



FINANCE & PERFORMANCE SCRUTINY COMMITTEE

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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, 5th March 2024 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

26th February 2024

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 14
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. PERFORMANCE MONITORING (QUARTER 3) REPORT 15 - 40

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

7. HOMELESSNESS AND REDUCING ROUGH SLEEPING STRATEGY 41 - 45

A report of the Head of Strategic Housing providing a progress update.

8. REVENUE MONITORING POSITION (GENERAL FUND & HRA) PERIOD 9 46 - 70

A report of the Acting Head of Finance setting out the revenue position at the end of period 9.

9. CAPITAL MONITORING REPORT 71 - 77

A report of the Acting Head of Finance setting out the capital spend position at the end of period 9.

10. CAR PARKING STRATEGY UPDATE 78 - 82

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

11. WORK PROGRAMME 83 - 88

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

FUTURE MEETING DATES

Subject to approval, meetings of the Committee will be held at 6.00pm on the following dates:

2nd July 2024

17th September 2024

26th November 2024

FINANCE & PERFORMANCE SCRUTINY COMMITTEE 28TH NOVEMBER 2023

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

Councillors Ashcroft (Cabinet Lead Member for
Finance, Customer & Support Services, Revenues
and Benefits), Blackshaw (Cabinet Lead Member
for Communities and Neighbourhoods) and
Hamilton (Deputy Leader of the Council, Public
and Private Sector Housing)

Inspectors Stokes and Dickens (Leicestershire
Police)

Director Finance, Governance and Contracts
Head of Regulatory and Community Safety
Community Safety Manager
Transformation and Improvement Manager
Director Housing and Wellbeing
Head of Strategic Housing
Chief Executive
Head of Transformation, Strategy and
Performance
Head of Planning and Growth
Team Leader, Strategic Development
Acting Head of Finance
Democratic Services Officer (LS)

APOLOGIES: Councillor D. Taylor

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.

21. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Committee held on 12th September 2023 were confirmed as a correct record and signed.

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

No disclosures were made.

23. DECLARATIONS - THE PARTY WHIP

No declarations were made.

24. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

25. COMMUNITY SAFETY PARTNERSHIP

Considered, a report of the Head of Regulatory and Community Safety: Community Safety Partnership (CSP) (statutory responsibility to undertake scrutiny every six months) (item 6 on the agenda filed with these minutes).

Assisting with consideration of the matter: Head of Regulatory Services and Community Safety, Community Safety Manager, Cabinet Lead Member Communities and Neighbourhoods, Inspectors Stokes and Dickens (Leicestershire Police).

Summary, key points of discussion:

- (i) Noted, Inspector Dickens would be replacing Inspector Stokes as Charnwood NPA Commander.
- (ii) There had been 4.5% reduction in crime overall.
- (iii) The Office of the Police and Crime Commissioner had been complimentary of the work of the Charnwood CSP.
- (iv) Concern that position within family group was 12th of 15. Were themes sufficient to improve that? Was benchmarking/looking at what others were doing taking place, examples of that would be welcomed? In response, changes by Government to how crimes reported and recorded were outlined, in particular violence with injury and residential burglary. Positive change, but had increased figures for these. Cycle theft and shoplifting also increased, former affected by not accessing funding for target hardening work this year compared to last year when there had been significant success with university students, latter was a national trend and affected by economic climate. Re: family group, was for monitoring purposes, impact of being a university town highlighted, officers did take learning from others where possible. Noted that report looked at quarter 1 and 2 compared to last year, longer term trends were also important.
- (v) Student population resulted in an increase in some crimes, committed against and not by those students. Reference to considerable work by CSP with students to mitigate that, including to assist target hardening. Highlighted, previous campaign re: females targeted by males around spiking/alcohol consumption, eradicated.
- (vi) Concern that while “person on person” crime seemed to have reduced compared to 2021, crimes such as burglaries, vehicle theft, shoplifting had not, perhaps as a result of strategic focus, what was CSP doing in respect of the latter? In response, practice of ethical crime reporting in Leicestershire and its impact on figures outlined, particular reference to burglary.
- (vii) Noted, purpose of item was not to scrutinise performance of Police but the performance of the CSP against its strategic priorities (3 themes as set out in report).

- (viii) Concern re: anti-social behaviour Warwick Way estate, what being done to support victims? Targeted approach outlined, enforcement, prevention and community confidence, robust structure around it. Importance of recording stated, data required. CSP support of Police had driven more Police managers, increase from 4 to 9 sergeants in Charnwood, real impact moving forward.
- (ix) Reference to ongoing success in tackling substance abuse/county lines, how resources might be focused elsewhere following that.
- (x) Reason(s) for increased crime Birstall/Wanlip? In response, proactive beat management had been a challenge, above position with increased staffing should assist with response.
- (xi) Re: Theme 3, reducing criminal exploitation, possible impacts of Falcon Support Services loss of Leicestershire County Council funding, planned for that? In response, would be a challenge, CSP would look to support where it could, no doubt would affect some individuals' behaviours.
- (xii) Additional sergeants and progress re: drug misuse/county lines welcomed.
- (xiii) Responsibilities of Police and Crime Commissioner, CSP, Chief Constable and how they worked together briefly outlined. Also, how CSP was funded.
- (xiv) Use of disruptive effects, would it be/was it helpful? Also, what could Council do further to assist CSP? In response, reference to help provided by Council in respect of county lines/cuckooing, training provided by Council re: Police using civil powers such as closure orders, and creative thinking. Future focus, more effective public communication, improved reporting of anti-social behaviour.
- (xv) Further reference to importance of reporting crime, specific example comments to councillor re: purse thefts town centre, not reflected in reporting to Police. Perception of crime an issue, importance of reassurance. Previous work re: target hardening around purse theft outlined. Useful to encourage public to report crime.
- (xvi) Success rates of Council's CCV team in identifying persons highlighted.
- (xvii) Re: Figure 2, agenda page 19, useful in illustrating the crime taking place, it would be useful if that included information re: anti-social behaviour. Recent performance in that respect briefly outlined.

Further to (xvii) above, the Community Safety Manager noted the request and would include in the next report to the Committee.

RESOLVED that the report be noted.

Reason

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

26. PERFORMANCE MONITORING (QUARTER 2) REPORT

Considered, a report of the Head of Transformation, Strategy and Performance: Performance Monitoring (Quarter 2) (item 7 on the agenda filed with these minutes).

Assisting with consideration of the matter: Transformation and Improvement Manager, Director Housing and Wellbeing, Head of Strategic Housing, Cabinet Lead Member Public and Private Sector Housing.

Summary, key points of discussion:

- (i) Re: action “review and procure a new corporate website”, reference was made to the position set out on agenda page 56. To be considered alongside procurement of a Customer Relationship Management system in the first instance, market testing currently taking place, better idea of position end of current quarter.
- (ii) Update on KI 11 (rent loss voids), actions taken to improve position: Voids Repair Manager post created and recruited to, due to start 2nd January. Contractor starting work on major voids this week. Concluded procurement process for further contractor to support work of in-house voids team, contract mobilisation expected January with work commencing February. Forthcoming Cabinet report proposing declassification of age 45+ properties, open up properties currently hard to let. Strategy being developed re: sheltered accommodation. Successful with further recruitment activity in housing services, briefly outlined, that should assist position. Expectation that by Spring should start to see reduction in voids. Progress was welcomed.
- (iii) No plans to bring open spaces contract back in-house at present.
- (iv) Re: action “adopt the draft Charnwood Local Plan when the Inspector’s report is received”, current position briefly outlined, councillors would receive update as soon as officers had confirmation of what Inspector now required.
- (v) Officers continued to monitor closely the performance of the leisure centre contract and had prepared as far as possible for all possible outcomes.

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

Reason

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

27. RESOURCES UPDATE

Considered, a report of the Head of Transformation, Strategy and Performance: Resources Update (item 8 on the agenda filed with these minutes).

Assisting with consideration of the matter: Chief Executive, Head of Transformation, Strategy and Performance, Cabinet Lead Member Finance, Customer and Support Services, Revenues and Benefits.

Summary, key points of discussion:

- (i) Re: update earlier in meeting on some successful recruitment in housing services, use of agency staff would be reduced as a result. However, noted that

there would be an ongoing reliance on agency staff in some service areas due to market conditions.

- (ii) Brief discussion re: position in planning services, improved in some areas, national shortage of planning officers, particularly more experienced. Work aimed at addressing outlined, including training own.
- (iii) Extent to which Golden Hello and market supplements used was discussed, also control mechanism outlined.
- (iv) Measures that Council was permitted to put in place address reward of senior staff were limited. Reference to proposed paper to Council re: pay policy, add 2 spinal points to provide flexibility, currently progressing through required channels.
- (iv) Policy changes were consulted on via formal process, additional informal consultation with staff on matters such as morale, health and wellbeing.
- (v) Bringing Revenues and Benefits service back in-house unlikely to result in need to increase use of agency staff in that service.
- (vi) Re: personal development of staff, new process for staff reviews introduced approximately 18 months ago, the focus on ensuring that was undertaken for all staff was outlined, included a health and wellbeing element. Improvement was ongoing. Reference to strong cohort of staff undertaking leadership courses.

Further to (vi) above, officers would send information on the position with staff personal reviews to members of the Committee following the meeting.

RESOLVED that the report be noted.

Reason

To allow greater understanding of the staffing, turnover, recruitment and retention issues within the Council.

28. S106 AGREEMENT MONITORING REPORT

Considered, a report of the Head of Planning and Growth: S106 Agreement Monitoring (item 9 on the agenda filed with these minutes).

Assisting with consideration of the matter: Head of Planning and Growth, Team Leader Strategic Development.

Summary, key points of discussion:

- (i) Concern that large sums of S106 receipts not yet allocated, approximately £8.3m. Why was this the case, was the position monitored, did monies have to be returned? In response, officers stated that a corporate working group monitored the progress and position on quarterly basis. Monies yet to be allocated related to both Council-led schemes and those led by stakeholders and were for a variety of infrastructure needs. The draw down of funds by stakeholders was dependent on them satisfying legal tests. The Council worked closely with those stakeholders to release funds, however not all were in a position to respond quickly. Expired monies were subject to return, but the Council monitored, notified stakeholders where deadlines were approaching and

worked with developers to request more time where needed (generally willing to do so). Funds were sometimes returned to developers, but more often those were smaller amounts; leftover balances. If there was a balance after a project had been delivered, the requirement was to return it to the developer as the need for infrastructure had been satisfied.

- (ii) Further question, what was causing organisations not to put forward suitable projects, could Council influence? In response, reiterated that Council worked actively with stakeholders, particular circumstances within those organisations sometimes affected, for example, the Police and NHS (ICB) had been subject to reorganisation which had delayed project delivery.
- (iii) Noted that contributions were index linked. Also, some legacy monies had no time limit for spend.
- (iv) Monies were kept in Council's accounts, managed and invested in line with Treasury Strategy.
- (v) Monies could only be used for affordable housing if they had been provided for that purpose. Preference was for developer to provide units directly, financial contributions in lieu often made provision more difficult in buoyant housing areas. Sustainable Urban Extensions: all were expected to provide affordable housing on site.
- (vi) Table 1, agenda page 76, contributions were being sought to cover the costs of monitoring S106 agreements and monies received. This began on 1 April 2023 and therefore there was no balance in the table as it presented the position at year end 31 March 2023.
- (vii) Biodiversity contributions in lieu of on-site compensation were currently project managed or overseen by the Council's Ecologist. Preference was for provision by developer on site.
- (viii) In response to a question, an explanation was provided of how currently held funds were allocated to different providers/organisations.

Further to (viii) above, officers would send further information on balances held to members of the Committee following the meeting.

RESOLVED that the content of the Infrastructure Funding Statement be noted.

Reason

To ensure that financial contributions secured under S106 of the Planning Act, and their spend, are considered by members in accordance with the recommendations of internal audit and before the statement is submitted to Government.

29. REVENUE MONITORING POSITION (GENERAL FUND & HRA)

Considered, a report of the Head of Finance: Revenue Monitoring General Fund and HRA (period 7 position) (item 10 on the agenda filed with these minutes).

Assisting with consideration of the matter: Director Finance, Governance and Contracts, Acting Head of Finance, Cabinet Lead Member Finance, Customer and Support Services, Revenues and Benefits

Summary, key points of discussion:

- (i) Re: risk relating to unrecoverable housing benefit, Carpenters Arms, position set out agenda page 96, could result in additional cost burden £1.4m. However, possible change in regulation of sector might assist in reducing financial impact, also working with organisation to encourage operation as registered provider rather than charity, would allow Council to claim back associated housing benefit. View that organisation did excellent work, but unfair that Council could not recover associated housing benefit.
- (ii) Noted that Leicestershire County Council withdrawal of funding to Falcon Support Services likely to have impact on Borough Council in terms of accommodation requests, extent of which unknown.
- (iii) Re: bank charges, consequence of Council collecting money in different ways, use of online, charges of different providers, no direct ability to influence.

RESOLVED that the report be noted.

Reason

The Committee was satisfied with the position set out.

30. CAPITAL MONITORING REPORT

Considered, a report of the Head of Finance: Capital Monitoring (period 7 position) (item 11 on the agenda supplement filed with these minutes).

Assisting with consideration of the matter: Director Finance, Governance and Contracts, Acting Head of Finance, Cabinet Lead Member Finance, Customer and Support Services, Revenues and Benefits

Summary, key points of discussion:

- (i) The budget profiling in the report was helpful.
- (ii) Brief discussion re: major underspends in General Fund, property maintenance and carbon neutral initiatives, position set out on agenda supplement page 3, expenditure affected by ongoing accommodation review.
- (iii) Re: overspend Bedford Square project, position set out on agenda supplement page 4, cost inflation had been a factor, also issues relating to working with utility providers and Leicestershire County Council, briefly outlined.
- (iv) Concern that struggling to spend large part of budget for acquisition of affordable housing when considerable housing need. In response, officers looking to expand criteria for such acquisition so less restrictive.

RESOLVED that the Capital Monitoring summary position for period 7, 31st October 2023 for the General Fund and Housing Revenue Account be noted as per Table 1 in the report (the detailed Capital Monitoring Report was included in Appendix 1 to the report).

Reason

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

31. WORK PROGRAMME

Considered, a report of the Director Finance, Governance and Contracts: Committee's Work Programme (item 12 on the agenda filed with these minutes).

Assisting with consideration of the matter: Director Finance, Governance and Contracts, Democratic Services Officer.

RESOLVED that the Committee's work programme as set out in the report and with any amendments made at this meeting be agreed, to include:

- (i) the existing item programmed for 5th March 2024 meeting Car Parking Strategy Update to be a written report (rather than a verbal report) and that it include any car parking data available (see F&PSC Minute 19 2023/24);
- (ii) an additional item for 5th March 2024 meeting, Homelessness and Reducing Rough Sleeping Strategy, identified as amber RAG status in Performance Monitoring Quarter 2 report considered earlier in this meeting, a written report to consider in more depth where the Council was in terms of performance, to include consideration of impact of Leicestershire County Council withdrawing funding of Falcon Support Services;
- (iii) noting that the following action identified as amber RAG status in Performance Monitoring Quarter 2 report considered earlier in this meeting will require relevant officer attendance when the Committee considers performance at its next meeting, to assist discussion of the position: Develop a Garage Site Asset Management Strategy;
- (iv) noting that the following matter in Performance Monitoring Quarter 2 report considered earlier in this meeting will require relevant officer attendance when the Committee considers performance at its next meeting, to assist discussion of the position: performance relating to leisure centre contractor.

Reason

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

NOTES:

1. Councillors Ashcroft and Hamilton attended this meeting virtually. They were not taking decisions.
2. No reference may be made to these minutes at the next available Ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Finance & Performance Scrutiny Committee.

ANSWERS TO QUESTIONS ASKED AT PREVIOUS MEETING (28 November 2023)

Re: personal development of staff, new process for staff reviews introduced approximately 18 months ago, the focus on ensuring that was undertaken for all staff was outlined, included a health and wellbeing element. Improvement was ongoing. Reference to strong cohort of staff undertaking leadership courses.

Further to (vi) above, officers would send information on the position with staff personal reviews to members of the Committee following the meeting. (minute 27 /2023-24 refers)

Officer response:

Personal Reviews completed by Directorate – 1 st April 2023 to 7 th December 2023										Charnwood Borough Council	
CX Team		Housing & Wellbeing		Customer Experience		Finance, Governance & Contracts		Commercial & Economic Development			
Total Completed	16	Total Completed	139	Total Completed	94	Total Completed	52	Total Completed	26	Total Completed	327
Total N° of Staff	16	Total N° of Staff	199	Total N° of Staff	165	Total N° of Staff	71	Total N° of Staff	29	Total N° of Staff	480
% Completed	100%	% Completed	70%	% Completed	57%	% Completed	73%	% Completed	90%	% Completed	68%

Please note that there are sometimes authorised reasons why certain Personal Reviews meetings may not have taken place. These include when a member of staff is on probation, long term sick, maternity leave or if they are agency staff.

In response to a question, an explanation was provided of how currently held funds were allocated to different providers/organisations. Further to (viii) above, officers would send further information on balances held to members of the Committee following the meeting. (minute 28 / 2023-24 refers)

Officer response: Updated data Feb 2024

Charnwood Borough Council - Section 106

Summary	Balance Held (current figure)		
	Uncommitted	Committed by DD/ Cabinet/ Site adopted	Total
	£	£	£
Villages/Towns	1,211,583.18	1,448,489.38	2,660,072.56
Biodiversity	875,708.21	44,189.67	919,897.88
Shepshed Public Realm	0.00	190,273.71	190,273.71
Maintenance	520,438.81	563,821.05	1,084,259.86
Affordable Housing	1,166,202.22	0.00	1,166,202.22
Police	945,098.45	98,785.93	1,043,884.38
Healthcare	1,648,944.96	50,861.75	1,699,806.71
Total	6,367,975.83	2,396,421.49	8,764,397.32

Villages/Towns - Breakdown	Uncommitted	Committed by DD/ Cabinet/ Site adopted	Total
	£	£	£
Anstey	130,942.69	90,652.06	221,594.75
Barrow Upon Soar	48,036.71	41,544.66	89,581.37
Birstall	-	50,000.00	50,000.00
Burton on the Wolds	98,975.19	-	98,975.19
Hathern	-	3,885.24	3,885.24
Loughborough	254,571.87	168,581.47	423,153.34
Mountsorrel	134,776.81	523,063.61	657,840.42
Queniborough	2,338.75	-	2,338.75
Quorn	176,378.14	-	176,378.14
Rearsby	-	-	-
Rothley	41,694.45	71,277.01	112,971.46
Shepshed	88,689.72	4,479.57	93,169.29
Sileby	76,497.46	413,884.64	490,382.10
Syston	-	81,121.12	81,121.12
Woodthorpe	72,836.16	-	72,836.16
Wymeswold	85,845.23	-	85,845.23
Total	1,211,583.18	1,448,489.38	2,660,072.56
Monitoring Costs			21,742.62

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 5 MARCH 2024

Report of the Head of Transformation, Strategy and Performance Lead Member: Executive Member Leader of Council

Part A

PERFORMANCE MONITORING (QUARTER 3) REPORT

Purpose of Report

To provide performance monitoring information and results for the third 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 could 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 for 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 embedded performance framework could adversely impact on the achievement of the outcomes set out in the Council's Corporate Strategy.	Unlikely (2)	Significant (2)	Low (4)	Quarterly performance monitoring, including reporting to the Senior Leadership Team, and 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 2023-2024 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

Key Decision: N

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

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

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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. A full Q3 overview can be found in appendix A.
2. The attached report presents detailed performance results for quarter three 2023-2024, which is the final year of the current Corporate Strategy (2020-2024). The report provides explanations and commentary in respect of poor performance or non-achievement of targets and details 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 three performance report 2023-24.

Performance Report Quarter 3: 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 3 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 3 2023-2024

Number of Actions	78	%
Red	11	14
Amber	4	5
Green	40	51
Completed	23	30

Breakdown of themes

Caring for the Environment Actions: Quarter 3 2023-2024

Number of Actions	23
Red	3
Amber	2
Green	10
Completed	8

Healthy Communities Actions: Quarter 3 2023-2024

Number of Actions	21
Red	0
Amber	1
Green	13
Completed	7

A Thriving Economy Actions: Quarter 3 2023-2024

Number of Actions	15
Red	4
Amber	0
Green	10
Completed	1

Your Council Actions: Quarter 3 2023-2024

Number of Actions	19
Red	4
Amber	1
Green	7
Completed	7

Corporate Performance Indicators: Quarter 3 2023-2024

Number of PI's	24
Red	3
Amber	3
Green	9
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.	2 new Nissan leaf(s) ordered with decals agreed. No replacement has been found for the van yet.	In Progress	Q1	Q4	
	Give away 4,000 garden trees to residents and community groups.	Project completed in December 2023.	Completed	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.	Operational costs to be identified for maintenance and back-office software support. Demand not yet shown.	Overdue	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.	Incremental approach to adding chargers may be more appropriate as costs for maintenance, software not matched by current demand. Unlikely, to be able to deliver a concessionary procurement model (leased out) due to small number of units and low commercial return.	Overdue	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.	Briefing took place 27th Sept 2023.	Completed	Q2	Q4	
	Undertake a Green Fleet Review with the assistance of the Carbon Trust.	To be completed by the end of March 2024.	In Progress	Q1	Q4	
	Upgrade the Loughborough Town Hall auditorium air handling system.	This project has been successfully completed.	Completed	Q1	Q3	
Parks and Open Spaces: Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone.	Deliver the Hope Bell Project in Queen's Park, including communications and engagement under the Lanes and Links Town Deal project.	The project has received planning permission and critical elements of the installation are being manufactured (bells, bell frame and stonework). Work is expected to start on-site in the next few weeks, with the completion expected in Aug/Sept 2024.	In Progress	Q1	Q4	





Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	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.	This project is on track to be delivered in March/April 2024	In Progress	Q1	Q4	■
	Implement mowing trials in suitable locations through the borough as identified in the Nature Positive report.	The project will change the mowing regime at 16 sites across the borough which will improve the biodiversity in those locations. The new arrangements are expected to start from the coming mowing season. (March/April 2024)	In Progress	Q4	Q4	■
	Improve drainage and lighting and replace information points in Queen's Park as part of the Living Loughborough Town Deal project.	This project is on track to be completed in the Spring of 2024.	In Progress	Q1	Q4	■
	Install new gateway features at the Granby Streetcar Park entrance to Queen's Park as part of the Living Loughborough Town Deal project.	The project is on track to be delivered in the Summer of 2024.	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.	Completed	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.	The initial scheme has been reviewed and revised with the aim of improving the existing lighting and providing new columns should the budget allow. Contractors have been engaged, and officers are awaiting quotes. The scheme should be delivered over the Spring/Summer 2024.	In Progress	Q1	Q4	■
	Secure long-term provision of the management of Open Spaces by entering 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.	Completed	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.	The initial scheme has been reviewed and revised with the aim of improving the existing lighting and providing new columns should the budget allow. Contractors have been engaged, and officers are awaiting quotes. The scheme should be delivered over the Spring/Summer 2024.	In Progress	Q1	Q4	■




Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it.	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%.	Camera in place for first location and moved to second location now. Positive detection's captured and penalties issued.	Completed	Q1	Q4	●
	Prepare, consult, and adopt a Biodiversity Supplementary Planning Document.	Progress of this work has been delayed because of the delays to the local plan, which it must follow.	In Progress	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.	Extension agreed with DEFRA for producing AQ strategy and revoking existing AQMA. Consultants to be identified to assist with development of borough wide strategy.	In Progress	Q1	Q4	■
	Use mobile CCTV cameras to detect fly-tipping offences and take appropriate action.	Cameras in place.	Completed	Q1	Q2	●
Waste and Recycling: Improve and develop our outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment.	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.	Preparations are underway for the roll out of weekly food waste collections from April 2026.	In Progress	Q1	Q4	■
	Secure the long-term provision of environmental services (Waste and Recycling Collections, and Street Cleansing) by entering new contractual arrangements.	The procurement exercise is due to complete in the Spring of 2024.	Overdue	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.	The team continue to work with the FA and the Football Foundation on the delivery of several schemes. It is likely that the action will continue into the year 24/25.	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.	The strategy is in development and is due to be considered by Cabinet in March 2024.	In Progress	Q1	Q4	
	Develop a Homelessness and Reducing Rough Sleeping Strategy.	The strategy is in development and is due to be considered by Cabinet in March 2024.	In Progress	Q1	Q4	
	Develop a Housing Development, Acquisitions, and Disposals of Stock Strategy.	A Housing Strategy setting out the Council's approach to housing development is due to be considered by Cabinet in February 2024. The Strategy sets out strategic aims, including those relating to working in partnership with private developers and housing associations to meet the need for affordable homes, and around active asset management in the Council's housing stock. A sum has been included in the draft budget relating to the purchase of new build accommodation to provide the financial resource for acquiring new social housing stock from developers.	In Progress	Q1	Q4	
	Develop a Sheltered Accommodation Asset Management Strategy.	The strategy is in development and is due to be considered by Cabinet in March 2024. A consultation with the Housing Management Advisory Board on the content of the strategy is scheduled for February 2024.	In Progress	Q1	Q4	
	Implement a document management system for tenant files.	Project completed and now live.	Completed	Q1	Q4	
	Prepare, consult, and adopt a Supplementary Planning Document for Housing.	Significant progress has been made on scoping issues and holding workshops with members and staff. The progress of the SPD is linked to the local plan programme and is therefore consequentially delayed.	In Progress	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	Produce an updated Repairs Policy for Council housing and assets.	The policy is under development and a presentation containing an overview was completed at the Housing Management Advisory Board on 11th Jan 2024. The policy is due to be considered by Cabinet in March 2024.	In Progress	Q1	Q4	■
	Progress the re-development of St Michael's Court in Thurmaston as part of the review of sheltered accommodation.	Progressing as planned and monitored through regular project group meetings. Plans Committee is expected to consider the planning application for the scheme in February 2024.	In Progress	Q1	Q4	■
	Review declassification of age restricted properties, to support the faster re-let of properties.	At its meeting in January 2024, Cabinet approved the declassification of over 1000 properties (20% of the Council's stock) currently designated for those people aged 45 and over.	Completed	Q1	Q4	●
	Undertake a review of the Lightbulb Service to identify the best way of meeting resident needs in the future.	A review has been completed, and an option to extend the existing delivery arrangement for a period of 12 months has been identified. The proposed extension will provide opportunity for wider consideration by the partnership of the recommendations arising from the review.	Completed	Q1	Q4	●
Page 26 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.	Expect 95% of all A-C inspections to be completed by end of March 2024.	In Progress	Q1	Q4	■
	Deliver the actions contained within the Home Office joint funded Safer Streets 4 programme.	Charnwood Community Safety Partnership received the Locality Based Serious Violence Profile (13 th October 2023), this will be used to develop the local Serious Violence Action Plan which needs to be in place by 31 st January 2024. The highlights from this Charnwood profile are as follows: 30% of all serious violence was flagged as domestic related. Under 25s contributed to 32% of serious violence in 2022/23 Sexual offences make up 10% of all serious violence. 27% of public place serious violence was committed in the Nighttime Economy.	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.	Serious violence duty: CSP VRN self-assessment completed December 2023. Summary report received: the CSP is fully compliant. Although the CSP is compliant with the Serious Violence Duty there are some areas where next steps have been identified to further strengthen compliance as identified by the CSP. These are outlined below.	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
Page 27		<ul style="list-style-type: none"> Develop projects aimed at reducing both violent and serious violence offences. Strategic leads to continue developing and consolidating plans under their allocated CSP strategic priorities. Adopt the Community Partnership Framework. Co-production event to be organised early 2024 to support CSPs in implementing the framework. Review Charnwood's Drug Strategy and take an evidence approach. 				
	Support the delivery of the Community Safety Partnership Plan 2023-26 and ensure that Council actions within the plan are completed.	<p>Performance data was provided to the CSP meeting to ensure all partners were aware of the current risks around:</p> <ul style="list-style-type: none"> Burglary Dwelling Burglary Business Shoplifting Theft of Motor Vehicle <p>The partnership will receive an update on the performance against the three priorities contained within Charnwood Community Safety Partnership.</p>	In Progress	Q1	Q4	
	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.	In partnership with local health services The AC team delivered six weeks of activities for 5–18-year-olds and their families over the summer period. Highlights include 142 attendances on our summer holiday programmes, 4 Family Health & Well Being Roadshows and 6 community health engagement events. In total 265 goody bags were distributed culminated in the team delivering to our Ukrainian families to support Ukrainian Independence Day.	Completed	Q1	Q4	
	Deliver 6 local initiatives aimed at building community resilience capacity and cohesion (focused on our priority neighbourhoods).	<ul style="list-style-type: none"> 4 Have Your Say residents' meetings at Altogether Place and The Marios Tinenti Centre (2 each). 6 Patch Walks in Shelthorpe, Bell Foundry and Warwick Way areas focusing on motorbike thefts, noise nuisance, Fly Tipping/Littering. Successful Funding application for Sports and Leisure passes for Bell Foundry Estate residents. 	Completed	Q1	Q4	

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
		<ul style="list-style-type: none"> 1 pop up event in with the police in Shelthorpe. 2 Community Christmas events. The Hut has delivered 1 AGM, 1 ARECA Meeting, 1 Community Christmas event and 12 coffee mornings. Marios Tinenti Centre has delivered 3 fishing groups, 22 Coffee Mornings, 12 craft groups 2 Bingo sessions and has supported the delivery of 'Stories of Kindness and 'A Kind of Light' art expressive feedback events. Altogether Place has delivered 3 bingo sessions in support of Silver Sunday. 				
	Deliver the internal Cost of Living Plan.	<ul style="list-style-type: none"> Several organisations funded through the COFL fund for the relaunch of Charnwood Food Poverty Group and Age Concern Syston for cafe/drop-in sessions. Continued supporting local CAB and John Storer House. Provision of support or signposting for benefit queries, food parcel requests, fuel poverty enquiries, rent arrears etc at local hubs – Marios Tinenti Centre and Altogether Place as well as the promotion of existing cost of living services. Completion of Household Support Fund applications. Continued promotion of Promotion of Clockwise Credit Union to residents in priority Neighbourhoods to reduce accessing loan sharks. Supporting the delivery of 4 enterprise club sessions on the Bell Foundry Estate, encouraging residents to become entrepreneurs. 'Souper Friends' sessions delivered from MTC and ATP weekly, providing hot food and warm space for residents. 	In Progress	Q1	Q4	
	Provide 4 learning and development events to recognise and support an effective and viable local voluntary and community sector.	In partnership with JSH they have delivered sessions /launches of services including the Mental Health Friendly Places scheme	In Progress	Q1	Q4	
	Secure feedback from communities about Council services and priorities through undertaking a residents' survey.	The final residents survey report was delivered on September 27 by Marketing Means. We also consulted seldom heard groups and held several sessions with CBC staff and offered an online consultation for staff.	Completed	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 for year 2023 have now been delivered. This action will be complete once the specialist Vegan market has taken place in late February 2024.	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.	Phase 1 complete with some recommendations for review.	Overdue	Q1	Q3	■
	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.	There were some minor communications around the Carillon Tower centenary celebrations during this quarter including social media and video produced by a media student on work experience. From a comms point of view, this project is completed.	Overdue	Q1	Q2	■
	Produce a communications and development plan in order 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.	We have continued to highlight Discover Charnwood across multiple channels and have also launched a new email newsletter which people can subscribe to. Website traffic has increased, between April to December 2023, there has been 17,900 unique visitors. In 2022 there were 4,300 unique visitors, this is a huge increase.	In Progress	Q2	Q4	■
	Produce and publish a dedicated Groups Guide on the Discover Charnwood website and hold an educational visit for operators in order to encourage more coach and group visitors to the borough.	The Guide has been published but a visit has been put on hold pending prospect of improved coach parking in Loughborough.	In Progress	Q3	Q4	■
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Adopt the draft Charnwood Local Plan when the Inspectors' report is received.	The local plan has been delayed by the Inspectors to enable further hearing sessions to take place.	Overdue	Q3	Q3	■
	Deliver a series of communications and engagement to support Loughborough Town Deal.	Since the last update we have issued communications around the completion of the canal project; a progress update on the bell foundry project; communications about	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
		the completion of SportPark; and a video summarising all 11 projects.				
	Implement a business startup and support programme for the borough in conjunction with partners using existing and new funding streams, such as UK Shared Prosperity Fund (UKSPF).	A business start-up programme will be commencing in January 2024 in partnership with NatWest and Loughborough University.	In Progress	Q1	Q4	■
	Review and adopt a revised Local Development Scheme.	The LDS is being reviewed and the update will be reported to Cabinet in March 2024.	In Progress	Q4	Q4	■
	Review and update the inCharnwood website and produce new marketing material and website content.	There were delays with this action due to technical issues with the website's hosting. these have now been resolved. final checks on some aspects are taking place and all updates should be completed by the end of January 2024.	Overdue	Q1	Q3	■
Page 30 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.	The construction element of the project is expected to be completed end of January 2024.	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.	All required returns to date have been submitted successfully on-time.	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.	There have been 4 meetings of the project leads group to date and another is scheduled for March 2024. At the request of project leads frequency has now been reduced.	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.	Potential suppliers of market stalls have now been identified and quotes sought, prototypes will be in place soon. it is expected to procure the new stalls infrastructure before the end of March '24.	In Progress	Q1	Q4	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
	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.	The Regeneration Prospectus was approved by Cabinet on 14/12/23.	Completed	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.	Service charge notifications for Business centres for the period 2024/25 are being prepared for issue Jan 2024 as required. Other individual tenancies are calculated as may be required. Budget updates are reported through the finance revenue monitoring reports.	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 pressures on the team resources this project will be carried into 2024.	Delayed	Q1	Q4	■
	Implement and embed the Customer Focus Programme across the organisation.	Implementation completed - Delivery of on-going sessions will continue through 2024 and 2025. with 2 sessions taking place every 2 weeks.	Completed	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.	We held a virtual staff briefing on Nov 1 attended by around 170 staff and it received 109 video views. We held three staff events in December. Around 200 staff attended (including a toolbox talk) and there was a 100-satisfaction rate among the staff who responded to a follow survey.	In Progress	Q1	Q4	■
	Develop a Workforce Strategy for publication in April 2024.	An outline for the Strategy has been developed and further work will be undertaken to compile the strategy. The Committee process is being determined for May.	In Progress	Q2	Q4	■
	Undertake a range of recruitment and retention projects to ensure that Charnwood attracts the best candidates and retains a strong and committed workforce.	The Recruitment and Retention Working Group continues to meet, and a range of projects have been identified - which are progressing.	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.	Outline business case for accommodation review submitted for a decision. Once known, carbon reduction projects will be incorporated into investment projects.	In Progress	Q1	Q4	■
	Manage the action plan for the Financial Pressures meeting to ensure a robust mechanism for delivering savings is established.	A roadmap setting out the development and refinement of savings options and overall budget development covering the required timing and inputs from senior officers and members has been implemented.	Completed	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.	The categories in the Capital Plan and Unit 4 are now correctly categorised.	Completed	Q1	Q4	●
	Review budget monitoring reports and management information in line with Budget Scrutiny Panel recommendation for Members and Senior Leadership Team.	Procedures remain in place to complete and present to Scrutiny by December 2023. We have implemented new budget monitoring reports. The budget monitoring reports have been reported on at p4 and will be used again at p7 - they are work in progress as we work to develop them further and respond to suggestions for change.	Completed	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 now completed. Moving on to regular ongoing member development programme.	Completed	Q2	Q3	●
	Develop a new Corporate Strategy for publication in April 2024, including gathering public consultation.	The Corporate Strategy has been approved by Cabinet and will be launched in April 2024.	In Progress	Q2	Q4	■
	Develop a new Equality, Diversity, and Inclusion Strategy for publication in April 2024.	Consultation on the Strategy has been completed, the Strategy is now in draft form and on the agenda for Cabinet on 4 April.	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.	The Delivery Boards are being taken forward and have robust work programmes.	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.	Report for future option for revs and bens service delivery taken to cabinet on 14th September for approval. Option to bring service back in house now being taken forward.	Completed	Q1	Q3	●
	Complete the implementation of the Assure back-office system in Housing, Planning and Regulatory Services.	<ul style="list-style-type: none"> Environmental Health: have gone live with all Assure modules except Environmental Protection and the Public facing module - both of which will go live the in next quarter. Licensing: Progressing recruitment to fill current vacancy, once completed resources will be released for the project. 	Overdue	Q1	Q3	■

Corporate Strategy Outcome (2020-2024)	Corporate Delivery Plan Action (2023-2024)	Progress	Status	Start Date	End Date	RAG
		<ul style="list-style-type: none"> Strategic Private Sector Housing: timescales provided by the Head of Strategic Housing; system configuration to be completed by April, go live by July 2024. Land and Property Module (LnP); in line with the project plan, the system is being User Acceptance Tested until end of Jan. Go live for Planning and Building Control is scheduled for mid-April 2024. 				
	Explore options for customers to view their rent account and other Tenancy information online.	Options have been explored and a solution using existing systems is now being implemented.	Completed	Q1	Q4	●
	Review and procure a new corporate website.	Soft Market test responses for CRM and the Web Content Management System have indicated that there are options for purchasing and integrated solution. The timeline and commitment of resource for procuring a replacement system is being investigated. The project is likely to be carried over into 2024/25. The project work and system implementation is estimated to take around 18 months.	In Progress	Q1	Q4	■
	Review of the Customer Relationship Manager (CRM) system and determine what the future need is.	The soft market testing has been completed but this project has been paused due the Revs and Bens implications. There will not be the resources to deliver three new systems in the coming year, this will be picked up again into the summer of 24.	In Progress	Q1	Q4	■

Corporate Key Performance Indicators – Q3 2023/24

Key Performance Indicator	Q1 2023/24		Q2 2023/24		Q3 2023/24		Gauge	Update	Travel
	Value	Target	Value	Target	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%	97%	92%	97%	92%	<p>Q3 2023/24 result</p>	Slight drop in compliance due to several non-compliant food businesses facing a drop in their food hygiene rating. Figure however remains above target this quarter.	➡
<p>KI 5 % of household waste arisings which have been sent for recycling.</p> <p>Owner: Head of Contracts; Leisure, Waste and Environments</p>	25.02%	25%	24.28%	25%	23.22%	25%	<p>Q3 2023/24 result</p>	This is based on the rolling average figure from Waste Data Flow, for the last 4 audited Quarters (up to September 2023).	⬇️
<p>KI 6 % rent collected (including arrears brought forward) Cumulative Target.</p> <p>Owner: Head of Landlord Services</p>	89.02%	86.75%	93.77%	91.25%	96.13%	95.45%	<p>Q3 2023/24 result</p>	Rent Collection, including arrears b/f, % -96.13%. Target achieved and exceeded by 0.68% (Approx. 123K).	⬆️
<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	15.1 Days	18 Days	14.09 Days	18 Days	<p>Q3 2023/24 result</p>	Performance continues to exceed targets.	⬆️

Key Performance Indicator	Q1 2023/24		Q2 2023/24		Q3 2023/24		Gauge	Update	Travel
	Value	Target	Value	Target	Value	Target			
KI 7b Time taken to process Housing Benefit / Council Tax change of circumstances. Owner: Director of Customer Experience	5 Days	8 Days	7 Days	8 Days	7 Days	8 Days	Q3 2023/24 result 	Performance continues to exceed targets.	➡
KI 8 % of Council Tax collected (Cumulative Target). Owner: Director of Customer Experience	29.18%	29.32%	57.1%	57.38%	84.88%	85.48%	Q3 2023/24 result 	At mid-point, the collection rates remain on target.	⬆️
KI 9 % of non-domestic rates collected (Cumulative Target). Owner: Director of Customer Experience	29.76%	30.24%	57.62%	56.53%	82.68%	84.19%	Q3 2023/24 result 	Business rates collection rates are slightly lower than anticipated, this is due to a mid-year change in rateable values, collection rates are expected to recover in the last quarter.	⬆️
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	1.8	2.71	3.4	4.79	5.3	Q3 2023/24 result 	Q3 sickness remains within target (5.3) and is lower than last year's Q3 figure (5.84). Cough, Cold, Flu and Other categories make up around 40% of all illness this quarter, which is not unusual for the current period. Stomach and Stress/Depression makes up 22% of total sickness.	⬇️
KI 11 (A) Percentage rent loss from void properties (Proxy Target) Age restricted properties. Owner: Head of Strategic Housing	11.76%	11%	11.99%	9%	12.77%	5%	Q3 2023/24 result 	Performance continues to be impacted by low levels of demand for sheltered and non-sheltered age restricted properties. At its meeting in January 2024, Cabinet approved the declassification of over 1000 properties (20% of the Council's stock) currently designated for those people aged 45 and over. Declassification will be	⬇️

Key Performance Indicator	Q1 2023/24		Q2 2023/24		Q3 2023/24		Gauge	Update	Travel
	Value	Target	Value	Target	Value	Target			
								<p>phased over the next two years and it is expected faster re-let will be supported.</p> <p>Many sheltered accommodation properties will never be let. A Sheltered Accommodation Strategy is scheduled to be considered by Cabinet at its meeting in March 2024.</p>	
<p>Page 37</p> <p>KI 11 (B) Percentage rent loss from void properties (Proxy Target) Non age restricted properties.</p> <p>Owner: Head of Strategic Housing</p>	5.4%	4.75%	5.42%	3.5%	5.78%	2.5%	<p>Q3 2023/24 result</p>	<p>Allocations performance has been impacted by a vacancy for the Housing Allocations Team Leader role. A temporary agency worker has started in the role in early Q4. Housing Allocations Officers are now fully recruited to on a permanent basis and are currently being trained. The increase in allocations capacity has led to a reduction in the number of voids that are ready to let.</p> <p>The number of voids in repair has increased due to insufficient repairs capacity, and this has driven an increase in the overall number of voids over the last 12 months. Several actions have been completed and are in progress which will increase the number of properties being repaired. These include the procurement of additional contractors, and the appointment of a Principal Officer for Voids to manage void repairs. It is therefore expected the overall number of void properties will reduce in the Spring of 2024.</p>	

Key Performance Indicator	Q1 2023/24		Q2 2023/24		Q3 2023/24		Gauge	Update	Travel
	Value	Target	Value	Target	Value	Target			
KI 20 % of customers not proceeding past stage 1 of the corporate complaint process. Owner: Director of Customer Experience	95%	90%	95%	90%	91%	90%	Q3 2023/24 result 	148 out of 162 complaints (91.4%) did not proceed past Stage 1 in Q3.	↓
KI 21 Number of people attending shows and events at the Town Hall. Owner: Head of Contracts; Leisure, Waste and Environments	19,378	18,000	12,379	9,000	40,443	39,000	Q3 2023/24 result 	<ul style="list-style-type: none"> The Town Hall was the winner of the <i>Best Entertainment Venue</i> award at the Leicestershire Tourism Awards 2023. This year's pantomime, <i>Peter Pan – A New Pantomime Adventure</i>, received critical acclaim. The pantomime is in line to deliver the highest box office income figure in the building's history. New EPOS till system, ensuring quicker service times, greater reliability, and strong reporting/financial data reports. Loughborough Monopoly launch in October, helping to promote its arrival in the town. Hosted the <i>International ProGEO Symposium</i>, welcoming Geologists from around the world. A varied programme included sell out events, ranging from: Dave Gorman, A Christmas Carol, and the Loughborough Diwali celebration event. 	↑
KI 24 Museum – total number of attendees. Owner: Head of Contracts; Leisure, Waste and Environments	12,101	11,000	14,797	15,000	5,679	5,000	Q3 2023/24 result 	<ul style="list-style-type: none"> Loughborough Landmark exhibition is still very popular. Friends of Charnwood Museum Christmas coffee morning a great success. Chilled Charnwood was launch with 2 successful sessions. (November and December) Henry Barge (under 18) had a fossil case on the gallery during October half term. Very popular 	↑

Key Performance Indicator	Q1 2023/24		Q2 2023/24		Q3 2023/24		Gauge	Update	Travel
	Value	Target	Value	Target	Value	Target			
								<ul style="list-style-type: none"> and his class from Loughborough Grammer school visited. Khyati Koria-Green – Mother exhibition ended. BACA Charity -This creative project has involved an art therapist working alongside young unaccompanied asylum seekers to share their stories. 	
LS10A Leisure Centres - total number of visits. Owner: Head of Contracts; Leisure, Waste and Environments	180,017	170,000	174,865	170,000	160,823	170,000		Attendances were down against target in the quarter but within the tolerance set. There was some disruption to service at Loughborough and Soar Valley linked to plant problems with the swimming pool heating systems which will have contributed to the lower figures. Overall, for the period Q1 to Q3 the leisure centres are 5,705 above targets.	↓
NI191 Residual household waste per household (cumulative). Owner: Head of Contracts; Leisure, Waste and Environments	107 Kg	115 Kg	105.2 Kg	115 Kg	110.5 Kg	115 Kg		This is a predicted figure, as not all data received yet.	↓

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Sundry Debtors Q3

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
2023/24	30-Sep-2023	Invoices Issued in Quarter	1,922,893
		Invoices Outstanding - end of quarter	791,244
		Total Value of Invoices Collected	1,131,649
		Collection Rate %	59
2023/24	31-Dec-2023	Invoices Issued in Quarter	1,922,974
		Invoices Outstanding - end of quarter	616,086
		Total Value of Invoices Collected	1,306,887
		Collection Rate %	68

Average Debtor Days Outstanding

Year	Quarter Ended		Value £	Average Days Outstanding	Average Weeks Outstanding
2023/24	30-Jun-2023	Invoices Outstanding - end of quarter	845,248	135.1	19
		Invoices Issued in Quarter	2,283,675		
2023/24	30-Sep-2023	Invoices Outstanding - end of quarter	791,244	150.2	21
		Invoices Issued in Quarter	1,922,893		
2023/24	31-Dec-2023	Invoices Outstanding - end of quarter	616,086	116.9	17
		Invoices Issued in Quarter	1,922,974		

The reasons for the low collection rate for Q1, Q2 and Q3 of the current financial year relates to leisure services as explained to F&PSC in a previous note.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 5 MARCH 2024

Report of the Head of Strategic Housing: Katie Moore Lead Member: Cllr Hamilton

Part A

HOMELESSNESS AND ROUGH SLEEPING STRATEGY

Purpose of Report

To provide a progress update in respect of the development of the homelessness and rough sleeping strategy.

Recommendation

To consider the information provided.

Reason

To provide scrutiny of the development of the homelessness and rough sleeping reduction strategy.

Policy Justification and Previous Decisions

Housing Authorities are required to carry out a review of homelessness in their area and formulate a strategy based on the results of that review at least one every 5 years.

The council's current Homelessness and Rough Sleeping Reduction strategy was approved by Cabinet on 16th December 2019.

A new Housing and Rough Sleeping strategy is in the process of being developed and consultation in relation to the strategy is in the process of being carried out.

Implementation Timetable including Future Decisions

The proposed strategy is due to be considered by Cabinet in April 2024.

Report Implications

Financial Implications

There are no specific financial implications relating to this report.

Risk Management

There are no specific risks associated with this report.

Links to the Corporate Strategy

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

Key Decision: No

Background Papers: None

Officer(s) to contact: Katie Moore
Head of Strategic Housing
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Part B

Background

The Homelessness Act 2002 introduced a requirement for housing authorities to carry out a review of homelessness within their district and formulate a strategy based on that results of the review for:

- Preventing homelessness in the district
- Securing that sufficient accommodation is and will be available for people in the district who are or may become homeless
- Securing the satisfactory provision of support for people in the district who are or may become homeless or who have been homeless and need support to prevent them becoming homeless again.

Housing authorities must carry out consultation with other relevant agencies when developing their strategies.

Since the previous strategy was developed there have been significant national and local changes that have an impact upon homelessness and related services, for example:

- Changes to the way services are delivered, more home and remote working, more online services
- Changes to the economy, rising interest rates, cost of living and accommodation costs, reduced funding for services
- Changes to asylum and refugee resettlement services.

Due to supply and resource constraints housing authorities are unable to directly provide accommodation for all persons who become homeless within their district. Housing authorities have a statutory duty to provide advice and assistance to all persons who are at risk of becoming homeless to help prevent themselves from becoming homeless and to persons who are already homeless to help resolve their homelessness. Housing authorities have a duty to provide interim accommodation to households who are eligible, homeless and who have a priority need and long-term accommodation to those who meet this criteria and did not become homeless intentionally. Housing authorities work in partnership with other agencies to ensure advice, support and accommodation services can be provided to households with the greatest needs.

Progress

Progress on the development of the strategy was affected by resource issues within the service. An interim Housing Strategy Manager joined the council in late August 2023. A permanent Housing Needs Manager joined the council in late October 2023.

The following progress on the development of the strategy has since been made:

- A review of national and local changes since the last strategy has been carried out

- A review of homelessness within Charnwood, including data relating to homelessness applications, has been carried out
- Initial discussions have been held with key external partners who provide services for persons who are homeless and rough sleeping
- Potential priorities for the new strategy and related actions have been identified.

The proposed priorities for the new strategy relate to the following:

Partnership working

A range of statutory and voluntary organisations provide advice and support services for persons who are homeless or at risk of becoming homeless within Charnwood. Many services are experiencing increased costs and/or reduced funding. Collaborative working will support the delivery of efficient and effective services.

Advice and support to prevent the loss of accommodation

Some types of homelessness can be prevented through the provision of advice and support with addressing issues, such as financial difficulties, disrepair issues, adaptation needs or relationship problems. Some households may not be aware of available services and some may need help to access and engage with services. Early access to advice and support services will give households the best chance of staying in their home.

Advice and support to access accommodation

It is not always possible to prevent households from becoming homeless, for example where persons become homeless due to an emergency such as a fire or flood, have fled domestic abuse or where their accommodation is not suitable for their household. The provision of suitable temporary accommodation can help to reduce the negative effects of homelessness for households whilst they are seeking longer-term accommodation, however can be costly for the household and for the authority so the duration of temporary accommodation placements needs to be minimised. There is a shortage of housing and many groups find it difficult to access suitable affordable accommodation. Some groups, such as those leaving long-term care can find it particularly difficult to access accommodation. The provision of advice and support can assist households to identify accommodation that is suitable for them and the steps that they need to take to secure that accommodation. Housing pathways can be developed for some groups to support them to access accommodation that will be suitable.

Advice and support to sustain accommodation

Some groups need additional support to sustain accommodation, such as young persons who are leaving care, persons who have spent long periods of time living in institutions, persons with a history of rough sleeping. Supported accommodation schemes can assist households to build up the skills they need to sustain an independent tenancy and identify when they are ready to move on to independent accommodation. Floating support services can assist households at the start of their tenancy and at points of crisis during their tenancy. Identifying support needs and encouraging households to access and engage with available support services can help to prevent homelessness and repeat homelessness.

Advice and support for rough sleepers

Rough sleepers often have complex personal situations and needs such as debts, poor credit score, substance misuse, an offending history, or mental or physical health conditions. It can be difficult for rough sleepers to secure and sustain accommodation. Local connection criteria may not be satisfied to join local housing registers and private landlords may be reluctant to accept persons who are unable to demonstrate financial resilience. Entrenched rough sleepers may have difficulty adjusting and meeting the obligations of a tenancy once accommodation is secured. A multi-agency response can assist with identification of rough sleepers and ensuring they are offered advice and support to transition out of homelessness.

Next steps

Further consultation is being carried out on the priorities and related actions for the strategy. The results of the consultation will be taken into consideration and a final draft of the strategy will be produced. The new strategy is expected to be available for consideration by Cabinet in April 2024.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE

5TH MARCH 2024

General Fund & HRA Revenue

Revenue Monitoring Position for December 2023

Report of the Head of Finance

Lead Member: Cllr Ashcroft

This report covers the General Fund and HRA to the end of December 2023, Period 9. The variances reported are the differences between the profiled budgets and the actual spend including commitments.

As would be expected for this stage in the financial year, a number of variances, both positive and negative, have arisen. This cover report discusses those deemed more significant – where these are considered material in quantum and/or part of an underlying trend. Additional variances arising are listed in the appendices to this report for information.

General Fund Summary Position Period 9

The General Fund full year's budget is £21,984k.

The Period 9 Budget is £17,797k against Actual costs incurred (including commitments) of £17,955k. This is an **overspend of £159k**, representing 0.99% of the budget to date.

This situation is summarised at Head of Service level at Appendix 1.

Forecast Out-turn – Appendix 3

As noted above, there is an overall net General Fund adverse variance as at period 9 of £159k. With three months of the year remaining, the forecast outturn position is estimated at an overall adverse variance of £247k, although, as discussed subsequently, there is a particular risk around unrecoverable housing benefit subsidy that could significantly worsen this position.

This forecast is at a 'controllable level' and does not include financing income and costs. Increased interest rates are likely to lead to above budget investment income which should improve the outturn position, leading to an overall position, based on the current forecast in line with the budget.

It may be noted that the budget assumes use of the working balance of reserve of £1,297k for 2023/24. Any overspend arising will naturally create additional usage of the working balance and impact on the starting position (which assumes a budget position) for the 2024/25 financial year.

Detailed General Fund variance analysis

Appendix 2 contains a series of tables with more details on variances to date. Salient points are set out below.

Salaries & Agency costs – Table 1

The full year salary budget is £13,747k, Period 9 Budget is £10,167k against actual costs of £10,062k, this is an **underspend of £105k**. These costs now include the settled pay award for 2023/24.

Agency costs budget as at period 9 is £465k with an actual spend of £1,070k. This is £605k adverse/overspend. This is summarised as follows:

Table showing agency spend by Head of Service

Head of Service	Current Budget (£'000)	Actuals (£'000)	Variance Under/ (Over) (£'000)
Head of Economic Development and Regeneration	89	95	(6)
Head of Governance	48	57	(9)
Head of Planning and Growth	308	898	(590)
Head of Regulatory and Community Safety	20	20	0
	465	1,064	(605)

Managed Vacancy Savings

General Fund managed vacancy saving target is £370k for the year, with actual MVS as at Period 9 of £461k. However, £223k has been transferred to cover agency spend. Therefore, the net MVS as at period 9 is £238k leaving a MVS balance of £132k for the remaining 3 months to reclaim.

However, it is noted that due to the additional pay award the full MVS is unlikely to be realised.

Utilities – Table 2, Major contracts – Table 3

No matters of note.

Hot Topics - Table 4

This table covers a range of expenditure types which have suggested additional monitoring may be appropriate.

Expenditure

Many adverse expenditure variances can be attributed to one-off factors such as consultancy or legal costs but bank charges - **£61k adverse** – and software charges - **£53k adverse** - appear part of a trend of above inflationary increase in charges.

There are also well documented issues within the local government audit sector which are reflected with the increase in audit fees - **£53k adverse**.

A key risk within the Council's finances relate to unrecoverable housing benefit arising from the provision of supported living accommodation by charitable organisations such as the Carpenters Arms. Expenditure to date, versus an annual budget of £665k, does not suggest an issue but a rent increase has been requested by the Carpenters Arms with effect from 1 July 2023 in respect of this accommodation. If fully justifiable (the Council is challenging the increases) and matched by 100% occupancy this could result in an additional cost burden in the order of £1.4m pa. The potential adverse impact in the 2023/24 financial year could be up to £500k compared to the existing budget, but no provision is included in the outturn projections within this paper at this stage.

Bed & Breakfast costs

Bed & Breakfast and Supported accommodation - **£177k favourable**. This is heavily dependent on future demand, with particular regard to the closure by the Home Office of Asylum Hotels. The budget is being kept under close review and this forecast may alter significantly by year-end. The underspend at period 9 is due to fewer B&B placements to date than budgeted. Cold weather and potential asylum cases may increase spend between January and March 2024.

Income

Management Contract (Leisure) - **£233k adverse**. In common with the leisure sector generally the leisure operator is struggling to deliver its contractual income contributions to the Council. Discussions with the contractor are continuing with a view to revising the contract on mutually acceptable conditions but it is likely that future budgets will need to be revised to reflect the new, more difficult, trading conditions.

Income – Table 5

Major income lines are summarised as: -

- Environmental services - **£32k favourable**. Principally attributable to an increase in take up of the Garden bin service
- Planning - **£410k favourable**. Planning fees increased income due to increased demand for services. There was also an increase in Building Control Income.
- Town hall – bar sales - **£44k favourable**. Income from bar sales and catering are higher than budget due to an increased number of shows, also the general hires have exceeded expectations due to extensive catering requirements.
- Town hall concerts & shows - **£44k favourable**. Show income up £217k at period 9 includes panto to the end of December 2023, part offset by additional artist fees £172k. Concerts and show income is expected to be c£306k favourable at year-end with associated costs and artist fees increasing as a proportion of the income (c£246k) at year-end. estimated income shortfall c£29k. This has been addressed for the 2024/25 budget.

- Other - Loughborough Market - **£62k adverse** – trading continues to be difficult for the markets and this is an area where we will be looking to take proactive action to reverse this longstanding trend

Other – table 6

No matters of note.

Trading Accounts Period 9 – Appendix 4

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.

Trading Account Summary Period 9 December 2023	Budget P9 £000's	Actual P9 £000's	Variance (Adv)/Fav £000's
Town Hall Management	766	773	(7)
Town Hall Bars, Concerts & Shows, Lettings	(495)	(518)	23
Town Hall Net Cost	271	255	16
Oak, Ark, Woodgate Industrial Units	(161)	(155)	(6)
Chainbridge, Messenger Close, Loughborough Park, Meadow Lane	(224)	(215)	(9)
Industrial Units Net Surplus	(385)	(370)	(15)
Planning Service Net Cost	1,024	1,042	(18)
Building Control Shared Service Net Cost	88	196	(108)

Housing Revenue Account

Summary Position Period 9 - Appendix 5

The Housing Revenue Account full year budget is (£11,130k). Period 9 budget is (£8,971k) against Actual costs including commitments of (£7,374) is an **overspend of £1,596k** (expenditure and charges £1,159k adverse; income loss £437k adverse), **18%** higher than the budget to date.

Year end outturn forecast

The year end outturn is forecast at **£1,831k**. This is discussed further in subsequent paragraphs.

Detailed variance analysis – Appendix 6

Salaries and Agency costs

The full year salary budget is £7,354k, period 9 Budget is £5,485k against Actual costs of £5,796k, this is an overspend of £311k. The budgeted pay award for the year was

4.75% for all staff. The impact of a flat rate £1,925 has added an additional in year budget pressure of £119k to the Housing Revenue Account. The pay-awards, including backpay to period 10 are included in these figures.

Agency costs budget as at period 9 is £0k with an actual spend of £1,055k. This is £1,055k adverse. This is netted off the salary underspends although that still leaves an **overall overspend of £311k.**

Managed Vacancy Saving

Housing Revenue Account managed vacancy saving target is £183k for the year, the budgeted MVS at Period 9 is £95k. Due to the salary/agency overspend, there have been no MVS transfer made to date.

Other major (Adverse)/Favourable variances Identified at Period 9

Adverse variances > £50k:

- General Repairs £549k
- Void Repairs £79k
- Legal costs – disrepair £187k
- Lost income on empty properties (voids) £452k
- Utility bill costs for empty properties (voids) £52k
- Council Tax for empty properties £105k
- Agency costs overspend on Housing Allocations £142k
- Management of trees and shrubs/estate maintenance £141k
- Managed Vacancy Saving Target £122k

Favourable variances > £50k:

- Planned Maintenance £140k
- Facia/Soffits/RWG £97k

Forecast Outturn

Predicted net overspend of £1,331k on Landlord Services:

- General repairs £1,001k
- Voids repairs £200k
- Tenancy and Estate £176k
- Salaries – Managed Vacancy Saving £141k

Predicted underspends:

- Planned Maintenance £230k
- Business Support £52k

Other predicted overspends:

- Council Tax on empty properties £241k
- Salaries – pay-award £119k
- Rent Loss on void properties £603k (Overall void loss is 7.25% and sheltered court properties 30%)
- Housing Allocations £40k (Strategic Housing)

Other predicted underspend:

- Revenue contribution to capital £503k (based on year-end forecast of the capital programme)

This is projected to lead to a total £1,831k overspend. Two of the main drivers are set out below:

Inflationary increase in repairs materials costs - budgets have not been increased in several years, and the cost of materials used by the repairs service has increased significantly over this period; by 86% from 2019/20 to 2023/24. A budget pressure for 2024/2025 has been submitted to reflect this.

Costs associated with void properties - a significant amount of void loss is associated with sheltered accommodation units which will never be let. A sheltered accommodation strategy framework setting out a direction of travel for dealing with these properties is due to be considered by Cabinet on the 7th March 2024. The need to reduce void loss at general needs accommodation has also been identified and actions are in progress. Additional Allocations Officers have been recruited to and contracts awarded to increase the number of properties let and voids repaired, respectively. A void repairs manager has also been appointed and commenced in post in January 2024. It is therefore expected the number of void properties and associated costs will reduce in 2024/2025.

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 and the overspends detailed above.

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. This also excludes an additional £50k earmarked from this £500k to assist in the aftermath of the recent flooding in Loughborough. It is assumed that a proportion of this expenditure will be recoverable through insurance. As stated above, the additional resources within Housing Allocations and Repairs budget will improve the turnaround of void properties, subsequently reducing the lost rental income.

Rent Arrears

The rent arrears position as at the end of period 9 was: -

Rent and Service Charge Arrears As at Period 9	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
	1178.00	1081.00
Arrears at the end of the December 2023	1,217	1,106
Court Costs at the end of the December 2023	96	98
	1313.00	1204.00
Amount written off in the year to date	43	96

Current dwelling rent arrears reduced by £69,408 between the end of December 2022 and the end of December 2023. Former tenant arrears decreased by £10,104 over the same period. Rent collection at the end of December 2023 (including arrears brought forward) was 96.18% compared with 95.47% at the end of December 2022.

The numbers of tenants receiving universal credit (UC) continues to rise slowly. During the year to the end of December 2023 numbers increased by 162 to 1,893. Total UC rent arrears have decreased as have overall current arrears and stood at £413,771 at the end of October 2023, a reduction of £58,101 over the year. The average debt of a tenant in rent arrears and receiving universal credit at the end of December was £457 compared to £546 a year ago. 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.

Appendix 7 – Additional Item as requested

As requested by FPSC on 12th September 2023 a comparison from several previous years of agency costs and direct employee related costs are included at Appendix 8.

- Table 1 – General Fund
- Table 2 – Housing Revenue Account

Summary of appendices

Appendix 1 - General fund Head of Service by Directorate Report as at period 9.

Appendix 2 - General fund Subjective Analysis as at period 9.

Appendix 3 - General fund Outturn Forecast as at period 9.

Appendix 4 - General fund Trading Accounts as at period 9.

Appendix 5 - Housing Revenue Account Expenditure and Income as at period 9.

Appendix 6 - Housing Revenue Account Subjective Analysis as at period 9.

Appendix 7 - Additional Item as per 12th September FPSC.

Officers to Contact:

Acting Head of Financial Services

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Group Accountant

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Appendix I

Charnwood Borough Council GF Head of Services Revenue Monitoring Report as at December 2023 Period 202309		Year-to-Date (YTD)					YTD Variance as % of YTD Budget	
		Full Year Budget	Amount	Accruals	Outstanding PO's	Current Budget		Variance Under/ (Over)
		£000's	£000's	£000's	£000's	£000's		£000's
Chief Executive Directorate								
	Chief Executive's Team	272	211	0	0	206	(5)	-2.6%
	Head of Transformation, Strategy and Performance	1,066	857	1	8	866	0	0.1%
		1,338	1,068	1	8	1,072	(5)	-0.5%
Housing and Wellbeing Directorate								
	Head of Strategic Housing	525	(66)	61	80	292	216	74.0%
	Housing and Wellbeing	858	699	9	3	713	2	0.2%
		1,383	634	70	83	1,004	217	21.6%
Finance, Governance and Contracts Directorate								
	Head of Contracts: Leisure,Waste and Environment	7,201	5,131	64	248	5,301	(141)	-2.7%
	Director Finance, Governance and Contracts	138	103	0	0	103	0	0.1%
	Head of Finance	1,472	875	8	5	943	55	5.8%
	Head of Governance	1,616	1,273	41	6	1,270	(50)	-3.9%
		10,427	7,381	112	259	7,616	(136)	-1.8%
Commercial and Economic Development Directorate								
	Head of Assets and Property	212	139	27	39	185	(21)	-11.1%
	Director Commercial and Economic Development	(1,335)	(1,028)	0	0	(1,042)	(14)	1.3%
	Head of Economic Development and Regeneration	493	502	38	12	458	(95)	-20.7%
		(630)	(386)	65	51	(399)	(129)	32.4%
Customer Experience Directorate								
	Customer Experience	5,826	5,637	15	76	5,708	(20)	-0.3%
	Director Customer Experience	112	84	0	0	84	1	0.7%
	Head of Planning and Growth	1,550	1,131	92	20	1,113	(130)	-11.6%
	Head of Regulatory and Community Safety	1,978	1,461	29	64	1,597	43	2.7%
		9,465	8,313	137	160	8,503	(106)	-1.2%
Grand Total		21,984	17,009	386	561	17,797	(159)	-0.9%

Appendix 2

		Full Year		As at December 2023 202309				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		
Salaries-Basic	Expenditure	13,843	10,179	7,043	0	0	7,043	3,135	<i>Favourable</i>
Employers NI	Expenditure	0	0	692	0	0	692	(692)	<i>Adverse</i>
Employer Pension Costs	Expenditure	0	0	2,297	0	0	2,297	(2,297)	<i>Adverse</i>
Apprentice Levy	Expenditure	36	27	31	0	0	31	(4)	<i>Adverse</i>
Corporate Managed Vacancy Savings	Expenditure	(132)	(39)	0	0	0	0	(39)	<i>Adverse</i>
Subtotal Net Salaries		13,747	10,167	10,062	0	0	10,062	105	Favourable
Agency Staff	Expenditure	500	465	1,052	18	0	1,070	(605)	<i>Adverse</i>
Added Years	Expenditure	83	0	(11)	0	0	(11)	11	<i>Favourable</i>
Travel Exps/Car Allowance	Expenditure	122	93	78	0	0	78	15	<i>Favourable</i>
Subtotal Other Direct Employee Costs		706	558	1,119	18	0	1,137	(580)	Adverse
Total Direct Employee Costs		14,453	10,725	11,181	18	0	11,200	(475)	Adverse

		Full Year		As at December 2023 202309				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		
Employee Insurance Premiums	Expenditure	170	170	176	0	0	176	(6)	<i>Adverse</i>
Premises Insurance Premiums	Expenditure	417	417	475	0	0	475	(58)	<i>Adverse</i>
Transport Insurance Premiums	Expenditure	30	30	36	0	0	36	(7)	<i>Adverse</i>
Insurance Premiums	Expenditure	4	4	4	0	0	4	0	<i>Favourable</i>
Cyber Insurance	Expenditure	107	107	27	0	0	27	80	<i>Favourable</i>
Subtotal Insurance Premiums		728	728	718	0	0	718	9	Favourable
Electricity	Expenditure	551	332	324	1	0	325	7	<i>Favourable</i>
Gas	Expenditure	144	86	72	0	0	72	14	<i>Favourable</i>
Metered Water Charge	Expenditure	60	36	37	0	0	37	(1)	<i>Adverse</i>
Unmeasured Water Charges	Expenditure	30	18	24	0	0	24	(6)	<i>Adverse</i>
Subtotal Utilities		785	472	457	1	0	458	14	Favourable
NNDR	Expenditure	633	633	469	0	0	469	164	<i>Favourable</i>
BID Levy	Expenditure	13	13	11	0	0	11	2	<i>Favourable</i>
Subtotal NNDR & BID		646	646	480	0	0	480	165	Favourable
Total Utilities		2,158	1,845	1,656	1	0	1,656	189	Favourable

Contracts (Table 3)		Full Year		As at December 2023 202309					Variance £000's	
		Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's	Total £000's			
Shared Services Contractor	Expenditure	2,822	2,822	2,822	0	0	2,822	(1)	<i>Adverse</i>	
Capita - Additional Payments	Expenditure	50	50	122	1	0	123	(73)	<i>Adverse</i>	
Additional Capita Subsidy	Income	0	0	(73)	0	0	(73)	73	<i>Favourable</i>	
Charge to CAPITA	Income	(66)	(35)	(73)	0	0	(73)	39	<i>Favourable</i>	
Capita - Pass through (Rent/Legal)	Expenditure	54	34	34	0	0	34	(0)	<i>Adverse</i>	
Subtotal Revenues and Benefits (Capita)		2,859	2,871	2,832	1	0	2,833	38	Favourable	
Environmental Services Contract - Basic	Expenditure	6,622	4,967	4,941	0	0	4,941	26	<i>Favourable</i>	
Environmental Serv Contract - Variation	Expenditure	24	0	18	0	3	21	(21)	<i>Adverse</i>	
Env Serv Contract - Commercial Waste Variation	Expenditure	96	64	82	0	0	82	(18)	<i>Adverse</i>	
Leicester County Council	Expenditure	321	298	228	0	50	279	19	<i>Favourable</i>	
Trade Waste Collection Charges	Income	(180)	(178)	(195)	0	0	(195)	18	<i>Favourable</i>	
Subtotal Environmental Services (Serco)		6,883	5,151	5,074	0	53	5,126	24	Favourable	
MOS Contract - Basic	Expenditure	1,325	994	883	0	110	994	0	<i>Favourable</i>	
MOS Contract - Variations	Expenditure	54	41	29	0	15	45	(3)	<i>Adverse</i>	
Subtotal MOS Contract - (Idverde)		1,379	1,035	913	0	126	1,038	(3)	Adverse	
Total Contracts		11,121	9,057	8,818	1	178	8,997	59	Favourable	

		Full Year		As at December 2023 202309					Variance £000's	
		Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's	Total £000's			
Compensation Pay	Expenditure	4	4	28	0	0	28	(25)	<i>Adverse</i>	
Bank Charges	Expenditure	162	121	183	0	0	183	(61)	<i>Adverse</i>	
Consultants Fees	Expenditure	383	281	218	78	29	325	(44)	<i>Adverse</i>	
Legal Costs/Court Fees	Expenditure	55	42	98	23	8	129	(88)	<i>Adverse</i>	
External Audit Fees	Expenditure	95	71	112	7	0	120	(49)	<i>Adverse</i>	
Hardware Maint Charge	Expenditure	38	23	33	0	0	33	(9)	<i>Adverse</i>	
Software Ann Charges/Maint Costs	Expenditure	668	599	556	2	34	592	7	<i>Favourable</i>	
Azure Overage Costs	Expenditure	140	115	134	0	41	174	(59)	<i>Adverse</i>	
Hsg Advisory Service	Expenditure	217	159	121	0	0	121	38	<i>Favourable</i>	
Subtotal Expenditure		1,763	1,414	1,483	110	112	1,705	(291)	Adverse	
Management Contract Income (Fusion)	Income	(311)	(233)	0	0	0	0	(233)	<i>Adverse</i>	
Reimbursement	Income	(316)	(161)	(174)	0	0	(174)	12	<i>Favourable</i>	
Fees & Charges Misc	Income	(267)	(153)	(143)	0	0	(143)	(10)	<i>Adverse</i>	
Car Parking Charges	Income	(758)	(568)	(603)	0	0	(603)	35	<i>Favourable</i>	
Contribution towards Costs	Income	(157)	(12)	(42)	0	0	(42)	30	<i>Favourable</i>	
Subtotal Income		(1,807)	(1,128)	(961)	0	0	(961)	(167)	Adverse	
Bed & Breakfast Expenses	Expenditure	650	488	196	28	42	266	222	<i>Favourable</i>	
Homelessness Supported Accommodation	Expenditure	150	100	68	31	34	133	(33)	<i>Adverse</i>	
Cont to Bad Debt Provision	Expenditure	2	0	12	0	0	12	(12)	<i>Adverse</i>	
Service Charges	Income	(15)	(11)	(12)	0	0	(12)	1	<i>Favourable</i>	
Rent-Accommodation	Income	(54)	(41)	(39)	0	0	(39)	(1)	<i>Adverse</i>	
Subtotal Bed & Breakfast & Supported Accommodation		734	537	225	59	76	360	177	Favourable	
Total Hot Topics		690	823	747	169	188	1,104	(281)	Adverse	

Income (Table 5)		Full Year		As at December 2023 202309					Variance £000's	
		Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's	Total £000's			
Garden Bins	Income	(1,700)	(1,364)	(1,408)	0	0	(1,408)	44	Favourable	
Bulky Waste Collection	Income	(143)	(107)	(95)	0	0	(95)	(12)	Adverse	
Subtotal Environmental Services		(1,843)	(1,471)	(1,503)	0	0	(1,503)	32	Favourable	
Pre Application Advice	Income	(65)	(49)	(61)	0	0	(61)	12	Favourable	
Building Control Fee Earning	Income	(309)	(232)	(135)	0	0	(135)	(97)	Adverse	
Planning Charges	Income	(1,075)	(806)	(1,304)	0	0	(1,304)	498	Favourable	
Non Fee Earning Building Control	Income	(148)	(148)	(145)	0	0	(145)	(3)	Adverse	
Subtotal Planning		(1,597)	(1,235)	(1,645)	0	0	(1,645)	410	Favourable	
Sales - TH Bar	Income	(180)	(99)	(124)	0	0	(124)	25	Favourable	
Hire Charges-Rooms	Income	(93)	(51)	(50)	0	0	(50)	(1)	Adverse	
Booking Fee Income	Income	(80)	(44)	(65)	0	0	(65)	21	Favourable	
Subtotal Town Hall		(353)	(194)	(239)	0	0	(239)	44	Favourable	
TH Concerts and Shows	Income	(850)	(725)	(942)	0	0	(942)	217	Favourable	
Artists Fees	Expenditure	469	308	465	10	6	481	(173)	Adverse	
Subtotal Town Hall Concerts and Shows		(382)	(417)	(477)	10	6	(461)	44	Favourable	
Property Services Fees and Charges	Income	(55)	(33)	(45)	0	0	(45)	12	Favourable	
Property Services Service Charges	Income	(118)	(94)	(99)	0	0	(99)	4	Favourable	
Southfields Offices Fees and Charges	Income	(169)	(93)	(107)	0	0	(107)	15	Favourable	
Southfields Offices Rent	Income	(145)	(109)	(106)	0	0	(106)	(4)	Adverse	
Property Services Rent - Land	Income	(120)	(105)	(108)	0	0	(108)	4	Favourable	
Property Services Rent	Income	(524)	(431)	(416)	0	0	(416)	(16)	Adverse	
Commercial Properties Rent	Income	(1,544)	(1,201)	(1,202)	0	0	(1,202)	1	Favourable	
Subtotal Commercial & Property Services Income		(2,675)	(2,066)	(2,082)	0	0	(2,082)	16	Favourable	
Scrap Metal - Licence	Income	(0)	(0)	(1)	0	0	(1)	1	Favourable	
Combined Driver Licence Renewal	Income	(20)	(15)	(11)	0	0	(11)	(4)	Adverse	
Disclosure Baring Income	Income	(7)	(5)	0	0	0	0	(5)	Adverse	
Renewal Hackney Carriage Vehicle Licence	Income	(16)	(12)	(15)	0	0	(15)	3	Favourable	
Grant HCVL with Brackets	Income	(18)	(14)	(2)	0	0	(2)	(11)	Adverse	
Private Hire Operators Licence	Income	(7)	(5)	(2)	0	0	(2)	(3)	Adverse	
Premises Licence	Income	(123)	(100)	(105)	0	0	(105)	4	Favourable	
Personal Licence	Income	(4)	(3)	(2)	0	0	(2)	(1)	Adverse	
Licence Plate - Brackets	Income	(1)	(1)	(1)	0	0	(1)	(0)	Adverse	
Temp Events Licence (TEMPS)	Income	(7)	(5)	(7)	0	0	(7)	2	Favourable	
Gambling Act Income	Income	(18)	(16)	(12)	0	0	(12)	(4)	Adverse	
Knowledge Test	Income	(1)	(1)	(1)	0	0	(1)	1	Favourable	
Lott&Amusmnt Registration	Income	(0)	(0)	(1)	0	0	(1)	0	Favourable	
Lott&Amusmnt Renewals	Income	(3)	0	(1)	0	0	(1)	1	Favourable	
Renewal Private Hire Vehicle Licence	Income	(16)	(11)	(5)	0	0	(5)	(6)	Adverse	
Grant PHVL without Brackets	Income	(10)	(7)	(3)	0	0	(3)	(5)	Adverse	
Subtotal Licencing Income		(251)	(195)	(168)	0	0	(168)	(28)	Adverse	
Rent-Stalls/Sites	Income	(361)	(293)	(238)	0	0	(238)	(56)	Adverse	
Land Charges - CON29 search Fee	Income	(158)	(118)	(86)	0	0	(86)	(33)	Adverse	
Private Lifeline Charges	Income	(222)	(166)	(165)	0	0	(165)	(1)	Adverse	
Cemetery Fees and Charges	Income	(109)	(81)	(114)	0	0	(114)	32	Favourable	
Licenses	Income	(8)	(6)	(8)	0	0	(8)	2	Favourable	
Subtotal Other Income		(857)	(666)	(610)	0	0	(610)	(55)	Adverse	
Subsidy	Income	(278)	(209)	(224)	0	0	(224)	15	Favourable	
Dept Communities and Local Government	Income	(341)	(336)	(329)	0	0	(329)	(6)	Adverse	
Subtotal Government Grants		(619)	(544)	(553)	0	0	(553)	9	Favourable	
Total Income		(8,576)	(6,789)	(7,277)	10	6	(7,260)	471	Favourable	

Everything else (Table 6)		Full Year		As at December 2023 202309			Total £000's	Variance £000's	
		Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's			
Direct Employee Expenses	Expenditure	55	31	35	0	0	36	(5)	Adverse
Indirect Employee Expenses	Expenditure	149	120	97	7	14	119	1	Favourable
Subtotal other Employees		203	151	133	8	14	155	(4)	Adverse
Repairs & Maintenance	Expenditure	309	243	195	26	58	279	(36)	Adverse
Grounds Maintenance Costs	Expenditure	72	46	29	4	5	37	8	Favourable
Rents	Expenditure	26	21	28	1	0	29	(7)	Adverse
Water Services	Expenditure	2	1	2	0	0	2	(1)	Adverse
Fixtures & Fittings	Expenditure	3	2	1	0	0	1	1	Favourable
Apportionment of Buildings	Expenditure	90	0	0	0	0	0	0	-
Cleaning & Domestic Supplies	Expenditure	67	42	39	1	1	41	1	Favourable
Subtotal other Premises		568	355	294	31	63	388	(34)	Adverse
Direct Transport Costs	Expenditure	6	5	3	0	2	5	(0)	Adverse
Contract Hire & Op Lease	Expenditure	51	20	20	3	1	23	(3)	Adverse
Subtotal other Transport		57	24	23	3	2	28	(4)	Adverse
Equipment, Furniture & Materials	Expenditure	216	162	145	8	13	166	(4)	Adverse
Catering	Expenditure	44	31	32	14	1	47	(17)	Adverse
Clothing Uniform & Laundry	Expenditure	12	9	7	1	1	8	1	Favourable
Printing, Stationery etc	Expenditure	208	153	140	7	1	148	4	Favourable
Services	Expenditure	519	416	419	20	33	472	(56)	Adverse
ICT & Communications	Expenditure	272	210	195	9	1	205	5	Favourable
Expenses	Expenditure	389	292	302	0	0	302	(11)	Adverse
Grants & Subscriptions	Expenditure	623	506	482	18	14	514	(8)	Adverse
Miscellaneous/Services Expenses	Expenditure	88	67	153	23	17	193	(126)	Adverse
Subtotal other Supplies & Services		2,371	1,845	1,876	100	80	2,056	(211)	Adverse
Other Local Authorities	Expenditure	148	63	65	0	0	66	(3)	Adverse
Voluntary Associations	Expenditure	0	0	0	0	0	0	0	-
Private Contractors	Expenditure	304	197	140	45	28	213	(17)	Adverse
Subtotal other Third Party Payments		452	259	205	45	28	279	(20)	Adverse
Government Grants	Income	0	0	(51)	0	0	(51)	51	Favourable
Other Grants Reimbursements & Contributions	Income	(801)	(79)	(168)	0	0	(168)	90	Favourable
Sales	Income	(57)	(32)	(22)	0	0	(22)	(10)	Adverse
Fees & Charges	Income	(163)	(70)	(110)	0	0	(110)	39	Favourable
Fees & Charges	Income	(259)	(191)	(175)	0	0	(175)	(16)	Adverse
External Receipts	Income	(75)	(8)	(1)	0	0	(1)	(7)	Adverse
Land & Property Based Charges	Income	(158)	(117)	(121)	0	0	(121)	3	Favourable
Subtotal other Income		(1,513)	(498)	(648)	0	0	(647)	150	Favourable
Total Everything else		2,138	2,136	1,883	186	188	2,258	(122)	Adverse
Grand Total		21,984	17,797	17,009	386	561	17,955	(159)	Adverse

Appendix 3

	Period 9 Variance	Outturn Forecast Variance Favourable/(Adverse) £'000	Movement
Direct Employee Related Costs			
Net Salaries	105	269	165
Impact of NJC Payaward	0		0
Other Direct Employee Costs	(580)	(850)	(270)
	(475)	(581)	(106)
Utilities			
Insurance Premiums	9	0	(9)
Utilities	14	5	(9)
NNDR & BID	165	165	(0)
	189	170	(19)
Contracts			
Revenues and Benefits (Capita)	38	0	(38)
Environmental Services (Serco)	5	(1)	(6)
Net Commercial Waste	19	0	(19)
MOS Contract - (Idverde)	(3)	(27)	(24)
	59	(28)	(87)
Hot Topics			
Expenditure			
<i>Compensation Pay</i>	(25)		25
<i>Bank Charges</i>	(61)	(36)	25
<i>Consultants Fees</i>	(44)	(38)	6
<i>Legal Costs/Court Fees</i>	(88)	(59)	29
<i>External Audit Fees</i>	(49)	(65)	(16)
<i>Software Ann Charges/Maint Costs</i>	(3)	12	15
<i>Azure Overage Costs</i>	(59)	(17)	42
<i>Hsg Advisory Service</i>	38		(38)
	(291)	(203)	88
Income			
<i>Management Contract Income (Fusion)</i>	(233)	(285)	(52)
<i>Reimbursement</i>	12		(12)
<i>Fees & Charges Misc</i>	(10)	0	10
<i>Car Parking Charges</i>	35	37	2
<i>Contribution towards Costs</i>	30	0	(30)
	(167)	(248)	(81)
Bed & Breakfast & Supported Accommodation			
<i>Bed & Breakfast Expenses</i>	222	200	(22)
<i>Homelessness Supported Accommodation</i>	(33)	0	33
<i>Cont to Bad Debt Provision</i>	(12)	0	12
<i>Service Charges</i>	1	0	(1)
<i>Rent-Accommodation</i>	(1)	0	1
	177	200	23
Income			
Environmental Services	32	24	(8)
Planning	410	583	173
Town Hall	44	18	(26)
Town Hall Concerts and Shows	44	60	16
Commercial & Property Services Income	16	8	(8)
Licencing Income	(28)	(29)	(1)
Other Income	(55)	(75)	(20)
Government Grants	9	20	11
Outwoods sale of wood from tree felling	0	(10)	(10)
Fixed penalties littering from vehicles	0	(15)	(15)
Street management LCC contribution	0	30	30
	471	614	143
Everything else			
Other Employees	(4)	(5)	(1)
Other Premises	(34)	(55)	(21)
Other Transport	(4)	(5)	(1)
Other Supplies & Services	(211)	(281)	(70)
Other Third Party Payments	(20)	(26)	(7)
Other Income	150	200	50
	(122)	(173)	(51)
Total Variance	(159)	(247)	(88)

Appendix 4

Town Hall Current Budget position as at Period 9 202309

		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	(725,000)	(941,911)	0	0	(941,911)	216,911
D0572	Artists Fees	0	0	0	0	0	0	306,680	462,742	10,290	6,000	479,032	(172,352)
D0541	Stock Account	0	0	0	0	0	0	45,975	55,378	0	0	55,378	(9,403)
J0375	Sales - TH Bar	0	0	0	0	0	0	(99,000)	(123,728)	0	0	(123,728)	24,728
J0448	TH - Catering	0	0	0	0	0	0	(16,500)	(40,057)	0	0	(40,057)	23,557
J0501	Fees & Charges Misc	0	0	0	0	0	0	(38,500)	(22,509)	0	0	(22,509)	(15,991)
J0532	Hire Charges-Rooms	0	0	0	0	0	0	(49,885)	(50,006)	0	0	(50,006)	121
J0573	Booking Fee Income	(44,000)	(64,882)	0	0	(64,882)	20,882	0	0	0	0	0	0
D0408	Ticket Sales Charges	13,420	16,286	1,500	0	17,786	(4,366)	0	0	0	0	0	0
D0409	Bank Charges	14,850	23,020	0	0	23,020	(8,170)	825	999	0	0	999	(174)
		(15,730)	(25,576)	1,500	0	(24,076)	8,346	(575,405)	(659,091)	10,290	6,000	(642,801)	67,396
Employee Costs													
A0101	Salaries-Basic	606,645	444,933	0	0	444,933	161,712	11,100	10,471	0	0	10,471	629
A0108	Apprentice Levy	750	1,641	0	0	1,641	(891)	0	(2)	0	0	(2)	2
A0110	Employers NI	0	32,078	0	0	32,078	(32,078)	0	33	0	0	33	(33)
A0120	Employer Pension Costs	0	129,644	0	0	129,644	(129,644)	0	572	0	0	572	(572)
		607,395	608,295	0	0	608,295	(900)	11,100	11,074	0	0	11,074	26
Utilities													
B0301	Electricity	61,385	61,424	0	0	61,424	(40)	0	0	0	0	0	0
B0302	Gas	26,232	26,194	0	0	26,194	39	0	0	0	0	0	0
B0501	NNDR	17,500	17,465	0	0	17,465	35	0	0	0	0	0	0
B0505	BID Levy	500	525	0	0	525	(25)	0	0	0	0	0	0
B0601	Metered Water Charge	5,296	3,864	0	0	3,864	1,432	0	0	0	0	0	0
B0602	Unmeasured Water Charges	1,083	1,012	0	0	1,012	71	0	0	0	0	0	0
		111,996	110,484	0	0	110,484	1,512	0	0	0	0	0	0
All other Expenditure													
A02	Indirect Employee Expenses	600	555	0	0	555	45	0	0	0	0	0	0
B01	Repairs & Maintenance	31,875	28,088	8,991	2,777	39,855	(7,980)	0	0	0	0	0	0
B09	Cleaning & Domestic Supplies	5,700	5,703	100	400	6,203	(503)	450	859	0	0	859	(409)
C05	Travelling Expenses	825	186	0	0	186	639	0	0	0	0	0	0
D01	Equipment, Furniture & Materials	17,075	11,287	854	315	12,456	4,619	20,900	21,227	1,468	1,072	23,768	(2,868)
D02	Catering	0	0	0	0	0	0	18,218	17,797	12,950	25	30,772	(12,555)
D03	Clothing Uniform & Laundry	2,700	2,138	0	400	2,538	162	0	0	0	0	0	0
D04	Printing, Stationery etc	1,425	911	0	16	927	498	17,775	24,859	0	0	24,859	(7,084)
D05	Services	3,500	3,399	0	300	3,699	(199)	3,375	2,110	897	960	3,967	(592)
D06	ICT & Communications	1,350	1,699	0	0	1,699	(349)	3,525	8	0	0	8	3,517
D08	Grants & Subscriptions	0	7,018	75	5,511	12,604	(12,604)	6,300	4,215	0	0	4,215	2,085
D10	Miscellaneous/Services Expenses	0	224	0	0	224	(224)	17,250	15,833	15,559	388	31,780	(14,530)
		65,050	61,208	10,019	9,719	80,947	(15,897)	87,793	86,908	30,875	2,445	120,228	(32,436)
All other Income													
J02	Other Grants Reimbursements & Contributions	0	0	0	0	0	0	(1,800)	0	0	0	0	(1,800)
J03	Sales	0	0	0	0	0	0	(14,650)	(3,953)	0	0	(3,953)	(10,697)
J05	Fees & Charges	(2,850)	(2,859)	0	0	(2,859)	9	(2,400)	(3,400)	0	0	(3,400)	1,000
		(2,850)	(2,859)	0	0	(2,859)	9	(18,850)	(7,353)	0	0	(7,353)	(11,497)
Grand Total		765,861	751,552	11,519	9,719	772,791	(6,929)	(495,362)	(568,462)	41,165	8,445	(518,851)	23,489

Industrial Units Current Budget position as at Period 9 202309

	Oak, Ark and Woodgate Business Units						Industrial Sites Chainbridge, Messenger Close, Lough Ind Park, Meadow Lane					
	Budget	Amount	Accruals	Outstanding PO's	Total	Variance	Budget	Amount	Accruals	Outstanding PO's	Total	Variance
Rent and Service Charge Income												
Property Services Rent	(180,325)	(173,017)	0	0	(173,017)	(7,308)	(223,575)	(214,705)	0	0	(214,705)	(8,870)
Property Services Service Charges	(69,300)	(74,671)	0	0	(74,671)	5,371	(24,975)	(23,855)	0	0	(23,855)	(1,120)
Property Services Fees and Charges	(33,161)	(45,196)	0	0	(45,196)	12,036	0	0	0	0	0	0
	(282,786)	(292,885)	0	0	(292,885)	10,099	(248,550)	(238,560)	0	0	(238,560)	(9,990)
Employee Costs												
	0	0	0	0	0	0	0	0	0	0	0	0
Utilities												
Electricity	49,299	49,261	0	0	49,261	37	320	160	135	0	295	25
Gas	9,155	9,142	0	0	9,142	13	0	0	0	0	0	0
NNDR	2,800	2,796	0	0	2,796	4	20,700	20,409	0	0	20,409	291
Metered Water Charge	4,333	8,817	0	0	8,817	(4,484)	0	0	0	0	0	0
Unmeasured Water Charges	481	725	0	0	725	(244)	0	0	0	0	0	0
	66,068	70,742	0	0	70,742	(4,674)	21,020	20,569	135	0	20,704	316
All other Expenditure												
Repairs & Maintenance	23,816	30,320	2,591	5,832	38,742	(14,926)	3,700	90	200	2,149	2,439	1,261
Cleaning & Domestic Supplies	12,975	10,670	191	334	11,195	1,780	0	0	0	0	0	0
Equipment, Furniture & Materials	4,675	1,686	48	630	2,364	2,311	0	0	0	0	0	0
Catering	75	0	0	0	0	75	0	0	0	0	0	0
Printing, Stationery etc	550	1,411	123	267	1,801	(1,251)	0	0	0	0	0	0
Services	2,083	1,850	0	0	1,850	233	0	0	0	0	0	0
ICT & Communications	11,662	9,894	678	450	11,022	640	0	0	0	0	0	0
	55,837	55,831	3,632	7,513	66,975	(11,138)	3,700	90	200	2,149	2,439	1,261
All other Income												
Fees & Charges	117	0	0	0	0	117	0	0	0	0	0	0
	117	0	0	0	0	117	0	0	0	0	0	0
Grand Total	(160,764)	(166,312)	3,632	7,513	(155,168)	(5,596)	(223,830)	(217,901)	335	2,149	(215,417)	(8,412)

Planning and Building Control Current Budget position as at Period 9 202309

	Planning						Building Control					
	Budget	Amount	Accruals	Outstanding PO's	Total	Variance	Budget	Amount	Accruals	Outstanding PO's	Total	Variance
Rent and Service Charge Income												
Pre Application Advice	(48,750)	(60,941)	0	0	(60,941)	12,191	0	0	0	0	0	0
Providing Information	(75)	(773)	0	0	(773)	698	0	0	0	0	0	0
Planning Charges	(806,400)	(1,304,183)	0	0	(1,304,183)	497,783	0	0	0	0	0	0
High Hedges Complaints	(300)	0	0	0	0	(300)	0	0	0	0	0	0
S106 Developer Contribution	(7,650)	(526)	0	0	(526)	(7,124)	0	0	0	0	0	0
Building Control Fee Earning	0	0	0	0	0	0	(231,750)	(135,074)	0	0	(135,074)	(96,676)
Plng App Public Footpath Diversion Order	0	0	0	0	0	0	(2,325)	0	0	0	0	(2,325)
St Naming & Numbering	0	0	0	0	0	0	(10,125)	(9,520)	0	0	(9,520)	(605)
Non Fee Earning Building Control	0	0	0	0	0	0	(148,000)	(144,865)	0	0	(144,865)	(3,135)
	(863,175)	(1,366,423)	0	0	(1,366,423)	503,248	(392,200)	(289,459)	0	0	(289,459)	(102,741)
Employee Costs, Agency and Consultancy												
Salaries-Basic	1,417,600	923,962	0	0	923,962	493,638	343,725	208,696	0	0	208,696	135,029
Agency Staff	225,600	731,569	9,942	0	741,511	(515,911)	82,200	157,297	0	0	157,297	(75,097)
Apprentice Levy	3,525	3,500	0	0	3,500	25	750	800	0	0	800	(50)
Employers NI	0	97,356	0	0	97,356	(97,356)	0	21,991	0	0	21,991	(21,991)
Employer Pension Costs	0	318,402	0	0	318,402	(318,402)	0	76,201	0	0	76,201	(76,201)
Travel Exps/Car Allowance	23,425	17,120	0	0	17,120	6,305	13,425	7,565	0	0	7,565	5,860
Consultants Fees	143,625	67,476	58,401	11,829	137,706	5,919	900	1,163	0	4,381	5,543	(4,643)
	1,813,775	2,159,386	68,343	11,829	2,239,557	(425,782)	441,000	473,712	0	4,381	478,092	(37,092)
Utilities												
	0	0	0	0	0	0	0	0	0	0	0	0
All Other Expenditure												
Direct Employee Expenses	300	0	0	0	0	300	75	0	0	0	0	75
Indirect Employee Expenses	9,625	22,423	2,107	350	24,880	(15,255)	2,175	0	0	0	0	2,175
Equipment, Furniture & Materials	450	161	0	0	161	289	375	0	0	0	0	375
Clothing Uniform & Laundry	75	148	0	0	148	(73)	450	77	0	0	77	373
Printing, Stationery etc	34,575	23,998	2,424	12	26,434	8,141	1,125	6,879	0	0	6,879	(5,754)
Services	6,875	53,486	19,325	3,200	76,011	(69,136)	2,175	392	0	0	392	1,783
ICT & Communications	14,175	8,423	0	0	8,423	5,752	4,725	998	0	0	998	3,727
Grants & Subscriptions	10,600	33,062	0	0	33,062	(22,462)	32,775	2,476	0	0	2,476	30,299
Miscellaneous/Services Expenses	225	0	0	0	0	225	675	0	0	0	0	675
	76,900	141,701	23,856	3,562	169,119	(92,219)	44,550	10,821	0	0	10,821	33,729
All other Income												
Other Grants Reimbursements & Contributions	(3,000)	0	0	0	0	(3,000)	0	0	0	0	0	0
Sales	(75)	0	0	0	0	(75)	0	0	0	0	0	0
Fees & Charges	0	0	0	0	0	0	(3,225)	0	0	0	0	(3,225)
Fees & Charges	0	0	0	0	0	0	(2,325)	(3,292)	0	0	(3,292)	967
	(3,075)	0	0	0	0	(3,075)	(5,550)	(3,292)	0	0	(3,292)	(2,258)
Grand Total	1,024,425	934,664	92,198	15,391	1,042,253	(17,828)	87,800	191,782	0	4,381	196,163	(108,363)

Appendix 5

Charnwood Borough Council HRA Revenue Monitoring Report as at December 2023 Period (202309) Based on Original Budget	Full Year Budget £000's	Year-to-Date (YTD)					YTD Variance as % of YTD Budget
		Amount	Accruals	Outstanding PO's	Current Budget	Variance Under/ (Over)	
		£000's		£000's	£000's	£000's	
<u>General Management</u>							
Repairs & Maintenance							
Employee Related Costs	3,350	2,554	0	0	2,482	(71)	-2.9%
All Other Controllable Costs	3,296	2,601	115	143	2,371	(487)	-20.5%
Controllable Income	(54)	(23)	0	0	(40)	(18)	43.6%
Total Repairs & Maintenance	6,592	5,132	115	143	4,814	(576)	-12.0%
Allocations & Lettings							
Employee Related Costs	953	685	57	116	715	(143)	-20.0%
All Other Controllable Costs	21	11	0	2	15	2	11.9%
Controllable Income	(30)	0	0	0	0	0	0.0%
Total Allocations & Lettings	944	696	57	118	730	(141)	-19.3%
Housing Strategy							
Employee Related Costs	117	81	10	10	88	(13)	-15.1%
All Other Controllable Costs	19	3	0	1	1	(3)	-292.2%
Controllable Income	0	1	0	0	0	(1)	0.0%
Total Housing Strategy	137	85	10	10	89	(17)	-19.0%
Supervision & Management							
Employee Related Costs	2,847	2,230	0	0	2,135	(96)	-4.5%
All Other Controllable Costs	1,858	1,299	109	198	1,397	(209)	-15.0%
Controllable Income	(226)	(155)	0	0	(170)	(16)	9.3%
Total Supervision & Management	4,479	3,375	109	198	3,362	(320)	-9.5%
<u>Total General Management</u>	12,151	9,288	291	469	8,994	(1,054)	-11.7%
<u>Rents, Rates and Other Charges</u>							
Rents, Rates and Other Charges							
Employee Related Costs	1	0	0	0	1	1	100.0%
All Other Controllable Costs	372	399	0	0	293	(106)	-36.1%
Total Rents, Rates and Other Charges	373	399	0	0	294	(105)	-35.6%
<u>Total Rents, Rates and Other Charges</u>	373	399	0	0	294	(105)	-35.6%
Grand Total	12,524	9,687	291	469	9,289	(1,159)	-12.5%

Income							
Dwelling Rent Income - Gross	(23,861)	(18,539)	0	0	(18,539)	0	0.0%
Dwelling Rent Void loss	1,150	1,345	0	0	893	(452)	-50.6%
Net Dwelling Rent Income	(22,711)	(17,195)	0	0	(17,646)	(451)	2.6%
Non-Dwelling Rent	(576)	(458)	0	0	(427)	31	-7.3%
Non-Dwelling Rent Void Loss	174	147	0	0	129	(18)	-14.1%
Net Non Dwelling Rent Income	(402)	(311)	0	0	(298)	13	-4.4%
Charges for Services & Facilities - Charge	(714)	(435)	0	0	(423)	12	-2.7%
Charges for Services & Facilities - Void Loss	145	118	0	0	107	(11)	-10.0%
Net Charges for Services and Facilities	(569)	(317)	0	0	(316)	1	-0.3%
Total Income	(23,682)	(17,822)	0	0	(18,259)	(437)	2.4%

Appendix 6

Direct Employee Related Costs	Full Year		As at December 2023 202309					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			
Salaries-Basic	7,376	5,512	3,243	0	0	3,243	2,269	Favourable	
Employers NI	0	0	318	0	0	318	(318)	Adverse	
Employer Pension Costs	0	0	1,085	0	0	1,085	(1,085)	Adverse	
Apprentice Levy	21	16	12	0	0	12	3	Favourable	
Corporate Managed Vacancy Savings	(183)	(137)	0	0	0	0	(137)	Adverse	
Subtotal Net Salaries	7,213	5,390	4,658	0	0	4,658	732	Favourable	
Agency Staff	0	0	863	67	125	1,055	(1,055)	Adverse	
Added Years	14	0	(2)	0	0	(2)	2	Favourable	
Travel Exps/Car Allowance	127	95	84	0	0	84	11	Favourable	
Subtotal Other Direct Employee Costs	141	95	945	67	125	1,138	(1,043)	Adverse	
Total Direct Employee Costs	7,354	5,485	5,603	67	125	5,796	(310)	Adverse	

Utilities	Full Year		As at December 2023 202309					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			
Premises Insurance Premiums	34	25	17	0	0	17	9	Favourable	
Subtotal Insurance Premiums	34	25	17	0	0	17	9	Favourable	
Electricity	295	178	183	0	1	184	(6)	Adverse	
Gas	304	190	187	0	0	187	3	Favourable	
Metered Water Charge	60	30	28	0	0	28	1	Favourable	
Subtotal Utilities	660	397	398	0	1	399	(2)	Adverse	
NNDR	13	13	13	0	0	13	0	Favourable	
Subtotal NNDR & BID	13	13	13	0	0	13	0	Favourable	
Total Utilities	707	435	428	0	1	428	7	Favourable	

Contracts	Full Year		As at December 2023 202309					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	32	32	0	0	32	(0)	<i>Adverse</i>	
Subtotal Environmental Services (Serco)	42	32	32	0	0	32	(0)	Adverse	
MOS Contract - Basic	172	129	115	0	14	129	(0)	<i>Adverse</i>	
MOS Contract - Variations	3	2	2	0	1	3	(0)	<i>Adverse</i>	
Subtotal MOS Contract - (Idverde)	175	131	117	0	15	132	(0)	Adverse	
Total Contracts	218	163	148	0	15	163	(0)	Adverse	

Income	Full Year		As at December 2023 202309					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)	(18,539)	(18,539)	0	0	(18,539)	0	Favourable	
Voids - Rent	1,150	893	1,345	0	0	1,345	(452)	Adverse	
Subtotal HRA Dwelling Rents	(22,711)	(17,646)	(17,195)	0	0	(17,195)	(451)	Adverse	
Rent - Land	(7)	(5)	(9)	0	0	(9)	3	Favourable	
Rent-Garages	(419)	(310)	(331)	0	0	(331)	21	Favourable	
Garage Site Rent	(7)	(5)	(6)	0	0	(6)		Favourable	
Rent - Shops	(143)	(106)	(112)	0	0	(112)	6	Favourable	
Voids - Garage Rent	156	115	127	0	0	127	(11)	Adverse	
Voids - Shops Rent	19	14	20	0	0	20	(7)	Adverse	
Subtotal HRA Non Dwelling Rent	(402)	(298)	(311)	0	0	(311)	12	Favourable	
Voids - Council Tax	8	6	8	0	0	8	(2)	Adverse	
Voids - Central Heating Charges	28	21	22	0	0	22	(2)	Adverse	
Voids - Hostel Service Charges	3	2	5	0	0	5	(3)	Adverse	
Voids - Comm Facil Charge	85	63	66	0	0	66	(3)	Adverse	
Voids - Warden Charge	15	11	11	0	0	11	(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	4	6	0	0	6	(1)	Adverse	
Communal Flat Cleaning Charge	(91)	(67)	(70)	0	0	(70)	3	Favourable	
Flats Service Charge	(150)	(10)	0	0	0	0	(10)	Adverse	
Shops Service Charge	(10)	(3)	0	0	0	0	(3)	Adverse	
Central Heating S Charges	(80)	(59)	(63)	0	0	(63)	3	Favourable	
Warden Service Charges	(64)	(47)	(49)	0	0	(49)	2	Favourable	
Comm Facil Serv Charges	(276)	(204)	(220)	0	0	(220)	16	Favourable	
Hostel Service Charges	(26)	(19)	(20)	0	0	(20)	1	Favourable	
Council Tax Recharged	(17)	(12)	(13)	0	0	(13)	1	Favourable	
Subtotal HRA Charges for Services and Facilities	(569)	(316)	(317)	0	0	(317)	1	Favourable	
Total Income	(23,682)	(18,259)	(17,822)	0	0	(17,822)	(438)	Adverse	

Everything else	Full Year		As at December 2023 202309					Variance £000's	
	Current Budget £000's	Current Budget £000's	Amount £000's	Accruals £000's	Outstanding PO's £000's	Total £000's			
Indirect Employee Expenses	41	31	31	0	1	32	(1)	Adverse	
Subtotal other Employees	41	31	31	0	1	32	(1)	Adverse	
Repairs & Maintenance	584	433	303	59	50	412	20	Favourable	
Grounds Maintenance Costs	3	1	0	0	1	1	0	Favourable	
Rents	3	2	7	0	0	7	(5)	Adverse	
Cleaning & Domestic Supplies	28	21	7	6	4	16	5	Favourable	
Subtotal other Premises	617	456	316	65	55	436	20	Favourable	
Direct Transport Costs	50	37	41	0	7	48	(10)	Adverse	
Contract Hire & Op Lease	0	0	0	0	0	0	(0)	Adverse	
Subtotal other Transport	50	37	41	0	7	48	(11)	Adverse	
Equipment, Furniture & Materials	86	60	42	15	7	64	(4)	Adverse	
Catering	0	0	0	0	0	0	(0)	Adverse	
Clothing Uniform & Laundry	41	25	10	0	15	26	(1)	Adverse	
Printing, Stationery etc	62	46	46	0	0	46	(0)	Adverse	
Services	121	74	44	2	9	55	19	Favourable	
ICT & Communications	113	89	47	0	57	104	(15)	Adverse	
Expenses	3	2	3	1	0	4	(2)	Adverse	
Grants & Subscriptions	104	82	79	10	0	89	(7)	Adverse	
Contribution to Provisions	118	0	0	0	0	0	0	-	
Miscellaneous/Services Expenses	21	16	2	11	2	15	1	Favourable	
Subtotal other Supplies & Services	667	394	273	40	90	403	(10)	Adverse	
Housing Benefit	1	0	0	0	0	0	0	Favourable	
Relocation Assistance	16	12	24	0	0	24	(12)	Adverse	
Decants-Tenant Removal	8	6	12	0	4	16	(10)	Adverse	
Subtotal other Transfer Payments	25	18	36	0	4	40	(21)	Adverse	
Government Grants	(30)	0	(18)	0	0	(18)	18	Favourable	
Other Grants Reimbursements & Contributions	(74)	(58)	(22)	0	0	(22)	(36)	Adverse	
Fees & Charges	(119)	(88)	(92)	0	0	(92)	4	Favourable	
Fees & Charges	(126)	(28)	(22)	0	0	(22)	(5)	Adverse	
	(349)	(173)	(154)	0	0	(154)	(19)	Adverse	
Total Everything else	1,050	763	544	105	157	805	(42)	Adverse	
Grand Total	(11,130)	(8,971)	(8,135)	291	469	(7,374)	(1,597)	Adverse	

Appendix 7

Employee Costs Analysis - General Fund Only (Table 1)

Direct Employee Related Costs		<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	YTD <u>2023-2024</u>	Full Year <u>2023-24</u>	<u>2023-24</u>	Draft <u>2024-25</u>
Account	Account(T)	Actual £	Actual £	Actual £	Actual £	Actual £	Actual £	Forecast £	Budget £	Budget £
A0101	Salaries-Basic	12,336,289	12,659,144	12,652,682	9,548,802	9,206,712	7,503,241	10,004,322	14,759,100	15,617,300
A0108	Apprentice Levy	36,396	29,720	38,167	37,533	39,261	32,354	43,139	39,100	38,200
A0110	Employers NI	-	-	-	644,443	951,347	736,839	982,453	-	-
A0120	Employer Pension Costs	-	-	-	2,429,021	2,949,068	2,458,799	3,278,399	-	-
	Subtotal Direct Salaries	12,372,684	12,688,864	12,690,848	12,659,798	13,146,388	10,731,234	14,308,313	14,798,200	15,655,500
A0102	Compensation Pay	27,637	26,137	79,716	90,237	260,238	28,462	28,462	3,600	-
A0111	Commuted Added Years	-	-	3,584	100,362	140,755	-	-	-	-
A0112	Added Years	88,742	88,780	76,153	70,754	71,103	10,835	60,268	83,400	65,000
A0130	Phone Allowances-Payroll	1,668	1,329	-	-	-	-	-	2,200	2,200
A0151	Fees	60,814	99,018	6,917	22,976	35,189	55,367	73,823	61,800	52,900
A0152	Election Fees	13,892	277,638	-	8,323	-	158,482	158,482	109,000	-
A0170	Emergency Response Payments	600	583	471	374	367	246	329	600	600
	Subtotal Other Direct Salaries	193,353	441,211	166,841	293,025	507,651	231,723	321,363	260,600	120,700
A0153	Agency Staff	799,826	837,803	620,746	797,497	1,391,492	1,081,427	1,441,902	500,300	-
	Grand Total	13,365,864	13,967,878	13,478,435	13,750,321	15,045,531	12,044,384	16,071,578	15,559,100	15,776,200

Employee Costs Analysis - Housing Revenue Account Only (Table 2)

Direct Employee Related Costs		<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	YTD <u>2023-2024</u>	Full Year <u>2023-24</u>	<u>2023-24</u>	Draft <u>2024-25</u>
Account	Account(T)	Actual £	Actual £	Actual £	Actual £	Actual £	Actual £	Forecast £	Budget £	Budget £
A0101	Salaries-Basic	4,783,548	4,856,142	5,106,286	3,969,152	4,015,091	3,242,923	4,323,897	7,375,500	7,952,800
A0108	Apprentice Levy	14,373	13,992	14,290	14,519	15,106	12,321	16,428	20,700	20,700
A0110	Employers NI	-	-	-	257,040	401,951	317,614	423,485	-	-
A0120	Employer Pension Costs	-	-	-	976,927	1,306,359	1,085,206	1,446,941	-	-
	Subtotal Direct Salaries	4,797,920	4,870,135	5,120,575	5,217,638	5,738,507	4,658,064	6,210,752	7,396,200	7,973,500
A0102	Compensation Pay	17,225	7,725	-	-	-	-	-	-	-
A0112	Added Years	14,040	14,931	14,821	7,390	10,158	1,548	8,610	14,000	14,000
A0130	Phone Allowances-Payroll	393	187	-	-	-	-	-	-	-
	Subtotal Other Direct Salaries	31,658	7,393	14,821	7,390	10,158	1,548	8,610	14,000	14,000
A0153	Agency Staff	428,761	559,351	609,768	377,127	662,992	862,567	1,150,089	-	-
	Grand Total	5,258,340	5,436,878	5,745,164	5,602,156	6,411,656	5,519,083	7,369,450	7,410,200	7,987,500

FINANCE & PERFORMANCE SCRUTINY COMMITTEE

5TH MARCH 2024

Capital Monitoring Position for December 2023

**Report of the Head of Finance
Cabinet Lead Member for Finance, Customer & Support Services,
Revenue and Benefits**

CAPITAL MONITORING REPORT PERIOD 9 DECEMBER 2024

Purpose of Report

This report is to inform Finance and Performance Scrutiny of the General Fund and Housing Revenue Account (HRA) Capital spend position at Period 9, 31st December 2023 compared with the profiled budget to date.

Recommendation

That the Capital Monitoring Summary position for Period 9, 31st December 2023 for the General Fund and Housing Revenue Account be noted as per Table1. The detailed Capital Monitoring Report is included in Appendix 1.

Reason

To enable the information to be used 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.

Key Decision: No

Background Papers: None

Officers to Contact: Neil Whittall
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Part B - Executive Summary

To highlight the following: -

1. The General Fund full year capital budget is £25,151k, Period 9 profiled budget is £18,863k compared to spend of £9,252k, 49% with an underspend of £9,611k.
2. The HRA Full year capital budget is £13,769k, Period 9 profiled budget is £10,327k compared to spend of £6,173k, 60% with an underspend of £4,154k.

Table 1

Capital Summary	Full Year Budget	Period 9			
		Budget	Actual Spend	Variance under/(over) spend	% Spend against budget
General Fund	25,151	18,863	9,252	9,611	49
HRA	13,769	10,327	6,173	4,154	60
Total	38,920	29,190	15,425	13,765	53
General Fund Split					
Live	17,921	13,441	8,467	4,974	63
Provisional	5,087	3,815	0	3,815	0
3 rd Party	2,143	1,607	785	822	49
Total	25,151	18,863	9,252	9,611	49

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

Enterprise Zone - This budget is a provisional budget of £10m in 2023/24. The fund was created to allow “forward funding” of buildings or infrastructure within the Zone financed by future business rate receipts. On 9th March 2023 Cabinet report approved a new Enterprise Zone agreement with Charnwood Campus of £4.1m, this was paid over in October 2023 and will be reclaimed over a 4-year period. The remaining budget of £5.8m will be carried forward into 2024/25.

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 and is currently in the construction/maintenance defects period, the latest projected overspend is predicted to be in the region of approximately £700k. 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 £4.470m, some costs are being reclaimed with two contractors.

Regeneration Projects - As part of the Treasury Management Strategy report 9th February 2022, £5m was set aside for Regeneration Schemes, and to date there have been 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 £509k, and profiled budget is £382k against spend of £65k, 17% spend to date. Festive lights proposal is to install permanent multi-coloured lighting on catenary lines along Bleach Yard. This is lighting that can be used all year-round, with the ability to change colours for different seasons, including seasonal colours at Christmas. Hope Bell quotes have been secured and planning application submitted. The project is due to be completed towards the end of August 2024. A further revision to the quote from Taylors Bell Foundry for the Hope Bell framework structure has been received. This shows a 20% increase in costs. Consideration is now being given to seeking a quote from an alternative fabricator to bring costs back towards the approved budget envelope.

Living Loughborough – Town Deal Project

The budget for 2023/24 is £1,568k, and profiled budget is £1,176k against spend to date £817k, 52% spend to date. There are several significant works to be completed by the end of 2023/24. This includes the completion of the Southfields Park Undercover, and a significant element of the Markets Undercover, Market Stalls and Markets Electrical Improvements work packages. Overall, work package leads remain confident that it should be possible to achieve the expenditure forecasts for these work packages.

Disabled Facilities Grants

The budget for 2023/24 is £1.3m, and the profiled budget is £982k and actual spend is £799k, 81%. An independent consultant has been appointed to carry out an options review for the delivery of disabled facilities grants within Charnwood. The review has now been completed and options identified to the Housing Grants Policy. One of the main objectives of the review was to identify ways to maximise the grant spend and reduce timeframes.

Shepshed Public Realm - The budget for 2023/24 is £1,092m, actual spend to date £1,767k, 161% spend to date. The scheme is now progressing well. Unforeseen additional drainage works have been carried out in order to minimise delays. The Market Place scheme is now forecast to be completed by the end of January (weather dependant). The remaining works to be carried out in January will largely focus on carriageway resurfacing. LCC have said this work can only be undertaken at weekends to minimise disruption.

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 for £207k 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 £174k, 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.

Capital Monitoring Report - Dec 2023														
Project Officer	Costc	Costc(T)	Full Year		Year to date					For Budget/Capital Officer to Complete				Budget Officer Comment for Cabinet
			Original Budget	Current Budget	Current Budget	Actual	Accruals	Outstanding PO's	Variance (Overspend)/Underspend	HRA (Only) QL Commitments YTD	HRA (Only) YTD Variance Adjusted for QL Commitments	Forecast Year end Spend	Request for Slippage to following year	
			£	£	£	£	£	£	£	£	£	£	£	
Head of Assets and Property														
I. Browne	Z310	Planned Property Refurbishment	750,000	655,000	491,250	25,488	0	5,791	459,971		459,971	25,000	630,000	Resources are currently directed into delivering Town Deal projects and therefore planned projects for improvement have been placed on hold for this service. Relocation of ICS service and Relocation of CCTV control room have also therefore been pushed back for completion in 2024 year. Works to Southfield offices have also been deferred pending the outcome of the Outline Business case for change which has now been submitted following completion of the accommodation review (Z832 below). £5.7k outstanding P.O's currently shown is an outstanding payment on lift refurbishment project and will be paid on contractors submission of invoice.
	ASP	Head of Assets and Property	750,000	655,000	491,250	25,488	0	5,791	459,971	0	459,971	31,279		
Director Commercial and Economic Development														
J. Henry	Z796	Carbon Neutral Action Fund - Block Sum	0	909,100	681,825	137,917	0	76,163	467,744		467,744	214,081	695,019	
J. Henry	Z817	Regeneration Projects	0	5,000,000	3,750,000	0	0	0	3,750,000	0	3,750,000	0	5,000,000	
J. Henry	Z832	Feasibility Work – New Council Offices	0	138,400	103,800	83,892	0	0	19,908	0	19,908	83,892	54,508	
	CDV	Director Commercial and Economic Development	0	6,047,500	4,535,625	221,810	0	76,163	4,237,652	0	4,237,652	297,973	5,749,527	
Head of Contracts: Leisure, Waste and Environment														
M. Bradford	Z484	Closed Churchyard Walls	0	8,100	6,075	4,630	0	0	1,445		1,445	4,630	3,470	More work has been identified however there are budget constraints - Work commissioned in liaison with Property Services
M. Bradford	Z500	Cedar Academy – contribution towards all weather pitch	0	50,000	37,500	0	0	0	37,500		37,500	0	37,500	Third party project not led by CBC - fully funded by S106 contributions
J. Trill	Z697	Bell Foundry Pocket Park	0	32,200	24,150	24,903	0	0	(753)		(753)	32,200	0	Project has been almost completed
M. Bradford	Z699	Shelthorpe Public Open Space Enhancements	0	111,700	83,775	0	0	111,724	(27,949)		(27,949)	111,700	0	Project has been commissioned and work has commenced
M. Bradford	Z757	Town Hall Roof Upgrade	0	17,200	12,900	0	0	0	12,900		12,900	0	17,200	Additional roof problems are being encountered which would require this budget to remain available
M. Bradford	Z778	Syston Community Garden	0	21,600	16,200	0	0	0	16,200		16,200	0	21,600	DD to reflect changes in governance arrangements needs to be approved before any additional investment is made
M. Bradford	Z784	Loughborough Cemetery - New Burial Provision	0	28,000	21,000	0	0	0	21,000		21,000	28,000	0	Project completed. Retention money still outstanding
M. Bradford	Z791	Shelthorpe Golf Course - Fencing	0	77,100	57,825	0	0	0	57,825	#	57,825			Discussion held between the senior leadership team regarding priorities
M. Bradford	Z792	Community Tree Planting Programme	0	0	0	0	0	0	(3,103)		(3,103)			Project completed. Retention money still outstanding
M. Bradford	Z798	Town Hall - Victorian Room - Air Handling	0	23,500	17,625	0	0	0	17,625		17,625		23,500	
M. Bradford	Z799	Town Hall - additional seating	0	140,000	105,000	0	0	0	105,000		105,000		140,000	Re allocation of capital to address other building / plant issues at venue
M. Bradford	Z802	Allotment Improvements	0	10,000	7,500	3,767	0	0	3,733		3,733	3,767	6,233	Priorities have been identified and commissioning options are being explored
M. Bradford	Z805	Queens Park Aviary Improvements	0	20,000	15,000	0	0	0	15,000		15,000		20,000	Ongoing discussions to finalise requirements
M. Bradford	Z806	Playing Pitch Strategy Action Plan	0	36,300	27,225	8,078	0	0	19,147		19,147	8,078	28,222	Remaining budget to be used for contribution towards necessary drainage work at Hallam Fields along with other key stakeholders
M. Bradford	Z824	Shepshed Provision of Openspace Enhancement Scheme	0	61,400	46,050	0	0	0	46,050		46,050		0	Jubilee Walk project completed and the majority Morley Quarry works have been commissioned
M. Bradford	Z825	Loughborough Police Station Centre - Front Enquiry Desk	0	98,800	74,100	0	0	0	74,100		74,100		98,800	S106 scheme - fully funded from contributions
M. Bradford	Z828	Queens Park - Improvements to Children's Play Provision & Adult Recreation Provision Z828	0	203,200	152,400	0	0	11,952	140,448		140,448			This project will run along with the Bell Hope and Loughborough Lanes project. The timescales are still negotiated and is expected to take place in 23/24. Drainage works have been commissioned and are expected to start in January 2024
M. Bradford	Z830	Holt Drive PA Enhancements Z830	0	11,000	8,250	0	0	0	8,250		8,250		11,000	Works scheduled for Q1/2 24/25
M. Bradford	Z831	Loughborough Playground Improvement Plan Z831	0	100,000	75,000	0	0	0	75,000		75,000	20,000	80,000	Majority of works scheduled for Q1/2 24/25. Some funds to be used in 23/24
M. Bradford	Z850	Sibley Parish Council – Sibley Memorial Park	0	174,600	130,950	152,926	0	0	(21,976)		(21,976)	174,600	0	S106 scheme - fully funded from contributions
M. Bradford	Z854	Lodge Farm Public Open Space Enhancements	0	31,200	23,400	0	0	0	23,400		23,400	0	31,200	This is subject to the renewal of the lease from LCC. Some initial scoping around security measures.
M. Bradford	Z855	Cemetery Ashes Plot	0	40,000	30,000	0	0	0	30,000		30,000		40,000	Initial designs have been scathed and quotes have been requested
M. Bradford	Z856	Cemetery Gates	0	15,000	11,250	0	0	0	11,250		11,250		15,000	Project to be completed in liaison with Property Services
M. Bradford	Z859	Syston Riverside Walk	0	45,200	33,900	6,042	1,925	0	25,933		25,933		36,300	Remainder work is subject to approval from the Environment Agency
M. Bradford	Z860	Radmoor Road Public Open Spaces Enhancements	0	53,600	40,200	0	0	0	40,200		40,200		53,600	Work expected to take place in 24/25
M. Bradford	Z862	Leisure Centre Barrier and Control	50,000	50,000	37,500	0	0	0	37,500		37,500		50,000	Project not started
M. Bradford	Z864	Hathern Village Hall - additional community space	0	3,900	2,925	0	0	0	2,925		2,925		3,900	This is a third party project led by Hathern RHA - project is close to completion
M. Bradford	Z874	Barrow Parish Council - Youth/Adult Recreation - new facilities at Willow Road Park, Barrow Upon Soar	0	41,500	31,125	0	0	0	31,125		31,125		41,500	This is a third party project led by Barrow PC - funded by S106 contributions
M. Bradford	Z875	Town Hall - Main Auditorium Air Handling Equipment	0	90,000	67,500	65,246	21,687	0	(19,433)		(19,433)	90,000	0	
M. Bradford	Z876	Anstey Parish Council - Jubilee Hall, Stadon Rd, Anstey - extension & redevelopment	0	90,900	68,175	0	0	0	68,175		68,175		90,900	This is a third party project led by Anstey PC - funded by S106 contributions
R. Bennett	Z877	Hathern Community Woodland Project - planting and enhancement	0	44,200	33,150	0	0	0	33,150		33,150		44,200	BNG contribution to be used for maintenance costs
M. Bradford	Z878	Refuse Collection Vehicles	0	440,000	330,000	0	0	448,272	(118,272)		(118,272)		440,000	PO has been placed for full amount - delivery expected in 24/25

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Capital Monitoring Report - Dec 2023														
Project Officer	Costc	Costc(T)	Full Year		Year to date					For Budget/Capital Officer to Complete				Budget Officer Comment for Cabinet
			Original Budget	Current Budget	Current Budget	Actual	Accruals	Outstanding PO's	Variance (Overspend)/Underspend	HRA (Only) QL Commitments YTD	HRA (Only) YTD Variance Adjusted for QL Commitments	Forecast Year end Spend	Request for Slippage to following year	
			£	£	£	£	£	£	£	£	£	£	£	
M. Bradford	Z879	Sileby Memorial Park	0	83,100	62,325	0	0	0	62,325		62,325		83,100	Third party project not led by CBC
M. Bradford	Z881	Loughborough Town Hall - new website commissioning	0	15,000	11,250	0	0	0	11,250		11,250		15,000	Project unlikely to start before new financial year
M. Bradford	Z882	Carillon Tower - Re-imagining Loughborough's Iconic Tower	0	249,300	186,975	7,215	0	0	179,760		179,760	7,215	100,000	Project has been halted with just £7,215 paid to date, SPF fund managers have allocated £100,000 to deliver a reduced project
	COS	Head of Contracts: Leisure, Waste and Environment	50,000	2,517,600	1,888,200	272,807	23,612	571,948	1,016,730	0	1,016,730	480,190	1,532,225	
Director Finance, Governance and Contracts														
S. Jackson	Z818	Enterprise Zone	0	10,000,000	7,500,000	4,161,423	0	0	3,338,577		3,338,577	4,161,423	5,838,577	£4,161,423 was funded in October 2023; no other funding anticipated before year end and balance carry forward will be requested
M. Bradford	Z873	Town Deal - Lanes & Links	0	509,400	382,050	61,934	0	3,259	316,857		316,857	509,400	0	Assume will be spent at year end, request any unspent be c/forward
	CS5	Director Finance, Governance and Contracts	0	10,509,400	7,882,050	4,223,357	0	3,259	3,655,434	0	3,655,434	4,670,823	5,838,577	
Customer Experience														
A. Khan	Z085	Hardware Replacement Programme	45,000	90,000	67,500	87,832	14,570	0	(34,902)		(34,902)	95,000	0	Allocated budget to be spent by 31/3/2024 to support the hardware replacement programme, and overspend will be used from the 3 year allocated funding
A. Khan	Z354	Infrastructure Development	30,000	50,000	37,500	13,419	246	32,647	(8,812)		(8,812)	50,000	0	Allocated budget is on target to be spent by the end of the financial year
A. Khan	Z812	Server Redesign	0	70,000	52,500	39,733	0	0	12,767		12,767	40,000	30,000	Carry forward requested to support the relocation and redesign of the IT Data Centre which will commence from May 2024 onwards, after the completion of the cloud implementation programme (Z813)
A. Khan	Z813	Cloud Implementation	0	60,000	45,000	57,716	0	2,100	(14,816)		(14,816)	60,000	0	Allocated budget to be spent by end of March
A. Khan	Z816	Northgate - Single Use System	0	15,200	11,400	2,692	2,500	0	6,209		6,209	5,192	10,008	Carry forward requested in line with the approved SLT extension to implement the project April/May 2024
	CUS	Customer Experience	75,000	285,200	213,900	201,392	17,316	34,747	(39,555)	0	(39,555)	250,192	40,008	
Head of Economic Development and Regeneration														
C. Grace	Z861	Town Deal - Living Loughborough	500,000	1,568,000	1,176,000	249,947	0	566,891	359,162		359,162	1,568,000	0	Steve Dibnah has confirmed that work package leads are still predicting that the Living Loughborough expenditure will be as listed. The turnout will be potentially less but at this point it is difficult to make an accurate assessment until product prices etc have come in and been confirmed. We suggest that Z861 is therefore forecast to be as is.
	EDR	Head of Economic Development and Regeneration	500,000	1,568,000	1,176,000	249,947	0	566,891	359,162	0	359,162	1,568,000	0	
Head of Finance														
L. Tansey	Z810	Unit4 Agresso Upgrade	0	32,800	24,600	0	0	0	24,600		24,600	0	24,600	Project likely to commence in 2024 in line with Unit4 move to cloud SaaS
	FPS	Head of Finance	0	32,800	24,600	0	0	0	24,600	0	24,600	0	24,600	
Head of Governance and Human Resources														
A. Ward	Z870	Audio Visual Equipment - Loughborough Town Hall	0	75,000	56,250	0	0	0	56,250		56,250	0	75,000	
	GHR	Head of Governance and Human Resources	0	75,000	56,250	0	0	0	56,250	0	56,250	0	75,000	
Director Housing and Wellbeing														
V. Graham	Z348	Community Facilities Grants	50,000	50,000	37,500	28,421	0	0	9,079		9,079			No comment received
V. Graham	Z427	Members Grants	13,000	13,000	9,750	4,050	0	0	5,700		5,700			No comment received
	HPR	Director Housing and Wellbeing	63,000	63,000	47,250	32,471	0	0	14,779	0	14,779	0	0	
Head of Strategic Housing														
K. Moore	Z210	DFG Disabled Facilities Grant	1,058,000	1,309,700	982,275	640,130	68,026	90,895	183,224		183,224	496,000	562,000	
K. Moore	Z346	Private Sector Housing Grants	0	87,000	65,250	0	0	0	65,250		65,250			No comment received
K. Moore	Z363	Fuel Poverty Scheme - DECC	0	7,000	5,250	0	0	0	5,250		5,250			No comment received
	HSG	Head of Strategic Housing	1,058,000	1,403,700	1,052,775	640,130	68,026	90,895	253,724	0	253,724	496,000	562,000	
Head of Neighbourhood Services														
M Bradford	Z846	Queniborough Parish Council - play equipment - King Georee V Playing Field	0	9,700	7,275	9,691	0	0	(2,416)		(2,416)	9,700	0	
	NBS	Head of Neighbourhood Services	0	9,700	7,275	9,691	0	0	(2,416)	0	(2,416)	9,700	0	
Head of Planning & Growth														
R. Bennett	Z787	Bedford Square Gateway	0	462,800	347,100	22,996	0	457,050	(132,946)		(132,946)	250,000	212,800	Request any underspend by c/forward - current predicted overspend for scheme is £700k
R. Bennett	Z835	Shepshed Public Realm	300,000	1,092,200	819,150	1,138,470	0	628,331	(947,651)		(947,651)	1,092,200	0	Assume will be spent at year end, request any underspend be c/forward
	PRN	Head of Planning & Growth	300,000	1,555,000	1,166,250	1,161,466	0	1,085,381	(1,080,597)	0	(1,080,597)	1,342,200	212,800	

Capital Monitoring Report - Dec 2023															
Project Officer	Costc	Costc(T)	Full Year		Year to date					For Budget/Capital Officer to Complete				Budget Officer Comment for Cabinet	
			Original Budget	Current Budget	Current Budget	Actual	Accruals	Outstanding PO's	Variance (Overspend)/Underspend	HRA (Only) QL Commitments YTD	HRA (Only) YTD Variance Adjusted for QL Commitments	Forecast Year end Spend	Request for Slippage to following year		
			£	£	£	£	£	£	£	£	£	£	£	£	
Head of Regulatory and Community Safety															
G. Harvey	Z388	CCTV	45,000	181,600	136,200	0	0	0	136,200		136,200	60,000	121,600	Scheme is in process of being procured, there is also £60k Town Deal money to be spent by March to upgrade some cameras. Request any underspend to be carried over into 2024/25. Carry forward for planned improvements including stairs and lifts	
G. Harvey	Z744	Beehive Lane Car Park Improvements and refurbishment scheme	0	65,100	48,825	25,912	0	0	22,913		22,913	25,912	39,188		
G. Harvey	Z786	Car Parks Resurfacing and Improvements	0	32,800	24,600	0	0	0	24,600		24,600	0	32,800	Outstanding car park resurfacing at Southfields offices. Carry forward for works to be completed depending on office accommodation	
G. Harvey	Z863	DNO Connections and Electric Vehicle Charge Points for Car Parks	150,000	150,000	112,500	0	0	0	112,500		112,500		150,000	Planned improvements to Beehive and Southfields to be carried forward. Also. reviewing Flex D project requirements	
	RSS	Head of Regulatory and Community Safety	195,000	429,500	322,125	25,912	0	0	296,213	0	296,213	85,912	343,588		
	GF	General Fund	2,991,000	25,151,400	18,863,550	7,064,471	108,955	2,435,075	9,251,946	0	9,251,946	9,257,269	15,008,325		
Director Housing and Wellbeing															
D. Bartlett	Z301	Minor Adaptations	50,000	50,000	37,500	7,990	0	0	29,510		29,510	8,000		Demand led	
A. Moriarty	Z302	Stairlifts	60,000	60,000	45,000	75,060	0	0	(30,060)		(30,060)	75,060			
N. Goutam	Z375	Garages	370,000	50,000	37,500	0	0	0	37,500		37,500	0			
N. Goutam	Z378	Door Entry Systems	27,000	200,000	150,000	(29,622)	0	0	179,622		179,622	357,392			
A. Moriarty	Z434	Asbestos Removal	100,000	200,000	150,000	290,408	0	0	(140,408)		(140,408)	300,000		Will be spent.	
A. Moriarty	Z742	Communal Area Electric	68,000	68,000	51,000	45,995	7,750	12,502	(15,246)		(15,246)	66,246			
D. Bartlett	Z743	Sheltered Housing Improvements inc heating & equipment	100,000	239,800	179,850	56,868	26,948	5,460	90,575		90,575	162,000			
N. Goutam	Z761	Major Adaptations	450,000	611,200	458,400	360,303	0	0	98,097	595,965	(497,867)	719,605		Program delivery progressing well. Backlog being cleared.	
D. Bartlett	Z762	Major Void Works	280,000	656,000	492,000	(21,540)	0	15,000	498,540	132,148	366,392	150,000		Jeakins Weir has commenced major void works	
N. Goutam	Z763	Kitchens	837,000	1,396,000	1,047,000	172,876	0	0	874,124	146,068	728,056	283,000		Jeakins Weir has commenced works.	
N. Goutam	Z764	Bathrooms	957,700	1,743,800	1,307,850	98,246	0	0	1,209,604	68,203	1,141,401	258,000		Jeakins Weir has commenced works.	
A. Moriarty	Z765	Electrical Upgrades	505,300	150,000	112,500	50,515	0	0	61,985		61,985	125,000		Demand led	
N. Goutam	Z766	Windows	44,800	426,000	319,500	1,910	0	0	317,590	62,016	255,574	400,000		Bell Group commenced work.	
A. Moriarty	Z767	Central Heating and Boiler Installation	504,000	543,000	407,250	382,092	0	0	25,158		25,158	680,792		Will be spent.	
N. Goutam	Z768	Door Replacement	700,000	700,000	525,000	203,317	0	0	321,683	314,111	7,572	240,000		Surveys completed and programm delivery started	
N. Goutam	Z769	Re-roofing	250,000	650,000	487,500	278,744	0	0	208,756	987,332	(778,576)	725,000		[NG] Em. 16.01.24 For the roofing we should have another 15 completed so overall spend £725k	
N. Goutam	Z770	Major Structural Works	250,000	400,000	300,000	552,981	656	2,105	(255,742)	239,721	(495,463)	650,000		Significant work completed on damp and mould remediation. Jeakings Weir has commenced other major structural works.	
N. Goutam	Z771	Communal Area Improvements	75,200	350,000	262,500	95,208	0	0	167,292	46,920	120,371	459,682		Will be spent	
A. Moriarty	Z772	Carbon Monoxide Alarms	149,800	50,000	37,500	7,281	0	0	30,219		30,219	8,000			
N. Goutam	Z773	Fire Safety Works	100,000	100,000	75,000	868	0	0	74,132	99,425	(25,293)	100,000			
N. Goutam	Z775	Mobility Scooter Storage	15,000	30,000	22,500	25	0	0	22,475		22,475	0		Work in sheltered scheme on hold pending review.	
N. Goutam	Z776	Estate and External Works	200,000	300,000	225,000	287,022	0	0	(62,022)	67,135	(129,158)	380,000			
D. Bartlett	Z857	Housing Capital Technical Costs	312,000	438,100	328,575	0	0	0	328,575		328,575	438,100			
D. Bartlett	Z867	Delivery of Stock Condition Survey and Associated Costs	0	60,200	45,150	25,951	0	0	19,199		19,199	60,200			
A. Staton	Z869	Digital Filing - HRA Software	0	33,200	24,900	26,775	0	0	(1,875)		(1,875)	33,200			
P. Oliver	Z871	Redevelopment Sheltered Accommodation - St Michael's Court. Thurmaston	0	400,000	300,000	155,773	1,950	16,382	125,895		125,895	175,000		Delays in Planning process.	
	HPR	Director Housing and Wellbeing	6,405,800	9,905,300	7,428,975	3,125,047	37,303	51,450	4,215,175	2,759,043	1,456,132	6,854,277	0		
Head of Strategic Housing															
K. Moore	Z760	Acquisition of Affordable Housing to meet housing need	1,123,800	3,862,500	2,896,875	198,803	0	1,275	2,696,797		2,696,797			No comment received	
K. Moore	Z851	Acquisition of dwellings Z851	0	1,200	900	0	0	0	900		900			No comment received	
	HSG	Head of Strategic Housing	1,123,800	3,863,700	2,897,775	198,803	0	1,275	2,697,697	0	2,697,697	0	0		
	HA	Housing Revenue Account	7,529,600	13,769,000	10,326,750	3,323,850	37,303	52,725	6,912,872	2,759,043	4,153,829	6,854,277	0		
	Grand Total		10,520,600	38,920,400	29,190,300	10,388,321	146,258	2,487,800	16,164,818	2,759,043	13,405,775	16,111,546	15,008,325		
Note:							6,172,921		0		0				
Accruals = Registered invoices on the system awaiting approval + PO's that have been goods receipted but not invoiced															
Outstanding PO's = Requisitions that have been approved and turned into PO's but not goods receipted															

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 5 MARCH 2024

Report of the Head of Regulatory Services and Community Safety Lead Member: Executive member for Communities and Neighbourhoods

Part A

CAR PARKING STRATEGY

Purpose of Report

To provide an update on the Car Park Strategy to Finance and Performance Scrutiny Committee.

Recommendation

That the Finance and Performance Scrutiny Committee notes the contents of the report detailing phase 1 outcomes of the Parking Strategy Project.

Reason

To ensure timely scrutiny of the Car Park strategy project.

Policy Justification and Previous Decisions

Previous Finance & Performance Scrutiny have been advised that a parking strategy project group would be implemented. The project being split in to two phases:

Phase 1:

- To scrutinise the parking operation
- Review the parking data and report back to the Council with observations
- Put forward potential recommendations for consideration based on the observations made and other opportunities available in the market

Phase 2:

- Present the preferred options for presentation to the Car Parking Project Board, Communities Board and SLT
- Create a high-level strategy document for off-street parking for Charnwood Borough Council
- Implement any recommendations as agreed by the appropriate Boards

Implementation Timetable including Future Decisions

A key recommendation for price increases will be implemented in the Summer of 2024 pending further decisions on the detailed fee options. Street Management have been asked by Cabinet members to consider and report back on these options.

Other recommendations from the consultants report will be implemented in a timely manner as reviewed by the car park project board and presented to the appropriate officers and members.

Report Implications

Financial Implications

There are no financial implications as a direct result of the update report. However, should the recommendations for price increases be implemented then there would be a potential additional income of approximately £180,000 (pending detailed decisions on the fee structure).

Is a virement (budget transfer) required to fund this decision? *No*

Climate Change and Carbon Impact

Electric Vehicle charge points have been considered as part of the report albeit as a “light” touch. A direction of travel should be considered within the parking strategy.

Consultations

There are no consultations as this is an update only at this stage. Consultation will be required once the parking strategy is published. Fee changes will require a consultation process as part of the implementation process.

Links to the Corporate Strategy

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

Key Decision: N

Background Papers: None

Officer(s) to contact: Gareth Harvey
(Head of Regulatory and Community Safety)
Karl Harrison
(Car Parks and Civil Parking Enforcement manager)

Part B

Background

Charnwood Borough Council awarded a contract to Apex parking Ltd to review the car park operations for the Council. The first phase of the work being to scrutinise parking data and information and report back to the Council with observations and potential options for future operations. This initial phase of work has now been completed.

Phase 2 of the project is to consider some of the opportunities and recommendations put forward by Apex Ltd and agree which to progress.

A final outcome is to create a direction of travel for the car parks service in the form of a parking strategy document.

Report Headlines and findings

A “commercial” review of the car park portfolio was undertaken but there was also acknowledgement of the wider roles of the local authority in delivering community and local economic benefits through the car park assets, especially in the districts i.e. “A Thriving Economy”.

2019/2020 was used as the pre-covid base year for the financial review. From March 2020, there were obvious significant impacts on the car park operation during covid lockdowns and then the subsequent changes in ways of working and shopping habits.

The car parks have made some recovery in the income received – it is currently about 85% of pre-pandemic levels but it is not expected to reach those income levels again without some intervention. This drop in income has been reported in the MTFS (Medium Term Financial Strategy).

Apex Ltd have highlighted the loss in income but also reported on the increase in costs. In particular, the increases related to staffing and other on-costs.

Loughborough car parks

Loughborough car parks operations were reviewed individually for strengths, weaknesses opportunities and threats. The main opportunity being a review of the parking fees and charges. The parking tariffs have remained largely un-changed since 2012. (The 20p tariff for ½ hour parking has been in place for over 20 years.)

The report highlights a fall in the net revenues for each individual site. Beehive Lane and Granby Street account for 85% of the overall revenue from car parks, so they have the biggest impact.

The pricing tariff structure for Loughborough car parks was considered to be overly complicated with income shortfalls during key opening hours e.g. evenings, Sundays and Bank holidays. They specifically highlighted the free parking period between midnight and 6am as shortfall in income.

It was stated that the low charges were suppressing the market at other non-council car park.

A simplified fee structure has been recommended by the consultant, Apex Ltd. The estimate of increased revenue from this new fee structure is approximately £180k. The proposed fee structure has been presented to cabinet members for consultation, before being finalised.

Apex have also highlighted opportunities with promotions and marketing. The customer experience could be improved with technology, but this would come with capital costs.

The Car Park Project Board recommended that the fees are increased on a more regular basis to avoid large changes when left for several years. However, a yearly increase may not be a feasible time scale if the minimum 10p increase is more than inflationary percentage, if so a minimum of every 2 years should be implemented.

District car parks

The Apex report has highlighted the benefits of the district car parks aligning to the Council's corporate strategy of "A Thriving Economy" and supporting economic growth in Charnwood.

All the district car parks are in good condition having had capital investment. This has helped minimise maintenance costs. However, none of the car parks generate an income to cover their costs which include rates, maintenance, and capital investment. There are 2 car parks, not owned by Charnwood, that also apply rent charges.

There are no financial contributions from parishes or elsewhere toward these beneficial amenities.

Apex Ltd have put forward the potential opportunity to generate an income from the larger car parks through parking charges should the Council be minded to.

Business Rates

Apex have questioned the business rates applied to some of the assets and whether they should be reviewed. This review has already been completed by the Street Management Team. Business rates have been attributed to their appropriate budget codes, so there is no risk of underpayment. Also, property services achieved some savings from the car parks' business rates after successfully submitting review documents.

Permits and Customer Journey

Apex highlighted the changes in customer behaviour especially around working from home or the office - many office workers no longer work in the office 5 days a week. Therefore, there is little incentive to purchase a season permit as it is unlikely to provide any financial benefits to the user.

Apex promoted more flexible parking tariff options and promotions to incentivise parking in a more ad hoc manner.

Technology review – parking equipment, software, upgrades, hardware

Most of the parking equipment is over 10 years old and parking innovations and technologies have moved on in that period. There are options to make improvements when the machines are up for replacement. This will be considered as part of the capital program and included in the overall parking strategy.

Phase 2 - Development of the Parking Strategy

The appointed contractor has completed phase 1 of the project as detailed in the scope of the RfQ and further discussed at project meetings. There was a small budget left over for the appointed contractor to complete a Strategy document. However, the project board agreed that this could be completed using the in-house knowledge based on the preferred option from this report. There would be no real benefits in appointing Apex Ltd to complete an over-arching strategy for parking.

Engagement and Consultation

The aim of the strategy is to have a high-level consensus and support on the purpose and operation of the car parks in support of the Council's corporate objectives. It is recognised that support will be needed by elected members in any recommendations, fee changes and for the final strategy.

Engagement with Cabinet members will take place to ensure the strategy aligns with the manifesto. It will also be shared at Cabinet Member Briefing and all member briefing. Once the Strategy is drafted it will be placed on our public consultation page for a minimum of 4-6 weeks to ensure stakeholders have an opportunity to comment and feedback. Following this period of consultation, a final report will be drafted for Cabinet to adopt the new strategy.

Consideration should be given to other strategies such as Carbon Reduction schemes and commitments e.g. Electric vehicle infrastructure and projects already underway like the solar hubs.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE - TUESDAY, 5 MARCH 2024

Report of the Director Finance, Governance and Contracts

Part A

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 improved 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

There are no specific risks associated with this decision.

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)

Key Decision: N

Background Papers: None

Appendices: Finance & Performance Scrutiny Work Programme

Officer to contact: Nicky Conway
Democratic Services Officer (NC)
Nicky.conway@charnwood.gov.uk

Part B

Changes since the last meeting.

It was agreed at the last meeting of the Committee that:

1. the existing item programmed for 5th March 2024 meeting - Car Parking Strategy Update - to be a written report (rather than a verbal report) and that it include any car parking data available (see F&PSC Minute 19 2023/24).
2. an additional item for 5th March 2024 meeting - Homelessness and Reducing Rough Sleeping Strategy - identified as amber RAG status in Performance Monitoring Quarter 2 report, be a written report to consider in more depth where the Council was in terms of performance, to include consideration of impact of Leicestershire County Council withdrawing funding of Falcon Support Services.

Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
5th March 2024	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
5th March 2024	Homelessness and Reducing Rough Sleeping Strategy	Written report to consider in more depth where the Council was in terms of performance, to include consideration of impact of Leicestershire County Council withdrawing funding of Falcon Support Services.	Identified as amber RAG status in Performance Monitoring Quarter 2 report considered 28th November 2023 meeting.	Lead Member/P. Oliver/K. Moore	Requested at 28th November 2023 meeting.
5th Mar 2024 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 3 Report considered at the same time annually.
5th Mar 2024 (Period 9 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
5th Mar 2024 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Monitoring Report at each quarterly meeting.
5th Mar 2024	Car Parking Strategy Update (Written)	Update on progress of car parking strategy review, to include any car parking data available (see F&PSC Minute 19 2023/24).	Monitoring progress of developing strategy.	Lead Member / K Summers / Head of Service	Requested at its meeting on 12th Sep 2023
2nd July 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.

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2nd July 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.
2nd July 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.
2nd July 2024 (annual item)	Annual Performance report	Annual collation of performance information for publication on the Council's 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
17th 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.
17th 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.
17th 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.
17th 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)
26th Nov 2024 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on an annual	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / relevant Head of	Legal requirement to be reviewed annually. Agreed with C/VC 19

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		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.		Service / T McCabe	Jul 2021 to occur mid-year in November.
26th Nov 2024 (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.
26th Nov 2024 (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.
26th Nov 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.
26th Nov 2024 (annual item)	S106 Agreement Monitoring Report	To advise relevant committees of the status and utilisation of Section 106 agreements	To meet internal audit requirements	Lead Member / R Bennett	Requested by Head of Service to be added to work programme
Mar 2025 (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.
Mar 2025 (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.
Mar 2025 (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.