reviewing the situation at its meeting in December.

**RESOLVED** that the report be noted.



### Reason

The Committee's remit includes receiving regular financial monitoring reports and having noted its concerns were content to note the revenue position.

## 28. PERFORMANCE MONITORING

Considered a report of the Head of Transformation, Strategy and Performance providing Quarter 2 performance monitoring information, (item 9 on the agenda filed with these minutes).

Assisting with the consideration of the report: Director, Finance, Governance and Contracts and the Organisational Change officer.

The Organisational Change Officer drew the Committee's attention to the addition of Appendices providing contextual information for benchmarking the Council. She noted it had been agreed by Cabinet in April 2022 to remove indirect KPIs and to provide wider information on a six monthly basis due to availability of data sets. Once established the Council would be participating in an East Midlands Councils benchmarking group. Members of the Committee welcomed the additional information.

In response to a question it was clarified with regard to the purchase of only one property under the right to first refusal that there had been a changeover in staff and the transition was in progress. The new Head of Service would be focusing on voids and resources to purchase properties to meet the housing needs of the Borough.

Further commentary was requested as follows:

- from the Head of Contracts, Leisure, Waste and Environment with respect to undertaking mowing trials in some locations and how this would alter mowing frequencies.

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

### Reason

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

## 29. WORK PROGRAMME

Considered a report of the Director, Finance, Governance and Contracts to assist the Committee in determining its work programme (item 10 on the agenda filed with these minutes).

**RESOLVED** that the Committee's work programme as set out in the report and with any amendments made at this meeting be agreed.

## Reason

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

## NOTES:

1. No reference may be made to these minutes at the next ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. Councillors Baines and Barkley attended the meeting virtually to assist the Committee in its scrutiny.
3. 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 15<sup>th</sup> MARCH 2023**

### **Report of Head of Transformation, Strategy and Performance Lead Member: Various**

#### 2022-23 QUARTER 3 PERFORMANCE MONITORING REPORT

##### Purpose of Report

To provide performance monitoring information and results for the third quarter of 2022-23, 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 2022-2023. 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 2022-23 of the third 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.

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk</b>	<b>Risk Management Actions Planned</b>
Failure to maintain a rigorous and embedded performance management framework could adversely impact on the achievement of the outcomes and objectives set out in the Council's Corporate Strategy.	Unlikely (2)	Significant (2)	Low (4)	Quarterly performance monitoring, including reporting to the Senior Management Team, and to this Panel.

Background Papers:

Yes

Cabinet, 16<sup>th</sup> January 2020, Item 8, Corporate Strategy 2020-2024

Cabinet, 7<sup>th</sup> April 2022, Item 7, Corporate Delivery Plan, 2022-2023

Appendices:

Appendix A – Quarter three performance report

Officer(s) to contact:

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# Performance Report Quarter 3: 2022-2023

**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 (2022-2023). This report presents detailed performance results for the quarter 3 of 2022-2023, 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 2022-2023

<b>Number of Actions</b>	<b>69</b>
Red	16
Amber	10
Green	21
Completed	22

### Breakdown of themes

#### Caring for the Environment Actions: Quarter 3 2022-2023

<b>Number of Actions</b>	<b>22</b>
Red	4
Amber	4
Green	5
Completed	9

#### Healthy Communities Actions: Quarter 3 2022-2023

<b>Number of Actions</b>	<b>17</b>
Red	3
Amber	3
Green	5
Completed	6

## A Thriving Economy Actions: Quarter 3 2022-2023

<b>Number of Actions</b>	<b>14</b>
Red	4
Amber	2
Green	2
Completed	6

## Your Council Actions: Quarter 3 2022-2023

<b>Number of Actions</b>	<b>16</b>
Red	5
Amber	1
Green	9
Completed	1







## Corporate Performance Indicators: Quarter 3 2022-2023

<b>Number of PI's</b>	<b>25</b>
Red	4
Amber	3
Green	9
Number of annual KPI's reported in Q4 only	9




# Caring for the Environment

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
<b>Climate Change:</b> Take action to become a carbon neutral organisation by 2030, to help tackle climate change	Complete replacement of the Street Management Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Awaiting final quotes for vehicles so that budget can be assigned. Current budget is not enough to cover like for like costs. Efficiencies being discussed with other services.	In Progress	Q1	Q4	■
	Complete solar farm feasibility work.	<p>Feasibility work completed and solar farm project will not progress due to the fact no grid works are scheduled to take place until after 2030, therefore the wider infrastructure will not be in place to move this project forward.</p> <p>The focus is therefore now on smaller scale solar generation ideas, including investigating solar car parks etc. Authority will be sought from Cabinet to expand the use of the £150k for solar feasibility to investigate further carbon reduction initiatives.</p>	Completed	Q1	Q4	■
	Complete the replacement of the Pest Control Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Obtaining quotes with a view to buy the vehicles rather than continuing with the lease arrangements.	In Progress	Q1	Q4	■
	Deliver the "green market" plan, in partnership with the market traders to encourage new and existing traders to embrace environmental initiatives that collectively support the delivery and promotion of a "green market".	<p>Liaison with market traders is ongoing regarding charges for plastic bags and use of alternative types of bags for produce and goods.</p> <p>The Shop Local Buy Local campaign commenced before Christmas, and which will continue in early 2023 is encouraging people to shop and buy locally and this will include highlighting markets; shopping locally reduces the need to travel and therefore benefits the environment.</p>	In Progress	Q1	Q4	■
	Deliver the Hathern Woodland Project (deferred from 21/22) by planting c. 14,000 trees.	All 14,000 trees have been planted, however due to adverse weather conditions at the end of December,	Completed	Q1	Q3	■








Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
		some were blown out of the ground. These have been reinstated.				
	Following the completion and installation of the EV Charging points at Sileby and Anstey Car Parks, undertake further feasibility of the further expansion of Electric Vehicle Charging Points in other car parks.	Lease and contract agreements complete. Purchase order ready to be placed (awaiting new supplier sign off). Ready for start of ground works.	In Progress	Q1	Q4	
	Give away 5,000 garden trees to residents and community groups	4,000 trees were given out to residents, community groups and Parish Councils, during December 2023. Due to costs and availability, only 4,000 were sourced.	Completed	Q3	Q3	
	The Council will actively engage in the county-wide partnership to deliver Sustainable Warmth across Leicestershire and continue to explore options and funding opportunities.	We are fully engaged with the Leicestershire Green Living Partnership. As a result, Charnwood has already exceeded the number of households who would qualify for LAD3 through initial assessment conducted by our partner agency. CBC is already oversubscribed on this element, and we are looking to find more funding if possible. Full participation to Joint LA Flex Statement of Intent (SOI) to expand qualification criteria for residents to access ECO4 (Energy Company Obligation Phase 4). Full partnership in Solar Together project. We continue and build on our active participation to ensure our residents access all available Energy Efficiency grants and assistance.	Completed	Q1	Q4	
	Undertake a Green Fleet Review with the assistance of the Carbon Trust.	Progress has been limited due to capacity issues within the team. Officers will take this matter forward into 23/24.	In Progress	Q1	Q4	
	Undertake a smart bin trial in one part of the borough.	Costs for a smart bin trial have been obtained and consideration needs to be given to the costs of the trial and whether this represents value for money. There is the opportunity to start the trial prior to year-end if the decision is made to proceed.	Overdue	Q1	Q3	
	Upgrade the Electric Supply within Beehive Lane Car Park to allow the	Investigation work and feasibility has been conducted to review options for the expansion of EV charge Points at	In Progress	Q1	Q2	








Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	expansion of Electric Vehicle Charging Points (EVCP).	Beehive. The electric supply can take on additional EVCPs. A supplier has provided quotes for new EVCPs. Report drafted for options regarding EVCPs, and operation proposals.				
<b>Parks and Open Spaces:</b> Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone	Investigate the possibility of undertaking mowing trials in some locations. The trails will look at altering mowing frequencies to improve biodiversity at several sites across Charnwood.	Discussions are taking place with our Management of Open Spaces contractor to start commencing trials in 2023.	Overdue	Q1	Q3	■
	Maintain Green Flag status for key sites across the borough.	Green flag status maintained.	Completed	Q1	Q4	■
	Obtain gold standard for Loughborough in Bloom.	The East Midlands in Bloom Awards took place on 21st September and a gold award was obtained. Charnwood Borough Council also received a special award for the 'least littered environment'.	Completed	Q1	Q3	■
	Open the new Cemetery at Nanpantan Road.	The cemetery is due to open on 1st March 2023.	Overdue	Q1	Q3	■
<b>Protecting our Environment:</b> Help protect our environment by using all powers available to tackle those who threaten it	Deliver improved end of summer term waste arrangements for students.	Working in partnership with the University and Landlords. Students are encouraged to re-use and recycle, rather than send to landfill. Landlord Forums take place, so that they know the requirements. Air Ambulance recycling banks have been sighted in Student area.	Completed	Q1	Q2	■
	Develop and implement an enviro-crime enforcement campaign for waste and litter to target problem locations for littering and waste and achieve a 10% reduction in waste and litter in targeted locations.	A campaign to raise awareness of correct collection and disposal methods for waste took place in summer 2022.  The choose to reuse campaign saw positive results including a significant reduction in enforcement letters  There were approximately ninety-three enforcement letters where people were not getting the waste disposal collection correct issued in the period 1st June 2021 to 1st November 2021 and 28 in the same period in 2022. A reduction of 65 (70%).	In Progress	Q1	Q4	■





Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
		A fly tipping campaign will be run in March 2023, this will tie in with a busy time of year when fly tipping numbers increase and will coincide with the implementation of the new fly tipping cameras.				
	Scrutinise the level of fly-tipping across the Borough (Annual Review through scrutiny).	<p>A report on Fly-Tipping was presented to the Scrutiny Commission in November 2022</p> <p>Fly tipping cameras have also been procured and are awaiting to be fitted onto the posts in the 5 top locations. There was a delay due to sourcing a Contractor who has roadside working permission, but a Contractor has now been identified and once funding has been arranged this can go ahead.</p> <p>Working at height training has also been arranged and is taking place week commencing 9th January 2023 to ensure the Officers are safe whilst moving cameras from one location to another.</p>	Completed	Q1	Q3	
	Under the provisions of the Environment Act 2021, review any proposed emerging Air Quality targets and the impact on the current Air Quality Management Areas. Develop relevant monitoring and actions as required by the new requirements when implemented.	No further update received on new Air Quality Targets at this time. Additional monitoring equipment purchased and currently undergoing commissioning testing.	In Progress	Q1	Q4	
	Undertake a consultation and review the Dog Control Public Spaces Protection Orders. Report outcome to Cabinet along with recommendations for the PSPOs concerning any changes.	<p>The Charnwood Public Spaces Protection Order has been made and sealed for January 2023 - 2026.</p> <p>The Bradgate Park and Swithland Woods Public Spaces Protection Order has gone through both consultation phases and will be finalised by a delegated decision.</p> <p>Once the delegated decision is approved and signed, the Order will be sealed and published finalising the process for the due date in February 2023.</p>	In Progress	Q1	Q3	


Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
<b>Protecting our Environment:</b> Help protect our environment by using all powers available to tackle those who threaten it	Remove the need for Garden Waste stickers by using in-cab technology.	In-cab technology used from April 2022, no need for garden waste stickers now.	Completed	Q1	Q1	
	Review the Council's own waste and recycling arrangements following changes in working practices.	The review of the Council's waste and recycling arrangements will take place by the end of March 2023.	In Progress	Q1	Q4	

# Healthy Communities

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
<b>Healthy and happy residents:</b> Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partner	To operate our leisure centres to the highest industry standard, maintaining customer service excellence. To manage the contract extension ensuring that the Capital investment c£1 million is invested by March 2023.	Fusion have successfully completed the investment at all three centres creating new vibrant gyms and studios. Participation and membership retention has been much improved on previous years which is testament to the quality of new equipment.	Completed	Q1	Q4	
	Work with the Football Foundation to deliver to football infrastructure across the borough with at least one Football Foundation Grant being secured.	Officer is working with football clubs to help them with Football Foundation Funding. At this, it is unlikely that a grant award will be made by year end. This is due to complications with ground leasing arrangements.	In Progress	Q1	Q4	
<b>Housing:</b> Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately rented sector to ensure high-quality homes are available to residents.	Continue to meet the housing needs of households on the housing register by bringing 35 Empty Homes back into use through housing advice/ assistance and partnership grants.	To date we have brought 16 empty homes back into meaningful use this financial year through advice, assistance, and proactive visits and investigation.  We continue to work with the owners of other long-term empty homes to support them back into use through informal action, and more formal action where homes are causing particular concern to our residents and stakeholder partners, and where other action has failed to have the desired effect.	In Progress	Q1	Q4	
	Deliver kitchen, bathroom, and heating programmes.	The heating programme has been completed. The Council has entered in to contract with J Tomlinson Ltd to deliver bathroom and kitchen replacements. Mobilisation has been taking place in quarter 3, with delivery in tenants' homes starting in January 23. It is expected that delivery will ramp up over quarter 4, continuing on a business-as-usual basis in 2023/24.	In Progress	Q1	Q4	
	Implement the changes to the Lightbulb team structure to increase capacity.	The new Lightbulb Team Leader is now in post since August. We have also appointed an Admin officer for the team which will further increase our overall capacity. These together with changes made to processes and working practices resulted in considerable improvement and significant reduction of in waiting time to around 4 weeks which is in line with local partners. Just in quarter	Completed	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
		two the team prescribed 441 minor adaptations alongside 24 Major Adaptations (Disabled Facilities Grant).				
	Implement the HMO and selective licencing schemes	The new licensing computer system has been introduced and is live. A "soft launch" of the scheme is now in progress, with some landlords making applications. The full launch of the scheme will be live on 1/2/2023. Two admin staff have been recruited to process licensing applications and are due to start on 23/1/2023.	In Progress	Q2	Q4	
	Produce an updated Asset Management Strategy setting out future investment priorities.	An Asset Management Strategy has been produced and is scheduled to be considered by Cabinet at its meeting in March 2023.	Overdue	Q1	Q3	
	Purchase between 10 and 20 properties in 2022-2023 to meet the housing needs of the Borough using RTB receipts.	At the end of Quarter Three the Council had only purchased one home back into its ownership using Right to Buy receipts, a one-bedroomed flat. A further two properties are due for completion and handover in January, and two more are planned before year end.	In Progress	Q1	Q4	
	Sheltered housing review Cabinet report for options for St Michaels Court to be completed and presented.	A report is going to Cabinet on the 9th of February 23 recommending that 8 bungalows be constructed at the location. The Housing Management Advisory Board has endorsed the proposal at its meeting in January 23.	Overdue	Q2	Q3	
	Undertake a representative sample stock condition survey and produce a high-level energy study.	Just under 1000 properties have been surveyed by Savills UK providing detailed insight into stock investment requirements. A high-level energy study has been completed, modelling several scenarios for improving the energy efficiency and reducing carbon emissions associate with the Council's housing stock.	Completed	Q1	Q3	
<b>Safer Charnwood:</b> Continue to collaborate with partners to make our towns and villages safer places to live, work and visit.	Complete a minimum of 90% of the Food Safety High Risk (A-C rated food businesses) Inspection Programme in line with the Food Law Enforcement Plan 2022-23 and the Food Standards Agency Recovery Plan.	15 High risk inspections completed. This is an annual target, and it is predicted to complete this in line with the FSA recovery plan.  Forty-five high risk inspections completed Q3. On target to complete inspections in line with the recovery plan.	In Progress	Q1	Q4	
	Following consultation, obtain Full Council approval for the draft 2022 Licensing Act 2003 Policy.	Approved by Full Council on 25.04.2022 and Charnwood Borough Council web site updated 29.04.2022.	Completed	Q1	Q3	









Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	In conjunction with partners, deliver 10 crime and ASB prevention campaigns / events with the aim of preventing and deterring crime, ASB and creating safer communities free from harm and violence.	An online campaign around Modern Slavery which included 25 Tweets and 2551 impressions and 101 engagements. White Ribbon online campaigns which included 30 tweets with 3660 impressions and 260 engagements Crimestoppers and Action Fraud anti-fraud campaign to make people aware of several types of online fraud using the following hashtags <ul style="list-style-type: none"> <li>• #RomanceFraud</li> <li>• #SafeStreet</li> <li>• #12Frauds</li> <li>• #CourierFraud</li> </ul> Supported Leicestershire Police Vehicle Crime Campaign, through providing Key Blocker Pouches to all Beats in Charnwood. <b>9 Campaigns completed</b>	In Progress	Q1	Q4	
	Work with partners to prevent violence and exploitation, including that targeted at women and girls, through the delivery of 2 local reduction initiatives.	Online campaign provided by the Home Office to target Violence against Women and Girls called Enough. Which included an online campaign to help stop <ul style="list-style-type: none"> <li>• Revenge Porn</li> <li>• Catcalling</li> <li>• Controlling or Coercive Behaviour</li> <li>• Unwanted Touching.</li> </ul> The campaign included a media and online campaign. The website for further information is <a href="#">Home   ENOUGH</a>	Completed	Q1	Q4	
<b>Supporting our communities:</b> Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority.	Continue to recognise and support an effective and viable local voluntary and community sector through the provision of 4 learning and development events.	Supported 2 Trustee Training events with VAL  Meet The Funders event held at The Arc in October in partnership with VAL - great attendance with approx. 105 people from a wide range of organisations. There was very positive feedback from both Funders and Groups - Funders including National Lottery, Leicestershire Community Foundation and our own CBC Grants team	In Progress	Q1	Q4	
	Support community recovery, especially in our priority neighbourhoods, through the delivery of 6 local initiatives aimed at	A joint trip to the Pantomime for residents of both ATP and MTC Hub catchment areas. approx. 50 people/families attended - Tickets subsidised through fundraising but all those attended contributed.	In Progress	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	building community resilience, capacity, and cohesion.	<p>Two Christmas Community events held at the Community Hubs including Carols, Christmas Hampers and Turkey Rolls - good attendance and new faces attending - resident volunteers helped set up and help at the event</p> <p>Working with Leicester City in The Community project we supported a Youth Football initiative in the Warwick Way Area both parents and their children joined in - low numbers but positive activity with a trip to the LCFC training ground</p> <p>The MTC allotment project continues with open events for residents to see what they can get involved in. Donations for a new shed mean that future activities can be held away from MTC.</p>				
	Support the wellbeing of our residents through the delivery of 10 targeted physical activity interventions to our least active communities with the aim of reducing health inequalities.	This period the Active Charnwood Team have continued to deliver and support an additional 5 targeted physical activity interventions, these include, Loughborough female fitness walk leader and first aid training, a weekly ladies couch 2 5 K running and recreational offer, a Mental Health Awareness Event and weekly Yoga at the Loughborough Wellbeing Centre, Targeted Social Badminton, Holiday Community Sports provision at Warwick Way and All the together Place, and a community health referral offer for the MTC Centre.	Completed	Q1	Q4	









# A Thriving Economy

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
<b>Culture and Visitor:</b> Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.	Apply for a Heritage Lottery fund grant to support the Carillon Trust to redisplay the museum collections and to tell the story of the Carillon Tower in readiness for July 2023 which marks the centenary of the tower.	The project has stalled due to delays in the Shared Prosperity Funding decisions by Government which has had a knock-on effect to the proposed application to the Heritage Lottery fund. Despite the delay and impact on the delivery of the museum project this will not prevent a fitting commemoration event to mark the Carillons centenary in July. Officers are working in conjunction with key partners to organise the event. The Government has now confirmed Charnwood's allocation of UKSPF, and a first tranche payment was received on 31/01/23.	Overdue	Q1	Q3	<span style="color: red;">■</span>
	Commission and launch a destination website with branding, images, and content to reflect the unique features of Charnwood, its heritage, attractions, activities, and events, alongside a heritage publication aimed at visitors in the area.	This action is now complete. The Discover Charnwood website launched in the spring and additional changes were made in April. We are now planning to add content and manage the content. People can also add events which we will promoting later in the year.	Completed	Q1	Q2	<span style="color: blue;">■</span>
	Publish and deliver a programme of events in Loughborough and support events across the Borough. This will include events for the Queens Platinum Jubilee, Armed Forces Day, Remembrance Sunday, and Loughborough Fair, as well as events aimed at supporting I	All the planned events for 2022 / 23 have been delivered successfully. Officers will be publishing the planned programme of events for calendar year 2023 in February 2023.	In Progress	Q1	Q4	<span style="color: green;">■</span>
	Subject to successful grant application for the Carillon Tower effectively deliver the "Iconic Carillon Tower project" including an audience development programme and a centenary celebration plan with the Carillon Museum Trust and other key partners.	The decision on the UK Shared Prosperity funding has been delayed which has further delayed the planned grant application to the Heritage Lottery Fund. It is likely that the project will not be completed before the July Carillon centenary date, despite this, officers are planning a fitting commemorative event to mark the occasion with all key partners.	In Progress	Q2	Q4	<span style="color: orange;">■</span>

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	Submit a business case before July 2022 to secure Town Deal Funding for the delivery of the Living Loughborough Project.	A full business case was approved locally and then by DLUHC in Nov / Dec 2022. The project is now in delivery phase and a Programme Co-ordinator has been deployed to oversee delivery of this project alongside Lanes and Links.	Completed	Q1	Q4	
	Undertake a review of the Council's car parks to develop a Long-Term Car Parking Strategy.	In progress - developing a scope document ready for procurement.	In Progress	Q1	Q4	
<b>Economic growth:</b> Continue to support and foster strong economic growth in Charnwood.	Prepare the council's response to the Government's prospectus for the UK Shared prosperity Fund and submit the Investment Plan to Government by December 2022.	Council response prepared and investment plan submitted.	Completed	Q1	Q3	
	Review the Charnwood Economic Development Strategy to respond to the Covid Pandemic by end of September 2022. This strategy promotes employment growth and support for businesses.	The situation remains as previously updated. Early preparatory work may be possible in Q4 of 2022/23 although with posts in the Economic Development and Regeneration Team not likely to be filled until then it is expected this action will not be completed in 2022/23 and will need to defer to 2023/24. This will have the advantage of being able to tie in strategic objectives with political priorities of whichever political administration is elected in early May 2023.	Overdue	Q1	Q3	
	Service the local plan examination and adopt the draft local plan before end of March 2023.	With confirmation by the Inspectors that hearings will resume in February 2023, it is unlikely the local plan will be adopted by end of March and that July 2023 is a more likely scenario.	In Progress	Q1	Q4	
<b>Towns:</b> Lead, support and collaborate to progress regeneration opportunities across Charnwood.	Bring forward proposals for the improvement of the Shephed Public Realm and seek agreement to proceed with the construction contract by July 2022.	With the award of the first stage of the construction contract in December 2022, the project remains on track for a cabinet decision on 13 April 2023 to decide whether to proceed with stage 2 and the construction phase of the project.	In Progress	Q2	Q4	
	Ensure the construction of the Bedford Square Gateway Project is completed in accordance with the Project timetable.	The construction project was completed and handed over to the council on 2 August 2022. The project remains live until such time as the County Council adopts the public realm. This is expected in approx. 12 months' time.	Completed	Q1	Q3	
	Review the Charnwood Regeneration Strategy before the end of December 2022. This strategy pulls together the Towns Fund UKSPF programmes and	Officers have identified a list of potential consultants to produce the regeneration Prospectus and have prepared a specification document against which consultants can provide quotes. It is intended to appoint consultants in February 2023	In Progress	Q2	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	other regeneration activities in Charnwood.	but at this stage it is not clear whether they will be able to produce a final finished document before year-end.				
	Submit a business case before July 2022 to support the installation of the Hope Bell and Lanes and Links from Wards End and Devonshire Square to deliver the first phase of the Lanes and Links and Hope Bell Project included in the Town Deal.	The full business case was approved by the Town Deal Board's Delivery Sub-Group and by DLUHC in Nov / Dec 2022. The project is now into delivery phase and a Programme Co-ordinator for this project and Living Loughborough has been deployed.	Completed	Q1	Q4	■
	Support the delivery of the Town Deal Investment Plan by ensuring all project business cases are submitted by July 2022.	All business cases were submitted by the revised timescale in August agreed with government.	Completed	Q1	Q3	■

# Your Council

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
<b>Commercialism:</b> Operate more commercially and reduce the burden on the taxpayer and government support will be in a key element of this transformation.	Increase income from chargeable services as per the approved budget.	Income continues to be monitored. There is still a shortfall in garden waste income, however this has been offset by an increase from bulky and trade waste and carpark fees.	Completed	Q1	Q4	
<b>Customer Service:</b> Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Develop and implement a Customer Focus Programme.	This is due to commence in Jan 2023.	Overdue	Q1	Q3	
<b>Developing Staff:</b> Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.	Develop a new performance management process that meets the needs of a modern, flexible workforce and promotes regular high performance and regular communication.	Performance continues to be managed in line with the performance management framework with reports to SLT, CLT and Finance and Performance Scrutiny Committee. Focus has been on developing the Corporate Delivery Plan for 2023/24 and this will move to Service Delivery Planning for the same period with a workshop with CLT and Service Managers on the 1st of Feb.	In Progress	Q1	Q4	
	Develop an action plan based on the recent staff survey.	Action Plan agreed and published in One Charnwood in August 2022. Responsibility for delivering the action plan will transfer to the new Workforce Board.	Completed	Q1	Q4	
	Develop opportunities to embrace cultural change in the organisation	The Workforce Board will pick activity and projects relating to cultural change. An initial work programme has been developed.	Overdue	Q1	Q3	
<b>Financial stability:</b> Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Develop a new set of savings for the current and future years	The Government settlement was broadly in line with the draft budget as presented to Cabinet. A Financial Pressures meeting group has been established to determine methodology for identifying savings going forward.	In Progress	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	Retender the insurance contract.	The new contract went live on the 1st of June 2022. The service has now moved across to the Customer Experience Team.	Completed	Q1	Q1	■
<b>One Council:</b> Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk, and engage with residents to bring positive change to Charnwood	Complete a communications campaign to promote and highlight the borough's open spaces, particularly in light of the pandemic and benefits of outdoor exercise and leisure time.	The campaign has been reviewed and will be re-launched in Feb/March 2023.	Completed	Q1	Q4	■
	Complete a series of communications activity including content for media and digital channels around the Loughborough Town Deal and the benefits it will bring to the town.	Town Deal Communications have continued and there have been several highlights with content produced around a number of developments. The content has been shared across CBC and Town Deal channels.  Content was produced around the confirmed funding for the Healthy and Innovative Loughborough Project, Great Central Railway project and the Lanes and Links Project. There has been media coverage across all channels including regional TV and the GCR announcement reached 17,000 people on Facebook and a video received over 1,000 views on YouTube – the highest of the year for the CBC channel.	In Progress	Q1	Q4	■
	Undertake a polling places review to implement the ward boundary changes arising from the LGBCE review and to ensure the May 2023 borough elections can be delivered effectively.	Review is progressing and report will go the Council for approval in November 2022.	Completed	Q1	Q4	■
<b>Transformation and Efficiency:</b> Transform into a more efficient, effective, and innovative organisation. Continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.	Compile a work programme for the Services, Workspace and People Board (SWaP) for 2022-23 and deliver over the course of the year - meeting individual review and project timescales.	As per last quarter the Boards have been reviewed and there are now 6. The majority of the activity from the SWaP Board has moved to the Customer Experience and Transformation Board and the Workforce Board. These have now met, and the work programmes have been defined.	In Progress	Q1	Q4	■
	Complete a strategic review of development control.	The commencement of the new Group Leader at the start of January 2023 now provides the capacity to take this project forward.	In Progress	Q1	Q4	■
	Complete rollout of report writing modules for Modern.Gov	Training for admin users took place in December 2022, with wider roll-out taken place in January 2023.	Overdue	Q1	Q3	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2022-2023)	Progress	Status	Start Date	End Date	RAG
	Complete the implementation of the ASSURE back-office system in Housing, Planning and Regulatory Services.	<p>Updated implementation timescales for the two Assure modules;</p> <p>1. Public Protection (PP) – Environmental Health, Licensing, Strategic Private Sector Housing (SPSH).</p> <p>For EH, all non-food teams will be live by end of March. The food module will go live in April 2023. For audit/reporting purposes, the existing Flare system will be maintained until April 2023. Due to a lack of service-based resources, the timescales for Licensing and SPSH are being revised - the draft plan is currently being finalised.</p> <p>2. Land and Property (LNP) - Planning, Building Control, Land charges. Due to go live resources required, the LNP go live is set in two stages.</p> <p>Phase one; go live with Document production (configuring 90 around templates) - go live is scheduled for end of March 2023</p> <p>Phase two; full migration to Assure is to be scheduled for May 2023 and is also dependant on resources from Planning Services.</p>	Overdue	Q1	Q3	■
	Develop options for the replacement of the CRM system.	Work is underway with CBC services to understand the needs of the business and customers. A soft market test will follow before a decision is taken to procure a new product or update the existing systems.	Overdue	Q1	Q3	■
	Introduce a recruitment process which is attractive to applicants and is more streamlined for the council. Resulting in a revised recruitment and selection policy.	The position remains the same as Q2 - ICS will commence reviewing the application form from the 23rd January..	Overdue	Q1	Q3	■

# Key Performance Indicators Q3 – 2022/23

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Travel	Commentary
<b>KI 3 % of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System</b>  <b>Owner: Head of Regulatory and Community Safety</b>	99%	98%	98%	92%	✓	<b>Q3 2022/23 result</b> 	—	1309 businesses registered for the food hygiene rating standard. 1288 businesses broadly compliant.
<b>KI 4a % of household waste sent for reuse, recycling, and composting (stretch target)</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	47%	43%	42%	50%	⬮	<b>Q3 2022/23 result</b> 	↓	Figure given is predicted, as not all data received from Leicestershire County Council.
<b>KI 4b % of household waste sent for reuse, recycling, and composting</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	47%	43%	42%	44%	⚠	<b>Q3 2022/23 result</b> 	↓	The data given is predicted, as not all data received from Leicestershire County Council.
<b>KI 6 % rent collected (including arrears brought forward) Cumulative Target</b>  <b>Owner: Head of Strategic Housing</b>	87.87%	92.79%	95.47%	95.38%	✓	<b>Q3 2022/23 result</b> 	↑	Target exceeded by approximately £15K / 0.09%. In 2021/22- this figure was 94.59%. When compared to the previous year at the corresponding time, this represents an increase of 0.88% in performance in the current year when compared to the previous financial year.

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Travel	Commentary
<b>KI 7a Time taken to process Housing Benefit / Council Tax new claims</b>  Owner: Director of Customer Experience	17 Days	14 Days	14 Days	18 Days	✓	<b>Q3 2022/23 result</b> 	—	Performance has exceeded the target.
<b>KI 7b Time taken to process Housing Benefit / Council Tax change of circumstances</b>  Owner: Director of Customer Experience	5 Days	7 Days	5 Days	8 Days	✓	<b>Q3 2022/23 result</b> 	↑	Performance has exceeded the target.
<b>KI 8 % of Council Tax collected (Cumulative Target)</b>  Owner: Director of Customer Experience	29.44%	57.44%	85.03%	85.48%	⚠	<b>Q3 2022/23 result</b> 	↑	The collection continues to rise through the year as expected. Remain on target to achieve expected performance.
<b>KI 9 % of non-domestic rates collected (Cumulative Target)</b>  Owner: Director of Customer Experience	29.62%	62%	84%	84.19%	⚠	<b>Q3 2022/23 result</b> 	↑	Performance continues to improve in the post pandemic era, there is still optimism that the target will be reached.



Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Travel	Commentary
<b>KI 10 The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target)</b>  <b>Owner: Head of Transformation, Strategy and Performance</b>	2.15 Days	3.96 Days	5.84 Days	5.3 Days	Red	<b>Q3 2022/23 result</b> 	Down arrow	Majority of sickness absence in Q3 was due to cold, influenza and viral infections which was 30%. Absence due to COVID accounted for 23% of the total. Given the seasonal nature of these categories this is not unusual for Q3.
<b>KI 11 (A) Percentage rent loss from void properties (Proxy Target) Age restricted properties</b>  <b>Owner: Head of Strategic Housing</b>	11.88%	12.07%	12.81%	3%	Red	<b>Q3 2022/23 result</b> 	Down arrow	Void property turnaround times continue to be impacted by the effects of the COVID-19 pandemic and related restrictions which affected customers, staff and services. These impacts included delays in property allocations and relet works (relating to staffing, contractor, and supply chain issues), which resulted in backlogs. In addition, there have been several vacancies and absences within the relevant teams which has impacted in void property relet times. Attempts are being made to recruit additional temporary resources to increase capacity to address backlogs of work. Reviews of permanent staffing arrangements are also underway to ensure long-term resilience.
<b>KI 11 (B) Percentage rent loss from void properties (Proxy Target) Non age restricted properties</b>  <b>Owner: Head of Strategic Housing</b>	3.17%	4.04%	4.84%	2.5%	Red	<b>Q3 2022/23 result</b> 	Down arrow	There is a lower level of demand for age restricted properties (60+ (sheltered and non-sheltered and 45+) than for non-age restricted properties. A significant proportion of the age restricted properties that are currently void have been void for extended periods and have been unsuccessfully advertised via the Choice Based Lettings System multiple times (i.e., they have received no bids / a limited number of bids / refusals). A review of sheltered and other age restricted properties is being carried out to identify potential options to reduce voids and void times, to ensure that the best use is made of the council's housing stock and to ensure local housing needs are met.

Indicator	Q1	Q2	Q3	Target	RAG	Gauge	Travel	Commentary
<b>KI 20 % of customers not proceeding past stage 1 of the corporate complaint process</b>  <b>Owner: Director of Customer Experience</b>	89%	91%	91%	90%	✓	<b>Q3 2022/23 result</b> 	—	Performance is in line with target for Q3.
<b>KI 21 Number of people attending shows and events at the Town Hall</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	18,270	9,183	38,898	32,000	✓	<b>Q3 2022/23 result</b> 	↑	The Autumn / Winter programme was very successful, with 6,898 more attendances than forecast. The annual pantomime was delivered positively but experienced some disruption due to cast and crew illness prior to the Christmas periods. Christmas parties and Santa's grotto events were staged in December and proved popular.
<b>KI 24 Museum – total number of attendees</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	11,699	14,084	5,436	4,500	✓	<b>Q3 2022/23 result</b> 	↑	Quarter 3 saw the installation of the "Rebuilding Lives" exhibition, this was very well received with supporting events taking place in partnership with Navrang. The exhibition has been extended until February 2023. The museum delivered 14 events and activities during the period.
<b>LS 10a Leisure Centres - total number of visits</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	166,830	173,371	169,950	137,500	✓	<b>Q3 2022/23 result</b> 	↓	Another successful quarters attendance with Fusion reporting much greater customer membership retention than would normally be forecast for this period. Casual attendances are also improving. The capital investment is having a positive impact on participation which bodes well for Q4.
<b>NI 191 Residual household waste per household</b>  <b>Owner: Head of Contracts; Leisure, Waste and Environments</b>	108 Kg	106 Kg	110 Kg	115 Kg	✓	<b>Q3 2022/23 result</b> 	↓	The figure given is predicted, as not all data received from Leicestershire County Council.

## Sundry Income Collection Rate

The quarterly collection rate for sundry invoices in quarter 3, 2022/23 is 73%.

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

The rate of 73% in Q3 2022/23 is comparable to 78% in Q3 2021/22. The annual collection rate for 2021/22 was 96% and for 2020/21 was 93%.

Year	Quarter Ended		Value £
2022/23	30-Jun-2022	Invoices Issued in Quarter	2,472,840
		Invoices Outstanding - end of quarter	565,917
		Total Value of Invoices Collected	1,906,923
		Collection Rate %	77
2022/23	30-Sep-2022	Invoices Issued in Quarter	4,879,458
		Invoices Outstanding - end of quarter	535,314
		Total Value of Invoices Collected	4,344,143
		Collection Rate %	89
2022/23	31-Dec-2022	Invoices Issued in Quarter	1,869,167
		Invoices Outstanding - end of quarter	499,092
		Total Value of Invoices Collected	1,370,075
		Collection Rate %	73

## FINANCE & PERFORMANCE SCRUTINY COMMITTEE

15<sup>TH</sup> MARCH 2023

### GENERAL FUND & HRA REVENUE, REVENUE MONITORING POSITION FOR DECEMBER 2022

Report of the Head of Finance

This report covers the General Fund and HRA to the end of December 2022, 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 £19,594k. The actual expenditure at period 9, £15,982k plus commitments of £508k, with an adjusted actual spend of £16,490k against the profiled budget of £15,915k is an **overspend of £575k**. Details of each Head of Service variances at period 9 are included in Appendix 1 below. Also included is Income Analysis Appendix 4 below.

#### **Managed Vacancy Savings**

General Fund managed vacancy saving annual target is £370k the actual MVS at Period 9 is £264k, leaving a balance of £106k for the remaining 3 months to claim. This includes the pay award. The MVS projection for the next 3 months is £87k, which will provide a small shortfall of £19k for the year for the MVS.

#### **General Fund Year End Forecast**

The yearend forecast at Period 9 report is an estimated **overspend £485k**, A detailed breakdown of the year end forecasts are included in Appendix 1, this is in addition to the use of reserves budget figure for 2022/23 of £189k.

The major estimated **Adverse** variances at the yearend are:

- |   |         |
|---|---------|
| • Car park income                                 | (£225k) |
| • Planning - Development Control Agency Costs     | (£500k) |
| • B&B Costs                                       | (£630k) |
| • Southfields Accommodation Income shortfall      | (£125k) |
| • Industrial Units Income shortfall               | (£83k)  |
| • Inflationary contract costs Revenues & Benefits | (£52k)  |
| • Car Allowance                                   | (£100k) |

Offset by **Favourable** variances:

- Planning Income £380k
- Building Control Income £140k
- NDR Savings to CBC Properties £140k
- Investment Interest Income £250k above the budget
- Discretionary Grant Income £172k to offset B&B Costs above
- Homelessness Grant £100k previous years allocation to offset B&B Cost above

Overall, the General Fund Service forecast overspend detailed below is £485k, this will be offset by additional NDR forecast additional Income of £500k with a small underspend £15k.

Appendix 1 - General Fund Variance Report 31st December 2022

Appendix 2 - HRA Variance Report 31st December 2022

Appendix 3 - HRA Income and Voids Report 31st December 2022

Appendix 4 – Income Analysis 31st December 2022

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General Fund Budget Monitoring Head of Service Report

APPENDIX 1

Service	Period 9 Variance Under/(Overspend) £'000	Head of Service Comments	Year End Forecast Variance Under/(Overspend) £'000
Chief Executive's Team	(15)	£13K Levelling Up BID costs and £2K CBC Corporate expenses.	(15)
	(15)	<b>Total Variance Under/(Overspend)</b>	(15)
Head of Transformation, Strategy and Performance	12	Corporate Learning & Development - Estimated £10K Year end underspend	10
	12	<b>Total Variance Under/(Overspend)</b>	10
Head of Strategic Housing	(275)	Bed & Breakfast net overspend £275k year end, plus £83k overspend for the next 3 months. Year End B&B overspend £630k offset by £100k unallocated Homelessness Grants and Discretionary Grant £172k.	(358)
	(2)	Consultancy costs	(16)
	(277)	<b>Total Variance Under/(Overspend)</b>	(374)
Housing and Wellbeing	5	Underspend on grant payments is part offset by a lottery income shortfall, this is expected to balance at year end.	0
	4	Neighbourhoods and Recreational Services car allowances are underspent, this is expected to be a year end saving £6K	6
	2	Various under/(overspend)	(1)
	11	<b>Total Variance Under/(Overspend)</b>	5
Head of Contracts: Leisure, Waste and Environment	48	Town Hall electricity overspend is estimated to be £20K at year end. Town Hall Concerts and Show income net Income £36k at year end after show costs Room hire income is an additional £17k at year end Box office income is expected to be c£22k at year end. this is part offset by ticket sale & bank charges c£10k at year end.	49
	(10)	Old Rectory Building overspent £9.2K on essential lighting works for site security due to anti-social behaviour	(9)
	41	Leisure Centre Fusion contract management income is up £44K, additional income is £59k shop income down £4k, this is expected to be £2.3K at year end Utility payment due from Fusion by year end £3.9k against a nil budget	61
	(18)	Building repairs overspend £18K at lodge farm on security measures due to ongoing anti-social behaviour incidents year end prediction £19K.	(19)
	(8)	Building repairs overspend £6k at Outwoods on interim water works, this will be overspent at year end. Car park income is up £8K, this is offset by £10K tree felling income which will not be achieved and grant income shortfall year end £4k	(12)
	(16)	Underspend NWLDC cemetery services £4K will be spent by year end. Income is £21k down, this is expected to be c£12k by year end	(12)
	38	Refuse Collection: Serco contract £7k underspend - overall contract saving included in waste recycling comment below Trade Waste - LCC disposal underspent £2K, but will be overspent yr end £29k / Serco collection overspent £37k, this will be overspent year end £45k	2

		/ offset by additional income £68K, expected to be £80k year end / net position year end £6k additional income Bulky waste collection income £1K up, expected to be £5k by year end Additional £9k to be spent on new bins for the new commercial recycling service	
	63	Waste Recycling - Serco contract underspent £20K - this contract overall is expected to be underspent £44k by year end Automated leasing overspend at yr end £3.7k additional tracker costs various underspends £12k including recyclate gate fee & zero waste strategy costs will be spent by year end GWB income up £35K , cancellations have reduced significantly since Period 7, an income shortfall of £21k is now expected at year end Net Year end KPI's £30K additional income	49
	6	Museum year end overspend £12K / car allowance year end saving £13k / tree maintenance overspend year end £5k / water underspends year end £7K / misc Building R&M underspends £6k	9
	3	Various under/(overspend)	8
	147	<b>Total Variance Under/(Overspend)</b>	126
Head of Finance	185	General Fund Treasury Management interest above the £300k budget	250
	140	NNDR centralised savings	140
	(188)	Unspecified Savings £250k will be part offset by Senior Leadership review including year end recharges on an ongoing basis.	(50)
	(75)	Car allowance savings not realised as not yet implemented	(100)
	(79)	Net impact of MVS including the £1,925 pay award . Remaining MVS will be for the year is small shortfall £19k	(19)
	(16)	Increased bank charges as a result of moving away to cashless and more payments being taken by internet/telephone	(28)
	(33)	<b>Total Variance Under/(Overspend)</b>	193
Head of Governance and Human Resources	27	Legal Services - underspend on Legal costs/Court fees, £27K and additional External legal services income £2k	29
	(45)	Land Charges Service - estimated shortfall on Land charges income, this has been included as a service pressure for 2023/24 based on past information.	(42)
	(11)	Committee Services - Additional expenditure on Council meetings. Venue now at Town Hall, audio equipment needed and is currently being hired, £16K additional expenditure. This equipment is in the process to be purchased to save ongoing revenue costs.	(16)
	(25)	Human Resources - itrent increased contract costs. £7K Year end overspend. Audit & Risk - £8K Year overspend for Covid Health & Safety Measures. Register of Electors Service - £20K Year end saving on postages due to increased use of emails. Democratic Representation & Management - Increases in Members Allowance, estimated Year	(20)

		end overspend of £18K and the balance being various small overspends.	
	(54)	<b>Total Variance Under/(Overspend)</b>	<b>(49)</b>
<b>Head of Assets and Property</b>	(119)	Misc Land & Buildings: NHS Vaccination Centre moved out and area remains vacant	(125)
	(31)	Chainbridge: Compound CC (transfer of ownership) and Plot R (vacant). Both with legal for completion	(42)
	(13)	Meadow Lane: Units 5,12 and 14 have been vacant during year but are now occupied	(14)
	(10)	Ark Business Centre: Reduced levels in franking services utilised by tenants impacting on Fees and Charges	(12)
	(22)	Oak Business Centre: £18k due to Increased works being carried out for damaged areas after £10k was moved in Period 8 to cover shortfall	(15)
	(9)	Various small underspends/(overspends)	
	(204)	<b>Total Variance Under/(Overspend)</b>	<b>(208)</b>
<b>Director Commercial and Economic Development</b>	(6)	Sustainable Development: Jump Lite ad Solar Together programmes	(6)
	3	Cupola Way: Rent increase during the year	15
	5	Various small underspends/(overspends)	3
	2	<b>Total Variance Under/(Overspend)</b>	<b>12</b>
<b>Head of Economic Development and Regeneration</b>	(17)	Markets - Loughborough - income from Rent/stalls down by £35k. Lough Market - 26% down still trying to recover post Covid (loss of older traders deciding to retire). Choice of new trader offering unique products. Some traders downsizing where they had multiple stalls. Vintage Market - not recovered since Covid and effected more by adverse weather and lack of protection. Farmers Market - down to one stall.	(35)
	(11)	Festive Decorations and Illuminations - festive decoration erection of overspent by £11k	(15)
	(12)	Economic Regeneration - Agency overspend £22k, Contributions underspend £9k and Promotional Activities underspend £7k	(6)
	(25)	Town Centre Management SU - Streets Alive & Other events overspend £23.4k	0
	13	Arts Policy & Public Events - Partnership Project Grants underspent £14.1k	0
	(11)	Various small overspends	0
	(63)	<b>Total Variance Under/(Overspend)</b>	<b>(56)</b>
<b>Customer Experience</b>	(11)	Insurance - there has been additional Premises Insurance paid due to under-insurance £15k, year end savings on Insurance Excess of £9K, and £10K due to invoicing to Commercial Properties above the budget.	4
	39	Council Tax Service Unit - £96K income from overcharge of Magistrates Court, offset by £49K Consultancy for Council Tax Empty Homes review. Capita contract £52K overspend by year end due to inflationary increases.	5
	28	Benefits Admin Service Unit - £28k Additional Income DWP Subsidy grant, and DWP New Burdens grant payments of £43K received not budgeted for.	71
	22	Reduction in Supported Living payments - based on current demand	30
	5	Localisation of Council Tax - £33.5K C/FWD from Grant funding for the Discretionary Council Tax Support Scheme of which £3.3K vired to cover DCTS	13



		Allocation and £17K payment to Capita, leaving a balance of £13k.	
	(6)	Contact Centre - Increases in software annual charges due to inflation.	(6)
	(8)	Various small overspends	
	69	<b>Total Variance Under/(Overspend)</b>	<b>117</b>
<b>Head of Planning and Growth</b>	<b>(382)</b>	Development Control - agency overspend of £382k due to staff vacancies and predicted spend for the year end is £500k.	<b>(500)</b>
	12	Plans, Policies & Place - salary underspend will offset the MVS budget	0
	26	Local Plans SU - salary underspend will offset the MVS budget	0
	312	Planning Applications - fee income up by £280k, the year end estimate is £380k additional income and the planning fee outturn forecast is £1.3m	380
	(23)	Appeals & Enforcements - Legal Fees overspend, no budget for legal fees.	(50)
	59	Building Control Chargeable Activities - fee income up based on additional charges to Northwest District Council.	80
	10	NWDC Building Control Fee Earning - quarter 2 fee income up by £10k & Q3 income outstanding	60
	(8)	Various small overspends	
	6	<b>Total Variance Under/(Overspend)</b>	<b>(30)</b>
<b>Head of Regulatory and Community Safety</b>	<b>18</b>	Crime prevention underspend £14k delay paying Mario Tenniti Centre, this is expected to be spent in full by year end on domestic homicide reviews and a County based ASB co-ordinator. Car allowances are underspent £4k, this is expected to be £3k at year end	<b>3</b>
	15	Environmental protection car allowance underspend £6k, estimated year end saving £5K / Occupational health car allowance underspend £3k, estimated year end saving £4k, additional licensing income £6K, estimated to be £5k at year end	14
	10	Food Hygiene & safety - consultant fees underspent £6k, this is expected to be £2k at year end. Income is up £6k, this is expected to be £8k at year end due to increase on paid re-visits to re-rate food businesses	10
	7	Pest Control - Automated leasing credit received £6K, part offset by income shortfall £3k, expected to be £5k at year end.	1
	(164)	Car Park Income shortfall P9 £164k, Year end forecast is £225k, plus electricity costs £8k, Car Park income shortfall is currently being reviewed.	(233)
	(56)	Street management - staff training underspent £3k this is expected to be spent by year end / car allowances underspent £4K this is expected to be £4k at year end / LCC reimbursement income shortfall £64k, this is expected to be £11k additional income at year end assuming no shortfall in the SLA	15
	(7)	CCTV year end income shortfall £4K / taxi/gambling income shortfall year end £7K / Interim Head of Service cross over costs £15k	(26)
	(3)	Various under/(overspend)	0
	(180)	<b>Total Variance Under/(Overspend)</b>	<b>(216)</b>
<b>Total General Fund</b>	<b>(575)</b>	<b>Overall Total Variance Under/(Overspend)</b>	<b>(485)</b>

**Housing Revenue Account Appendix 2 & 3 below.**

There is a current overall overspend of (£401k) (4.7%) at the end of December 2022, with overspends of £59k (1.2%) related to Employee Costs, and an overspend of £80k (2%) Other Controllable Costs. Non-rent income is lower by £56k (18%) than budget and rent/service charge lower by £206k (1.2%). These figures include timing differences of £7k.

<b>Summary</b>	<b>Actual &amp; Commitments/Timing Differences P9</b>	<b>Original Budget P9</b>	<b>Under/ (Overspend)</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Employee	4,721	4,662	(59)
Other controllable	4,024	3,944	(80)
Income (non-rent)	(243)	(299)	(56)
Rent & Service Charges	(16,540)	(16,746)	(206)
<b>HRA Total Overspend</b>	<b>(8,038)</b>	<b>(8,439)</b>	<b>(401)</b>

**Managed Vacancy Savings Salaries** The budgeted target for MVS at Period 9 is a saving for 2022/23 is £182k for the year. At the end of period 9, the target was £137k. This has been met with a £8k surplus. However, there are pressures on salaries and the MVS will be kept under close review.

Service	Period 9 Under/ (Overspend ) to December 2022	Head of Service Comments
	£'000	
<b>Landlord Services</b>	240	Planned Maintenance: Non-Pay Underspends – on external painting/facia.
	(158)	Higher spend on backpay relating to the pay award –£27k for Repairs and Maintenance and £129k for Supervision and Management.
	(88)	Void property utility bills.
	(20)	Overspend on utilities and contract cleaning due to inflationary pressures.
	(42)	Non-pay – Utilities in Tenancy management and Warden Services.
	(17)	Legal fees overspend in capital/planned maintenance.
	(22)	Under recovery of rechargeable income.
	(11)	Overspend on equipment in Sheltered units.
	(3)	Other
	<b>(121)</b>	<b>Total Variance Under/(Overspend)</b>
	(206)	Includes £233k higher dwelling loss than budgeted, offset by a £10k increase in service charge income and £17k increase in garages/shop voids due to higher demand.
	<b>(327)</b>	<b>Sub-Total Variance Under/(Overspend)</b>
<b>Head of Strategic &amp; Private Sector Housing</b>	<b>51</b>	£46k saving on salaries in housing needs and £43k within housing strategy on staffing and housing costs. Offset by an overspend of £36k in housing systems and the MVS alongside £2k minor underspends.
<b>Head of Property Services</b>	<b>(4)</b>	Minor overspend on Valuation Fees for Right to Buy Properties and pay-rise backpay.
<b>Head of Financial Services</b>	<b>(121)</b>	Council Tax charges for void homes £121k higher than budget. This is because of the high number of void properties.
<b>Total HRA overspend</b>	<b>(401)</b>	

## **HRA Outturn Forecast**

Based on current projections, the HRA controllable costs are expected to be an overspend of approximately £272k.

	£
Landlord Services	(143)
Strategic Housing	63
Commercial	(5)
Finance - C Tax on Voids	(176)
Rent - additional void loss	(311)
Additional Investment Income	300
	(272)

This is more favorable than the P9 position because of anticipated additional income totaling approximately £300k for additional Investment Income. This is due to higher interest rates than when the budget was set a year ago.

There is expected to be higher spend on agency staff within Housing Needs between January and March 2023 which will be covered by underspend and grant. Any excess will be met from the Housing Finance Fund and is required to help reduce the voids position.

A reduction in any capital expenditure compared with the budget will lead to a higher overall balance, although the capital expenditure will likely slip into future financial periods. HRA Revenue budgets will continue to be closely monitored during the remainder of the financial year.

## **Rent arrears**

At the end of December 2022 (week 39) current tenant rent arrears had decreased by £66,954 since the same point in 2021. Former tenant arrears had increased by £47,732 over the same period but this increase is down to the submission and timing of write-offs rather than a structural increase in former tenant arrears.

With restrictions on possession action for rent arrears having been lifted in October 2021, the large backlog of possession cases awaiting hearing dates in the county court continues to reduce.

The numbers of tenants receiving universal credit (UC) continues to rise slowly. At the end of December 2022 1,731 tenants were receiving universal credit compared to 1,588 at the end of the same period in 2021. Universal credit is paid to the claimant as a single monthly payment in arrears. 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. The DWP has recently announced a resumption of its 'managed migration' programme by which all remaining [working age] claimants on legacy benefits, including housing benefit, will be moved over to universal credit. This programme was halted in 2020 through the pandemic restrictions. It is anticipated that this managed migration will recommence some time in 2023.

**Housing Revenue Account - Income from Rents and Service Charges****December 2022 - Period 202209****Table A - Dwelling Rents and Void Losses**

	<b>Actual Income Due (Gross) £</b>	<b>Actual Void Loss £</b>	<b>Void Loss as a % of Income Due %</b>	<b>Original Budget Void Loss % Assumption %</b>
<b>Dwelling Rents</b>	16,985,007	1,052,211	6.19%	4.82%
<b>Non-Dwelling Rent</b>				
Land	6,032	0	0.00%	0.00%
Garages	323,522	117,892	36.44%	40.00%
Shops	111,990	18,393	16.42%	16.76%
<b>Service Charges</b>				
Landlord Warden Charge	46,980	11,161	23.76%	21.15%
Central Heating	70,663	26,023	36.83%	35.05%
Communal Facilities	208,844	67,724	32.43%	30.00%
Hostel	20,680	2,004	9.69%	16.22%
Council Tax	14,682	8,714	59.35%	53.08%
Communal Cleaning	59,133	3,695	6.25%	3.00%
	17,847,533	1,307,817	7.33%	

(Gross means Gross of Void Loss)

**Table B**

<b>Rent and Service Charge Arrears As at Period 202209</b>	<b>2021/22 £000</b>	<b>2022/23 £000</b>
Arrears at the beginning of the year	683	1063
Court Costs at the beginning of the year	411	115
	1094.00	1178.00
Arrears at the end of the December 2022	1,236	1,217
Court Costs at the end of the December 2022	95	96
	1331.00	1313.00
Amount written off in the year to date	66	43

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

<b>Position on</b>	<b>2021/22</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2022/23</b>
	<b>Number</b>	<b>£000</b>	<b>Number</b>	<b>£000</b>
<b>Less than £150</b>	622	35	637	39
<b>£150 - £300</b>	350	77	328	72
<b>£300 - 450</b>	214	78	189	69
<b>£450 - £600</b>	118	61	107	56
<b>£600 - 750</b>	75	50	80	54
<b>£750 - 900</b>	65	53	55	45
<b>£900 - £1,200</b>	85	90	63	65
<b>£1,200 - £2,000</b>	107	163	77	117
<b>£2,000</b>	50	154	55	177
<b>Total</b>	<b>1,686</b>	<b>761</b>	<b>1,591</b>	<b>694</b>

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

Position on	2021/22	2021/22	2022/23	2022/23
	Number	£000	Number	£000
Less than £150	86	6	94	7
£150 - £300	57	13	61	14
£300 - £450	37	13	45	17
£450 - £600	34	18	36	18
£600 - £750	20	13	27	18
£750 - £900	18	15	21	17
£900 - £1,200	33	35	35	37
£1,200 - £2,000	64	99	68	105
£2,000	83	263	86	290
<b>Total</b>	<b>432</b>	<b>475</b>	<b>473</b>	<b>523</b>

**APPENDIX 4**

GF Income Analysis	2022/23 as at Period 9				Appendix 4
	Original Full Year	Current P9	Actual P9	Variance (shortfall)/increase P9	
Town Hall					
Concerts and Shows	(601,800)	(441,320)	(761,485)	320,165	increased Artist/Marketing Costs P9 £96k
Bars & Catering	(157,500)	(115,500)	(143,024)	27,524	increased Stock Costs P9 £12k
Lettings	(110,625)	(81,125)	(105,894)	24,769	
Booking Fee Income	(51,975)	(38,115)	(65,230)	27,115	
	<b>(921,900)</b>	<b>(676,060)</b>	<b>(1,075,633)</b>	<b>399,573</b>	
<b>Car Parking Charges</b>	<b>(689,250)</b>	<b>(689,250)</b>	<b>(551,541)</b>	<b>(137,709)</b>	
Garden Bins	(1,366,916)	(1,366,916)	(1,402,007)	35,091	
Trade Waste Collection Charges	(75,075)	(95,075)	(162,641)	67,566	Offset by contracts & Disposal costs
Bulky Waste Collection	(107,250)	(107,250)	(108,090)	840	
	<b>(1,549,241)</b>	<b>(1,569,241)</b>	<b>(1,672,738)</b>	<b>103,496</b>	
<b>Leisure Centre Contract</b>	<b>(177,150)</b>	<b>(177,150)</b>	<b>(221,490)</b>	<b>44,340</b>	Fusion Contract
<b>Markets Loughborough</b>	<b>(262,075)</b>	<b>(262,075)</b>	<b>(234,371)</b>	<b>(27,704)</b>	
Industrial Units	(567,568)	(466,318)	(420,400)	(45,919)	
Southfield Office Buildings	(394,225)	(300,800)	(336,566)	35,766	
Miscellaneous Land & Property	(238,000)	(235,600)	(106,137)	(129,463)	Vaccination centre
Vaccination Centre £125k ADJ	62,500	62,500	0	62,500	
Commercial Development	(1,493,900)	(1,447,350)	(1,451,884)	4,534	
Charge to Capita	(81,750)	(25,600)	(25,651)	51	
Rent Land	(32,850)	(32,850)	(35,374)	2,524	
	<b>(2,745,793)</b>	<b>(2,446,018)</b>	<b>(2,376,011)</b>	<b>(70,008)</b>	
Loughborough Cemetary	(81,375)	(81,375)	(60,714)	(20,661)	
	<b>(81,375)</b>	<b>(81,375)</b>	<b>(60,714)</b>	<b>(20,661)</b>	
<b>Private Lifeline Charges</b>	<b>(166,275)</b>	<b>(166,275)</b>	<b>(169,026)</b>	<b>2,751</b>	
<b>Licencing</b>	<b>(187,125)</b>	<b>(187,125)</b>	<b>(175,235)</b>	<b>(11,890)</b>	
<b>Land Charges</b>	<b>(184,650)</b>	<b>(184,650)</b>	<b>(135,161)</b>	<b>(49,489)</b>	
Building Control Fee Earning	(197,925)	(197,925)	(218,379)	20,454	Qtr 3 Invoice is not in unit4
Planning Charges	(744,900)	(744,900)	(1,026,429)	281,529	
Non Fee Earning Building Control	(148,000)	(148,000)	(111,000)	(37,000)	
	<b>(1,090,825)</b>	<b>(1,090,825)</b>	<b>(1,355,808)</b>	<b>264,983</b>	
	<b>(8,055,660)</b>	<b>(7,530,045)</b>	<b>(8,027,728)</b>	<b>497,684</b>	

## FINANCE & PERFORMANCE SCRUTINY COMMITTEE 15<sup>TH</sup> MARCH 2023

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

#### Part A

#### CAPITAL MONITORING REPORT PERIOD 9 , December 2022

##### 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, 31<sup>st</sup> December 2022 compared with the profiled budget.

##### Recommendation

That the Capital Monitoring Summary position for Period 9, 31<sup>st</sup> December 2022 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
Appendix 1:	Capital Monitoring detailed spreadsheet
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## **Part B - Executive Summary**

To highlight the following :-

1. The General Fund Capital spend at period 9 is £3,397k compared to a profiled budget of £10,159k, this is an underspend of £6,762k. Slippage identified is £9,350k on capital schemes to date which will be reviewed by SLT as part of the year end Capital outturn report. Table 1 below splits the spend out between Live Schemes, Provisional Schemes, Other schemes being 3<sup>rd</sup> party funded schemes such as S106/Grant Funded.
2. The HRA Capital spend at Period 9 is £2,910k compared to a profiled budget of £9,026k, an underspend of £6,116k. Slippage identified of £2,521k all relate is to Acquisition of Affordable Homes budget. The HRA budget for 2023/24 includes a HRA full Capital Programme of work.
3. The DGF Capital Scheme full year budget £2,496,000, spend at period 9 is £293K, this is a government funded scheme and the funding has been increased significantly on this scheme. We are looking to develop our capacity in order that funds can be effectively used. Recruitment is in progress for an additional technical officer to support increased spend on this budget line.
4. Shepshed Bull Ring Scheme full year budget £1,065,200, spend at Period 9 is £60k, a contractor is now procured for the street works which is due to commence early in 2023/24, therefore this schemes budget will slipped into 2023/24.
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. This scheme is complete. We are however currently waiting a snagging list from Leicestershire County Council, which will require some final work to be undertaken, we can then access the final cost of this project.



Summary Position Period 9 December 2022 Capital Monitoring Report

Table 1

Schemes By:	Full Year Budget 2022/23	Budget P9 December 2022	Actual Period 9	Variance to P9 Under/(over spend)	P9 % Spend to Date	Forecast Y/E Spend	Y/E Slippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Schemes GF	4,027,800	3,020,850	2,072,912	947,938	68.62%	2,302,986	1,754,661	
Lives Schemes HRA	12,034,200	9,025,650	2,909,639	6,116,011	32.24%	5,810,027	2,520,725	Slippage relates to 100% HRA Acq of Affordable Homes only, No HRA Slippage
Provisional Schemes	2,970,000	2,227,500	0	2,227,500	0.00%	0	2,970,000	Town Deal only , Capital Update Report 9th Feb moved EX/Regen to 2023 and reduced
Other (including S106)	6,547,700	4,910,775	1,323,613	3,587,162	26.95%	1,282,864	4,624,273	Includes DFG's £2.2m Cfwd+ S106
<b>Total</b>	<b>25,579,700</b>	<b>19,184,775</b>	<b>6,306,164</b>	<b>12,878,611</b>	<b>32.87%</b>	<b>9,395,877</b>	<b>11,869,659</b>	

Breakdown Major Capital Schemes	Full Year Budget 2022/23	Budget P9 December 2022	Actual Period 9	Variance to P9 Under/(over spend)	P9 % Spend to Date	Forecast Y/E Spend	Y/E Slippage	Head of Service Comments
	£	£	£	£	%	£	£	
Live Scheme - Shepshed Public Realm	1,065,200	798,900	59,926	738,974	7.50%	290,000	775,200	Contractor now procured for street works, planned to commence in 2023/24.
Live Scheme - Carbon Neutral Project	1,095,100	821,325	115,639	705,686	14.08%	115,639	979,461	A number of projects have commenced including, New lighting to Council Offices which has a P.O. raised. Projects such as Museum Lighting, Roofing & Windows, Town Hall Stage door replacement are being tendered but spend will not occur within this financial year.
Live scheme - Bedford Square	1,867,500	1,400,625	1,897,347	(496,722)	135.46%	1,897,347	0	No Further Budget in 2023/24 - LCC to confirm costs any further defects.
<b>Sub Total Live Schemes</b>	<b>4,027,800</b>	<b>3,020,850</b>	<b>2,072,912</b>	<b>947,938</b>	<b>68.62%</b>	<b>2,302,986</b>	<b>1,754,661</b>	
Provisional - Town Deal	2,970,000	2,227,500	0	2,227,500	0.00%	0	2,970,000	CBC Schemes Lanes & Links ( Including Hope Bell) & Living Loughborough to be split into two projects. Grant Funds Awarded in 2022/23, project appraisal in progress.
<b>Sub Total Provisional</b>	<b>2,970,000</b>	<b>2,227,500</b>	<b>0</b>	<b>2,227,500</b>	<b>0.00%</b>	<b>0</b>	<b>2,970,000</b>	
DFG Grant Funded 3rd part	2,496,400	1,872,300	293,029	1,579,271	15.65%	293,029	2,203,371	See covering Capital Monitoring Report
<b>Other General Fund Capital Schemes</b>	<b>4,051,300</b>	<b>3,038,475</b>	<b>1,030,584</b>	<b>2,007,891</b>	<b>33.92%</b>	<b>989,834</b>	<b>2,420,902</b>	See detailed Capital Monitoring Report included
<b>Total General Fund</b>	<b>13,545,500</b>	<b>10,159,125</b>	<b>3,396,525</b>	<b>6,762,600</b>	<b>1</b>	<b>3,585,850</b>	<b>9,348,934</b>	
<b>Total HRA</b>	<b>12,034,200</b>	<b>9,025,650</b>	<b>2,909,639</b>	<b>6,116,011</b>	<b>32.24%</b>	<b>5,810,027</b>	<b>2,520,725</b>	HRA Acq of Affordable Homes budget only
<b>Total Capital Plan</b>	<b>25,579,700</b>	<b>19,184,775</b>	<b>6,306,164</b>	<b>12,878,611</b>	<b>32.87%</b>	<b>9,395,877</b>	<b>11,869,659</b>	
HRA Acq of Affordable Homes	3,302,700	2,477,025	80,822	2,396,203	3.26%	781,975	2,520,725	2 properties purchased to date (13/01/2023), a further 3 x 3 bed houses are in the pipeline and likely to complete this financial year, totalling £782k. Target was to purchase 10 Properties this year. In addition, (the Team are working to transfer 3 x S106 properties into the Council's ownership this financial year (3 x 2 bed bungalows) this will be a separate budget and not part of the capital plan)

Capital Monitoring Report - December 2022 Period 9

APPENDIX 1

Capital Project	Full Year		Year to date				Variance (Overspend)/Underpend	HRA (Only) QL Commitments YTD	HRA (Only) YTD Variance Adjusted for	Forecast Year end Spend	Request for Slippage to following year	Budget Officer Comment
	Current Budget	Current Budget	Actual	Accruals	Outstanding PO's							
	£	£	£	£	£	£	£	£	£	£	£	
Planned Property Refurbishment	742,000	556,500	13,336	0	0	543,164		543,164	13,336	543,164	Property refurbishments program has stalled whilst comprehensive condition surveys are carried out to determine scope of works required and prioritisation. Progress is slow as the same officers are also having to deliver the Carbon Commitment projects program and also provide project/reactive services to the other services. .	
Rothley Parish Council – Upgrade Rothley Centre	173,200	129,900	101,969	0	0	27,931		27,931	101,969	0	This project is complete. The underspend will not be used but as a S106 contribution could be allocated to a further project to benefit the residents of Rothley. S106 Officer to assess and evaluate potential.	
<b>Head of Assets and Property</b>	<b>915,200</b>	<b>686,400</b>	<b>115,304</b>	<b>0</b>	<b>0</b>	<b>571,096</b>	<b>0</b>	<b>571,096</b>	<b>115,305</b>	<b>543,164</b>		
Carbon Neutral Action Fund	1,095,100	821,325	25,088	0	90,550	705,686		705,686	25,088	705,686	A number of projects have commenced including, New lighting to Council Offices which has a P.O. raised. Projects such as Museum Lighting, Roofing & Windows, Town Hall Stage door replacement are being tendered but spend will not occur within this financial year. I.E. no further anticipated spend this financial year.	
Feasibility Work – New Council Offices	150,000	112,500	11,615	0	0	100,885		100,885	11,615	138,385	Site surveys completed. Client Construction brief being prepared for tender and may result in spend during remaining fiscal period although figures not yet known.	
<b>Director Commercial and Economic Development</b>	<b>1,245,100</b>	<b>933,825</b>	<b>36,703</b>	<b>0</b>	<b>90,550</b>	<b>806,571</b>	<b>0</b>	<b>806,571</b>	<b>36,703</b>	<b>844,071</b>		
Closed Churchyard Walls	8,100	6,075	0	0	0	6,075		6,075	6,075	0	All priority work has been completed.	
Cedar Academy – contribution towards all weather pitch	50,000	37,500	0	0	0	37,500		37,500		50,000	S106 scheme	
Bell Foundry Pocket Park	25,100	18,825	0	0	556	18,269		18,269		25,100	We will resume discussion with the community development workers and the expectation is to spend the full budget by the end of October 2023	
Shelthorpe Public Open Space Enhancements	111,700	83,775	0	0	0	83,775		83,775		111,700	S106 scheme	
Town Hall Roof Upgrade	17,200	12,900	0	0	0	12,900		12,900		17,200	Project completed remaining budget held until asset management full building survey is completed in event of other roof related issues being identified.	
Syston Community Garden	22,300	16,725	695	0	0	16,030		16,030	695	21,605	DD to reflect changes in governance arrangements needs to be approved before any additional investment is made	
Loughborough Cemetery - New Burial Provision	52,500	39,375	24,483	0	0	14,892		14,892	24,483	28,017	Project completed. Establishment is being monitored and contingency funds are due 12 months upon completion (June 2023)	
Shelthorpe Golf Course - Fencing	77,100	57,825	0	0	0	57,825		57,825		77,100	Discussion held between the senior leadership team regarding priorities	

Community Tree Planting Programme	30,700	23,025	35,859	0	48,382	(61,215)		(61,215)	35,859	0	Remainder of costs along with grant contribution to be spent by year end (22/23)
Syston Town Council - redevelopment of sports pavilion at Mem	57,000	42,750	56,977	0	0	(14,227)		(14,227)	56,977	0	S106 scheme complete
Loughborough Town Hall - Lower Level Elevation Repairs & Fee	1,900	1,425	2,100	0	0	(675)		(675)	2,100	0	Project completed, recent issues with repair failures will require remaining budget as out of guarantee period.
Town Hall - Victorial Room - Air Handling	23,500	17,625	0	0	0	17,625		17,625		23,500	Remaining budget to be used towards cost of the required Air Handling investment. Full M&E survey is required to assess condition of all plant and equipment. Currently operational issues are costing significant sums in repair costs with unit only able to work at 20% capacity.
Town Hall - additional seating	225,000	168,750	0	0	0	168,750		168,750		225,000	Project has been revaluated to ensure maximum return on investment. This project is currently held in ambience until M&E survey is completed in order to prioritise available funding to essential maintenance work in order to compare fully against potential advantage of increased seating.
Allotment Improvements	10,000	7,500	0	0	0	7,500		7,500		10,000	Priorities have been identified and commissioning options are being explored
Queens Park Aviary Improvements	20,000	15,000	0	0	0	15,000		15,000		20,000	Ongoing discussions to finalise requirements
Playing Pitch Strategy Action Plan	91,900	68,925	53,808	0	10,190	4,927		4,927	63,808	28,092	Majority of work has been completed, any unspent funds to be carried forward
Shepshed POS Enhancement	102,500	76,875	53,961	0	0	22,914		22,914	53,961	48,539	Jubilee Walk project completed and Morley Quarry works are being quantified before commissioning
Loughborough Police Station Centre - Front Enquiry Desk	98,800	74,100	0	0	0	74,100		74,100		98,800	S106 scheme
Queens Park - Improvements to Children's Play Provision & Adu	203,200	152,400	(1,800)	1,800	270	152,130		152,130	0	203,200	This project will run along with the Bell Hope and Loughborough Lanes project. The timescales are still negotiated and is expected to take place in 23/24
Holt Drive PA Enhancements	11,000	8,250	0	0	0	8,250		8,250		11,000	Works scheduled for Q3/4 23/24
Loughborough Playground Improvement Plan	100,000	75,000	0	0	0	75,000		75,000		100,000	Works scheduled for Q2/3 23/24
Barrow Town Cricket Club - extend clubhouse facilities, creating	9,000	6,750	9,000	0	0	(2,250)		(2,250)	9,000	0	S106 scheme complete
Barrow Town Council - new play area Mill Lane	2,200	1,650	2,200	0	0	(550)		(550)	2,200	0	S106 scheme
Sileby Parish Council - Sileby Memorial Park	70,700	53,025	0	0	0	53,025		53,025		70,700	S106 scheme
Shepshed Town Council - Skate Bowl, Oakley Road Playing Fie	49,700	37,275	49,709	0	0	(12,434)		(12,434)	49,709	0	S106 scheme complete
Lodge Farm Public Open Space Enhancements	31,200	23,400	0	0	0	23,400		23,400		31,200	Uncertainty about the project due to the ongoing ASB incidents on site as well as the short remaining period of the lease
Cemetery Ashes Plot	40,000	30,000	0	0	0	30,000		30,000		40,000	Q1/2 in 23/24 - tendering documentation is being prepared
Cemetery Gates	15,000	11,250	0	0	0	11,250		11,250		15,000	Revised prices to be obtained before commissioning, Q1 23/24
Syston Riverside Walk	50,000	37,500	1,050	1,925	495	34,030		34,030	1,050	48,950	Gate is expected to be completed by the end of the current year. Remainder work to be commissioned for Q2/3 in 23/24. Any unspent funds to be carried forward for next year. Subject to approval from Env. Agency
Radmoor Road Public Open Spaces Enhancements	53,600	40,200	0	0	0	40,200		40,200		53,600	Work expected to take place in 24/25
Hathern Village Hall - additional community space	34,400	25,800	30,535	0	0	(4,735)		(4,735)	30,535	3,865	Project close to completion, any unspent funds will need to be carried forward
Quorn Parish Council - additional play equipment - Cave's Field	29,900	22,425	29,943	0	0	(7,518)		(7,518)	29,943	0	Project completed and invoices paid
Barrow Upon Soar Parish Council - Barrow Cemetery extension	100,000	75,000	99,999	0	0	(24,999)		(24,999)	99,999	0	Project completed and invoices paid
<b>Head of Contracts: Leisure, Waste and Environment</b>	<b>1,825,200</b>	<b>1,368,900</b>	<b>448,520</b>	<b>3,725</b>	<b>59,893</b>	<b>856,763</b>	<b>0</b>	<b>856,763</b>	<b>466,394</b>	<b>1,362,168</b>	

Hardware Replacement Programme	52,500	39,375	44,648	0	0	(5,273)		(5,273)	52,500	0	The spend for IT Hardware replacement (Laptops, PCs, etc) is on track within the overall agreed budget
Infrastructure Development	59,700	44,775	26,093	0	23,835	(5,153)		(5,153)	59,700	0	Project spend to replace and improve the existing IT network is within the allocated overall budget spend
Call Secure System - PCI Compliance	4,200	3,150	2,080	0	2,000	(930)		(930)	4,200		Scheme complete
Server Redesign	70,000	52,500	0	0	39,733	12,767		12,767	40,000	30,000	Current spend and requested carry forward is aligned with the project timescales for 2023 agreed with the supplier
Cloud Implementation	108,400	81,300	28,089	0	40,000	13,211		13,211	84,400	24,000	The requested carry forward is to support further planned IT Cloud developments and will work in line with the Z812 (Server redesign) Capital scheme
Meeting Rooms - Presentation Screens	0	0	3,414	0	600	(4,014)		(4,014)	0	0	Scheme complete
Northgate – Single Use System	71,500	53,625	48,482	0	0	5,143		5,143	71,500	0	Pending confirmation of resources from service areas, the go live of the single system is schedule for end of March. This will amalgamate three existing systems into a single application for Planning, Building Control, Land Charges, Environmental Health, Licensing and Strategic Private Sector Housing
Hybrid Council Meeting - Camera and audio equipment - Virtual	3,900	2,925	34	0	0	2,891		2,891	3,900	0	Scheme complete
Phone System - Migration to Teams	30,000	22,500	28,640	0	0	(6,140)		(6,140)	30,000	0	Scheme complete
<b>Customer Experience</b>	<b>400,200</b>	<b>300,150</b>	<b>181,480</b>	<b>0</b>	<b>106,168</b>	<b>12,502</b>	<b>0</b>	<b>12,502</b>	<b>346,200</b>	<b>54,000</b>	
Lough Festive Lights and Street Dressing	4,400	3,300	0	0	0	3,300		3,300	4,400		Works complete -Final payment to LITE Ltd not completed / LITE to be contracted again to complete this project settlement
Lighting strategy to support the Masterplan lane strategy - feasit	10,000	7,500	11,500	0	0	(4,000)		(4,000)	11,500	0	The lighting strategy work has now been completed and included the design and costings for the Hope Bell necessary for the Town Deal green book business case. The overspend was due to additional related design costs associated with the project.
Town Deal	2,970,000	2,227,500	0	0	0	2,227,500		2,227,500		2,970,000	To be split into two schemes.
Public Realm - Shepshed Town Centre	8,400	6,300	0	0	0	6,300		6,300	0	0	
<b>Head of Economic Development and Regeneration</b>	<b>2,992,800</b>	<b>2,244,600</b>	<b>11,500</b>	<b>0</b>	<b>0</b>	<b>2,233,100</b>	<b>0</b>	<b>2,233,100</b>	<b>15,900</b>	<b>2,970,000</b>	
Unit4 Agresso Upgrade	32,800	24,600	0	0	0	24,600		24,600	0	32,800	Unit4 Upgrade 2023/24
<b>Head of Finance</b>	<b>32,800</b>	<b>24,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24,600</b>	<b>0</b>	<b>24,600</b>	<b>0</b>	<b>32,800</b>	
Legal Case Management System	13,200	9,900	8,839	0	0	1,061		1,061	8,839	0	Scheme complete, no further spend.
<b>Head of Governance and Human Resources</b>	<b>13,200</b>	<b>9,900</b>	<b>8,839</b>	<b>0</b>	<b>0</b>	<b>1,061</b>	<b>0</b>	<b>1,061</b>	<b>8,839</b>	<b>0</b>	
Community Facilities Grants	139,600	104,700	22,961	0	0	81,739		81,739	33,817	105,783	No further allocation in the current year.
Members Grants	13,000	9,750	11,120	0	0	(1,370)		(1,370)	13,000	0	Likely to be fully spent
John Storer House - Extension and Reconfiguration of Commu	10,000	7,500	10,000	0	0	(2,500)		(2,500)	10,000	0	S106 scheme complete
<b>Director Housing and Wellbeing</b>	<b>162,600</b>	<b>121,950</b>	<b>44,081</b>	<b>0</b>	<b>0</b>	<b>77,869</b>	<b>0</b>	<b>77,869</b>	<b>56,817</b>	<b>105,783</b>	

Regional Housing Pot Grant	42,900	32,175	0	0	0	32,175		32,175		42,900	
DFG Disabled Facilities Grant	2,496,400	1,872,300	221,111	8,220	63,698	1,579,271		1,579,271	456,518.47	1,415,719	There is significant underspend in the budget, largely due to issues with delivery during covid and difficulties with recruiting to a second Technical Officer Post. This post is now out to advert for a third time with some good applications and so recruitment is looking positive.
Private Sector Housing Grants	174,000	130,500	0	0	0	130,500		130,500		174,000	Similarly, delivering repair grant has been affected by the impact of Covid and staffing issue. We hope we be able to use the available funding to help with topping up energy efficiency grants available to elderly and vulnerable residents. We are awaiting confirmation of ECO4 and level of funding it might be available in relation to boiler replacement. This will determine the expenditure going forward.
Fuel Poverty Scheme - DECC	7,000	5,250	0	0	0	5,250		5,250		7,000	No Comment
Choice Based Lettings Software	0	0	(16,063)	0	0	16,063		16,063		0	No Comment
<b>Head of Strategic Housing</b>	<b>2,720,300</b>	<b>2,040,225</b>	<b>205,049</b>	<b>8,220</b>	<b>63,698</b>	<b>1,763,258</b>	<b>0</b>	<b>1,763,258</b>	<b>456,518</b>	<b>1,639,619</b>	
Bedford Square Gateway	1,867,500	1,400,625	1,339,194	0	558,153	(496,722)		(496,722)	1,897,347	0	Construction work now complete and now in the 12 month defects period.
Shephed Public Realm for Z835	1,065,200	798,900	48,708	0	11,218	738,974		738,974	290,000	775,200	Contractor now procured for street works, planned to commence in 2023/24.
<b>Head of Planning &amp; Growth</b>	<b>2,932,700</b>	<b>2,199,525</b>	<b>1,387,902</b>	<b>0</b>	<b>569,372</b>	<b>242,252</b>	<b>0</b>	<b>242,252</b>	<b>2,187,347</b>	<b>775,200</b>	
CCTV	136,600	102,450	0	0	0	102,450		102,450	0	136,600	To upgrade the current server and matrix for the CCTV Control room. Current estimated at around £85,000. Proposed trial of equipment planned for February 2023. Procurement to take place after March so there will be slippage needed. Camera replacement plan is also to be developed, but procurement will now need to take place in 2023-24, so need for slippage.
Beehive Lane Car Park Improvements and refurbishment scheme	120,600	90,450	55,522	0	0	34,928		34,928	55,522	65,078	Redecoration complete within year. Currently, investigating improvements to stairwell to avoid insurance claims due to slips
Car Parks Resurfacing and Improvements	32,800	24,600	0	0	0	24,600		24,600	0	32,800	Southfields offices only car park not resurfaced due to uncertain future. Steer required
<b>Head of Regulatory and Community Safety</b>	<b>290,000</b>	<b>217,500</b>	<b>55,522</b>	<b>0</b>	<b>0</b>	<b>161,978</b>	<b>0</b>	<b>161,978</b>	<b>55,522</b>	<b>234,478</b>	
Performance Management System	15,400	11,550	0	0	0	11,550		11,550	3,793	0	No further spend
<b>Head of Transformation, Strategy and Performance</b>	<b>15,400</b>	<b>11,550</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,550</b>	<b>0</b>	<b>11,550</b>	<b>3,793</b>	<b>0</b>	
<b>General Fund</b>	<b>13,545,500</b>	<b>10,159,125</b>	<b>2,494,899</b>	<b>11,945</b>	<b>889,681</b>	<b>6,762,600</b>	<b>0</b>	<b>6,762,600</b>	<b>3,749,339</b>	<b>8,561,282</b>	

Minor Adaptations	50,000	37,500	1,360	0	0	36,140	6,460	29,680	20,000		
Stairlifts	60,000	45,000	26,767	0	0	18,233	1,188	17,045	40,000		Demand led. £40K
Garages	50,000	37,500	0	0	0	37,500		37,500	25,000		
Door Entry Systems	230,000	172,500	695	0	0	171,806	204,000	(32,194)	230,000		full yr spend
Asbestos Removal	250,000	187,500	139,504	0	0	47,996	10,359	37,637	250,000		Demand led. £250K
Communal Area Electric	200,000	150,000	19,311	0	0	130,689		130,689			No Comment
Sheltered Housing Improvements inc heating & equipment	50,000	37,500	44,867	0	0	(7,367)	1,398	(8,765)	50,000		full yr spend
Major Adaptations	700,000	525,000	263,550	0	0	261,450	454,302	(192,852)	717,852		Slightly overspent - full yr spend
Major Void Works	420,000	315,000	0	0	0	315,000		315,000	420,000		J Tomlinson start on site in january. All spend expected.
Kitchens	767,000	575,250	0	0	0	575,250		575,250	245,000		J Tomlinson Contractor in place. Start end Jan'23. Kitchen manufacturer experiencing less resource of staff due to COVID which has impacted on work. £245K spend by Year end. Central Heating and Boilers (Z767) will go overspent. More work needed. £300K to wire from Kitchens (Z763).
Bathrooms	1,478,100	1,108,575	25	0	0	1,108,551		1,108,551	325,000		J Tomlinson Contractor in place. £325K spend by YE.
Electrical Upgrades	212,500	159,375	26,629	0	0	132,746	145	132,601	70,000		Newey contractor. Demand led.
Windows	213,300	159,975	3,005	0	0	156,970		156,970	50,000		Procurement for new contractor sunstantively complete.
Central Heating and Boiler Installation	710,400	532,800	394,176	0	0	138,624	645,000	(506,376)	1,039,200		Central Heating and Boilers (Z767) will go overspent. More work needed. £300K to wire from Kitchens (Z763).
Door Replacement	850,000	637,500	7,599	0	0	629,901	212	629,689	150,000		
Re-roofing	920,000	690,000	67,807	0	0	622,193	15,096	607,097	300,000		
Major Structural Works	250,000	187,500	208,218	0	5,955	(26,673)	14,742	(41,415)	250,000		
Communal Area Improvements	300,000	225,000	0	0	0	225,000		225,000	50,000		£50K spend contract being mobilised currently
Carbon Monoxide Alarms	149,800	112,350	14,992	0	0	97,358		97,358	30,000		Demand led. PH Jones delivery and in-house team only PH Jones costs showing currently. £30K
Fire Safety Works	100,000	75,000	76,141	0	0	(1,141)	23,847	(24,988)	150,000		More spend an additional £50K
Mobility Scooter Storage	15,000	11,250	0	0	0	11,250	4,975	6,275	0		Ian Williams contract - contracts to be signed. No spend
Estate and External Works	205,000	153,750	2,840	0	0	150,910		150,910	100,000		
Housing Capital Technical Costs	312,000	234,000	0	0	0	234,000		234,000	312,000		
Delivery of Stock Condition Survey and Associated Costs	204,000	153,000	130,054	0	13,600	9,346		9,346	204,000		
Digital Filing - HRA Software	33,200	24,900	0	0	0	24,900		24,900			
<b>Director Housing and Wellbeing</b>	<b>8,730,300</b>	<b>6,547,725</b>	<b>1,427,538</b>	<b>0</b>	<b>19,555</b>	<b>5,100,632</b>	<b>1,381,724</b>	<b>3,718,908</b>	<b>5,028,052</b>	<b>0</b>	
Acquisition of Affordable Housing to meet housing need	3,302,700	2,477,025	77,922	0	2,900	2,396,203		2,396,203	781,975	2,520,725	2 properties purchased to date (13/01/2023), a further 3 x 3 bed houses are in the pipeline and likely to complete this financial year, totalling £782k. Target is to purchase between 10 and 20 Properties this year. In addition, the Team are working to transfer 3 x S106 properties into the Council's ownership this financial year (3 x 2 bed bungalows).
Acquisition of dwellings	1,200	900	0	0	0	900		900			
<b>Head of Strategic Housing</b>	<b>3,303,900</b>	<b>2,477,925</b>	<b>77,922</b>	<b>0</b>	<b>2,900</b>	<b>2,397,103</b>	<b>0</b>	<b>2,397,103</b>	<b>781,975</b>	<b>2,520,725</b>	
<b>Housing Revenue Account</b>	<b>12,034,200</b>	<b>9,025,650</b>	<b>1,505,460</b>	<b>0</b>	<b>22,455</b>	<b>7,497,735</b>	<b>1,381,724</b>	<b>6,116,011</b>	<b>5,810,027</b>	<b>2,520,725</b>	
	<b>25,579,700</b>	<b>19,184,775</b>	<b>4,000,359</b>	<b>11,945</b>	<b>912,136</b>	<b>14,260,335</b>	<b>1,381,724</b>	<b>12,878,611</b>	<b>9,559,366</b>	<b>11,082,007</b>	

**FINANCE & PERFORMANCE SCRUTINY COMMITTEE – 15TH MARCH 2023**

**Report of the Director Finance, Governance and Contracts**

**Part A**

WORK PROGRAMME

Purpose of the Report

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

Action Requested

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

Reasons

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

Policy Justification and Previous Decisions

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

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

Background Papers: None

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
15th Mar 2023	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
15th Mar 2023 (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.
15th Mar 2023 (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.
15th Mar 2023 (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.
15th Mar 2023	Car parking charges	To provide the Committee with update on raising of car parking fees for Loughborough and general overview	Suggested by Budget Scrutiny Panel, to assess impact and consequences	S. Jackson	Requested FPSC 01 March 2022, added to agenda 28 June, update requested in Sep. On 6 Sep 2022 update requested for Mar 2023 meeting.
27th June 2023 (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.
27th June 2023 (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.



27th June 2023	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.
12th Sept 2023 (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.
12th Sept 2023 (annual item)	Annual Performance report	Annual collation of performance information for publication on the Councils website	To communicate performance of the Council against annual targets	V. Brackenbury	Added to work programme by email agreement of the Chair for 2022 and confirmed at meeting to continue to be annual every Sept
12th Sept 2023 (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.
12th Sept 2023 (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.
12th Sept 2023 (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	Requested by Scrutiny Workshop to be an annual review. Agreed with C/VC to review in Sep (19 Jul '21)
28th Nov 2023 (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	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / relevant Head of Service / T McCabe	Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November.

		incidences of violent crime to be monitored.			
28th Nov 2023 (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.
28th Nov 2023 (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.
28th Nov 2023 (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.
5th Mar 2024 (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.
5th Mar 2024 (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.
5th Mar 2024 (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.