



FINANCE & PERFORMANCE SCRUTINY COMMITTEE

This meeting will be recorded and the sound recording subsequently made available via the Council's website: charnwood.gov.uk/pages/committees

Please also note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

To: Councillors Maynard (Chair), Forde (Vice-Chair), Baines, Campsall, Charles, Cory-Lowsley, S. Forrest, D. Taylor and Westley (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 Tuesday, 12th September 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

4th September 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. 2023-24 QUARTER 1 PERFORMANCE MONITORING REPORT 11 - 34

A report of the Head of Transformation, Strategy and Performance providing Quarter 1 performance monitoring information.

7. COUNCIL ASSETS UPDATE 35 - 69

A report of the Head of Strategic Housing providing an update on Council assets.

8. REVENUE MONITORING POSITION (GENERAL FUND AND HRA) 70 - 90

A report of the Head of Finance, setting out the revenue position for HRA and General Fund at the end of period 4.

9. CAPITAL MONITORING REPORT 91 - 107

A report of the Head of Finance, setting out the capital spend position at the end of Period 4.

10. DELIVERY OF CLIMATE CHANGE STRATEGY 108 - 141

A report of the Director of Commercial and Economic Development providing an update on the Council's Climate Change Strategy.

11. CAR PARKING STRATEGY UPDATE

A report of the Head of Regulatory Services and Community Safety providing a verbal update.

12. FPSC WORK PROGRAMME 142 - 148

A report of the Director, Finance, Governance and Contracts.

FUTURE MEETING DATES

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

28th November 2023

5th March 2024

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 27TH JUNE 2023

PRESENT: The Chair (Councillor Maynard)
The Vice Chair (Councillor Forde)
Councillors Baines, Campsall, Charles, Cory-
Lowsley, S. Forrest, D. Taylor and Westley

Councillor A. Gray (Cabinet Lead Member for
Waste, Open Spaces and Leisure facilities),
Hamilton (Deputy Leader of the Council, Public
and Private Sector Housing) and Miah (Leader of
the Council)

Chief Executive
Director Customer Experience
Director Finance, Governance and Contracts
Director Housing and Wellbeing
Head of Contracts, Leisure, Waste and
Environment
Head of Finance
Head of Strategic Housing
Transformation and Improvement Manager
Democratic Services Officer (NC)

APOLOGIES: none

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She 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.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 15th March 2023 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

3. DECLARATIONS - THE PARTY WHIP

No declarations were made.

4. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

5. PERFORMANCE MONITORING (QUARTER 4) REPORT

Considered a report of the Head of Transformation, Strategy and Performance providing Quarter 4 performance monitoring information (item 6 on the agenda filed with these minutes).

Assisting with the consideration of the report: Chief Executive, Director of Finance, Governance and Contracts, Director of Housing and Wellbeing, Head of Contracts, Leisure, Waste and Environment, Head of Strategic Housing and Transformation & Improvement Manager.

It was noted that the narrative included in the report for KI 11A and B was incorrect and required swapping to align to the correct item.

Summary, key points of discussion:

- the HSBC fire had impacted discussions with market traders regarding the promotion and delivery of a green market plan. There was a reluctance to begin environmental initiatives that could affect trade but dialogue was ongoing.
- the target for purchasing of 10-20 properties in 2022-23 had not been achieved – meeting the local housing need was complex, the Service were focused on ensuring that the properties being purchased met strategic priorities and that the cost of repair did not exceed 10% of the cost of purchase. The Housing Acquisition policy was under review and consideration was being given to purchase new builds, but the cost would be higher.
- concerns raised regarding ongoing review of age restricted and sheltered properties and the need to lift some age restrictions on some properties. Due to inappropriate building layouts (steps etc) there were higher levels of voids in some sheltered accommodation schemes and as some of the residents did not wish to relocate, it was important to ensure the mix of residents did not increase issues in other areas such as ASB.
- preliminary work had been carried out with respect to declassification of 45+ age restricted properties and a mitigation strategy was being considered to reduce any significant impact for existing residents. An update report would be submitted to the Housing Management and Advisory Board in late Summer. Noted that this issue had been raised at several previous meetings of the Committee and that it was hoped that significant change would be reported at a future meeting.
- there was no evidence of a link between the increased cost of garden waste collections and fly tipping in the Borough. This aligned with national research and local fly tipping tended to be commercial waste rather than domestic.
- in general, Leisure Centres were struggling to return to pre-covid attendance levels and were not a Government protected sector for utilities. The Council were working closely with Fusion to ensure the continuation of service to residents.
- the target for KPI 4a of 50% was a stretch target set by the EU whereas KPI 4b measured how the Council was performing based on yearly historical performance. For 2022, noted that the dry summer and 'no mow May' had impacted garden waste collection and that return of more normal working patterns had reduced percentage of non recycle. The enacting of the

secondary legislation for the Environment Act 2021 could affect recycling further, currently it was challenging to increase recycling without significant change to the collection regime. National waste targets were weight based and was an effective way to measure recycling, however household waste was measured by percentage. Generally the Council was performing well and was the second highest performer for the Midlands region.

- the delivery of the kitchen, bathroom and heating programmes had been initially impacted by supply chain issues and asbestos survey requirements but this had now been resolved and the contractor delivering both bathrooms and kitchens was delivering 5 per week which was expected to increase to 10 shortly.
- with respect to KPI 11 a, staffing resources was continuing to impact void property turnarounds but recruitment was progressing and the full impact of this was expected to become more evident by the end of the year. A proposal for an additional contractor would be submitted to the Cabinet for its consideration in August.
- a review of garages was in progress to consider opportunities for conversion to housing stock but some issues with emergency access had been identified. At present priority was being given to tasks relating to managing sheltered and age restricted housing stock. Noted that this issue had been raised at a previous meeting and positive change would be welcome. It could be beneficial for the Committee to receive a more detailed briefing on this matter including other related aspects.
- concerns raised regarding staff recruitment, and that there wasn't a KPI to monitor staff turnover, vacancies or retention within the performance report which seemed to be a gap. Noted that a Member Briefing would provide a high-level overview upon this issue later in the week but aware resources underpinned all council work. The Council staff turnover was lower than other regional LAs but there were challenges in recruitment for some posts and a more detailed briefing could be provided to the Committee at a future meeting.
- Referring to Appendix B of the report as to why the Council's Family Group position (Feb 2023) appeared poor in relation to theft of and from vehicles – the Council were part of the Community Safety Partnership and worked closely with its partners in relation to crime.
- working with the Football Foundation to deliver football infrastructure was welcomed. Noted that opportunities to invest in facilities required good leasehold security and flexibility in use to encourage investment. Funding tended to channel through clubs but other sources such as S106 monies were being identified.

the Council was considering the cost of purchase of properties holistically, offsetting against B&B and repair costs. B&B spend had been high in 2022 but was currently at lower levels and the Ukraine hosting arrangements were being supported to minimise potential impact on housing need. Noted that the Service was currently focused on reducing voids and reviewing its disposals strategy for circumstances when the rent didn't support the required repair costs.

- Disappointing that the solar farm project was not being progressed. Smaller scale solar generation ideas were under consideration but would be of less impact. There was a separate review progressing on car parks and other assets to enable the Council to become a carbon neutral organisation by 2230.

This would cover parking charges, maintenance and a structured charging strategy for individual car parks.

Further commentary was requested as follows:

- From the Director of Housing and Wellbeing regarding the number of outstanding kitchen and bathrooms to be delivered and the dates for when they would be completed.
- From the Director of Housing and Wellbeing to provide further information about the Council's Decent Homes Standard.
- From the Head of Regulatory and Community Safety regarding the actions taken to reduce theft of and from vehicles, including details of work with stakeholders and to explain what was driving the Council's poor performance in its family grouping in Community Safety Partnership.
- From the Director of Commercial and Economic Development to provide further information on the provision of EV charging facilities outside of Loughborough and a status update on other Carbon Neutral schemes.
- From the Head of Economic Development to provide further information about the progress of the Charnwood Economic Development Strategy.
- From the Head of Contracts; Leisure, Waste and Environment to provide clarification on the legal process for converting Gorse Covert into a Nature Reserve.
- From the Head of Regulatory and Community Safety to share the 2023 plan to deliver 10 crime and ASB prevention campaigns for a safer Charnwood.

The Director of Housing and Wellbeing agreed to liaise with Cllr Campsall regarding scaffolding around a specific property.

RESOLVED that the Committee 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.

6. ANNUAL PERFORMANCE REPORT 2022-2023

Considered a report of the Chief Executive providing annual performance monitoring information 2022-23 (item 7 on the agenda filed with these minutes).

Assisting with the consideration of the report: Chief Executive, and the Transformation & Improvement Manager.

The Chief Executive stated that the Senior Leadership Team were working to improve the overall management and performance reporting culture within the Council and that improvements had been made. He noted the Committee's views with respect to delivery timings and wished to put on record his thanks to colleagues present and all staff for their significant effort and work in delivering the performance for 2022-2023.

In response to a questions, it was noted that two electric Pest Control Fleet vehicles were on order to replace diesel vehicles but had not yet been delivered due to delays in the post manufacture conversion for chemical storage. The purchase had been financed through the carbon neutral budget and it was proposed to replace more vehicles going forward. It was also clarified that the Annual Performance report would be published on the Council's website and through the Council's usual social media streams.

Further actions requested as follows:

- from the Director of Housing and Wellbeing to provide further information regarding gifted properties fulfilling developer's contributions.
- from the Chief Executive to liaise with the Communications Manager to increase the public visibility and accessibility of the Annual Performance report.

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

Reason

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

7. REVENUE MONITORING POSITION (GENERAL FUND & HRA) OUTTURN 2022-23

Considered a Cabinet report of the Head of Finance setting out the Revenue Outturn position for 2022/23 (item 8 on the agenda filed with these minutes).

Assisting with the consideration of the report: Chief Executive, Director of Finance, Governance and Contracts, Head of Finance.

Summary, key points of discussion:

- with respect to the HRA Financing fund, this had been created a number of years previously as a reserve to pay the HRA loans debt. Surplus monies was transferred to the financing fund to enable the Council to make its scheduled payments on loans. A 30 year HRA business plan was in place.
- with respect to the overspend for B&Bs in 2022-23 and setting the budget higher in 2023-24, this was contrary to the information provided during the consideration of the previous agenda item that B&B requirements was decreasing - in 2022-23 the significant increase in cost was mitigated with Homelessness Grant funds. The situation was monitored closely and when the budget was set for 2023-24, with the potential for further resettlement schemes, it was considered prudent to allocate a higher budget. Monitoring would continue and if the budget was not required going forward the Medium Term Financial Strategy (MTFS) would be adjusted. Quarter 1 (period 4) financial monitoring, including B&B costs would be considered by the Committee at its meeting in September.
- clarified that the budget was set in December of each year and that some budgets could be fluid. The MTFS tracker process considered the outturn and reviewed budgets going forward.

- with respect to the overspend of the November Fair in the Loughborough Special Expenses - the transfer of support service recharges reflected the division of responsibilities between different Services following the Senior Leadership review and would not be an overspend going forward.
- with respect to the overspend of the Lodge Farm Sports Ground due to additional security measures – a more holistic approach was being implemented with the Police and through the Community Safety Partnership to tackle anti-social behaviour and related issues.

RESOLVED that the Committee notes the report.

Reason

The Committee were satisfied with its contents.

8. CAPITAL MONITORING (OUTTURN 2022-23)

Considered a Cabinet report of the Head of Finance setting out the Capital Outturn position for 2022/23 (item 9 on the agenda filed with these minutes).

Assisting with the consideration of the report: Chief Executive, Director of Finance, Governance and Contracts, Head of Finance.

Summary, key points of discussion:

- the Capital Plan was underspent at 34% of budget, how was the monies invested - all underspent money was put into the Treasury Management (TM) Account, currently with a high interest rate, and a calculation split this rate between the General Fund and HRA fund. The TM Account invested mostly in short term money market accounts across a range of maturity rates from overnight to a year, to enable the Council to maintain its own liquidity. The Treasury Management Strategy would be reviewed in February 2024/25 to consider whether more long-term investment options could be beneficial.
- the Monetary Policy Committee met recently to consider the impact of inflation on interest rates and create a new budget projection which would flow into the MTFS tracker process.
- concerns raised regarding slippage in the Carbon Neutral projects, as noted in the previous meeting - this was affected by the pending decisions on the Council offices and fleet vehicles. A range of projects were under consideration and if their carbon and financial viability were suitable the projects would come forward for Cabinet approval.

A further update regarding the status of Carbon Neutral projects was requested from the Director of Commercial and Economic Development.

RESOLVED that the Committee notes the report.

Reason

The Committee were satisfied with its contents.

9. WORK PROGRAMME

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

It was requested that a basic dashboard for financial performance against targets be created for members. The Director of Finance, Governance and Contracts stated that it would be challenging to provide a simplified view of council finances without detailed associated commentary but noted that Quarter 1 performance monitoring would be reported in a different format to aid understanding. The Chief Executive stated that suggestions would be welcome and that the provision of further training could be considered through the Member Development Member Reference Group.

Members considered the best approach to obtaining some of the information requested during this meeting and agreed to receive updates at future meetings in the first instance.

RESOLVED

1. that the Committee's work programme as set out in the report and with any amendments made at this meeting be agreed;
2. An update regarding the position of the Council in relation to managing its garage assets and related housing stock issues to be considered at its meeting scheduled on 12th September 2023;
3. An update regarding the position of the Council in relation to staffing, recruitment, turnover and retention to be considered at its meeting scheduled on 28th November 2023.

Reasons

1. To enable the Council's scrutiny arrangements to operate efficiently and effectively.
- 2&3. To receive more detailed information regarding an issue identified as requiring further scrutiny.

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. The Cabinet Lead Member for Public & Private Sector Housing, the Director of Customer Experience, and the Head of Strategic Housing attended the meeting

virtually to assist the Committee with its consideration of items 6 and 7 on the agenda.

3. These minutes are subject to confirmation as a correct record at the next meeting of the Finance & Performance Scrutiny Committee.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 12 SEPTEMBER 2023

Report of the Head of Transformation, Strategy and Performance Lead Member: Cllr Miah

Part A

2023-24 QUARTER 1 PERFORMANCE MONITORING REPORT

Purpose of Report

To provide performance monitoring information and results for the first quarter of 2023-24, in respect of the Corporate Delivery Plan objectives and Key Performance Indicators for Charnwood Borough Council.

Recommendations

That the committee note the performance results; associated commentary and the explanations provided.

Reasons

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

Policy Justification and Previous Decisions

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.

Implementation Timetable including Future Decisions

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.

Report Implications

Financial Implications

None directly arising from this report.

Risk Management

The risks associated with the decision Committee is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to maintain a rigorous and	Unikley (2)	Significant (2)	Low (3 - 4)	Quarterly performance monitoring, including

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
embedded performance management framework could adversely impact on the achievement of the outcomes and objectives set out in the Council's Corporate Strategy.				reporting to the Senior Leadership Team, and the this Committee.

Equality and Diversity

An overarching Equality Impact Assessment has been undertaken on the Corporate Strategy (2020-2024) to consider the overall impact on our communities. Subsequent Equality Impact Assessments are undertaken on individual tasks and activities, if appropriate.

In supporting the Corporate Strategy (2020-2024), the Corporate Delivery Plan 2022-23 has a strong focus on activities and performance indicators which support residents' priorities and those areas that the Council recognises as requiring additional support; therefore, delivery of the Corporate Delivery Plan is beneficial for many of those within the community who need us the most.

Climate Change and Carbon Impact

The Corporate Delivery Plan specifically covers climate change and carbon impact under the first theme within the plan, "Caring for the Environment." The theme features two objectives to "take action to become a carbon neutral organisation by 2030 to help tackle climate change" and "help protect our environment by using all powers available to tackle those who threaten it". These objectives focus on the work the Council has completed to tackle and support climate change and carbon impact.

Crime and Disorder

The Corporate Delivery Plan specifically covers crime and disorder under the second theme within the plan, "Healthy Communities." The theme features an objective to "continue to work with partners to make our towns and villages safer places to live, work and visit."

This objective focusses on the work that the Council has completed to reduce anti-social behaviour, reduce burglaries and reduce re-offending as well as reassuring residents and increasing confidence that effective action is being taken by the Council and its key partners in this area.

Wards Affected

All wards.

Publicity Arrangements

Not applicable.

Consultations

Not applicable.

Links to the Corporate Strategy

Caring for the Environment	Yes
Healthy Communities	Yes
A Thriving Economy	Yes
Your Council	Yes

Background Papers: Cabinet, 16th January, Item 8, Corporate Strategy 2020-2024

Cabinet, 9th March, Item 10, Corporate Delivery Plan 2023-24

Officers to contact: Helen Gretton
Head of Transformation, Strategy and Performance
Tel: 01509 634556
Helen.Gretton@charnwood.gov.uk

Vicky Brackenbury
Transformation and Improvement Manager
Tel: 01509 634504
Vicky.Brackenbury@charnwood.gov.uk

Part B

Background

1. 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 2023-2024. 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.
2. The attached report presents detailed performance results for quarter one 2023-24 of the final year of the Corporate Strategy (2020-2024) for Charnwood Borough Council. It provides explanations and commentary in respect of poor performance or nonachievement 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.

Appendices

Appendix A – Quarter one performance report 2023-24.

Performance Report Quarter 1: 2023-2024

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 (2023-2024). This report presents detailed performance results for the quarter 1 of 2023-2024, 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 1 2023-2024

Number of Actions	78
Red	1
Amber	11
Green	60
Completed	2
Not started	4

Breakdown of themes

Caring for the Environment Actions: Quarter 1 2023-2024

Number of Actions	23
Red	1
Amber	0
Green	19
Completed	1
Not started	2

Healthy Communities Actions: Quarter 1 2023-2024

Number of Actions	21
Red	0
Amber	5
Green	15
Completed	1
Not started	0

A Thriving Economy Actions: Quarter 1 2023-2024

Number of Actions	15
Red	0
Amber	4
Green	10
Completed	0
Not started	1

Your Council Actions: Quarter 1 2023-2024

Number of Actions	19
Red	0
Amber	3
Green	15
Completed	0
Not started	1




Corporate Performance Indicators: Quarter 1 2023-2024

Number of PI's	24
Red	0
Amber	4
Green	11
Not started (annual KPIs)	9

Caring for the Environment

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Climate Change: 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 further update from fleet management.	In Progress	Q1	Q4	■
	Give away 4,000 garden trees to residents and community groups.	Work to organise the tree giveaway is taking place. The event will take place through the planting in Q3/Q4.	In Progress	Q1	Q3	■
	Install 3 dual Electric Vehicle Charging points, to accommodate 6 vehicles, at Charnwood Borough Council office car park to support charging of fleet and staff vehicles.	Further research into supplier options to minimise revenue costs etc. Agreed an incremental approach to adding EV units so numbers increase as demand increases. This will keep revenue costs down.	In Progress	Q1	Q3	■
	Install 6 dual Electric Vehicle Charging Points, to accommodate up to 12 vehicles, at Beehive Lane Car Park to support the charging infrastructure for the residents, visitors, business, and staff.	Research into supplier options. Agreed incremental approach to adding charging units to manage budgets while demand increases.	In Progress	Q1	Q3	■
	Provide a briefing to all new councillors on climate change and carbon neutral issues as part of the member induction programme following the May 2023 local elections.	Scheduled for 27th Sept.	In Progress	Q2	Q3	■
	Undertake a Green Fleet Review with the assistance of the Carbon Trust.	Officers are in contact with the Energy Saving Trust and are negotiating on a scope for the project	In Progress	Q1	Q4	■
	Upgrade the Loughborough Town Hall auditorium air handling system.	Orders have been placed for the replacement of the Chiller unit and associated parts of the auditorium air handling unit; works are due to commence on the 14th August 2023.	In Progress	Q1	Q3	■
Parks and Open Spaces: Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone	Deliver the Hope Bell Project in Queen's Park, including communications and engagement under the Lanes and Links Town Deal project.	Preliminary work on the Hope Bell continues. The scheme is on track to be delivered in 23/24 as anticipated.	In Progress	Q1	Q4	■
	Enhance the space outside the Museum café and provide year-round cover through a canopy structure and create secure storage for furniture that cannot be left outdoor all year round as part of the Living Loughborough Town Deal project.	Work is progressing on this project with completion predicted to take place by the end of Q4.	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Implement mowing trials in suitable locations through the borough as identified in the Nature Positive report.	Action due to start in Q4.	Not started	Q4	Q4	
	Improve drainage and lighting and replace information points in Queen's Park as part of the Living Loughborough Town Deal project.	Initial scoping of the work and quotes are being obtained for the work to be completed during 2024.	In Progress	Q1	Q4	■
	Install new gateway features at the Granby Street Car Park entrance to Queen's Park as part of the Living Loughborough Town Deal project.	This project is on track at present. Some issues have been identified with an easement for a culvert which runs underneath the Granby Street entrance to the park.	In Progress	Q1	Q4	■
	Maintain Green Flag status for key sites across the borough.	Both Green Flags (Queens Park and Forest Road Greenbelt) were retained for 2023.	In Progress	Q1	Q4	■
	Provide lighting in Queen's Park in the area near the Granby Street entrance as part of the Living Loughborough Town Deal project.	This project is part of the suit of Town Deal projects and is scheduled for completion during 24/25	In Progress	Q1	Q4	■
	Secure long-term provision of the management of Open Spaces by entering into new contractual arrangements.	A 10-year contract extension has been agreed with IDVerde. Officers are currently finalising the legal documents so that the formalities can be completed.	In Progress	Q1	Q4	■
	Upgrade the Queen's Park New Street side-lighting columns to match the Bedford Square Gateway Project lighting scheme as part of the Living Loughborough Town Deal project.	This project is still in the early stages and is scheduled for completion in 24/25.	In Progress	Q1	Q4	■
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it	Identify targeted locations for high littering from vehicles, then undertake a targeted enforcement exercise, including an awareness campaign followed by use of enforcement cameras to reduce littering by a minimum of 20%.	One location chosen and lamp column structural report undertaken and approved for power supply. Expected date of camera to go live - mid August.	In Progress	Q1	Q4	■
	Prepare, consult and adopt a Biodiversity Supplementary Planning Document.	Action due to start in Q4.	Not started	Q4	Q4	
	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.	3 Zyhres now deployed across the borough to measure PM2.5 at local hot spots. The monitors are all mobile which will enable us to move them as necessary to address local concerns and issues as they arise, and as further guidance is provided on the new requirements. The Local air quality group is also looking to meet in September to discuss joint approach and cross boundary issues.	In Progress	Q1	Q4	■
	Use mobile CCTV cameras to detect fly-tipping offences and take appropriate action.	Cameras are in location, but they have been removed temporarily to have settings amended to make connection easier.	In Progress	Q1	Q2	■




Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Waste and Recycling	Implement the collection of mixed dry recycling from commercial premises.	The commercial recycling collections were introduced in April 2023 and were advertised to all businesses through the annual billing (separate leaflet). The uptake has been slow but steady, and depending on the participation rate we might do some more targeted promotion of this service to businesses.	Completed	Q1	Q2	
	Prepare for the proposed introduction of weekly food waste collections from all households.	Officers are waiting for guidance from DEFRA on this issue. Preparatory work is being undertaken.	In Progress	Q1	Q4	
	Secure the long-term provision of environmental services (Waste and Recycling Collections, and Street Cleansing) by entering into new contractual arrangements.	A 12-month extension has been agreed for the current contract. Officer has started a procurement exercise for a contract to commence in April 2025.	In Progress	Q1	Q3	

Healthy Communities

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Healthy and happy residents: Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partner	Deliver a football infrastructure across the borough, working with the Football Foundation to secure at least one grant.	Officers are working on several possible options which will, hopefully, lead to some investment from the Football Foundation.	In Progress	Q1	Q4	■
Housing: Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately rented sector to ensure high-quality homes are available to residents.	Develop a Garage Site Asset Management Strategy.	Progress has been impacted by vacant Housing Strategy Manager position over recent years. Post was filled for a short period but recently become vacant again. Initial attempts to recruit permanently to the post has been unsuccessful. An interim staff member has been appointed and tasked with progressing the sheltered housing review and the housing related strategies.	In Progress	Q1	Q4	■
	Develop a Homelessness and Reducing Rough Sleeping Strategy.	Progress has been impacted by vacant Housing Strategy Manager position, as above.	In Progress	Q1	Q4	■
	Develop a Housing Development, Acquisitions, and Disposals of Stock Strategy.	Progress has been impacted by vacant Housing Strategy Manager position, as above.	In Progress	Q1	Q4	■
	Develop a Sheltered Accommodation Asset Management Strategy.	Progress has been impacted by vacant Housing Strategy Manager position, as above.	In Progress	Q1	Q4	■
	Implement a document management system for tenant files.	Weeding of house files is now complete. Training on the new system will take place once the scanning has been done, likely to be in September.	In Progress	Q1	Q4	■
	Prepare, consult, and adopt a Supplementary Planning Document for Housing.	A project plan has been prepared and the scope of the document discussed by the LDF Project Board. The project is in the evidence gathering phase.	In Progress	Q1	Q4	■
	Produce an updated Repairs Policy for Council housing and assets.	The policy is in preparation. An updated Repairs Handbook for Tenants has recently been completed and some elements of this work will feed into the Repairs Policy.	In Progress	Q1	Q4	■
	Progress the re-development of St Michael's Court in Thurmaston as part of the review of sheltered accommodation.	Building vacated and secured. Planning application has been submitted for bungalows on the site.	In Progress	Q1	Q4	■
	Review declassification of age restricted properties, to support the faster re-let of properties.	Review of properties with minimum 45+ age criteria has been carried out. Report outlining issues / options has been drafted and is due to be taken to HMAB for consideration.	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Undertake a review of the Lightbulb Service to identify the best way of meeting resident needs in the future.	Consultant has been appointed to carry an independent options review. Report outlining potential options is due to be available late September.	In Progress	Q1	Q4	■
Safer Charnwood: Continue to collaborate with partners to make our towns and villages safer places to live, work and visit.	Complete a minimum of 95% of the Food Safety High Risk (A-C rated food businesses) Inspection Programme in line with the Food Law Enforcement Plan 2023-24 and the Food Standards Agency Strategy.	Although this is a slow start to the inspection programme, there is a total of 166 inspections to complete by end of year. This is achievable.	In Progress	Q1	Q4	■
	Deliver the actions contained within the Home Office joint funded Safer Streets 4 programme.	<p>In quarter 1 2023/24, the project has continued to deploy CCTV assets where needed, seek appropriate situational interventions, and support the delivery of youth diversionary interventions to tackle and prevent youth related ASB. This work has been facilitated by two local delivery partners.</p> <p>Love4Life has focused on school-based interventions including assemblies, drop-in sessions for young people, and 1-1 interventions primarily but not exclusively aimed at girls.</p> <p>Youth work provider, Go Getta has focused on detached, street-based engagement, youth clubs, and diverting young people towards positive physical activity.</p>	In Progress	Q1	Q4	■
	In partnership with the Office of the Police and Crime Commissioner (OPCC) Violence Reduction Network, implement the new Serious Violence Duty requirements to ensure the completion of the Strategic Needs Assessment and a Partnership Strategy is in place.	<p>Charnwood Community Safety Partnerships reviewed the draft Community safety partnership plan 2023-2026. One of the priorities for the partnership is Safeguarding Communities from Abuse and Violent Offences.</p> <p>The Partnership has agreed to fund extra outreach support of survivors of domestic abuse. This will enable an extra 65 survivors receive support during 2023/24.</p> <p>The Community Safety team actively support the work involved in the Nighttime Economy Partnership This meeting four high output venues within Loughborough Town Centre. It was agreed that visits from the Police and Licencing to look at ways to reduce these incidents and bring more awareness to the licensees that it is unacceptable and ultimately their responsibility to action. Violent crime has reduced in Beat 62 by 22% as a result.</p>	In Progress	Q1	Q4	■
	Support the delivery of the Community Safety Partnership Plan 2023-26 and ensure that Council actions within the plan are completed.	<p>The Community Safety Partnership receives updates under the following priorities.</p> <ul style="list-style-type: none"> • Safeguarding communities from abuse and violent offences. • Reduce harm caused by youth ASB youth crime. • Reduce criminal exploitation. 	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
		Performance data is be managed by Charnwood Community Safety Partners.				
	Work with key partners to establish a Flood Risk Management Board for Loughborough to investigate long-term flood risk mitigation measures.	A Flood Risk Management Board for Loughborough has been established and stakeholders are meeting regularly to discuss project to help reduce the risk of flooding	Completed	Q1	Q4	●
Supporting our communities: Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority.	Deliver 10 targeted physical activity interventions to our least active communities with the aim of supporting the wellbeing of our residents and reducing health inequalities.	<p>In the last month Active Charnwood have attended the following health and wellbeing events disseminating over 70 health related information goodie bags which include information of how to keep active, stress ball, water bottle and health related literature to other services.</p> <ul style="list-style-type: none"> • Health & Well Being Event 15th May. • Housing Tenants Event - 8th June. • Loneliness Well Being Event - 15th June. • MTC Pop Event - 15th June. • Altogether Place Pop Up Event - 5th July. <p>Over the summer the team have a further 10 health related road shows planned in the following areas:</p> <ul style="list-style-type: none"> • Loughborough • Lemyngton and Hastings • Shelthorpe and Storer • Shepshed • Southfields • Birstall • Thurmaston <p>Alongside these activities the ICB has commissioned two roving health care units (NHS ambulances) to provide an opportunity to support wider health care delivery within primary care.</p>	In Progress	Q1	Q4	■
	Deliver 6 local initiatives aimed at building community resilience capacity and cohesion (focused on our priority neighbourhoods).	<p>The 2 community Hubs MTC and ATP have held 3 pop up events in areas of the estates they support to raise awareness of the services and support that can be accessed. The events have resulted in an increase in visitors to the hubs and additional residents interested in becoming volunteers.</p> <p>In addition, a People Zone estate walk at the Bell Foundry estate was supported by the MTC members.</p>	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Deliver the internal Cost of Living Plan.	<p>Continue to promote support available through comms campaign both internally for staff and to wider community and residents.</p> <p>Supported a weeklong campaign for Clockwise Credit Union to support their accessible bank accounts and loan offers - aim to reduce those thinking of going to loan sharks. Events held in John Storer House and Gorse Covert Centre.</p> <p>Funded VCS organisations that are providing support to those vulnerable to the cost of living impact through Round 1 Charnwood Grants and cost of living fund.</p>	In Progress	Q1	Q4	
	Provide 4 learning and development events to recognise and support an effective and viable local voluntary and community sector.	<p>3 linked events were held this quarter following feedback from VCS groups.</p> <p>22nd April – Writing Funding Applications = 4 participants 25th April – Report Writing = 13 participants 2nd May Writing Case Studies = 7 participants</p>	In Progress	Q1	Q4	
	Secure feedback from communities about Council services and priorities through undertaking a residents' survey.	Marketing Means commissioned to carry out the survey and further engagement being planned.	In Progress	Q1	Q3	

A Thriving Economy

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Culture and Visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.	Deliver a programme of events in Loughborough and across the borough. To include specialist markets and/or events for the King's Coronation, Remembrance Sunday and the Loughborough Fair and Christmas Lights switch-on and publish and promote to residents.	All events planned to take place in Q1 took place successfully and we are on course to deliver all forthcoming events wither directly or in partnership with other organisations.	In Progress	Q1	Q4	■
	Develop a Car Parking Strategy and action plan for Charnwood car parks for the medium and long term and ensure they remain viable and sustainable to support our communities.	Request for quotes have gone out to contractors - awaiting response and evaluation.	In Progress	Q1	Q2	■
	Effectively deliver the "Iconic Carillon Tower project" including a brand, audience development programme and a centenary celebration plan with the Carillon Museum Trust and other key partners.	A series of communications to celebrate the Carillon Centenary is underway across all channels with press releases, videos, social media content and media coverage.	In Progress	Q1	Q2	■
	Produce a communications and development plan to raise awareness of the Discover Charnwood website and social media accounts to ensure its evolution as a key tool for helping encourage visitors to Charnwood and its attractions.	A communications plan has been produced a series of actions in place to increase social media followers, increase traffic to the Discover Charnwood website, and promote events.	In Progress	Q2	Q4	■
	Produce and publish a dedicated Groups Guide on the Discover Charnwood website and hold an educational visit for operators to encourage more coach and group visitors to the borough.	Action due to start in Q3.	Not Started	Q3	Q4	N/A
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Adopt the draft Charnwood Local Plan when the Inspectors' report is received.	Progress on the local plan process is being hampered by delays occasioned by strategic partners	In Progress	Q3	Q3	■
	Deliver a series of communications and engagement to support Loughborough Town Deal.	Press releases have been issued about the Living Loughborough project, canal project and Sports Park development. New social media is being created to spotlight the projects.	In Progress	Q1	Q4	■
	Implement a business start up and support programme for the borough in conjunction with partners using existing and new funding streams, such as UK Shared Prosperity Fund (UKSPF).	Discussions are taking place with the LLEP, University and other partners about business support delivery. A tender exercise has been completed for the use of UKSPF funds for collaborative business support across the County.	In Progress	Q1	Q4	■
	Review and adopt a revised Local Development Scheme.	Action due to start in Q4.	Not Started	Q4	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Review and update the inCharnwood website and produce new marketing material and website content.	The Business Relations and Economic Growth Officer started in post later than expected but has started to review the marketing material and website content. Some updating of the website has commenced.	In Progress	Q1	Q3	■
Towns: Lead, support and collaborate to progress regeneration opportunities across Charnwood.	Deliver and promote the Market Place element of the Shepshed Public Realm construction contract, subject to Cabinet approval to proceed.	Cabinet approval 13 April 2023 to proceed. Works started on site on 26 th of June.	In Progress	Q1	Q4	■
	Ensure all monitoring and performance returns to Department for Levelling Up, Housing and Communities (DLUHC) regarding Town Deal are submitted on time to ensure that the programme is delivered on schedule and to budget.	DLUHC has confirmed receipt of all P+R returns which have been due. No significant concerns have been raised to date.	In Progress	Q1	Q4	■
	Hold at least 4 meetings of the Future Charnwood Group and 6 meetings of the Project Leads Group to help ensure that all 2023/24 UKSPF projects are progressed and delivered as per the approved Investment Plan and the deliverables and expenditure tables.	Scheduled meetings have been held in this quarter.	In Progress	Q1	Q4	■
	Identify the improvements needed to Loughborough's markets infrastructure, procure the ensuing services and product and commence implementation of works in order to deliver a key element of the Living Loughborough Town Deal project.	Costings have been achieved around gazebos and work has commenced looking at supplier options of the new stalls. property Service colleagues are working with is on identifying electrics issues and requirements. Capacity issues are hampering quick progress and hence the recruitment in o the Regeneration Projects Officer is 'live'.	In Progress	Q1	Q4	■
	Produce a Regeneration Prospectus which enables the Council to effectively enter dialogue with investors, landowners, developers and Government agencies / departments about regeneration opportunities across Loughborough.	A brief to use to achieve quotes has been drafted and potential suitable consultancies have been identified.	In Progress	Q1	Q3	■

Your Council

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Commercialism: Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Review all significant and relevant fees and charges and continue to consider commercial opportunities.	Fees and charges are being reviewed regularly. Where allowed under lease, rents are reviewed and increased as appropriate. Service charges are being calculated for actual costs where the lease allows. Ongoing throughout the year.	In Progress	Q1	Q4	■
Customer Service: Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Establish a Digital Inclusion Network across the borough to improve digital capability in the highest risk areas.	Due to other pressures in the team, this has been delayed, will start work in September and aim to deliver before the end of the financial year.	In progress	Q1	Q4	■
	Implement and embed the Customer Focus Programme across the organisation.	On target - the delivery of these sessions started in May 23 and further sessions are booked at 2 weekly intervals for the remainder of the year, this will continue into 2024.	In Progress	Q1	Q2	■
Developing Staff: Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.	Deliver virtual staff briefings on an alternate monthly cycle and support two in-person staff events per year.	A virtual staff briefing was held in April with 157 staff attending and 70 views of the recording on YouTube. 3 in person events were held in June with around 130 staff attending. Feedback was positive.	In Progress	Q1	Q4	■
	Develop a Workforce Strategy for publication in April 2024.	Planning being undertaken - further report in Q2	Not started	Q2	Q4	N/A
	Undertake a range of recruitment and retention projects to ensure that Charnwood attracts the best candidates and retains a strong and committed workforce.	The Workforce Board have requested that a working group be established to take forward the action plan. A paper has been written which outlines the available options for managers. Engagement is also taking place with EMC regarding their project.	In Progress	Q1	Q4	■
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Investigate and evaluate office accommodation options in line with our sustainability and carbon reduction approach.	Accommodation options will be forthcoming in the coming months after having contracted an external supplier to prepare the options in a paper. Southfields costs of occupation have been provided by Finance for comparison.	In Progress	Q1	Q4	■
	Manage the action plan for the Financial Pressures meeting to ensure a robust mechanism for delivering savings is established.	MTFS tracker (Medium Term Financial Strategy) has been implemented as a budget monitoring tool. We are now working on 'options for change' alongside the Transformation team.	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Monitor live schemes relating to the Capital Plan, General Fund & Housing Revenue Account and to ensure all capital schemes are correctly categorised. 1) Live schemes 2) Provisional Scheme 3) Third party schemes.	Work is under way with meeting checks underway as of the 24th of July.	In Progress	Q1	Q4	■
	Review budget monitoring reports and management information in line with Budget Scrutiny Panel recommendation for Members and Senior Leadership Team.	Procedures are in place to complete and present to Scrutiny by December 2023.	Assigned	Q1	Q2	■
One Council: Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk, and engage with residents to bring positive change to Charnwood	Deliver a comprehensive induction and training programme for new Councillors following the May 2023 local elections.	Induction programme is well underway and has been well received so far.	In Progress	Q2	Q3	■
	Develop a new Corporate Strategy for publication in April 2024, including gathering public consultation.	The comprehensive plan has been developed outlining the scope of work. The Resident's Survey is now live, a workshop session has been held with SLT. The final report will go to Cabinet in January 2024 and Council in February 2024.	In Progress	Q2	Q4	■
	Develop a new Equality, Diversity and Inclusion Strategy for publication in April 2024.	Planning is underway for the EDI Strategy 2024-28. The internal equality action group will support development and timeline and project plan are being developed	In Progress	Q2	Q4	■
	Drive forward the Delivery Boards to ensure that a work programme of key projects is delivered resulting in a more efficient, effective and innovative organisation.	All 6 of the Delivery Board and Task and Finish Groups are moving forward in line with their plans	In Progress	Q1	Q4	■
Transformation and Efficiency: Transform into a more efficient, effective, and innovative organisation. Continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.	Complete an options appraisal and contract award and replacement option for the Revenues and Benefits contract.	The procurement of the revenues and benefits contract is currently progress well, response to the request is due back by the end of July. The internal option to bring the service back in house has also been fully costed and an option paper is due to go to Cabinet on 14th September	In Progress	Q1	Q3	■
	Complete the implementation of the Assure back-office system in Housing, Planning and Regulatory Services.	Land and Property (LnP) Module; Due to an issue with building control invalid applications, the Phase 1 approach for going live with document production only in Assure for both Planning and BC wasn't operationally feasible. The 'Dual approach' agreed with the LnP project team, involves Building Control going live fully on Assure and Planning continuing with only document production in Assure – all other functionality for Planning would be accessed in the M3 (current	In Progress	Q1	Q3	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
		<p>system). Once Project Board approval is received, further training is required in Building control. Subject to availability of resources, we will aim to go live with Phase 1 in September.</p> <p>Public Protection (PP); Re-baselining has progressed with housing, with constructive progress being made. Challenges still exist with Licensing due to staff capacity. Internal discussions are underway with the team and new Heads of Service to review resourcing and feedback. Environmental Health (EH) have continued to user acceptance test version (1.13.1) Northgate (NEC) are working to resolve issues raised. There are still some outstanding issues with product yet to be resolved. At the</p> <p>ASSURE Board meeting on the 16th of June, NEC confirmed that they will aim to ensure a stable product in place for September when the EH project plan will resume the w/c 11th September.</p>				
	Explore options for customers to view their rent account and other Tenancy information online.	We are awaiting a demonstration of Aareon's product, which will include a wide range of staff being present. From that we will agree the scope of the project and make progress from there.	In Progress	Q1	Q4	■
	Review and procure a new corporate website.	A meeting took place, and this is now being looked at as part of a review of the CRM system.	In Progress	Q1	Q4	■
	Review of the Customer Relationship Manager (CRM) system and determine what the future need is.	Activity will commence in August.	In Progress	Q1	Q4	■

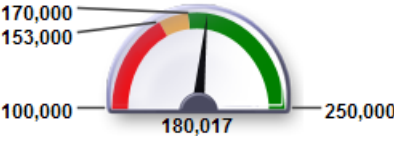

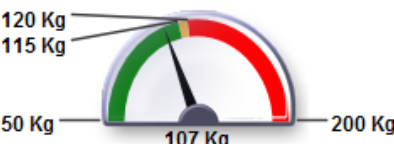

Key Performance Indicators 2023 - 2024

Key Performance Indicator	Q1 2023/24		Gauge	Update	Travel
	Value	Target			
<p>KI 3 % of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System</p> <p>Owner: Head of Regulatory and Community Safety</p>	97%	92%	<p>Q1 2023/24 result</p>	Actual figures for food businesses operating the FHRS scheme. 1237 food businesses broadly compliant from a current total of 1268 = 97.5%	↓
<p>KI 4 % of household waste arisings which have been sent for recycling</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	25.02%	25%	<p>Q1 2023/24 result</p>	This is based on the rolling average from Waste Data Flow for the last 4 audited Quarters (up to March 2023)	↓
<p>KI 6 % rent collected (including arrears brought forward) Cumulative Target</p> <p>Owner: Head of Strategic Housing</p>	89.02%	86.75%	<p>Q1 2023/24 result</p>	Target has been exceeded.	↓
<p>KI 7a Time taken to process Housing Benefit / Council Tax new claims</p> <p>Owner: Director of Customer Experience</p>	15 Days	18 Days	<p>Q1 2023/24 result</p>	Benefit assessments remain under target	↓

Key Performance Indicator	Q1 2023/24		Gauge	Update	Travel
	Value	Target			
KI 7b Time taken to process Housing Benefit / Council Tax change of circumstances Owner: Director of Customer Experience	5 Days	8 Days	Q1 2023/24 result 	Changes to claims remain under target	↓
KI 8 % of Council Tax collected (Cumulative Target) Owner: Director of Customer Experience	29.18%	29.32%	Q1 2023/24 result 	Performance is marginally below the target by 0.14%.	↓
KI 9 % of non-domestic rates collected (Cumulative Target) Owner: Director of Customer Experience	29.76%	30.24%	Q1 2023/24 result 	Performance is marginally below the Q1 target by 0.48%.	↓
KI 10 The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target) Owner: Head of Transformation, Strategy and Performance	1.18 Days	1.8	Q1 2023/24 result 	The sickness figure for Q1 is higher than last year (0.8). The miscellaneous category was high this quarter resulting in 17.91% of sickness. Ear, eyes, nose, mouth, and throat accounts for 14.93% of sickness, being the second highest.	↑

Key Performance Indicator	Q1 2023/24		Gauge	Update	Travel
	Value	Target			
KI 11 (A) Percentage rent loss from void properties (Proxy Target) Age restricted properties Owner: Head of Strategic Housing	11.76%	11%	Q1 2023/24 result 	Performance continues to be impacted by low levels of demand for sheltered and non-sheltered age restricted properties. Review of sheltered schemes underway. Review of 45+ properties has been completed and report outlining issues and options has been drafted. Attempts are being made by multiple services (housing allocations, housing options, resettlement) to directly allocate sheltered and non-sheltered age restricted properties that have been unsuccessfully advertised via the choice-based lettings system.	↑
KI 11 (B) Percentage rent loss from void properties (Proxy Target) Non age restricted properties Owner: Head of Strategic Housing	5.4%	4.75%	Q1 2023/24 result 	Allocations performance has been impacted by recent vacancy arising on Housing Allocations Team Leader role, interim staffing is now in place whilst further attempts are made to permanently appoint to this role. Housing Allocations Officer resource has been permanently increased from 0.6 to 4.0 full-time equivalent officers; interim staffing is in place whilst attempts are made to permanently appoint to these roles. Close monitoring of allocations performance (on individual and team level) is underway. Attempts are being made to directly allocate non-age restricted properties that have been unsuccessfully advertised. Review of whole allocations process is currently underway to identify and implement actions that will potentially improve efficiency. Repairs performance has continued to be impacted by in-house staffing, contractor, and supply issues. Attempts being made to recruit additional in-house resources and to procure new contractors.	↓
KI 20 % of customers not proceeding past stage 1 of the corporate complaint process Owner: Director of Customer Experience	95%	90%	Q1 2023/24 result 	277 out of 290 complaints did not escalate to Stage 2 in Q1	↑

Key Performance Indicator	Q1 2023/24		Gauge	Update	Travel
	Value	Target			
<p>KI 21 Number of people attending shows and events at the Town Hall</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	<p>19,378 attendees</p>	<p>18,000</p>	<p>Q1 2023/24 result</p>	<p>The venue returned to presenting shows and performances, alongside opening to the public from 5th April 2023 onwards. This ensured that Q1 shows were unaffected by the post-fire closure.</p> <p>This season was a strong return performance for Artistic Programme show, with 15 sold out shows within the quarter. Highlights included Dave Gorman, Lulu, and Chris McCausland.</p> <p>LTH began hosting HSBC's Loughborough pop-up branch while works are undertaken on the fire-damaged branch next door. This will be continuing until at least mid-November 2023.</p> <p>The Sock Gallery opened its Carillon's Centenary Year exhibition about the Alexandra Bedspread, focussing on the story behind many of the 510 signatures and the fundraising which contributed towards the building of the Carillon Tower.</p> <p>The fire repair works have now begun within the Victoria Room ballroom and bar area. The Ballroom has now been fully cleaned, and the Bar stripped out and works to make the loft area watertight will begin in the first week of July.</p> <p>Panto Kids Auditions for Peter Pan took place, with over 300+ young people auditioning. This is the highest ever attendance for kids auditions in Little Wolf's tenure at Loughborough Town Hall.</p>	
<p>KI 24 Museum – total number of attendees</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	<p>12,101 attendees</p>	<p>11,000</p>	<p>Q1 2023/24 result</p>	<p>An excellent first quarter for the Museum, a variety of events linked to exhibitions proved popular with visitors.</p> <p>Several Friends of Charnwood Museum talks were held.</p> <p>The excellent weather during the period has helped boost visitor numbers with the Queens Park location a real plus for the Museum.</p>	

<p>LS10A Leisure Centres - total number of visits</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	<p>180,017 visits</p>	<p>170,000</p>	<p style="text-align: center;">Q1 2023/24 result</p> 	<p>A positive first quarter for leisure centre use this is despite the extra Bank holiday for the Kings Coronation which reduce attendances generally.</p>	
<p>NI191 Residual household waste per household (cumulative)</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	<p>107 Kg</p>	<p>115 Kg</p>	<p style="text-align: center;">Q1 2023/24 result</p> 	<p>These are predicted figures based on previous years' performance as the actual data has not been received by LCC</p>	

Sundry Income Collection Rate

The quarterly collection rate for sundry invoices in quarter 1, 2023/24 is 63%.

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

The annual collection rate for 2022/23 is 95%. Annual collection rates for the three financial years prior to this were 2021/22 96%. 2020/21 93% and 2019/20 97%.

Collection Rate %

Year	Quarter Ended		Value £
2023/24	30-Jun-2023	Invoices Issued in Quarter	2,283,675
		Invoices Outstanding - end of quarter	845,248
		Total Value of Invoices Collected	1,438,427
		Collection Rate %	63

**FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 12
SEPTEMBER 2023**

**Report of the Head of Strategic Housing
Lead Member: Executive Member for Public and Private Sector Housing**

Part A

COUNCIL ASSETS UPDATE

Purpose of Report

At its meeting on 27th June 2023 the Committee requested:

An update regarding the position of the Council in relation to managing its garage assets and related housing stock issues to be considered at its meeting scheduled on 12th September 2023.

This report provides that update.

Recommendation

That the Committee consider and note the update.

Reason

To note the Committee's consideration of the update.

Policy Justification and Previous Decisions

Both the Council's Housing Revenue Account Asset Management Strategy and the Corporate Business Plan 2023/24 set out an action to develop an Asset Management Strategy for Garage Sites.

Implementation Timetable including Future Decisions

The Garage Site Asset Management Strategy is expected to be finalised this financial year.

Report Implications

Financial Implications

Not applicable.

Risk Management

Not applicable.

Equality and Diversity

Not applicable.

Climate Change and Carbon Impact

Not applicable.

Crime and Disorder

Not applicable.

Wards Affected

Not applicable.

Publicity Arrangements

Not applicable.

Consultations

Not applicable.

Links to the Corporate Strategy

Caring for the Environment	No
Healthy Communities	Yes
A Thriving Economy	No
Your Council	Yes

Background Papers:

Cabinet March 2023 Item 7 – HRA Asset Management Strategy

Available at:

<https://charnwood.moderngov.co.uk/documents/g735/Public%20reports%20pack%2009th-Mar-2023%2018.00%20Cabinet.pdf?T=10>

Officer(s) to contact:

Katie Moore - Head of Strategic Housing

Tel 01509 634 666

Email katie.moore@charnwood.gov.uk

Peter Oliver - Director of Housing and Wellbeing

Tel 01509 634 666

Email peter.oliver@charnwood.gov.uk

Part B

1. Background

Development has already taken place at some garage sites over the years. The remaining sites have constraints, particularly around accesses which are very narrow.

Some preliminary work to develop the Council's approach to the management of these remaining garage and parking sites has been undertaken. A draft Garage Site Review document can be found at Appendix 1.

Subject to figures being updated to reflect the current position, this work provides a reasonable foundation for development of a strategy to make best use of the sites.

2. Development of the strategy

Additional consideration needs to be given to:

- The value of sites, and consideration of disposal.
- On the ground condition surveys have not yet been undertaken. The condition of sites will have a bearing on costs and therefore decision making.
- The mechanism/s for delivery of new housing where appropriate.

3. Capacity to develop and deliver the strategy

Progress in taking the work forward has been compromised by recruitment challenges around the Housing Strategy and Support Manager post.

An interim has now been appointed to take the work forward, and to support redesign of the Housing Strategy and Support Manager post, likely with a more refined scope focussing on housing development.

Appendices

Appendix 1 - Draft Garage Site Review

Garage Site review

COUNCIL HOUSING SITES WITH GARAGES AVAILABLE FOR RENT

This report considers the potential for redeveloping Council owned garage sites for housing to meet local need across the Borough.

Introduction

The Council owns 64 garage sites across the Borough. This review is based on a desktop study including an initial high-level assessment by Planning Services to provide a steer of those sites that have the potential for redevelopment for housing.

The redevelopment of garage sites tends to be small and expensive and often have restricted access to the sites. This review considers sites with the potential for building 4 or more properties on them.

Overview

Summary of garage sites across the Borough

Location	Number of Garage Sites	Number of Garages	Number Allocated (as at 31st March 2019)	Number Void (as at 31st March 2019)
Anstey	4	77	61	16
Barrow upon Soar	5	66	51	15
Birstall	2	64	39	25
Burton on the Wolds	1	5	3	2
Hathern	1	5	5	0
Loughborough	26	371	245	126
Mountsorrel	3	19	15	4
Queniborough	1	4	3	1
Quorn	1	4	3	1
Rearsby	1	6	4	2
Rothley	3	16	15	1
Seagrave	1	19	19	0
Shepshed	2	7	7	0
Sileby	3	38	22	16
Syston	5	82	55	27



Thurmaston	2	4	4	0
Woodhouse Eaves	2	33	22	11
Wymeswold	1	3	3	0
Total	64	823	588	235

DRAFT





Ashfield Drive, Anstey

There are 33 garages on this site of which 31 are allocated. Of the 2 unallocated garages, 1 requires major repairs and 1 is void pending repairs.

For 2018/2019, the gross annual income was £13,274 and the rent charged was £12,092 resulting in 9% void loss income.

Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
2	21	10

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
13	11	2

Planning Comment

The site is located within a predominantly residential area but is adjacent to commercial uses, which could give rise to amenity issues. It is in an archaeological zone, on the edge of a conservation area within close proximity to a listed building. If the site is proposed for development its potential impact on heritage assets and its relationship to nearby commercial activities will need to be carefully considered and this may require design solutions that limit the potential capacity of the site. It is recommended that the views of the Highway Authority are sought on the access arrangements as part of further investigation. Removal of the garages is not considered to have a significant impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

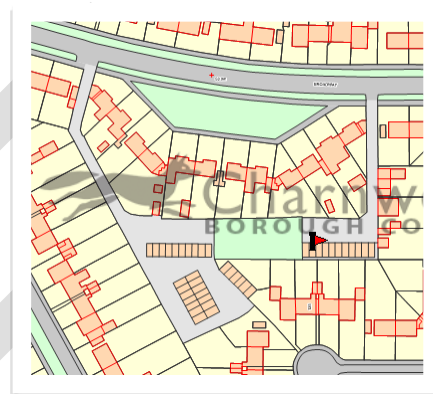
Material risk considered very low. Recommendation is to remove the damp proof course, roof felt and putty/mastic to door frames. Costs are not available.

Potential for Development

The site has potential for **4-6** 2 bed houses.

Recommendation

It is recommended that the garages on this site are brought up to a Lettable Standard on the basis that there are only 2 garages void and 13 applicants interested in renting a garage on this site.



Broadway, Loughborough

There are 41 garages on this site of which 19 are allocated. Of the 22 unallocated garages, 7 require major repairs, 11 are used for storing unclaimed former tenant possessions, 3 are void pending repairs and 1 is available for renting.

For 2018/2019, the gross annual income was £16,492 and the rent charged was £8,229 resulting in 50% void loss income.

Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
22	14	5

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
9	9	0

Planning Comment

The site is split into 2 parts by an area of incidental open space that is overgrown with shrubbery. Each part is accessed by a single narrow access road. The open space area is owned by the Council and, subject to an ecological survey confirming there are no barriers to development that cannot be acceptably mitigated, it could form a part of a wider development site linking the two garage courts together. This would provide two access/egress points to the site. It is recommended that the views of the Highway Authority are sought on the access



arrangements as part of further investigation. Removal of the garages is not considered to have a significant impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

Material risk considered very low. Recommendation is to remove the cement roofs including the edging, putty/mastic to the wall joints and door frames. Costs are not available.

Potential for Development

The site has potential for **6-8** 2 bed houses if the shrubbery area is included.

Recommendation

It is recommended that this site be considered for redevelopment on the basis that 22 of the garages are void and there is not a demand for 41 garages on this site.

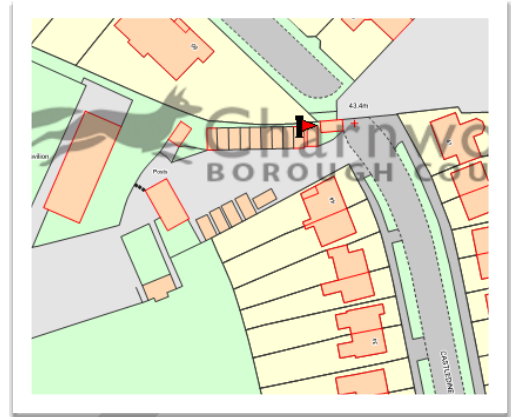
DRAFT



Castledine Street Extension, Loughborough

There are 9 garages on this site of which 9 are allocated.

For 2018/2019, the gross annual income was £3,620 and the rent charged was £3,562 resulting in 2% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
0	5	4

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
1	1	0

Planning Comment

No areas of concern have been identified that may affect the redevelopment of this site for housing. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. Removal of the garages may have an impact on parking in the area given current occupancy levels and this may be an issue given the grammar school benefits from a rear access on to Castledine Street. Advice should be sought from the Highway Authority.

Legal Rights of Access to the Site

No Rights of Access are noted on the Title Deed.

Asbestos Risk of the Existing Garages

Material risk considered low to very low. Recommendation is for cement ridge tiles to be managed through regular monitoring and for cement guttering, fillet strips to walls and cement capping to be removed. Costs are not available.

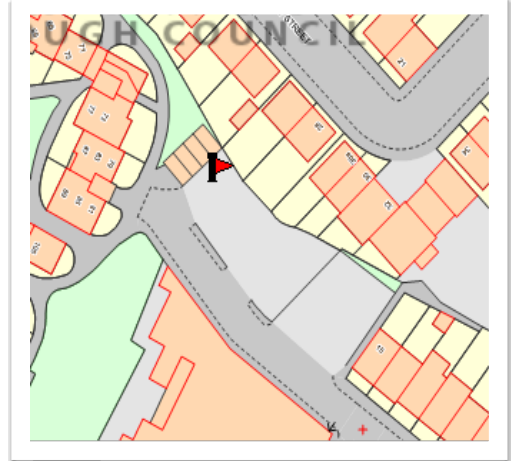
Potential for Development

The site has potential for 4 2 bed houses.

Recommendation

It is recommended that this site be retained as a garage site on the basis that the garages are all allocated and there are 8 applicants interested in renting a garage on this site.





Chapman Street, Loughborough (off Freehold Street)

There are 4 garages on this site of which 2 are allocated. Of the 2 unallocated garages, 1 is void pending repairs and 1 is used for storing unclaimed former tenant possessions.

For 2018/2019, the gross annual income was £1,609 and the rent charged was £804 resulting in 50% void loss income.

Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
2	0	2

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
15	13	2

Planning Comment

The site is within a predominantly residential area but is adjacent to Taylors Bell Foundry, which is a listed building. There are 4 garages on site but the open area is used for informal car parking by residents and employees/visitors to the Foundry. The site has some potential for residential development but design will be important given nearby heritage assets. A bespoke design solution may be necessary and to integrate parking at ground floor level. The site may have enhanced development potential if land to the southwest is included; however, it is difficult to see how a scheme could be devised on this additional land without adversely affecting the setting of the Foundry and reducing the visual and residential amenity of the Chapman Street Estate. Removal of the garages is not considered to have a significant impact on parking in the area of itself, although the loss of the surface parking area may lead to impacts on surrounding streets. Loss of parking in the area will need to be carefully considered as part of the planning process.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

DRAFT



Asbestos Risk of the Existing Garages

Material risk considered very low. Recommendation is to remove the cement roof and putty/mastic to the joints. Costs are not available.

Potential for Development

The site has potential for **4** 1 bed flats.

Recommendation

It is recommended that the garages on this site be brought up to a Lettable Standard on the basis that there are currently only 2 garages void and 11 applicants interested in renting a garage on this site.

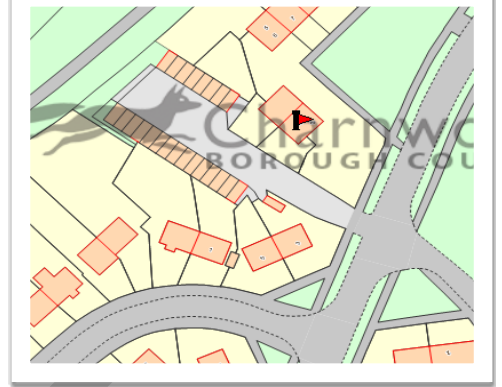
DRAFT



Garendon Green/Blackbrook Road, Loughborough

There are 23 garages on this site of which 17 are allocated. Of the 6 unallocated garages, 1 requires major repairs and 5 are void pending repairs.

For 2018/2019, the gross annual income was £9,252 and the rent charged was £6,503 resulting in 30% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
6	9	8

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
16	15	1

Planning Comment

This is an established residential area. No areas of concern have been identified that may affect the redevelopment of this site for housing. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. It is advised to speak to the Highway Authority to ensure the access can meet their standards. Removal of the garages will have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

Material risk considered low to medium. Recommendation is for cement ridge tiles to be managed through regular monitoring and cement downpipes, cement to cappings and gable walls, putty/mastic to door frames are removed. Costs are not available.

Potential for Development

The site has potential for 4 2 bed houses.

Recommendation

It is recommended that the garages on this site be brought up to a Lettable Standard on the basis that there are only 7 garages void and 17 applicants interested in renting a garage on this site.



Manor Road, Loughborough

There are 25 garages on this site of which 7 are allocated. Of the 18 unallocated garages, 9 require major repairs, 6 are void pending repairs and 3 are used for storing unclaimed former tenant possessions.

For 2018/2019, the gross annual income was £10,056 and the rent charged was £2,866 resulting in 72% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
17	5	2

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
8	8	0

Planning Comment

The site is within an established residential area and backs on to the recent Grange Park development. Access to the site may need widening to provide for traffic and pedestrian footpath and the advice of the Highway Authority should be sought. Removal of the garages will have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Council owns land occupied by the hedge north of the site and land at the rear of 126 Manor Road. The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services.

No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

Details not available.

Potential for Development

The site has potential for **6-8** 2 bed houses subject to the access road being widened.

Recommendation

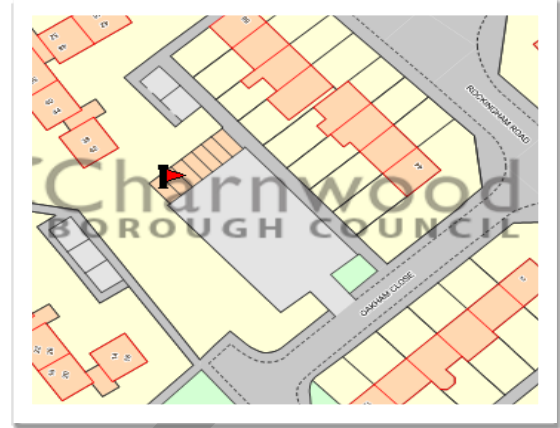
It is recommended that this site be considered for redevelopment on the basis that 17 of the garages are void and there is not a demand for 25 garages on this site.



Oakham Close, Loughborough

There are 7 garages on this site of which 2 are allocated. Of the 2 unallocated garages, 1 requires major repairs and 1 is ready to let.

For 2018/2019, the gross annual income was £2,816 and the rent charged was £2,413 resulting in 14% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
2	2	3

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
10	10	0

Planning Comment

The site is within an established residential area of low density properties. There may be scope to assemble a larger site subject to further investigation and a feasibility study. The site is located in a Flood Zone 2. The granting of planning permission would be subject to passing the Flood Zone Sequential and the Exception Test. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. Regards will need to be given to the adjacent public open space. Removal of the garages will have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

Material risk considered very low. Recommendation is for cement roof sheets to be removed. Costs are not available.

Potential for Development

The site has potential for **4** 2 bed houses

Recommendation

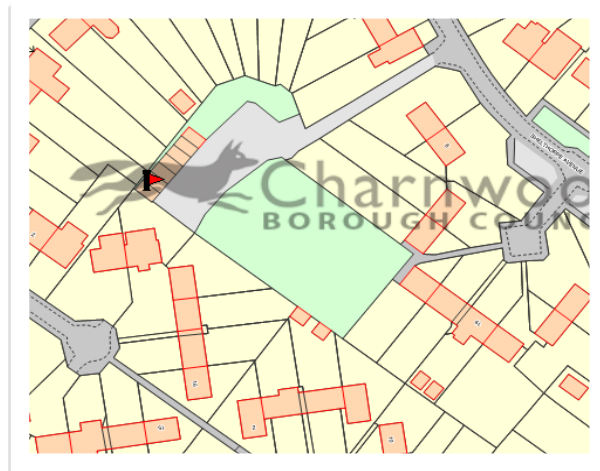
It is recommended that this site be retained as a garage site on the basis that there is only 1 garage void and 9 applicants interested in renting a garage on this site.



Shelthorpe Avenue, Loughborough

There are 7 garages on this site of which none are allocated. Of the 7 unallocated garages, 6 require major repairs and 1 is used for storing unclaimed former tenant possessions.

For 2018/2019, the gross annual income was £2,816 and the rent charged was £0 resulting in 100% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
7	0	0

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
0	0	1

Planning Comment

This site is surrounded by residential development. There are 2 trees on site with Tree Preservation Orders, which will need to be retained. It is understood the Council owns the shrubbery area adjoining to the southeast of the site. If this land is included, it will increase the potential development yield. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. Removal of the garages will have minimal impact on parking in the area.

Legal Rights of Access to the Site

No Rights of Access are noted on the Title Deed.

Asbestos Risk of the Existing Garages

Material risk considered very low to low. Recommendation is for the roof felt to be removed. Costs are not available.

Potential for Development

The site has potential for 9 2 bed houses if the shrubbery area to the southeast is included.

Recommendation

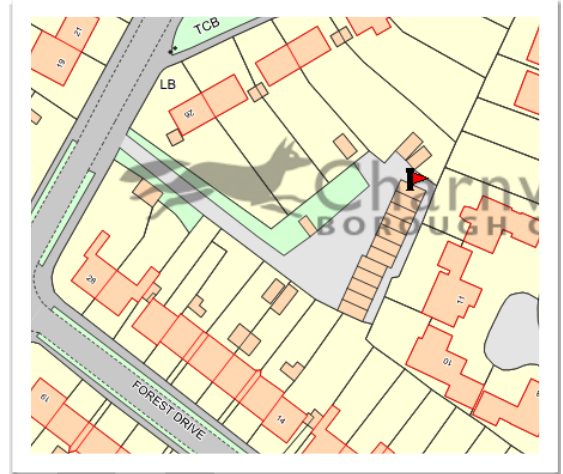
It is recommended that this site be considered for redevelopment on the basis that all of the garages are void and there is not a demand for 7 garages on this site.



Greedon Rise,

There are 24 garages on this site of which 8 are allocated. Of the 16 unallocated garages, 13 require major repairs, 2 are void pending repairs and 1 is used for storing unclaimed former tenant possessions.

For 2018/2019, the gross annual income was £9,775 and the rent charged was £3,535 resulting in 64% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
16	6	2

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
9	6	3

Planning Comment

The site is surrounded by dwellings in an established residential area of Sileby. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. No areas of concern have been identified that may affect the redevelopment of this site for housing. Removal of the garages may have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right of Access is documented on the Title.

Asbestos Risk of the Existing Garages

Material risk considered very low to low. Recommendation is for cement ridge tiles to be managed through regular monitoring and for cement down pipe, cement to roof capping and walls, putty/mastic around doors frames to be removed. Costs are not available.

Potential for Development

The site has potential for **4** 2 bed houses.

Recommendation

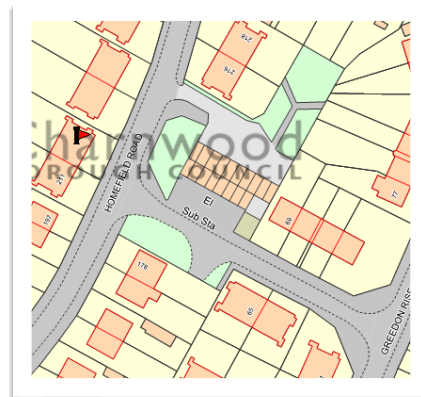
It is recommended that this site be considered for redevelopment on the basis that 16 of the garages are void and there is not a demand for 24 garages on this site.



Homefield Road, Sileby

There are 12 garages on this site all 12 are allocated.

For 2018/2019, the gross annual income was £4,827 and the rent charged was £4,827 resulting in 0% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
0	11	1

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
9	6	3

Planning Comment

The site is surrounded by dwellings in an established residential area. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. Regards will need to be given to a substation located on the edge of the site and the adjacent public open space and the trees set within. Removal of the garages may have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply of services for gas, water, electricity and other supply services. No further Right to Access is documented on the Title.

Asbestos Risk of the Existing Garages

Details are not available.

Potential for Development

The site has potential for **4-5** 2 bed houses.

Recommendation

It is recommended that this site be retained as a garage site on the basis that the garages are currently all let and there are 9 applicants interested in renting a garage on this site.



Bird Hill Road, Woodhouse Eaves

There are 21 garages on this site of which 11 are allocated. Of the 10 unallocated garages, 6 require major repairs, 2 are void pending repairs, 1 is ready to let and 1 is used for storing unclaimed former tenant possessions.

For 2018/2019, the gross annual income was £8,447 and the rent charged was £5,229 resulting in 38% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
10	12	1

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
13	12	1

Planning Comment

The site is within an established residential area surrounded by residential development with Allotments to the east. The site is adjacent to the conservation area and there is a Tree Preservation Order on a tree in the southern corner. The design and layout of the site will need to carefully consider the setting of the conservation area. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved. The allotments are currently protected in the saved local plan. Removal of the garages will have minimal impact on parking in the area.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service. There is a Right of Access for the purposes of repairing, renewing and maintaining the buildings erected on the adjoining land. The Title holds a restriction that prevents any building on the land being used as a hotel, public house, licensed club wine or beer shop or any building used for the sale of intoxicating liquors.



Asbestos Risk of the Existing Garages

Material risk considered very low. Recommendation is for the damp proof course and for remnants of bituminous product to the walls to be removed. Costs are not available.

Potential for Development

The site has potential for **4** 1 bed bungalows.

Recommendation

It is recommended that the garages on this site be brought up to a Lettable Standard on the basis that there are 20 applicants interested in renting a garage on this site.

DRAFT



McCarthy Road, Shepshed

This garage site is split into 2 areas.

There are 6 garages and 2 parking plots rented on the north site adjacent to 33 McCarthy Road. There are no garages and 2 parking plots rented on the site adjacent to 25 McCarthy Road.

For 2018/2019, the gross annual income was £2,416 and the rent charged was £2,416 resulting in no void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
0	3	3

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
10	9	1

Planning Comment

The sites are within an established residential area. There is potential for 2 bungalows on each site. However, access to the site is restricted and this may be an issue. Additionally, consideration may need to be given to the loss of the garages, as the surrounding streets are narrow and not ideal for on street parking. Advice from the Highway Authority is advised. The central green area is designated Public Open Space and cannot be used for parking. It may be possible to mitigate the loss of the garages by developing 1 of the sites and using the other for parking.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Asbestos Risk of the Existing Garages

Material risk considered very low to low. Recommendation is for cement ridge tiles to be managed through regular monitoring and for cement roof and wall panels to be removed. Costs are not available.

Potential for Development

The site has potential for **4** 1 bed bungalows.

Recommendation

It is recommended that the site adjacent 25 McCarthy Road be considered for redevelopment and additional parking spaces are provided on the other site.



Alan Moss Crescent, Loughborough

There are 26 garages on this site of which 21 are allocated. Of the 5 unallocated garages, 4 require major repairs, 1 is void pending repairs.

For 2018/2019, the gross annual income was £10,458 and the rent charged was £8,447 resulting in 19% void loss income.



Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
5	17	4

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
19	18	1

Planning Comment

The site is located outside of, but on the edge of the Flood Zone and there is potential Right of Access to the adjacent properties. The design of dwellings will need to ensure that amenity of neighbours is not adversely affected and that a satisfactory living environment is achieved.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Asbestos Risk of the Existing Garages

Material risk considered very low to low. Recommendation is for cement ridge tiles to be managed through regular monitoring and for the putty and mastic around the doors and cement roofs to be removed. Costs are not available.

Potential for Development

The site has potential for 2 2 bed houses.

Recommendation

It is recommended that the garages on this site be brought up to a Lettable Standard on the basis that there are 5 garages void and 16 applicants interested in renting a garage on this site.





Gloucester Avenue, Syston

There are 64 garages on this site of which 41 are allocated. Of the 25 unallocated garages, 7 are used for storing unclaimed former tenant possessions, 12 require major repairs, and 6 are void pending repairs.

For 2018/2019, the gross annual income was £25,743 and the rent charged was £16,701 resulting in 35% void loss income.

Tenancy Type as at 25th July 2019

Unallocated	Private Tenant	Council Tenants
25	28	13

Garage Waiting List as at 25th July 2019

Number of Applicants	Private Tenant	Council Tenants
7	7	0

Planning Comment

Planning consider this site to be too narrow for housing.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Asbestos Risk of the Existing Garages

Material risk considered very low. Recommendation is for putty and mastic around the doors to be removed. Costs are not available.

Potential for Development



The site does not have potential for redeveloping for housing.

Recommendation
It is recommended that the garages on this site are brought up to a Lettable Standard on the basis that there are 22 garages void and 19 applicants interested in renting a garage on this site and the site does not have the potential to be developed for housing.

Garage Sites recommended for Development

Location	Potential Number of Homes
Broadway, Loughborough	6-8
Shelthorpe Avenue, Loughborough	6-8
Manor Road, Loughborough	4
Greedon Rise, Sileby	4
McCarthy Road, Shepshed	2
Total	22-26

Next Steps

Actions	Completion Date
Stage 1 Review of the HRA Garage Sites	
Garage Review to be forwarded to Head of Landlord Services to agree the sites to be taken forward for development	November 2019
Garage use definition to be agreed with Head of Landlord Services	December 2019
Garage Allocation Policy to be reviewed by the Housing Needs Manager	January 2020
Landlord Services to review Rent Charge Policy and Tenancy Agreement for Garages	January 2020



DRAFT



COUNCIL HOUSING SITES PARKING SPACES AVAILABLE FOR RENT

This section considers the potential for redeveloping Council owned parking spaces for housing to meet local need across the Borough.

Introduction

The Council owns 6 sites across the Borough where by residents can pay to park a vehicle on part of the site. This review is based on a desktop study, an initial high level assessment by Planning Services to provide a steer of the sites that have the potential for redevelopment for housing.

The redevelopment of garage sites tends to be small and expensive and often have restricted access to the sites. This review considers sites with the potential for building 4 or more properties on them.

Overview

There are 6 former garage sites with only plots available to rent across the Borough whereby a resident can rent a plot to park a vehicle.

Summary of vacant garage sites across the Borough

Location	Number of Allocated plots (as at 6th August 2019)
Bramley Road, Birstall	9
Grey Crescent, Newtown Linford	11
Burgin Road, Anstey	10
The Stiles, Syston	17
Churchgate, Loughborough	2
Hawcliffe Road, Mountsorrel	1
Total	50

Churchgate and Hawcliffe Road sites are too small for development.



Bramley Road, Birstall (access off Lambourne Road)

There are 29 plots on this site of which 9 plots are allocated.

For 2018/2019, the gross annual income was £1,740 and the rent charged was £540 resulting in 69% void loss income.

Tenancy Type as at 6th August 2019



Allocated	Private Tenants	Council Tenants
9	8	1

Planning Comment

The site is situated in an area defined by low density linear development. Residential development of this site could lead to fragmentation of this linear pattern; however, its impact on the character of the area could be mitigated by small scale development (bungalows).

Bungalows would ensure any proposal accords with the Leading in Design SPD, which requires at least 12.5m from rear elevation windows that serve habitable rooms, to windowless 2 storey flank elevations. Advice from the highway authority should be sought to ensure there is sufficient width for access/egress. Many of the surrounding properties now benefit from off-street parking following the hard surfacing of front gardens. For this reason, it is not considered that the loss of the garage site would have a severe impact on highway safety through loss of parking.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Potential for Development

The site has potential for **2 to 4** 1 bed bungalows.

Recommendation

It is recommended that this site be considered for redevelopment on the basis that there are 29 plots and only 9 are allocated.



DRAFT



Grey Crescent, Newtown Linford

There are 12 plots on this site of which 11 plots are allocated.

For 2018/2019, the gross annual income was £720 and the rent charged was £660 resulting in 8% void loss income.

Tenancy Type as at 6th August 2019



Allocated	Private Tenants	Council Tenants
11	11	0

Planning Comment

The site is accessed via a narrow track to the side of 47 Grey Crescent and located adjacent to an area of public open space, laid out for use as a children's play area with equipment. The land slopes up steeply in a northerly direction and as such the site level is approximately 2m higher than the neighbouring properties on Grey Crescent. The design would need to ensure there was no overbearing to neighbouring properties. The site is also very narrow and it is unclear how or where vehicles could turn within the site to exit in a forward gear. The site is constrained by its location adjacent to the conservation area boundary and within the setting of a listed building at 57-59 Main Street. This site is also within an archaeological alert zone. Any development would therefore need to ensure no harm to heritage assets. The site is in close proximity to protected ecological sites. Any development would therefore need to ensure no net loss of biodiversity. The site is constrained but could be developed, subject to adequate mitigation and high quality design. Advice from the Highway authority should be sought with regards to the suitability of the access. Grey Crescent is constrained by restricted on street parking - the development of the site could result in the loss of parking for existing residents thus causing highway safety concerns

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Potential for Development

Site constraints are likely to make it challenging to develop for housing.



Recommendation

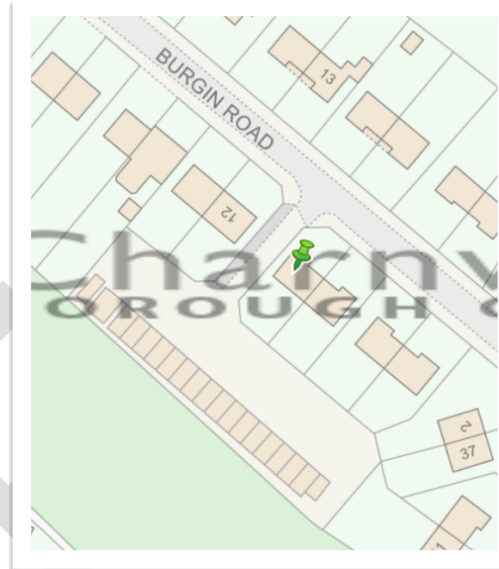
It is recommended that this site not be redeveloped on the basis that 11 of the 12 plots are allocated and site constraints are likely to make it challenging to redevelop.

Burgin Road, Anstey

There are 19 plots on this site of which 10 plots are allocated.

For 2018/2019, the gross annual income was £1,140 and the rent charged was £660 resulting in 42% void loss income.

Tenancy Type as at 6th August 2019



Allocated	Private Tenants	Council Tenants
10	10	0

Planning Comment

The site is accessed via a narrow single width road in close proximity to the neighbouring properties, which could give rise to amenity concerns. The land rises to the west therefore the level of adjacent properties are set higher/lower than the access road and both properties do not feature side elevation windows, and could mitigate noise/vibration from passing vehicles. The locality is defined by bungalows; any proposal should respect the scale of surrounding properties. The loss of garaging/parking would not appear to have an unacceptable impact on highway safety as surrounding properties have created on plot parking.

Legal Rights of Access to the Site

The Title Deed includes Right of Access for the supply services for gas, water, electricity and other supply service.

Potential for Development

The site has potential for **2 to 4** 1 bed bungalows.

Recommendation

It is recommended that this site be considered for redevelopment on the basis that there are 19 plots and only 10 are allocated.



DRAFT

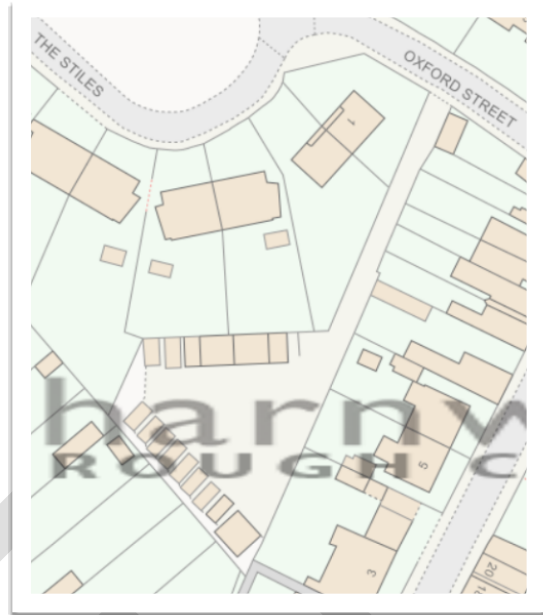


The Stiles, Syston

There are 19 plots on this site of which 17 plots are allocated.

For 2018/2019, the gross annual income was £1,140 and the rent charged was £1,020 resulting in 11% void loss income.

Tenancy Type as at 6th August 2019



Allocated	Private Tenants	Council Tenants
17	16	1

Planning Comment

The site is constrained by a long narrow access, which is in very close proximity to surrounding properties and could give rise to amenity concerns. The site is enclosed by surrounding properties and shaped in a way that could result in a poor standard of amenity for future occupiers with limited outlook if not designed appropriately. The loss of garaging/parking would not appear to have an unacceptable impact on highway safety as existing properties have created alternative on plot parking

Legal Rights of Access to the Site

There are no Right of Access referred to on the Title Deed.

Potential for Development

The site has potential for **2** 2 bed houses.

Recommendation

It is recommended that this site not be redeveloped on the basis that 19 of the 17 plots are allocated and site constraints are likely to make it challenging to redevelop.



DRAFT



Parking Sites recommended for Development

Location	Potential Number of Homes
Bramley Road, Birstall (access off Lambourne Road)	2 - 4
Burgin Road, Anstey	2 - 4
Total	4 - 8

Summary of the HRA Garages

Parish	Address	Total Number of Garages	Number of Garages Allocated	Number of Garages Void Total	Gross Rental Income 2018/19	Rental Income Received 2018/19	Void Loss Rental Income 2018/19	% of void Loss Income
Anstey	Ashfield Drive	33	31	2	£13,274	£12,092	£1,182	9%
Anstey	Charnwood Road	37	24	13	£14,883	£9,654	£5,229	35%
Anstey	Church Lane	5	4	1	£2,011	£1,609	£402	20%
Anstey	Martin Court	2	2	0	£804	£402	£402	50%
Barrow	Bryan Close	14	13	1	£5,631	£5,028	£603	11%
Barrow	Grasmere Close	12	9	3	£4,827	£3,310	£1,517	31%
Barrow	Grays Court	2	2	0	£804	£637	£168	21%
Barrow	Huston Close	24	20	4	£9,654	£7,944	£1,710	18%
Barrow	Newton Close	14	7	7	£5,631	£3,168	£2,464	44%
Birstall	Wanlip Lane	47	26	21	£18,905	£10,777	£8,129	43%
Birstall	Windmill Avenue	17	13	4	£6,838	£5,078	£1,760	26%
Burton on the Wolds	Seymour Road	5	3	2	£2,011	£1,291	£721	36%
Hathern	The Green	5	5	0	£2,011	£2,011	£0	0%
Loughborough	Alan Moss Crescent	26	21	5	£10,458	£8,447	£2,011	19%
Loughborough	Alan Moss Road	14	11	3	£5,631	£4,215	£1,416	25%
Loughborough	Blackbrook Road	14	13	1	£5,631	£4,994	£637	11%
Loughborough	Broadway	41	18	23	£16,492	£8,229	£8,263	50%
Loughborough	Browning Road	6	2	4	£2,528	£804	£1,724	68%
Loughborough	Castledine St Ext	9	8	1	£3,620	£3,562	£59	2%
Loughborough	Chapman Street	4	2	2	£1,609	£804	£804	50%
Loughborough	Durham Road	9	8	1	£3,620	£3,218	£402	11%
Loughborough	Empress Road	17	4	13	£5,631	£1,994	£4,743	84%
Loughborough	Factory Street	5	4	1	£2,011	£1,969	£42	2%
Loughborough	Fielding Court	7	2	5	£2,816	£561	£2,254	80%
Loughborough	Forest Road	1	1	0	£557	£557	£0	0%
Loughborough	Garendon Green	23	17	6	£9,252	£6,503	£2,749	30%



Loughborough	Hume Street	4	4	0	£1,609	£1,425	£184	11%
Loughborough	Manor Road	25	7	18	£10,056	£2,866	£7,190	72%
Loughborough	Maple Road	23	19	4	£9,252	£7,919	£1,332	14%
Loughborough	Moira Street	7	5	2	£2,816	£2,011	£804	29%
Loughborough	Oakham Close	7	4	3	£2,816	£2,413	£402	14%
Loughborough	Park Road	6	5	1	£2,413	£2,011	£402	17%
Loughborough	Poplar Road	14	7	7	£5,631	£1,844	£3,788	67%
Loughborough	Rockingham Road	10	10	0	£4,022	£4,022	£0	0%
Loughborough	Rutland Street	39	27	12	£15,687	£10,877	£4,810	31%
Loughborough	Shelthorpe Avenue	7	0	7	£2,816	£0	£2,816	100%
Loughborough	Thorpe Acre Road	7	5	2	£2,816	£2,011	£804	29%
Loughborough	Tuckers Road	28	26	2	£11,263	£10,240	£1,022	9%
Loughborough	Windsor Road	18	15	3	£7,240	£5,765	£1,475	20%
Mountsorrel	Leicester Road	8	7	1	£3,218	£3,218	£0	0%
Mountsorrel	Marsh Road	9	6	3	£3,620	£2,237	£1,383	38%
Mountsorrel	Sorrel Court	2	2	0	£804	£804	£0	0%
Queniborough	Link Road	4	3	1	£1,609	£1,207	£402	25%
Quorn	Freehold Street	4	3	1	£1,609	£1,467	£142	9%
Rearsby	Brookside	6	4	2	£2,413	£1,659	£754	31%
Rothley	Babington Court	1	1	0	£402	£402	£0	0%
Rothley	Greenway Close	10	10	0	£4,022	£3,620	£402	10%
Rothley	Hallfields Lane	5	4	1	£2,011	£1,559	£453	23%
Seagrave	Green Lane Close	19	19	0	£7,643	£7,383	£260	3%
Shepshed	Beresford Court	1	1	0	£402	£402	£0	0%
Shepshed	McCarthy Road	6	6	0	£2,413	£2,413	£0	0%
Sileby	Dudley Court	2	2	0	£804	£804	£0	0%
Sileby	Greedon Rise	24	8	16	£9,775	£3,535	£6,239	64%
Sileby	Homefield Road	12	12	0	£4,827	£4,827	£0	0%
Syston	Archdale Street	6	5	1	£2,413	£2,011	£402	17%
Syston	Chapel Close	8	7	1	£3,218	£2,816	£402	13%
Syston	Gloucester Avenue	64	39	25	£25,743	£16,701	£9,042	35%
Syston	Melton Road	2	2	0	£804	£804	£0	0%
Syston	Sandford Road	2	2	0	£804	£804	£0	0%
Thurmaston	Bradgate Avenue	3	3	0	£1,207	£1,207	£0	0%
Thurmaston	Melton Road	1	1	0	£410	£410	£0	0%
Woodhouse Eaves	Bird Hill Rd	21	11	10	£8,447	£5,229	£3,218	38%
Woodhouse Eaves	Herrick Road	12	11	1	£4,827	£4,467	£360	7%
Wymewold	Trinity Close	3	3	0	£1,207	£1,207	£0	0%
	TOTAL	823	576	247	£330,235	£233,461	£97,881	30%



FINANCE & PERFORMANCE SCRUTINY COMMITTEE 12TH SEPTEMBER 2023

General Fund & HRA Revenue

Revenue Monitoring Position for July 2023

Report of the Head of Finance

This report covers the General Fund and HRA to the end of July 2023, Period 4. The variances reported are the differences between the profiled budgets and the actual spend including commitments.

General Fund Summary Position Period 4, – Appendix 1

The General Fund full year's budget is £22,107k. Period 4 Budget is, £7,767k against Actual costs including commitments is £7,459k is an **underspend of £308k** 4% of the budget to date. Details of variances are included in Appendix 1.

The working balance use of reserves was set at £1,297k for 2023/24, any further under/overspend in service costs will affect this balance at year end.

Salaries & Agency costs

Salary full year's budget is £14,319k, Period 4 Budget is £4,477k against Actual costs £4,284k is an **underspend of £193k**. These costs do not include the pay award for the non JNC officers, which was budgeted for at 4.75%.

Agency costs **overspend at period 4 is £122k** in Planning & Building Control.

Managed Vacancy Savings

General Fund managed vacancy saving target is £369.8k for the year, the actual MVS at Period 4 is £142.4k, leaving a MVS balance of £227.6k for the remaining 8 months to reclaim, if this trend continues this is on target.

Other major (Adverse)/Favourable variances identified at Period 4

Adverse variances:

- Consultant Fees Planning Development Control Appeal Costs £96k
- Software Contract inflation costs £69k

Favourable variances:

- Planning additional Income £214k
- B&B Costs/saving £136k
- NDR Revaluation CBC Properties ongoing saving £96k
- Car Allowance & Travel Expenses saving £59k

These variances will be reviewed as part of the MTFs budget process for 2024/25. A Projected outturn report will be included for Period 7 report.

Trading Accounts Period 4 – Appendix 2

Trading Account reports have been produced for the services below, showing a (surplus/contribution) to the Council's budget or a Cost to the council. Details of these services are included in Appendix 2

Trading Account Summary Period 4 July 2023	Budget P4 £000's	Actual P4 £000's	Variance (Adv)/Fav £000's
Town Hall Management	284	292	(7)
Town Hall Bars, Concerts & Shows, Lettings	(110)	(128)	18
Town Hall Net Cost	175	164	11
Oak, Ark, Woodgate Industrial Units	(165)	(148)	(17)
Chainbridge, Messenger Close, Loughborough Park, Meadow Lane	(168)	(164)	(3)
Industrial Units Net Surplus	(333)	(313)	(20)
Planning Service Net Cost	402	426	(24)
Building Control Shared Service Net Cost	58	79	(21)

Housing Revenue Account Summary Position Period 4- Appendix 3

The Housing Revenue Account full year budget is (£11,231k). Period 4 budget is (£4,189k) against Actual costs including commitments of (£3,679k) is an **overspend of £510k**, 12% of the budget to date. Details of variances are included in Appendix 3.

Salaries and Agency costs

Salary full year's budget is £7,113k. Period 4 budget is £2,371k against Actual costs of £1,915k and Agency costs incurred were £432k against a zero-budget making an underspend of **overspend of £23k**. These costs do not include the pay award for the non JNC offices which was budgeted for at 4.75%.

Managed Vacancy Saving

Housing Revenue Account managed vacancy saving target is £183k for the year, the budgeted MVS at Period 4 is £62k, whilst the actual was £45.4k leaving £137.6k for the remaining 8 months to reclaim. However, there are agency budget changes over £200k that will need to be approved by Cabinet before these changes can be done.

Other major (Adverse)/Favourable variances Identified at Period 4

Adverse variances:

- General Repairs £162k
- Void Repairs £69k
- Legal costs – disrepairs £58k
- Lost income on empty properties (voids) £185k
- Software £28k
- Document management £33k
- Management of trees and shrubs/estate maintenance £56k

Favourable variances:

- Gas servicing £68k
- Leased vehicles £27k

Forecast Outturn

Predicted overspend of £900k on repairs:

- General repairs £600k
- Legal costs - disrepair £300k

Like many landlords the council has seen an increase in the number of disrepair claims. A specialist external solicitor has been engaged, along with an additional surveyor and a business support officer, however the costs associated with this are high. The council's legal services section is therefore exploring the potential of an additional in-house solicitor.

There is an anticipated reduction in capital expenditure which will mean there will be less revenue contribution to capital from the HRA and its reserves, which will mitigate these additional costs. The current expenditure patterns will be analysed when considering potential service pressures for the 2024/25 budget setting cycle.

In 2023/24 there have been two additional Cabinet reports – an additional £500k funded from HRA Financing Fund to be spent one off item if necessary, (Item 6 Landlord Services Capacity – 1 June 2023) and £858k for the procurement of a new voids repair contractor which includes salary costs to accommodate this (Item 23 Procurement of a Voids Repairs Contractor 10 August 2023). These budgets are not part of the variances within this report but are additional costs from the HRA financing fund. The additional resources within Housing Allocations and Repairs budget will improve the turnaround of void properties, will subsequently reduce the lost rental income.

Rent Arrears

The rent arrears position as at the end of P4 was:

Rent and Service Charge Arrears As at Period 202304	2022/23 £000	2023/24 £000
Arrears at the beginning of the year	1,063	984
Court Costs at the beginning of the year	115	97
	1,178	1,081
Arrears at the end of the July 2023	1,117	1,087
Court Costs at the end of the July 2023	92	96
	1,209	1,183
Amount written off in the year to date	10	2

Current dwelling rent arrears reduced by £47k between the end of July 2022 and the end of July 2023. Former tenant arrears increased by £17k over the same period. Rent collection at the end of July (including arrears brought forward) was 91.94% compared with 90.75% at the end of July 2022.

The numbers of tenants receiving universal credit (UC) continues to rise slowly. During the year numbers increased by 146 to 1,834 at the end of July 2023. Total UC rent arrears have decreased as have overall current arrears and stood at £462k at the end of July. The average debt of a tenant in rent arrears and receiving universal credit at the end of July was £530 compared to £563 at the end of July 2022. UC is paid to the claimant as a single monthly payment in arrears.

It takes at least five weeks for the Department for Work and Pensions to assess a claim and for tenants to receive their first payment of the benefit. A rent debt is often accrued as a result. In some instances, on receipt of the benefit tenants do not pay the rent to the council. Advice and support are offered to all tenants moving to universal credit by the landlord services' financial inclusion and tenancy support teams. Where tenants have vulnerabilities and/or owe eight or more weeks' rent our universal credit officer makes applications to the DWP to switch payment of the housing element of UC from the tenant to the council. Rent recovery action is taken where necessary.

APPENDICES:

Appendix 1 - General Fund Variance Report 31st July 2023

Appendix 2 - General Fund Trading Accounts 31st July 2023

Appendix 3 - HRA Expenditure and Income Variances Report 31st July 2023

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

Appendix 1

Direct Employee Related Costs			Full Year		As at July 2023 202304			Variance Fav/(Adverse) £000's	
			Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's		Total £000's
A01	Salaries-Basic	Expenditure	14,319	4,477	2,991	0	0	2,991	1,486
A01	Employers NI	Expenditure	0	0	289	0	0	289	(289)
A01	Employer Pension Costs	Expenditure	0	0	1,005	0	0	1,005	(1,005)
A01	Apprentice Levy	Expenditure	37	12	12	0	0	12	(0)
A01	Corporate Managed Vacancy Savings	Expenditure	(227)	19	0	0	0	0	19
Subtotal Net Salaries			14,128	4,509	4,297	0	0	4,297	212
A01	Agency Staff	Expenditure	284	278	390	11	0	401	(122)
A01	Added Years	Expenditure	83	0	(11)	0	0	(11)	11
C05	Travel Exps/Car Allowance	Expenditure	126	111	52	0	0	52	59
Subtotal Other Direct Employee Costs			494	389	431	11	0	442	(53)
Total Direct Employee Costs			14,622	4,898	4,728	11	0	4,739	159

Utilities			Full Year		As at July 2023 202304			Variance Fav/(Adverse) £000's	
			Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's		Total £000's
A02	Employee Insurance Premiums	Expenditure	170	0	0	0	0	0	(0)
B10	Premises Insurance Premiums	Expenditure	417	93	93	0	0	93	(0)
C06	Transport Insurance Premiums	Expenditure	30	30	36	0	0	36	(7)
D01	Insurance Premiums	Expenditure	4	4	4	0	0	4	0
D01	Cyber Insurance	Expenditure	107	27	27	0	0	27	(0)

	Subtotal Insurance Premiums		728	155	161	0	0	161	(7)
B03	Electricity	Expenditure	551	122	118	1	0	119	3
B03	Gas	Expenditure	144	32	30	0	0	30	2
B06	Metered Water Charge	Expenditure	60	13	5	0	0	5	9
B06	Unmeasured Water Charges	Expenditure	30	7	7	0	0	7	(0)
	Subtotal Utilities		784	174	160	1	0	160	14
B05	NNDR	Expenditure	633	633	536	0	0	536	96
B05	BID Levy	Expenditure	13	13	11	0	0	11	2
	Subtotal NNDR & BID		646	646	548	0	0	548	98
	Total Utilities		2,158	974	869	1	0	869	105

Contracts			Full Year		As at July 2023 202304				
			Current Budget	Current Budget	Amount	Accruals	PO's	Total	Variance
			£000's	£000's	£000's	£000's	£000's	£000's	£000's
E07	Shared Services Contractor	Expenditure	2,822	1,411	1,411	0	0	1,411	(0)
E07	Capita - Additional Payments	Expenditure	50	25	86	10	0	96	(71)
J01	Additional Capita Subsidy	Income	0	0	(71)	0	0	(71)	71
E07	Capita - Pass through (Rent/Legal)	Expenditure	54	17	17	0	0	17	0
	Subtotal Revenues and Benefits (Capita)		2,926	1,453	1,443	10	0	1,453	(0)

E07	Environmental Services Contract - Basic	Expenditure	6,622	2,207	1,647	0	549	2,196	12
E07	Environmental Serv Contract - Variation	Expenditure	24	0	6	0	3	8	(8)
E07	Env Serv Contract - Commercial Waste Va	Expenditure	96	24	30	0	19	49	(25)
E02	Leicester County Council	Expenditure	321	12	(22)	0	23	2	10
J04	Trade Waste Collection Charges	Income	(180)	(173)	(176)	0	0	(176)	3
Subtotal Environmental Services (Serco)			6,883	2,069	1,485	0	593	2,078	(9)
E07	MOS Contract - Basic	Expenditure	1,325	442	331	0	110	442	0
E07	MOS Contract - Variations	Expenditure	65	21	15	0	10	26	(4)
Subtotal MOS Contract - (Idverde)			1,390	463	347	0	121	467	(4)
Total Contracts			11,198	3,985	3,274	10	714	3,998	(13)

Hot Topics		Full Year		As at July 2023 202304			Total	Variance	
		Current Budget	Current Budget	Amount	Accruals	PO's			
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	
D04	Bank Charges	Expenditure	162	54	83	0	0	83	(29)
D05	Consultants Fees	Expenditure	344	89	60	79	70	210	(120)
D05	Legal Costs/Court Fees	Expenditure	55	18	21	13	7	41	(23)
D06	Software Ann Charges/Maint Costs	Expenditure	672	449	422	6	51	479	(30)
D06	Azure Overage Costs	Expenditure	140	73	85	0	26	111	(38)
Subtotal Expenditure			1,374	684	672	99	154	925	(241)

J02	Management Contract Income (Fusion)	Income	(311)	(78)	(81)	0	0	(81)	4
J05	Fees & Charges Misc	Income	(353)	(76)	(58)	0	0	(58)	(18)
J05	Car Parking Charges	Income	(758)	(252)	(259)	0	0	(259)	7
	Subtotal Income		(1,421)	(406)	(399)	0	0	(398)	(8)
E07	Bed & Breakfast Expenses	Expenditure	650	217	41	8	32	81	136
E05	Homelessness Supported Accommodatio	Expenditure	150	34	34	0	0	34	0
D09	Cont to Bad Debt Provision	Expenditure	2	0	12	0	0	12	(12)
J05	Service Charges	Income	(15)	(5)	(3)	0	0	(3)	(2)
J07	Rent-Accommodation	Income	(54)	(18)	(9)	0	0	(9)	(9)
	Subtotal Bed & Breakfast/Supported living		734	228	76	8	32	116	113
	Total Hot Topics		686	506	349	106	187	642	(136)

Variances Greater than £25k		Full Year		As at July 2023 202304					
		Current Budget	Current Budget	Amount	Accruals	PO's	Total	Variance	
		£000's	£000's	£000's	£000's	£000's	£000's	£000's	
D05	External Audit Fees	Expenditure	95	24	(74)	27	0	(46)	70
	Expenditure		95	24	(74)	27	0	(46)	70
J05	Contribution towards Costs	Income	(70)	(10)	31	0	0	31	(41)
	Income		(70)	(10)	31	0	0	31	(41)
	Total Variances Greater than £25k		25	14	(42)	27	0	(15)	29

	Income	Full Year		As at July 2023 202304						
		Current Budget	Current Budget	Amount	Outstanding		Total	Variance		
					£000's	£000's			£000's	£000's
					£000's	£000's			£000's	£000's
J03	Garden Bins	Income	(1,700)	(699)	(720)	0	0	(720)	21	
J05	Bulky Waste Collection	Income	(143)	(48)	(43)	0	0	(43)	(5)	
	Subtotal Environmental Services		(1,843)	(747)	(763)	0	0	(763)	16	
J04	Pre Application Advice	Income	(65)	(22)	(25)	0	0	(25)	4	
J05	Building Control Fee Earning	Income	(309)	(103)	(97)	0	0	(97)	(6)	
J05	Planning Charges	Income	(1,075)	(358)	(573)	0	0	(573)	214	
J09	Non Fee Earning Building Control	Income	(148)	(74)	(12)	0	0	(12)	(62)	
	Subtotal Planning		(1,597)	(557)	(707)	0	0	(707)	150	
J03	Sales - TH Bar	Income	(180)	(31)	(55)	0	0	(55)	25	
J05	Hire Charges-Rooms	Income	(93)	(16)	(16)	0	0	(16)	(0)	
J05	Booking Fee Income	Income	(80)	(14)	(15)	0	0	(15)	1	
	Subtotal Town Hall		(353)	(60)	(86)	0	0	(86)	25	
J03	TH Concerts and Shows	Income	(850)	(167)	(258)	0	0	(258)	91	
D05	Artists Fees	Expenditure	469	79	171	0	4	175	(96)	
	Subtotal Town Hall Concerts and Shows		(382)	(87)	(86)	0	4	(83)	(5)	

J04	Property Services Fees and Charges	Income	(55)	(16)	(22)	0	0	(22)	6
J05	Property Services Service Charges	Income	(118)	(71)	(77)	0	0	(77)	6
J05	Southfields Offices Fees and Charges	Income	(169)	(50)	(62)	0	0	(62)	11
J07	Southfields Offices Rent	Income	(145)	(73)	(64)	0	0	(64)	(9)
J07	Property Services Rent - Land	Income	(120)	(64)	(57)	0	0	(57)	(7)
J07	Property Services Rent	Income	(524)	(339)	(327)	0	0	(327)	(11)
J07	Commercial Properties Rent	Income	(1,544)	(715)	(715)	0	0	(715)	(0)
J05			0	0	0	0	0	0	0
	Subtotal Commercial & Property Services Income		(2,675)	(1,328)	(1,324)	0	0	(1,324)	(4)
J04	Scrap Metal - Licence	Income	(0)	(0)	(1)	0	0	(1)	1
J04	Combined Driver Licence Renewal	Income	(20)	(7)	(3)	0	0	(3)	(3)
J05	Disclosure Baring Income	Income	(7)	(2)	0	0	0	0	(2)
J05	Renewal Hackney Carriage Vehicle Licenc	Income	(16)	(5)	(5)	0	0	(5)	(0)
J05	Grant HCVL with Brackets	Income	(18)	(6)	(1)	0	0	(1)	(5)
J05	Private Hire Operators Licence	Income	(7)	(2)	(1)	0	0	(1)	(1)
J05	Premises Licence	Income	(123)	(51)	(46)	0	0	(46)	(5)
J05	Personal Licence	Income	(4)	(1)	(1)	0	0	(1)	(0)
J05	Licence Plate - Brackets	Income	(1)	(0)	(0)	0	0	(0)	(0)

J05	Temp Events Licence (TEMPS)	Income	(7)	(2)	(3)	0	0	(3)	1
J05	Gambling Act Income	Income	(18)	(5)	(6)	0	0	(6)	1
J05	Knowledge Test	Income	(1)	(0)	(0)	0	0	(0)	0
J05	Lott&Amusmnt Registration	Income	(0)	(0)	(0)	0	0	(0)	0
J05	Lott&Amusmnt Renewals	Income	(3)	0	(0)	0	0	(0)	0
J05	Renewal Private Hire Vehicle Licence	Income	(16)	(2)	(2)	0	0	(2)	(0)
J05	Grant PHVL without Brackets	Income	(10)	(3)	(1)	0	0	(1)	(2)
	Subtotal Licencing Income		(251)	(88)	(73)	0	0	(73)	(15)
J07	Rent-Stalls/Sites	Income	(361)	(90)	(67)	0	0	(67)	(23)
J05	Land Charges - CON29 search Fee	Income	(158)	(53)	(42)	0	0	(42)	(11)
J05	Private Lifeline Charges	Income	(222)	(74)	(108)	0	0	(108)	34
J05	Cemetery Fees and Charges	Income	(109)	(36)	(39)	0	0	(39)	3
J05	Licenses	Income	(8)	(4)	(5)	0	0	(5)	1
	Subtotal Other Income		(857)	(257)	(261)	0	0	(261)	4
J01	Subsidy	Income	(278)	(93)	(99)	0	0	(99)	7
J01	Dept Communities and Local Governmen Income		(341)	(336)	(328)	0	0	(328)	(8)
	Subtotal Government Grants		(619)	(428)	(427)	0	0	(427)	(1)
	Total Income		(8,576)	(3,553)	(3,727)	0	4	(3,723)	170

Everything else			Full Year		As at July 2023 202304				
			Current Budget	Current Budget	Amount	Accruals	PO's	Total	Variance
			£000's	£000's	£000's	£000's	£000's	£000's	
A01	Direct Employee Expenses	Expenditure	55	5	5	1	0	6	(1)
A02	Indirect Employee Expenses	Expenditure	148	53	40	9	13	62	(9)
Subtotal other Employees			203	58	45	10	14	69	(11)
B01	Repairs & Maintenance	Expenditure	309	119	88	19	32	139	(20)
B02	Grounds Maintenance Costs	Expenditure	72	17	11	0	2	14	3
B04	Rents	Expenditure	26	13	11	0	0	11	2
B06	Water Services	Expenditure	2	0	0	0	0	0	(0)
B07	Fixtures & Fittings	Expenditure	3	1	1	0	0	1	0
B08	Apportionment of Buildings	Expenditure	90	0	0	0	0	0	0
B09	Cleaning & Domestic Supplies	Expenditure	67	18	16	2	4	22	(4)
Subtotal other Premises			568	170	128	22	38	188	(18)
C01	Direct Transport Costs	Expenditure	6	2	1	0	0	2	0
C03	Contract Hire & Op Lease	Expenditure	51	7	4	3	5	12	(5)
Subtotal other Transport			57	9	5	3	6	14	(5)

D01	Equipment, Furniture & Materials	Expenditure	217	67	49	9	9	66	1
D02	Catering	Expenditure	44	12	4	3	1	9	4
D03	Clothing Uniform & Laundry	Expenditure	13	4	3	1	0	4	1
D04	Printing, Stationery etc	Expenditure	209	69	43	8	3	54	15
D05	Services	Expenditure	484	186	158	8	47	214	(28)
D06	ICT & Communications	Expenditure	321	131	122	2	6	130	1
D07	Expenses	Expenditure	389	130	128	0	0	129	1
D08	Grants & Subscriptions	Expenditure	629	254	214	11	0	225	29
D10	Miscellaneous/Services Expenses	Expenditure	110	27	38	1	22	60	(34)
	Subtotal other Supplies & Services		2,415	881	758	44	88	890	(10)
E02	Other Local Authorities	Expenditure	148	37	16	0	0	16	21
E05	Voluntary Associations	Expenditure	217	81	81	0	0	81	0
E07	Private Contractors	Expenditure	304	105	44	2	62	108	(3)
	Subtotal other Third Party Payments		669	223	141	2	62	206	18

J01	Government Grants	Income	0	0	0	0	0	0	0
J02	Other Grants Reimbursements & Contrib	Income	(1,128)	(145)	(170)	0	0	(170)	24
J03	Sales	Income	(57)	(12)	(6)	0	0	(6)	(5)
J04	Fees & Charges	Income	(168)	(39)	(43)	0	0	(43)	5
J05	Fees & Charges	Income	(331)	(134)	(132)	0	0	(131)	(3)
J06	External Receipts	Income	(77)	(4)	(1)	0	0	(1)	(4)
J07	Land & Property Based Charges	Income	(158)	(63)	(67)	0	0	(67)	4
Subtotal other Income			(1,919)	(397)	(418)	0	0	(418)	21
Total Everything else			1,994	943	659	80	208	948	(5)
Grand Total			22,107	7,767	6,110	236	1,113	7,459	308

Town Hall Current Budget position as at Period 4 202304

Appendix 2

Trading Account	TH Management & Box Office						Town Hall Trading Bars, Concerts & Shows, Lettings					
	Budget	Amount	Accruals	Outstanding PO's	Total	Variance	Budget	Amount	Accruals	Outstanding PO's	Total	Variance
J0304 TH Concerts and Shows	0	0	0	0	0	0	(166,667)	(257,642)	0	0	(257,642)	90,975
D0572 Artists Fees	0	0	0	0	0	0	79,492	170,319	0	3,600	173,919	(94,427)
D0541 Stock Account	0	0	0	0	0	0	433	156	0	0	156	277
J0375 Sales - TH Bar	0	0	0	0	0	0	(30,600)	(55,157)	0	0	(55,157)	24,557
J0448 TH - Catering	0	0	0	0	0	0	(5,100)	(970)	0	0	(970)	(4,130)
J0501 Fees & Charges Misc	0	0	0	0	0	0	(11,900)	(7,693)	200	0	(7,493)	(4,407)
J0532 Hire Charges-Rooms	0	0	0	0	0	0	(15,419)	(15,813)	0	0	(15,813)	394
J0573 Booking Fee Income	(13,600)	(14,507)	0	0	(14,507)	907	0	0	0	0	0	0
D0408 Ticket Sales Charges	4,148	3,339	0	1,500	4,839	(691)	0	0	0	0	0	0
D0409 Bank Charges	6,600	6,298	0	0	6,298	303	367	991	0	0	991	(624)
	(2,852)	(4,870)	0	1,500	(3,370)	518	(149,394)	(165,810)	200	3,600	(162,010)	12,616
Employee Costs												
A0101 Salaries-Basic	220,873	159,695	0	0	159,695	61,178	11,100	10,436	0	0	10,436	664
A0108 Apprentice Levy	333	609	0	0	609	(276)	0	1	0	0	1	(1)
A0110 Employers NI	0	10,940	0	0	10,940	(10,940)	0	33	0	0	33	(33)
A0120 Employer Pension Costs	0	50,199	0	0	50,199	(50,199)	0	572	0	0	572	(572)
	221,206	221,444	0	0	221,444	(238)	11,100	11,042	0	0	11,042	58
Utilities												
B0301 Electricity	10,425	20,351	0	0	20,351	(9,926)	0	0	0	0	0	0
B0302 Gas	3,992	10,278	0	0	10,278	(6,285)	0	0	0	0	0	0
B0501 NNDR	17,500	17,465	0	0	17,465	35	0	0	0	0	0	0
B0504 BID Levy	500	525	0	0	525	(25)	0	0	0	0	0	0
B0601 Metered Water Charge	1,952	918	0	0	918	1,034	0	0	0	0	0	0
B0602 Unmeasured Water Charges	399	250	0	0	250	149	0	0	0	0	0	0
	34,768	49,787	0	0	49,787	(15,019)	0	0	0	0	0	0

All other Expenditure												
A02	Indirect Employee Expenses	267	62	0	0	62	205	0	0	0	0	0
B01	Repairs & Maintenance	17,633	8,435	2,711	5,120	16,266	1,367	0	0	0	0	0
B09	Cleaning & Domestic Supplies	2,533	1,387	462	1,725	3,574	(1,041)	200	0	0	0	200
C05	Travelling Expenses	367	39	0	0	39	328	0	0	0	0	0
D01	Equipment, Furniture & Materials	7,883	955	268	0	1,223	6,661	9,767	2,954	630	1,660	5,245
D02	Catering	0	0	0	0	0	0	6,847	366	2,586	213	3,164
D03	Clothing Uniform & Laundry	1,200	310	0	0	310	891	0	0	0	0	0
D04	Printing, Stationery etc	633	120	34	0	154	480	7,900	3,790	3,933	0	7,723
D05	Services	1,333	2,548	0	100	2,648	(1,314)	1,500	551	0	0	551
D06	ICT & Communications	600	193	0	0	193	407	1,567	0	0	0	1,567
D08	Grants & Subscriptions	0	0	0	0	0	0	4,000	3,920	0	0	3,920
D10	Miscellaneous/Services Expenses	0	19	0	0	19	(19)	3,500	2,183	164	425	2,772
		32,450	14,066	3,475	6,946	24,487	7,963	35,281	13,764	7,313	2,298	23,375
All other Income												
J02	Other Grants Reimbursements & O	0	0	0	0	0	0	(800)	0	0	0	(800)
J03	Sales	0	0	0	0	0	0	(4,733)	(37)	0	0	(37)
J05	Fees & Charges	(1,267)	(696)	0	0	(696)	(571)	(1,067)	0	0	0	(1,067)
		(1,267)	(696)	0	0	(696)	(571)	(6,600)	(37)	0	0	(37)
Grand Total		284,306	279,731	3,475	8,446	291,652	(7,346)	(109,613)	(141,041)	7,513	5,898	(127,630)
												18,017

net 10,671

overspend on utilities (profile??) - 15,019
 additional income £12k (bar £24k offset by bar/catering income shortfall) 6,053
 various underspends equipment etc 19,869
10,903

APPENDIX 3

Direct Employee Related Costs	Full Year		Amount £000's	As at July 2024 202304		Total £000's	Variance £000's	
	Current Budget	Current Budget		Accruals	Outstanding PO's			
	£000's	£000's		£000's	£000's			
Salaries-Basic	7,275	2,425	1,321	0	0	1,321	1,104	Favourable
Employers NI	0	0	127	0	0	127	(127)	Adverse
Employer Pension Costs	0	0	461	0	0	461	(461)	Adverse
Apprentice Levy	21	7	5	0	0	5	2	Favourable
Corporate Managed Vacancy Savings	(183)	(61)	0	0	0	0	(61)	Adverse
Subtotal Net Salaries	7,113	2,371	1,915	0	0	1,915	456	Favourable
Agency Staff	0	0	376	8	48	432	(432)	Adverse
Added Years	14	0	(2)	0	0	(2)	2	Favourable
Travel Exps/Car Allowance	127	42	45	0	0	45	(2)	Adverse
Subtotal Other Direct Employee Costs	141	42	419	9	48	475	(433)	Adverse
Total Direct Employee Costs	7,253	2,413	2,333	9	48	2,390	23	Favourable

Utilities	Full Year		Amount £000's	As at July 2024 202304		Total £000's	Variance £000's	
	Current Budget	Current Budget		Accruals	Outstanding PO's			
	£000's	£000's		£000's	£000's			
Premises Insurance Premiums	34	11	6	0	0	6	5	Favourable
Subtotal Insurance Premiums	34	11	6	0	0	6	5	Favourable
Electricity	295	65	71	0	0	71	(6)	Adverse
Gas	323	72	76	0	0	76	(4)	Adverse
Metered Water Charge	42	9	27	0	0	27	(18)	Adverse
Subtotal Utilities	660	146	174	0	0	174	(28)	Adverse
NNDR	13	13	13	0	0	13	0	Favourable
Subtotal NNDR & BID	13	13	13	0	0	13	0	Favourable
Total Utilities	707	170	193	0	0	193	(23)	Adverse

Contracts	Full Year		As at July 2024 202304					Variance £000's	
	Current Budget	Current Budget	Amount	Accruals	Outstanding PO's	Total			
	£000's	£000's	£000's	£000's	£000's	£000's			
Environmental Services Contract - Basic	42	14	11	0	4	14	(0)	<i>Adverse</i>	
Subtotal Environmental Services (Serco)	42	14	11	0	4	14	(0)	Adverse	
MOS Contract - Basic	172	57	43	0	14	57	(0)	<i>Adverse</i>	
MOS Contract - Variations	3	1	1	0	0	1	(0)	<i>Adverse</i>	
Subtotal MOS Contract - (Idverde)	175	58	44	0	15	59	(0)	Adverse	
Total Contracts	218	72	55	0	18	73	(0)	Adverse	

Hot Topics	Full Year		As at July 2024 202304					Variance £000's	
	Current Budget	Current Budget	Amount	Accruals	Outstanding PO's	Total			
	£000's	£000's	£000's	£000's	£000's	£000's			
HRA-General Repairs	574	191	349	(2)	6	354	(162)	<i>Adverse</i>	
HRA-Relet Repairs	316	106	174	(0)	1	174	(69)	<i>Adverse</i>	
Legal Costs/Court Fees	48	14	56	2	14	72	(58)	<i>Adverse</i>	
Void Property Utility Bills	5	2	4	10	0	14	(12)	<i>Adverse</i>	
Estate Maintenance	35	12	20	5	11	35	(24)	<i>Adverse</i>	
Mtc of Trees, Shrubs	45	15	6	2	39	47	(32)	<i>Adverse</i>	
External Wall Insulation	73	0	0	0	0	0	(0)	<i>Adverse</i>	
Subtotal Expenditure	1,096	339	609	17	71	696	(357)	Adverse	
Rechargeable Income	(50)	(17)	(11)	0	0	(11)	(6)	<i>Adverse</i>	
Subtotal Income	(50)	(17)	(11)	0	0	(11)	(6)	Adverse	
Total Hot Topics	1,047	323	598	17	71	685	(363)	Adverse	

Variances Greater than £25k	Full Year		As at July 2024 202304					Variance £000's	
	Current Budget	Current Budget	Amount	Accruals	Outstanding PO's	Total			
	£000's	£000's	£000's	£000's	£000's	£000's			
Gas and Solid Fuel Servicing	635	192	110	2	12	124	68	<i>Favourable</i>	
HRA-Gas App Rep&Ren	30	10	10	0	20	30	(20)	<i>Adverse</i>	
HRA Council Tax Charges	290	256	256	0	0	256	0	<i>Favourable</i>	
Automotive Leasing	180	60	23	10	0	33	27	<i>Favourable</i>	
Software Ann Charges/Maint Costs	175	125	120	12	21	153	(28)	<i>Adverse</i>	
Document Management	14	14	47	0	0	47	(33)	<i>Adverse</i>	
Expenditure	1,325	657	567	24	52	643	14	Favourable	
Income	0	0	0	0	0	0	0	-	
Total Variances Greater than £25k	1,325	657	567	24	52	643	14	Favourable	

Income	Full Year		As at July 2024 202304					Variance £000's	
	Current Budget	Current Budget	Amount	Accruals	Outstanding PO's	Total			
	£000's	£000's	£000's	£000's	£000's	£000's			
Rent-Dwellings	(23,861)	(8,579)	(8,578)	0	0	(8,578)	(0)	<i>Adverse</i>	
Voids - Rent	1,150	414	598	0	0	598	(185)	<i>Adverse</i>	
Subtotal HRA Dwelling Rents	(22,711)	(8,165)	(7,980)	0	0	(7,980)	(185)	Adverse	
Rent - Land	(7)	(2)	(4)	0	0	(4)	1	<i>Favourable</i>	
Rent-Garages	(419)	(134)	(151)	0	0	(151)	17	<i>Favourable</i>	
Garage Site Rent	(7)	(2)	(2)	0	0	(2)	(1)	<i>Adverse</i>	
Rent - Shops	(143)	(46)	(47)	0	0	(47)	1	<i>Favourable</i>	
Voids - Garage Rent	156	50	57	0	0	57	(7)	<i>Adverse</i>	
Voids - Shops Rent	19	6	9	0	0	9	(3)	<i>Adverse</i>	
Subtotal HRA Non Dwelling Rent	(402)	(129)	(137)	0	0	(137)	8	Favourable	

Voids - Council Tax	8	3	4	0	0	4	(1)	Adverse
Voids - Central Heating Charges	28	9	10	0	0	10	(1)	Adverse
Voids - Hostel Service Charges	3	1	2	0	0	2	(1)	Adverse
Voids - Comm Facil Charge	85	27	30	0	0	30	(2)	Adverse
Voids - Warden Charge	15	5	5	0	0	5	(0)	Adverse
Voids - Off Street Parking	0	0	0	0	0	0	0	Favourable
Water and Sewerage charges -	(0)	(0)	(0)	0	0	(0)	(0)	Adverse
Voids - Communal Flat Cleaning Charge	6	2	3	0	0	3	(1)	Adverse
Communal Flat Cleaning Charge	(91)	(29)	(32)	0	0	(32)	3	Favourable
Flats Service Charge	(150)	(4)	0	0	0	0	(4)	Adverse
Shops Service Charge	(10)	(1)	0	0	0	0	(1)	Adverse
Central Heating S Charges	(80)	(26)	(29)	0	0	(29)	3	Favourable
Warden Service Charges	(64)	(20)	(23)	0	0	(23)	2	Favourable
Comm Facil Serv Charges	(276)	(88)	(103)	0	0	(103)	15	Favourable
Hostel Service Charges	(26)	(8)	(9)	0	0	(9)	1	Favourable
Council Tax Recharged	(17)	(5)	(6)	0	0	(6)	1	Favourable
Subtotal HRA Charges for Services and Facilities	(569)	(137)	(150)	0	0	(150)	13	Favourable
Total Income	(23,682)	(8,430)	(8,267)	0	0	(8,267)	(163)	Adverse

Everything else	Full Year		Amount £000's	As at July 2024 202304		Total £000's	Variance £000's	
	Current Budget £000's	Current Budget £000's		Accruals £000's	Outstanding PO's £000's			
Indirect Employee Expenses	41	14	15	1	1	17	(3)	Adverse
Subtotal other Employees	41	14	15	1	1	17	(3)	Adverse
Repairs & Maintenance	815	252	135	24	89	248	4	Favourable
Grounds Maintenance Costs	363	56	60	0	0	60	(5)	Adverse
Rents	3	1	1	0	0	1	(0)	Adverse
Cleaning & Domestic Supplies	127	42	(27)	61	14	48	(6)	Adverse
Subtotal other Premises	1,306	351	170	85	103	358	(7)	Adverse
Direct Transport Costs	50	17	17	2	3	21	(5)	Adverse
Contract Hire & Op Lease	0	0	(0)	0	0	(0)	0	Favourable
Subtotal other Transport	50	17	16	2	3	21	(4)	Adverse

Equipment, Furniture & Materials	86	32	10	7	8	26	6	Favourable
Catering	0	0	0	0	0	0	(0)	Adverse
Clothing Uniform & Laundry	41	14	3	5	1	10	4	Favourable
Printing, Stationery etc	62	21	19	0	1	20	0	Favourable
Services	276	115	82	30	19	130	(15)	Adverse
ICT & Communications	113	38	16	0	0	16	22	Favourable
Expenses	3	1	1	1	0	2	(1)	Adverse
Grants & Subscriptions	104	56	42	0	0	42	15	Favourable
Contribution to Provisions	118	0	0	0	0	0	0	-
Miscellaneous/Services Expenses	29	12	2	5	9	16	(4)	Adverse
Subtotal other Supplies & Services	830	288	174	49	37	260	28	Favourable
Private Contractors	0	0	0	0	0	0	0	-
#N/A	0	0	0	0	0	0	0	-
Housing Benefit	1	0	0	0	0	0	0	Favourable
Relocation Assistance	16	5	15	0	0	15	(10)	Adverse
Decants-Tennant Removal	8	3	6	0	2	8	(6)	Adverse
Subtotal other Transfer Payments	25	8	21	0	2	23	(15)	Adverse
Government Grants	(30)	0	(18)	0	0	(18)	18	Favourable
Other Grants Reimbursements & Contributions	(74)	(21)	(5)	0	0	(5)	(16)	Adverse
Fees & Charges	(119)	(38)	(43)	0	0	(43)	5	Favourable
Fees & Charges	(126)	(12)	(10)	0	0	(10)	(2)	Adverse
#N/A	(349)	(72)	(75)	0	0	(75)	4	Favourable
Total Everything else	1,903	606	321	136	146	604	2	Favourable
Grand Total	(11,231)	(4,189)	(4,200)	186	335	(3,679)	(510)	Adverse

FINANCE & PERFORMANCE SCRUTINY REPORT 12TH SEPTEMBER 2023

Report of the Head of Finance

Lead Member: Cllr Ashcroft

CAPITAL MONITORING REPORT PERIOD 4 JULY 2023

Purpose of Report

This report is to inform Finance and Performance Scrutiny of the General Fund and Housing Revenue Account (HRA) Capital spend position at Period 4, 31st July 2023 compared with the profiled budget to date.

Recommendation

That the Capital Monitoring Summary position for Period 4, 31st July 2023 for the General Fund and Housing Revenue Account be noted as per Table 1. The detailed Capital Monitoring Report is included in Appendix 1.

Reasons

To enable the information to be used as a monitoring tool and when considering the future 3-year Capital Plan and 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 this decision.

APPENDIX: Capital Monitoring Report Summary

Key Decision: No

Background Papers: None

Officers to Contact: Lesley Tansey
Head of Finance
01509 634828
lesley.tansey@charnwood.gov.uk

Part B - Executive Summary

To highlight the following: -

1. The General Fund full year capital budget is £25,663k, Period 4 profiled budget is £8,554k compared to spend of £3,287k, 38% with an underspend of £5,267k. It should be noted however that this underspend can be almost wholly attributed to 'Provisional' Schemes where there is no specific underlying project and expenditure plan. Excluding Provisional Schemes the 'Live' Schemes are showing expenditure against plans of some 97% of the profiled budget.
2. The HRA Full year capital budget is £15,369k, Period 4 profiled budget is £5,123k compared to spend of £2,948k, 58% with an underspend of £2,175k.

Table 1

Capital Summary	Full Year	Period 4	Period 4	Period 4	Period 4
	Budget	Budget	Actual Spend	Variance under/(over spend)	% Spend against Budget
General Fund	25,663	8,554	3,287	5,267	38
HRA	15,369	5,123	2,948	2,175	58
	41,032	13,677	6,235	7,442	46
General Fund Split					
GF Live	8,631	2,877	2,795	82	97
GF Provisional	15,087	5,029	0	5,029	0
GF 3rd Party	1,945	648	492	156	76
Total	25,663	8,554	3,287	5,267	38

3. Some of the Major Capital schemes are as follows-

Enterprise Zone - This budget is a provisional budget of £10m 2023/24 The fund was created to allow "forward funding" of buildings or infrastructure within the Zone financed by future business rate receipts. 9th March 2023 Cabinet report approved a new EZ agreement with Charnwood Campus of £4.1m, this will be paid over in September 2023 and reclaimed back over a 4-year period.

Bedford Square Project - Delegated Decision 182, 15th October 2021 approved a revised total budget of £3.869m funded by Town Deal £1.7m, External Funding £708k, Capital Receipts £1.461m. This scheme is complete, the final costs are yet to be determined. Leicestershire County Council, require final works to be inspected for snagging and a cost for this is still to be determined, totals costs to date are £4.153m, some costs are being reclaimed with two contractors and we will have a final update on this scheme in the Autumn.

Regeneration Projects - As part of the Treasury Management Strategy report 9th February 2022, £5m was set aside for a Regeneration Schemes and to date there are no projects identified. Any project would be subject a Capital Appraisal and external borrowing sought.

Lanes and Links – Town Deal Project (including Hope Bell)

The budget for 2023/24 is £509,400, and profiled budget is £169,800 against spend to date £57,729k, 34% spend to date.

Festive lights proposal is to install permanent multi-coloured lighting on catenary lines along Bleach Yard. This will be lighting that can be used year-round, with the ability to change colours for different seasons, including seasonal colours at Christmas. Hope Bell quotes have been secured. The project is due to be completed towards the end of 2024.

Living Loughborough – Town Deal Project

The budget for 2023/24 is £1,568k, and profiled budget is £523k against spend to date £132k, 25% spend to date. The Project has started to move forward. Work packages 1 (Phase 3 of the Wi-Fi project) and work package 2 (heritage trails) have been completed and launched. The BID's crime reduction scheme has been given a boost with the completion of the s of 100 new radios, which are currently being leased out to local businesses by the BID (68 radios have been leased out so far). The BID is also preparing for the launch of its Business Digital Support Programme at the end of September/early October.

Disabled Facilities Grants

The budget for 2023/24 is £1.2m, and the profiled budget to Period 4 is £404k and actual spend is £467k, 116%. An independent consultant has been appointed to carry out an options review for the delivery of disabled facilities grants within Charnwood. The review is currently underway and a report outlining the findings and recommendation is due to be available by the end of September 2023. One of the main objectives of the review is to identify ways to maximise the grant spend.

Shepshed Town Centre Development and Public Realm - The total budget for phase one scheme is £2.475m, as per 13th April Cabinet Report 2022, actual spend to date £1,440k, 58% spend to date. This scheme is progressing with the current contractors and Leicestershire County Council.

HRA Capital Schemes

Acquisition of Affordable Housing to meet Housing Needs –

The budget for 2023/24 is £3.86m, to date 1 property has been purchased £214k and several properties are under consideration plus 2 assets have been gifted, the current Housing Acquisition policy is being reviewed to enable further purchases to be made.

Sheltered Accommodation Scheme -The total budget is £2m, spend to date is £97k, the balance of the budget will be spent in 2024/25.

The scheme comprises of building 9 bungalows, significant engagement and communication with stakeholders, including the church adjacent to the site has taken place. An open day in June 23 was held to talk to residents. A specification for a contractor to deliver the work is in development. Subject to planning permission work (i.e., demolition) is expected to start in early 2024 / Calendar year.

APPENDIX

Capital Monitoring Report - Jul 2023

Costc(T)	Full Year Current Budget	Current Budget	Actual	Accruals	Outstanding PO's
	£	£	£	£	£
Planned Property Refurbishment	655,000	218,333	11,598	0	17,373
Head of Assets and Property	655,000	218,333	11,598	0	17,373
Carbon Neutral Action Fund - Block Sum	909,100	303,033	58,062	0	88,747
Regeneration Projects	5,000,000	1,666,667	0	0	0
Feasibility Work – New Council Offices	138,400	46,133	0	0	0
Director Commercial and Economic Development	6,047,500	2,015,833	58,062	0	88,747
Closed Churchyard Walls	8,100	2,700	0	0	4,630
Cedar Academy – contribution towards all weather pitch	50,000	16,667	0	0	0
Bell Foundry Pocket Park	25,100	8,367	0	0	24,903
Shelthorpe Public Open Space Enhancements	111,700	37,233	0	0	0
Town Hall Roof Upgrade	17,200	5,733	0	0	0
Syston Community Garden	21,600	7,200	0	0	0
Loughborough Cemetery - New Burial Provision	28,000	9,333	0	0	0
Shelthorpe Golf Course - Fencing	77,100	25,700	0	0	0
Community Tree Planting Programme	0	0	0	0	3,103

Town Hall - Victorial Room - Air Handling	23,500	7,833	0	0	0
Town Hall - additional seating	155,000	51,667	0	0	0
Allotment Improvements	10,000	3,333	2,834	0	0
Queens Park Aviary Improvements	20,000	6,667	0	0	0
Playing Pitch Strategy Action Plan	36,300	12,100	0	0	8,280
Shepshed Provision of Openspace Enhancement Scheme	45,600	15,200	0	0	0
Loughborough Police Station Centre - Front Enquiry Desk	98,800	32,933	0	0	0
Queens Park - Improvements to Children's Play Provision & Adu	203,200	67,733	0	0	0
Holt Drive PA Enhancements Z830	11,000	3,667	0	0	0
Loughborough Playground Improvement Plan Z831	100,000	33,333	0	0	0
Sileby Parish Council – Sileby Memorial Park	174,600	58,200	0	0	0
Lodge Farm Public Open Space Enhancements	31,200	10,400	0	0	0
Cemetery Ashes Plot	40,000	13,333	0	0	0
Cemetery Gates	15,000	5,000	0	0	0
Syston Riverside Walk	45,200	15,067	4,990	1,925	495
Radmoor Road Public Open Spaces Enhancements	53,600	17,867	0	0	0
Leisure Centre Barrier and Control	50,000	16,667	0	0	0
Hathern Village Hall - additional community space	3,900	1,300	0	0	0
Barrow Parish Council - Youth/Adult Recreation - new facilities	41,500	13,833	0	0	0
Town Hall - Main Auditorium Air Handling Equipment	90,000	30,000	0	0	86,933
Anstey Parish Council - Jubilee Hall, Staddon Rd, Anstey - extensi	90,900	30,300	0	0	0
Hathern Community Woodland Project - planting and enhance	44,200	14,733	0	0	0
Refuse Collection Vehicles	440,000	146,667	0	0	0
Head of Contracts: Leisure,Waste and Environment	2,162,300	720,767	7,824	1,925	128,343

Enterprise Zone	10,000,000	3,333,333	0	0	0
Town Deal - Lanes & Links	509,400	169,800	57,729	0	0
Director Finance, Governance and Contracts	10,509,400	3,503,133	57,729	0	0

Hardware Replacement Programme	90,000	30,000	34,821	6,011	0
Infrastructure Development	50,000	16,667	(549)	0	21,200
Server Redesign	70,000	23,333	0	0	0
Cloud Implementation	60,000	20,000	0	0	0
Northgate – Single Use System	15,200	5,067	0	0	2,500
Customer Experience	285,200	95,067	34,272	6,011	23,700

Town Deal– Living Loughborough	1,568,000	522,667	92,297	15,709	24,019
Head of Economic Development and Regeneration	1,568,000	522,667	92,297	15,709	24,019

Unit4 Agresso Upgrade	32,800	10,933	0	0	0
Head of Finance	32,800	10,933	0	0	0

Audio Visual Equipment – Loughborough Town Hall	75,000	25,000	0	0	0
Head of Governance and Human Resources	75,000	25,000	0	0	0

Community Facilities Grants	50,000	16,667	0	0	0
-----------------------------	--------	--------	---	---	---

Members Grants	13,000	4,333	500	0	0
Director Housing and Wellbeing	63,000	21,000	500	0	0

DFG Disabled Facilities Grant	1,211,400	403,800	288,339	42,288	136,571
Private Sector Housing Grants	87,000	29,000	0	0	0
Fuel Poverty Scheme - DECC	7,000	2,333	0	0	0
Head of Strategic Housing	1,305,400	435,133	288,339	42,288	136,571

Bedford Square Gateway	462,800	154,267	157,231	3,641	480,769
Shepshed Public Realm	2,067,000	689,000	109,929	0	1,474,291
Head of Planning & Growth	2,529,800	843,267	267,160	3,641	1,955,059

CCTV	181,600	60,533	0	0	0
Beehive Lane Car Park Improvements and refurbishment schem	65,100	21,700	0	25,912	0
Car Parks Resurfacing and Improvements	32,800	10,933	0	0	0
DNO Connections and Electric Vehicle Charge Points for Car Par	150,000	50,000	0	0	0
Head of Regulatory and Community Safety	429,500	143,167	0	25,912	0
General Fund	25,662,900	8,554,300	817,781	95,486	2,373,813

Minor Adaptations	50,000	16,667	(56)	(45)	0
Stairlifts	60,000	20,000	26,593	0	0
Garages	50,000	16,667	0	0	0
Door Entry Systems	200,000	66,667	(74,320)	0	0
Asbestos Removal	200,000	66,667	92,345	0	0
Communal Area Electric	68,000	22,667	0	0	47,817
Sheltered Housing Improvements inc heating & equipment	300,000	100,000	16,420	0	0
Major Adaptations	611,200	203,733	56,384	0	0
Major Void Works	656,000	218,667	(30,488)	0	0
Kitchens	1,396,000	465,333	143,363	0	0
Bathrooms	1,743,800	581,267	59,989	0	0
Electrical Upgrades	150,000	50,000	2,873	0	0
Windows	426,000	142,000	1,910	0	0
Central Heating and Boiler Installation	543,000	181,000	7,884	0	0
Door Replacement	700,000	233,333	16,036	0	0
Re-roofing	650,000	216,667	18,719	2,565	12,435
Major Structural Works	400,000	133,333	215,061	(0)	0
Communal Area Improvements	350,000	116,667	1,465	0	0
Carbon Monoxide Alarms	50,000	16,667	1,761	0	0
Fire Safety Works	100,000	33,333	0	0	0
Mobility Scooter Storage	30,000	10,000	0	0	0
Estate and External Works	300,000	100,000	186,309	0	0
Housing Capital Technical Costs	438,100	146,033	0	0	0
Digital Filing - HRA Software	33,200	11,067	4,200	0	21,000
Redevelopment Sheltered Accommodation - St Michael's Court	2,000,000	666,667	79,875	0	17,132
Director Housing and Wellbeing	11,505,300	3,835,100	826,324	2,520	98,385

Acquisition of Affordable Housing to meet housing need	3,862,500	1,287,500	211,542	0	2,175
Acquisition of dwellings Z851	1,200	400	0	0	0
Head of Strategic Housing	3,863,700	1,287,900	211,542	0	2,175
Housing Revenue Account	15,369,000	5,123,000	1,037,866	2,520	100,560
	41,031,900	13,677,300	1,855,647	98,006	2,474,372

Appendix 1

Year to date

Costc(T)	Variance (Overspend)/Underpend	HRA (Only) QL Commitments YTD	HRA (Only) YTD Variance Adjusted for QL Commitments
	£	£	£
Planned Property Refurbishment	189,362		189,362
Head of Assets and Property	189,362	0	189,362

Carbon Neutral Action Fund - Block Sum	156,224		156,224
Regeneration Projects	1,666,667		1,666,667
Feasibility Work – New Council Offices	46,133		46,133
Director Commercial and Economic Development	1,869,024	0	1,869,024

Closed Churchyard Walls	(1,930)		(1,930)
Cedar Academy – contribution towards all weather pitch	16,667		16,667
Bell Foundry Pocket Park	(16,536)		(16,536)
Shelthorpe Public Open Space Enhancements	37,233		37,233
Town Hall Roof Upgrade	5,733		5,733
Syston Community Garden	7,200		7,200
Loughborough Cemetery - New Burial Provision	9,333		9,333
Shelthorpe Golf Course - Fencing	25,700		25,700
Community Tree Planting Programme	(3,103)		(3,103)

Town Hall - Victorial Room - Air Handling	7,833		7,833
Town Hall - additional seating	51,667		51,667
Allotment Improvements	500		500
Queens Park Aviary Improvements	6,667		6,667
Playing Pitch Strategy Action Plan	3,820		3,820
Shepshed Provision of Openspace Enhancement Scheme	15,200		15,200
Loughborough Police Station Centre - Front Enquiry Desk	32,933		32,933
Queens Park - Improvements to Children's Play Provision & Adu	67,733		67,733
Holt Drive PA Enhancements Z830	3,667		3,667
Loughborough Playground Improvement Plan Z831	33,333		33,333
Sileby Parish Council – Sileby Memorial Park	58,200		58,200
Lodge Farm Public Open Space Enhancements	10,400		10,400
Cemetery Ashes Plot	13,333		13,333
Cemetery Gates	5,000		5,000
Syston Riverside Walk	7,657		7,657
Radmoor Road Public Open Spaces Enhancements	17,867		17,867
Leisure Centre Barrier and Control	16,667		16,667
Hathern Village Hall - additional community space	1,300		1,300
Barrow Parish Council - Youth/Adult Recreation - new facilities	13,833		13,833
Town Hall - Main Auditorium Air Handling Equipment	(56,933)		(56,933)
Anstey Parish Council - Jubilee Hall, Staddon Rd, Anstey - extensi	30,300		30,300
Hathern Community Woodland Project - planting and enhance	14,733		14,733
Refuse Collection Vehicles	146,667		146,667
Head of Contracts: Leisure,Waste and Environment	582,675	0	582,675

Enterprise Zone	3,333,333	4,136,000	(802,667)
Town Deal - Lanes & Links	112,071		112,071
Director Finance, Governance and Contracts	3,445,405	4,136,000	(690,595)

Hardware Replacement Programme	(10,831)		(10,831)
Infrastructure Development	(3,985)		(3,985)
Server Redesign	23,333		23,333
Cloud Implementation	20,000		20,000
Northgate – Single Use System	2,567		2,567
Customer Experience	<u>31,084</u>	<u>0</u>	<u>31,084</u>

Town Deal– Living Loughborough	390,641		390,641
Head of Economic Development and Regeneration	<u>390,641</u>	<u>0</u>	<u>390,641</u>

Unit4 Agresso Upgrade	10,933		10,933
Head of Finance	<u>10,933</u>	<u>0</u>	<u>10,933</u>

Audio Visual Equipment – Loughborough Town Hall	25,000		25,000
Head of Governance and Human Resources	<u>25,000</u>	<u>0</u>	<u>25,000</u>

Community Facilities Grants	16,667		16,667
-----------------------------	--------	--	--------

Members Grants	3,833		3,833
Director Housing and Wellbeing	<u>20,500</u>	<u>0</u>	<u>20,500</u>

DFG Disabled Facilities Grant	(63,398)		(63,398)
Private Sector Housing Grants	29,000		29,000
Fuel Poverty Scheme - DECC	2,333		2,333
Head of Strategic Housing	<u>(32,065)</u>	<u>0</u>	<u>(32,065)</u>

Bedford Square Gateway	(487,373)		(487,373)
Shepshed Public Realm	(895,220)		(895,220)
Head of Planning & Growth	<u>(1,382,593)</u>	<u>0</u>	<u>(1,382,593)</u>

CCTV	60,533		60,533
Beehive Lane Car Park Improvements and refurbishment schem	(4,212)		(4,212)
Car Parks Resurfacing and Improvements	10,933		10,933
DNO Connections and Electric Vehicle Charge Points for Car Par	50,000		50,000
Head of Regulatory and Community Safety	<u>117,254</u>	<u>0</u>	<u>117,254</u>

General Fund	<u>5,267,221</u>	<u>4,136,000</u>	<u>1,131,221</u>
---------------------	-------------------------	-------------------------	-------------------------

Minor Adaptations	16,767		16,767
Stairlifts	(6,593)		(6,593)
Garages	16,667		16,667
Door Entry Systems	140,987	215,108	(74,121)
Asbestos Removal	(25,678)		(25,678)
Communal Area Electric	(25,150)		(25,150)
Sheltered Housing Improvements inc heating & equipment	83,580		83,580
Major Adaptations	147,349	286,746	(139,397)
Major Void Works	249,154		249,154
Kitchens	321,970	102,506	219,464
Bathrooms	521,277	69,973	451,304
Electrical Upgrades	47,127		47,127
Windows	140,090		140,090
Central Heating and Boiler Installation	173,116		173,116
Door Replacement	217,297	240,724	(23,427)
Re-roofing	182,947	386,883	(203,936)
Major Structural Works	(81,728)	333,360	(415,088)
Communal Area Improvements	115,202	79,507	35,695
Carbon Monoxide Alarms	14,905		14,905
Fire Safety Works	33,333	34,823	(1,490)
Mobility Scooter Storage	10,000	30,988	(20,988)
Estate and External Works	(86,309)	26,168	(112,477)
Housing Capital Technical Costs	146,033		146,033
Digital Filing - HRA Software	(14,133)		(14,133)
Redevelopment Sheltered Accommodation - St Michael's Court	569,659		569,659
Director Housing and Wellbeing	2,907,871	1,806,786	1,101,085

Acquisition of Affordable Housing to meet housing need	1,073,783		1,073,783
--	-----------	--	-----------

Acquisition of dwellings Z851	400		400
Head of Strategic Housing	1,074,183	0	1,074,183
Housing Revenue Account	3,982,054	1,806,786	2,175,268
	9,249,275	5,942,786	3,306,489
	0		0

0

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 12 SEPTEMBER 2023

Report of the Director Commercial and Economic Development Lead Member: Executive Member for Climate Action, Net Zero, Property and Assets

Part A

DELIVERY OF CLIMATE CHANGE STRATEGY

Purpose of Report

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

Recommendation

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

Reason

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

Policy Justification and Previous Decisions

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

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

The Climate Change Strategy was amended by delegated decision in November 2019 to include the aspiration to achieve carbon neutrality by 2030. A Carbon Neutral Plan 2030 was adopted by Cabinet on 16th September 2021. The Carbon Neutral Plan is a subset of the Climate Change Strategy, an ambitious plan to achieve carbon neutrality from the Council's own operations.

A review of the existing Strategy in October 2022 concluded that whilst this was appropriate when published, a refreshed Strategy based on the Council's own climate ambition, agreed vision and objectives, will provide focus for actions required to support it. A new Strategy and Action Plan has been prepared to be considered by Cabinet 12th October 2023. This will be an open report with the new Strategy published on the website for the forthcoming October Cabinet. The Strategy and Action Plan are now separate but interrelated documents. The Climate Change Strategy and Action

Plan will help to protect and improve the environment of the Borough to achieve a resilient green Charnwood.

Report Implications

Financial Implications

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

Risk Management

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

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

Climate Change and Carbon Impact

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

Links to the Corporate Strategy

Caring for the Environment	Yes
Healthy Communities	No
A Thriving Economy	No
Your Council	No

Key Decision: N

Background Papers: Climate Change Strategy & Action Plan 2018-2030

Appendices: Appendix 1: Climate Change Strategy & Action Plan 2018-2030 Achievements

Officer(s) to contact: Justin Henry
Director Commercial and Economic Development
Tel: 07802 760618
justin.henry@charnwood.gov.uk

Maria French
Sustainability Officer
Tel: 01509 634802
maria.french@charnwood.gov.uk

Part B

Background

1. The Climate Change Strategy sets out the Council's approach to addressing climate change. It takes into account the Council's own ambitions to reduce carbon emissions from its own estate and operations as well as means by which the wider community can adapt to climate change and reduce carbon emissions.
2. The current Climate Change Strategy was developed in 2018 with a scope centred on reducing the Council's own carbon emissions rather than at a district level. The strategy is based on taking action under three strategic priorities being raising awareness, reducing our impact on climate change and resilience. Many of the actions set in the strategy are to be refreshed due to a number of factors being the Climate Emergency, Ecological Emergency and COVID-19 pandemic. These factors have changed working priorities, ways of working and national and local government agendas.
3. The Corporate Plan 2020-2024 reiterates the commitment to caring for the environment to 'looking after it for future generations'. The Climate Change Strategy takes account of the Council's current position, new commitments, the importance of partnership working and the implementation of adaptation measures. The Strategy provides a framework that can reflect local priorities and opportunities for action on carbon reduction and climate resilience. In September 2021, the Charnwood Carbon Neutral Plan 2030, was approved to achieve carbon neutrality from the Council's own operations by 2030. The Carbon Neutral Plan is a subset of the Climate Change Strategy and its associated actions support the new Strategy.
4. The UK hosted the 26th UN Climate Change Conference of the Parties (COP26) in Glasgow in October/November 2021. The summit brought parties together to accelerate action towards the goals of the Paris agreement and the UN Framework Convention on Climate Change. A new global agreement, the Glasgow Climate Pact was reached, which aims to reduce the worst impacts of climate change. In November 2022, Egypt hosted the 27th UN Climate Change Conference of the Parties (COP27) to move from negotiating changes designed to combat climate change, to implementing the changes. This has led to a wide range of new UK policies, initiatives and programmes that have not been captured within the current strategy.
5. A Climate Action Board was set up in May 2022 to take forward the actions contained in the Council's Carbon Neutral Plan, oversee and manage the Climate Change Strategy and oversee and manage other Council actions that contribute positively to climate change, for example, air quality. A new 2018-2019 baseline was established of a carbon footprint of 1,130 tCO₂e which took into account the decision to procure renewable electricity. The 2021-2022 footprint was calculated as 1,130 tCO₂e. This shows only a 3% increase from 2020-2021 (1,092 tCO₂e) which is encouraging since activities were normalising post the COVID-19 pandemic. Council buildings continue to be decarbonised particularly where we use electricity. To facilitate action, the Climate Action

Board, meets bi-monthly to provide a conduit for ensuring the monitoring of actions that were agreed and to enhance or modify actions as appropriate

6. In August 2022 Environmental Solutions through Partnership (ESP) were commissioned to assist the Council in updating the Climate Change Strategy and Action Plan. The Strategy aims to provide guidance and information on how to reduce the impact on climate change from our own operations and the Borough. Although total emissions for the Borough are outside of the Council's direct control, working in partnership, the Council can influence stakeholders to reduce their emissions. The Strategy will help the Council to meet its statutory environmental duties and address climate change risks.

Review of existing Climate Change Strategy

7. The Climate Change Strategy 2018-2030 was developed in 2018, prior to the call for action by local authorities to address the Climate Emergency Crisis. The scope of the Strategy is centred on reducing the Council's own carbon emissions and influencing change at a district level. It sets out the Council's commitment to local action on climate change. The Charnwood Climate Strategy 2018-2030 review comes at a challenging time. The UK is recovering from the economic effects of the Covid-19 Pandemic and changes to modes of working. There is significant pressure on energy prices, potential disruption to energy supplies, a war in Ukraine and rising inflation. Many UK councils have declared a climate emergency. It is anticipated that councils will declare an ecological emergency. The Covid-19 Pandemic initiated a change in the Council's priorities, finances and resources contributed to many actions being halted and continuing into 2022.
8. The conclusion of this review was that whilst the existing Strategy was appropriate when published, a refreshed Strategy based on the Council's own climate ambition, agreed vision and objectives, will provide focus for actions required to support it. A new Strategy will set out how we are approaching Climate Change within our sphere of influence to create lasting positive change. The achievements and closed actions from the 2018-2030 plan are provided in Appendix 1.
9. The timeframe for development of the new Strategy is shown in the table below.

Tasks	Date
Procurement	July 2022
Gather Evidence, data analysis	September/October 2022
Report writing	November 2022
Draft report	December 2022
SLT	January 2023
Consultation (six weeks)	01/02/2023 to 15/03/2023
Final report	May 2023
SLT	June 2023
CLT	August 2023
Members briefing	September 2023
Cabinet	October 2023

Climate Change Strategy

10. The Strategy and Action Plan has been informed by engagement with officers from across the key service areas and the Climate Action Board. The work was introduced to the Strategic Leadership Team on 20 April 2022. Interviews were held with key members of staff to inform the Strategy and focus the Council's climate change ambitions into objectives, targets and an associated action plan. Consultation with partner organisations has highlighted work programmes in this area and identified co-benefits. An online consultation period of six weeks has been undertaken. The action plan will be a standalone document that can be updated and monitored regularly feeding into the corporate reporting system.
11. The Strategy will provide an unchanging vision for 2030 together with themes, broad aims and objectives. The seven themes are Transport, Planning Land Use and Biodiversity, Buildings Housing & Heating (energy), Resources and Waste, Business and Economy, Governance and Finance, and Partnership and Communications. Each theme contains an aim, objectives, climate change risks and information on managing, mitigating and adapting to climate change.

Climate Change Strategy Action Plan

12. The Climate Change Action Plan will help to protect and improve the environment of the Borough that will benefit the community, economy and environment for future generations. The action Plan will provide a roadmap of key climate achievements from 2005 to date. A table of key SMART (specific, measurable, actionable, realistic, timebound) actions. These will be monitored bi-monthly by the Climate Action Board and annually by the Finance and Performance Scrutiny Committee.

Conclusion

13. It is essential to have a Strategy and Action Plan in place to set out how the Council is combating climate change within its sphere of influence to create lasting positive change. When reviewing the Climate Change Strategy Action Plan, we adopt a Plan, Do, Check and Act approach to ensure appropriate action has been taken and that we can understand the further actions that may need to be taken to achieve our Climate Change aims and objectives. Actions will be monitored using the Council's monitoring software, which will help keep track and report on actions. The plan has been prepared with the knowledge that priorities may change over the next seven years. It is to be expected that not all projects will come to fruition and other opportunities may present themselves.

Appendix

Appendix 1: Climate Change Strategy & Action Plan 2018-2030 Achievements

The following table shows the actions undertaken and closed from the Climate Change Strategy Action Plan 2018 -2030. The reference number is from the original Action Plan. Actions have been sorted by themes taken from the draft 2023-2030 Climate Strategy.

Theme:	Ref.	Closed action:
1. Transport	2.4.3	1x hybrid vehicle has been purchased. The hybrid was chosen due to the difficulties in sourcing an electric vehicle. 1x electric bike has been purchased.
2. Planning, Land use & Biodiversity	2.1.7	Supporting tree planting across Charnwood to offset CO ₂ emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk. Tree planting is progressed in our Corporate Strategy and Carbon Neutral Monitoring Plan as follows: <ul style="list-style-type: none">• 100,000 are to be planted in the 2020-2024 Corporate Plan.• 14,000 trees to be planted at Hathern during Autumn/Winter 2022.• 4,000 trees are being given away to residents.
	3.2.6	The action to maintain an updated Strategic Flood Risk Assessment to inform strategic policies and to manage flood risk, has been closed. The Level 2 Strategic Flood Risk Assessment remains up to date. This will continue to be monitored outside of the Climate Change Action Plan.
	3.5.1	Monitoring the implementation of Local Plan policies on Landscape, Countryside, Green Infrastructure, Biodiversity and Geodiversity, is now integral to the Council. This action is now closed as monitoring occurs within our teams outside of this action plan. The latest update: Annual Monitoring Report 2020-2021 was published in December 2021. It notes the following: Local Wildlife Sites - a minimum of 3% of the total resource has been lost since the last assessment in the early 2000's. <ul style="list-style-type: none">• Site of Special Scientific Interest (SSSI) - No loss of a Site of Special Scientific Interest.

		<ul style="list-style-type: none"> • Regional Important Geological Sites - No loss of Regionally Important Geological Sites. • Areas of Local Separation - There have been no decisions taken which are contrary to Policy CS11 (Landscape and Countryside).
	3.5.2	The target for the Local Plan policy to be published and consulted on has been achieved.
	1.2.4	Encourage the improvement of our environment by taking part in Loughborough in Bloom. We will continue to take part in this scheme but remove it from our climate change action list. There are at least 30 'In Your Neighbourhood Groups' as part of Loughborough in Bloom as well as groups operating in other parts of the borough.
	3.4.1	Stonebow and Gorse Covert have been declared as Local Nature Reserves (LNR's). Work will continue to make other areas nature reserves but outside of the Climate Change Action Plan.
	3.2.4	Government funding is no longer available to Community Resilience groups.
	3.3.1	The Leicestershire Resilience Forum are employing a Business Continuity Officer for the 7 District Councils.
	3.2.1	We promoted the community flood warden monitoring scheme subsequently flood wardens were trained.
	3.2.2	We promoted the community flood warded scheme.
	3.2.3	Flooding advice and signposting can be found on our website
	3.1.3	Flood Action Card kept up to date and reviewed annually. This has been replaced with an overarching flood plan.
3. Buildings & Heating (energy)	2.1.1	Reduction in carbon emissions from energy saving schemes. This action is closed as it is actively under investigation through the Climate Action Board under Carbon Neutral Plan Action 1.
	2.1.2	Preparing a Carbon Neutral Plan Annual Monitoring Report for 2021/22 was completed in Autumn 2022. This action will continue as part of the Carbon Neutral Plan 2030.
	2.1.3	Review low carbon solutions across Council buildings, operations and fleet. This action is closed as it is carried out under the Carbon Neutral

		Programme. One project recently approved is the replacement of auditorium house lighting at the Town Hall, which has an estimated annual CO2 saving of 4.43tCO2e (tonnes (t) of carbon dioxide (CO2) equivalent (e)) and cost saving of £4201.
	2.4.2	Due to significant changes in staff working arrangements, the new agile working policy and home working it has not been feasible to prepare a new sustainable travel plan for the Council. There have been no new travel schemes introduced. Due to home working arrangements staff travel has significantly reduced. There has also been a significant reduction in staff business travel during 2020/21.
	2.2.7	A stock condition survey has been carried out to monitor the energy condition of 1000 properties in our housing stock.
	2.2.6	Provide top-up roofing insulation, cavity wall and boiler upgrade programme for Council housing stock, whilst we have closed this action from the plan it will be ongoing as part of our business as usual. <ul style="list-style-type: none"> • 355 Heating systems have been installed 1/4/19 to 31/3/21 • 46 heating systems have been installed from 1/4/21 to 31/3 /22. • 18 Roofs have been replaced. 2 insulation installations completed.
	2.2.4	Collective Energy Switching: the council will encourage partners to continually review the current approach and to consider introducing a 'green' category to the supplier's auction. Is closed on 02/12/2022 due to the current energy situation. Previous action included Regular meetings with partners 3 times a year following the auctions. Since October 2020 - all suppliers who take part in the auctions must now supply a green energy tariff.
4. Resources including food and waste	2.5.4	The annual student waste and recycling campaign for 2022 has taken place. An evaluation report is currently being produced.
	2.5.2 & 2.5.3	New recycling targets will be set when the new waste strategy is launched in 2023.
	2.5.5	Work has taken place to phase out single-use plastics within Council offices and buildings.

	3.6.4	We have supported healthy and ethical local food initiatives. Fairtrade was promoted during Fairtrade Fortnight via the Green Rewards programme.
5. Business & Economy	3.3.2	We have collaborated with partners to prepare and assess Council Business Continuity plans.
6. Governance & Finance	2.7.1 & 2.7.2	<p>We have considered environmental and broader sustainability issues throughout the procurement process.</p> <p>1) Procurement toolkit guidelines are adhered to for new systems and upgrades that involve contractual changes.</p> <p>In the procurement of consultancy services and contractors' details of environmental policies and sustainability practices are requested before a decision to award a contract is made.</p>
	2.6.1 & 2.6.2	Monitor and review air quality across the borough to determine whether national air quality objectives are being met. This action is closed as it is now as it is undertaken as part of the corporate plan and is a Statutory responsibility.
	1.1	Climate Change is included in the 2020-2024 Corporate Plan.
7. Partnership & Communication	1.2.5 & 1.2.6	<p>We have encouraged environmental education and promoted climate action through a proactive communication campaign.</p> <p>We encouraged residents to cut down on meat consumption within accepted health guidelines to help reduce the carbon emissions associated with meat production and to bring about health benefits.</p> <p>Face to face, Leicestershire County Council adult weight management programmes delivered 3 x 10-week programmes to men and people with disabilities at Fearon Hall, Loughborough and 2 courses at Gorse Covert Community Centre, Loughborough. In total 22 participants attended.</p> <p>The programmes include advice on diet and nutrition, portion control, boredom eating and introduction to physical activity and exercise. Face to face 'Choose to Move' sessions were held (A physical activity session aimed at all ages and abilities with the goal of being more active).</p>

		Including 1 x block of 10 weeks virtual choose to move programme with 15 attendees per week and 1 x weekly choose to move maintainers virtual session Average of 8 attendees per week.
	2.4.6	<p>We have promoted cycling, walking, running and other physical activity to our own staff and the wider community:</p> <p>The Active Charnwood Team continue to support cycling programmes in Charnwood, working alongside B-Buddies to deliver Dr Bike Sessions and Bike Skills Clubs for children aged 18months to 3 years.</p> <p>Loughborough based community group; B-BUDDIES CIC has been granted up to £3,750 towards the “Let’s Get Cycling” scheme. The group collaborates closely with schools and in the local community to get more children cycling.</p> <p>Active Charnwood are working with Active Together to provide ‘Set, Pedal - Go!’ a learn to ride programme supporting school aged children in Leicestershire to learn to cycle. Across Charnwood seven courses have been delivered. In total 84 children have accessed these courses.</p>
	2.4.4	Provide a bespoke physical activity package to 5 Charnwood based workplaces per year. This action is closed as Public Health are now relaunching their package next year.



CHARNWOOD

CLIMATE CHANGE STRATEGY

2018 – 2030

***“Taking action to protect the environment for
future generations”***

Foreword

Climate change has been recognised internationally as the most important environmental challenge that we currently face. Scientific consensus recognises human activity as a major cause of recent unprecedented warming and climate projections show that past, current and future greenhouse gas emissions will influence the climate for decades. A changing climate has profound effects on all our lives, and those of future generations. It directly impacts how we, as a Council, plan our activities in order to meet the needs of all residents in the Borough.

This Climate Change Strategy sets out our commitment to local action on climate change. We expect to make a full contribution that reduces carbon emissions and improves resilience to the effects of a changing climate and extreme weather events. The strategy also recognises that our local contribution is part of a complex challenge that involves all of us both nationally and globally.

This Climate Change Strategy not only helps the Council meet its statutory environmental duties it also looks to capture the opportunities and benefits of tackling climate change. These include savings on energy bills, encouraging renewable energy in the transition to a low carbon economy, strengthening business competitiveness, enhancing energy security, reducing air pollutants harmful to health, attracting new jobs and investment in 'green' industries, reducing flood risks and managing the impacts of extreme weather.

The Council is committed to helping local people and businesses to be smarter about their energy use, deliver services that are resource efficient, ensure council buildings and operations use low carbon energy supplies and are well prepared for the impacts of a changing climate. Significant progress has been made so far in improving the energy efficiency of our own operations and reducing the overall carbon emissions associated with them. However, there is still much more we need to achieve to move towards a low carbon future as we all work to deliver the Government's strategy and our ambition to be a carbon neutral Council by 2030.

Climate change is a collective issue and we can all make changes to our lifestyles to reduce our impact on the environment. Together, these contributions will influence the extent to which the climate changes. We recognise the key role that the Council has in supporting and promoting these local actions and supporting local people and businesses in the move to a low carbon future.

Cllr Roy Rollings – Lead Member for Transformation

Vision

“Charnwood Borough Council will seek to minimise the environmental impacts of our own activities and will contribute to the improvement of the wider environment through local action. We will continue to play a significant role in protecting and enhancing the environment of Charnwood, meeting the challenges and opportunities of climate change.”

Taking action to protect the environment for future generations is a priority the Council recognises in our Corporate Plan. We care about our environment and understand our legal duty to protect it. We will seek to minimise the environmental impacts of our own activities, and work with other partners and stakeholders to protect and enhance our local environment

Overview

Climate change is a large-scale, long-term shift in the Earth’s weather patterns or average temperatures. In recent decades, changes in the climate have caused extreme weather conditions such as flash floods, storms and high winds, heatwaves, and a reduction in summer water availability.

In January 2018, the Government published ‘A Green Future: Our 25 Year Plan to Improve the Environment’. The 25 year plan confirms the government’s aim to take all possible action to mitigate climate change, while adapting to reduce its impact by continuing to cut greenhouse gas emissions and making sure that all policies, programmes and investment decisions take into account the possible extent of climate change this century.

The International Panel on climate change published a report in October 2018 which concluded that we have less than 12 years to act to avoid the worst impacts of climate change. The report highlights a number of climate change impacts that could be avoided by limiting global warming to 1.5°C compared to 2°C, or more. It suggests that limiting global warming to 1.5°C may still be possible with ambitious action across all national governments that signed the Paris Agreement.

On 12th June 2019, the UK government amended the Climate Change Act 2008, introducing a net-zero greenhouse gases target by 2050. This means emissions from homes; transport, farming and industry will have to be avoided completely or in the most difficult cases offset by planting trees or sucking CO₂ out of the atmosphere.

On 24th June 2019, Charnwood Borough Council declared its ambition to be a carbon neutral organisation by 2030. We will be looking to directly reduce emissions related to our own operations as well as identifying opportunities for offsetting emissions, for example, by tree planting. We also want to work with residents, businesses and other public bodies across the borough and region to deliver this ambitious goal through all

relevant technologies, strategies and plans and encourage others to consider how they can make a difference to the environment.

Carbon emissions from activities in Charnwood fell by 26% between 2005 and 2015, consistent with UK reductions of 28% over the same period, despite an increase in population.

We have reduced the impact of our own operations on climate change by developing and implementing a Carbon Management Plan (2015) which aimed to reduce carbon emissions by 15% by 2020. In February 2019 we reported a 32% decrease in emissions reducing the Council's carbon footprint from 2,133 tCO₂e in 2012/13 to 1,436 tCO₂e in 2017/18.

We want to see a further reduction in carbon emissions and there is a role for all of us to play; every resident, business, school and community group. For example, the electricity we use in Charnwood generates significant amounts of carbon dioxide and other greenhouse gases. Whilst the majority of our electricity is generated outside the Borough we can reduce the amount we use. Subject to procurement regulations, we can also choose to buy local produce which not only supports our local economy it also reduces carbon emissions from freight transport and travel.

Taking Action

This Charnwood Climate Change Strategy provides the strategic direction that our sustainability initiatives will be aligned to over the next 10 years. The Strategy has been developed taking in to account the important role the Council plays in protecting and improving the lives and livelihoods of its residents, communities and business.

The Council identifies 'taking action to protect the environment for future generations' as a key commitment of its Corporate Plan and has set out its ambition for carbon neutrality by 2030. This Climate Change Strategy is consistent with those over-arching pledges and identifies these strategic priority areas for the period through to 2030:

- **RAISING AWARENESS**
- **REDUCING OUR IMPACT ON CLIMATE CHANGE**
- **RESILIENCE**

The Strategy will be coordinated by the Council's Sustainability team but its implementation will involve collaborative working with a number of other teams and partner organisations.

RAISING AWARENESS

Climate change is one of the key challenges facing Charnwood today. Climate projections show that past, current and future greenhouse gas emissions will influence the climate for decades. Ensuring that the Borough fully contributes to local efforts to reduce the impacts of climate change is a priority for the Council. We can all make changes to our lifestyles to reduce our impact on the environment. These collective contributions will influence the extent to which the climate changes.

We can help stakeholders understand what support is available and what they can do themselves to reduce their impact on the environment. We will focus our activities on the following actions and objectives:

A. We will recognise climate change as a corporate commitment for the Council

- Ensure climate change is recognised as a priority within the corporate plan

B. We will encourage environmental education and promote climate action through a proactive communication campaign

- Encourage residents to adopt energy efficiency measures
- Encourage residents to reduce waste to landfill and increase recycling
- Encourage the improvement of our environment by taking part in Loughborough in Bloom
- Encourage residents to cut down on meat consumption to within accepted health guidelines to help reduce the carbon emissions associated with meat production and to bring about health benefits

C. We will encourage a low carbon economy

- Work with partnership agencies to encourage businesses to adopt energy efficiency measures by signposting to relevant services and opportunities

D. We will promote environmental behaviour change and showcase best practice

- Develop and implement an environmental behavioural change programme
- Work with teams to showcase positive changes in environmental practice

REDUCING OUR IMPACT ON CLIMATE CHANGE

The Council care about the environment and has a legal duty to protect it. We will endeavour to reduce our impact on the environment, and work with partners and stakeholders to protect the Borough's environment. We will do this through the following actions and objectives:

A. We will measure and reduce carbon emissions across our buildings and operations, including our fleet

- Prepare and implement a Carbon Neutral Plan
- Review low carbon solutions across Council buildings, operations and fleet
- Improve energy efficiency of Council IT equipment
- Support tree planting across Charnwood to offset CO₂ emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk

B. We will encourage energy reduction, clean energy and energy efficiency and promote its benefits to our community and businesses

- Update and implement the Home Energy Conservation Act report
- Work in partnership to deliver government energy efficiency programmes
- Provide top-up roofing insulation, cavity wall and boiler upgrade programme for Council housing stock
- Carry out stock condition surveys to monitor energy condition of Council housing stock
- Update energy performance certificate records for Council housing stock
- Ensure the 'Charnwood Standard' (enhanced standard to which social housing is improved) is implemented and maintained for Council housing stock

C. We will minimise the climate impact from development and encourage a low carbon economy through the planning system

- Encourage a sustainable pattern of development supported by a low carbon transport infrastructure
- Encourage renewable sources of energy supply
- Promote sustainable design in buildings

D. We will encourage an increase in the proportion of reuse and recycling and a reduction in waste to landfill

- Update and implement the Zero Waste Strategy
- Implement waste education and promotional campaigns
- Phase out use of single-use plastics within Council offices and buildings

E. We will encourage reduced car use and promote sustainable travel

- Prepare and implement a Sustainable Travel Plan
- Promote cycling, walking, running and other physical activity to our own staff and the wider community
- Promote non-recreational cycling for commuting as well as recreational cycling

F. We will work in partnership to improve air quality

- Monitor and review air quality across the borough to determine whether national air quality objectives are being met

G. We will ensure that services are delivered in a way that protects the quality of the environment

- Consider environmental and broader sustainability issues throughout the Council's procurement process

RESILIENCE

Climate predictions for the East Midlands indicate hotter, drier summers, warmer, wetter winters and an increase in incidents of severe weather such as storms and flooding. We have plans in place to prepare for these impacts and minimise the risks to our communities. In doing this, we will collaborate with partners to focus on the following actions and objectives:

A. We will work with our partners to understand the current and future risks of flooding

- Review Charnwood Community Flood Plans with Local Resilience Forum partners

B. We will work with communities and businesses to increase resilience to future changes in climate

- Promote the community flood warden monitoring scheme
- Advise residents on steps to increase resilience
- Development of community resilience plans with parish councils
- Promotion of climate resilient buildings through the revised Local Plan

C. We will ensure business continuity planning at the council is resilient to climate impacts

- Work with partners to prepare and assess Council business continuity plans

D. We will ensure Council owned open spaces and habitat are well adapted to the changing climate

- Work in partnership to carry out biodiversity and heritage audits in Charnwood
- Work in partnership to deliver projects in Charnwood Forest Regional Park to enhance / promote heritage, geological and biodiversity assets

E. When new development is considered in areas with nature conservation value we will ensure that risks can be managed through suitable adaptation measures

- Protect and enhance native species and habitats
- Promote and support opportunities for environmental enhancement and regeneration

F. We will support health and ethical local food and produce

- Promote the allotment and community orchard schemes
- Work with partners to support the Loughborough farmers' market and locally sourced produce

- Work with partners to promote and support Fairtrade in the borough

Actions and Monitoring

This strategy sets out strategic priorities and objectives.

An action plan has been developed which shows how the strategy will be delivered. It is important that actions are monitored in order to evaluate performance of delivery and to assess how much progress is being made in achieving the objectives of the strategy. Monitoring of actions will occur through the Council's scrutiny processes and regular updates to the responsible Lead Member within Cabinet.

CHARNWOOD

CLIMATE CHANGE ACTION PLAN

2018 – 2030

Action Plan 2018 – 2030

Awareness Raising

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
1.1	We will recognise climate change as a corporate commitment for the Council	Ensure climate change is recognised as a priority within the corporate plan	Climate Change included in the Corporate Plan for 2020-2025 and 2025-30	Corporate plan published with Climate Change as a key priority	Corporate Management Sustainability	2020-2025 2025-2030	Corporate Plan
1.2.1	We will encourage environmental education and promote climate action through a proactive communication campaign	Encourage residents to adopt energy efficiency measures	Frontline Services training & awareness taking place Information on website	Training provided Website up to date	Private Sector Housing Landlord Services Sustainability	Annual	Climate Change Strategy
1.2.2		Help residents save money on fuel bills and work towards alleviating Fuel Poverty	Provide information and advice on energy efficiency measures at Charnwood Big Switch Roadshows	Roadshows take place	Private Sector Housing	3 times a year	HECA
1.2.3		Encourage residents to reduce waste to landfill and increase recycling	Awareness programmes in place: #Recycle Right campaign Big Guide brochure delivered to all new properties	Deliver two number of promotions	Cleansing Communications	Annual	Zero waste strategy
1.2.4		Encourage the improvement of our environment by taking part in Loughborough in Bloom	Resources and promotion's in place to support and take part in competition	Maintain the number of Love Your Neighbourhood groups >30	Open Spaces	Annual	Open Spaces Strategy

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
1.2.5		Encourage residents to cut down on meat consumption to within accepted health guidelines to help reduce the carbon emissions associated with meat production and to bring about health benefits	Work with Leicestershire Nutrition Dietetic Services (LNDS) as part of the Lifestyle Exercise Activity Programme for adults to raise awareness	Ensure key messages delivered through our dieticians	Recreational Services	Annual	Climate Change Strategy
1.2.6			Awareness programme in place	Deliver 1 promotional campaign	Sustainability	Annual	Climate Change Strategy
1.3.1	We will encourage a low carbon economy	Work with partnership agencies to encourage businesses to adopt energy efficiency measures by signposting to relevant services and opportunities	Engage with Businesses to promote energy efficiency Details made available on website and publications	Deliver 1 promotional campaign	Economic Regeneration Sustainability	Annual	Climate Change Strategy
1.4.1	We will promote environmental behaviour change and showcase best practice	Develop and implement an environmental behavioural change programme and work with teams to showcase positive changes in environmental practice	Programme in place Questionnaire to staff to get feedback on the scheme	Number of staff taking part 40	All Services Sustainability	Annual	Climate Change Strategy

Reducing our Impact on Climate Change

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
2.1.1	We will measure and reduce carbon emissions across our buildings and operations, including our fleet	Implement actions in Carbon Neutral Plan	Reduction in carbon emissions from energy saving schemes	Carbon Neutral by 2030	All Services Sustainability	2030	Climate Change Strategy
2.1.2		Resources available to complete annual carbon monitoring report	Production of annual report	Sustainability	Annual	Climate Change Strategy	Climate Change Strategy
2.1.3		Review low carbon solutions across Council buildings, operations and fleet	Number of schemes implemented	Carbon savings will depend on schemes developed	Asset Management	Ongoing	Climate Change Strategy
2.1.4		Improve energy efficiency of Council IT equipment	Minimise surplus hardware and energy demand through virtualisation of devices by the implementation of Thin Client Terminal	Carbon savings will depend on schemes developed	Information & Communication Services	Ongoing	ICS Strategy
2.1.5			Implementation of Office 365	Migrate all users by April 2020	Information & Communication Services	April 2020	ICS Strategy
2.1.6			Investigate options for what systems can be migrated onto a network of remote servers hosted on the Internet (cloud)	Implementation of recommended approach	Information & Communication Services	2020	ICS Strategy
2.1.7			Options identified for improving remote working systems, encouraging smarter, more efficient working	Carbon savings will depend on schemes developed	Information & Communication Services	Ongoing	ICS Strategy
2.1.8			Support tree planting across	Number of trees planted	Plant 100,000 trees	Open Spaces	2020

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
		Charnwood to offset CO ₂ emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk			Natural & Built Environment		
2.1.9			Prepare a Tree Strategy	Tree Strategy published	Open Spaces Natural & Built Environment	2020	Climate Change Strategy
2.1.10		Assess the feasibility of electric or hybrid vehicles when the Council's existing fleet vehicles are replaced	Number of electric or hybrid vehicles / leased	Minimum of 3 electric / hybrid vehicles leased	Fleet Management	Ongoing	Climate Change Strategy
2.2.1	We will encourage energy reduction, clean energy and energy efficiency and promote its benefits to our community and businesses	Update and implement the Home Energy Conservation Act (HECA) report	Production of HECA report	Report published biennial	Private Sector Housing	Ongoing	HECA
2.2.2		Work in partnership to deliver	ECO top up grant contribution	Guidance available to support residents	Private Sector Housing	Ongoing	Private Sector Housing Grants Policy
2.2.3		government energy efficiency programmes	Resources in place to signpost to first contact plus	Guidance available to support residents	Private Sector Housing	Ongoing	
2.2.4		Collective Energy Switching; The Council will encourage partners to continually review the current approach and to consider introducing a 'green' category to the suppliers auction	Regular meetings with partners to review the auction categories	Meetings 3 times a year (to coincide with auctions)	Private Sector Housing	Ongoing	HECA

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
2.2.5		Energy Performance Certificate records for Council housing stock to be updated to give an average SAP value	Energy Performance Certificate records being updated on the stream line software which will give an average SAP value	To carry out EPC's at all void properties and upload to software	Landlord Services	Ongoing	Housing Business Plan
2.2.6		Provide top-up roofing insulation, cavity wall and boiler upgrade programme for Council housing stock	Investment in programme	125 loft insulation installations based on £400 per property	Landlord Services	Ongoing	Housing Business Plan
2.2.7		Carry out stock condition surveys to monitor energy condition of Council housing stock	Stock condition surveys	250 stock condition surveys per year this may be increased with the new capital contract starting in April 2018	Landlord Services	Ongoing	Housing Business Plan
2.2.8		Ensure the 'Charnwood Standard' is implemented and maintained for Council housing stock	'Charnwood Standard' in place and being maintained	No properties failing to meet standard. Programmes created from the Housing Management System to ensure the Charnwood Standard is maintained	Landlord Services	Ongoing	Housing Business Plan
2.3.1	We will minimise the climate impact from development and encourage a low carbon economy through the planning system	Encourage a sustainable pattern of development supported by low carbon transport infrastructure	New major developments provide walking, cycling and public transport access to key facilities and services	100% of major developments to provide walking, cycling and public transport links to key facilities and services	Plans, Policy & Place Making Development Management	Ongoing	Local Plan

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
2.3.2				100% of major development to have a travel plan	Plans, Policy & Place Making Development Management	Ongoing	Local Plan
2.3.3		Encourage renewable sources of energy supply	Amount of new energy being provided from renewable or low carbon energy developments embedded in the emerging local plan	27.5 MWe of energy provision from decentralised and renewable sources of energy supply	Plans, Policy & Place Making Development Management	2028	Local Plan
2.3.4			Include policies in our Local Plan that encourage developers to achieve high energy standards and to incorporate renewable and decentralised (on-site) energy generation.	Local Plan policy and target evidenced and consulted on	Plans, Policy & Place Making	2020	Local Plan
2.3.5			Include policies in our Local Plan that encourage new large scale development to explore and incorporate new low carbon district heating networks	Local Plan policy and target evidenced and consulted on	Plans, Policy & Place Making	2020	Core Strategy
2.3.6		Promote sustainable design in buildings	Sustainable Design category in the Charnwood Design Awards	Design Awards Scheme delivered biennial	Conservation & Landscape	Ongoing	Core strategy
2.4.1		We will encourage reduced car use and promote sustainable travel	Prepare and implement a Sustainable Travel Plan	Prepare new Sustainable Travel Plan	Plan in Place	Sustainability	2020
2.4.2			Implementation of actions	2 new schemes introduced	Sustainability	2030	Climate Change Strategy
2.4.3		Promote cycling, walking, running and other physical activity to	Assess the feasibility of electric or hybrid pool car / bike	1 electric / hybrid vehicles leased 1 electric pool bike	Fleet Management Sustainability	2030	Climate Change Strategy

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
2.4.4		our own staff and the wider community	Engage with workplaces in the Borough	Provide a bespoke physical activity package to 5 Charnwood based workplaces per year	Sport and Active Recreation Team	Ongoing	
2.4.5			Deliver and promote national physical activity/health Campaigns to Charnwood residents	In line with Public Health Priorities, deliver 3 campaign weeks per year and achieve 300 new participants annually	Sport and Active Recreation Team	Ongoing	
2.4.6			Provide support to Charnwood based cycling clubs and groups to deliver recreational and family bike rides	2 New ride leaders trained annually 10 Recreational / family Bike Rides delivered annually	Sport and Active Recreation Team	Ongoing	
2.4.7			Promote non-recreational cycling for commuting as well as recreational cycling	Promote the 'Choose how you move' programme to encourage cycling for commuting	Promotional campaign in place	Sport and Active Recreation Team Sustainability	Ongoing
2.5.1	We will encourage an increase in the proportion of reuse and recycling and a reduction in waste to landfill	Update and implement the Zero Waste Strategy	New Zero Waste Strategy in place	Strategy published	Cleansing	2024	Zero Waste Strategy
2.5.2			Zero Waste Strategy in place to divert waste from landfill and improve recycling	Compare tonnage of landfill waste with other LCC authorities as well as against the national average	Cleansing	Ongoing	Zero Waste Strategy
2.5.3			Increase the household recycling rate. Tonnages of green waste and recycling as a percentage	Contractors to achieve a 50% household recycling rate	Cleansing	Ongoing	Zero Waste Strategy
2.5.4			Implement waste education /	Resources available to deliver educational	Deliver waste promotional	Cleansing	Ongoing

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
		promotional campaigns	campaigns on reducing waste to landfill and recycling	programmes on an annual basis			
2.5.5		Phase out use of single use plastics within Council offices and buildings	Investigate use of single use plastics	Implement reduction of single use plastics	Sustainability	Ongoing	Zero Waste Strategy
2.6.1	We will work in partnership to improve air quality	Monitor and review air quality across the borough to determine whether national air quality objectives are being met	Preparation of DEFRA annual monitoring report Air Quality Annual Status Report	Review annually	Environmental Protection – Regulatory services	Ongoing	Charnwood Air Quality Action Plan
2.6.2			Production of Monitoring Report	National air quality targets being met each year	Environmental Protection – Regulatory services	Ongoing	Charnwood Air Quality Action Plan
2.7.1	We will ensure that services are delivered in a way that protects the quality of the environment	Consider environmental and broader sustainability issues throughout the procurement process	Follow guidelines in procurement toolkit	Guidelines met	All Departments	Ongoing	Procurement Strategy
2.7.2			Promote environmentally friendly products available to order via the Councils' stationary provider	Promotional campaign delivered each year	Sustainability All Departments	Ongoing	Climate Change Strategy

Climate Change Resilience

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
3.1.1	We will work with our partners to understand the current and future risks of flooding	Review Charnwood Community Flood Plans with Local Resilience Forum partners	Charnwood Community Flood Plans & recommendations being implemented	Review biannually	Resilience Officer in association with LRF partners	Ongoing	Business Continuity Plan Major Incident Plan
3.2.1	We will work with communities and businesses to increase resilience to future changes in climate	Promote the community flood warden monitoring scheme	Number of Flood Wardens in place	At least 1 flood warden for each flood warning area	Resilience Officer	Ongoing	Business Continuity Plan Major Incident Plan
3.2.2			Flood wardens scheme on Charnwood and LRF websites	Website updated on a regular basis	Resilience Officer	Ongoing	Business Continuity Plan Major Incident Plan
3.2.3		Advise residents on steps to increase resilience	Up to date information made available on Charnwood and LRF websites	Website updated on a regular basis	Resilience Officer	Ongoing	Business Continuity Plan Major Incident Plan
3.2.4		Development of community resilience plans with parish councils	Number of community resilience plans in place	Plans in place	Resilience Officer	Ongoing	Business Continuity Plan Major Incident Plan
3.2.5		Promotion of climate resilient buildings through the revised Local Plan	Embed policy in emerging Local Plan	Local Plan policy published and consulted on	Plans, Policy & Place Making	2020	Local Plan
3.2.6		Maintain an updated Strategic Flood Risk Assessment to inform strategic	Updated Strategic Flood Risk Assessment in place	Assessment supporting development decisions	Planning	Ongoing	Local Plan

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
		policies and to manage flood risk					
3.3.1	We will ensure business continuity planning at the council is resilient to climate impacts	Work with partners to prepare and assess Council business continuity plans	Annual assessment of business continuity plans and reviews of live incidents.	Annual assessment complete	Head of Strategic Support	Ongoing	Business Continuity Plan Major Incident Plan
3.3.2			Quarterly assessment of Strategic Risk Register	Quarterly assessment complete	Head of Strategic Support	Ongoing	
3.4.1	We will ensure that Council owned open spaces and habitat are well adapted to the changing climate	Work in partnership to carry out biodiversity and heritage audits in Charnwood	Full list of Council owned land and their wildlife features	2 Biodiversity & Heritage audits conducted	Open Spaces	2020	Open Spaces Strategy
3.4.2				5 new Local Nature Reserve sites to be accredited			
3.5.1	When new development is considered in areas with nature conservation value we will ensure that risks can be managed through suitable adaptation measures	Protect and enhance native species and habitats	Monitoring the implementation of Local Plan policies on Landscape, Countryside, Green Infrastructure, Biodiversity and Geodiversity	Local Plan annual monitoring report published	Plans, Policy & Place Making Conservation & Landscape	Ongoing	Local Plan
3.5.2							

Ref	Commitment	Action	Measure	Target	Responsibility	Timescale	Links to Policies
3.6.1	We will support healthy and ethical local food initiatives.	Promote the allotment and community orchard schemes	Number of new allotment schemes introduced Number of community orchards introduced	1 new allotment scheme introduced 1 community orchards scheme introduced	Open Spaces	Ongoing	Open Spaces Strategy
3.6.2		Work with partners to support the Loughborough farmers market and locally sourced produce	Number of businesses participating in the Farmers Market.	Sustain the number of businesses participating in the Farmers Market	Leisure Services – Markets & Fairs	Ongoing	
3.6.3			Programme in place to support locally sourced produce	Deliver 1 promotion annually	Sustainability	Ongoing	
3.6.4		Work with partners to promote and support Fairtrade in the borough	Information provided on website	Deliver 1 promotion annually	Sustainability	Ongoing	

**FINANCE & PERFORMANCE SCRUTINY COMMITTEE
TUESDAY, 12 SEPTEMBER 2023**

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

FPSC WORK PROGRAMME

Purpose of Report

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

Recommendation

To review and agree the Committee's scrutiny work programme

Reason

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

Policy Justification and Previous Decisions

The Council's Corporate Plan 2022-2024 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.

Implementation Timetable including Future Decisions

Any decisions made during the meeting will be implemented as appropriate.

Report Implications

Financial Implications

None.

Risk Management

None identified.

Equality and Diversity

None identified.

Climate Change and Carbon Impact

None identified.

Crime and Disorder

None identified.

Wards Affected

Not applicable.

Publicity Arrangements

Not applicable.

Consultations

Not applicable.

Links to the Corporate Strategy

Caring for the Environment	Yes (if relevant items scrutinised)
Healthy Communities	Yes (if relevant items scrutinised)
A Thriving Economy	Yes (if relevant items scrutinised)
Your Council	Yes (if relevant items scrutinised)

Background Papers:

None

Appendices:

Scrutiny Work Programme

Officer to contact:

Nicky Conway
Democratic Services Officer (NC)
Tel: 01509 634787
Nicky.Conway@charnwood.gov.uk

Part B

Changes since last meeting

To note the addition of Council Assets Update (to meeting on 12th Sep) and Resources Update (to meeting on 28th Nov) as requested by the Committee at its meeting on 27th June 2023.

At the request of the Head of Planning and Growth and agreed with the Chair, an 'S106 Agreement Monitoring' report has been added to the Committee's work programme for consideration at its meeting to be held on 28th November 2023.

Scrutiny Commission response - KI11 (A) and (B)

At its meeting on 7th August 2023 the Scrutiny Commission considered a report submitted by the Director of Housing and Wellbeing providing an update on Void properties. The report can be accessed here:

<https://charnwood.moderngov.co.uk/documents/s12049/Update%20on%20Void%20Properties.pdf>

At the request of the Chair the Committee is asked to note the Scrutiny Commission's response below (minute 20, 223/24 refers).

A report of the Director of Housing and Wellbeing to provide an update on the position in respect of voids (empty properties) at Council accommodation, the recent actions taken, in progress, and planned to reduce both the number of voids and the length of time properties stand empty, was submitted (a supplement report filed with these minutes).

The Director of Housing and Wellbeing and the Democratic Services Officer (NC) assisted with the consideration of this item.

- i. The Council had an internal voids repairs team that worked on standard voids. The team did not have the resources to complete the backlog of voids work. Post meeting note: It was confirmed by the Director of Housing and Wellbeing that the Council had recruited three additional Joiners and one additional Plasterer to assist with voids work.*
- ii. It was highlighted that there were numerous teams involved in the management process of properties (different teams were involved to identify the work, undertake the work, receive housing applications, and allocate properties) and the council had recently participated in a workshop to map out and simplify the process, with the aim of making it quicker. The Scrutiny Commission asked to be informed about the outcome of the workshop and how well the new procedures were working when they had been adopted.*
- iii. There had been a review of the Housing Needs Service which had resulted in an increase in Allocations Officers, from 0.6 (full time equivalent) to 4 (full time equivalent) in order to increase the number of properties being let.*
- iv. The Council intended to consult with tenants on potentially declassifying some age restricted properties. Almost 20% of the Council's housing stock was restricted to applicants aged 45. Members were concerned that declassifying properties may result in lifestyle clashes with residents. The Council would look into some mitigation measures to try to prevent issues, such as increasing*

AntiSocial Behaviour resources and a phased implementation of declassification. Some of the Council's housing stock was age restricted to over-60s and it was highlighted that it would be beneficial if these residents were given the option to move into a different property, should they be affected by the declassification of surrounding properties.

- v. Members requested an updated version of the table in the Appendix to the report submitted to the Scrutiny Commission on 12th December 2022, including information on the properties that had now been let, and the properties that had not been let. It was agreed that this information should also be circulated to members of the Finance and Performance Scrutiny Committee.*
- vi. The Council had difficulty in recruiting into roles associated with voids repairs because similar roles in the private sector offered more attractive salaries. It was highlighted that it would be possible to recruit Apprentices into the Council to support the work of the Voids Repairs team.*
- vii. Members felt that it would be beneficial to receive a regular update on the progress made in terms of the completion of work on voids and letting the properties. The Director of Housing and Wellbeing stated that this would be possible. It was highlighted that members of the Finance and Performance Scrutiny Committee would also benefit from receiving this information.*
- viii. It was thought that the sale of Council properties on the open market would enable the Council to retain the full amount of the sale price. The funds allocated through this process would be required to be spent on further rental properties.*
- ix. A further update report in six months was requested by the Scrutiny Commission.*

Councillor Mark Charles attended the meeting as an observer, and with the Chair's permission, asked whether it would be possible to use money from the Capital Budget to employ additional staff to complete the required work on voids. The Director of Housing and Wellbeing stated that this had already been done, but emphasized that it was difficult to recruit into trade positions as salaries were competitive in the private sector.

RESOLVED

- 1. That the Scrutiny Commission considered the update and identified any further actions to be taken.*
- 2. That the Director of Housing and Wellbeing provide information about the outcome of the void properties workshop, including the changes made and how well the new procedures were working.*
- 3. That the Director of Housing and Wellbeing provide an updated version of the table in the Appendix to the report submitted to the Scrutiny Commission on 12th December 2022, including information on the properties that had now been let, and the properties that had not been let, following the meeting. This information should also be shared with the Finance and Performance Scrutiny Committee.*
- 4. That the Director of Housing and Wellbeing provide a regular update to Councillors on the Scrutiny Commission and the Finance and Performance Scrutiny Committee, on the progress made in terms of the completion of work on voids and letting the properties.*
- 5. That a further update on voids properties be submitted to the Scrutiny Commission in six months (February 2024).*

APPENDIX - Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
28th Nov 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
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 incidences of violent crime to be monitored.	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.
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.
28th Nov 2023	Resources Update	Update in relation to staffing, recruitment, turnover and retention	More detailed information to be provided after identified as issue requiring scrutiny	Lead Member / R Mitchell	Requested by FPSC at its meeting 27th June 2023
28 th Nov 2023 (annual)	S106 Agreement Monitoring report	To advise relevant committees of the status and	To meet internal audit requirements	Lead Member / R Bennett	Requested by Head of Service to be added

		utilisation of Section 106 agreements.			
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.
June 2024 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Outturn report considered at same time annually.
June 2024 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Outturn report considered at same time annually.
June 2024	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.
June 2024 (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. Confirmed on 15th March 2023 to be considered at June's meeting

Sept 2024 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 4 Report considered at the same time annually.
Sept 2024 (annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
Sept 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.
Sept 2024 (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)