



23 November 2020

Tel: (01285) 623210 or 623236
e-mail - democratic@cotswold.gov.uk

OVERVIEW AND SCRUTINY COMMITTEE

A meeting of the Overview and Scrutiny Committee will be held remotely, via Cisco Webex on **Tuesday 1 December 2020 at 4.00pm.**

Christine Gore
Interim Chief Executive

To: Members of the Overview and Scrutiny Committee
(Councillors Stephen Andrews, Claire Bloomer, Gina Blomefield, Patrick Coleman, Roly Hughes, Andrew Maclean, Dilys Neill, Richard Norris, Gary Selwyn, Ray Theodoulou)

Due to the current social distancing requirements and guidance relating to Coronavirus Regulations 2020 – Part 3 – Modification of meetings and public access requirements this meeting will be conducted remotely using Cisco Webex.

Members of the public will be able to follow the proceedings through a broadcast on <https://www.facebook.com/CotswoldDC/> (You do not need a Facebook account for this).

Recording of Proceedings - The law allows the public proceedings of Council, Cabinet, and Committee Meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Committee Administrator know prior to the date of the meeting.

AGENDA

1. **Apologies**
2. **Substitute Members**
To note details of any substitution arrangements in place for the Meeting.
3. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
4. **Minutes**
To confirm the minutes of the meeting of the Committee held on 1 September 2020.
5. **Chair's Announcements** (if any)
6. **Public Questions**
To deal with questions from the public within the open forum question and answer session of fifteen minutes in total. Questions from each member of the public should be no longer than two minutes each and relate issues under the Committee's remit.
7. **Member Questions**
To deal with written questions by Members, relating to issues under the Committee's remit, with the maximum length of oral supplementary questions at Committee being no longer than one minute. Responses to any supplementary questions will be dealt with in writing if they cannot be dealt with at the meeting..
8. **Called-In Decisions**
To consider any matter(s) referred to the Committee in relation to the calling-in of decisions.
9. **Update to Medium Term Financial Strategy and Budget 2021/22 - Consultation**
10. **Financial, Council Priority and Service Performance Report - 2020-21 Quarter Two**
11. **Publica Update**
12. **Terms of Reference - Crime and Disorder Committee**
13. **Interim Report of the Tetbury and Fairford Leisure Provision Task and Finish Group**
14. **Quarterly Digest (including County Matters)**

(END)

COTSWOLD DISTRICT COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE
1 SEPTEMBER 2020

Present:

Councillor Stephen Andrews - Chair

Councillors -

Claire Bloomer
Gina Blomefield
Patrick Coleman
Roly Hughes (left at 5.00pm)

Andrew Maclean
Dilys Neill
Richard Norris
Gary Selwyn – Vice Chair

Officers -

Interim Chief Executive
Forward Planning Manager

Joint Performance & Policy Analyst
Democratic Services

Apologies:

There were no apologies.

OS.14 SUBSTITUTION ARRANGEMENTS

There were no substitutions.

OS.15 DECLARATIONS OF INTEREST

(1) Member Declarations

There were no declarations of interest from Members.

(2) Officer Declarations

There were no declarations of interest from Officers.

OS.16 MINUTES – 28 JULY 2020

The minutes were discussed and the following amendments were requested:

Minute No. OS.8 to be amended as follows:

Third line of first paragraph to read: Cotswold was eleventh on a list of twenty areas *throughout the country*

The word gigaclear in the second paragraph, fifth line, should have a capital 'g' to read Gigaclear.

Minute No. OS.10, the word 'note' on the first line of the resolution be removed.

Minute No. OS.11 was clarified in relation to the green bin licenses. The financial/performance report was presented to Committee at the end of quarter 4, the licenses had reduced in the year 2019/20.

Minute No. OS.13, the word 'time' from the second line of the second paragraph to read be removed.

RESOLVED that, subject to the above amendments, to the Minutes of the meeting held on 28 July 2020 they be approved as a correct record;

Record of Voting - for 9, against 0, abstention 1, absent 0.

OS.17 CHAIR'S ANNOUNCEMENTS

There were no announcements.

OS.18 PUBLIC QUESTIONS

A question was received from Mr. David Fowles, as detailed below, there was no supplementary question.

Having watched the recent Council meeting on 29th July which was subsequently reported on both Gloucestershire Live and in the Wilts and Glos paper this week, I am left with a series of questions about this whole transaction which give me great cause for concern over the processes undertaken and the decisions taken by CDC and which as a member of the public, I would like investigated by the O and S committee.

Fundamentally I wish to challenge the decision which was taken and to explore the possibility of the decision being reversed. Failing that to learn from the mistakes that have been made and to make sure they don't happen again in the future.

A number of assumptions were made without any proper due diligence and Councillors then had to make their decisions based on incorrect information.

I can confirm that all the figures and statements quoted are in the public domain.

1. Conservative opposition Councillor Ray Theodoulou is reported as saying that SLM is a huge commercial organisation with turnover of £270 million, profits of £10m and recently paid its directors with pension enhancements £665,000. If this is the case why has Cotswold District Council made a grant of £222,140.00 available to re-open its leisure centres to this organisation.

2. The structure of SLM and Everyone Active seems far from transparent with one subsidiary collecting membership income on a 'not for profit' basis and another subsidiary paying to run the centres on a 'not for profit basis' with the parent company making huge profits in the centre. Please could you clarify the structure and find out who pays what to whom?

3. Given these huge profits, why as has been reported in the media did the Lib Dem administration based it would seem on the advice of the Deputy Leader opt to gift £222,140.00 to SLM and not give it to them as a loan.

4. What due diligence if any was done on the figures submitted to full Council? Who did this due diligence?

5. On what basis and with what evidence did Councillor Mike Every, the Deputy Leader make the assessment that without the grant of nearly quarter of a million pounds, the Leisure centres may never have reopened? Related to this on what basis did Councillor Mike Every assume that the main public interest was to reopen the centres and that this took precedence over giving away quarter of a million pounds of tax payers money.

6. Is it true that the decision to award this grant was actually taken by the Cabinet and sent to full Council to be rubber stamped despite the clear protocol that any decision to spend over £50,000.00 has to go to full Council for approval? Is it true that the Council through the Cabinet gave a legally binding commitment to SLM before the Council meeting?

7. Could the contract between SLM and the Council be made available to O and S for them to scrutinise?

8. Who specifically made the decision to waive £61,000.00 of monthly management fees before the matter was referred to Full Council for determination which again is a financial sum in excess of £50,000.00 limit placed on Cabinet

9. As I understand it, Councillor Jenny Forde is not only the 'PFH for Leisure and Well being' but was also the previous Chairman of O and S when the contract between SLM and CDC was reviewed. Consequently she would have a detailed knowledge of the contract and CDC's obligations. Please review her role and confirm which decisions were taken by her and when?

10. I note that David Bibby, the MD of Everyone Active is quoted in the media as saying that the agreement between CDC and Everyone Active 'complies with the terms in the partnership agreement.' He also said that the agreement is in line with other Local authority agreements. If this is the case / please provide the evidence to prove both these statements?

11. Finally given the decision by government to allow leisure centres to reopen from 25th July with many centres opening then, what caused CDC's plans to reopen its centres to be delayed?

Although there are lots of individual questions, they all fall broadly under the main question which is why did CDC waive the management charge of £61,000.00 and then award a grant of £222,000?

Response from Councillor Stephen Andrews

'Thank you for your question which clearly covers a lot of detail. In seeking to provide as full an answer as possible, I have sought the advice of the Council's Legal Officer.

In the first instance I have to point out that the role of the Committee is not to act as an "Appeal Committee" over policy decisions made by the Full Council. The interest of the Committee lies in ensuring that lessons can be learnt and applied when it comes to the application of legal frameworks through best practice in administration. This includes looking at processes in terms of due diligence etc. but in more general terms that does not use a particular decision, such as this, as an example.

This means that this Committee is not able to consider your substantive first point *"to challenge the decision which was taken and to explore the possibility of the decision being reversed."*

However, in the detail that you raise there may be points relating to the process that was followed in informing that decision that this Committee are able to consider as part of its more general activity. This will be considered at the next informal meeting of the Committee that it periodically holds to review its Work Plan. Should the Committee agree that there are aspects that it might reasonably consider, given its remit to improve the information provided to those making a decision, those aspects will be included in more general terms within its Work Plan.'

OS.19 MEMBER QUESTIONS

No questions had been received from Members.

OS.20 CALLED-IN DECISIONS

No executive decisions had been the subject of Call-In since the Committee's previous Meeting.

OS.21 COTSWOLD DISTRICT LOCAL PLAN

The Forward Planning Manager introduced this report and explained that the Local Development Scheme will be updated and presented to Cabinet In October 2020 with the Statement of Community Involvement being presented to Cabinet in November 2020. Key documents set out the strategic planning issues, the Planning White Paper which was currently available for consultation would have ramifications and a full response would be provided for Council.

Committee thanked the Officer for the work being carried out on this and looked forward to receiving the report at Full Council. Some of the issues highlighted by Committee during discussion were:

- (a) housing figures for the district and how these would work out with the Cirencester masterplan;
- (b) the Local Plan being the starting point for housing allocation, taking into consideration the NPPF;
- (c) delivering affordable housing;
- (d) landowners sitting on land which had planning permission; local infrastructure and employment land; more trends for homework;
- (e) dualing of the A417 which may create more commuting;
- (f) the impact of the White Paper on Planning, the Officer explained that there may be a move to a zonal system, which would change the plan and Council would need to reflect on how it would deliver the local plan, in light of the White Paper – as a partial review or a new local plan.

OS.22 FINANCIAL, COUNCIL PRIORITY AND SERVICE PERFORMANCE REPORT – 2020/21 QUARTER ONE

The Interim Chief Executive explained that the report was presented to Committee in a different format from previous reports, it tried to reflect the commissioning relationship between the Council and Publica. Officers were considering different options for reporting key performance data. Thanks were recorded for the Officers, particularly the Joint Performance & Policy Analyst Officer who had worked on the new format.

Members considered that the new format was helpful and made comparing issues within the report easier to read. During discussion, comments on the report included:

- (a) a report to Committee was requested on the number of complaints which had been upheld by the Local Government Ombudsman;
- (b) business jargon should be explained;
- (c) the new appraisal process ensured that officers were receiving appraisals, including statutory officers;
- (d) a query relating to Retained Services, Corporate Income and Expenditure total, on page 72 of the document pack, was considered should read £59,000 and not £99,000.
- (e) The Chief Finance Officer was in contact with the MCHLG in relation to further government grants, as Members noted an overspend of £410,000 relating to Revenues and Housing support.
- (f) Committee requested to be advised on the loss of income from car parks during this reporting period.

OS.23 PUBLICA UPDATE AND PROGRESS UPDATE ON COMMISSIONING

The Interim Chief Executive introduced this report, explaining that the information contained in the report was in response to the Covid-19 emergency, with aspects of commissioning, overall management feedback and delivering services.

Members highlighted the following:

- (a) The appropriate software was not available, at the time, for delivering the business grants;
- (b) communication in relation to the Waste service could have been better;
- (c) telephone calls to people on the assisted bin collection list were considered to be, in some instances, a waste of time, although some Members felt that contacting their residents was useful and enjoyable. The inaccurate data needed to be updated;
- (d) rationalising the virtual meetings platforms, as people were using different platforms, such as Microsoft Teams, Google Hangouts, Webex, all formal Council meetings were being held through Webex;
- (e) thanks was given to all staff involved in the response to the emergency and the benefit of having an organisation such as Publica was positive, as more staff were able to respond throughout the partner councils and the organisation was now able to respond effectively to future emergencies;
- (f) residents did not receive suitable food parcels, although the Council did not supply or distribute these, there were lessons to be learnt from this;
- (g) town centre reopening was still ongoing and would be reported to Committee in quarter two;
- (h) information relating to grants was available to the wider community, there was concern that some groups did not know about grants available;

- (i) the Local Resilience Forum was top of the risk register in relation to the pandemic, lessons should be learnt on how to help communities in future emergencies.

The Interim Chief Executive explained that work was being carried out on commissioning and procurement between Publica and the shareholders. More details would be reported in future. The Corporate Plan was due to be reported to Council in September with aims and objectives for delivering services to the public.

OS.24 APPROVAL OF TOR FOR ROLE AS CRIME AND DISORDER COMMITTEE

The Chair gave an update, explaining that one of the roles of this Committee was to act as the Crime and Disorder Committee ensuring that the statutory guidance issued in 2009 was adhered to. The Committee could ask the Community Safety Partnership to report on services delivered to the communities, through the partnership. Councillor Brassington was the Council's representative on the Police and Crime Panel; Officers were reviewing whether he could sit on the Committee as a co-opted Member, although the Chair had been advised by the Council's Legal Officer that there was a need to keep a political balance on the Committee. More information would be reported to Committee in due course.

OS.25 QUARTERLY DIGEST (including County Matters)

Committee received the digest which included minutes of meetings from the Gloucestershire County Council, Economic Growth Scrutiny Committee, Health Overview and Scrutiny Committee and Police and Crime Panel. No comments were made by Members in relation to these minutes.

Members wanted to express appreciation at the amount of additional work that staff had carried out to provide services across the district during the Covid-19 emergency and the contributions made in the year before the pandemic.

OS.26 WORK PLAN 2020/21

Economic Development – could include information on helping younger people back into work;

Contract terms in relation to Leisure Centres.

The Meeting commenced at 4.00pm and closed at 6.35pm.

Chair

(END)



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 1 DECEMBER 2020
Report Number	AGENDA ITEM 9
Subject	UPDATE TO MEDIUM TERM FINANCIAL STRATEGY AND BUDGET 2021/22 - CONSULTATION
Wards affected	ALL
Accountable member	Cllr Mike Every, Deputy Leader and Cabinet Member for Finance Email: Mike.Every@cotswold.gov.uk
Accountable officer	Jenny Poole, Chief Finance Officer Email: jenny.poole@cotswold.gov.uk
Summary/Purpose	The purpose of this report is to consider an update to the Council's Medium Term Financial Strategy and the draft budget for 2021/22. The Committee is asked to provide feedback to the Cabinet and Council for consideration.
Annexes	Annex A – Draft Medium Term Financial Strategy
Recommendation/s	<i>The Overview and Scrutiny Committee are asked to consider the draft Medium Term Financial Strategy and the draft budget for 2021/22 and to provide feedback to the Cabinet and Council for consideration.</i>
Corporate priorities	The draft budget for 2021/22 reflects the financial implications of the Council Aim and Priorities approved in September 2019 and the Corporate Plan approved in September 2020.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	The following have been consulted on this report and the detail contained within: Major contractors: Publica Business Managers, Ubico, SLM and Cabinet Members, Monitoring Officer and Interim Chief Executive. The Overview and Scrutiny Committee is a consultee on the draft Medium Term Financial Strategy and budget proposals for 2021/22.

BACKGROUND

- 1.1. The Council set its budget for 2020/21 on 26th February 2020, just before the Covid-19 lockdown. Demand fell for the Council's income generating services from early in March 2020, and this was further exacerbated following the announcement of lockdown on 23rd March 2020. The Council's service related income has continued to be impacted throughout the April to September period.
- 1.2. In addition to reduced service income, the Council has also faced pressure on its expenditure budgets. In particular, providing emergency accommodation for individuals and families facing homelessness; collecting additional waste and recyclable materials presented by households and ensuring that the Council's leisure contractor was able to fulfil its contractual obligations to ensure that the Council's leisure centres and museums were being adequately maintained and managed while they were closed to the public.
- 1.3. The Council has been regularly reporting the impact of Covid-19 on its finances to the Government. In response the Government has provided four tranches of grant funding in recognition of expenditure pressures. The Government has also made a promise of additional funding to compensate for income losses. The Council has submitted the first claim for this support and is expecting the first payment shortly.
- 1.4. The financial impact of Covid-19 has been felt across the Council's services and therefore across many of the 2020/21 service budgets. In September 2020, Council approved a revised budget for 2020/21 which revised income budgets to reflect forecast service income for 2020/21, revised expenditure budgets to reflect additional cost pressure in 2020/21, incorporated the initial three tranches of funding received from Government for Covid-19 and the promised support for income losses, and set out revised funding for the 2020/21 budget.
- 1.5. This report proposes the draft budget for 2021/22, for consultation over the autumn, and a revised Medium Term Financial Strategy which incorporates the following changes announced by the Government:
 1. A deferral of the implementation of the outcome of the Fairer Funding Review and implementation of the 75% Business Rate Retention Scheme from April 2021 to April 2022; and
 2. Reflects the ability to spread lost income from council tax and retained business rates in 2020/21 over the next three financial years.
- 1.6. The proposed budget for 2021/22 has been prepared following engagement with the Council's key service delivery partners: Publica Group Ltd, Ubico Ltd and SLM. This included a review of the Council's capital programme and earmarked reserves.

2. MAIN POINTS

Revised Budget 2020/21

Changes from Council decisions and external factors which impact upon 2021/22 budget

- 2.1. The original budget for 2020/21 included provision for pay award inflation of 2.5%. The final agreement was a pay award of 2.75%, which was approved by the unions after a

ballot. This increased pay award of 0.25% increased cost pressure by £25,000. This impact has been reflected in the revised budget for 2020/21 and will also impact each subsequent financial year.

- 2.2.** The original budget for 2020/21 assumed an income reduction of £45,000 as a result of proposed changes to the Gloucestershire County Council Food Waste Collection and Delivery Agreement, now known as the “Residual Waste Incentive Agreement”. The revised scheme has now been determined by the County Council and consists of an element of fixed financial contribution and a flexible element which is performance related. The 2020/21 revised budget reflects this new arrangement and a further reduction of £20,000 has been included in the base budget. This impact will also affect each subsequent financial year.
- 2.3.** The impact of the decision taken by Gloucestershire County Council to change the location of delivery of green waste collected by this Council to Purton in Wiltshire, as opposed to the Love Lane Depot in Cirencester, is expected to increase the Ubico contract cost by £68,000. This impact has been reflected in the revised budget for 2020/21 and will also impact each subsequent financial year.
- 2.4.** The Council’s decision to defer submitting the planning application for the decked car park on the Waterloo car park site means that additional car parking being made available in Cirencester is now available for additional car parking capacity rather than for use as decant car parking. It is estimated that the additional capacity could generate additional income of £18,000 in 2020/21. This assumes that the Whiteway car park is half full from November 2020 to March 2021.
- 2.5.** During 2019/20, the Council acquired new vehicles for use in its revised waste and recycling services. The vehicles cost £3.245 million and were expected to be financed through external borrowing resulting in revenue costs for the future repayment of the debt and interest payments. The Council received higher than anticipated capital receipts during 2019/20 as a result of right to buy capital receipts which are passed through to the Council from Bromford Housing Association. The Council was therefore able to finance the vehicle purchased through use of capital receipts rather than borrowing. The budgets for minimum revenue provision, £750,000, and interest, £99,000, are therefore not required and have been removed in the revised 2020/21 budget.
- 2.6.** The majority of new claims for financial support with rent payments are now processed under the Government's Universal Credit arrangements. Historically, under the previous rent allowance benefit, where the Council has identified overpayments of rent allowance, the Council has recovered the overpayments. The budget for overpayment recovery has been realigned to reflect the rent allowance caseload and associated lower incidence of overpayments for recovery. The 2020/21 revised budget has been reduced by £118,000.
- 2.7.** The Council has responded to increasing demand for support for individuals and families facing homelessness by securing additional accommodation which will cost £50,000 each year. This has been reflected in the revised budget for 2020/21 and will also impact each subsequent financial year.

- 2.8.** Changes to the 2020/21 original budget, which will also impact upon budget for 2021/22 are set out below:

Service/Cost Driver	Income Change £000	Expenditure Change £000	Total £000
Pay Inflation		25	25
GCC Waste Incentive scheme	20		20
GCC decision on location of green waste		68	68
Cirencester car parking capacity	(18)		(18)
Minimum Revenue Provision		(750)	(849)
Interest		(99)	
Housing Benefit Overpayments	118		118
Non-Covid 19 Impact upon Base Budget	120	(756)	(636)
Homelessness additional ongoing costs		50	50
Total Base Budget changes	120	(706)	(586)

Revenue Budget proposals 2021/22

- 2.9.** The draft budget for 2021/22 has been updated to reflect the following Government announcements.
- 2.10.** The planned implementation of the Fairer Funding Review and the 75% Business Rate Retention Scheme is deferred to 2022/23 in line with the Government announcement. Retained income from business rates is maintained at the level for the 2020/21 budget plus an inflationary increase.
- 2.11.** It is assumed that the Government will continue to provide a form of Rural Services Delivery Grant. An assumed income of £500,000 is included for 2021/22. This assumption will be updated later in the budget process subject to announcements from the Government.
- 2.12.** Any collection fund deficit arising in 2020/21 can be spread across three financial years rather than be funded in full in 2021/22. It is difficult to forecast the impact of Covid 19 on the local economy and the impact this will have upon collection of business rates and council tax during 2020/21. At the time of preparing this report, it is assumed that there will be a reduction in business rates income as a result of the economic conditions of 10% and a reduction in council income by 1%. The collection fund deficit is forecast at £713,000 for business rates and £140,000 for council tax, recoverable over three financial years. The impact each year is £238,000 for the business rates deficit and £47,000 for the council tax deficit.
- 2.13.** Council taxbase growth in 2021/22 has been reduced from 1.2% to 0.5% in recognition of the slow-down in house building. At the time of preparing this report the council

taxbase is being calculated and is therefore subject to change. The impact of the reduction in council taxbase is £40,000.

- 2.14.** The Council's MTFS assumed that in-year growth in the taxbase in 2020/21 would generate a one-off Collection Fund surplus of £100,000 which would be available to the Council in 2021/22. In light of the economic circumstances, it is prudent to remove this distribution from the Collection Fund in 2021/22.

Unavoidable Budget Pressures

- 2.15.** Ubico has forecast that the contract sum for 2021/22 requires growth of £460,000 including an increased leasing cost of £400,000 for the new vehicle fleet. The Council will receive the leasing payment of £400,000 and use £297,000 of this funding to pay for the capital financing costs associated with investment in the vehicle fleet during 2020/21 and £75,000 will reflect interest income.
- 2.16.** Other environmental services contracts and income from the disposal of recycling material require additional funding of £175,000 due to a combination of higher levels of recycling material being presented and low market values particularly for sale of cardboard.
- 2.17.** The 2020/21 capital programme assumes that the investment in the vehicle fleet of £2.220 million will be funded from borrowing. The revenue impact of providing for the repayment of the debt and external interest is £316,000. This will be funded from the additional £400,000 lease payment due from Ubico.
- 2.18.** Planning income was lower than budget during 2019/20. Assuming that demand for the planning service recovers to the 2019/20 level, the budget requires realigning to £800,000, a reduction of £170,000.
- 2.19.** A provision of £35,000 has been included to fund an increase to the pay scale for the new Chief Executive post, approved at Council on 23rd September 2020.
- 2.20.** The Council has to pay business rates and utilities bills on its own land and buildings. A review of these budgets has identified budget increases of £18,000.
- 2.21.** The Council will be carrying out a property review of the Cotswold Club. While this review is carried out there will be a void period costing £3,000 for 2021/22. Other income budgets require realignment by £9,000 to reflect actual income due to the Council.
- 2.22.** These cost pressures can be partially funded by savings in various supplies and services budgets which amount to £157,000.
- 2.23.** The provision of additional car park capacity in Cirencester is expected to increase income by £142,000.
- 2.24.** The procurement of a new computer system for council tax, business rates and housing benefit administration has provided software licence savings of £50,000.

Council Priority Related Investment

- 2.25.** The Council is proposing to make funding of £35,000 available to tackle fly-tipping and this has been included within the budget for 2021/22.

Savings

- 2.26.** The Council's Recovery Investment Strategy was approved by Council on 23rd September 2020. The savings targets in the Medium Term Financial Strategy (MTFS) have been aligned with the savings targets included in the Recovery Investment Strategy. While the overall savings target for the period 2020/21 to 2023/24 has remained consistent with the previous MTFS, the profile of delivery of the savings has been reviewed to reflect the impact of Covid-19 on the Council's ability to progress with some of the key projects which will deliver the required savings.
- 2.27.** The Council has made £350,000 of funding available to provide additional resources which will be essential to driving forward delivery of the Recovery Investment Strategy.
- 2.28.** The profile of savings and plan for delivery is set out below:

	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000
Savings target	989	717	2,230	1,288
Leisure service savings	0	53	(3)	0
Publica – Transformation Programme	268	25	25	0
Public conveniences business rates	26	0	0	0
<i>Recovery Investment Strategy Savings – Planned deliver below:</i>	<i>695</i>	<i>639</i>	<i>2,208</i>	<i>1,288</i>
Replacement of incentive based funding schemes by Government			1,100	400
Income from capital investment	184	381	500	475
Increased income from revenue streams	421	215	308	133
Efficiency savings from service provision partners	90	43	300	280
Total	989	717	2,230	1,288

- 2.29.** The Council plans to continue with its budget resolution from February 2020 to increase garden waste service fees to make the service cost neutral. For 2021/22, this means implementing the planned increase to £40 for each bin licence. The revenue benefit is expected to be £155,000 as it reflects the deferral of the previous Council decision to increase the fee to £35 in 2020/21 and the planned increase of £5 in 2021/22. This is included in the savings plan set out in 2.28.

- 2.30.** The Council also intends to introduce charges for the delivery of waste and recycling containers which is expected to deliver additional income of £60,000. This is included in the savings plan set out in 2.28.
- 2.31.** The Government has not yet announced the policy on council tax referendum limits for 2021/22. The Council is proposing to continue with its existing policy, approved in February, to increase council tax by £5 for each Band D equivalent property for 2021/22.
- 2.32.** The impact of the changes above are out in the table below:

Changes to 2021/22 Budget	Income £000	Expenditure £000	Total £000
Fairer Funding Review/Business Rates Retention – delay to forecast Government funding reduction	(283)		(283)
Rural Services Delivery Grant – assuming a roll over level of Government funding from 2020/21 to 2021/22	(500)		(500)
Collection Fund Deficit (Bus Rates) spread over three years	238		238
Collection Fund Deficit (Council Tax) spread over three years	47		47
Removal of Council tax surplus assumed in MTFS for 2021/22	100		100
Council Tax Base – assuming reduced growth in the taxbase as a result of a slow down in developers during lockdown	40		40
Provision for increase to the pay scale applicable for the new Chief Executive post		35	35
Fly tipping Officer permanent resource		35	35
Ubico contract		460	460
Recycling material processing		78	78
Recycling material market value	97		97
Planning income – rebased to 2019/20 actual income level	170		170
Business Rates/Utilities		18	18
Realignment of income budgets	12		10
Supplies and Services budget savings		(157)	(157)

Additional car parking capacity	(142)		(142)
Software license savings		(50)	(50)
Capital financing (Min. Rev. Provision and interest)		316	316
Lease income from Ubico	(372)		(372)
Net Change in 2021/22 Budgets	(593)	735	142

- 2.33.** The MTFS approved in February 2020 forecast a budget deficit in 2021/22 of £388,000. The budget deficit has now increased to £772,000. The movement of £384,000 is explained in the table below:

	£000	£000
Feb 20 - MTFS Forecast Budget Deficit 2021/22		388
Remove Feb 20 MTFS Forecast Capital Financing 2021/22	(118)	
2020/21 Revised Budget – permanent saving to base budget approved by Council in September 2020	(586)	
2021/22 Budget Changes	142	
Defer Recovery Investment Strategy savings related to alternative government funding streams from 2021/22 to later years due to changes to Fairer Funding Review and Business Rates Retention.	946	
Budget Movement Compared to Approved MTFS		384
Revised Budget Deficit 2021/22		772

General Fund Balance

- 2.34.** The budget for 2019/20 assumed a contribution from the General Fund Balance of £166,000. The actual use of General Fund Balance was £435,000 reducing the General Fund Balance by £271,000. The Opening Balance for the revised budget for 2020/21 therefore reduced from £4,746,000 to £4,475,000.
- 2.35.** The forecast use of the General Fund Balance is set out below:

	2020/21 Original Budget £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Opening Balance	4,746	4,475	651	1,513	2,171	1,390

2020/21 Council decisions June/ July use of Balance	0	(333)	0	0	0	0
Contribution to Glos. LGPS	(3,268)	(3,268)	0	0	0	0
Saving on LGPS Pension Deficit	0		1,634	1,634	0	0
Revenue budget surplus/(deficit)	212	(223)	(772)	(977)	(781)	(111)
Closing Balance	1,690	651	1,513	2,171	1,390	1,279

- 2.36.** The MTFS approved in February 2020 reflects the potential impact of changes to Government funding and anticipates a requirement to use General Fund balance for the period 2021/22 to 2024/25, with the budget returning to surplus in 2025/26. The revised MTFS continues to reflect a return to a budget surplus in 2025/26. The revised MTFS position compared to the MTFS approved by Council in February 2020 is set out below:

Forecast revenue budget (surplus)/deficit	2020/21 £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Feb 20 MTFS	(212)	388	707	711	346
Revised MTFS	223	772	977	781	111
Increased/(reduced) revenue budget	435	384	270	70	(235)

Review of the Capital Programme

- 2.37.** The Capital Programme has been reviewed and the detailed programme with the associated funding is set out in **Annex A3**. The opening balance of capital receipts reflects the draft financial statements. The key changes to the capital programme include:

1. Carry forward of capital expenditure previously due to take place in 2019/20 for car park improvements, a strategic site acquisition in Cirencester, additional electric vehicle charging points, works on the Corinium Museum and replacement vehicles in the Ubico fleet.
2. The impact of decisions taken by Council since February 2020 including the provision of a loan to the Barn Theatre to provide a cinema in Cirencester and provision for a strategic site acquisition in the north of the District.

3. The revised budget for the new Whiteway car park in Cirencester.
4. Investment in the Cotswold Leisure Centre in Cirencester has been deferred until 2021/22.
5. Investment in the decked car park at the Waterloo car park in Cirencester has been deferred until 2022/23.
6. The capital expenditure required to deliver against the Investment Recovery Strategy has been updated to reflect the Strategy approved by Council in September 2020.
7. Provision has been included for flood prevention works which are urgently required at the Packers Leaze depot.

2.38. The profile of expenditure and funding is set out in the table below:

	2020/21 Approved Budget £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000
Capital Expenditure	8,667	10,887	18,320	27,804	27,511
Financed By:					
Borrowing	4,758	2,220	16,400	23,620	23,597
Revenue Contribution	250	250	250	250	250
Reserves	757	1,847		705	
Capital Receipts	2,252	5,670	1,020	2,579	3,014
External Funding/Grants	650	900	650	650	650
Total Financing	8,667	10,887	18,320	27,804	27,511

2.39. The impact upon the Council's capital receipts balance is set out below:

	2020/21 Approved £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000
Opening Balance	8,060	10,023	5,268	4,960	3,095

Forecast new Capital Receipts	915	915	713	713	713
Funding capital programme	(2,252)	(5,670)	(1,020)	(2,579)	(3,014)
Closing Balance	6,723	5,267	4,960	3,095	794

Review of Earmarked Reserves

- 2.40.** A review has been carried out of the revenue reserves previously earmarked for specific purposes. Balances of £872,000 have been identified as no longer required for their original purpose and have been reallocated to the Council Priority Fund to provide one-off funding to support initiatives directly related to the Council Priorities. Details of the reserve balances reallocated to the Council Priorities Fund are set out at **Annex A5**.
- 2.41.** The following addition commitments have been identified as requiring one-off funding from the Council Priorities Fund:
- 2.42.** £20,000 support for a legal case in the public protection service.
- 2.43.** £25,000 support for work on an Open Space Review approved at Council on 15 July 2020.
- 2.44.** £23,000 funding for the Housing First initiative agreed at Cabinet on 1 June 2020.
- 2.45.** £68,000 provision for the submission of a planning application for decked car park on the Waterloo Car Park site.
- 2.46.** £75,000 provision for work related to the Devolution White Paper expected from Government.
- 2.47.** £12,000 to fund the revenue impact of the Council's strategic property acquisition in Moreton-in-Marsh until the site is developed and becomes self-financing.
- 2.48.** Provision of £235,000 in recognition of the extra cost pressures being experienced by Ubico as a result of the additional waste and recycling material being presented by households.
- 2.49.** Details of all commitments against the Council Priorities Fund are set out at **Annex A4**. The Council Priority Fund is now largely allocated and new initiatives will require Members to review existing commitments and to reallocate funds accordingly.

3. FINANCIAL IMPLICATIONS

- 3.1.** The Council's Medium Term Financial Strategy has been updated to reflect the proposals set out in this report and is attached at **Annex A1 – A5**.
- 3.2.** There remain some considerable challenges to the longer term financial sustainability of the Council. Delivery of the Recovery Investment Strategy will be critical to that sustainability. The Council is putting in place additional resources dedicated to delivery of the strategy.

4. LEGAL IMPLICATIONS

There are no legal implications arising from the recommendations in this report.

5. RISK ASSESSMENT

- 5.1.** The risk of local lockdowns within parts of the District would lead to further income losses and additional pressure on expenditure budgets.
- 5.2.** The new waste and recycling service was introduced at the same time as the national lockdown response to Covid-19. At the time of preparing this report, it is unclear whether the cost pressures experienced by Ubico are temporary, as a result of lockdown, or become more embedded as households change their patterns of behaviour. This will become clearer as communities settle into a new routine post the Covid-19 lockdown. Provision for additional funding has been made available from the Council Priorities Fund to address this risk.
- 5.3.** It is unclear whether the Government will make any changes to the Retained Business Rates Scheme in 2021/22 such as redistributing some (or all) of the growth above the baseline funding position which this Council has previously benefited from.
- 5.4.** At the time of preparing this report the Government has not announced details of the Spending Review. Therefore it is unclear whether or not the Council will receive any New Homes Bonus over and above the residual payments previously promised by Government. In addition it is unclear if any Rural Services Delivery Grant will be payable for 2021/22. Longer term, the impact of the Fairer Funding Review and Retained Business Rates Scheme pose a significant risk to the level of core Government funding available to the Council. The MTFS includes provision for reduced government funding.
- 5.5.** The impact of Covid-19 on housing development in the District is currently unclear. This will have an impact upon the council taxbase. The 2021/22 budget assumed a reduced level of growth from 1.2% to 0.5%. Until the 2021/22 taxbase is calculated in October there is a risk that the taxbase could be lower than forecast.
- 5.6.** The economic impact of Covid-19 could result in collection fund losses higher than anticipated in this draft budget. This will be reviewed as part of the budget process and will be clearer once the final budget proposals are available in January 2021. The Government has stated that it is considering sharing the impact of taxation losses with local authorities; however, no details have yet been released.

6. ALTERNATIVE OPTIONS

- 6.1.** Performance against the revised budget for 2020/21 will be reported quarterly to the Council's Overview and Scrutiny Committee and the Cabinet. The Overview and Scrutiny Committee will be able to propose further changes to the 2020/21 budget to the Cabinet and the Council.
- 6.2.** The draft budget for 2021/22 will be subject to consultation until February 2021. During the consultation period, the Cabinet will encourage feedback on its proposals for consideration. In February 2021, the final budget proposals will be presented by the Cabinet to Council for consideration.

7. BACKGROUND PAPERS

- 7.1.** None.

	2020/21 £000s	2020/21 Revised £000s	2021/22 £000s	2022/23 £000s	2023/24 £000s	2024/25 £000s
Expenditure base budget	23,413	23,413	24,820	23,922	22,610	22,097
Inflation - Salaries Retained Staff and Members Allowances	26	30	26	26	26	26
Inflation - Publica	213	234	213	213	213	213
- Contracts	140	140	140	140	140	140
Total Inflationary Increases	379	404	379	379	379	379
Unavoidable budget pressures - See Annex A2	1,728	1,992	(559)	539	397	812
Savings						
Savings - Publica and Leisure	(329)	(294)	(78)	(22)	0	(0)
Recovery Investment Strategy	(774)	(695)	(639)	(2,208)	(1,288)	(850)
Total Expenditure	24,416	24,820	23,922	22,610	22,097	22,437
Income base budget	(12,256)	(12,256)	(9,360)	(11,935)	(12,072)	(12,072)
Inflation				(100)		(130)
Other Growth - see Unavoidable budget pressures Annex A2	100	2,896	(2,575)	(38)	0	(241)
Total Income	(12,156)	(9,360)	(11,935)	(12,072)	(12,072)	(12,443)
Net cost of service	12,260	15,461	11,988	10,537	10,024	9,994
Central Government Funding Retained Business Rates						
Collection Fund (Surplus)/Deficit (Business Rates)	92	92	238	238	238	
S.31 Grant	(2,459)	(9,305)	(2,459)			
NNDR Income (NNDR1)	(13,236)	(6,390)	(13,236)	(2,959)	(3,018)	(3,078)
Tariff	11,485	11,485	11,485			
Levy	1,037	1,037	1,037			
Renewable Energy Business Rates Retention	(69)	(69)	(69)			
Business Rates Income Estimate	(3,150)	(3,150)	(3,004)	(2,721)	(2,780)	(3,078)
Revenue Support Grant/Covid 19 Gov Funding	0.000	(2,765)				
Rural Services Delivery Grant	(602)	(602)	(500)	0	0	0
New Homes Bonus	(3,169)	(3,169)	(1,920)	(665)	0	0
Overall Central Government Funding	(6,921)	(9,687)	(5,424)	(3,386)	(2,780)	(3,078)
Council Tax						
Estimated Council Tax Base	41,817.64	41,817.640	42,026.7	42,531.0	43,041.4	43,557.9
Band D Council Tax	133.93	133.93	138.93	143.93	148.93	153.93
Council Tax Yield	(5,601)	(5,601)	(5,839)	(6,121)	(6,410)	(6,705)
	3.88%	3.88%	3.73%	3.60%	3.47%	3.36%
Collection Fund (Surplus)/Deficit - Council Tax	49	49	47	(53)	(53)	(100)
Overall Funding Position	(12,473)	(15,238)	(11,216)	(9,561)	(9,244)	(9,883)
Budget (Surplus)/Deficit	(212)	223	772	977	781	111

Unavoidable Budget Pressures	2020/21	2020/21 Revised	2021/22	2022/23	2023/24	2024/25
Expenditure						
Revenue Impact of increase to external borrowing - MRP	683,000	(67,000)	297,143	328,000	472,400	591,971
Loan repayment from RSL matches MRP on external Borrowing for loan					(400,000)	
Revenue Impact of increases to external borrowing - interest	99,348	0	19,290	119,720	376,216	263,915
Interest from Ubico re vehicle lease payments			(75,000)			
Interest on loan to RSL matches interest on external borrowing for loan					(145,500)	0
GCC Incentive payment	45,000	65,000				
Review of statutory officers	50,000	50,000	35,000			
Flytipping Officer - saving			(35,000)			
Flytipping Officer - made permanent in establishment			35,000			
Transfer of Green Waste to site in Purton		68,000				
Waste Service Review	610,000	610,000				
Additional cost pressure on Ubico Contract over and above £124k provision in approved MTFS + repairs provision as fleet ages			88,500	91,000	93,500	96,000
Proposed increase to Ubico contract sum 2021/22			60,000			
Additional fleet hire costs in Ubico contract			400,000			
Use of capital receipts to fund MRP re vehicle fleet - Ubico payments			(297,143)			(139,571)
Members Allowances re new Scheme approved May 2019	47,005	47,005				
Council Chamber Webcasting Ongoing Support and Maintenance	20,000	20,000				
Severn Wye funding for investment in SMEs climate change measures	3,000	3,000				
Climate Change Manager Post	70,000	70,000				
Contribution to election fund	10,000	10,000				
Green Energy Supply	6,100	6,100				
Insurance Premiums	23,280	23,280				
External Valuation Resource - Property Services	10,000	10,000				
Support of in-cab system for waste and recycling vehicles	26,000	26,000				
Enhanced support for communications team	5,000	5,000				
Community Welfare Grants	20,000	20,000				
Additional costs for homeless service		50,000				
Savings from Civica Revs and Bens System Licences			(50,000)			
One-off costs impact of Covid 19		1,157,000	(1,157,000)			
One-off savings related to impact of Covid 19		(181,000)	181,000			
Recycling Materials Processing Costs			78,000			
Business Rates and Utilities budget alignment to match actuals			18,000			
Savings in Supplies and Services Budgets			(157,000)			
Total Expenditure Budget Pressures	1,727,733	1,992,385	(559,210)	538,720	396,616	812,316
Car parking income from Decked Car Parking Cirencester - offset prov for debt repayment and interest costs				0		(241,000)
Loss of investment interest resulting from lump sum payment to pension fund			(16,000)	(16,000)		
Planning income	100,000	100,000	170,000			
Additional income Whiteway Car Park and other additional car parking in Cirencester		(17,646)	(142,054)			
Loss of Inv Income - investment in strategic site in MIM				3,200		
Additional Car Parking MIM car park				(25,000)		
Loss of income from housing benefit overpayments as a result of new claimants claiming via universal credit		118,000				
Recycling Materials Market Value Changes			97,000			
Realignment of income budgets to meet actual income			12,000			
One-off Covid 19 Impact upon income		2,696,000	(2,696,000)			
Total Income Growth/Budget Pressures	100,000	2,896,354	(2,575,054)	(37,800)	0	(241,000)
TOTAL	1,827,733	4,888,739	(3,134,264)	500,920	396,616	571,316

Annex A3

	2020/21 As per Approved MTFS £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Capital Reserves						
Opening Balance of capital receipts and capital grants	(8,060)	(10,023)	(5,267)	(4,960)	(3,094)	(793)
Expenditure:						
Private Sector Housing Renewal Capital Grant - DFGs						
ICT Capital funding	700	700	700	700	700	700
Business World Upgrades - Finance and HR System	200	120	200	200	200	200
Replacement of Idox/Uniform system (ICT)	15	0	150			
Planning documents and scanning solution		0	200			
Car Park Improvements		245				
Additional investment in Car Parking at Rugby Club	192	390				
Provision for further electric vehicle charging points	150	600	150	150	150	150
Replace pay and display machines	125	125				
Provision for Ubico Ltd waste vehicles	1,410	2,080	35	270	977	32
In-cab technology		140				
Ubico contract - roller brake testing	52	52				
Waste receptacles growth in properties and replacements	55	55	55	55	55	55
Contribution to Rural Broadband scheme	500	500				
Capital works on Corinium Museum		241				
Community Projects Fund		115	50	50	50	50
Barn Theatre Loan	50	20				
Barn Theatre Grant - from CPF Carry forward		4				
Potential new capital schemes						
Investment in Cirencester Leisure Centre			1,200			
Replacement Leisure equipment	380		380			
Investment in multi-storey car parking Cirencester	4,758	0	0	6,379	6,379	
Investment in Strategic Property Acquisition (Council 27 June 19)		1,875				
Investment in Strategic Property Acquisition (Council 27 June 19) additional borrowing requirement - changed to funding from capital receipts		2,485				
Recovery Investment Strategy			15,200	20,000	19,000	
Webcasting and Audio Visual Investment	80	80				

	2020/21 As per Approved MTFS £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Acquisition of Strategic Site Moreton-in-Marsh		980				
Packers Lease Depot - flood prevention works		80				
Financing:						
Borrowing for Waterloo Car Park Development	(4,758)	0	0	(3,620)	(3,620)	
Borrowing other investments	0	(2,220)	(16,400)	(20,000)	(19,977)	0
Capital Financed from Revenue	(250)	(250)	(250)	(250)	(250)	(250)
Earmarked reserves funding Cirencester multi-storey car park	(705)			(705)		
Earmarked reserves funding Strategic Prop Acquisition Council 27 June 19		(1,795)				
Earmarked reserves funding roller brake testing	(52)	(52)				
DFG Grant / Better Care Fund	(650)	(650)	(650)	(650)	(650)	(650)
Right to Buy and other misc. capital receipts	(150)	(150)	(150)	(150)	(150)	(150)
Loan repayment from Ubico Ltd for waste vehicles	(765)	(765)	(860)	(860)	(860)	(860)
Application of Ubico receipts to fund MRP			297	297	297	437
Unilateral Undertaking funding for development of MIM Site		(250)				
Estimated Closing Balance of Capital Receipts	(6,723)	(5,267)	(4,960)	(3,094)	(793)	(1,079)

Revenue Reserves		2020/21					
		As per MTFS £000	2020/21 Revised £000	2021/22 £000	2022/23 £000	2023/24 £000	2024/25 £000
Council Priorities Fund (and CPF allocations)							
Opening balance		(2,441)	(4,045)	(2,080)	(1,402)	(173)	(103)
Income							
Contribution to CPF From review of earmarked reserves			(873)				
Allocation of financial gain from Business Rates Pool		(350)	(350)				
Windfall gain from BR Pool 2019/20			(189)				
Expenditure/Commitments							
Defibrillators			32				
Additional Resources - Legal, Property, ERS			70				
WWI Grants			4				
Funding capital expenditure multi-storey car park (Waterloo)		705			705		
Acquisition of strategic prop in Cirencester			1,795				
Kemble Housing (Funding Allocation Sept 2017)			81				
Revenue contribution to 2020 Vision Programme			0	95			
CIL/S.106 Implementation Project Resource				2	10	10	2
Gloucestershire Wildlife Trust Contributions		3	3				
Funding OMH Demolition and Redevelopment			65				
Decked car parking in Cirencester			118				
Coach Park BOTW (Feb 16)			52				
Kemble Housing			20				
DFG - Relocation Revenue Grants		5	5				
Additional car parking provision Cirencester		60		60	60	60	
Climate Change Studies			105				
Members ICT Smoothing Fund		5	5				
Local Plan Carry Forward of Previous Funding			92				
Local Plan Refresh		400	375	10	355		
Transport Engineer Post funded from LP Refresh			25	50	25		
Media and comms - especially Corporate Plan and budget consultation			5				

Revenue Reserves		2020/21					Annex A4			
		As per MTFS	2020/21 Revised	2021/22	2022/23	2023/24	2024/25			
		£000	£000	£000	£000	£000	£000			
Development of Health, Wellbeing and Leisure Strategy		50	50							
Resource to support fundraising for the Corinium Museum		20	20							
Resources to support development and implementation of Recovery Investment Strategy and Economic Development		350	126	150	74					
Property Services - Options Appraisals		50	32							
Contribution to feasibility study on Cirencester light railway - Council 22/1/20		13	13							
Communications Funding for Market Research, Council Plan, Flytipping, Car Parking Project etc.		30	35							
Roller brake testing		52	52							
New and Replacement Street and District Signage		20	20							
LED lighting in Council buildings and improve external lighting		20	20							
New noise equipment and resource for Air Quality		20	10							
Legal Fees re health and safety case			20							
Open Space Review			25							
Housing First			23							
Waterloo Car Park Planning Application				68						
Devolution White Paper - Gloucestershire Unitary Authorities			75							
Strategic Site Moreton-In-Marsh Revenue Support			4	8						
Ubico - provision for additional costs re waste collection from residents - work from home/covid 19 lockdowns etc.				235						
Closing balance		(988.000)	(2,080)	(1,402)	(173)	(103)	(101)			

Revenue Reserves						
	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25
	As per	Revised	£000	£000	£000	£000
	MTFS	£000				
	£000					
Other Earmarked Reserves (excluding CPF)						
Opening balance	(3,120)	(3,767)	(2,450)	(2,450)	(2,450)	(2,450)
Income						
Expenditure						
Community Led Housing Grant - community led housing officer post	39	39				
Community Led Housing Grant - other expenditure	361	361				
Housing First		37				
Barn Theatre Grant part funded from reserves and part from Community Projects Fund		7				
Trf to Council Priorities Fund		873				
Closing balance	(2,720)	(2,450)	(2,450)	(2,450)	(2,450)	(2,450)
Total of Earmarked reserves	(3,708)	(4,530)	(3,852)	(2,623)	(2,553)	(2,551)
General fund working balance						
Opening balance	(4,746)	(4,475)	(651)	(1,513)	(2,171)	(1,390)
Impact of Senior Management Changes		333				
Lump sum contribution to Gloucestershire LGPS	3,268	3,268	(1,634)	(1,634)		
Revenue budget (surplus)/deficit for the year	(212)	223	772	977	781	111
Closing balance on the General Fund	(1,690)	(651)	(1,513)	(2,171)	(1,390)	(1,279)
Total of Council revenue reserves (GF and Earmarked Reserves)	(5,398)	(5,181)	(5,365)	(4,794)	(3,943)	(3,830)

		Balance	Annex A5 Balance
		1/4/20	Transfers to CPF
Earmarked Revenue Reserves			
XX0715	Training Fund	12,568	12,568
XX0726	Economic Development Fund	16,070	16,070
XX0741	Planning Appeals and Enforcement	10,000	10,000
XX0742	Crime prevention Initiative	47,318	
XX0755	Insurance Fund	36,796	36,796
XX0756	Ring fenced Benefit Reserve	168,397	68,397
XX0766	Housing Condition Survey	37,500	
XX0771	County Wide Choice Based Lettings	829	829
XX0773	Accommodation Guide Glos.	162,251	
XX0774	New Burdens	111,000	100,000
XX0776	Ubico Purchases Reserve	4,479	4,479
XX0777	Museum App. Fund	475	
XX0780	Flooding Works (Revenue Allocations)	6,476	
XX0784	Revs and Bens - Transition funding	191,077	
XX0785	Severe Weather Recovery Scheme (FLD052)	16,593	
XX0789	Building Maintenance Smoothing	5,050	5,050
XX0791	Development Advice Officer (2014/15)	36,144	36,144
XX0792	Chesterton Farm Development (DEV499)	29,667	
XX0793	Business Rates Movement Reserve	588,099	400,000
XX0794	Neighbourhood Planning Redesign - DCLG	13,000	13,000
XX0795	Homelessness ICT Software	18,000	18,000
XX0798	Chesterton Planning Application - extra resource [16.06.16 Cabinet]	84,341	
XX0799	DCLG Community-led Housing Grant	857,099	
XX0800	New Burdens - Brownfield Land Registers (Fwd Planning)	26,263	
XX0803	Counter Fraud Unit	123,798	
XX0804	Delivery of self build planning permissions [DCLG]	90,000	
XX0805	Capacity Fund - Chesterton Strategic Site [Homes & Communities Agency]	224,000	
XX0806	Bourton Project [COM405], Community Wellbeing Grant GCC	4,929	
XX0807	Flexible Homelessness Support Grant (HOM001)	110,178	
XX0808	Planning Enforcement Unspent Revenue Allocation 1718	11,734	
XX0810	Commercial Property - review (Cab. 21st June)	20,000	20,000
XX0811	Member Training (Cab. 21st June 2018)	10,000	
XX0812	Cirencester Strategic Plan [Rev allocation 18/19]	14,579	14,579
XX0813	Implementaion of CIL [Rev allocation 18/19]	14,453	
XX0814	Community Covenant Grant Scheme [COM496]	1,404	
XX0815	Youth Participation Funding [COM403]	3,771	
XX0816	Second Homes Projects [HLD400]	6,642	
XX0817	Lottery Play Projects [HLD402]	5,220	
XX0818	Health and Wellbeing [HLD401]	8,306	
XX0819	Local Authority Parks Improvement [MHCLG]	13,736	
XX0821	Support for Warterloo Car Park [Council Feb 18]	150,172	
XX0822	Planning Resource [Rev allocation 18/19]	40,539	40,539
XX0823	Carbon neutral hsg developments [LGA]	30,000	
XX0824	ICT Cyber Security Training [LGA]	5,000	
XX0825	Local Housing Needs Assessment Reserve Total	5,000	
XX9685	Homelessness Prevention Fund	37,202	
XX9747	Car Parking Reserve	92,514	
XX9750	27/27a Dyer Street Reserve [Council 26th Feb 19] Total	136,409	
XX9872	Land Charges - New Burdens	76,215	76,215
XX9935	Housing Enabling Fund	44,884	
XX9953	Mobile Cinema Set Up Fund	6,558	58
Total		3,766,734	872,724



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 1 DECEMBER 2020
Report Number	AGENDA ITEM 10
Subject	FINANCIAL, COUNCIL PRIORITY AND SERVICE PERFORMANCE REPORT – 2020-21 QUARTER TWO
Wards affected	All
Accountable member	All relevant Cabinet Members
Accountable officer	Christine Gore, Interim Chief Executive Tel: 01285 623605 Email: christine.gore@cotswold.gov.uk
Summary/Purpose	To provide an update on progress on the Council's priorities and service performance To provide information on the Council's financial position
Annexes	Annex A - Council Priorities report Annex B - Performance Indicator report Annex C - Revenue Summary and Variances including Forecast Annex D - Summary of gross capital expenditure
Recommendation/s	<i>That the Committee reviews overall progress on the Council priorities, service delivery and financial performance for 2020-21 Q2</i>
Corporate priorities	Deliver services to the highest standards Respond to the climate crisis Provide socially rented homes Make our Local Plan green to the core Support health and well-being Enable a vibrant economy
Key Decision	NO
Exempt	NO
Consultees/ Consultation	None

1. BACKGROUND

- 1.1.** In September 2019, the Council adopted the high level council aim and priorities. The more detailed work was partly delayed by the impact of Covid-19 but presented an opportunity to re-examine the Council's priorities as part of the Covid-19 recovery work. The recovery work has been embedded within the new Corporate Plan 2020-24 which was adopted by the Council in September 2020.
- 1.2.** A new performance management framework is being developed; a much broader framework than previous frameworks. It sets out six key strands of information on which assurance needs to be provided, with a key shift in focus from performance monitoring to performance management:
 - Business analytics and service assurance
 - Place based measures and comparators
 - Business Plan strategic actions
 - Council Plan priority actions
 - Project and programme management assurance
 - Risk and opportunity management
- 1.3.** As part of the Business Analytics and Service Assurance strand, an initial review of performance indicators has been completed; it is expected that the indicator set will flex as priorities change and gaps are identified.
- 1.4.** Work has commenced on identifying place based measures and other measures of success to help gauge progress on the Corporate Plan, and to ensure that the actions we take both ourselves and in partnership with key stakeholders are making a difference.
- 1.5.** The performance report will evolve in line with the emerging Performance Management Framework as well as feedback from senior officers and Members.
- 1.6.** A high level commissioning statement was approved by Cabinet in January 2020 which sets out the relationship between Publica and the Council and their respective responsibilities. The Executive Director (Commissioning) is accountable to the Council for the services commissioned from Publica, and also for the services commissioned by Publica from third parties on behalf of the Council. Publica must ensure that it provides the necessary information to the Council so it can assess whether the commissioned services are being delivered in accordance with the agreed quality and standard. The Council's Interim Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- 1.7.** The Council's Interim Chief Executive has received a report on progress towards achieving the Council's priorities and service performance. She has assessed performance in line with the high level commissioning statement, and confirms that overall, services have been delivered to the agreed quality and standard. She has also noted the continued impact of Covid-19 on communities, customers, services, staff, and businesses as they recover. She has drawn particular attention to the following:

- When the nation went into lockdown in March 2020, a significant number of staff were redeployed to support our communities. She was pleased to see that following the intense period of activity, seconded staff have returned to their substantive roles. Furthermore, she has noted that during Q2 many services continued to support residents, communities and businesses that have been impacted by Covid-19, together with the recovery of the high street and tourism, as part of their everyday job.
- As the nation prepared to enter a second lockdown, she noted that key services had already commenced preparation for a second wave of Covid-19. The Health and Wellbeing team will be using the intelligence gained from two focus group meetings in the summer to support the Covid-19 response.
- By August 2020, all services had recommenced including leisure facilities, parking enforcement and food safety inspections. There was a phased approach to the re-opening of the leisure facilities from 1 August, and the core activities of gym, group exercise, and swimming became operational but were required to close down again in line with the government announcement of a second lockdown commencing 5 November. Although parking charges were reintroduced in mid-June, parking income continues to be affected by the reduction in usage, and will be reduced further as a consequence of the second lockdown.
- The delivery of affordable housing, one of the Council's priorities, was impacted by the first lockdown, but has recovered well with 49 affordable homes delivered in Q2 which included 12 new homes for local people at Churnbridge Row, North Cerney, a rural housing development grant funded by the Council.

2. COUNCIL PRIORITY REPORT

- 2.1.** During Q2, the Council adopted the recovery investment strategy 2020-24 and the climate emergency strategy 2020-30, and the draft green economic growth strategy was approved for public consultation; these strategies provide the frameworks and principles, and set the direction and priority action areas. In addition, services have been supporting communities, businesses and town centres to not only recover from Covid-19 but to adapt to changing needs. A range of projects to tackle inequality including working with partners to get young people back into work; and promote healthy lifestyles are being progressed. The Council Priority report is attached at **Annex A**.

3. SERVICE PERFORMANCE REPORT

- 3.1.** Overall, many services have performed well in the current conditions and restrictions with no visible reduction in quality or standard. The majority of staff have continued to deliver services from home, and some services have had to find new ways of working. Other services such as leisure facilities, parking enforcement, and food safety inspections were adversely affected by Covid-19 in the first lockdown. During Q2, these services were able to restart. Following the announcement of a second lockdown, leisure facilities have closed once again. The food safety team is able to undertake some food inspections remotely but high risk premises will require a site visit after the 2 December, as will all new food registrations.

3.2. A full report is attached at **Annex B**.

4. **FINANCIAL PERFORMANCE**

Financial Performance (Revenue)

- 4.1. The Council set its budget for the 2020/21 financial year on 26th February 2020, just before the Covid-19 lockdown. Demand has been lower for many of the Council's income generating services, especially car parking, leisure services, planning and building control. In addition, the Council has faced pressures on its expenditure budgets. In particular, providing emergency accommodation for individuals and families facing homelessness, collecting additional waste and recycling materials and ensuring that the Council's leisure contractor was able to fulfil its contractual obligations to ensure the Council's leisure centres and museum were adequately maintained and managed while they were closed to the public.
- 4.2. The Council has regularly reported the impact of Covid-19 on its finances to the Government. In response the Government has provided three tranches of grant funding in recognition of expenditure pressures. The Government has also agreed to provide additional funding to compensate for irrecoverable and unavoidable losses from sales, fees and charges income generated in the delivery of services, in the financial year 2020/21. The Council is still awaiting confirmation of the funding they will receive for income losses for the period April – July 2020 following the completion of a data collection exercise submitted to MHCLG in October 2020.
- 4.3. The financial impact of Covid-19 has been felt across the Council services and therefore across many of the service budgets. In response to the financial impact of the pandemic a revised budget for 2020/21 was prepared in consultation with the Council's key service delivery partners: Publica Group Ltd, Ubico Ltd and SLM. The budget revised income budgets to reflect forecast service income for 2020/21, revised expenditure budgets to reflect additional cost pressures and incorporated additional government funding for Covid -19. This budget was approved by Council in September 2020.
- 4.4. This report sets out the profiled income and expenditure variances for the period April to September 2020 against the revised budget.
- 4.5. At the end of September, the Council has spent £11,775,044 against its net cost of services budget of £12,164,843. This equates to an under spend against the revised profiled budget of £389,798.
- 4.6. The detailed budget variances and commentary for the period 1 April to 30 September 2020 are set out at **Annex C**. Key variances include:
- Income**
- 4.7. Demand for planning services reduced during lockdown. Income for April and May was around 50% of the profiled budget. Income was in line with the original budget in June before falling back again in July to 60% of budget and increasing to 85% in August and 80% in September. The impact upon planning fee income and pre-application advice for the year was expected to be £450,000; the position at Q2 is an overachievement of £82,130 against the profiled budget and £36,678 underspend in relation to appeals due to no large appeals costs to date. The current position shows that income has continued to increase throughout October to 84 % of the original budgeted level.

- 4.8.** Demand for building control services has also been impacted by lockdown. Income was forecast to be £130,000 over the course of the year but outturn at Q2 shows that income of £125,798 was achieved against the revised profiled budget of £115,000 resulting in an overachievement of £10,183.
- 4.9.** The Council suspended charges in its car parks in March 2020 in response to Covid19. The increases to car parking charges approved as part of the budget process in February were not implemented until September 2020. Since the lifting of lockdown, demand in the Council's car parks has remained lower than in 2019 but is gradually improving. The revised budget for 2020/21 reduced the budget for car park income by £1,680,000. At the end of September, income from car park fees, permits and excess charges was £140k higher than the profiled revised budget reflecting the increasing demand. It is likely that the usage during the second lockdown period in November will reduce again but will hopefully improve again through the winter period, income levels will also be helped by the new charges which came into effect from September.
- 4.10.** Income from the use of Public Conveniences has been affected by the Covid-19 pandemic this year. Whilst income is underachieved by £15,812, the operating costs on cash collection, electricity and water are also underspent by £11,395.
- 4.11.** Ubico worked with the Council's commissioning team and the Cabinet Member for the Environment, Waste and Recycling to deliver the Council's priority services during the Covid pandemic. As a result, the Council's garden waste collection service was suspended during the period from mid-March to mid-May. The Council therefore decided to maintain the fee for the service at £30 for the year rather than increase to £35 as per the Council decision in February 2020. This resulted in the income budget being reduced by £79,000 as part of the revised budget process. At the end of Q2 £42,000 more income has been received in respect of Green Waste annual subscriptions in comparison to the revised budget as a result of higher take up than anticipated.
- 4.12.** The high level of recycling materials has resulted in the market price for purchasing cardboard being currently very low, income from the sale of recycling materials was forecast to be £190,000 below the original budget partially offset by additional recycling credits of £50,000. At the end of Q2, the profiled income budget was £32k lower than budgeted in respect of recycling credits and sale of other materials.
- 4.13.** Income from the collection of bulky waste has performed better than expected due to increased demand with £23,909 more income received than was forecast in the profiled revised budget, this has also resulted in a corresponding £11,261 increase in expenditure.
- 4.14.** The investment portfolio has a mixture of investments. Longer term with a fixed level of return to guarantee a certain level of performance, plus bonds, pooled funds, and shorter-term Money Market Funds to ensure an element of the portfolio is liquid. Interest received in respect of investments includes a £151,000 variance to profiled budget due to the ongoing impact of the pandemic on global financial markets. The forecast year end position based on current performance is £132,000 below budget and equates to a 1.56% return on investment.

Expenditure

- 4.15.** Leisure and museum services operated by an external contractor, SLM, closed from late March to early August, and have been subject to social distancing and additional health and safety requirements which reduce capacity, SLM have been unable to generate sufficient income to break even. The Council has worked with SLM to manage the financial impact of Covid-19. The Council approved an interim financial arrangement with SLM for the period from April to the end of October 2020. SLM are operating under open book arrangements and report actual financial performance to the Council. The Council's estimated liability for this period was £222,024. Payments made to SLM under open book accounting of £204,025 were £19,485 lower than budgeted for the period to 30 September 2020.
- 4.16.** It is unlikely that the leisure and cultural services will return to pre-Covid-19 levels of capacity for the remainder of the financial year, a further capped financial package of support for SLM of £291,146 was approved by Council in October for the period November to March 2020. The financial impact of the second national lockdown on SLM is not yet known. There is some contingency in the budget for a further package of support, should that be necessary. Any additional support would be subject to a Cabinet or Council decision.
- 4.17.** An underspend of £15,025 against the revised budget has been reported in respect of 'street naming' due to Covid-19 restrictions. Any underspend at year end will be carried forward to 2021/22 to fund new 'Cotswold' signs in the District.
- 4.18.** Levels of planned and reactive repairs and maintenance are lower than budgeted across the Council as a result of reduced access to offices during the pandemic. There is a £23,000 underspend in respect of Trinity Road Council Offices and £6,264 in respect of Moreton in Marsh as only planned programmed maintenance or health and safety work has been undertaken. Any underspend in the Building Maintenance Fund is being re-allocated to projects such as drainage works at Packers Leaze Depot or Cemeteries Memorial works. Lower operating costs have also been reported at both Trinity Road and Moreton on Marsh Council offices due to reduced electricity, gas and metered water expenditure resulting in a further £23,000 underspend at Trinity Road.
- 4.19.** A one-off budget of £10,000 for lighting improvements and move to LED lighting at the Trinity Road offices is currently unspent as works are on hold whilst the Council considers property requirements.
- 4.20.** The Corinium Museum programmed and reactive repairs budget is also £18,848 underspent as a result of the Covid-19 lockdown and ongoing Corinium project.
- 4.21.** The closure of facilities at Bourton Leisure Centre has resulted in lower levels of maintenance expenditure (underspend of £13,915). Cirencester Leisure Centre Maintenance expenditure is £18,354 higher than budgeted due to works undertaken to the air conditioning system in the Cafe as well as works to poolside steels. This expenditure is funded from the Building Maintenance Fund (BMF), any overspend will be covered by underspends in the BMF within other areas such as Bourton Maintenance.
- 4.22.** Expenditure in respect of Youth Participation grants is lower than budgeted due to a £42,500 underspend on Community Activity Support Grants, this scheme has been

reviewed and 'Spacehive' (a civic crowdfunding platform for projects aimed at improving local civic and community spaces) has been procured, a £24,000 annual licence fee will be paid in Q3.

4.23. Expenditure related directly to the impact of Covid-19, and funded from the Government Covid-19 grant, has exceeded the profiled budget by £74,865. The largest impact is from Ubico. As Ubico is a wholly local authority owned company, the Council pays for the actual cost of service delivery. Additional costs incurred by Ubico for agency staff, hire vehicles and personal protective equipment are therefore passed through to the Council. For the period April to September, additional costs have amounted to £197,000. It is likely that these and other costs associated with Covid-19 will continue to increase as the country enters a second lockdown period in November and social distancing is likely to continue through to the end of the financial year.

4.24. At the end of Q2 Publica is reporting an underspend. This Council's share of the underspend was £93,000, this has not been included within the Q2 outturn but will be allocated across services at the end of the financial year when the final outturn position is reported.

Forecast

4.25. With the Country entering a second period of lockdown, it is difficult to forecast the impact upon the Council's financial position at the year-end. However, it is clear from the detail in this report that some income streams have recovered faster than was anticipated when the revised budget was compiled, in particular car park income and planning income. However, there are some additional costs, such as the Ubico contract, which will continue to exceed budgetary provision. Overall the position at the end of the second quarter is positive with a variance of £389,798.

4.26. This provides the Council with some contingency to manage the impact of Covid-19 for the remainder of the year. **Annex C** provides a high level forecast year-end position for the most significant variances identified at the end of the second quarter. This indicates that income performance is expected to continue to exceed additional cost pressures. The Council has a contingency of around £400,000 to manage the impact of Covid-19 for the remainder of the financial year. The forecast will be further refined at the end of the third quarter.

Capital Activity

4.27. The Council's revised capital budget for 2020/21 is £11,063,000. A total of £1,580,215 has been spent against these schemes at the end of Q2 with a further £2,669,475 committed.

4.28. A full breakdown of the schemes for the year and expenditure at Q2 is set out at **Annex D**.

Capital receipts and disposals

4.29. During Q2 the disposal of seven waste and recycling vehicles resulted in the receipt of scrap income of £30,000.

5. CABINET

5.1. Feedback from this Committee will be reported to Cabinet at its meeting on 7 December 2020.

6. FINANCIAL IMPLICATIONS

6.1. As described in section 4 of the report.

7. LEGAL IMPLICATIONS

7.1. There are no legal implications arising from the recommendations in this report

8. RISK ASSESSMENT

8.1. Contained within the report

9. ALTERNATIVE OPTIONS

9.1. None

10. BACKGROUND PAPERS

10.1. None



COTSWOLD
DISTRICT COUNCIL

COUNCIL PRIORITIES REPORT

July 2020 - September 2020

Cotswold District Council Corporate Plan 2020-24

Our Aim

To rebuild the Council so it can be proactive and responsive to the needs of our residents and businesses in a fast changing environment, building for the future whilst respecting our heritage

Our Priorities



Our Principles

- rebuilding trust and confidence in the council by promoting a culture of openness and transparency
- providing value for money for our residents and businesses by using our resources wisely and investing in the district's fabric and future
- listening to the needs of our community and acting on what we hear

Deliver services to the highest standard



The Context

The Council aims to create services that are inclusive and flexible which meet the diverse and changing needs of its residents and communities. To achieve this, it will be important to listen to residents to understand what is important to them, identify the areas in which they need support, and adapt. In the context of reducing budgets over the last ten years and the phasing out of incentivised income streams such as New Homes Bonus, which has been further exacerbated by the impact of Covid-19, the Council will need to take a strategic approach, and make the best use of the available resources.

The Council will work with a range of public and private sector partners to help deliver its aims and objectives and to provide services seamlessly. The emphasis will be on efficiency and effectiveness whilst remaining true to the Council's commitments on climate change and a green economy.

Actions we are taking

One of the Council's aims is to establish financial resilience which will enable investment in our priorities by adopting and implementing an investment and recovery strategy for Cotswold District. In September 2020, the Cabinet and Council agreed to adopt the Recovery Investment Strategy 2020-24 which sets out the framework within which the Council can invest in the infrastructure of the Cotswold District which will deliver on the Council priorities whilst also closing the emerging budget gap set out in the Medium Term Financial Strategy. The strategy identifies the key project opportunities, and updates on progress will be provided as part of this report.

The Council has commenced some of the actions to deliver a simpler, and more efficient and effective way of delivering parking within the District, which will include making the new Whiteway car park operational by the end of December and introducing cashless parking by the end of March 2021.

The new Whiteway car park is currently on schedule to open later in the year. Following statutory public consultation, the parking order (legal paperwork to allow the council to regulate and enforce the car park) has been completed. We are awaiting sign off by Gloucestershire Highways on the materials and specification of the car park entrance and exit. The new car park will offer parking for permit holders only which will remove 150 all day parking spaces from the centre of Cirencester. As each permit holder has a guaranteed space, there will be carbon savings as the need to search for parking is eliminated.

The Council is taking steps to move to cashless parking. It launched a new PayByMobile app on 1 October which is free to use, and includes a number of features such as reminders, and a 24/7 support service. The next step will be to move to card only payments at pay and display machines. Moving to cashless parking has multiple benefits; not only will it support our carbon reduction commitment but it will reduce the costs associated with cash collecting and vandalism of pay and display machines. Customers will no longer need to carry the exact change or touch the pay and display machine when using the app, which reduces the risk of transferring infections.

As part of the Council's aim to provide a trusted, inclusive and transparent planning service, the professional planning team is being restructured so that it can be both more resilient and more responsive to the changing needs of the service. It will help to provide greater clarity on the responsibilities of individual officers so that Members and customers have a clear understanding of who to contact for their varying needs. The service is in the process of recruiting to various roles, and is on schedule to complete the restructure by March 2021.

The pre-application service is being re-launched; a detailed review of the historic charging scheme for pre-application advice will help to inform a service that can respond better to the current economic climate, that is efficient in addressing customer needs, and will ensure that the costs of this discretionary service do not fall upon the council tax payer. The pre-application advice provided will reduce customers' costs by avoiding unnecessary or abortive work on schemes that are unlikely to gain approval, and can have the added benefit of reducing application processing times.

Maximising flood protection measures for residential and commercial properties through the provision of advice and guidance, and the delivery of flood mitigation measures is a Council aim. The Council has retained a flood risk management resource with the aim of achieving a consistent medium to long term defence against increasing risk of localised flooding issues. The flood risk management team (FRM) has been consulted on minor planning applications over a number of years, and the positive cumulative impact of ensuring that new developments do not increase the risk of flooding to their neighbours or themselves is evident by the designs for surface water drainage now routinely submitted by developers for scrutiny. In addition, the FRM team processes applications for any culverting (piping) of watercourses in the District and deals with any watercourse enforcement issues that arise, such as landowners not maintaining watercourses and ditches that are critical to local drainage. The team also responds to ad-hoc flooding incidents to assess the damage and to offer advice on solutions which may require liaison with professional partner organisations such as Gloucestershire County Council, the Environment Agency and the Farming and Wildlife Advisory Group (FWAG).



The Context

Thirty years ago, the UK's biggest emitter of greenhouse gases (GHGs) was industry, closely followed by power generation, vehicles, and buildings. Today the story is different. Industrial emissions have dropped significantly – both through greater efficiency, but also because globalisation has pushed a lot of manufacturing overseas; this means that we don't record the (so-called consumption) emissions in this country.

Power generation is now much less carbon intensive, firstly due to replacing coal with gas, and more recently by a huge growth in renewable generation. Emissions from electricity will continue to fall as more renewable generation is added, but will not reach zero in the near future.

The much more difficult sectors are vehicles and buildings. Vehicle emissions have flatlined for thirty years, and is now the biggest single emissions category, both for the whole country and for Cotswold District. Emissions from buildings, i.e. heating, have barely dropped. Energy efficiency is generally poor, and will be expensive to improve, requiring the replacement of gas boilers by high efficiency electric heating, and an increase in insulation.

Leaving to one side the emissions associated with the overseas manufacturing of the goods we consume, the really difficult and expensive part of the UK's emissions reduction task has now started. The legally binding target of net zero emissions by 2050 requires a much steeper fall in emissions per year from now onwards, than we have achieved to date.

The Cotswold District Climate Emergency Declaration aims at carbon neutrality, also called net zero carbon – that is, where emissions are drastically reduced but those that remain are balanced by natural sinks, such as trees growing, which remove carbon from the atmosphere. Eventually the world will have to remove carbon dioxide from the atmosphere so that atmospheric carbon concentration does not merely stabilise, but falls.

Actions we are taking

The climate emergency strategy 2020-30 was unanimously adopted by the Council in September 2020, and progress on the actions will be broadly reported within this quarterly report in addition to periodic reporting to the Council as required.

A major source of GHG emissions from the District is transport (burning diesel and petrol). The Council therefore intends to employ a sustainable transport officer to accelerate the development of a strategy and actions to reduce emissions and promote active travel. In the immediate term the Council is developing an electric vehicle strategy to make it easier for people who live and work in the District to adopt electric vehicles, which in general will have GHG emissions of around one quarter of a typical internal combustion engine car, and zero emissions in use. Provision for charging electric cars across the

District is being assessed, and short term actions include installing electric vehicle charging points in car parks. Four electric vehicle bays with fast charging points have been installed at the Whiteway car park. The car park is expected to become operational by the end of December 2020.

A significant part of both the council's own emissions footprint, and that of the whole District, is heating buildings (homes and workplaces). For homes, improving energy efficiency through better insulation and draught proofing, and then getting off gas or oil and moving to renewable electric heating is a huge challenge, but essential. The Council is taking action to reduce the carbon footprint of the District's housing stock by supporting the retrofitting of energy saving measures. A contract has been agreed with Severn Wye Energy Agency to provide telephone support to able-to-pay householders in the District wishing to access the government Green Homes Grants. In parallel, the Council has entered a partnership with other Gloucestershire District Councils to use central government money to deliver energy efficiency improvements directly to low income occupants of park homes. In addition, the Council is exploring options for offering preferential prices and simplified purchase of rooftop solar PV panels for householders in the District.

In order to support the delivery of low carbon homes, the Council has accessed grant money (coordinated with other Publica councils) to develop practical advice to contractors, architects and builders in the District to deliver low carbon new build and retrofit actions, taking particular account of the challenges of historic buildings in the three districts.

The Council is in discussion with developers of solar farms about potential co-investment opportunities. A workstream has started on assessing the suitability of council-owned sites in the District for rooftop solar PV (across the partnership), and would include our offices and leisure centres. Alongside this work, there is an opportunity to access government decarbonisation funding for council-owned buildings and work on a bid is in progress.

Provide socially rented homes



The Context

The high quality natural and built environment makes the District a desirable place to live. Cotswold District has a high number of properties owned outright (37.8%, vs 30.6% national average) reflecting the attractiveness of the District as a place to retire or to purchase a second home.

House prices and rents are relatively high; at the end of September 2017, the median property price in Cotswold District was £350,000, over 55% higher than the median property price in England and Wales, while the median monthly rent was £848 in 2017-18, nearly 26% higher than the national median (Private rental market summary statistics - April 2017 to March 2018, Valuation Office Agency).

The high house prices and high rents, coupled with the lower than average earning from local jobs, means housing affordability is a significant challenge for residents in the District which may result in the out migration of young people or alternatively encourage people to commute into Cotswold for work, while living in areas where housing is cheaper.

Actions we are taking

The Council has now received the final version of the Local Housing Needs Assessment (LHNA), commissioned in partnership with the other five borough and district councils in Gloucestershire. We have a duty to assess district-wide housing needs every 5 years and this important piece of work is part of the evidence base informing Local Plan policy and negotiations for affordable housing on individual sites coming forward through the development management process. The new LHNA, which replaces the previous 2016 updated Strategic Housing Market Assessment (SHMA) will be published on our website shortly.

In parallel but separate from the Local Plan process, a draft Housing delivery strategy has been prepared and will be finalised following a member workshop in October 2020. To drive forward more strategic provision a member led affordable Housing Board has been set up and had its first meeting July 2020.

During Q2, 49 affordable homes were delivered; a mix of flats and houses for local families and individuals in Cirencester, Ebrington, North Cerney, Tetbury and Moreton in Marsh, which includes 12 new homes for local people at Churnbridge Row, North Cerney, a rural housing development grant funded by the Council. These homes include our first 'Flexi' flats; one bedroom flats that have a larger than usual living room which can be subdivided at a later date to provide an additional bedroom. This means that the property could be adapted to changing circumstances, for example someone having a baby or someone needing a live-in carer, and therefore reduces the need to move home.

All the affordable homes at Elm Grove, Ebrington have now been delivered including a two bedroom bungalow for shared ownership, potentially allowing someone local to buy their first home or downsize to one more appropriate to their needs.

Bromford's redevelopment scheme at Patterson Road, Cirencester, providing flats and family homes for rent and shared ownership, is also now complete. The new homes, built to current standards, represent significant improvements in energy efficiency and thermal comfort, and therefore reductions in running costs, for the residents compared to the homes that were demolished. Those households choosing to return to the scheme, after moving to alternative homes during redevelopment, will be offered their new homes for social rent so as not to be disadvantaged as a result of the redevelopment. New lettings will be at Affordable Rent to help fund the redevelopment.

A report to agree the next steps on the Kemble housing development was presented to Cabinet in September 2020; approval was granted to progress the development of eight units to the planning application stage.

One of the Council's aims is to reduce reliance on bed and breakfast and hotels for emergency homeless accommodation. A property has been secured in Tetbury and will provide nine self-contained units for homeless people. Not only will it reduce the reliance on Bed and Breakfast accommodation, it will also provide better quality accommodation in a more stable environment for homeless local people. The Council is in process of completing the health and safety measures needed prior to clients moving in early November.

In June 2020, Cabinet approved funding to implement a 'Housing First' model to help reduce rough sleeping within the Cotswold District. 'Housing First' is an approach aimed at people with multiple needs who have faced persistent challenges in sustaining accommodation; they are supported by intensive case management and a personalised approach to live in their own, permanent home. This approach has been well documented in the USA and Sweden for many years. The UK is gradually adopting the approach which is strongly recommended by the Ministry for Housing, Communities and Local Government (MHCLG).

The funding will be used to identify and place six individuals with the most complex needs into a permanent tenancy, supported by Housing Benefit and/or Universal Credit. Housing First is in the final stages of the setup process; with service level agreements agreed with Bromford and Aspire (support provider), and recruitment to the post which will provide one to one support for the clients. The next stage will be to identify clients and properties.

Make our local plan green to the core



The Context

In July 2019 the Council declared a Climate Change Emergency and in July this year the Council made a further commitment to the environment by declaring an Ecological Emergency. Key to the commitments made in both emergencies is the partial update to the Local Plan and making it green to the core.

Since the adoption of the Local Plan, in August 2018, the National Planning Policy Framework has introduced new guidance. The guidance increases the importance of climate change adaptation and mitigation and the role Planning Policy has to play. In the next few months the Environment Bill and the Agricultural Bill will receive Royal Assent. Along with the Clean Growth Strategy they represent the Government's ambition to combat climate change and give the environment a bigger mandate.

Actions we are taking

The adopted Local Plan has been reviewed and at a meeting of Full Council in June 2020, members unanimously resolved to partially update the local plan. A review of local plan policies is the first step in the local plan process and reveals which policies can be left as they are and which policies need updating and the options available to update them. Along with international and national pledges made by Central Government, the update will reflect the work being undertaken by other services across the organisation. The Renewable Energy Strategy is a good example of this.

The Local Plan can be seen as the glue that holds various corporate objectives together and provides physical action; it also translates national legislation to a local level. The update of the Local Plan will aid the building of new homes, in the right place, with suitable green infrastructure that promotes the transition to carbon neutrality. It will assist in providing services and opportunities to enhance the area both for the wellbeing of the people living here as well as its visitors. It will also provide the tools to enhance, create and protect the local environment and the biodiversity of the District and its neighbours.

During Autumn 2020, Cabinet took a decision to pause the formal and regulatory plan making process until there is clarity on the White Paper and transitional arrangements from the old system to the new, and consequent change to the National Planning Policy Framework. The Council's Local Development Scheme has not been updated due to this uncertainty; specific details are available in the November Cabinet paper and also as part of the Council's response to the government consultations.

This is a short term watching brief. The Council is waiting for greater clarity from the government before the local plan is updated; officers will keep councillors apprised of the situation. We continue to plan for the future but with a focus on short term wins, projects include delivering a masterplan for

Cirencester Town Centre and undertaking a Sustainable Transport Strategy and a Growth Zone study. These studies will help to ensure the Council is well placed to respond to a changing nature of the English planning system.

The Council has updated its Statement of Community Involvement which will support forthcoming consultations. Terms of Reference have also been agreed for the Local Plan and Cirencester Town Centre Masterplan boards, where the purpose of each board is to monitor the programme of work and to provide regular feedback to Cabinet. The refreshed masterplan board is scheduled to meet in November.

Support health and well-being



The Context

Health and Wellbeing of our residents is generally good and above the England and County average in most measures. We are one of the safest districts with very low crime levels and are surrounded by beautiful countryside. However, we do face some challenges. Cotswold District has an ageing population; over the last 10 years, it has experienced greater growth across all 65+ age groups compared to England and Wales. Many of our older residents live alone, and coupled with the rurality of the District, loneliness and access to services are issues for the District.

We also need to take into account the wider determinants of health - social, economic and environmental factors such as unemployment, low income, poor housing, and healthy lifestyles which have an impact on people's health and wellbeing. This means that we need to work with a wide range of partners, to pool resources and to apply a whole systems and asset-based approach to address challenges together.

Actions we are taking

The Council is taking a number of actions to encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing goals including reviewing the community grant scheme to focus on our priorities, hosting regular community forums and raising the profile of the Community Safety Partnership so that residents know where and how to access support.

A review of the community grants scheme over the summer identified an opportunity to procure a crowdfunding platform, to both broaden out the field of projects that might be supported, and improve opportunities for community groups to access other funding. Cabinet agreed to let a contract to 'Spacehive', a crowdfunding platform focused exclusively on civic projects. This new approach should benefit all potential projects, by providing a virtual marketplace for them to promote their proposed activities in order to get buy-in from residents, businesses, other funders and the Council. Moreover, it enables the Council to be less prescriptive in terms of the projects it supports. It also creates more opportunity for civic action, local place shaping, and supports communities to become more connected. This initiative reflects a strength-based/asset-based approach to community development.

The Council hosted two focus groups in the summer with 11 community representatives from different areas including Town and Parish Councils. The aim was to share and listen to people's experiences during lockdown and how people who were shielding or self-isolating were supported. We intend to build on this work to create further opportunities to engage on a regular basis with communities to better understand their concerns and challenges to enable us to provide support to local people/groups to achieve their ambitions.

The Council's investment in and support for youth engagement work is one of the actions being taken to ensure that residents and communities have equal access to quality services. As a partner of the Cotswold Youth Network we have helped to join up providers in the District to raise awareness of the needs of young people locally. In July we commissioned Young Gloucestershire (YG) to deliver detached street youth work in the Cotswolds in the absence of youth provision due to Covid-19. The aim was to gain valuable insight into the challenges and views of young people in the Cotswolds to help inform future youth provision and to give young people a voice. The Council's role is often to facilitate and ensure that stakeholders are connected; we have linked YG with local youth providers, Town and Parish Councils and the Police, and have invited them to Community Safety Partnership meetings as well as Cotswold Youth Network meetings.

Unemployment rates in young people aged 18-24 have doubled over the last months according to the Department of Work and Pensions (DWP). The Council has therefore facilitated meetings with colleagues from the DWP and a wide range of local partners like Cirencester Town Council, Cirencester College, Cotswold Counselling, The Wildlife Trust, Youth Providers and many more to discuss the development of Youth Hubs in the Cotswold District. The Youth Hub idea is part of a number of measures designed to get young people back to work. Other measures, announced by the Chancellor, include work coaches, expanded youth offer, and the Kickstart Programme. There is a recognition that in addition to finding employment there are a number of other challenges that young people are facing. Some of these relate to general trends among young people, some are specific to the Cotswolds and its rural nature, and others are a direct result of lockdown and a consequence of Covid-19. The Youth Hub aims to offer holistic support for young people during this challenging time. A detailed proposal as well a partnership bid to the DWP to receive match funding for the establishment of a Youth Hub is currently being developed.

Tackling domestic abuse is a priority for the Council. There are fewer reports of domestic abuse in rural areas compared to urban areas as victims don't have the same access to services due to rural isolation; and it often remains undetected for longer. A sub group to the Community Safety Partnership which aims to tackle Domestic Abuse in the Cotswolds is being created as well as a network of Domestic Abuse Champions to increase awareness and give people the skills and tools to detect and report incidents.

In partnership with GDASS we have continued to develop Domestic Abuse Champion Training with the first session in October. A dedicated Domestic Abuse Teacher Training Pack is being developed in partnership with Cirencester 6th Form College and aims to support teachers who are dealing with students who have been exposed to domestic abuse.

We want Cotswold District to be the best in the country for health and wellbeing, and promoting healthy lifestyles and providing opportunities for people of all ages to be active is key. The Council is developing a Leisure Strategy for the District based on Sport England 'Strategic Outcomes Planning Guidance'; this will ensure a strategic options appraisal / framework to develop a clear approach (determined by local priorities and outcomes) to providing effective and sustainable physical activity and sport opportunities for local communities via investment in its stock of leisure facilities and other non-facility interventions. There are four key phases; Outcomes, Insight, Interventions and Commitment. The draft report for Stage 1 (Outcomes) and 2 (Insight) has now been

received and is being reviewed by Officers. A Vision statement has also been produced showing three shared local outcomes; Healthier District, Connect Community and Active Environment.

The key strands of work that informed the Outcomes and Insight stages included a review of local strategies and plans, a facilities audit of current provision, an online resident survey as well as stakeholder consultation. The online survey generated 1055 responses about physical behaviour activities and barriers. The next stage is to gather further information on specific groups using a mixture of online surveys and focus groups; and to move into Stage 3 (Intervention), which will establish recommendations for facility requirements and also Service interventions, based on the needs of residents and stakeholders. An additional part of the project is the development of an Indoor Built Facilities Strategy; the first draft has also been received and is currently being reviewed

The Council is also working with Sweatcoin and Active Gloucestershire on a Cotswold specific campaign that targets the least active people as well as those with risk factors like pre-diabetes, diabetes, overweight/obesity by offering local rewards in addition to rewards from online vendors via the Sweatcoin app (Sweatcoin is the fastest growing physical activity app in the world which rewards people for being active). We expect to launch the campaign early next year.

Covid-19 update

The Council is planning for a second wave and the impact of further Covid-19 restrictions over the winter months. The Community and Well-being team has commenced discussions with Voluntary and Community Sector partners, including the 16 community pharmacies about their preparations, potential issues and challenges, and resources; with plans to contact local support groups next. Internally, cross-services meetings have been set up to discuss how people with complex needs can be supported throughout the next wave.

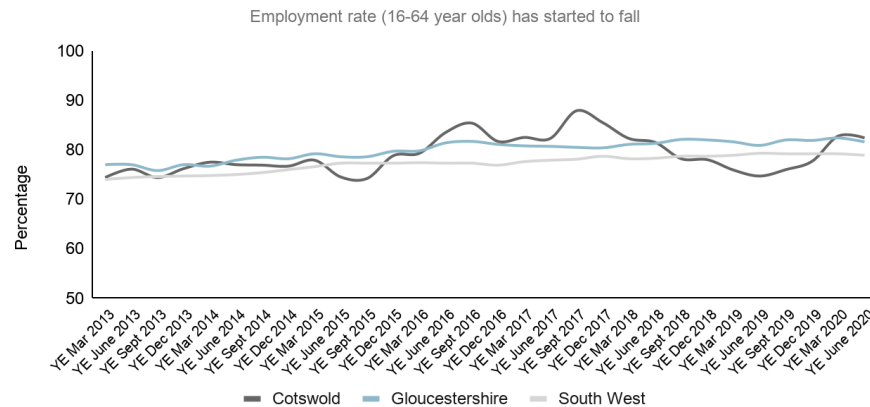
The case management system which is used for recording referrals from the Gloucestershire Help Hub is being improved; and a rota will be set up to cover the Help Hub including cover over the Christmas period.



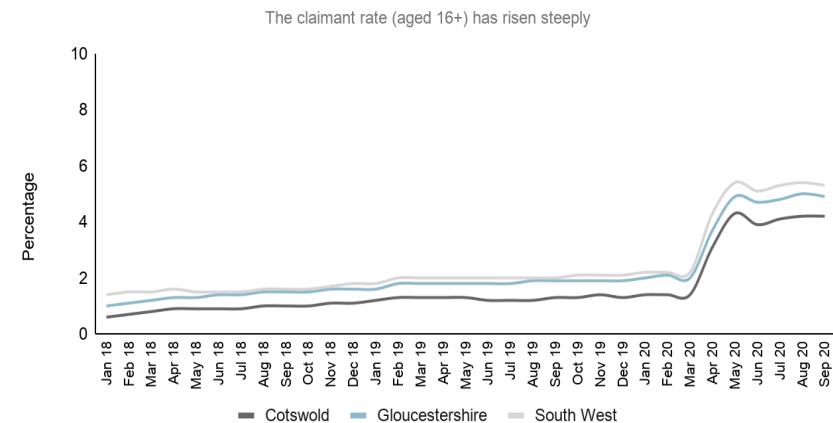
Enable a vibrant economy

The Context

The District supports an economically active population of around 47,700 and has strengths in Finance and Business Services, ICT including Science and Technology, Retail, and Accommodation and Food Services. A large proportion of businesses are small enterprises employing less than 10 people. Median wages for people working in the District are below the national average, and affordability of housing is a significant issue for the District, as a result businesses can face skill and labour shortages. Historically, unemployment has been relatively low but is expected to rise significantly as a result of Covid-19, and to disproportionately affect 16-24 year olds.



Source: ONS, Annual Population Survey



Source: ONS, Crown Copyright Reserved (Nomis)

The Cotswolds is well-known as a popular visitor destination and the visitor economy accounts for a significant proportion of the local economy - 7000 jobs or 18% of the total. We also have many companies at the cutting edge of innovation and the opportunity to grow key sectors like agritech, cyber and digital, medical equipment and environmental technologies.

The lack of a reliable broadband connection especially in rural districts can add to social isolation as well as reduce opportunities to be economically active. Openreach has announced that Cirencester will be full fibre by 2025. However, there are still some areas where broadband is poor and even superfast connectivity is not sufficient for some businesses to operate in the way they wish to.

Much of our work to enable a vibrant economy will be done in partnership with key stakeholders ranging from the County Council, GFirst LEP, Chambers of Commerce and other business groups, Town and Parish Councils, institutions like the Royal Agricultural University and Cirencester College and individual businesses.

Actions we are taking

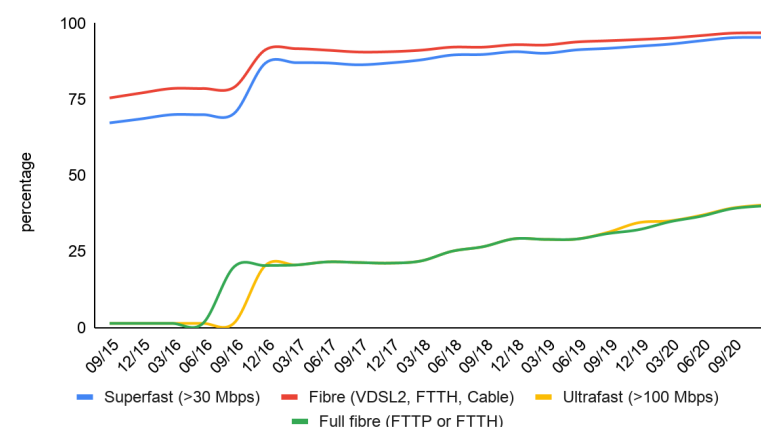
The draft green economic growth strategy was approved for consultation in October 2020, and sets out the challenges and issues for the District, and how they will be addressed, and identifies the key areas that will deliver growth in the District. The Strategy aligns with the Gloucestershire Draft Local Industrial Strategy and the Council's Corporate Strategy, and is informed by the Local Plan 2018; and our climate change and ecological obligations will be at the heart of our decision-making and the actions we take.

During the summer the Council has been supporting local businesses and the tourism sector to re-open. The visitor economy re-opened on 4 July and the tourism team was delighted to showcase the area to the Tourism minister on the very first day, highlighting the difficulties facing the sector especially areas that were still not able to re-open, for example tours and experience. To aid recovery the Council promoted the 'We're Good to Go' accreditation (showing that businesses are Covid secure) and the 'Know Before You Go' campaign to encourage consumers to check on openings and restrictions. The Council worked with parish councils to manage visitor flows in those areas which experienced a surfeit of visitors; and encouraged businesses to make the most of their outdoor areas.

One of the Council's aims is to help our town centres recover from Covid-19, in particular to address changes in shopping habits by supporting businesses to have a greater digital presence, and connecting to residents to encourage them to shop locally.

Source: Think Broadband

Superfast and fibre broadband coverage



Town centres are having to evolve in order to adjust to changing shopping habits; this has been accelerated by the Covid-19 and lockdown. Our local traders have had to become more digitally able in order to survive in a period when physical footfall has been significantly reduced. Town centres and the businesses located there will need to continue to evolve post-pandemic as we become accustomed to the 'new normal'.

The Council is working with tech company Maybe to support businesses to improve their social media presence which is expected to improve sales, and help to offset the losses from a reduction in physical footfall. The project went live in September 2020, initially in Cirencester and Chipping Campden and will now be rolled out to other towns in the District over a 12 month period. The aim, in measurable terms, is to improve the percentage of businesses with a social media account, the percentage of businesses who post daily and the ranking of the towns involved in the digital league table. The percentage of organisations with an active social media account in Cirencester rose from 32% on 1st July to 39% on 30th September and in Chipping Campden from 23% to 28% over the same period.

Work is also being undertaken to improve the online presence of businesses within the visitor economy, with a focus on supporting businesses to provide online bookable services. This is one of the aims of the 'Uncover the Cotswolds' project which is being funded by the Tourism team's successful bid to Visit England (Discover England Funding). Other aims of the project are to spread visitor spend more evenly both geographically and seasonally across the Cotswolds and to encourage the creation of new high quality, year round visitor experiences.

The Council is supporting GFirst LEP's Think Gloucestershire campaign using a number of communication channels to promote and encourage residents to 'Shop Local' while adhering to Government safety guidelines. We are also working with Cirencester Town Council on its Christmas Shoppers Guide and researching other ways in which people can be encouraged to support local traders through apps and online marketplaces.

The Cirencester Town Centre masterplan is being progressed to help the town to evolve in the face of changing shopping habits by introducing different uses and experiences, including residential accommodation, leisure uses like cinemas or restaurants, cultural venues and flexible workspace. A refreshed masterplan programme board meeting will be held in early November to discuss the scope of the project and it will identify immediate priorities of work.

Covid-19 update

Between 1 April - 30 September 2020, the Council paid out:

- £24,310,000 to small businesses within the retail, hospitality and leisure sector with a rateable value of 15k or below; a total of 2,431 businesses received a grant of £10k;
- £11,410,000 to retail, hospitality and leisure sector with a rateable value of between £15k and £51k; a total of 456 businesses received a grant of £25k;
- £1,781,100 in discretionary grants; 388 businesses/people received grants of £10k and below.



COTSWOLD
DISTRICT COUNCIL

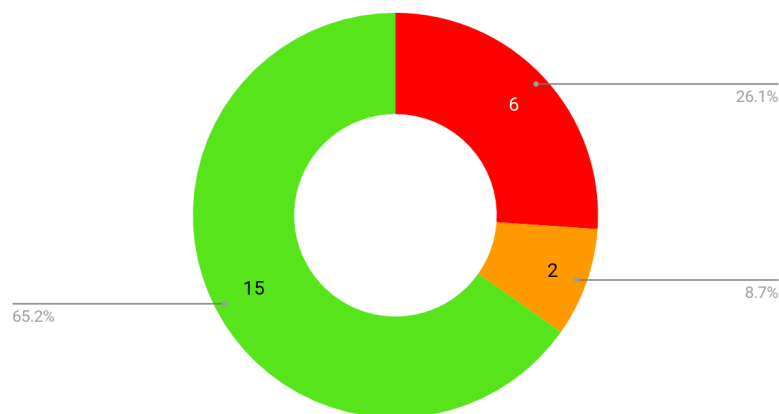
Delivering great services locally

PERFORMANCE REPORT:
July 2020 - September 2020

KEY PERFORMANCE METRICS

At a glance...

Summary of Performance



OVERALL PERFORMANCE

Due to Covid-19, some services were unable to operate in Q1. Following the lifting of restrictions in July, all services are now operational including the leisure centres, food safety, and parking enforcement.

Overall, services are performing well and have adapted to a new way of working. There does not appear to be a significant detriment to limiting the delivery of services to online, virtual or phone; and customer satisfaction for services delivered by phone remains high.

Indicator	Status
Customer satisfaction - phones	
Customer satisfaction - F2F	n/a
Customer satisfaction - website	
Customer satisfaction - email	no target set
% calls responded within 20 secs	
% abandoned calls	
CT collection rate	
NNDR collection rate	
Average days to process HB new claims	
Average days to process HB change events	
% HB overpayment	
Households in Emergency Accommodation under 28 days	
Households in Emergency Accommodation over 28 days	
% major applications determined within time	
% minor applications determined within time	
% others applications determined within time	
% appeals allowed	
Affordable homes delivered	
% land charge searches dispatched within time	
% high risk notifications assessed within time	
% high risk food premises inspected within time	
Residual waste per household (kg)	
% combined recycling rate	
Missed bins per 100,000	
Leisure visits	no target set
Gym memberships	no target set
Parking enforcement hours	

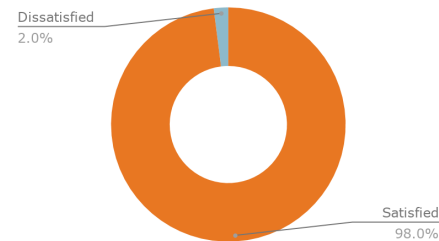
CUSTOMER SERVICE

Customer satisfaction

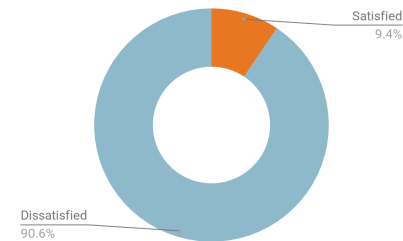
Face to face - no surveys due to Covid19



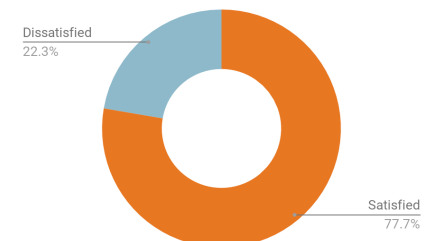
Phone - 1285 respondents



Website - 32 respondents

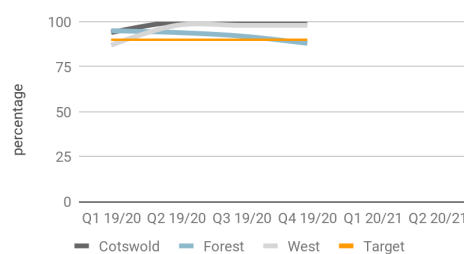


Email - 421 respondents

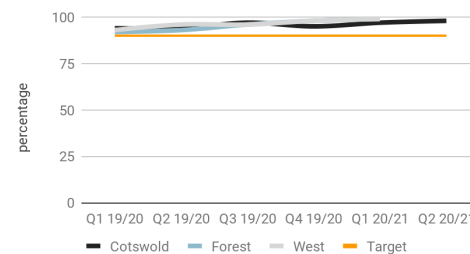


What's the trend?

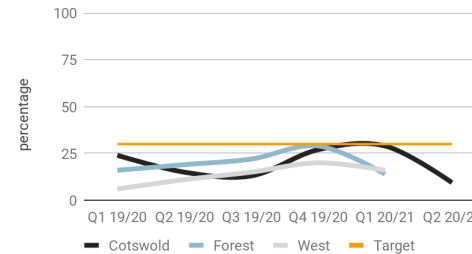
Customer satisfaction - face to face



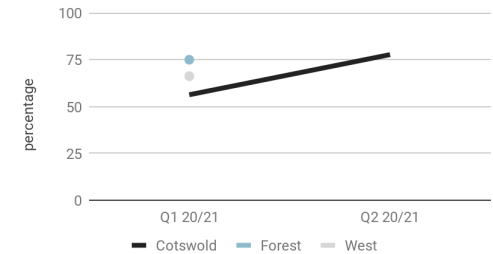
Customer satisfaction - phone



Customer satisfaction - website



Customer satisfaction - email



OBSERVATION

Due to Covid-19, the Council closed its reception areas and therefore no face to face surveys have been completed so far for the year.

Overall, satisfaction ratings for services delivered via the phone continue to be high, while satisfaction for services via the website appears to be low. However, 32 responses to the website survey is an extremely small proportion of the 367,850 visitors in Q2, and is therefore unlikely to be representative. A new website went live on 30 January 2020 designed to be more user friendly and allow people to transact with us, as well as acting as a source of information. Officers are continuing to make improvements to the content; and documents are also being reviewed to ensure that they are compliant with accessibility guidelines. The Council has a duty to provide the same level of access to services and information to all our customers and those using our website, regardless of their abilities.

The Council commenced collection of satisfaction ratings for services delivered via email on 2 April 2020; all outbound emails sent by customer services from Salesforce contain a link to the survey

Telephone calls - response and abandonment



Target



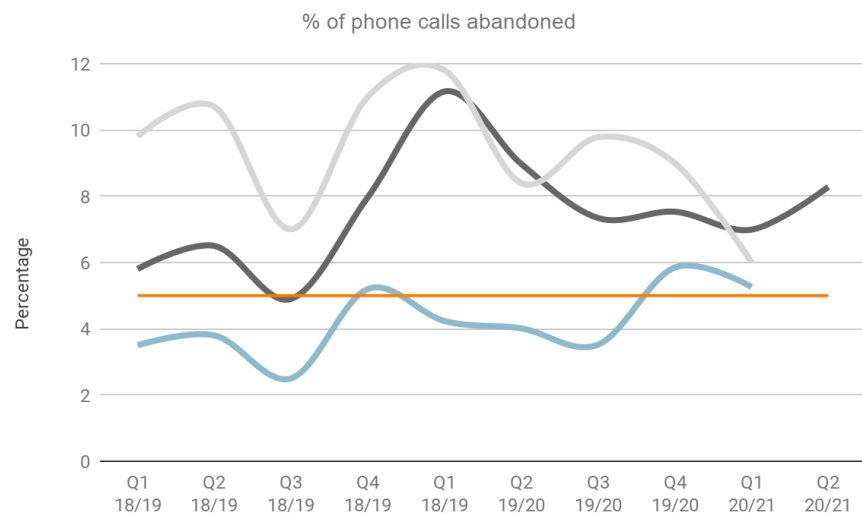
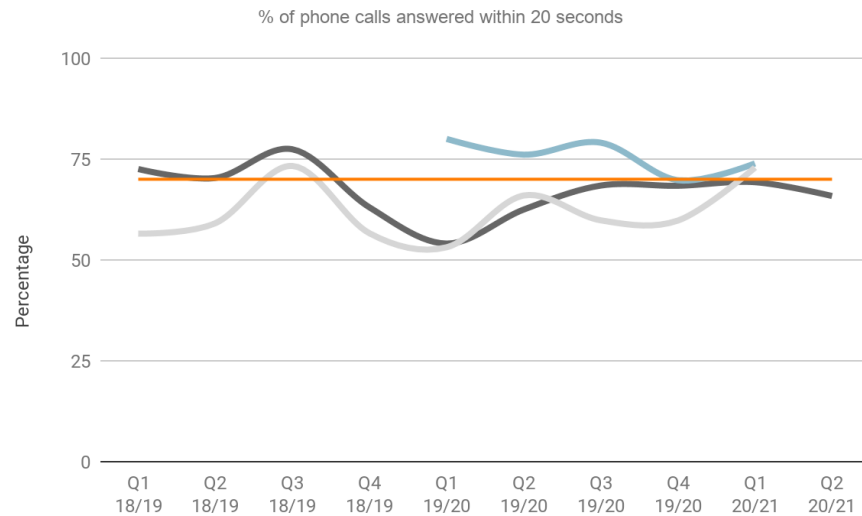
Cotswold



Forest of Dean



West Oxfordshire



OBSERVATION

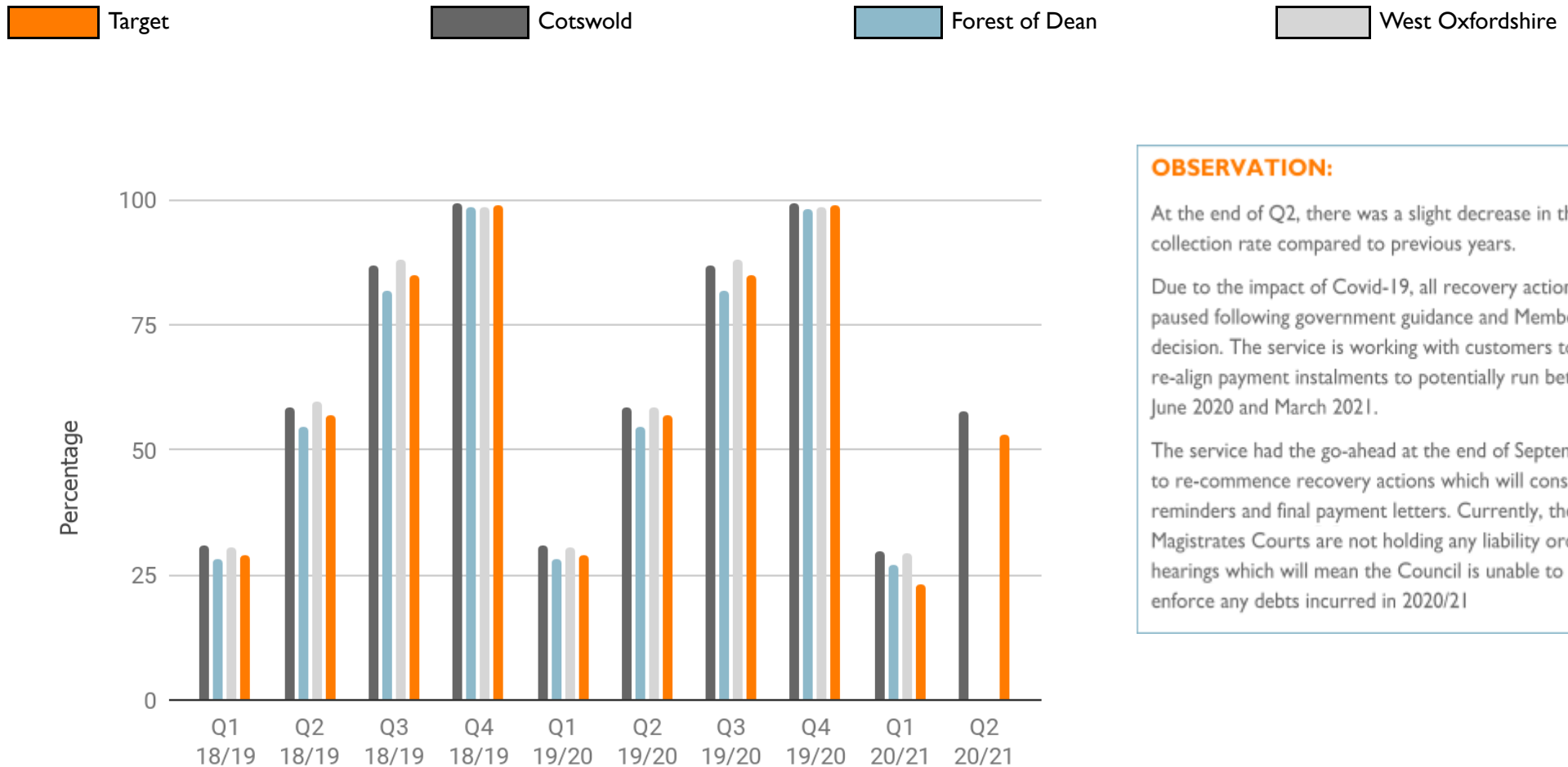
There was a higher call volume over the last nine months due to a combination of factors including the impact of Covid-19, the introduction of the new waste service, and the delay of garden waste service renewals; and more recently the implementation of a new process for the annual canvass generated more calls than expected.

Despite two FTE who usually provide face to face services being redeployed to the phones, performance has dropped off slightly in Q2. Staff have been encouraged to take their annual leave during the summer for their health and well-being.

Performance during 2019/20 was affected by the implementation of the new CRM system.

Revenues and Benefits

(Cumulative) Percentage of council tax collected



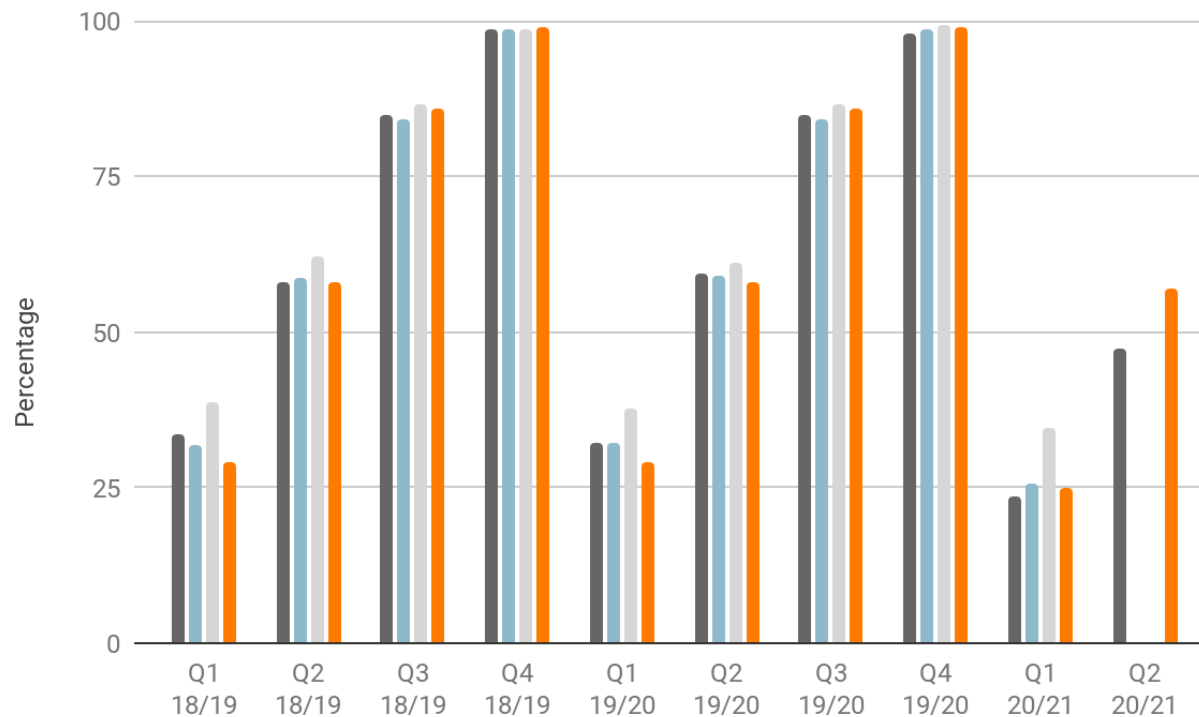
OBSERVATION:

At the end of Q2, there was a slight decrease in the collection rate compared to previous years.

Due to the impact of Covid-19, all recovery action was paused following government guidance and Member decision. The service is working with customers to re-align payment instalments to potentially run between June 2020 and March 2021.

The service had the go-ahead at the end of September to re-commence recovery actions which will consist of reminders and final payment letters. Currently, the Magistrates Courts are not holding any liability order hearings which will mean the Council is unable to enforce any debts incurred in 2020/21

(Cumulative) Percentage of business rates collected



OBSERVATION:

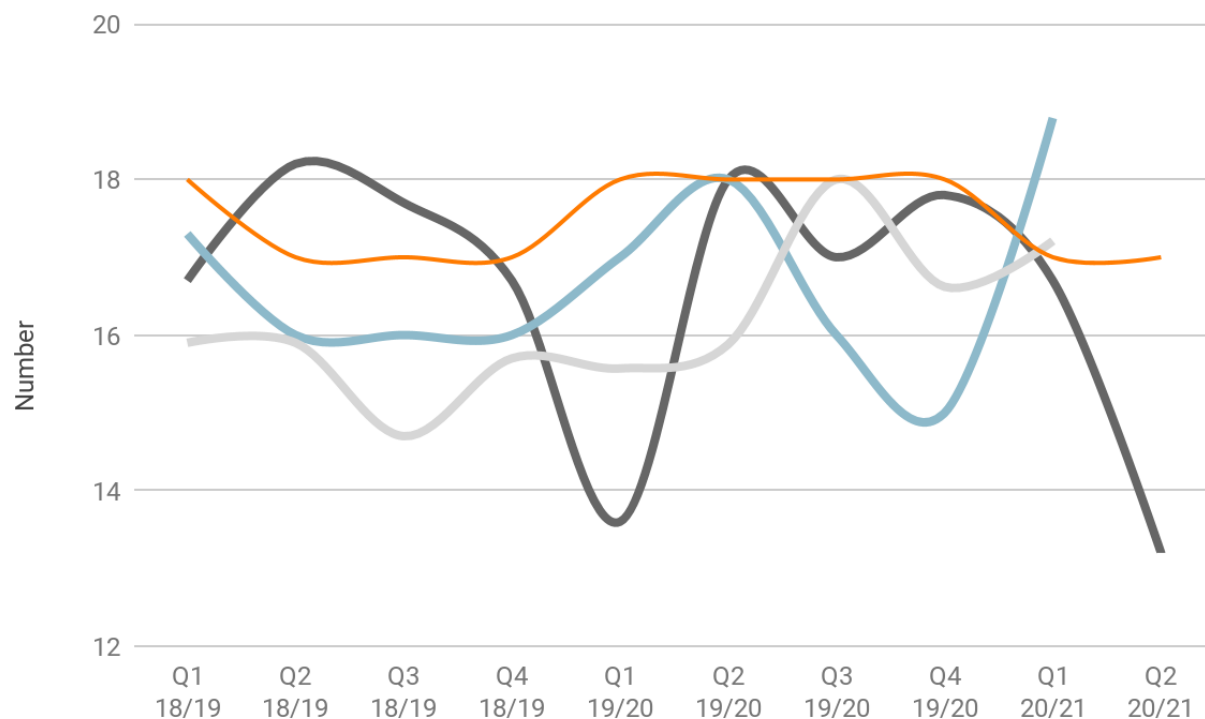
The collection rate at the end of Q2 was lower than previous years.

Due to the impact of Covid-19 and the lock down, many businesses were closed in Q1, and part of Q2; and all recovery action was paused.

Covid-19 is having a major impact on business rate collection figures throughout the country. Government have gone some way in helping certain businesses with 100% business rate relief, but there are still those businesses which have seen an impact on their out turn which have not received any assistance and are therefore struggling financially. We are working with businesses where we are able to and supporting them through manageable repayment plans

(Cumulative) Average number of days taken to process new housing benefit claims

Target
 Cotswold
 Forest of Dean
 West Oxfordshire



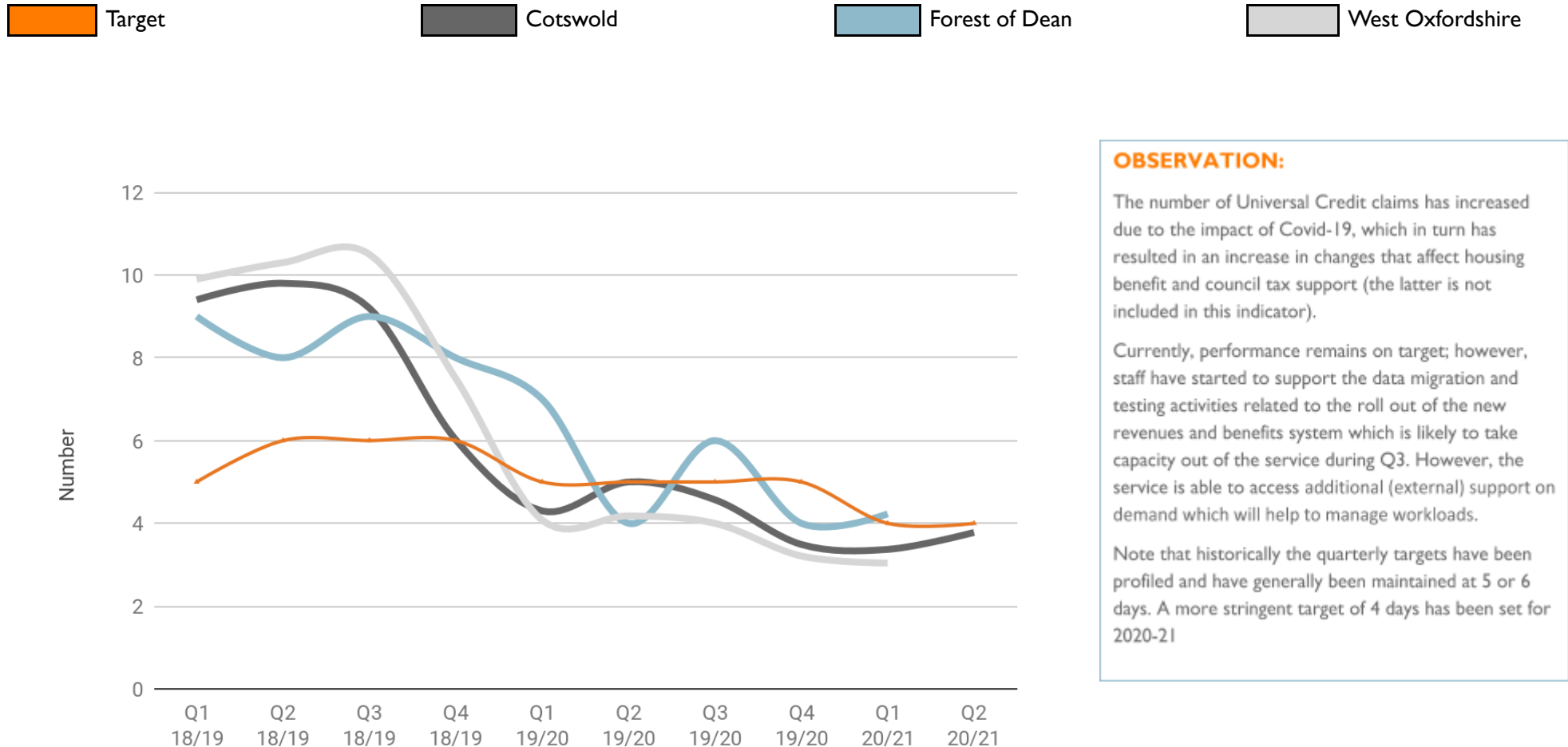
OBSERVATION:

The average days to process a new HB claim during the first six months of the year was 13.2 days, well within the target.

Overall, the number of new claims has been falling as claimants are moved to Universal credit. However, there has been an increase in temporary accommodation claims (which the council is responsible for) due to the impact of Covid-19. These types of claims can be difficult for some councils to administer as the claim requires a signature and claimants may be placed outside of the District or have difficulty returning forms to the Council especially during lock down.

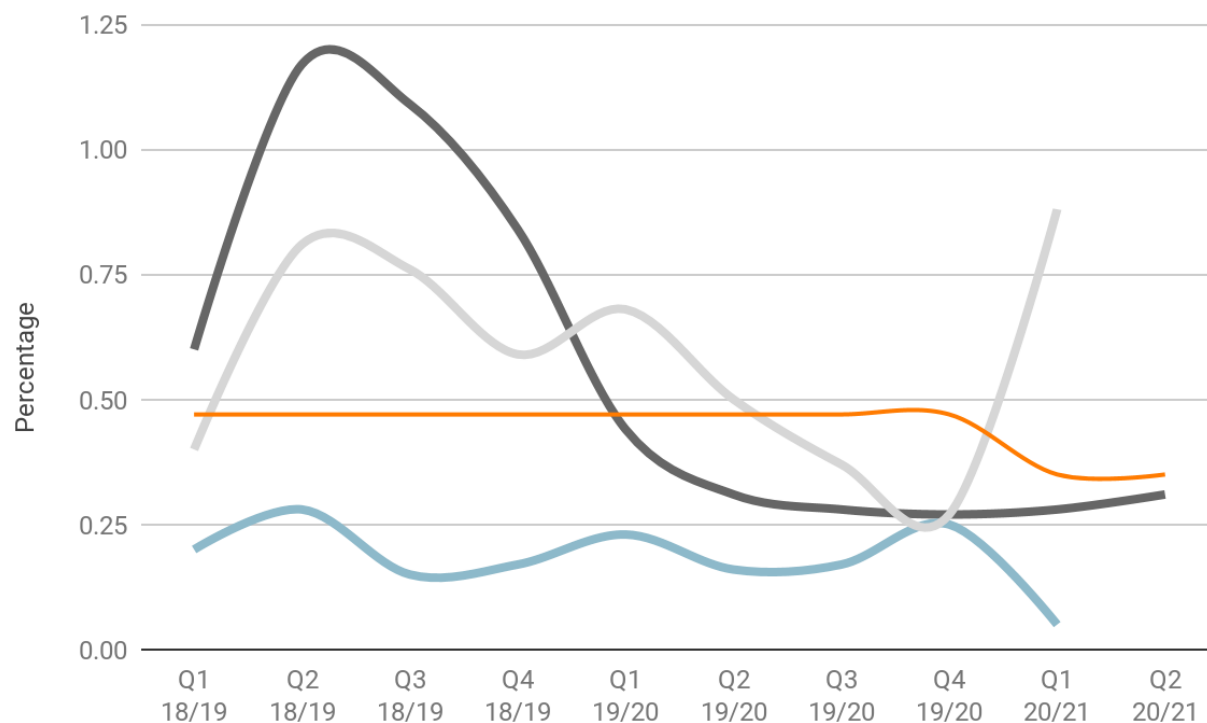
Note that historically the quarterly targets have been profiled and have generally been maintained at 17 or 18 days

(Cumulative) Average number of days taken to process housing benefit change of circumstances



(Cumulative) Percentage of housing benefit overpayment due to LA error/Admin delay

Target
 Cotswold
 Forest of Dean
 West Oxfordshire



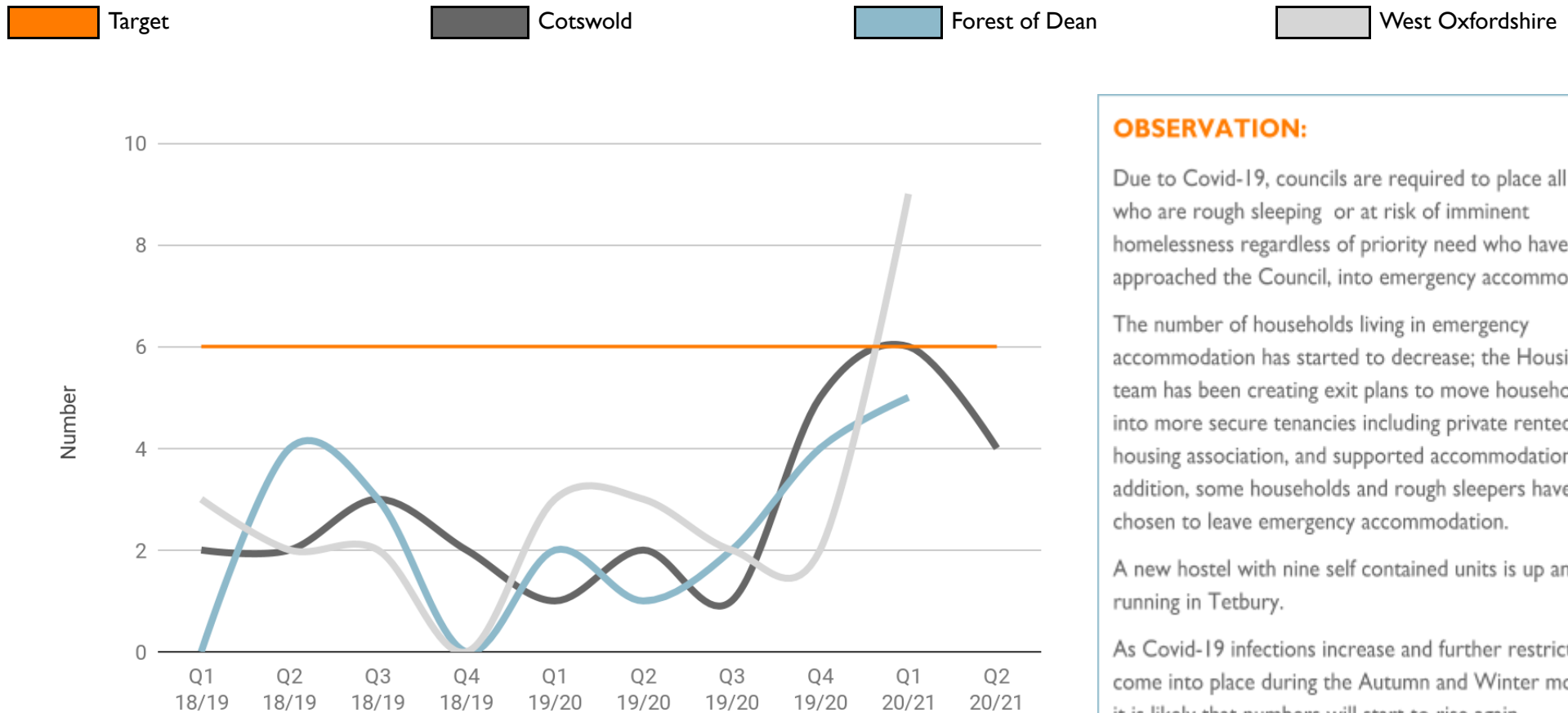
OBSERVATION:

We are continuing to involve a number of staff in quality assurance. Due to the high volume of change of circumstances, we take a sampling approach and target areas which we know have high error rates such as calculation of earnings.

In addition, workloads are being managed to ensure that there is no loss of subsidy due to administrative delay

Housing Support

(Snapshot) Number of households living in emergency accommodation for under 28 days



OBSERVATION:

Due to Covid-19, councils are required to place all clients who are rough sleeping or at risk of imminent homelessness regardless of priority need who have approached the Council, into emergency accommodation.

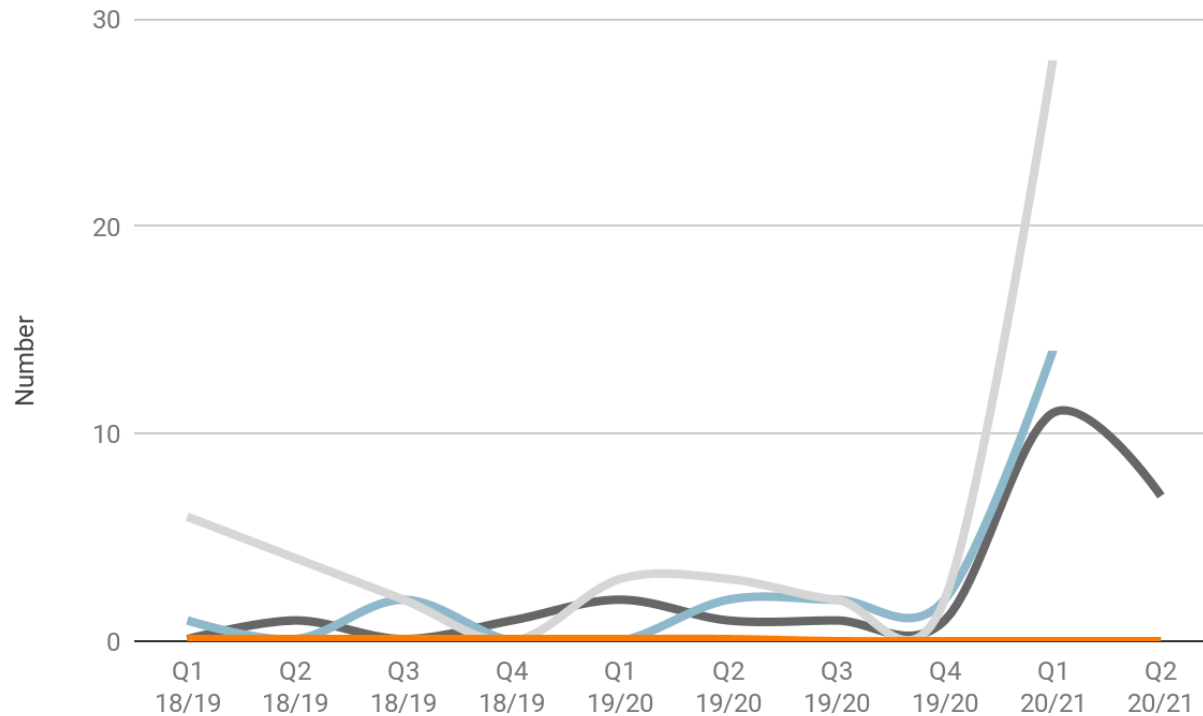
The number of households living in emergency accommodation has started to decrease; the Housing team has been creating exit plans to move households into more secure tenancies including private rented, housing association, and supported accommodation. In addition, some households and rough sleepers have chosen to leave emergency accommodation.

A new hostel with nine self contained units is up and running in Tetbury.

As Covid-19 infections increase and further restrictions come into place during the Autumn and Winter months, it is likely that numbers will start to rise again

(Snapshot) Number of households living in emergency accommodation for over 28 days

Target Cotswold Forest of Dean West Oxfordshire

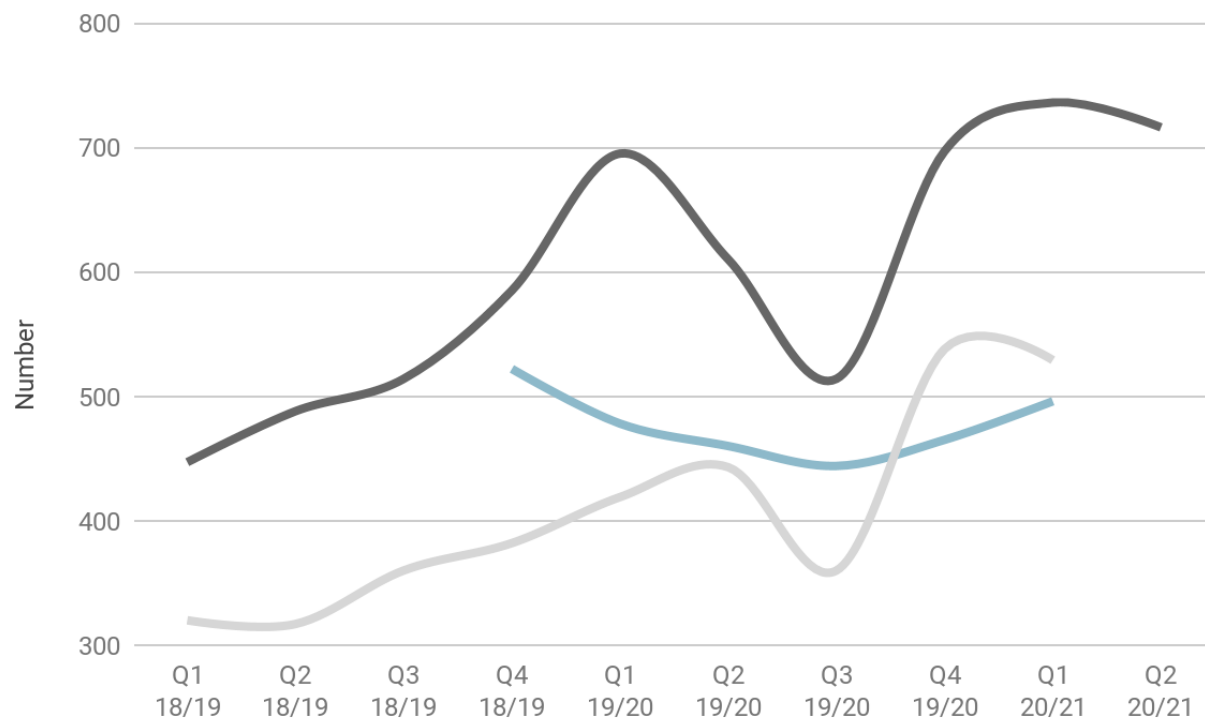


OBSERVATION:

The number of households living in emergency accommodation has started to decrease; the Housing team has been creating exit plans to move households into more secure tenancies including private rented, housing association, and supported accommodation. In addition, some households and rough sleepers have chosen to leave emergency accommodation

(Snapshot) Number of Long Term Empty properties (six months and over)

Cotswold
 Forest of Dean
 West Oxfordshire



OBSERVATION:

The number of long term empty properties has fallen slightly at the end of Q2 following an increase in the previous six months due to government instruction to pause house moves in order to contain Covid-19.

Bromford is undertaking an intensive redevelopment of their older properties so some properties are awaiting demolition, while other properties such as retirement properties remain vacant.

The LTE officer post is responsible for monitoring properties and working with landlords to support them to bring their properties back into use, however, this post is currently vacant. The post is currently grant funded for two years and will expire at end of March 2021. Therefore, it will require Cabinet approval to extend the contract

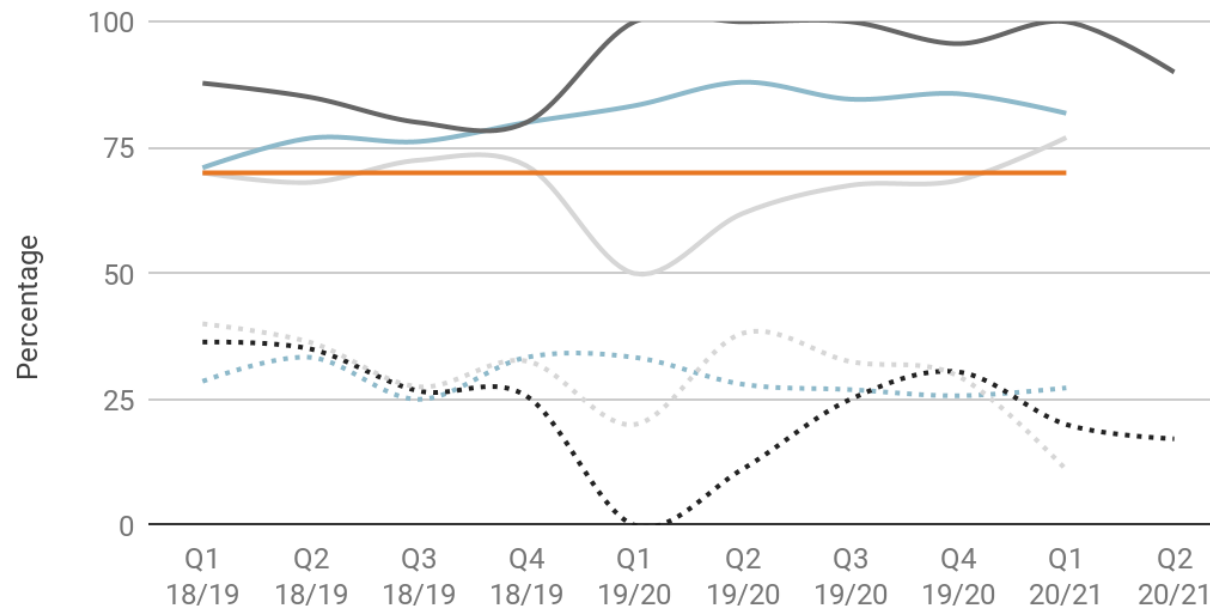
Planning and Strategic Housing

(Cumulative) Percentage of major planning applications determined

% of all applications completed within an agreed timeframe



% of all application completed within 13 weeks



OBSERVATION:

Seven major applications were determined in the quarter, and 11 for the first six months compared to nine for the same period a year ago.

The service has reported that the number of applications received over the summer has been a record nationally. The Council experienced a dip in numbers during lockdown which has been almost entirely eliminated by the higher volumes received since May. The Planning team has found the restrictions imposed by Covid (no meetings, limited site visits, largely home based working, limited availability of consultees etc) have impacted on efficiency and with higher than normal volumes coming through, performance is likely to fall. Registration/validation is proving particularly problematic as a home based exercise and is reducing the time available to the planning officer to determine the application.

Note that the charts for the planning performance measures have been separated to demonstrate the number of applications that are completed within the set time frames and the number that are completed as a result of an agreed extension of time.

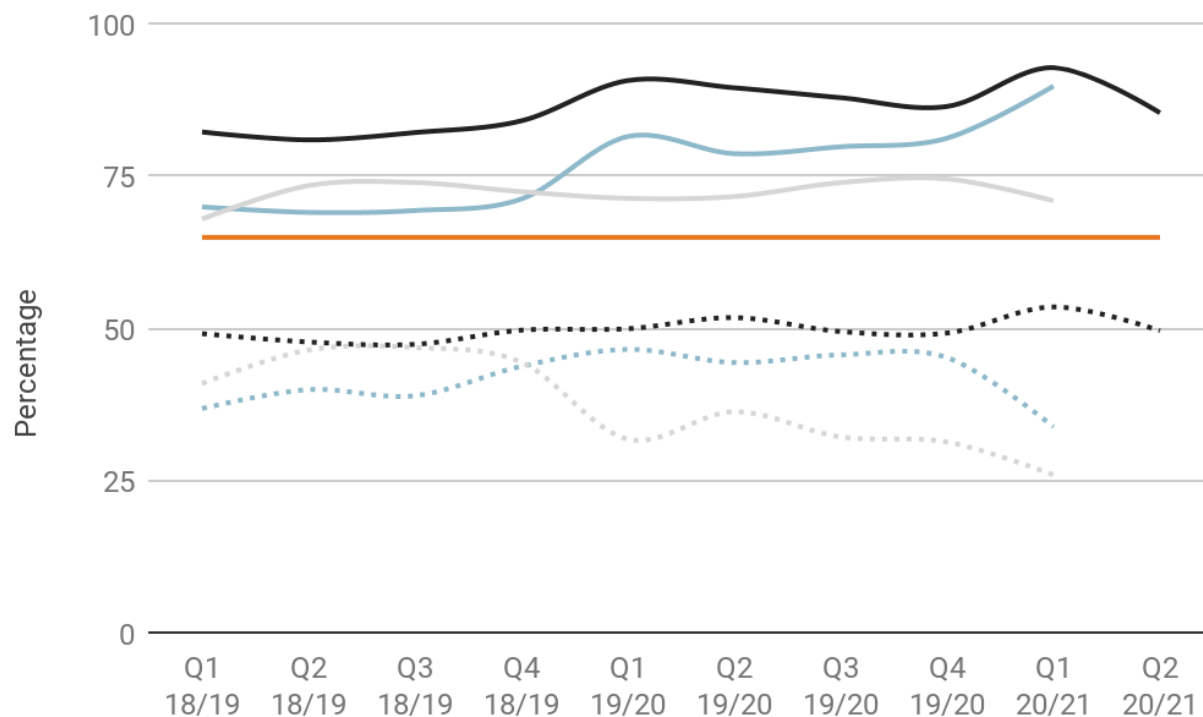
Extensions of times are often a result of consultees requesting changes to the scheme or because the consultee response is essential but has not been received within the timetable. They are also used where officers are working proactively with applicants to improve schemes and make developments acceptable.

(Cumulative) Percentage of minor planning applications determined

% of all applications completed within agreed timescales



% of all applications completed within 8 weeks



OBSERVATION:

82 minor applications were determined in the quarter, and 176 for the first six months compared to 219 for the same period a year ago.

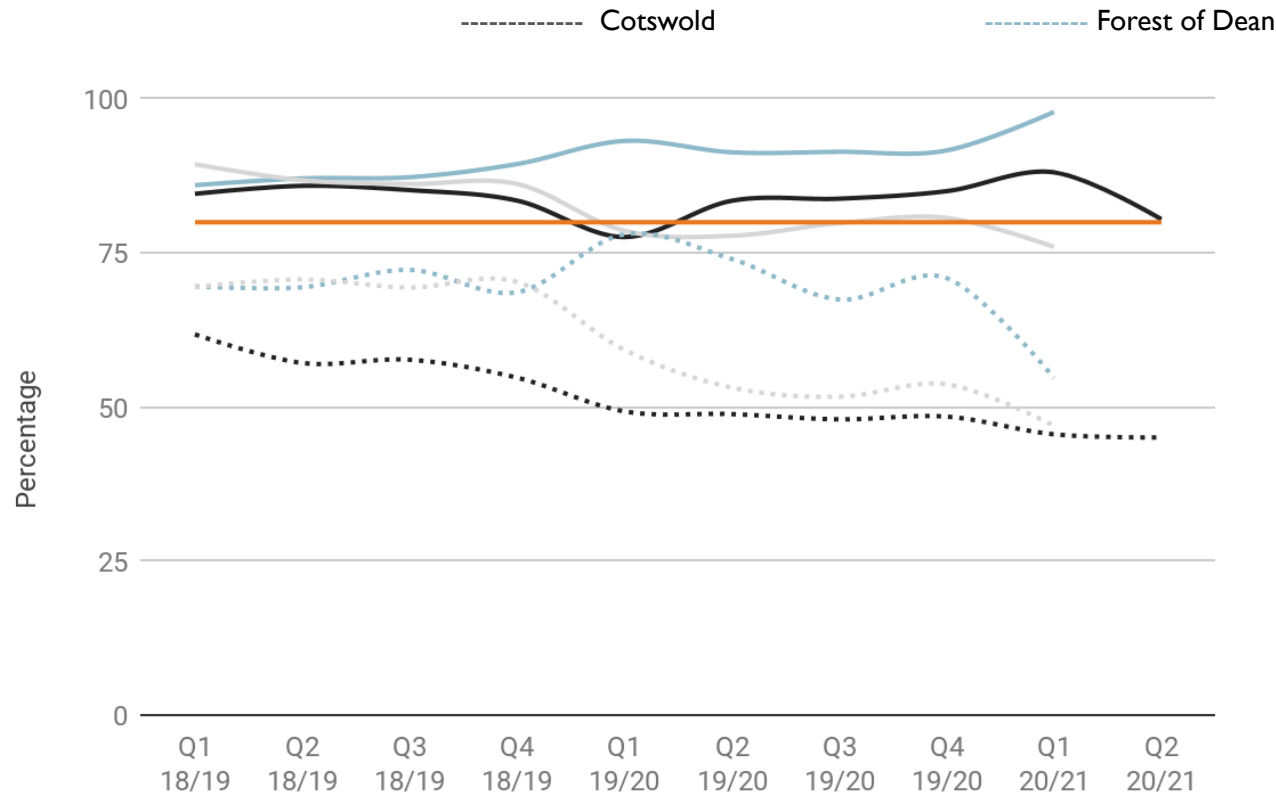
The challenging work conditions coupled with higher volumes of applications coming through is beginning to impact on performance. Registration/validation is proving particularly problematic as a home based exercise and is reducing the time available to the planning officer to determine the application

(Cumulative) Percentage of other planning applications determined

% of all applications completed within agreed timescales

Target
 Cotswold
 Forest of Dean
 West Oxfordshire

% of all applications completed within 8 weeks

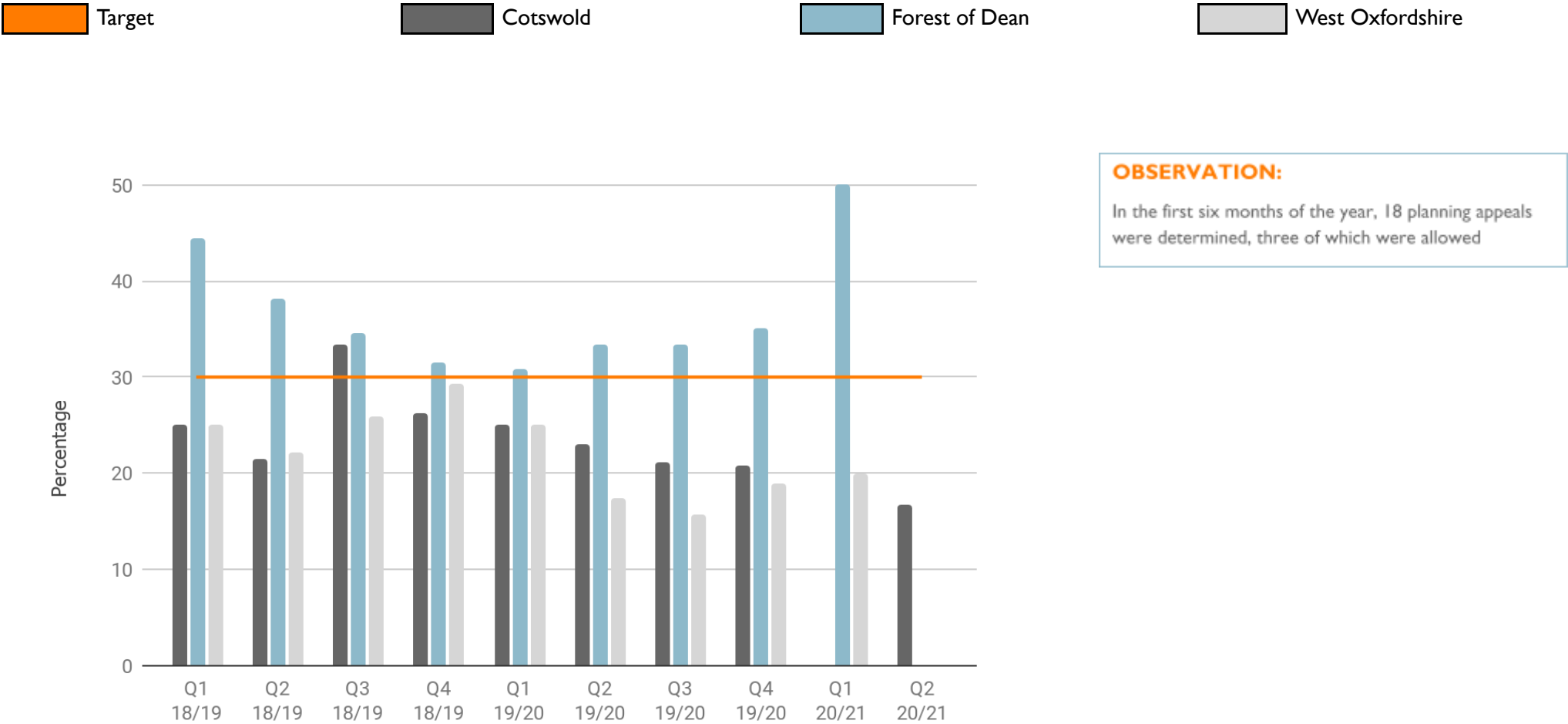


OBSERVATION:

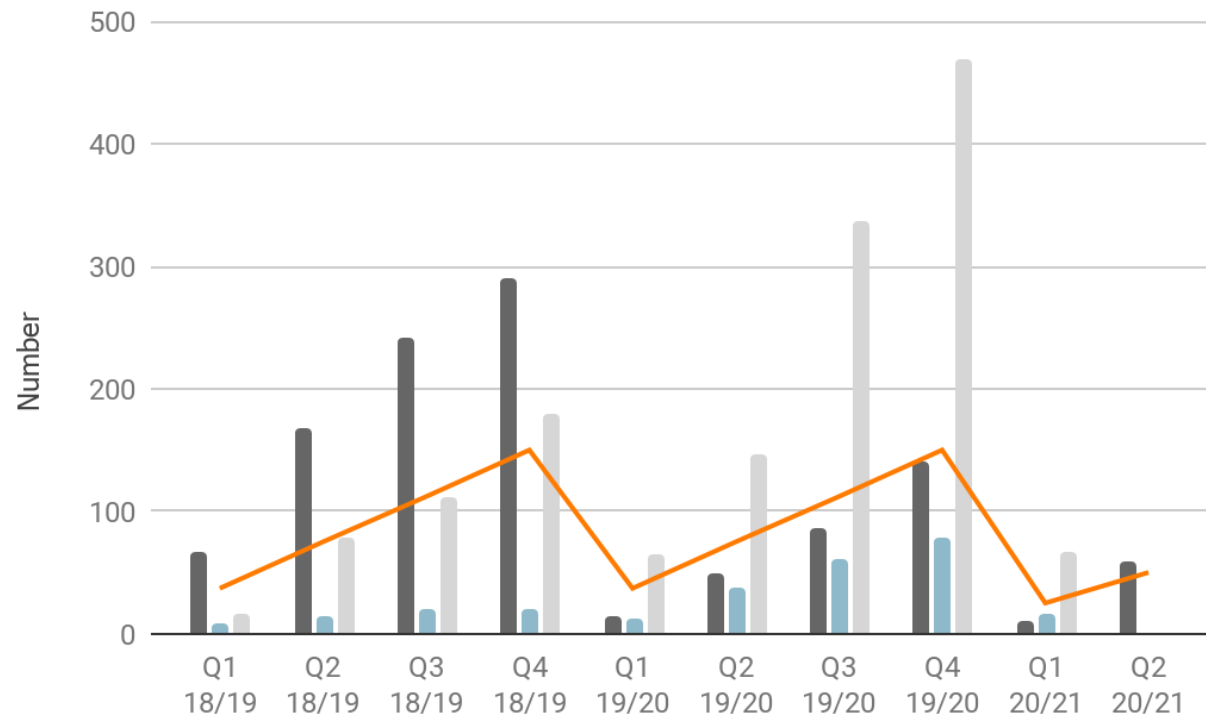
245 other applications were determined in the quarter, and 456 for the first six months compared to 569 for the same period a year ago.

The challenging work conditions coupled with higher volumes of applications coming through is beginning to impact on performance. Registration/validation is proving particularly problematic as a home based exercise and is reducing the time available to the planning officer to determine the application

(Cumulative) Percentage of planning appeals allowed



(Cumulative) Number of affordable homes delivered



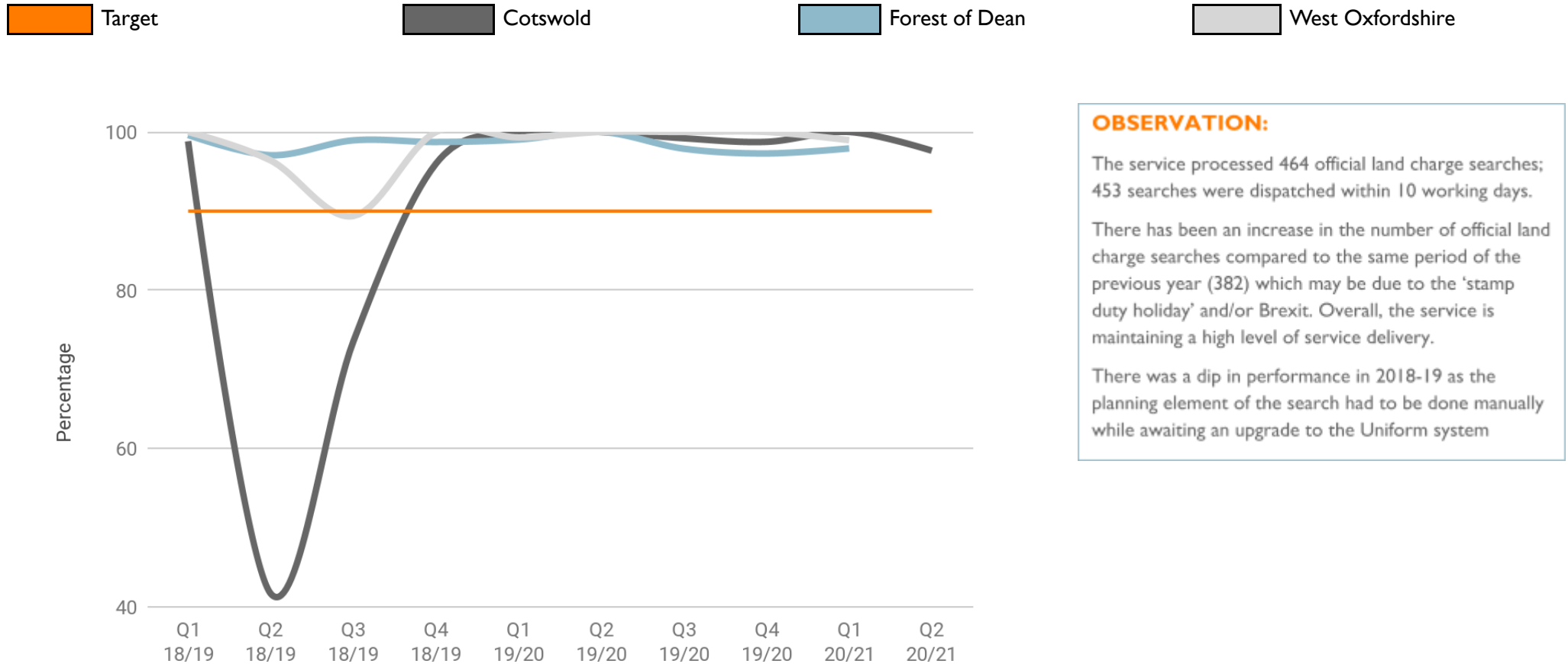
OBSERVATION:

Due to the lock down, no affordable homes were delivered in April and May.

Forty-nine affordable homes were delivered in Q2, totalling 59 for the year so far. A mix of flats and houses for local families and individuals in Cirencester, Ebrington, North Cerney, Tetbury and Moreton in Marsh was delivered in Q2; and included 12 new homes for local people at Churnbridge Row, North Cerney, a rural housing development grant funded by the Council.

Completions this quarter are slightly higher than expected as homes that were originally forecast to complete at the end of the last financial year or the first quarter of 2020/21 but were delayed due to Covid-19 restrictions, are now being delivered. It is anticipated that there will continue to be a delay in forecast completions for some time as developers are still not able to accelerate construction by increasing the labour force, as this would break current social distancing requirements

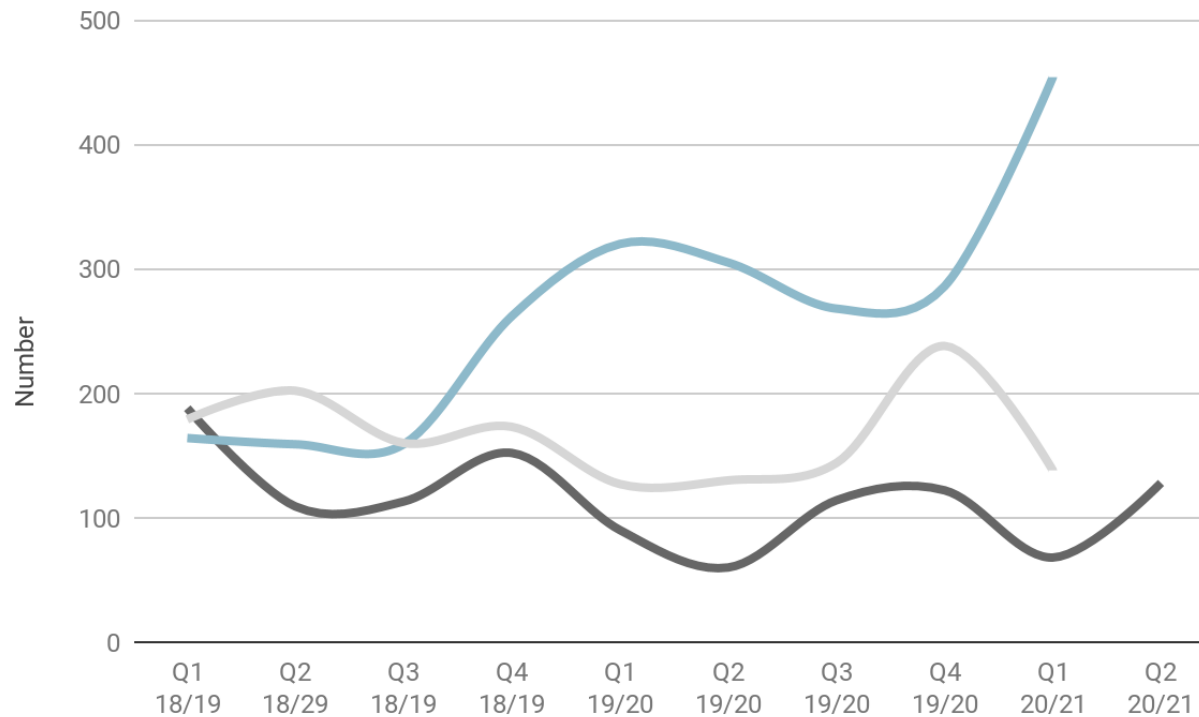
Percentage of land charge searches dispatched within 10 working days



Environmental and Regulatory

Number of fly tips collected

Cotswold Forest of Dean West Oxfordshire



OBSERVATION:

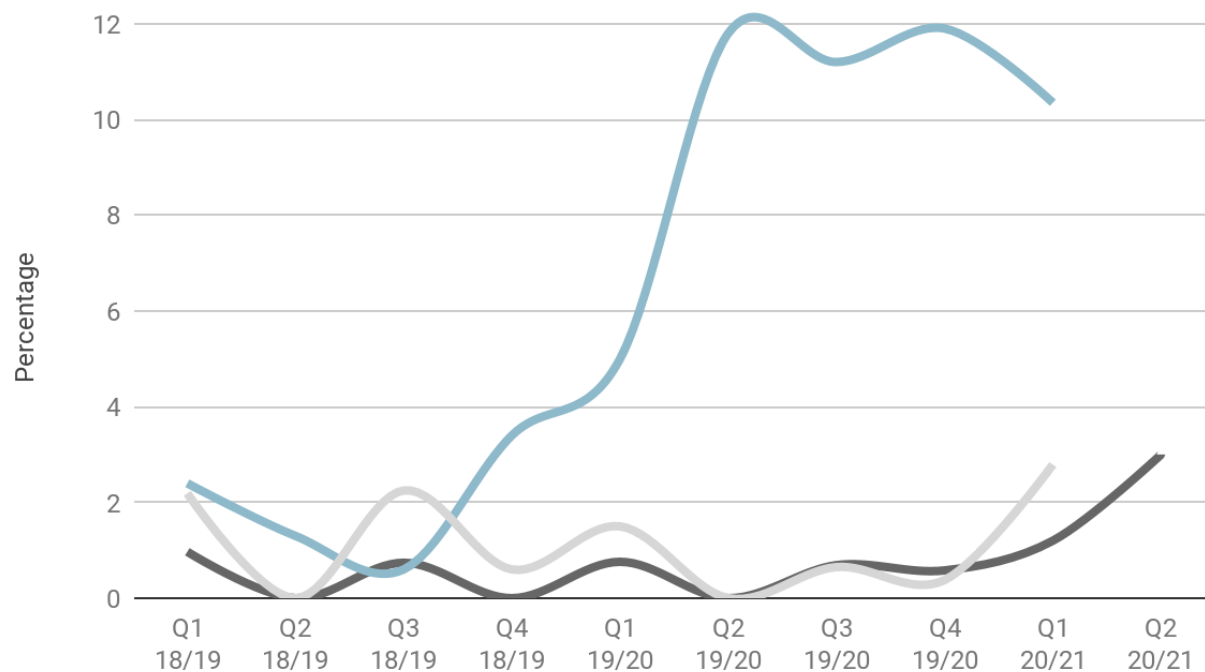
Due to Covid-19, increases in fly tips have been reported nationally, however this is not yet evident in Cotswold's figures.

The fly tipping service has been redesigned based on customer and user need with the introduction of new on-forms and web pages. The new process was introduced in October and will make it easier and quicker for residents to report flytips. It will also reduce duplication and therefore create a more efficient and responsive service.

Forest of Dean appears to collect a higher number of fly tips than Cotswold and West as it counts fly tips at recycling sites

Percentage of fly tips that result in an enforcement action taking place (defined as a warning letter, fixed penalty notice, simple caution or prosecution)

Cotswold
 Forest of Dean
 West Oxfordshire



OBSERVATION:

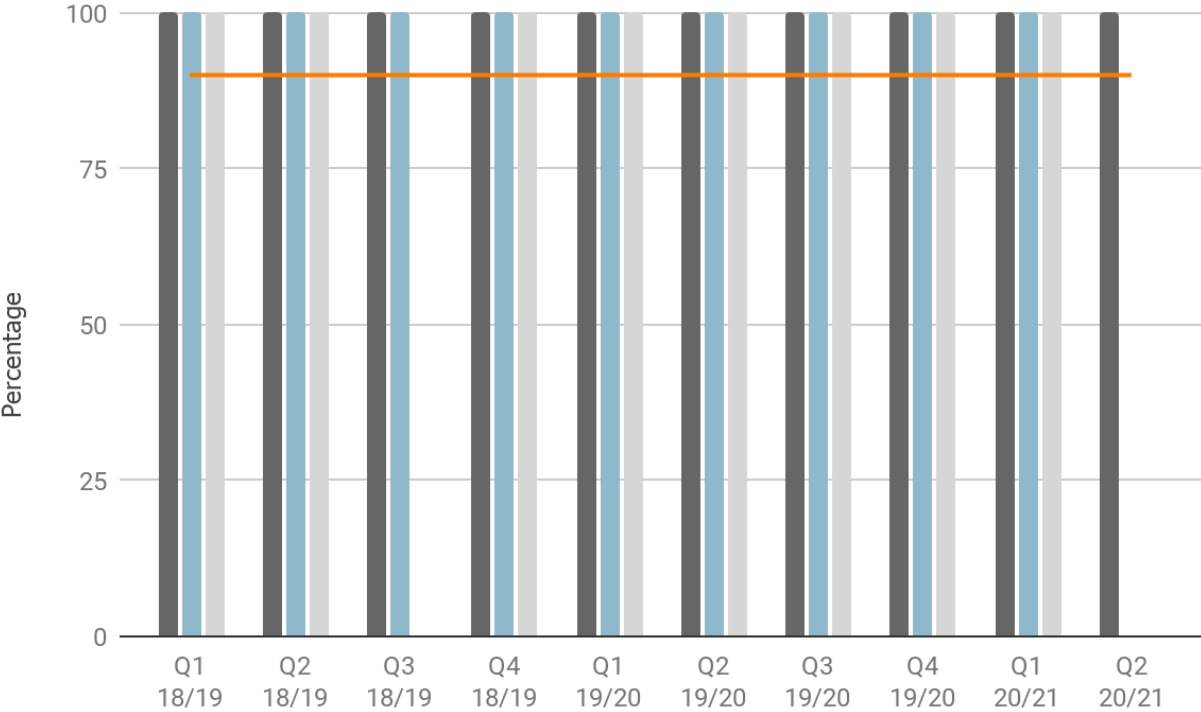
There were 200 notifications of fly tips in Q2 which resulted in six FPNs being served.

At Cotswold, fly tipping is investigated by ERS who take a risk based triage approach to investigation. Officers use their professional judgement to decide whether it is likely that the fly tip will contain evidence that could lead to enforcement action; this is based on an assessment of the waste type reported, for example, black rubbish bags are likely to contain evidence that could lead to enforcement action being taken while a fly tip of car tyres would be highly unlikely to contain the necessary evidence.

In contrast, at Forest of Dean, the Street Warden team usually investigate all fly tips, but is now also taking a risk based approach due to Covid-19 and the redeployment of some resources.

The ERS team visited 33 fly tips, a similar level to pre-Covid times. The Council will always take enforcement action if fly tipping is witnessed.

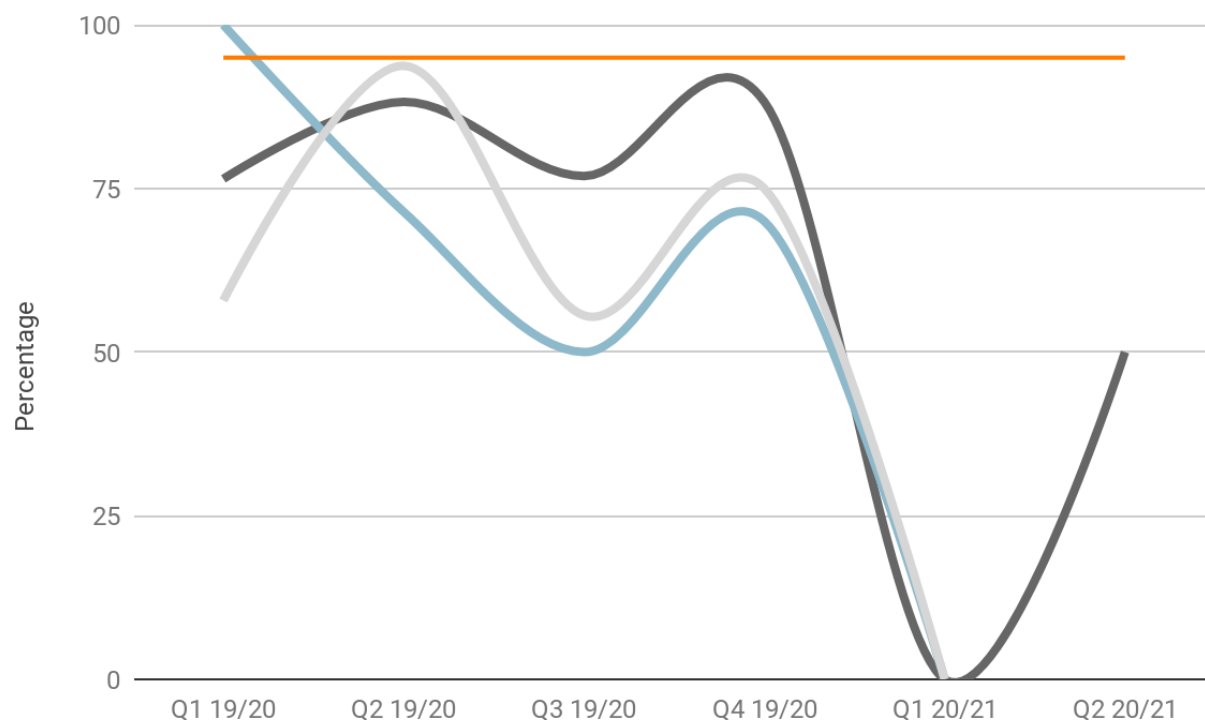
Percentage of high risk notifications (including food poisoning outbreaks, anti-social behaviour, contaminated private water supplies, workplace fatalities or multiple serious injuries) risk assessed within 1 working day



OBSERVATION:

There were eight notifications in Q2 - an outbreak at a care home, a complaint against a taxi driver, a possible illegal eviction, a report of properties without a water supply, a legionella case, a possible contamination of swimming water at a water park, a possible carbon monoxide poisoning at a B&B and a possible food poisoning outbreak

Percentage of high risk food premises inspected within target timescales



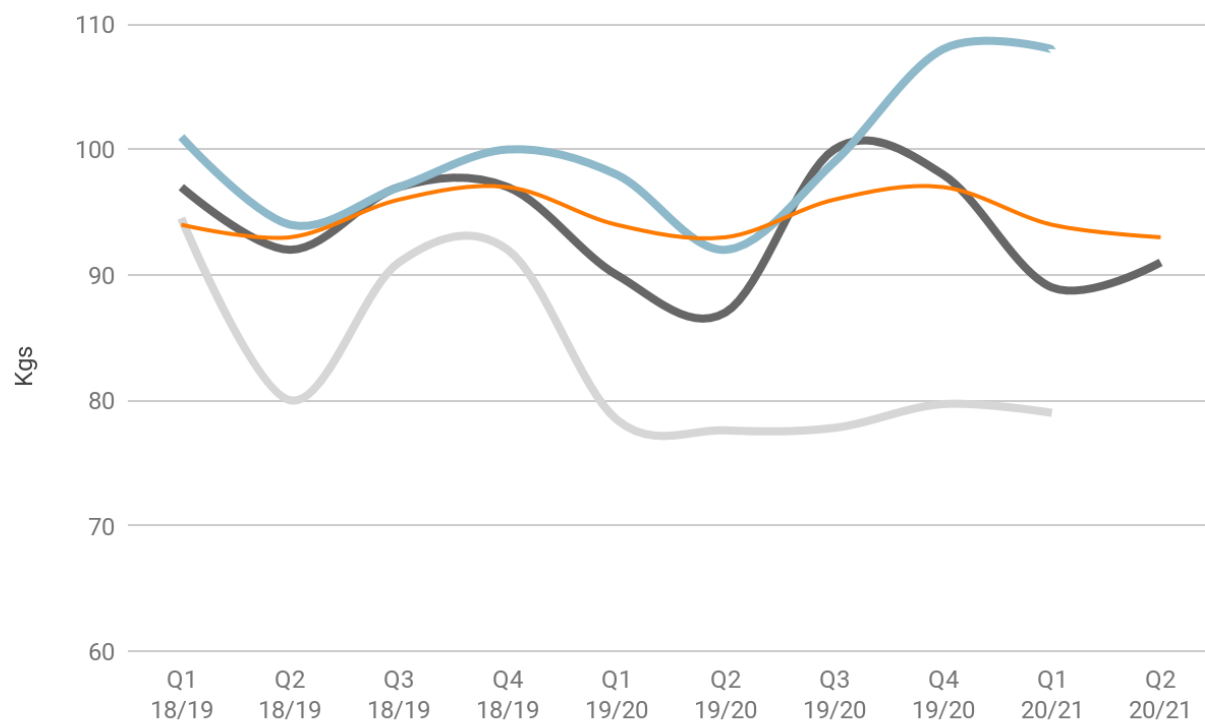
OBSERVATION:

In mid March, the service was advised to cease site visits due to Covid-19, which was followed by guidance from the Food Standards Agency to cease all Food Hygiene Interventions until 18th July.

Following that announcement, the FSA advised that some inspections could recommence at the end of June excluding those businesses which cater for vulnerable people. A backlog of inspections is now being undertaken in line with the guidance.

Ten inspections were due in Q2, five were completed within the 28 day timescale, and an additional four inspections have since been undertaken

Residual household waste per household (kg)

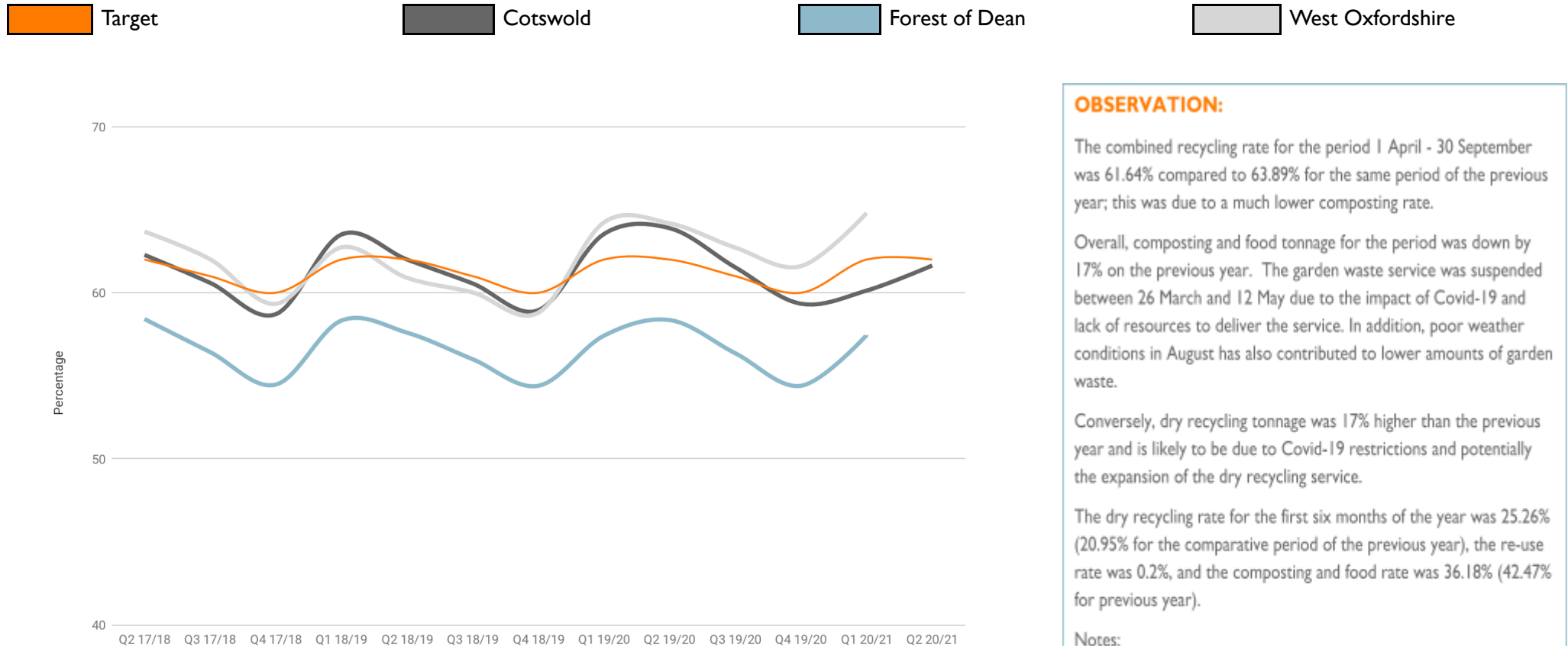


OBSERVATION:

The amount of residual waste generated per household in Q2 was slightly up on the previous year but remains within the target.

The launch of the new service on 18 March was expected to increase the recycling rate and reduce the amount of residual waste. Between April - September 2020, the dry recycling rate was up four percentage points on the same period of the previous year. Covid-19 restrictions on households and more homeworking, and potentially the expansion of the dry recycling service are likely to have contributed to this increase

(Cumulative) Percentage of household waste recycled



OBSERVATION:

The combined recycling rate for the period 1 April - 30 September was 61.64% compared to 63.89% for the same period of the previous year; this was due to a much lower composting rate.

Overall, composting and food tonnage for the period was down by 17% on the previous year. The garden waste service was suspended between 26 March and 12 May due to the impact of Covid-19 and lack of resources to deliver the service. In addition, poor weather conditions in August has also contributed to lower amounts of garden waste.

Conversely, dry recycling tonnage was 17% higher than the previous year and is likely to be due to Covid-19 restrictions and potentially the expansion of the dry recycling service.

The dry recycling rate for the first six months of the year was 25.26% (20.95% for the comparative period of the previous year), the re-use rate was 0.2%, and the composting and food rate was 36.18% (42.47% for previous year).

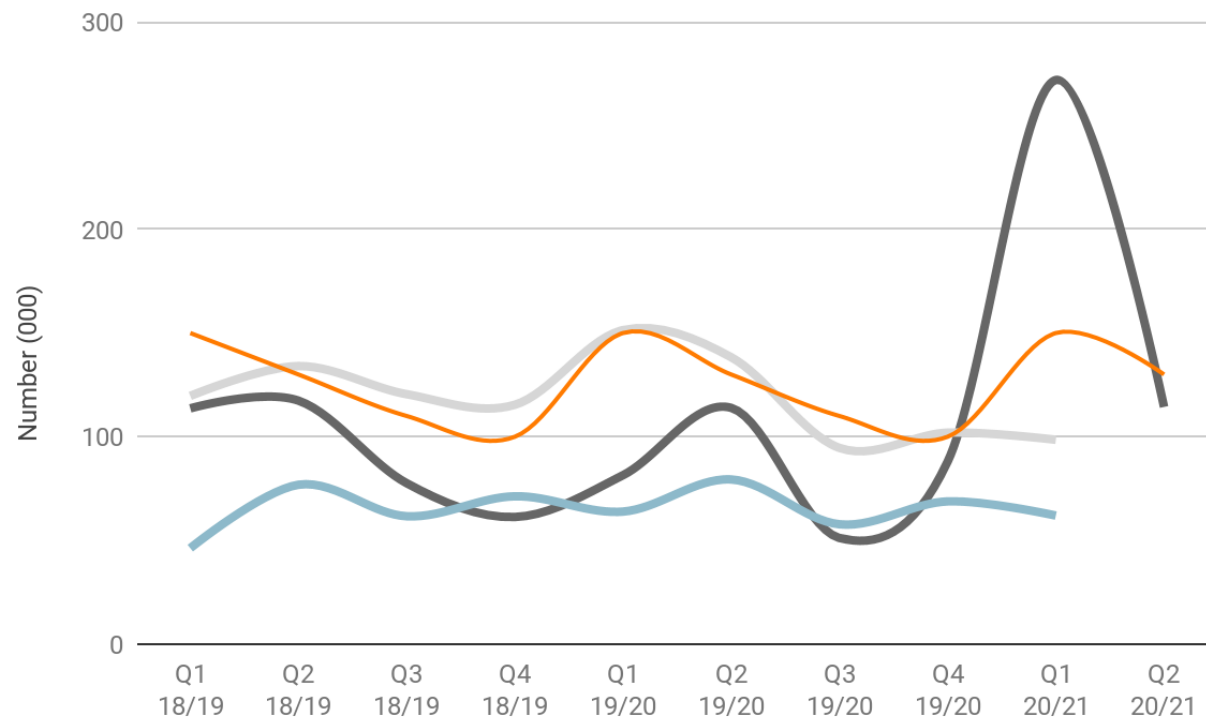
Notes:

Composting and food waste was a single waste stream prior to 2020-21

The quarterly recycling targets are profiled to account for seasonal differences. The data is also presented cumulatively which will flatten out some of these differences

Number of missed bin per 100,000 scheduled collections

Target
 Cotswold
 Forest of Dean
 West Oxfordshire



OBSERVATION:

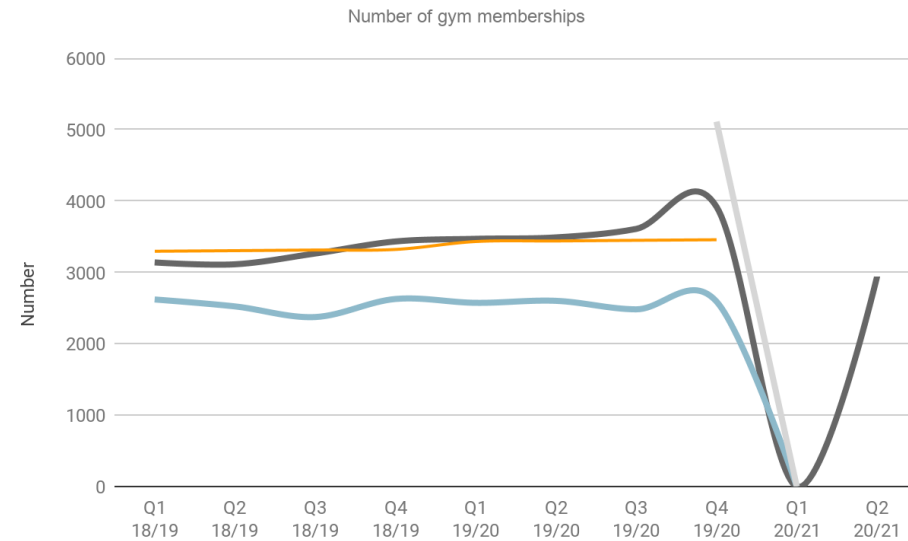
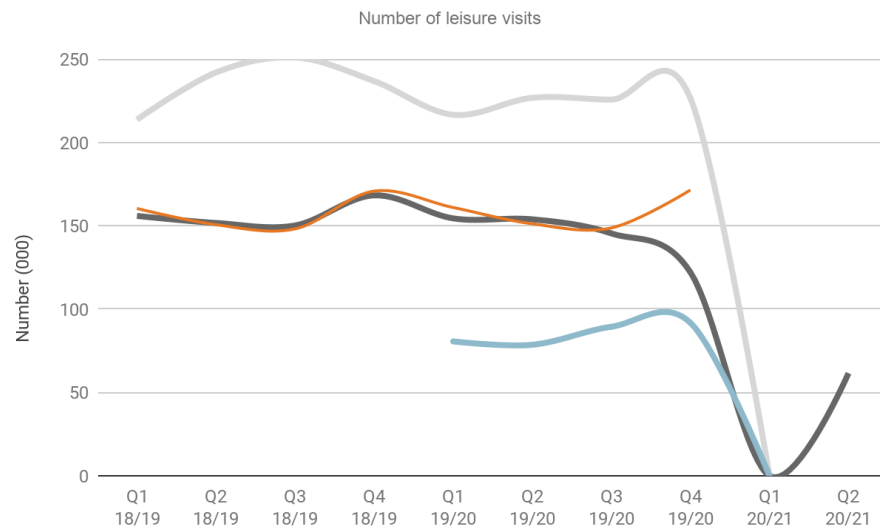
As expected, the introduction of the new waste and recycling service on 18 March resulted in an increase in the number of missed collections as residents and Ubico staff get used to the changes. Concurrently, there was an increase in the amount of waste being produced in particular dry recycling due to the large number of home-workers and others self-isolating or shielding, which in turn increased the number of missed collections and service failures.

Mitigation work has been completed to increase capacity on the collection vehicles and improve geographical knowledge of Ubico staff, and this has resulted in the numbers of missed collections starting to return to normal levels.

The in-cab technology procurement project for the Waste Service has restarted following a pause due to Covid-19 and the diversion of resources to other priority areas. The implementation of in-cab technology will help to reduce the number of missed bins.

Leisure

Number of visits to the three leisure centres & (Snapshot) Number of gym memberships



OBSERVATION:

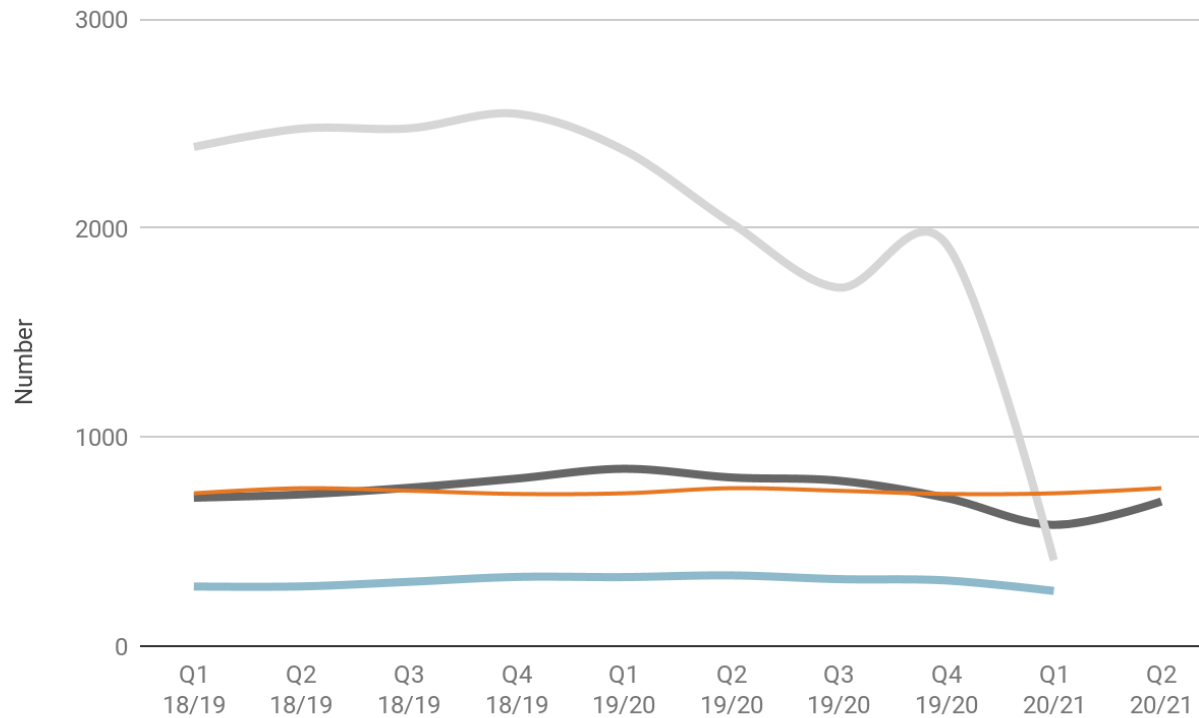
All facilities have now reopened providing the core activities of gym, group exercise, and swimming. Additional activities are also being restarted in line with government advice and in conjunction with Covid-19 protocols on social distancing, pre-booking, and enhanced cleaning. A financial package was agreed at Council on 29 July, and a contract variation is being agreed to cover the period until March 2021.

At the end of Q2, gym memberships have decreased by 25% from pre-Covid times.

Note that no targets have been set for 2020-21

Parking

Total hours spent undertaking on and off-street parking enforcement visits

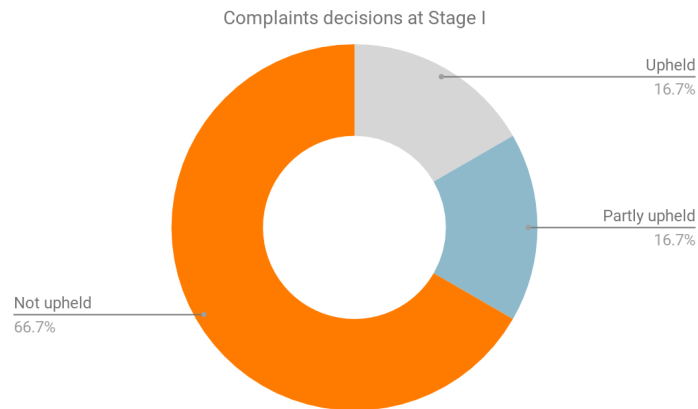


OBSERVATION:

Enforcement activities were suspended on 23 March until 15 June 2020 due to Covid-19. During the suspension, enforcement staff were regularly checking car parks, ensuring areas were safe and secure, and providing advice.

Enforcement hours were slightly down in Q2 as one post is being held vacant as usage levels in the car parks are relatively low (around 42% of capacity)

COMPLAINTS - ARE WE DOING THE 'DAY JOB' REALLY WELL FOR OUR COUNCILS?



OBSERVATION:

A new Customer Feedback Procedure went live on the 1st July 2020. The Corporate Responsibility team is managing all complaints allowing services to focus on delivery.

The complaints shown below only include upheld or partially upheld complaints

Service area	Description	Outcome/learning	Stage	Decision	Response time (days)
Revenues & Benefits	Complainant felt insulted by the way they had been communicated with on two separate occasions.	An apology was issued for the first incidence, and the service leader assured the complainant that further staff training would be organised to ensure similar issues are handled sensitively should they arise in the future. A set statement that caused offence in email communications between the complainant and the Council has also been reviewed and revised	I	Upheld	3 days
ERS	Complainant felt inaccurate information had been given, and felt that the issuing of a community	A miscommunication on the part of the Council meant that the complainant was given incorrect information. An	I	Partly upheld	1 day

	protection warning letter presented a legal conflict	apology was given, and further training is being arranged for customer service advisors to ensure this does not happen again. However, the Council was unable to consider the matter of a legal conflict and suggested it was raised with Bromford			
Waste & Recycling	The Council website was displaying inaccurate information about the waste service, resulting in what the complainant deemed 'service failure'. The complainant was disappointed by the Council's subsequent failure to respond when the issue was raised	The information has been revised and an apology given. The complainant was advised of their options on waste collections. The Council had not failed to respond to emails from the complainant	I	Partly upheld	6 days
Sustainability	No response to complainant's Tree Preservation Order request	Due to high workloads and the complex nature of the request, the response took longer than it would normally have done. An apology was given.	I	Upheld	10 days
Housing	The Council had not followed the correct procedure when issuing a Notice to Vacate	It was found that the Council followed the correct procedure and gave the complainant adequate notice. However, it was decided that the Council could have kept the complainant better informed of procedure during their time in temporary accommodation, and for this the Council offered an apology	I	Partly upheld	10 days
Development Management	Complainant unhappy with the handling of a planning application.	It was acknowledged that there had been an error in the handling of the planning application, and an apology was issued. The complaint has now been escalated to Stage II.	II	Upheld at Stage I	10 days at Stage I

Cotswold District Council - Revenue Budget Monitoring										Annex C	
Q2 2020/21 - 1st April to 30th September 2020											
Service Area	Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget		Q2 variance	Year End Forecast	Comments - Q2 Variance
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Total	Total	
Environmental & Regulatory Services	1,001,375	(440,220)	503,285	(190,905)	487,032	(198,403)	(16,252)	(7,498)	(23,751)	(40,000)	Building control income recovered from September.
Business Support - Finance, HR, Procurement					1,108,188	(581,940)	20,761	6,688	27,449	0	Overspend due to franking machine recharges not yet allocated across services. This will be reflected in underspends elsewhere.
Business Support - ICT, Change & Customer Services	2,211,748	(1,304,967)	1,087,427	(588,628)						0	
Assets, Land, Legal & Property	1,881,772	(65,758)	978,021	(32,291)	957,017	(47,642)	(21,003)	(15,351)	(36,354)	0	
Chief Executive and Modernisation Costs	1,498,674	(805,972)	780,926	(421,814)	699,315	(408,516)	(81,611)	13,298	(68,313)	0	Underspend due to covid restrictions
Revenues & Housing Support	259,496	0	221,796	0	221,491	0	(305)	0	(305)	0	
Environmental Services	14,903,349	(14,424,841)	7,803,625	(7,021,507)	45,545,708	(44,734,726)	37,742,082	(37,713,219)	28,864	0	
Leisure & Communities	8,699,331	(3,086,830)	4,895,382	(1,667,210)	4,862,480	(1,822,947)	(32,902)	(155,737)	(188,639)	(300,000)	Car park fees, permits and fines performed better than revised budget.
Planning & Strategic Housing	2,604,984	0	727,088	(68,110)	660,758	(73,163)	(66,330)	(5,053)	(71,382)	(75,000)	Lower covid support payments to leisure provider than budgeted, higher maintenance at Cirencester Leisure Centre. Lower spend on community activity grant
Democratic and Committee Services	2,409,512	(742,169)	1,397,422	(668,022)	1,347,689	(746,229)	(49,733)	(78,206)	(127,939)	(200,000)	Planning income recovered in excess of revised budget.
Retained/Corporate Council Services	938,250	(23,905)	558,782	(11,953)	531,837	(25,555)	(26,944)	(13,602)	(40,547)	0	Underspend on Elections IT licences and postage
Cost of Services (Gross)	6,627,665	(7,946,711)	5,944,842	(2,063,310)	5,925,498	(1,932,849)	(19,344)	130,461	111,117	200,000	Overspend on covid related expenditure, Ubico savings target not achieved. Interest on investments lower than budgeted due to impact of pandemic on global economy.
Cost of Services (Net)	43,036,156	(28,841,373)	24,898,594	(12,733,751)	62,347,013	(50,571,969)	37,448,419	(37,838,218)	(389,798)	(415,000)	

Environmental & Regulatory Services

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget		Comments - Q2 Variance
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	
BUC001	Building Control - Fee Earning Work	178,681	(360,000)	168,167	(230,000)	80,324	(115,000)	81,954	(125,798)	1,630	(10,798)	Recovery of building regulation fee income in September 2020
BUC002	Building Control - Non Fee Earning Work	55,417		53,402		25,583		25,427		(155)	0	
BUC003	Dangerous Structures	2,500		2,500		1,250		0		(1,250)	0	
Building Control total		236,598	(360,000)	224,069	(230,000)	107,156	(115,000)	107,382	(125,798)	225	(10,798)	
EMP001	Emergency Planning	26,322		22,852		11,304		6,329		(4,975)	0	
ESM001	Environment - Service Management	105,598		103,098		51,549		45,024		(6,525)	0	
PSH002	Private Sector Housing - Condition of Dwellings	5,087		2,587		1,250		0		(1,250)	0	
PSH005	Home Energy Conservation	3,412		87		0		0		0	0	
REG002	Licensing	213,156	(230,080)	203,836	(180,720)	100,058	(57,405)	100,354	(58,573)	296	(1,168)	
REG006	Caravan Sites - Itinerates	3,934		3,934		0		0		0	0	
REG007	Caravan Sites - Licensed	87		87		0		0		0	0	
REG009	Environmental Protection	229,539	(49,930)	184,179	(27,500)	106,149	(17,500)	107,223	(12,521)	1,074	4,979	
REG013	Pollution Control	106,760		117,300		57,852		52,894		(4,958)	0	
REG016	Food Safety	122,687	(2,000)	135,580	(2,000)	66,217	(1,000)	67,826	(1,036)	1,610	(36)	
REG021	Statutory Burials	1,639	(380)	3,639	0	1,750	0	0	0	(1,750)	0	
STC011	Abandoned Vehicles	8,627	(7,500)	127	0	0	0	0	(475)	0	(475)	
Public Protection total		826,848	(289,890)	777,306	(210,220)	396,128	(75,905)	379,651	(72,606)	(16,478)	3,299	
Total		1,063,446	(649,890)	1,001,375	(440,220)	503,285	(190,905)	487,032	(198,403)	(16,252)	(7,498)	

Business Support Services - Finance, HR, Procurement

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
SUP009	Accountancy	475,271	(141,169)	475,271	(141,169)	232,250	(70,585)	249,897	(61,827)	17,647	8,757
SUP011	Creditors	100,897	(59,533)	100,897	(59,533)	49,234	(29,767)	53,296	(28,713)	4,062	1,054
SUP012	Debtors	51,393	(12,951)	51,393	(12,951)	24,232	(6,476)	24,870	(6,332)	638	144
SUP035	Insurances	57,527	(51,969)	57,527	(51,969)	28,764	(25,985)	28,589	(22,339)	(174)	3,646
SUP042	Business World Support and Hosting	46,309	(36,000)	46,309	(36,000)	23,154	(24,690)	29,980	(30,543)	6,826	(5,853)
Finance total		731,397	(301,622)	731,397	(301,622)	357,634	(157,501)	386,632	(149,753)	28,998	7,748
SUP010	Internal Audit	107,302	(21,087)	107,302	(21,087)	53,651	(10,544)	53,451	(10,544)	(200)	(1)
SUP402	Glos. Counter Fraud Unit	406,671	(406,671)	431,536	(431,536)	214,068	(180,166)	209,562	(180,166)	(4,506)	0
SUP403	CDC Counter Fraud	52,925	(60,026)	52,925	(60,026)	27,943	(2,570)	34,912	0	6,969	2,570
Audit and Counter Fraud		566,898	(487,784)	591,763	(512,649)	295,662	(193,279)	297,925	(190,710)	2,263	2,570
SUP003	Human Resources	525,802	(267,224)	525,802	(267,224)	256,671	(133,612)	248,313	(135,143)	(8,358)	(1,531)
SUP019	Health & Safety	111,394	(83,677)	111,394	(83,677)	55,461	(41,839)	55,125	(42,965)	(336)	(1,127)
SUP020	Training & Development	94,786	(44,292)	94,786	(44,292)	45,426	(14,646)	44,604	(9,305)	(822)	5,341
SUP013	Payroll	99,538	(73,469)	99,538	(73,469)	48,327	(36,735)	46,703	(44,127)	(1,624)	(7,392)
HR Support & Payroll total		831,520	(468,662)	831,520	(468,662)	405,885	(226,831)	394,745	(231,540)	(11,140)	(4,708)
SUP033	Central Purchasing / Procurement	57,068	(22,034)	57,068	(22,034)	28,246	(11,017)	28,886	(9,938)	640	1,079
Procurement total		57,068	(22,034)	57,068	(22,034)	28,246	(11,017)	28,886	(9,938)	640	1,079
Total		2,186,883	(1,280,102)	2,211,748	(1,304,967)	1,087,427	(588,628)	1,108,188	(581,940)	20,761	6,688

Comments - Q2 Variance

Includes expenditure for franking machine credits, actual postage charges to be recharged out across services. This will be showing as an underspend in the other services and has no overall impact upon the budget. This will be posted during Q.3.

Business Support Services - Customer Services, ICT and Change

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
SUP017	Business Improvement/Transformation	110,162		110,162		54,103		53,775		(328)	0
SUP021	Business Continuity Planning	20,944		20,944		8,724		8,672		(53)	0
SUP023	Freedom of Information Act	10,650		10,650	0	5,325	0	5,293	(3,000)	(32)	(3,000)
TMR001	Street Naming	30,522	(20,000)	30,522	(20,000)	15,025	(10,000)	0	(10,425)	(15,025)	(425)
Change and modernisation		172,278	(20,000)	172,278	(20,000)	83,178	(10,000)	67,739	(13,425)	(15,438)	(3,425)
ADB411	Moreton-in-Marsh, Offices	79,003	(55,092)	79,003	(36,092)	38,064	(18,046)	28,108	(21,540)	(9,956)	(3,494)
COM420	FOH - Moreton	110,917	(4,665)	103,847	(4,665)	49,686	(1,745)	48,515	(48)	(1,171)	1,697
SUP401	FOH - Trinity Road	517,364	(1)	509,399	(1)	252,470	0	249,775	(1,071)	(2,695)	(1,071)
Customer services		707,284	(59,758)	692,249	(40,758)	340,220	(19,791)	326,399	(22,659)	(13,822)	(2,868)
SUP005	ICT	896,465	(5,000)	896,465	(5,000)	458,233	(2,500)	466,253	(11,557)	8,021	(9,057)
SUP031	Application Support	120,780		120,780		96,390		96,626		236	0
ICT and applications - total		1,017,245	(5,000)	1,017,245	(5,000)	554,623	(2,500)	562,879	(11,557)	8,257	(9,057)
Total		1,896,807	(84,758)	1,881,772	(65,758)	978,021	(32,291)	957,017	(47,642)	(21,003)	(15,351)

Comments

No expenditure so far on new road signs due to Council response to Covid-19. Any underspend will be carried forward to next year to fund new Cotswold signs in the District.

Accommodation closed due to Covid-19 resulting in reduced operating costs.

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
ADB401	Trinity Road, Offices	494,436	(343,268)	492,718	(359,527)	250,818	(212,730)	208,214	(211,483)	(42,604)	1,246
ADB402	Trinity Road improvement works	20,000		20,000		10,000		0		(10,000)	0
ADB412	Moreton-in-Marsh, Offices - Maintenance	43,235		43,235		21,618		15,353		(6,264)	0
CUL411	Corinium Museum - Maintenance	41,350		41,350	0	20,675	0	1,827	(7)	(18,848)	(7)
ENA401	Housing Enabling Properties	8,110	(17,800)	9,110	(23,476)	3,740	(12,386)	780	(12,798)	(2,960)	(413)
FIE425	22/24 Ashcroft Road	22,764		33,764		10,743		8,105		(2,638)	0
Asset Management total		629,895	(361,068)	640,177	(383,003)	317,594	(225,115)	234,279	(224,289)	(83,314)	826
LLC001	Local Land Charges	109,775	(250,705)	109,775	(201,705)	52,257	(100,853)	52,117	(93,893)	(140)	6,960
SUP004	Legal	436,647	(221,264)	436,647	(221,264)	260,415	(95,847)	262,589	(90,334)	2,174	5,513
SUP025	Property Services	319,580	0	312,075	0	150,661	0	150,329	0	(332)	0
Land, Legal and Property		866,002	(471,969)	858,497	(422,969)	463,332	(196,699)	465,035	(184,227)	1,703	12,473
Total		1,495,897	(833,037)	1,498,674	(805,972)	780,926	(421,814)	699,315	(408,516)	(81,611)	13,298

Comments - Q2 Variance

£23k underspend on programmed maintenance, this part of the Building Maintenance Fund [BMF]. Any underspend in the BMF is being re-allocated to projects such as drainage works at Packers Leaze Depot or Cemeteries Memorial works.

Underspend of £23k for electricity and gas due to lower usage during covid pandemic.

This is a one-off budget for lighting improvements at the Trinity Road offices and move to LED lighting. Works currently on hold whilst the Council consider property requirements.

£6k underspend on premises related expenditure/programmed maintenance. In light of the current Covid situation only works relating to compliance and Health and Safety are currently being carried out.

£18k underspend on programmed and reactive repairs as a result of covid lockdown and ongoing Museum project.

Chief Executive and Modernisation

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COR011	2020 Vision/Transformation	177,000	0	177,000	0	177,000		177,000		0	0
SUP026	Chief Executive	82,496	0	82,496	0	44,796		44,491		(305)	0
Total		259,496	0	259,496	0	221,796	0	221,491	0	(305)	0

Comments

Revenues and Housing Support

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
HBP001	Rent Allowances	14,407,595	(14,187,365)	14,403,605	(14,069,365)	7,506,339	(6,898,536)	7,511,631	(6,893,537)	5,291	5,000
HBP005	Benefit Fraud Investigation	0	0	0	0	0	0	188	188	188	0
Benefits total		14,407,595	(14,187,365)	14,403,605	(14,069,365)	7,506,339	(6,898,536)	7,511,819	(6,893,537)	5,479	5,000
HOM001	Homelessness	76,402	(29,266)	126,402	(29,266)	63,183	(102,721)	148,079	(187,274)	84,896	(84,553)
HOM005	Homelessness Hostel Accommodation	500	(35,500)	500	(35,500)	250	(17,750)	3,311	(16,002)	3,061	1,748
HOM406	Temporary Emergency Accommodation	0	0	0	0	0	0	10,528	(1,827)	10,528	(1,827)
PSH001	Private Sector Housing Grants	32,854		32,854		13,880		13,937		57	0
Housing Management total		109,756	(64,766)	159,756	(64,766)	77,313	(120,471)	175,854	(205,102)	98,541	(84,631)
LTC001	Council Tax Collection	219,137	(143,808)	237,187	(105,808)	171,137	(2,500)	170,988	0	(149)	2,500
LTC002	Council Tax Support Administration	0	0	0	0	0	0	3,750	(2,087)	3,750	(2,087)
LTC011	NNDR Collection	51,618	(193,902)	51,618	(184,902)	24,398	0	37,659,991	(37,634,000)	37,635,593	(37,634,000)
PUT001	Concessionary Travel	15,392		15,392		7,321		5,850		(1,471)	0
SUP014	Cashiers	36,306		35,791		17,118		17,014		(104)	0
SUP028	Security Carriers	0	0	0	0	0	0	442		442	0
Revenues total		322,453	(337,710)	339,988	(290,710)	219,973	(2,500)	37,858,035	(37,636,087)	37,638,062	(37,633,587)
Total		14,839,804	(14,589,841)	14,903,349	(14,424,841)	7,803,625	(7,021,507)	45,545,708	(44,734,726)	37,742,082	(37,713,219)

Comments - Q2 Variance
<p>£88k Preventing Homelessness Grant received, any surplus will be transferred to reserves at year end. Increase in Emergency Accommodation expenditure matched by increase in Housing Benefit payments.</p> <p>Includes all COVID Business support grants distributed by CDC, £37.634m allocated and £37.635m paid.</p>

Environmental Services

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
CPK401	Car Parks	972,963	(2,751,545)	947,483	(1,089,221)	522,689	(351,021)	509,517	(491,041)	(13,171)	(140,020)
CPK402	Car Parks - Maintenance	35,725	0	35,725	0	17,863	0	23,554	0	5,692	0
CPK413	Car Parks - Tetbury The Chippings	39,075	(54,000)	39,075	(54,000)	(2,446)	(7,017)	(3,124)	(7,017)	(678)	(0)
CPK414	Car Parks - Chipping Campden	0	0	0	0	0	0	1,160	(5,355)	1,160	(5,355)
CPK499	Car Parking Reserve	0	0	0	0	56,968	0	56,968	0	0	0
Car Parking total		1,047,763	(2,805,545)	1,022,283	(1,143,221)	595,074	(358,038)	588,076	(503,413)	(6,997)	(145,375)
CCC001	Climate Change	93,792	0	93,792	0	46,878	0	43,156	0	(3,722)	0
Climate change total		93,792	0	93,792	0	46,878	0	43,156	0	(3,722)	0

Comments - Q2 Variance

Car park income from permits, fees and excess charging fees £140k higher than estimated in the revised budget. Savings on Parking management and cash collection contract of £38k. Expenditure in excess of budget for credit card charges and business rates, budget to be revisited in 2020/21.

Environmental Services (continued)

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
CCM001	Cemetery, Crematorium and Churchyards	208,042	(63,830)	208,042	(63,830)	116,628	(31,915)	116,817	(31,119)	189	796
CCM402	Cemeteries - Maintenance	16,275	0	16,275	0	8,138	0	683	0	(7,455)	0
HLD410	Waste - Cleansing	123	0	123	0	0	0	0	0	0	0
HLD411	Waste - Cemeteries	2,927	0	2,927	0	422	0	375	(5,683)	(47)	(5,683)
REG003	Animal Control	59,185	(32,505)	59,185	(32,505)	29,549	(14,203)	38,004	(17,007)	8,455	(2,804)
REG019	Public Conveniences	274,495	(84,030)	274,495	(84,030)	123,675	(42,015)	112,279	(26,203)	(11,395)	15,812
RYC001	Recycling	2,459,487	(999,964)	2,524,487	(839,964)	1,380,472	(361,068)	1,375,972	(316,835)	(4,500)	44,234
RYC002	Green Waste	942,667	(764,000)	942,667	(685,000)	546,550	(665,000)	559,650	(695,074)	13,099	(30,074)
RYC003	Refuse / Recycling Organic & Food Waste	747,461	0	747,461	0	436,019	0	436,019	0	0	0
TRW001	Trade Waste	0	0	0	0	0	0	0	0	0	0
STC001	Street Cleaning	1,089,621	0	1,089,621	0	632,654	0	641,825	0	9,170	0
WST001	Household Waste	1,536,191	(8,780)	1,536,191	(8,780)	905,675	(41,182)	870,965	(38,343)	(34,711)	2,839
WST004	Bulky Household Waste	40,907	(36,000)	40,907	(36,000)	20,454	(18,000)	31,715	(41,909)	11,261	(23,909)
WST401	Refuse-Stow Fair	11,206	0	11,206	0	1,179	0	1,171	0	(8)	0
WST402	South Cerney Depot, Packers Leaze	33,467	(173,500)	33,467	(173,500)	5,000	(130,125)	1,062	(130,368)	(3,938)	(243)
Environmental Services Client		7,422,054	(2,162,609)	7,487,054	(1,923,609)	4,206,413	(1,303,508)	4,186,535	(1,302,539)	(19,878)	969

Comments - Q2 Variance
<p>£7k underspend on Programmed and Reactive repairs [part of BMF]. Will be used towards Cemeteries Memorial Repairs.</p> <p>Income from the use of Public Conveniences has been affected by the Covid19 lockdown this year. Whilst income is underachieved the operating costs on cash collection, electricity and water are also underspent.</p> <p>£12k underspend in relation to In-Cab licence costs. Original proposal would have seen procurement in November 2019. Due to project slippage procurement in 20/21, licence costs for the 1st year will be included in the Capital purchase. Revenue licence budget will be included in for 21/22. £32k underachieved on recycling credits and sale of other materials.</p> <p>£16k expenditure on production and issue of Green Waste letters and licences. £42k overachieved on Green Waste annual subscriptions in comparison to revised budget. £12k unachieved in Ubico savings for fleet vehicle hire.</p> <p>Underspend in supplies and services, £30k of which is in relation to expected expenditure for the transfer of waste to Purton rather than Love Lane.</p> <p>Increased demand of Bulky Waste collection due to Covid19 and corresponding increase in expenditure.</p>

Environmental Services (continued)

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget	Revised Budget	Profiled Q2 budget	Actual position Q2	Q2 (Under) / Over Budget		Comments - Q2 Variance
FLD401	Land Drainage	95,555 (20,000)	95,555 (20,000)	47,017 (5,665)	44,712 (16,995)	(2,305)	(11,330)	Charge of £5,665 per quarter, unbudgeted for Publica engineer to undertake 'consenting & enforcement' for Gloucestershire County Council
	Flooding total	95,555 (20,000)	95,555 (20,000)	47,017 (5,665)	44,712 (16,995)	(2,305)	(11,330)	
REG023	Environmental Strategy	647 0	647 0	0 0	0 0	0	0	
	Waste and Recycling Policy	647 0	647 0	0 0	0 0	0	0	
	Total	8,659,811 (4,988,154)	8,699,331 (3,086,830)	4,895,382 (1,667,210)	4,862,480 (1,822,947)	(32,902)	(155,737)	

Leisure & Communities

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 Budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COM401	Health Policy	25,642	0	25,642	0	12,202	(25,000)	11,650	(25,000)	(552)	0
COM402	Community Liaison	95,090	0	95,090	0	51,264	0	49,488	0	(1,776)	0
COM403	Youth Participation	92,863	0	92,863	0	46,327	0	4,303	0	(42,024)	0
COM405	Health Development	41,413	0	41,413	0	20,383	0	19,624	0	(760)	0
GBD001	Community Welfare Grants	165,352	0	165,352	0	105,743	0	105,584	0	(159)	0
HLD401	Health & Wellbeing	0	0	0	0	0	0	0	0	0	0
Community Liaison		420,360	0	420,360	0	235,920	(25,000)	190,649	(25,000)	(45,270)	0
CCR001	Community Safety (Crime Reduction)	68,150	0	68,150	0	23,726	(29,559)	26,707	(29,559)	2,981	0
SUP002	Consultation, Policy & Research	86,842	0	86,842	0	42,276	0	40,935	0	(1,341)	0
Community Safety		154,992	0	154,992	0	66,002	(29,559)	67,642	(29,559)	1,640	0

Comments - Q2 Variance

£42,500 underspend on Community Activity Support Grants. Scheme has been reviewed. Spacehive have been procured as a civic funding platform. £24k Annual licence fee will be paid in Q3.

Leisure & Communities (continued)

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 Budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
CUL410	Corinium Museum	98,980	0	98,980	0	0	0	0	0	0	0
CUL412	Collection Management	4,855	0	4,855	0	0	0	0	0	0	0
CUL413	Northleach Resouce Centre	8,850	0	8,850	0	4,425	0	0	0	(4,425)	0
CUL415	Corinium Museum - HLF Project	0	0	0	0	0	0	1,750	0	1,750	0
REC410	Cirencester Leisure Centre and SLM contract cos	671,527	(103,269)	1,473,398	0	291,940	0	267,409	(5,000)	(24,531)	(5,000)
REC419	Cirencester Leisure - Maintenance	32,850	0	32,850	0	16,425	0	34,779	0	18,354	0
REC430	C Campden - Centre Management	124,490	0	124,490	0	0	0	0	0	0	0
REC450	Bourton - Centre Management	147,697	0	147,697	0	0	0	0	0	0	0
REC459	Bourton - Maintenance	28,019	0	28,019	0	14,010	0	95	0	(13,915)	0
Leisure Management		1,117,268	(103,269)	1,919,139	0	326,799	0	304,032	(5,000)	(22,767)	(5,000)
TOU001	Tourism Strategy and Promotion	14,271	0	14,271	0	7,136	0	7,092	(53)	(43)	(53)
TOU402	Partnership Grants	54,000	0	54,000	0	45,500	0	45,500	0	0	0
TOU403	Cotswold Tourism Partnership	0	0	42,222	0	45,732	(13,551)	45,843	(13,551)	111	0
Tourism Policy		68,271	0	110,493	0	98,367	(13,551)	98,435	(13,604)	68	(53)
Total		1,760,891	(103,269)	2,604,984	0	727,088	(68,110)	660,758	(73,163)	(66,330)	(5,053)

Comments - Q2 Variance
<p>Support payments made to external leisure provider SLM through 'open book process' were £20k lower than estimated in revised budget. Grant from Sport England of £5k used to fund consultancy costs in relation to options for leisure provision during pandemic.</p> <p>Works to air conditioning system in the Cafe at Cirencester Leisure Centre as well as works to poolside steels. Funded from Building Maintenance Fund (BMF), any overspend will be covered by underspends in the BMF within other areas such as Bourton Maintenance.</p> <p>Lower maintenance expenditure due to closure of facilities during pandemic.</p>

Planning & Strategic Housing

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
DEV001	Development Management - Applications	850,681	(1,169,879)	850,681	(719,879)	416,158	(359,940)	399,885	(442,069)	(16,274)	(82,130)
DEV002	Development Management - Appeals	128,319	0	128,319	0	63,575	0	26,827	(100)	(36,748)	(100)
DEV003	Development Management - Enforcement	184,169	0	184,169	0	90,519	0	89,970	0	(549)	0
DEV004	Development Advice	327,953	0	327,953	0	161,442	0	160,463	0	(979)	0
DEV401	Planning Advice For Land Charges	11,218	0	11,218	0	5,453	0	5,419	0	(33)	0
DEV488	Planning - Section 106 Agreements	0	0	0	0	172,588	(296,938)	172,588	(296,938)	0	0
DEV499	Development Services - Holding Account	0	0	0	0	11,787	0	11,787	0	0	0
Development Management		1,502,340	(1,169,879)	1,502,340	(719,879)	921,521	(656,877)	866,940	(739,107)	(54,582)	(82,230)
PLP005	Heritage & Design	196,822	0	196,822	0	110,080	0	103,257	0	(6,823)	0
Heritage & Conservation		196,822	0	196,822	0	110,080	0	103,257	0	(6,823)	0
CIL001	Community Infrastructure Levy	10,000	(10,000)	10,000	(10,000)	19,453	(5,000)	37,197	(6,881)	17,744	(1,881)
PLP002	Local Development Framework	250,055	(780)	250,055	(780)	126,689	(390)	127,294	(240)	605	150
PLP401	Fwd Plan work for Development Management	16,360	0	16,360	0	8,015	0	7,966	0	(49)	0
PLP499	Local Development Framework Reserve	0	0	0	0	0	0	0	0	0	0
PSM001	Planning - Service Mgt. and Support Services	15,910	(11,510)	15,910	(11,510)	7,955	(5,755)	9,478	0	1,523	5,755
Planning Policy		292,325	(22,290)	292,325	(22,290)	162,112	(11,145)	181,935	(7,121)	19,823	4,024
HAD001	Housing Advice	276,290	0	271,795	0	134,727	0	126,902	0	(7,824)	0
HOS001	Housing Strategy	92,562	(295)	91,812	0	42,053	0	41,798	0	(255)	0
HOS002	Housing Partnerships	24,218	0	24,218	0	11,829	0	11,758	0	(72)	0
HOS005	Community Led Housing	30,200	0	30,200	0	15,100	0	15,100	0	0	0
Strategic Housing		423,270	(295)	418,025	0	203,709	0	195,558	0	(8,151)	0
Total		2,414,757	(1,192,464)	2,409,512	(742,169)	1,397,422	(668,022)	1,347,689	(746,229)	(49,733)	(78,206)

Comments - Q2 Variance

Planning Income recovered more than revised budget
No large appeal costs to date

Overspend on Publica contract. When CiL was implemented at CDC the resource costs were based on WODC coming on line with CiL and the resource being shared 50/50. WODC are still to go live with CiL.

Democratic and Committee Services

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
DRM005	Committee Services	69,453	(11,100)	51,458	0	24,384	0	24,773	(3,635)	389	(3,635)
DRM008	Corporate Subscriptions	18,980	0	18,980	0	18,980	0	17,596	0	(1,384)	0
Committee Services total		88,433	(11,100)	70,438	0	43,364	0	42,369	(3,635)	(994)	(3,635)
ELE*	Elections	138,934	(1,880)	138,934	(1,880)	108,840	(940)	91,752	(9,653)	(17,088)	(8,713)
Elections total		138,934	(1,880)	138,934	(1,880)	108,840	(940)	91,752	(9,653)	(17,088)	(8,713)
SUP018	Press & PR/Communications	55,686	0	55,686	0	27,342	0	21,786	0	(5,557)	0
SUP024	Postal Services	39,653	0	39,653	0	19,367	0	21,230	0	1,863	0
Communications		95,339	0	95,339	0	46,709	0	43,016	0	(3,693)	0
DRM001	Democratic Representation and Management	114,646	0	114,646	0	57,305	0	58,182	0	877	0
DRM003	Councillors Allowances	315,829	0	301,844	0	150,922	0	146,939	0	(3,983)	0
DRM004	Servicing Council	16,882	0	3,993	0	50,191	0	51,557	0	1,366	0
Member Support total		447,357	0	420,483	0	258,418	0	256,678	0	(1,740)	0
SUP022	Print & Design	213,056	(22,025)	213,056	(22,025)	101,451	(11,013)	98,022	(12,266)	(3,429)	(1,254)
Print & Design total		213,056	(22,025)	213,056	(22,025)	101,451	(11,013)	98,022	(12,266)	(3,429)	(1,254)
Total		983,119	(35,005)	938,250	(23,905)	558,782	(11,953)	531,837	(25,555)	(26,944)	(13,602)

Comments - Q2 Variance

Underspend on Postage and IT Licences.

Retained Services - Corporate Income & Expenditure, Investments, Corporate Management

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre	Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
FIE030 Interest and Investment Income	0	(602,668)	0	(602,668)	0	(295,284)	0	(170,145)	0	125,139
FIE010 Interest payable and Similar Charges	166,348	0	67,000	0	33,500	0	0	0	(33,500)	0
FIE410 Commercial Properties - General	10,630	(295)	30,323	39,705	24,903	(148)	28,583	3,709	3,680	3,857
FIE* Commercial Properties - summary	94,339	(582,801)	94,012	(582,832)	33,291	(470,846)	15,951	(463,642)	(17,340)	7,204
HAV001 Housing Advances									0	0
Corporate Income & Expenditure total	271,317	(1,185,764)	191,335	(1,145,795)	91,694	(766,278)	44,534	(630,077)	(47,160)	136,200

Comments

During 2019/20 the Council purchased a large number of waste vehicles which have been leased to Ubico under a finance lease agreement, we have therefore exceeded the income target for finance lease interest by £19k, the budget will be corrected in 2021/22.

Interest of s/term investments of £151k, variance to profiled budget. Year end estimated position is £132k under budget due to impact of Covid pandemic on markets.

No interest due as no borrowing undertaken in 2019/20 or 2020/21 to date.

Underspend on programmed and reactive repairs due to Covid restrictions.

Retained Services - Corporate Income & Expenditure, Investments, Corporate Management (continued)

Q2 Budget Monitoring - 1st April 2020 to 30th September 2020

Cost Centre		Original Budget		Revised Budget		Profiled Q2 budget		Actual position Q2		Q2 (Under) / Over Budget	
		Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COR008	Bank Charges	61,065		61,065		30,533	0	31,973	(9)	1,441	(9)
COR400	Savings and Growth Items	(91,144)		(70,144)		(35,072)		28,327		63,399	0
COR401	Publica Group	0		435,864	(435,864)	217,932	(217,932)	218,920	(217,932)	988	0
COV019	Corona Virus	0		250,000	(1,265,000)	212,500	(1,079,100)	287,365	(1,079,100)	74,865	0
COV020	High Street Re-Opening	0		0		0		10,190	(14)	10,190	(14)
BAL100	Depreciation, trfs to/from Reserves, etc.	(4,142,728)		0	(5,322,153)	0	0	0	0	0	0
Corporate Management and Directors total		(30,079)	(4,142,728)	676,785	(7,023,017)	425,893	(1,297,032)	576,775	(1,297,055)	150,882	(23)
Total		241,238	(5,328,492)	868,120	(8,168,812)	517,586	(2,063,310)	621,309	(1,927,133)	103,723	136,177

Comments

Savings target, annual sum of £112k against Ubico contract not achieved to date due to impact of Covid 19 on waste

Covid related expenditure which includes additional Ubico Covid costs of £196k
Expenditure in relation to reopening of high street post lockdown.

Summary of gross capital expenditure

Annex D

2020/21 Summary of budgets and expenditure Q2				
Project	Budget for the year £	Expenditure £	Other Committed Expenditure £	Comments
Disabled Facilities Grants [Better Care Fund]	700,000	157,307	429,233	48 ongoing and current DFG cases. 19 cases with committed (approved) expenditure of £154,233 with £375,000 committed to 29 ongoing, unapproved cases.
ICT Infrastructure	120,000	28,502	26,000	Funding has been committed to cover the Wireless Upgrade, Planning Public Access system and rolling laptop replacements.
Community Projects Fund	115,000	24,500	69,128	Spend in the early part of the year was low, compared with the level of scheme commitment. A good number of projects are now underway, and expected to complete in Q.3.
Replace pay and display machines	125,000	0	0	This is a rolling fund for replacement of machines that reach the end of their life. Machines will be replaced as required, no replacements are currently planned.
Recycling and waste vehicles	2,080,000	998,174	1,081,826	Full budget will be used in support of the fleet replacement plan for 2020/21 as reported to Cabinet in September 2020.
Car Park Improvements	245,000	0	245,000	Rissington Road Car Park Bourton on the Water requires resurfacing, redesign and to be relined. The project will include ducting for Electrical Vehicle Charging points. Initial estimate is £250,000. A further report to cabinet is required to agree the allocation .
Waste Receptacles	55,000	0	0	This is a rolling fund for the purchase of Waste Receptacles due to growth in properties or replacements.
Electric vehicle charging points [EVCPs]	600,000	30,000	0	Installation of EVCP's at the Rugby Club site as part of the overall works carried out at the site for additional car parking capacity in Cirencester.
Cirencester Parking – Rugby Club	390,000	161,650	205,350	The committed costs have risen significantly as a result of the protracted S278 process with GCC, which relates to the widening of the Rugby Club Car Park entrance. Costs relate to GCC's legal fees, several iterations of designs and physical works as specified by GCC.
In-Cab Technology [Ubico]	140,000	0	140,000	Project underway to implement this year, full budget planned to be used.
Roller Brake Testing [Ubico]	52,000	0	52,000	Procurement of equipment underway and will be installed by the end of this financial year.
Corinium Museum HLF "Stone Age to Corinium"	441,000	180,082	260,918	This project is back on track following the Covid19 lockdown. Planned completion of the works is the end of November 2020.

2020/21 Summary of budgets and expenditure Q2				
Project	Budget for the year £	Expenditure £	Other Committed Expenditure £	Comments
Webcasting and Audio Visual Investment	80,000	0	80,000	Audio visual and webcasting equipment has been procured. Installation is planned to take place in Q.3.
Packers Leaze Depot – Flood Prevention Works	80,000	0	80,000	Report to be presented to November 2020 Cabinet for approval of next phase of works.
Rural Broadband	500,000	0	0	This scheme is dependent on a bigger scheme being agreed with the County Council.
Acquisition of Strategic Site Moreton-in-Marsh	980,000	0	0	Discussions on-going with current owner. It is still anticipated that acquisition will be completed in this financial year.
Investment in Strategic Property Acquisition [Council 27 th June 2019]	4,360,000	0	0	Discussions are on-going. These have been delayed due to the current economic situation but discussions are due to resume shortly.
	11,063,000	1,580,215	2,669,455	



COTSWOLD DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 1 DECEMBER 2020
Report Number	AGENDA ITEM 11
Subject	PUBLICA UPDATE
Wards affected	N/A
Accountable member	Councillor Joe Harris, Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer	Jan Britton, Manager Director, Publica Tel: 01285 623103:
Summary/Purpose	To receive a verbal update from the Managing Director on the progress of the Council's service delivery company Publica.
Annexes	None
Recommendation/s	<i>To note the verbal report from the Managing Director and forward any comments or recommendations to Cabinet or Full Council.</i>
Corporate priorities	Delivering our services to the highest standards
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Leader of the Council Senior Officers

1. BACKGROUND

The Managing Director of Publica will provide a verbal update on the progress of Publica and the report on the Publica Board Effectiveness Review, which has been circulated under separate cover.

2. FINANCIAL IMPLICATIONS

- 2.1.** There are no financial implications arising from this report.

3. LEGAL IMPLICATIONS

There are no legal implications arising from this report.

4. RISK ASSESSMENT

As this is an update report with no decisions to make, there are no associated risks. Risks associated with the partnership are set out in the Council's corporate risk register.

5. EQUALITIES IMPACT

- 5.1.** An equalities impact assessment is not required for this report.

6. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 6.1.** There are no climate change implications relating to this report.

7. ALTERNATIVE OPTIONS

- 7.1.** None

8. BACKGROUND PAPERS

None



Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 1 DECEMBER 2020
Report Number	AGENDA ITEM 12
Subject	TERMS OF REFERENCE – CRIME AND DISORDER COMMITTEE
Wards affected	ALL
Accountable member	Cllr Jenny Forde, Cabinet Member for Health, Wellbeing and Public Safety. Email: jenny.forde@cotswold.gov.uk
Accountable officer	Philippa Lowe – Business Manager Localities Tel: 01285 623515 Email: Philippa.lowe@publicagroup.uk
Summary/Purpose	The Council's Constitution, Article 7 for Overview and Scrutiny Committee states that the Committee has all the powers and functions, powers and duties conferred by Section 19 of the Police and Justice Act 2006 and to act as the Council's Crime and Disorder Committee.
Annexes	Annex A – Draft Terms of Reference Annex B – Proposed amendment to the Council's Constitution Annex C - Cotswold Community Safety Partnership Action Plan 2019-2021.
Recommendation/s	To approve the terms of reference for the Crime and Disorder Committee and recommend them to Council for adoption.
Corporate priorities	Encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing goals.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Chair of Overview and Scrutiny Committee Senior Management Team

1. BACKGROUND

A briefing note, attached as Annex B to this report, was presented to the Overview and Scrutiny Committee on 28 July 2020. This provided an overview of the Council's responsibilities for Crime and Disorder and outlined the main activities of the Community Safety Partnership, in relation to the discharge of the authority's duties on Crime and Disorder.

The Committee has powers, functions and duties conferred by Section 19 of the Police and Justice Act 2006 to act as the Council's Crime and Disorder Committee.

Attached as Annex A to this report are the proposed terms of reference for the Committee's Crime and Disorder Committee.

2. MAIN POINTS

- 2.1** The Council's Corporate Plan, adopted at Council, on 23 September 2020, sets out the action in relation to Community Safety and reducing the fear of crime; 'Continue to raise the profile of the Community Safety Partnership to reduce the fear of crime and ensure residents know how, and where, to get support'.
- 2.2** Section 19 of the Police and Justice Act 2006 sets out the powers and duties for the Committee to act as the Council's Crime and Disorder Committee.
- 2.3** It is proposed that an annual report be presented to the Crime and Disorder Committee, on the performance of the Cotswold Community Safety Partnership together with the Action Plan be presented at the Overview and Scrutiny Committee meeting in June 2021, to support the role and decision making of the Crime and Disorder Committee.

3. FINANCIAL IMPLICATIONS

- 3.1.** This report has no financial implications.

4. LEGAL IMPLICATIONS

- 4.1.** Save that the report has no legal implications.

5. RISK ASSESSMENT

- 5.1.** There are no key risks expected to arise from this item.

6. EQUALITIES IMPACT (IF REQUIRED)

- 6.1.** Not required.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

- 7.1.** No implications arise from this report.

8. ALTERNATIVE OPTIONS

- 8.1.** None

9. BACKGROUND PAPERS

- 9.1.** None



Overview and Scrutiny Committee – Crime and Disorder

DRAFT - Terms of Reference

1. Background

- 1.1 The Council's Constitution, Article 7 for Overview and Scrutiny Committee paragraph 7.05 (c) states that the Committee has all the powers and functions, powers and duties conferred by Section 19 of the Police and Justice Act 2006 and to act as the Council's Crime and Disorder Committee.
- 1.2 The responsibilities on the Council for Crime and Disorder is set out in Section 17 of the Crime and Disorder Act 1998 which dictates that the responsible authorities (as defined by the Act) must consider the implication on crime and disorder of all their day to day activities. In its broadest sense the Act also brought about a duty to cooperate which led to the creation of Community Safety Partnerships (CSP's) in each local authority area in Gloucestershire.
- 1.3 Section 17 of the 1998 Act, as amended by the Police and Justice Act 2006, requires 'responsible authorities' (as defined by the Act) to consider the likely impact on crime and disorder, the community safety dimension, in all their day to day activities. It is also about the contribution that can be made to reducing crime, disorder and the fear of crime as well as improving the quality of life in the area.

2. Community Safety Partnership (CSP)

- 2.1 Section 5 of the Crime and Disorder Act 1998 established community safety partnerships in England (then known as 'crime and disorder reduction partnerships'). CSPs are statutorily responsible for reducing crime and disorder, substance misuse and re-offending in each local authority area. CSPs are defined as: "An alliance of organisations which generate strategies and policies, implement actions and interventions concerning crime and disorder within their partnership area".
- 2.2 The Police and Crime Commissioner is held to account by the Gloucestershire Police and Crime Panel. The Panel is a joint body of all the Gloucestershire local authorities and served by Gloucestershire Police. The Panel is made up of sixteen appointed Councillors and two co-opted members.

3. Crime and Disorder Committee

- 3.1 The Overview and Scrutiny Committee will act as the Council's Crime and Disorder Committee, overseeing the activities in relation to the 'responsible authorities' and any other relevant issues which may arise for the Committee to consider.



- 3.2 In order to support the Committee's role, an annual paper will be prepared on the outcomes achieved by the Cotswolds Community Safety Partnership, in relation to discharge of its statutory functions as defined by Section 17 of the Crime and Disorder Act 1998.
- 3.3 The committee will report or make recommendations to the Cabinet or Council in respect of discharging the function outlined above.
- 3.4 The Committee will comprise Members of the Overview and Scrutiny Committee and will invite other Members, Officers and relevant speakers to address the Committee when relevant.
- 3.5 The overview of the Partnerships work will include:
- Progress against the Community Safety Partnership Action Plan
 - Spending against external funding
 - Progress in relation to agreed Council Priorities

D5 - OVERVIEW AND SCRUTINY PROCEDURE RULES

Proposed amendment to the Constitution of Cotswold District Council as currently (22nd November 2020) published. Delete Paragraph 9.5 and insert:

1. Crime and Disorder Committee

- 1.1 The Overview and Scrutiny Committee will act as the Council's Crime and Disorder Committee, overseeing the activities in relation to the Cotswold Community Safety Partnership (CSP) and any other issues which may arise for the Committee to consider.
- 1.2 The committee will report or make recommendations to the Cabinet or Council in respect of discharging the function outlined above.
- 1.3 When acting in its capacity as the Crime & Disorder Committee the Overview and Scrutiny Committee shall derive its responsibility and authority from:
 - 1.3.1 Section 17 of the Crime and Disorder Act 1998;
 - 1.3.2 Section 19 of the Police and Justice Act 2006;
 - 1.3.3 The Crime and Disorder (Overview and Scrutiny) Regulations 2009;
 - 1.3.4 And other such legislation and regulation that may from time to time be approved by Parliament amending any or all of the above.
- 1.4 The Committee will comprise of Members of the Overview and Scrutiny Committee and will invite other Members, Officers and relevant speakers to address Committee when relevant.
- 1.5 In order to support the Committee's role, an annual paper will be prepared to present an update on the performance of the Cotswolds CSP, in relation to discharge of its statutory functions as defined by Section 17 of the Crime and Disorder Act 1998.
- 1.6 The overview of the Partnerships work will include:
 - Progress against the Community Safety Partnership Action Plan
 - Spending against external funding
 - Progress in relation to agreed Council Priorities

ANNEX C – Overview and Scrutiny Committee – 1 December 2020

Cotswold Community Safety Partnership Action Plan 2019 – 2021

COTSWOLD COMMUNITY PARTNERSHIP (COTSCSP) ACTION PLAN 2019 - 21

Cotswold Community Safety Partnership action plan is dedicated to assisting the delivery of the priorities in the Gloucestershire Police Crime Commissioners Police and Crime Plan. In accordance with the duties specified in the Crime and Disorder Act of 1998, which in summary are; 'Local authorities must do all that they reasonably can in the prevention of crime and disorder'.

The Gloucestershire Police and Crime Commissioner Priorities 2017-2021 can be found at: www.gloucestershire-pcc.gov.uk
Safer Gloucestershire Draft Priorities 2019 – 2021 can be found at: <http://www.glosvcsalliance.org.uk/wp-content/uploads/2019/04/Safer-Glos-Strategy-April-2019.pdf>

In addition to these duties the plan must have cognisance of the priorities of the Safer Gloucestershire the Gloucestershire Safeguarding Children's Board and the Gloucestershire Safeguarding Adults Board. The priorities of these boards complement those of the police, especially those surrounding vulnerability and safeguarding.

Statutory members of CotsCSP are:

- Cotswold District Council
- Gloucestershire Police
- National Probation
- Gloucestershire Clinical Commissioning Group
- Gloucestershire County Council
- Gloucestershire Fire & Rescue Service, Adult Social Care, Public Health and Children's Social Care

CotsCSP relies on the data provide by MaiDen (GCC) and the Gloucestershire Community Safety Strategic Needs Assessment (GCSSNA) to see what is coming that may impact on the lives of its residents and visitors. Details of the current CSSNA can be found at:

- <https://inform.gloucestershire.gov.uk/media/1520660/overview.pdf>

In addition to this Cotswold CSP shares intelligence and information amongst its partners.

Cotswold Community Safety Partnership priorities 2019 - 2021:

1. Crimes of Local Concern
2. Reduce Anti-Social Behaviour in all its forms
3. Support Vulnerable People
4. Build Stronger & Resilient Communities

Priority 1: Crimes of Local Concern:

Aim to reduce crime and work with partners in preventing crimes and crimes which become entrenched with people at risk of re-offending

Action:	Owner	Target Date	Outcome
To monitor specific property related crime especially Burglary and vehicle crime	Police	31/03/20	To reduce property related crime and encourage residents to protect their assets.
Undertake a review of the outcomes of the serious organised crime local profile and engage partners to share information and intelligence	Police	31/03/20	To inform residents of organised crime and to reduce its impact in the district
Raise awareness of crime issues in the district and provide crime prevention advice and early intervention	All	31/03/20	Residents are informed of crime prevention initiatives so fewer crimes take place

Priority 2: Reduce Anti-Social Behaviour in all its forms**Aim to work with partners and Housing Associations to address anti-social behaviour and unacceptable activity that causes harm to an individual, to their community or to their environment.**

Action:	Owner	Target Date	Outcome
Prevent and reduce incidents of anti-social behaviour and hate crime and encourage reporting to relevant authority	ERS/ Police	31/03/20	Residents know where to report ASB and what action can be taken and have confidence in the process. To increase public awareness of hate crime and encourage reporting
Undertake public campaigns to promote Hate Crime reporting			
To continue ASB meetings in the South and arrange for meetings to take place in the North with RSL's and Housing	ERS/ Police/ Bromford/ Sovereign	31/03/20	To reduce ASB in both North & South Cotswolds and sharing better intelligence and more effective responses for residents.
Tackle incidents of anti-social behaviour that occur in all its forms, including responding to community concerns and delivering enforcement and advice	ERS/ Police	31/03/20	To ensure all reports of ASB are recorded and dealt with in a timely and robust way so communities feel safe and strong
Work with ERS Licensing Authority to identify problem premises/sales of alcohol	ERS	31/03/20	To reduce incidents of drunkenness/ASB and assaults

Priority 3: Support Vulnerable People:**Aim to provide support to the more vulnerable members of the community particularly those at risk of exploitation in any form**

Action:	Owner	Target Date	Outcome
Co-ordinate Partnership activity around Domestic and Sexual Abuse including training and education of frontline workers and communities	All	31/03/20	Staff and residents are more confident to spot issues and support victims

Priority 3 cont. Action:	Owner	Target Date	Outcome
Raise awareness of Exploitation in all its forms including sexual and county line exploitation for frontline staff and within communities	All	31/03/20	Staff and residents more able to spot and report concerns about exploitation
Pilot the Intensive Engagement project in Moreton in Marsh with partner agencies and local community	Police	31/03/20	Young people at risk in Moreton feel more supported and residents are more aware of issues and can support each other
Raise awareness of harm caused by substance and alcohol misuse	All	31/03/20	Frontline staff and residents able to recognise and signpost to appropriate agencies.
Raise awareness of Modern Slavery and Human Trafficking and the statutory referral process with all front line workers (inc Modern Slavery Transparency statement)	All	31/03/20	To encourage better reporting of Modern Slavery via the NRM

Priority 4: Build Safer, Stronger & Resilient Communities:
Aim to help local communities to flourish, becoming stronger, safer places to live, offering improved opportunities and a better quality of life.

Action:	Owner	Target Date	Outcome
Undertake different forms of community engagement, including weeks of action and regular public face to face contact i.e. local markets and public events	All	31/03/20	Residents know more about what services are available and where to get help and support
Promote methods of contact through a range of media channels including popular social media sites used by young people through all members of the partnership.	All	31/03/20	Communities feel more confident about how and where to report or More channels of communication are opened up to reach more people of different ages
Promote the use of community alerts by all partners	All	31/03/20	Issues are recognised and acted upon quickly and effectively



COTSWOLD DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	OVERVIEW AND SCRUTINY COMMITTEE – 1 DECEMBER 2020
Report Number	AGENDA ITEM 13
Subject	INTERIM REPORT OF THE TETBURY AND FAIRFORD LEISURE PROVISION TASK AND FINISH GROUP
Wards affected	Tetbury and Fairford
Accountable member	Cllr Jenny Forde, Cabinet Member for Health and Wellbeing Email: jenny.forde@cotswold.gov.uk
Accountable officer	Andy Barge, Group Manager Strategic Support
Summary/Purpose	The Committee set up the Task and Finish Group to review the approach to leisure provision in Tetbury and Fairford and the future provision of facilities to meet current and future needs of residents.
Annexes	None
Recommendation/s	<i>To note the report</i>
Corporate priorities	Helping residents and communities access the support they need for good health and wellbeing.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Consultation with Councillors and members of the communities of Fairford and Tetbury.

1. BACKGROUND

A position statement regarding Fairford and Tetbury leisure centres was presented to the Committee on 23 July 2019. As a result a Task and Finish group was set up due to concerns expressed by certain Councillors and residents of Tetbury and Fairford, following the decisions taken by the companies running the leisure facilities at the schools to close them in 2019. At the meeting on 28 July 2020, the Committee confirmed the composition of the group as being three Councillors and three Officers, and agreed the Terms of Reference.

- 1.2 The purpose of this report is to provide an update on progress.

2. MAIN POINTS

- 2.1. The terms of reference which were presented to the meeting on 28 July 2020 set out two main questions which the group should have regard to:
- (a) What lessons might be learnt from the approach taken to leisure provision in Fairford and Tetbury since 2013, and;
 - (b) The future provision of facilities to meet current and future needs of residents.
- 2.2. The review was to have particular regard to whether the perceived benefits/objective/outcomes of that move had been achieved; and to make recommendations as appropriate, to the Committee.
- 2.3. Councillor Selwyn was appointed as Chair of the Group and an initial meeting with Councillor Andrews, and Officers: Group Manager, Strategic Support, Chief Accountant and Democratic Services, took place on Monday 14 September 2020 to brief Officers prior to an initial meeting of the Group.
- 2.4. The first meeting of the Group took place on 21 September 2020. At this meeting the discussion focused on the future work of the group, timelines and questions arising from the information gathered so far, in relation to the process of awarding the contracts to the schools in 2013, and to the closure in 2019. This first meeting also noted that a leisure facilities strategy had already been commissioned and its findings would inform the second of the two main questions.
- 2.5. Early conversations took place with Officers; the Group Manager, Commissioning and the Business Manager, Contracts, the Leisure Development Officer and Councillor Hirst, Ward Member for Tetbury Town Council and Councillor Andrews, Ward Member for Lechlade, Kempsford and Fairford South. Through these discussions further meetings were to be set up with a former Cabinet Member and other interested parties. At the time of writing this report, some discussions are still to take place.
- 2.6. Whilst the work of the group is still in progress, on investigating the process of placing the leisure centres with the schools and the future needs of the communities, a number of key themes are becoming clear (although no recommendations or resolutions have been concluded):

- (a) The robustness of the evaluation and any viability assessments made on the business plans submitted by the schools for these facilities to achieve a break even operating model and to protect the future of the services for local people;
- (b) The clearer presentation of the comparative options between the SLM provision for Fairford and Tetbury and the schools option, balancing financial cost and social cost;
- (c) The lack of community impact assessments to support the decision making process;
- (d) The monitoring and reporting of the terms of the grant agreements with the schools.

2.7. The final report will be presented to Committee on 23 February 2020.

3. FINANCIAL IMPLICATIONS

3.1. None

4. LEGAL IMPLICATIONS

4.1. There are no legal implications arising from the recommendation in this report

5. RISK ASSESSMENT

5.1. There are no risks arising out of this interim report.

6. EQUALITIES IMPACT (IF REQUIRED)

6.1. There are no equalities implications arising from this interim report.

7. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

7.1. There are no climate and ecological implications arising from this interim report.

8. ALTERNATIVE OPTIONS

8.1. No alternative options are necessary for this interim report.

9. BACKGROUND PAPERS

None