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COTSWOLD
DISTRICT COUNCIL

Friday, 25 June 2021

Tel: 01285 623210/623236

e-mail – democratic@cotswold.gov.uk

CABINET

A meeting of the Cabinet will be held in the Council Chamber, at the Council Offices, Trinity Road, Cirencester on **Monday, 5 July 2021 at 6.00 pm.**

Rob Weaver
Chief Executive

To: Members of the Cabinet
(Councillors Rachel Coxcoon, Tony Dale, Andrew Doherty, Mike Evemy, Jenny Forde, Joe Harris, Juliet Layton and Lisa Spivey)

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. **Declarations of Interest**
To receive any declarations of interest from Members and Officers, relating to items to be considered at the meeting.
3. **Minutes (Pages 5 - 10)**
To approve the minutes of the meeting of the Committee held on 7 June 2021.
4. **Chair's Announcements (if any)**
5. **Contain Outbreak Management Fund ("COMF") for the Visitor Economy and Broader Mitigation Against Covid-19 (Pages 11 - 14)**
Purpose
To agree a broad approach to the use of the COMF including the visitor economy fund.

Recommendation
That the proposed approach to the COMF allocations from the County Council and the Government is endorsed and authority is delegated to the Business Manager (Localities) to agree how this funding is used to best effect in consultation with the Deputy Chief Executive and Cabinet Member for Health and Wellbeing.
6. **Funding for Essential Maintenance of Council Service Property Assets (Pages 15 - 20)**
Purpose
To request funding for essential repairs at the Councils properties; Cirencester Leisure Centre and Packers Leaze Waste Vehicle Depot.

Recommendations
That Cabinet:
 - a) approves the funding requested of: £55,000 for flood works at the Packers Leaze Depot.
That Cabinet recommends to Council:
 - b) Approval of the funding request of £110,000 for maintenance within the Cirencester Leisure Centre Pool Hall.
 - c) That delegated authority is granted to the Deputy Chief Executive to update the Capital Programme, the Capital Strategy and the Treasury Management Strategy to include the requested funding.
 - d) That, if the funding is approved, delegated authority is granted to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Member for Finance and the Group Manager for Commissioning to agree the final funding on receipt of the tenders and to award the contracts for the necessary works set out in the report.
7. **Review of Options and Need for Additional Parking Provision Cirencester (Pages 21 - 24)**
Purpose
To reconsider the options for addressing the car parking requirements in Cirencester.

Recommendation

That Cabinet

- a) consider a further pause of up to 12 months to allow a review of the parking demand in Cirencester.

8. Creation of Cotswold District Council Flood Warden Programme (Pages 25 - 34)

Purpose

To consider the creation of a Cotswold Flood Warden programme.

Recommendations

That:

- a) The flood warden programme in 2021/22 is funded from the Severe Weather Recovery earmarked reserve; and
- b) Authority be delegated to the CEO, in consultation with the Cabinet member for the environment, waste and recycling to liaise with GRCC to finalise the detail of the programme and identify the initial towns and parishes to be approached with a view to them being part of the initial programme.

9. Local Climate Bond Pledge (Pages 35 - 38)

Purpose

To consider making a pledge to issue a Local Climate Bond using the Community Municipal Investment ("CMI") model.

Recommendation

That:

- a) Cabinet agrees to pledge that it will issue a Local Climate Bond, using the CMI model.

10. Financial, Council Priority and Service Performance Report - 2020-21 Quarter Four (Pages 39 - 126)

Purpose

To provide an update on progress on the Council's priorities and service performance.

To provide information on the Council's financial position.

Recommendations

- a) That Cabinet reviews overall progress on the Council priorities, service delivery and financial performance for 2020-21 Q4.
- b) To delegate authority to the Chief Executive in consultation with the Deputy Chief Executive and the Leader, Deputy Leader and Cabinet Member for Finance and any appropriate Cabinet Members to approve additional funding to Publica as set out in paragraph 5.32 of this report.
- c) To approve the use of £30,000 for consultancy support on the Council's Leisure Strategy subject to consideration of a detailed proposal by the Chief Executive and Deputy Chief Executive in consultation with the, Deputy Leader and Cabinet Member for Health and Wellbeing as set out in paragraph 5.33 of this report.

11. Inqorate Parish Councils - Procedure for Appointing Temporary Members (Pages 127 - 132)

Purpose

The adoption of this Procedure will ensure that Cotswold District Council can respond promptly to situations where Town or Parish Councils become inquorate and enable this tier of local government to continue to function effectively.

Recommendation

Adopt the procedure set out in Annex A for making appointments to inquorate Town and Parish Councils under section 91 of the Local Government Act 1972.

12. **Proposal for Loan Finance to Cottsway Housing Association (Pages 133 - 218)**

Purpose

To consider a proposal to provide loan financing to Cottsway Housing Association Ltd through its subsidiary company, Cottsway 2. The lower cost of finance would enable the provision of green energy generation via solar PV installation on 15 houses at Davies Road, Moreton-in-Marsh.

Recommendations

That:

- a) Cabinet recommends the loan arrangement to Council; and
- b) The loan is financed through Prudential Borrowing in line with the Council's Capital and Treasury Management Strategies;
- c) That, subject to the approval by Council of recommendation (a), the negotiation of the detailed terms for the transaction be delegated to the Deputy Chief Executive, following consultation with the, Head of Legal Services, Monitoring Officer and the Cabinet Member for Resources;
- d) The Audit Committee review performance as part of regular Treasury Management updates.

(END)



Minutes of a meeting of Cabinet held on Monday, 7 June 2021.

In accordance with relevant legislation, these minutes are a record of decisions taken. They are not intended to be a verbatim account of the meeting. A full recording of the meeting can be accessed by the Facebook link at www.Cotswold.gov.uk

Councillors present:

Joe Harris – Leader

Mike Every – Deputy Leader

Rachel Coxcoon

Andrew Doherty

Juliet Layton

Tony Dale

Jenny Forde

Lisa Spivey

Officers present:

Deputy Chief Executive
Interim Monitoring Officer
Managing Director, Publica

Economic Development Lead
Business Manager, Operational Services
Democratic Services

Observer: Councillor Nikki Ind

1 Apologies

There were no apologies for absence received.

2 Declarations of Interest

There were no declarations of interest from Members or Officers present.

3 Minutes

RESOLVED that the Minutes of the Meeting of Cabinet of 13 May 2021 be approved as a correct record, subject to the following amendments:

- (a) CAB147, third paragraph, 'of which 28 were live', being amended to read 'of which 12 were live';
- (b) CAB.151, second paragraph, last line 'that the works were planned for October 2021', should read 'after October 2021'.

Record of Voting - for 6, against 0, abstention 2, absent 0

4 Leader's Announcements (if any)

No announcements were made.

5 Public Questions

There were none received.

6 Member Questions

There were none received.

7 Ubico Business Case for expansion and extension of the partnership to Gloucester City Council

The report presented Members with a proposal for Gloucester City Council becoming an equal shareholder in Ubico Limited along with the findings of a due diligence appraisal of the business case.

The Cabinet Member for the Environment, Waste and Recycling, Councillor Doherty introduced the report, and outlined the key opportunities for the Council. He advised that the partnership would benefit the Council, highlighted potential savings of £33,000 due to a reduction in overhead costs and explained that Publica would provide the back end services. He felt that it would make sense that all Council's would be using the same waste provider across Gloucestershire County. Councillor Doherty signposted Members to section 2 of the report which included the appraisal of the Business Case and explained how the Environmental Services Innovation Programme dovetailed into the project. He summed up by stating that the move would improve services, reiterated the small financial benefit, and he felt the risks were manageable.

Councillor Doherty, therefore, encouraged Members to approve this extension to the partnership and proposed the recommendations as laid out.

This was seconded by Councillor Evemy.

An alternative option was that the Council could choose to oppose GCi joining the Ubico Partnership as an equal shareholder however it was noted that the final decision would be made based on the majority.

Clarity was provided on the potential for future depot sharing and looking at how there may be potential for sharing vehicles across the partnership.

Having considered the report and having heard from the Members present, Cabinet

RESOLVED that the proposal contained within this report is endorsed and the Leader (As the Ubico Shareholder Representative) formally supports Gloucester City Council joining Ubico Limited, as an equal shareholder, subject to any comments it wishes to make.

Record of Voting – for 8, against 0, abstention 0, absent 0.

8 Council Tax Exceptional Hardship Discretionary Policy

Members received a report which outlined proposals to introduce a Council Tax Exceptional Hardship Discretionary Policy to assist the Council in making decisions when considering such applications from Council Tax payers in the district.

The report explained that Section 76 of the Local Government Act 2003 introduced Section 13A (Billing Authority's Power to Reduce Amount of Tax Payable) into the local

Government Finance Act 1992. The amendments to the act, the discounts added or amended over the years and the support schemes were also outlined.

Members noted the main points, the financial and legal implications and the consideration that officers would take into account when applying the policy. There were no alternative options detailed in the report.

The Deputy Leader and Cabinet Member for Finance, Councillor Evemy, introduced the report and highlighted how the policy would continue to help local residents who needed emergency assistance to help pay their Council Tax.

Members were advised that there were some minor grammatical errors within the Policy, which would be corrected and it was reiterated that if the Cabinet were to grant an individual decision making process, this decision would be taken at Member level in consultation with the Deputy Chief Executive, and reported to Cabinet.

Councillor Coxcoon raised a query regarding the timescales for responding to applications and whether payments could be backdated. In response, officers confirmed that payments could be backdated and it would also be possible to suspend any recovery on the account until any award was given.

Having been proposed and duly seconded, Cabinet

RESOLVED that:

- (a) the Council Tax Exceptional Hardship Discretionary Policy be adopted; and
- (b) the decision making process as detailed in paragraphs 4.2 and 4.3 of the report, be approved.

Record of Voting - for 8, against 0, abstention 0, absent 0.

9 Green Economic Growth Strategy - Six monthly update report

Councillor Tony Dale introduced the report which detailed the progress in the delivery of the Council's Green Economic Growth Strategy, over the past six months.

The report reminded Members that Cabinet had approved a draft Green Economic Growth Strategy for consultation in October 2020 and, following amendments made as a result of the consultation, was adopted by Cabinet in December 2020. The Strategy covered a four-year period from adoption and the December 2020 report undertook to provide six monthly updates to Cabinet. This report was the first such update. The report also reminded Cabinet that in the same report they had approved the establishment of the Cotswold Economic Advisory Group to oversee implementation of the actions contained within the strategy. The Group first met in February 2021 and was meeting on a bi-monthly basis.

The Economic Development Lead then provided an update, highlighting that an applied digital skill centre was being set up at Cirencester College, and was due to be finished early in 2022; data relating to footfall in Cirencester, Tetbury, Stow-on-the-Wold and adding Bourton-on-the-Water, was being put in place; an internship established and an appointment made; and none of the allocation of £500,000 had been used for

Cabinet

07/June2021

Broadband. Councillor Dale confirmed that a further update would be given to Cabinet in six months and he proposed that the report be noted.

During discussions, Members made a number of comments including; what would be needed to deliver Broadband to some of the hardest to reach parts of the district and how figures from Gigaclear needed to be clarified; the carbon emission data relating to the missing link on the A417 and how the project dovetailed with the Climate Change Strategy; and more information was requested on the background to the digital skill centre.

Having considered the report and having heard from the Members present, Cabinet

RESOLVED that the progress against the actions identified in the Green Economic Growth Strategy is noted.

Record of Voting - for 8, against 0, abstention 0, absent 0.

10 Green Business Pledge

Members received a report which asked Cabinet to endorse the Council signing up to the Gloucestershire Climate Commitment and undertake to promote it to businesses in the District.

The report reminded Members that Council had declared a climate emergency and an ecological emergency and had signed up to the COP26 UK100 pledge, committing to net zero emissions from its own activities by 2030 and a net zero district by 2045 at the latest. The Green Economic Growth Strategy, adopted in December 2020, contained an action to “encourage local businesses to embed climate change objectives into their operations”.

Councillor Tony Dale introduced the report, which introduced the Green Business Pledge to encourage businesses to review their commercial environment and reduce their carbon footprint. A report to the Cotswold Economic Advisory Group had set out a number of tests that any pledge would have to meet and these were listed in full at section 2.2 of the report. Along with the climate change agenda, it was noted that businesses would need to have achievable targets. Councillor Dale reiterated that the pledge would be good for the planet as well as producing cost savings to businesses and the Council.

It was noted that small businesses would need support in achieving their targets, measuring their carbon footprint and advice as to the best way to deliver targets.

RESOLVED that Council endorses the Gloucestershire Climate Commitment and resolves to use its various communications with businesses in the District to sign up to it and commit to reducing their carbon emissions.

Record of Voting – for 8, against 0, abstention 0, absent 0.

11 Schedule of Decisions Taken by the Leader of the Council and/or Individual Cabinet Members

Cabinet

07/June2021

The Schedule of Decisions taken by the Leader of the Cabinet and relevant Cabinet Members during the period 8 April to 11 May 2021 was noted.

12 Issue(s) Arising From Overview and Scrutiny and/or Audit

Recommendations from Overview and Scrutiny Committee – Tetbury and Fairford Leisure Provision – Task and Finish Group

The Leader, introduced the item and highlighted that the report of the task and finish group had outlined failings with the process of outsourcing the leisure provision. He expressed his anger at the findings and how disappointed he was for the residents in Tetbury and Fairford. He felt they had been let down by the previous administration allowing these decisions to be made and proposed that the report should be presented to Full Council in order for a public debate to take place.

Members commented that when the schools were educational establishments and not set up to run leisure facilities and this should never happen again, they were concerned that the amount of money which was refused to the schools to help them and the lack of understanding of the viability of the centres.

Concern was also expressed at the amount of time the review had taken to set up and noted that it was two years since the schools had given notice that they needed to shut the centres.

It was proposed and seconded that the report and recommendations be presented to Council in July 2021.

RESOLVED that the report and recommendations be presented to Council on 14 July 2021.

Record of Voting – for 8, against 0, abstention 0, absent 0.

The Meeting commenced at 6.00 pm and closed at 7.30 pm

Chair

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Agenda Item 5



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET, 5 JULY 2021
Report Number	Agenda Item 5
Subject	CONTAIN OUTBREAK MANAGEMENT FUND ("COMF") FOR THE VISITOR ECONOMY AND BROADER MITIGATION AGAINST COVID-19
Wards affected	ALL
Accountable member	CLlr Jenny Forde, Cabinet Member for Health and Wellbeing Email:jenny.forde@cotswold.gov.uk
Accountable officer	Philippa Lowe, Business Manager, Localities Tel: 01285 623515 Email: Philippa.lowe@publicagroup.uk
Summary/Purpose	To agree a broad approach to the use of the COMF including the visitor economy fund.
Annexes	None
Recommendation/s	a) That the proposed approach to the COMF allocations from the County Council and the Government is endorsed and authority is delegated to the Business Manager (Localities) to agree how this funding is used to best effect in consultation with the Deputy Chief Executive and Cabinet Member for Health and Wellbeing
Corporate priorities	Support good health and wellbeing and Recovery from Covid-19.
Key Decision	NO
Exempt	NO
Consultees/ Consultation	Consultation has taken place with the Cotswolds National Landscape, Cotswolds Lakes Trust and Ward members for Bourton on the Water and the Cotswolds Water Park.

I. BACKGROUND

Funding has been allocated to Cotswold District Council (“the Council”) by Gloucestershire County Council from their Contain Outbreak Management Fund (COMF), as part of the response to Covid-19. The Council, as well as all the other Districts in Gloucestershire, has been allocated £50,000 specifically to reduce the risk of Covid-19 transmission linked to the visitor economy, through measures to enable residents and visitors to be and to feel safe.

The general intention is that the potential projects and initiatives which are eligible for funding should be identified and agreed as soon as possible to enable the funding to be spent by the 31st of March 2022. Whilst guidance has been produced, the criteria for spending is not tightly defined. Nevertheless any measures funded should:

- Be with the intention of minimising the transmission of Covid;
- Be related to initiatives in outdoor public spaces where access is uncontrolled or where there is limited control;
- Build confidence in residents and visitors regarding the safe management of areas;
- Reduce the risk associated with high volume of visitors;

In addition, the Council has received a direct allocation of COMF money from the Government for 2021/22 of £97,403.03. This fund is ring-fenced for public health purposes in relation to the mitigation against and management of local outbreaks of Covid-19. The Council will be expected to coordinate its activity funded by this District COMF allocation with the Gloucestershire Director of Public Health. Early discussions have commenced. One option would be to use some of the funding to provide further support for the visitor economy measures identified in this report.

2. MAIN POINTS

- 2.1 In determining an appropriate approach to supporting the visitor economy, the starting point has been to identify locations within the District where there are identified risks around Covid-19 transmission and risk of contamination. In particular, in locations where the volume, intensity and impact of visitors is an issue.
- 2.2 Feedback and evidence has been gathered from targeted locations and by the Covid Recovery Officers all of which has highlighted two particular pressure point areas in the District: Bourton-on-the-Water and the Cotswolds Water Park.
- 2.3 To date resources including the Covid Recovery Officers have been directed to those and other locations but further work is considered necessary in these two pressure points to mitigate the risks and impact of visitors in these locations.
- 2.4 In that context Officers from the Council have contacted key stakeholders, Ward Members, the Chairman of Bourton on the Water Parish Council and delivery partners to explore options for appropriate initiatives and interventions. The approach also aligns with the on-going work of the Water Park Project Task and Finish groups and efforts to tackle identified issues around Anti - Social Behaviour (“ASB”), Littering, Parking etc all of which have been compounded by the impact of increased visitor numbers following the easing of lockdown restrictions.

2.5 Initial thoughts on how the visitor economy COMF funding could be spent are:

- Creation of new waymarked circular trails from Bourton-on-the-Water with digital guide and information on a route to encourage visitors to venture out of the crowded village centre locations;
- High quality signage and map boards in Cotswolds Water Park (CWP) for example to highlight the significance and sensitivity of the area as a wildlife and environmental asset and details of existing walking and cycling routes to neighbouring locations, to influence behaviours and promote dispersal of visitors;
- Infrastructure improvements in the CWP to incorporate creation of new walking and cycle routes to enable dispersal of visitors;
- Interventions that benefit and enable young people, such as mentoring, counselling, peer support and training;
- Engagement with young people and development of communication campaigns around relevant topics including ASB, litter, compliance (Covid-19 regulations), take up of vaccinations to support behaviour change and reduced risks;
- Short videos – Covid-19 related and another to the towns of Cirencester and Tetbury on actions taken around spacing and signage to reassure residents and visitors are aware of safety measures and are encouraged to follow safe behaviour on their visits;

2.6 The District allocation of £97,403.03 is ring fenced for Public Health related activities to help reduce the spread of Coronavirus and support local public health initiatives. This could include, but is not limited to:

- Additional resource for compliance with, and enforcement of, restrictions and guidance;
- Additional resource to undertake audit of existing pressure points and make recommendations to support behaviour change;
- Enhanced communication and marketing, e.g. towards hard-to-reach groups and other localised messaging;
- Targeted interventions for specific sections of the local community and workplaces;
- Extension/introduction of specialist support, e.g behavioural science, bespoke comms;
- Harnessing capacity within local sectors, e.g. voluntary, academic, commercial;
- Community-based support for those disproportionately impacted such as the BAME population;
- Support for vulnerable people classed as Clinically Extremely Vulnerable

3. FINANCIAL IMPLICATIONS

- 3.1. The proposed expenditure of £50,000 has already been allocated by Gloucestershire County Council. The District COMF allocation for 2021/22 (£97,403.03) has been received from the Government and there is no further direct financial cost for the Council.

4. LEGAL IMPLICATIONS

- 4.1 A Grant Agreement will be prepared which will specifically provide that the Council will have no ongoing liability for the projects to which funding is allocated.

5. RISK ASSESSMENT

- 5.1. There is a risk that the projects will not be delivered. This risk is being mitigated by working with existing local partners with experience of delivering similar projects and tightly worded Funding Agreements and Terms of Reference.

6. EQUALITIES IMPACT

- 6.1. The projects undertaken through the COMF funding aim to ensure that places are safe and welcoming for all.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1. The initiatives around new footpath and cycle routes are the most environmentally-friendly option for travelling through and around an area.

8. ALTERNATIVE OPTIONS

- 8.1. The Council could choose not to spend its allocations of COMF funding, but this would be a missed opportunity to help its local communities to recover from the impact of the Covid-19 pandemic and visitor pressure.

9. BACKGROUND PAPERS

- 9.1. None.

Agenda Item 6



COTSWOLD
DISTRICT COUNCIL

Council name	Cotswold District Council
Name and date of Committee	CABINET – 7th July 2021
Report Number	Agenda Item 6
Subject	FUNDING FOR ESSENTIAL MAINTENANCE OF COUNCIL SERVICE PROPERTY ASSETS
Wards affected	All
Accountable member	Cllr Mike Evey Deputy Leader and Cabinet Member for Finance Tel: 01285 623000 Email: mike.evey@cotswold.gov.uk
Accountable officer	Andrew Dike Property & Facilities Manager Tel:01285 623244 Email: andrew.dike@publicagroup.uk
Summary/Purpose	To request funding for essential repairs at the Councils properties; Cirencester Leisure Centre and Packers Leaze Waste Vehicle Depot
Annexes	None
Recommendation/s	That Cabinet: a) <i>approves the funding requested of: £55,000 for flood works at the Packers Leaze Depot.</i> That Cabinet recommends to Council: b) <i>approval of the funding request of £110,000 for maintenance within the Cirencester Leisure Centre Pool Hall.</i> c) <i>that delegated authority is granted to the Deputy Chief Executive to update the Capital Programme, the Capital Strategy and the Treasury Management Strategy to include the requested funding.</i> d) <i>that, if the funding is approved, delegated authority is granted to the Deputy Chief Executive in consultation with the Deputy Leader and Cabinet Member for Finance and the Group Manager for Commissioning to agree the final funding on receipt of the tenders and to award the contracts for the necessary works set out in the report.</i>
Corporate priorities	Ensure that all services delivered by the council are delivered to the highest standard.
Key Decision	Yes
Exempt	No

Consultees/ Consultation	Senior Officers and Cabinet Members Ubico SLM
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1. BACKGROUND

The following projects require funding allocation for essential maintenance in order for the properties to continue to support key services.

- 1.1 Packers Leaze Waste Vehicle Depot, South Cerney:
Additional funding of £55,000 is requested to support the original Cabinet allocation of £80,000 for drainage installation and surfacing works to the Councils Waste vehicle Depot.
- 1.3 Cirencester Leisure Centre:
Funding of up to £110,000 is requested for the re-coating of pool hall structural steelwork and refurbishment and encasement of low level poolside steelwork.

2. MAIN POINTS

- 2.1 Packers Leaze, South Cerney (waste depot)
 - 2.1.1 Packer Leaze is a site owned by the Council which comprises a vehicle maintenance workshop, office and welfare facilities and surface level parking for operational waste fleet and staff and for storage. The site is occupied by Ubico Limited, a teckal company that provides the Councils Environmental services.
 - 2.1.2 In November 2020 Cabinet approved funding of £80,000 for improvements to the drainage at the site to reduce surface water flooding to the waste vehicle parking area at the depot. The poor drainage in this area causes health and safety issues for Ubico staff accessing the waste collection vehicles.
 - 2.1.3 The initial funding request was based upon a cost estimate from a single contractor who had assessed the site and specified the works required. In order that the Council gained assurance that suitable works were carried out, an independent drainage design and specification was obtained which altered and improved the design. This was to meet current industry guidelines and ensure ground and surface works were structurally suitable for the use. The works were then tendered and the lowest compliant bid is £135,000. Additional funding of £55,000 is therefore required in order to proceed with the works.
 - 2.1.4 Subject to additional funding being approved, the contract will be awarded to enable completion of the works before the Winter season.
- 2.2 Cirencester Leisure Centre
 - 2.2.1 The Council owns the Leisure centre, which is operated under contract by the leisure provider SLM. The Council remain responsible for maintaining the structural elements of the building.
 - 2.2 Problems were initially identified in the Leisure Centre pool hall as paint was flaking from painted steel structural support columns and roof struts and falling into the pool and onto poolside. Concerns were raised regarding health & safety. Initial inspections to consider redecoration of steelwork identified areas where paint was debonding from steels and flaking away, but also areas where there was no debonding or flaking paintwork. Inspections also identified extensive corrosion at the base of multiple steel columns. Recommended actions resulting from this were to:

- a. Undertake materials testing to ascertain whether paints had been applied correctly, correct paints were used etc;
- b. Undertake materials testing to confirm any section loss (loss of material, leading to thinner sections and potential weakness) to steel columns;
- c. Carry out subsequent structural check to confirm the effect of any section loss/ need for repair

2.2.3 Specialists have been engaged to agree a scope of work which would give more sustainable longer term and low maintenance solutions and address the existing corrosion.

2.2.4 A scheme of works has now been identified which includes:

- Casting concrete casings around steel columns to provide better protection than leaving the steel column exposed with painted finish, in a damp humid environment;
- Redecoration of steelwork generally to pool hall walls and roof level
- Replacement of joints adjacent to steel columns
- Planned maintenance/ replacement work to pool covers/ rollers

2.2.5 Due to the need to shut down the pool hall to facilitate the works, the Council will work closely with SLM to limit the impact on customers.

3. FINANCIAL IMPLICATIONS

3.1 Packers Leaze, South Cerney

The lowest compliant tender has returned a cost of £135,000. This requires a further sum of £55,000 over and above the £80,000 agreed by Cabinet in November 2020.

3.2 Cirencester Leisure Centre

Estimated costs for the proposed work is £90,000 - £110,000.

3.3 All works to be funded from capital receipts.

4. LEGAL IMPLICATIONS

4.1. Packers Leaze, South Cerney

Under the current Lease, it is the Councils responsibility as landlord to maintain and keep in good repair the following:

- external surface of the property including roadways, accessways and storage bays
- external drainage
- boundary fencing & gates

Increasing Health & Safety risks are evident from the current flooding of the Waste Vehicle parking area. Ubico staff have to walk through the flooded lorry park to access vehicles, saturating footwear, and this matter has been raised as part of site risk assessments. The Health and Safety Executive could serve an improvement notice on the Council to rectify the flooding.

4.2. Cotswold Leisure Centre

The rectification works are required in order to provide compliant fire retardant intumescent coating to steelwork and to protect the long term structural stability of the supporting steelwork. The swimming pool provides a prominent function of the leisure service provision and there is a risk of reputational damage from visibly degrading structures.

There is a further risk of debris within the pool water affecting the water filtration system
The council has a legal responsibility to provide a safe facility for public and staff use at all times

5. RISK ASSESSMENT

5.1. Risks are covered within the Legal Implications at 4.

6. EQUALITIES IMPACT

6.1. An equalities impact assessment has not been carried out.

7. CLIMATE CHANGE IMPLICATIONS

7.1. None associated with this report.

8. ALTERNATIVE OPTIONS

8.1. The Council could decide not to undertake the works highlighted in this report but this is not recommended due to the health and safety and reputational risks identified.

9. BACKGROUND PAPERS

9.1. None

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Agenda Item 7



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5th JULY 2021
Report Number	Agenda Item 7
Subject	REVIEW OF OPTIONS AND NEED FOR ADDITIONAL PARKING PROVISION CIRENCESTER
Wards affected	St Michaels (directly) All Cirencester wards (indirectly)
Accountable member	Cllr Mike Evely Deputy Leader and Cabinet Member for Finance Email: Mike Evely@cotswold.gov.uk
Accountable officer	Mrs Maria Wheatley- Parking Manager Email: maria.wheatley@publicagroup.uk
Summary/Purpose	To reconsider the options for addressing the car parking requirements in Cirencester.
Annexes	None
Recommendation/s	That Cabinet <i>a) consider a further pause of up to 12 months to allow a review of the parking demand in Cirencester.</i>
Corporate priorities	Ensure that all services delivered by the Council are delivered to the highest standard Help residents, businesses and communities access the support they need to achieve their ambitions Respond to the challenges presented by the climate change emergency Present a Local Plan, which is green to the core.
Key Decision	
Exempt	
Consultees/ Consultation	Forward Planning

1. BACKGROUND

- 1.1. The global epidemic and the subsequent national lockdowns have had a dramatic change on the use of the off-street car parks across the district. Prior to the crisis, Cirencester experienced a shortfall between provision and demand.
- 1.2. At the Cabinet meeting of 6th July 2020 consideration was given to increase the capacity of the Waterloo Car Park, Cirencester. It was agreed that the plans be put on hold for 12 months to enable the Council to assess the potential impact of Covid-19 on car usage and if the plans complied with the administration's climate priorities.

2. MAIN POINTS

- 2.1. A review of ticket sales, income and capacity spot checks show that the off-street car parks in Cirencester are at approximately 35% lower when compared against 2019 figures for Apr and May.
- 2.2. Not all age groups in England have received their vaccinations, and the Government has extended the lifting of restrictions from 21st June to 19th July when a further decision will be made.
- 2.3. The move to home working and internet shopping for many people has changed travel and parking behaviour. The Pandemic has accelerated changes in the traditional nature of high street and the declining dominance of retail.
- 2.4. It has long been understood that the key to delivering a Cirencester town centre masterplan is the "unlocking" of prime town centre sites. The key to the lock is provision of an alternative public parking facility (or facilities) to allow the town centre car parks to be released for phased redevelopment. It is now less certain that the original premise will be delivered as envisaged in the Council's Local Plan. Feasibility work (an early evidence gathering stage in the masterplan process) together with a new district-wide Sustainable Transport Strategy will investigate and review transport, parking and accessibility needs, amongst other issues. This work will help the Council to consider the need to build a new decked car park, especially in the context of the changing nature of the traditional high street, active travel and meeting net zero targets.
- 2.5. It will take several months before a new pattern of parking usage is known, and as such it is recommended that the decision to create additional parking spaces is deferred. It is recommended that a minimum of 6 months data is gathered once all restrictions are lifted.

3. FINANCIAL IMPLICATIONS

- 3.1. None directly arising from this report. The impact upon the Council's Medium Term Financial Strategy will be included in the refresh of the Strategy which forms part of the Council's budget setting process.

4. LEGAL IMPLICATIONS

- 4.1. The Council has no statutory duty to provide parking, however it does so to support the local economy.

5. RISK ASSESSMENT

- 5.1.** Proceeding with the decked car park when parking demand has decreased for a sustained period would affect the business case and potentially place the Council at increased financial risk.
- 5.2.** It would be a risk to consider building significant new infrastructure without first assessing the anticipated changing nature of the 'traditional' high street, recent changes to permitted development rights for E Class Uses and considering local actions to promote more active and sustainable forms of travel. Making a decision in isolation of a revised Local Plan strategy for the town centre and the Cirencester Town Neighbourhood Plan is unlikely to facilitate coordinated redevelopment of key sites and will hamper the Council's and Town Council's ability to fully realise positive place shaping outcomes.
- 5.3.** A lack of established demand for additional parking may adversely affect the Planning Application, as the need for the development would be a key consideration in the planning balance.
- 5.4.** A Masterplan for Cirencester is under development and it could identify the provision of decked parking as an essential element of the town centre strategy. Delaying the decision to submit the planning application may delay the delivery of the benefits from the implementation of the Masterplan.

6. EQUALITIES IMPACT

- 6.1.** None.

7. CLIMATE CHANGE IMPLICATIONS

- 7.1.** None associated with pausing the project. The Council continues work to develop a sustainable transport strategy which will promote more active forms of travel in the District.

8. ALTERNATIVE OPTIONS

- 8.1.** The Council could proceed with the decked car park proposals but due to the change in parking demand and the risks highlighted above, this is not recommended.

9. BACKGROUND PAPERS

- 9.1.** None.

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Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET MEETING: 5 JULY 2021
Report Number	Agenda Item 8
Subject	Creation of Cotswold District Council Flood warden programme
Wards affected	All
Accountable member	Cllr. Andrew Doherty –Cabinet Member for the environment, waste and recycling Email: andrew.doherty@cotswold.gov.uk
Accountable officer	Robert Weaver (Chief Executive) Tel: 01285 623607 Email: Robert.weaver@cotswold.gov.uk
Summary/Purpose	To consider the creation of a Cotswold Flood Warden programme.
Appendices	Appendix 1 – GRCC Proposal for Flood Warden Scheme Appendix 2 – Flood Warden Code of Conduct
Recommendation/s	<i>That:</i> (a) That the flood warden programme in 2021/22 is funded from the Severe Weather Recovery earmarked reserve; and (b) Authority be delegated to the CEO, in consultation with the Cabinet member for the environment, waste and recycling to liaise with GRCC to finalise the detail of the programme and identify the initial towns and parishes to be approached with a view to them being part of the initial programme.
Corporate priorities	Responding to the challenges presented by the climate crisis Supporting communities and town and parish councils in the rollout of local environmental schemes
Key Decision	No
Exempt	No
Consultees/ Consultation	Cllr Andrew Doherty, Cabinet member for environment, waste and recycling, Leader and Deputy Leader of the Council, Deputy Chief Executive/Section 151 Officer

I. BACKGROUND

- I.1. Areas of the Cotswold district, like many parts of the county are susceptible to flooding. The winter of 2020/21 saw flooding issues which severely impacted locations in Cirencester, South Cerney and Bledington and also saw properties affected in Siddington, Mickleton, Moreton in Marsh, Daglingworth, Coberley and Adlestrop. Residents suffered internal property flooding and many households were left without flushing toilets and household drainage when sewer systems became inundated with river water.

The Council worked alongside Ubico to support residents, checking on the welfare of people effectively trapped within their homes by flood water, deploying sandbags and pumps to critical locations and in extreme circumstances providing temporary toilet facilities or temporary accommodation for vulnerable households. The Council worked hard to lobby and support action from other agencies such as Thames Water and held a public meeting to try and capture the issues and concerns that local residents raised. This is not the first time many of these locations have suffered flooding and many other settlements like Fairford, which have also flooded in the past were also placed at risk this winter.

The impact of flooding wherever it occurs, often results in distress, anxiety and complex insurance claims, creating stress and misery to those affected.

- I.2. The Council declared a Climate Emergency in July 2019. As part of this declaration, the Council committed to “*take a leadership role on the Climate Emergency in the Cotswolds, working with, influencing and inspiring partners across the District..*”
- I.3. Severe weather events are likely to become more frequent as a direct impact of climate change. In light of the Council’s commitment to taking a Climate Emergency leadership role, it is important that there are a number of responses to managing flooding.
- I.4. The council held an incredibly well received online ‘flooding forum’ with over 100 local residents participating following the severe flooding in 2020/21, which sought to get the views of those affected, offer support and advice and look at further ways to help local residents and businesses. The creation of a flood warden programme is one such way that the council can provide a supportive role, whilst capitalising on the wealth of local knowledge and experience that can be harnessed through volunteer programmes.
- I.5. Gloucestershire Rural Community Council (GRCC) have been approached following their very successful track record of supporting councils in the creation and management of voluntary flood warden programmes. Such a scheme within the Cotswold district would be incredibly useful as part of the council’s ongoing commitment to proactively manage flooding and support those affected by flooding.
- I.6. The Chief Executive has previous direct experience of working with GRCC as part of the Tewkesbury Borough Council Flood Warden programme and can testify to the positive, proactive difference such a scheme can make as part of a multi-agency approach to tackling flooding. The scheme there is held in high regard by those who sign up to become volunteer flood wardens.

- 1.7. GRCC would work with key officers, the lead Cabinet Member and key Members to agree the scope and priority areas for engagement particularly in the first year of the programme, with a broader plan to roll the initiative out across the district in due course. GRCC envisage that this would be approximately 10 parishes/towns for sign up in the first 12 months. It is proposed that the towns/parish areas severely affected in the winter of 20/21 and referenced in paragraph 1.1 above, be those approached in the first instance with a view to recruiting volunteer flood wardens in these areas.
- 1.8. An overview of the programme that GRCC could provide, based on initial conversations between the CEO and the Cabinet Member for the environment, waste and recycling, is provided at Appendix 1, with the key deliverables summarised below:
- Approaching and facilitating discussions with town and parish councils in relation to seeking volunteers.
 - Promoting, recruiting and inducting Flood Wardens ensuring registration and induction forms are completed and the relevant paperwork is provided to Cotswold District Council to ensure Flood Wardens are covered by CDC Public Liability Insurance.
 - Facilitate and manage 3 training events per year for Flood Wardens
 - 1-2-1 work with Flood Wardens to map vulnerable areas or support on issues arising from flooding incidents
 - Act as a link between the council, Environment Agency, GCC Civil Protection and Flood Risk, and others as appropriate as part of the volunteer flood warden programme
 - Work with Cotswold District Council and Publica officers and relevant partners to review and modify where necessary the emergency plan as it relates to flooding responses
 - Undertake focussed work with the identified parishes/towns (or clusters) on developing their resilience & preparedness e.g. promotion of emergency planning (review and refresh current plans and maintain a borough activity log)
 - Attend the Community Local Resilience Forum, on behalf of, or in support of, Cotswold District Council, to share Emergency Planning updates from Cotswold communities and feedback to/from communities and officers/members

2. FINANCIAL IMPLICATIONS

Based on the suggested programme set out at appendix 1, the cost would be £14,000 per 12 month period including mileage. It is proposed that the cost of the scheme can be funded from an earmarked reserve allocated for 'Severe Weather Recovery'

3. LEGAL IMPLICATIONS

- 3.1. There are no direct legal implications arising from this report.

4. RISK ASSESSMENT

- 4.1. Specific risk assessments associated with signing up volunteers and supporting them in the roles, including providing the necessary insurance will be part of the programme. Having rolled out similar initiatives elsewhere, GRCC are well versed in supporting councils with the necessary risk assessments associated with flood warden programmes.

5. EQUALITIES IMPACT

- 5.1. There is no direct equalities impact as a result of this report.

6. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY IMPLICATIONS

- 6.1. There is no direct impact upon climate change or ecological emergency implications as a direct result of this report. However, the proposals in this report support the promotion of the Council's Climate Emergency declaration and in seeking to proactively assist businesses and communities adversely affected by flooding and hence minimise the impacts of flooding.

7. ALTERNATIVE OPTIONS

- 7.1. Cabinet could decide not to support the creation of a volunteer Flood Warden programme.

8. BACKGROUND PAPERS

- 8.1. None.

GRCC Flood Warden Programme Outline of work for Cotswold District Council

Through GRCC's Flood Warden Support Programme

Promote, recruit and induct Flood Wardens ensuring registration and induction forms are completed. Pass on copies of paperwork to Cotswold District Council to ensure Flood Wardens are covered by CDC Public Liability Insurance.

- Agree priority parishes to target recruitment
- First contact made via parish councils Clerks
- Depending on response – attend council meetings to provide more information for volunteers to come forward or names provided by council without attendance at meeting
- Information on scheme (handbook & summary sheet) and registration forms sent to prospective Flood Wardens, offer of phone call if queried
- Hold induction meeting one on one with prospective Flood Wardens (together if more than one from same parish). Talk through role expectations, vulnerable area mapping (over map or via walkabout) and answer any questions.

Facilitate and manage 3 training events per year for Flood Wardens

- Themes of topics of meetings arranged in discussion with Flood Wardens, ask for 'hot topics'.
- When flood events occur the next meeting focuses on providing a forum for flood wardens to feedback on impact, concerns, what worked well etc. and agencies invited to do the same. For example, the February 2021 meeting in Tewkesbury had representatives from TBC, GCC and Environment Agency.

Other support for/work with Flood Wardens

- 1-2-1 work with Flood Wardens to map vulnerable areas or support on issues arising from flooding incidents.
- Signposting to resources to aid community preparedness and introductions made between Flood Wardens and relevant bodies when needed e.g. Local Highways Managers, EA officers, water companies etc.
- Linking new flood wardens up with neighbouring Flood Wardens for peer support and to enable bigger picture of issues along a watercourse to be mapped/discussed between wardens and with relevant statutory bodies

Act as a link between Flood Wardens and DEPLOs

- Attend DEPLO meetings, in Tewkesbury I attend one in four of the monthly DEPLO meetings held with Civil Protection, i.e. quarterly. Provide updates on engagement with Flood Wardens and kept up to date on more strategic work taking place within the Council
- DEPLOs invited to attend every Flood Warden meeting/training session to provide updates on priorities from the LA and gather insights from wardens.

Link to Environment Agency, GCC Civil Protection and Flood Risk, and others as appropriate

- **Civil Protection** Close working relationship with lead officer. In Tewkesbury they attend all training sessions providing strategic insight. Other work has included co-delivering desktop and full testing of Community Emergency Plans.
- **TBC, Flood Risk Engineer** routine and regular contact with Flood Risk Engineer to get technical advice or feedback on issues raised by Flood Wardens and to be kept up to date with projects and priorities being undertaken by LA.
- **DEPLO:** GRCC attend one meeting per quarter (DEPLOS & Civil Protection meet monthly)
- **GCC:** Regular contact with members of GCC Flood Risk for technical support. Requests from Principal Flood Risk Advisor on feedback from Flood Wardens on flood events, support needs plus conduit to promote resources available from GCC such as FORT, online Flood Guide and used so provide insight on publications
Examples: GRCC invited to attend GCC Flood Risk de-brief session for Tewkesbury Borough in January 2021 and invited via GCC to attend River Severn Partnership meetings
- **Environment Agency:** regular contact with Flood Engagement Officers, GRCC conduit to pass on updates from EA, for Flood Warden feedback for EA processes such as changes to Flood Alerts, linking up EA to relevant partners such as local DEPLOS and Flood Risk Engineer.
Developed contact with officers from National EA (Sustainable Growth and Economic Prosperity Advisor) exploring ways for local knowledge and data can be considered / incorporated / valued

Work with Cotswold District Council officers and relevant partners to review and modify CDC's emergency plan, to add community perspectives when asked.

- Targeted work with 5 Cotswold parishes/towns (or clusters) on developing their resilience & preparedness e.g. promotion of emergency planning (review and refresh current plans and maintain a borough activity log – or provide updates to DEPLOS if one held internally)
- Attend the Community Local Resilience Forum, on behalf of Cotswold District Council, to share Emergency Planning from Cotswold communities and feedback to/from communities and CDC officers

Promotion of the programme

- Ensure the Flood Warden Support Programme and promotion of emergency planning connects to the CDC 'Clean and Green' priority
- Links between CDC and GRCC websites are made to promote the programme
- Use social media feeds and links to town and parish councils to promote and share about the programme

Key dates

- July 2021** Project starts – establish current picture, meet CDC officers and member to identify priority areas
- Oct / Nov 2021** Plan for inclusion of Flood Warden Programme article in Cotswold News

Reporting

Quarterly meetings to give verbal updates plus 6 monthly written reports

Invoicing arrangements

XXXXXX

Points of Contact

GRCC - Helen Richards

CDC – in first instance, Rob Weaver

***Prepared by Helen Richards and Angela Gilbert
25 May 2021***

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Tewkesbury Borough Flood Wardens – Code of Conduct

When signing the annual registration form overleaf, you are reaffirming that you understand and will abide by the guidelines set out in the Flood Warden Handbook and in accordance with guidance from Tewkesbury Borough Council DEPLOs and the Flood Project Coordinator.

Flood wardens who have registered with Tewkesbury Borough Council confirming that they have read, understood and will abide by the Flood Warden Handbook guidance, and have received training, are covered by Borough Insurance for injury or ill health through carrying out their role (in line with the guidelines). **See Handbook Chapter 5.**

The role of a flood warden depends on the specific requirements of each community. **Flood Wardens should discuss and agree their specific role with their local council.** However, the following principles apply.

Flood Wardens should:

- ✓ Work closely with your local council (parish/town)
- ✓ **Report** flooding incidents and feedback if clearance work is needed
- ✓ Act as a **communication** channel between the community and authorities
- ✓ **Raise awareness** of flooding with residents and promote 'self-help'
- ✓ **Support** your community/council on the preparation and review of Community Flood/Emergency Plans
- ✓ Keep a **record** of activity and flooding incidents
- ✓ **Monitor** local watercourses, report clearance needs

Flood Wardens should not:

- ✗ Do not place yourself in situations where personal safety is at risk. In particular you should not enter flood water. Call the emergency services on 999 to deal with such situations.
- ✗ Enter water courses and/or carry out maintenance activity without permission of the land owner
- ✗ Remove debris from watercourses, ditches or culverts or operate flood defences e.g. sluice gates. Unless you have been specifically asked or trained to do so, please leave this to properly equipped and trained staff

Full details can be found in your Flood Warden Handbook, pages 8 to 13

Thank you for your ongoing commitment to the Flood Warden Project

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Agenda Item 9



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET MEETING: 5 JULY 2021
Report Number	Agenda Item 9
Subject	LOCAL CLIMATE BOND PLEDGE
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 (Deputy Chief Executive) Tel: 01285 623313 Email: jenny.poole@cotswold.gov.uk
Summary/Purpose	To consider making a pledge to issue a Local Climate Bond using the Community Municipal Investment (“CMI”) model.
Annexes	None
Recommendation/s	<i>That:</i> <i>(a) Cabinet agrees to pledge that it will issue a Local Climate Bond, using the CMI model</i>
Corporate priorities	Responding to the challenges presented by the climate crisis
Key Decision	No
Exempt	No
Consultees/ Consultation	Head of Climate Action, Chief Executive, Monitoring Officer.

1. BACKGROUND

- 1.1. The Council declared a Climate Emergency in July 2019. As part of this declaration, the Council committed to *“Take a leadership role on the Climate Emergency in the Cotswolds, working with, influencing and inspiring partners across the District, County and region to help deliver a zero-carbon future through all relevant strategies, plans actions and shared resources by developing a series of meetings, events and partner workshops.”*
- 1.2. In the light of the Council’s commitment to taking a Climate Emergency leadership role, it is working with partners on various initiatives which will facilitate reduction of carbon emissions in the District. These initiatives include: the installation of electric vehicle charging points, making improvements to our public buildings to reduce carbon emissions and working with green energy providers to support green energy generation within the District.
- 1.3. The Council’s Recovery Investment Strategy sets out the Council’s strategic aims associated with planned investment of £54 million in social housing, green energy and carbon reduction and delivering infrastructure for jobs and economic growth. The sources of funding for this £54 million investment are set out in the Council’s Treasury Management Strategy and includes traditional borrowing from the Public Works Loan Board but also includes “special purpose companies created to enable local authority bond issues.”
- 1.4. One such bond is a CMI. These bonds enable investors, including individuals in living in the District, to invest directly into the Council and to receive a return on their investment. Before issuing a Bond, the Council will specify the projects which will be funded through the CMI. Projects will typically be funded through a mix of CMI and through the Council’s other funding sources such as borrowing, or use of its own reserves.
- 1.5. The use of a CMI will enable the Council to promote the work it is carrying out in relation to the Climate Emergency and will facilitate community buy-in to addressing the Climate Emergency throughout communities in the District.
- 1.6. The Green Finance Institute (“the Institute”) was established in 2019 as a direct response to a policy recommendation made by the Green Finance Taskforce to the UK Government in March 2018. The Institute is an independent, commercially focused organisation backed by the Government but led by experienced bankers. The Institute works with finance practitioners, policymakers, business innovators, academics and non-profit professionals to identify the required policy, technology and financial pathways that will enable the transition to a green economy.
- 1.7. The Institute has approached the Council and requested that the Council considers issuing a pledge that it will issue a Local Climate Bond using the CMI model. If the Council decides to proceed, CDC will be eligible to be included in the Green Finance Institute’s campaign linked to the build up to the COP26 meeting, which will showcase a number of innovative councils that are providing local leadership on tackling the climate crisis

2. FINANCIAL IMPLICATIONS

- 2.1. There are no direct financial implications from this report. The issue of a Local Climate Bond, using the CMI model, will be subject to a further report to the Council.

3. LEGAL IMPLICATIONS

- 3.1. There are no legal implications arising directly from this report.

4. RISK ASSESSMENT

- 4.1. There could be reputation risk if there is a significant time delay between issuing the pledge and the Council issuing a Local Climate Bond. Work on implementation of the Recovery Investment Strategy will mitigate this risk. Officers will also work with specialist advisers in the development of the CMI proposal.

5. EQUALITIES IMPACT

- 5.1. There is no direct equalities impact as a result of this report.

6. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY IMPLICATIONS

- 6.1. There is no direct impact upon climate change or ecological emergency implications as a direct result of this report. However, the proposals in this report support the promotion of the Council's Climate Emergency declaration.

7. ALTERNATIVE OPTIONS

- 7.1. Cabinet could decide not to issue the CMI pledge.

8. BACKGROUND PAPERS

- 8.1. None.

END

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Agenda Item 10



COTSWOLD
DISTRICT COUNCIL

Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET – 5 JULY 2021
Report Number	Agenda Item 10
Subject	FINANCIAL, COUNCIL PRIORITY AND SERVICE PERFORMANCE REPORT – 2020-21 QUARTER FOUR
Wards affected	ALL
Accountable member	All relevant Cabinet Members
Accountable officer	Robert Weaver, Chief Executive Tel: 01285 623607 Email: robert.weaver@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 Annex D - Summary of gross capital expenditure
Recommendation/s	<p>a) <i>That Cabinet reviews overall progress on the Council priorities, service delivery and financial performance for 2020-21 Q4</i></p> <p>b) <i>to delegate authority to the Chief Executive in consultation with the Deputy Chief Executive and the Leader, Deputy Leader and Cabinet Member for Finance and any appropriate Cabinet Members to approve additional funding to Publica as set out in paragraph 5.32 of this report.</i></p> <p>c) <i>to approve the use of £30,000 for consultancy support on the Council's Leisure Strategy subject to consideration of a detailed proposal by the Chief Executive and Deputy Chief Executive in consultation with the, Deputy Leader and Cabinet Member for Health and Wellbeing as set out in paragraph 5.33 of this report.</i></p>
Corporate priorities	<p>Deliver services to the highest standards</p> <p>Respond to the climate crisis</p> <p>Provide socially rented homes</p> <p>Make our Local Plan green to the core</p> <p>Support health and well-being</p>

	Enable a vibrant economy
Key Decision	NO
Exempt	NO
Consultees/ Consultation	None

I. BACKGROUND

- I.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.
- I.2. A new performance management framework has been 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
- I.3. The quarterly performance report will continue to evolve in line with the emerging Performance Management Framework as well as feedback from senior officers and Members.
- I.4. A selection of publicly available benchmarking data has been included in the Q4 Performance Indicator report on a trial basis. Two comparator groups that are commonly used to benchmark Councils' performance are: all shire district councils and CIPFA Nearest Neighbours (NN). Whilst performance benchmarking can be useful as a tool for driving improvement, it is important to remember that performance needs to be viewed within context i.e. a range of both internal and external factors contribute to the level of performance achieved; therefore benchmarks should be used as a 'guide' and as a starting point for discussion.
- I.5. 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 Chief Executive is responsible for reviewing and approving the information provided in this report prior to its publication.
- I.6. The Council's Chief Executive has received a report on progress towards achieving the Council's priorities and service performance. He has assessed performance in line with the high level commissioning statement. He has noted the progress that has been made to deliver the actions in the Corporate Plan as well the lower level of operational performance in Q4 in some service areas as a result of the ongoing pandemic and its impact on resources and the delivery of services. He has also noted the continued impact of Covid-19 on our communities, businesses, and customers as the nation moves between response and recovery, and response again. He has drawn particular attention to the following:

- The nation entered its third lockdown on 5 January 2021. Many services continue to support residents, communities and businesses that have been impacted by Covid-19 as part of their every day job. Enormous efforts continue to be made by a number of services in supporting businesses to access grants, carrying out 'track and trace', and ensuring residents get the help they need from the Council or by signposting to the relevant organisations;
- The Council's business rates collection figure (in year) has been severely impacted by Covid-19 as is the case with other councils throughout the country. The Government has gone some way in helping certain businesses with 100% business rate relief, but there are still businesses which are struggling financially. The Council is distributing a number of support grants to eligible businesses, however, there is no requirement to use it to pay business rates;
- The Council's leisure centres have been severely impacted by Covid-19 and three national lockdowns, when the facilities were required to close down. Following the end of the third lockdown, the Council's leisure centres re-opened on 12 April, and all facilities and activities are expected to be fully re-opened from 19 July. The Council agreed a contract variation with the service provider and further financial recovery packages to cover the period until July 2021. Some government grant funding has been made available to cover Council losses from waiving management fees, as well as costs incurred by leisure operators during the lockdown, and to support re-opening.
- Parking income continues to be significantly affected by the reduction in car park usage during multiple lockdowns;
- The delivery of affordable housing, one of the Council's priorities, was affected by the first lockdown, but has recovered well with 114 affordable homes delivered during 2020-21. However, the delay in both completing schemes and commencing new schemes will result in fewer completions in the next financial year.

2. COVID-19 UPDATE

- 2.1. The Council continues to support local businesses who are having to adapt to changing Covid-19 restrictions, and multiple lockdowns. It is responsible for distributing the large range of business grants made available by the Government. In 2020-21, the Council distributed a total of £57,746,603 in business grants. Financial support is also available to those individuals having to self-isolate under the Test and Trace support payment.
- 2.2. Since 5 November 2020, several grants have been made available to businesses that were required to close under the Tier system or national lockdowns, or were able to remain open but were severely affected by Tier restrictions:
 - Local Restrictions Support Grant (Closed, Mandatory) – a total of £7,581,654 was paid out to 5750 businesses in retail, leisure, hospitality, accommodation and events which were mandated to close between 5 November 2020 and 31 March 2021;
 - Additional Restrictions Grant (Discretionary) – a total of £1,843,197 was paid out to 1,198 businesses from November to the 4 April 2021. This grant is available for businesses that do not have a business rate assessment of their own as well as other businesses with a rateable value that have remained open but have been severely impacted by the pandemic. This category includes charity properties and regular market traders;

- Local Restrictions Support Grant (Open) - a total of £ 1,466,165 was paid to 2,686 businesses that remained open but were severely impacted by restrictions;
- Christmas Support Payment for wet-led pubs scheme – one-off grants of £1,000 were paid to 50 businesses between December 2020 and February 2021;
- Closed Businesses Lockdown payment – 1506 businesses were supported with a one-off payment. A total of £7,001,000 was paid out between 5 January 2021 and 4 April 2021.

2.3. During Q4, the Council continued to receive referrals from people in need via the Gloucestershire Help Hub and the National Shielding Support Service (NSSS). Referral rates have continued to be low; of the 65 residents that were contacted, 24 needed additional support. As shielding for the clinically extremely vulnerable has been paused from 1st April 2021, the Council is not expecting any further referrals through the NSSS unless shielding is re-introduced. The Gloucestershire Help Hub continues to be available for people who need additional support.

3. COUNCIL PRIORITY REPORT

3.1. Despite the impact of Covid-19 on resources, progress has been made to deliver the actions in the Corporate plan including:

- The draft Affordable Housing Delivery Strategy was approved in February; it sets out the delivery strategy for the Council to accelerate provision of social rented and affordable homes for local people. Commuted sums grants will be used to deliver low carbon affordable housing at Davies Road, Moreton-in-Marsh and Sunground, Avening;
- The first phase of the cashless parking project has been completed with the removal of the option to pay with cash at Rissington Road, Bourton on the Water; Maugersbury Road, Stow on the Wold; and Beeches car park, Cirencester;
- The Council received £1.2m of government funding from the Public Sector Decarbonisation Scheme which will be used to implement carbon reduction measures at three Council sites; work to procure a provider to install the measures has commenced;
- Following the adoption of the Electric Vehicle Charging Point delivery plan in January 2021, the Council completed the procurement of an electric vehicle charge point provider. The contract will enable the Council to roll out EVCPs in a number of locations in the District, including public car parks and Council offices;
- A range of projects to tackle inequality including working with partners to support young people and improve their mental health, promoting healthy lifestyles, and raising awareness of domestic abuse are being progressed;
- Covid-19 recovery work has continued with a focus on supporting the high streets to re-open following the third lockdown; as well as continuing to support businesses including those businesses in the visitor economy to increase their online presence.

3.2. The Council Priority report is attached at Annex A.

4. SERVICE PERFORMANCE REPORT

4.1. Since the start of the pandemic, many services, both customer facing and support services have been affected by Covid-19; the Council's leisure facilities have had to close during multiple lockdowns and tier restrictions, while other services including housing, revenues and benefits, planning, land charges and customer services have experienced higher workloads due to customer demand or because colleagues were supporting residents, communities, and businesses through the crisis. Support services such as ICT, Accountancy and Accounts Payable have also played a part in supporting the administration of business grants and other payments. The majority of staff have continued to deliver services from home, which has meant that services have had to adapt and find new ways of working which has presented a major challenge for some services such as planning and food safety and resulted in backlogs. The impact of these challenges coupled with delivering key projects such as the new revenues and benefits system has affected performance in some areas.

4.2. In spite of the challenges:

- The combined recycling for the year was just slightly lower than the previous year despite the green waste service being suspended in the early part of the financial year. The expansion of the recycling service may have helped to manage the increase in dry recycling tonnages which has been attributed to more home working and those self-isolating;
- The housing team has worked hard to manage the numbers of households in emergency accommodation; the team has created exit plans to move households into more secure tenancies including private rented, housing association, and supported accommodation;
- The land charges team processed 1482 official searches in 2020-21, a 20% increase on the previous year, and nearly 95% were processed within 10 working days.

4.3. A full report is attached at Annex B.

5. FINANCIAL PERFORMANCE

Financial Performance (Revenue)

5.1. At the 31 March 2021, the Council had spent £19,199,701 against its net revised budget of £19,870,409. This is a result of lower income losses and higher than estimated Covid-19 service specific grant income received. After taking account of income from Council Tax, NNDR, government grant and transfers to/from reserves this equates to an underspend against the revised budget of £21,627 and includes the underspends from the Council's contracts with Publica and Ubico as detailed in 5.9 and 5.10.

5.2. A full list of all cost centres and budget variances is attached to this report at Annex C. The report highlights a number of budget variances across a range of service areas. A commentary against the most significant variances excluding those where the income and expenditure variance are comparable (net nil variance) are set out below. These figures are subject to external audit review during the summer, however, the figures are not expected to change materially from those being reported.

- 5.3. Annex C includes details of both the original and revised budget, the variances have been reported against the 'Budget Q4' this is the revised budget adjusted to reflect technical accounting adjustments such as changes in depreciation and movements to/from reserves. These adjustments have no overall impact on the net budget.

Income

- 5.4. The impact of Covid-19 upon planning fee income and pre-application advice for the year was expected to reduce income to £720,000 and this was reflected in the revised budget for 2020/21. Income within Planning recovered more than the revised budget had estimated, £1,073,000 of planning fees income was received during the year, resulting in an over achievement of income of £353,000. Planning appeals expenditure was £57,000 less than budgeted as there were no large appeals during 2020/21
- 5.5. Council tax collection income from fines from fines and court cost were £95k lower than budgeted as a result of Covid-19 as the courts were not open and the Council was unable to undertake recovery action.
- 5.6. The Council suspended charges in its car parks in March 2020 in response to Covid-19. The increases to car parking charges approved as part of the budget process in February 2020 were deferred until September 2020. The revised budget assumed that income from car parking for the year would be around £1,680,00 lower than the original budget. Income from car park fees, permits and excess charges was £51,000 lower than the revised budget reflecting falls in demand as a result of the third national lockdown in Q4. Savings in cash collection and the ACPOA management fee did result in corresponding expenditure savings of £18,000.
- 5.7. Ubico worked with the Council's commissioning team and the Cabinet Member for Environmental Services to deliver the Council's priority services during the Covid-19 pandemic. As a result, the Council's green waste collection service was suspended during the period from late 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 the financial year £59,000 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.
- 5.8. The investment portfolio has a mixture of investments. Long term pooled funds which deliver market returns and carry a higher level of risk as well as cash and money market funds which ensure an element of the portfolio is liquid. Interest received in respect of investments includes a £114,000 variance to budget due to the ongoing impact of the pandemic on global financial markets. This is an improvement from a variance of £169,000 at Q3 due to improving market conditions for property, bond and equity investments and equates to a 1.8% return on investment for the financial year

Expenditure

- 5.9. The Council's Environmental Services (grounds maintenance, street cleaning, domestic waste collection, recycling collections etc.) are provided by Ubico Ltd. The Ubico contract costs were under budget (excluding unavoidable additional costs incurred as a result of Covid-19) by £386,525. The underspend was largely caused by savings in fuel costs as prices deflated, savings in vehicle repairs as a result of utilising new vehicles or very old vehicles which are soon to be replaced and therefore receive minimal repairs.

- 5.10. The Council's own service company, Publica provide the majority of staffing resource which is used to provide services. The 2020/21 contract sum, which was agreed prior to the start of the year, with Publica is £8,757,790 (excluding the cost of the Service Modernisation Programme). At the end of the year Publica reported an overall underspend of £74,226 against its contract sums with the Council. These savings have been allocated across the Council Services.
- 5.11. Due to Covid-19 the Council has housed significantly more clients who were rough sleeping or in danger of rough sleeping due to the Government's "Everyone In" policy. Even though the Council received additional Government funding for homeless services, the Council has been adversely affected financially by £31,000 as Housing Benefit subsidy is lower in relation to temporary emergency accommodation.
- 5.12. There is an overspend of £53,000 in respect of temporary emergency accommodation expenditure, the overspend relates to increased contract cleaning costs at the Barrel Store which was used to house rough sleepers during the pandemic. The Council took on the lease of a homeless shelter in October 2020 which was unable to open to tenants until January 2021 meaning the Council were liable for lease payments whilst not being able to receive any rental income or housing benefit subsidy.
- 5.13. The capital budget for household waste and recycling containers was £42,000 overspent as a result of householder demand.
- 5.14. 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 centres re-opened on 1 August 2020, but were required to close down again in line with the government announcement of a second lockdown between 5 November and 2 December 2020. Facilities were re-opened in the lead up to Christmas but as Gloucestershire moved into Tier 4 on 31 December 2020, all leisure facilities were closed from this date to April 2021. The Council has worked with SLM to manage the financial impact of Covid-19. A payment of £18,500 per month was made to SLM for the period April to June 2020 (£74,000). The Council approved an interim financial arrangement with SLM for the period from August to the end of October 2020 of £222,141.
- 5.15. A further capped financial package of support for SLM of £291,146 was approved by Council in October for the period November 2020 to March 2021. The revised profiled budget set in September 2020 included estimated expenditure of £800,180 for the year. £515,658 was paid to SLM under open book accounting arrangements, resulting in an underspend against the revised budget of £284,522.
- 5.16. Grant funding from the National Leisure Recovery Fund of £88,060 has been recognised in 2020/21 to compensate in part for the funding provided to SLM.
- 5.17. Council has approved a further financial support package for SLM for the period April to July 2021 at a total capped cost of £280,403. This has been funded from contingency in the 2020/21 budget and grant funding of £103,000 received from the National Leisure Recovery Fund.
- 5.18. Interest payable on investments was nil against a budget of £67,000 as no borrowing took place in 2019/20 or 2020/21.

- 5.19. Discretionary pension payments paid to Gloucestershire LGPS and the lump sum pension payment made to the pension fund in April 2021 was £105,000 less than budgeted.
- 5.20. Expenditure related directly to the impact of Covid-19, and funded from the Government Covid-19 grant, has exceeded the budget by £459,992. 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. Due to a combination of additional waste being presented by households for collection during the Lockdown periods and Ubico needing to protect its own employees in response to Covid-19 health and safety requirements, Ubico incurred unavoidable additional costs. These costs including: agency staff, hire vehicles and personal protective equipment have amounted to £554,431. Grants and contributions reduced net expenditure to a overspend of £300,000 at the end of the year.

General Grant Income

- 5.21. The total general Covid-19 funding received by the Council in 2020/21 is £1,129,120 excluding any amounts due from the income compensation scheme. This is £102,000 higher than estimated in the revised budget. In addition to various other grants there is also passported funding to support residents and businesses.
- 5.22. The Government continued to reimburse authorities for 75% of Covid-related income losses in 2020/21 (after the first 5% of losses is absorbed by local authorities). To qualify, income losses must be related to the delivery of services. The compensation scheme excludes commercial and rental income. The Council is estimated to receive £1,487,750 for 2020/21 (with £932,184 already received), reducing the impact of Covid-19 in this year's outturn. This is £46,000 less than estimated in the revised budget due to income losses being lower overall than budgeted.
- 5.23. The government provided various allocations of 'New Burdens' funding throughout the year in relation to Covid-19. £495,509 of funding has been received in relation to 2020/21 compared to a revised budget of £170,000. As outlined in 5.30 below, the outturn report includes a transfer of £475,000 of Government New Burdens grant in to earmarked reserves.

Business Rates Retention Scheme and Pooling

5.24.

	Budget 2020/21 £'000	Budget 2020/21 Revised £'000	Actual 2020/21 £'000	
Business Rates Income	13,305	13,305	5,805	Government introduced extended retail discount for businesses.
Less Tariff	-11,485	-11,485	-11,485	
NDR Deficit Payable to Collection Fund	-91	-91	-91	Fixed at Budget Setting
S31 Grant	2,458	2,458	2,458	Grant received to compensate for lost business rates income due to reliefs introduced by Central Government.

Business Rates Income	4,187	4,187	-3,313	
Less Levy	-1,037	-1,037	-1,055	
Net Business Rates	3,150	3,150	-4,368	Business Rates deficit of £7,521,083 repayable in 2021/22
Exceptional S31 Grant	0	0	7,236	Grant received to compensate for lost business rates income due to Extended Retail Discount given to businesses closed during lockdown
Tax Income Guarantee	0	0	202	Compensation from Gov. for 75% of Business Rate income losses compared to budget
Total compensation	0	0	7,438	
Contributions to reserves	0	0	-7,438	Therefore, this will increase earmarked reserves by £7.4m in 2020/21, but be used in 2021/22 to fund the forecast Collection Fund deficit, which will feed into the General Fund balance repayable in 2021/22 and 2022/23.

- 5.25. In the 2020/21 the budget for Retained Business Rates income accounted for 20% of funding for Council services but our ability to collect Business Rates income was severely impacted by the Covid-19 pandemic. In March 2020 the Government announced that eligible retail businesses would be given 100% relief from Business Rates for 2020/21 and as a result the amount of Business Rate income we collected this year fell to £14,341,634 against an original budget of £33,090,282.
- 5.26. As the Billing Authority we collect 100% of the income and distribute 50% of the budgeted income to Central Government and 10% to the County Council.
- 5.27. The accounting arrangements for Business Rates are complex and statute requires recognition of items charged in one financial year to be resolved in the following year i.e. the deficit arising in 2020/21 will be repaid to the Collection Fund in 2021/22. This deficit has therefore been budgeted for in 2021/22 and is funded by the exceptional S31 grant received in the year. The Council has benefitted from being part of the Gloucestershire 50% Pool in 2020/21. A gain of £407,409 was recognised in the 2020/21 outturn which has been transferred to the Council Priorities Fund in line with the 2020/21 budget assumptions.

- 5.28. Changes to the Business Rate Retention Scheme were due to be implemented by Central Government in 2020/21 but were delayed due to the impact on businesses of the pandemic. These changes are now expected in 2022/23 and a significant reduction in funding from Retained Business Rates has been reflected in the Council's Medium Term Financial Strategy, which will be updated as further advice is received from the Government.

Council Tax

- 5.29. Retained Council tax income amounts to £5.6m in 2020/21. The impact of Covid-19 on Council tax been reflected in the 2021/22 budget. A compensation grant (Tax Income Guarantee) of £120,917 received in the general fund in 2020/21 to fund 75% of the Council's irrecoverable losses for Council Tax and Business Rates has transferred to earmarked reserves and will be used in 2021/22 to cover the corresponding Collection Fund loss, which will feed into the General Fund balance in 2021/22.

Transfer to Earmarked Reserves

- 5.30. The outturn includes £7,438,063 in Business Rates compensation moved to reserves as detailed in 5.24 above. This is consistent with the budget approved by Council in February 2021.
- 5.31. The government provided various allocations of 'New Burdens' funding throughout the year in relation to Covid-19. The outturn report includes a transfer of £475,000 of Government New Burdens grant in to earmarked reserves. In order to deliver against the Council's priorities, Publica has requested funding for additional resources for services including: Project Management, Communications, Development Management and Human Resources. The cost of these additional resources amounts to £255,000 per annum.
- 5.32. The request for permanent additional resources will be considered as part of the Council's budget setting process for 2022/23. This will enable Members to consider Publica's request along with other competing funding requirements and the availability of Council funding. To enable Publica to deliver the services expected by the Council in 2021/22, it is proposed that £255,000 of the new Burdens Funding is ring-fenced for additional Publica resources. However, the Publica resource requests require further discussion, challenge and negotiation. It is therefore proposed that the additional funding to be drawn down following the consideration of business cases by the Chief Executive and Deputy Chief Executive in consultation with the Leader, Deputy Leader and Cabinet Member for Finance and any appropriate Cabinet Members.
- 5.33. In order to take forward the Council's Leisure Strategy, an allocation of £30,000 is requested from the New Burdens grant to fund consultancy support to complete an options appraisal on the Leisure and Museum services, before procuring new arrangements. The additional funding to be drawn down following the consideration of a detailed proposal by the Chief Executive and Deputy Chief Executive in consultation with the, Deputy Leader and Cabinet Member for Health and Wellbeing.

- 5.34. The table below details the transfers made from the revenue account to earmarked reserves in 2020/21.

	Transfers to/(from) Earmarked Reserve £000'	
Business Rate Smoothing	7,438	Business rates compensation grants transferred to the Business Rate Smoothing Reserve to fund forecast collection fund deficit.
Council Priorities Fund	407	Surplus on Business Rate Pool transferred to Council Priorities Fund
New Burdens Funding	475	Covid-19 new Burdens grant
Additional Restrictions Support Grant (ARG)	398	Balance of ARG grant funding at 31 March to be used in 2021/22.
Contain Outbreak Management Fund	197	Funding committed to be spent on resource costs in 2020/21 in respect of Covid-19 compliance and enforcement
Local Tax Income Guarantee	122	Compensation from Government for losses in council tax as a result of Covid-19 to fund forecast deficit in 2021/22.
Other unbudgeted movements to/(from) earmarked reserves	(176)	Net transfer to various reserves which are set aside for specific service purposes. Transfers reflect the actual requirement in year.
Budgeted movements to/(from) earmarked reserves	(121)	Transfers to earmarked reserves made as planned in the 2020/21 budget.
Total Movement to earmarked reserves	8,740	

General Fund Balance

- 5.35. As at 1 April 2020, the Council's General Fund balance stood at £4,475,258. Following the revised budget in September 2020, it was estimated that there would be a revenue deficit of £222,101 resulting in a reduction to the General Fund. The original and revised budget also included a transfer from the general fund of £3,601,000 which included a one-off contribution to the Local Government Pension Fund generating savings of £184,000 per annum. As a result of the small surplus achieved this year (after movements to earmarked reserves) the contribution to General Fund balance will result in a transfer of £21,627 and will stand at £899,258.

5.36. The use of the General Fund Balance is set out below:

	2020/21 Revised Budget £000'	Outturn £000'
Opening Balance	4,475	4,475
2020/21 Council decisions June/July use of Balance	-333	-333
Contribution to Gloucestershire LGPS	-3,268	-3,268
Revenue budget surplus/(deficit)	-223	22
Closing Balance	651	896

5.37. This combined with transfers made to specific earmarked reserves (see 5.34) enables the Council to withstand the impact of any further restrictions and/or the possible medium-term ongoing impact on Council budgets resulting from the pandemic.

Capital Activity

5.38. The Council's capital budget for 2020/21 was £11,063,000. A total of £3,195,830 was spent against these schemes with further committed expenditure in relation to the projects listed of £1,076,161 in 2021/22. The most significant variance of £4.3m (nil expenditure against budget) relates to the 'Investment in Strategic Property Acquisition'. Discussions with landowner are on-going but have been delayed due to current economic situation. A full list of expenditure and explanation for variances against budget is attached to this report at Annex 'D'.

5.39. Capital receipts and disposals

There have been no capital receipts or asset disposals in Quarter 4. Capital receipts for the financial year were £30,142 from the disposal of Ubico vehicles for scrap.

6. OVERVIEW AND SCRUTINY COMMITTEE

6.1. This summary performance report was reviewed by the Overview and Scrutiny Committee at on 29 June 2021; and any comments from that Committee will be reported to the Cabinet.

7. FINANCIAL IMPLICATIONS

7.1. As described in Section 5 of the report

8. LEGAL IMPLICATIONS

8.1. None

9. RISK ASSESSMENT

9.1. Contained in this report

10. ALTERNATIVE OPTIONS

10.1. None

11. BACKGROUND PAPERS

11.1. None



COTSWOLD
DISTRICT COUNCIL

COUNCIL PRIORITIES REPORT
January 2021 - March 2021

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. In September 2020, the Cabinet and Council approved a revised budget which reflects the impact of Covid-19, and adopted 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 Council consulted on its budget and investment in council priorities during the Autumn 2020, and the outcome of the consultation was considered by Cabinet in January 2021. Following the outcome of the Local Government Finance Settlement, the MTFS and 2021/22 budget was revised taking into account any further adjustments identified since consideration of the draft budget in September. The revised MTFS and 2021/22 budget was approved by both Cabinet and Council in February 2021.

The Council is taking steps to move to cashless parking at all council owned car parks over the next 12 months. Moving to cashless parking has multiple benefits; it will support our carbon reduction commitment and reduce the costs associated with cash collection and vandalism of pay and display machines. Officers drive approximately 20,000 miles each year across the District to collect from the machines in addition to daily travelling to the secure depot to count and bank. In January 2021, Cabinet approved the proposal to remove the option to pay by cash in all car parks using a phased approach. This approach will enable the Council and its service provider, PayByPhone, to promote the change and assist users over an extended period. The first phase has been completed with the removal of the option to pay with cash at Rissington Road, Bourton on the Water; Maugersbury Road, Stow on the Wold;

and Beeches car park, Cirencester from 2 March 2021. The changeover went smoothly with additional repeater signs for the pay by phone option located in all the car parks as well as warning signs and increased communications with the media and stakeholders relating to each car park. A roll out plan is in place to cover the next three phases of the project, which is expected to be fully implemented by 31 January 2022.

Whilst all of the Council's public toilets are of a good standard there are some improvements that could be made to ensure they remain modern and clean. A review of our public toilets was commissioned by the Council's new contractor Danfo Ltd, and a condition survey was carried out by an independent body, the British Toilet Association; recommendations for improvements have been proposed. Alongside the review, officers have gathered a range of information on each site including any major refurbishment work, income, expenditure and footfall. A report, which brings the two strands of work together, has been prepared for the Cabinet Member responsible for public conveniences and Senior Officers for consideration of the next steps.

As part of the Council's aim to promote and implement civic pride initiatives, a new street nameplate specification has been adopted, and a programme of replacing worn and damaged street name plates has commenced.

In March 2021, the Cabinet approved the creation of the Civic Pride Programme for a two year period, with the creation of two new civic pride posts, and secondment of the current Enviro-Crime Officer to lead the programme. The key strategic outcome of this proposal was to achieve a reduction in enviro-crime within the District, delivering the benefit of a high quality environment where economic growth is supported and where the Council positively engages with the community to not only solve immediate issues, but to prevent further recurrences. Although much of the work will be about having a supporting presence, there will be £100k of seed funding to support programme activities across the District. The Council will also work in partnership with town and parish councils, the Voluntary and Community Sector, neighbourhood groups, businesses and schools and colleges to lobby wider support from other organisations such as County, Environment Agency, and Historic England, to identify additional resources and grant funding opportunities.



Respond to the climate crisis

The Context

The Climate Emergency Strategy 2020-30 was unanimously adopted by the Council in September 2020. Since then, there have been important changes to the national regulatory and policy framework for the climate emergency, which further reinforce the urgency of action to tackle the climate emergency.

In November 2020, the government set out a ten point 'green industrial revolution' plan, linked to a £12 billion investment supporting 250,000 jobs. Whilst the focus of the plan is industrial heartlands, there is relevance for Cotswold District. In summary, the plan's points are: 40GW of offshore wind by 2030; 5GW of low carbon hydrogen production capacity (and develop the first town heated entirely by hydrogen) by 2030; nuclear energy; national infrastructure for electric vehicles; public transport, cycling and walking; technology for zero-emission planes and ships; energy efficiency improvements to buildings and 600,000 heat pumps every year by 2028; carbon capture and storage (remove 10Mt CO₂ by 2030); protect and restore the natural environment and plant 30k Ha of trees per year; and mobilising green finance.

In December 2020, the government's independent committee on climate change (CCC) published its 6th carbon budget, i.e. the legal limit (under the Climate Change Act 2008) for UK net emissions of greenhouse gases over the years 2033-37. This budget meets the UK target of net zero emissions by 2050, and complies with the Paris Agreement. The report is the most comprehensive advice the CCC has ever produced, and recognises that the emissions reduction has huge challenges but also economic, nature, health and wellbeing benefits. Low carbon investment must scale up to £50 billion/year to deliver Net Zero, and the CCC estimates the cost of the transition at < 1% of GDP over 30 years. The report states 'The 2020s must be the decisive decade of progress and action'. On 2 April 2021 the government formally adopted the CCC's recommended 6th carbon budget, committing to a legally binding target of a 78% reduction in emissions by 2035 (albeit not endorsing all the CCC's recommendations, such as reduced meat consumption).

The CCC's 6th carbon budget pathway provides a useful point of reference for the Council's own action over this decade, relating to: 1) The rate of take-up of low carbon solutions (e.g. by early 2030s all new cars and vans and all boiler replacements are low-carbon (largely electric); by 2040 all new trucks are low-carbon). 2) The rate of expansion of low-carbon energy (eg UK electricity production is zero carbon by 2035, offshore wind becomes the backbone of the whole UK energy system, and electricity demand grows by a half over the next 15 years, and doubling or even trebling by 2050). 3) The reduction in demand for carbon-intensive activities (e.g. less resource waste, less reliance on high-carbon goods, a national building insulation programme, 20% reduction in meat and dairy consumption by 2030, fewer car miles and flights). 4) Greenhouse gas removals through agriculture and land use (e.g. farming is transformed while maintaining the same level of food production, with woodland cover rising from 13% of UK land today to 15% by 2035 and 18% by 2050, and more energy crops grown).

Actions we are taking

A major source of greenhouse gas emissions from the District is transport (burning diesel and petrol), which accounts for almost 50% of the District's overall emissions. In March 2021, the Council appointed its first Sustainable Transport Strategy Lead officer, responsible for developing and delivering a new sustainable transport strategy in the context of the Council's partial review of the Local Plan. Part of the Lead officer's work will involve supporting local community groups, and parish and town councils in taking local action to support low carbon travel, as well as considering the integration of sustainable travel into the Council's objectives on supporting the visitor economy and economic development.

The Council's electric vehicle charging point delivery plan was adopted by Cabinet in January 2021. In April, the Council completed the procurement of an electric vehicle charge point provider, and the contract will now enable the Council to roll out EVCPs in a number of locations in the District, including public car parks and Council offices.

A significant part of both the Council's own emissions footprint, and that of the whole District, is heating buildings (homes and workplaces). In relation to domestic properties in the District, the government announced the premature end of the 'able to pay' sector Green Homes Grant scheme in March 2021. Funds still exist to support lower income households, specifically those not connected to the gas grid, and the Council is preparing to take part in a new scheme, GHG Local Authority Led Phase 2, to be coordinated through the South West Energy Hub.

In December 2020, a review was undertaken of four key Council buildings (Trinity Road, Cirencester Leisure Centre, Bourton on the Water Leisure Centre and Moreton in Marsh Area Centre). It identified up to £1.2m of investment opportunity in carbon reduction in three of the buildings (excluding Trinity Road), from a range of measures from LED lighting replacements to air and water-source heat pumps for pool and space heating, ventilation heat recovery, and solar PV panels. In February 2021, the full grant was awarded to the Council by the Department for Business, Energy and Industrial Strategy (BEIS) Public Sector Decarbonisation Scheme (PSDS). Intensive work is now underway to procure the installation of these measures within a very challenging deadline of September 2021. The low-carbon heating installation could save the Council up to approximately 1.4 million kWh of gas and electricity annually, deliver energy bill savings of up to £43,000/year, and carbon savings of 242tCO₂e/year and 8,370tCO₂e over the lifetime of the measures. The projected carbon savings would be equivalent to approximately 10% of the Council's annual total.

The Council's Recovery Investment Strategy 2020-2024 identifies green energy and carbon reduction as one priority investment area. In line with that objective, the Council continues to make progress in discussion with solar farm developers in the District, to explore investment opportunities.

The Council has an important leadership role, and its networks and relationships can be used to assist and influence key stakeholders both internally and externally. In March 2021, the Portfolio Holder for Climate Change and Forward Planning led a full day Carbon Literacy workshop for Councillors from the four Publica councils, with further sessions to reach more Councillors in due course.

In February 2021, the Council launched Crowdfund Cotswold to link local support and fundraising with Council grants. A key focus of the initiative is locally-driven projects that address the climate emergency, as well as other wellbeing and community development objectives.



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). There is a shortage of good quality rented accommodation that is genuinely affordable. Affordable housing helps to meet the District's housing needs and can include low cost home ownership or rented accommodation which typically has a discount of around 20% on the market rent, however this may still not be truly affordable for some residents. Social rented homes have a rent that is lower than affordable rent and therefore provides homes for those on lower incomes or in receipt of full Housing Benefit.

The high house prices and high rents, coupled with the lower than average earnings 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's Affordable Housing Delivery Strategy and action plan was adopted by Cabinet on 8 February 2021 and sets out the delivery strategy for the Council to accelerate provision of social rented and affordable homes for local people. The current focus is to facilitate the affordable housing identified within the Local Plan and through rural exception sites and community-led housing opportunities, and to work with Housing Associations to maximise affordable housing delivery. The Council plans to go further and bring forward additional affordable homes through enabling and direct intervention which may include provision of land and other funding. In addition, any development the Council acquires or builds must be carbon zero in support of the Council's Climate Change emergency commitment. Although this will increase the cost of affordable housing, it will reduce ongoing revenue costs for tenants. Based on the outcomes from the Member workshop in October, discussions with local Registered Providers, and a review of delivery options, Officers recommended that the Council establishes a formal partnership with one lead Registered Provider.

The February Cabinet report also sets out the options for delivery of the Kemble site. Cabinet agreed that delivery should be in partnership with a Registered Provider. Legal advice has been commissioned and obtained on the most suitable partnership model; and a specification has been produced and checked by Trowers Hamlin and passed to procurement to commence expressions of interest in a Contractual Joint Venture (JV) for delivery of Kemble and Down Ampney sites. Expressions of interest will run through April and be twin tracked with the preparation of a draft contractual JV.

In March, following recommendation from Cabinet, the Council allocated commuted sums grants to two projects to deliver low carbon affordable housing. A sum of £478,500 was allocated to provide 100% social rent on a scheme of 15 units at Davies Rd, Moreton in Marsh; previously an open market scheme with 40% affordable housing only. A further allocation of £102,000 will be used to enhance the environmental sustainability of the homes, including insulation levels above the requirements of current Building Regulations, air-source heating and provision for future installation of solar panels. An application has been made to Homes England, by Cottsway Housing Association, for match funding to deliver this affordable housing scheme and is currently being assessed.

The second allocation of commuted sums was to Gloucestershire Rural Housing Association (GRHA) for a scheme of 14 homes at Sunground, Avening. The sum of £332,000 (approx) will deliver this rural exception site, formerly a market cross subsidy development of six affordable rent and five private market homes, as a 100% low carbon affordable housing development. The scheme will receive Homes England funding through Bromford which is developing the scheme on behalf of GRHA. The scheme will provide nine social rented and five shared ownership homes for local people, incorporating rainwater harvesting, air-source heating, solar panels and bio-diversity measures. The development is due to commence on site shortly.

In Q4, thirteen affordable homes were completed for families, couples and single people comprising three social rented homes in Moreton in Marsh, six shared ownership homes in South Cerney and four affordable rented homes in Blockley, which brings the total for 2020/21 to 114, exceeding the target of 100 homes for the year. The demolition of Leaholme Court, Cirencester has commenced, making way for the construction of new one and two bed affordable flats for rent and shared ownership. The final phase of three social rented houses at Bath Rd, Tetbury has also commenced.

As with many sectors, the construction industry has been affected by the Covid-19 pandemic which has delayed work on site as well as the start of new schemes. The majority of schemes due to complete in 2021/22 were expected to start on site in 2020, but are now only beginning to come forward so are most likely to complete in 2022/23. Although the sites currently in the construction stage are expected to deliver their planned units, it is likely that there will be a shortfall in delivery in 2021/22 against the annual target of 100 homes. Under normal conditions, sites can be accelerated to make up lost time. This requires increasing the amount of labour and trades on site which is currently not possible with on-going social distancing requirements. No affordable units have been lost; they will simply complete later than originally planned.

One of the Council's aims is to reduce reliance on bed and breakfast and hotels for emergency homeless accommodation. Ridgeway House in Tetbury has been secured and upgraded to 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. During Q4, residents started to move in, and as at the end of March 2021, all the units are occupied.

In June 2020, Cabinet approved funding to implement a 'Housing First' model to help reduce rough sleeping within 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. So far, service level agreements have been agreed with Bromford and Aspire (support provider), and a dedicated staff member was appointed by Bromford in December 2020 to provide one to one support for the clients. Six clients who would benefit from the Housing First approach have been identified with a further three clients identified on a reserve list in case any of the initial six clients find alternative accommodation or decide to withdraw. Our partner support agency, Aspire, are working with all nine clients to identify their needs and where they would benefit most in terms of the location of any accommodation. Bromford has agreed to provide six properties as part of the project and have so far identified three properties that would be suitable.

The Housing Team is actively participating in a number of countywide funding bids including the Rough Sleeper Initiative round 4 (RSI4) and the Rough Sleeper Accommodation Programme round 2 (RSAP) fund. The Council is investigating potential options for submitting a specific bid to RSAP to increase the availability of supported accommodation in the District. The closing date is early Sept 2021, which will provide sufficient time to examine the options and feasibility, and prepare a report to Cabinet. In addition, the Council has also been allocated £60,000 of Emergency Accommodation Funding to help with costs associated with providing clients with emergency accommodation during the pandemic and cold weather, and to assist them in accessing appropriate 'move on' accommodation.



Make our local plan green to the core

The Context

In July 2020, 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 that Local Plans play. In the next few months the Environment Bill and the Agricultural Bill is expected to 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 are likely to need updating. The process of updating the Local Plan will consider the options available to the Council and local communities. Along with international and national pledges made by the 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 partial 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 Government's Planning for the Future White Paper and transitional arrangements from the old system to the new, and consequent change to the National Planning Policy Framework. Specific details are available in the November Cabinet paper and also as part of the Council's response to the government consultations, as well as the Council's Local Plan webpages. Cabinet also confirmed the funding to take forward the Cirencester Town Centre Masterplan.

Subject to Cabinet support, the Local Plan partial update will recommence as the Government has provided clarity (in February 2021) on the District's future housing needs, which has returned housing need to previously anticipated levels; e.g. approximately 490 homes per year down from the proposed 1,200 homes per year. The resumption of the project will be supported by an updated project plan called the Local Development Scheme that sets out key stages in the local plan making process. For example, an informal public consultation is programmed for the end of 2021.

The Local Plan Programme Board, which has membership of all political parties, met for the first time in March to discuss and define the Corporate Strategy's priority to make the Local Plan 'green to the core' as well as considering project milestones. During the early months of 2021 the Council has prepared a Sustainability Appraisal scoping document, which is currently being reviewed by Natural England, the Environment Agency and Historic England as part of the statutory process. The Sustainability Appraisal scoping document sets out the context, objectives and approach of the assessment; and identify relevant environmental, economic and social issues and objectives. Subject to Cabinet support consultants will be appointed to deliver an integrated Sustainable Appraisal and Habitats Regulation Assessment to support the partial update of the Council's Local Plan.

Work continues on the Cirencester Town Centre Masterplan project which was officially rebooted in January and work has already begun on revising the Town Centre Strategy contained in the Council's Local Plan. The Council will be carrying out feasibility studies with Cirencester Town Council during 2021 to assist with the eventual master plan options and also to support Cirencester Town Council's emerging Neighbourhood Plan. Consultants are expected to be appointed in May to carry out an assessment of possible changes to the retail and other uses in the town centre and to provide scenarios that will assist with anticipating future parking demand. The Council's Cirencester Town Centre Health Check is programmed to be updated during the late spring and early summer months of 2021 and will be a joint project with Cirencester Town Council.

In March, the Council appointed its first Sustainable Transport Strategy Lead officer, responsible for developing and delivering a new Sustainable Transport Strategy to support the partial update of the Local Plan and the transition to a carbon zero future. The Lead officer's work will involve supporting local community groups, parish and town councils in taking local action to support low carbon travel, as well as considering the integration of sustainable travel into the Council's objectives on supporting the visitor economy and economic development. The sustainable transport strategy will also assist the preparation of a new Cirencester Town Centre Masterplan.

Support health and well-being



The Context

The 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 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

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. Over the last year, the Council has been developing a Leisure Strategy for the District based on Sport England 'Strategic Outcomes Planning Guidance'; this framework ensures that a clear approach determined by local priorities and outcomes is developed to provide effective and sustainable physical activity and sport opportunities for local communities via investment in our stock of leisure facilities and other non-facility interventions.

The key strands of work in developing the Strategy included a review of local strategies and plans, a facilities audit of current provision, an online resident survey and focus groups held in Tetbury and Fairford, and stakeholder consultation. In parallel, an Indoor Built Facilities Strategy was also developed. The key themes that emerged were Healthier District, Connected Community and Active Environment. An analysis of all the information gathered was used to establish recommendations for key service and facility interventions, and a report was prepared for the March Cabinet.

The Cabinet approved the Leisure Strategy and authorised officers to work in partnership with other organisations on the feasibility of the projects identified within the strategy, and to undertake a leisure management options appraisal to determine the most suitable delivery model, contract scope and contract terms for the Council's leisure facilities, when the current contract expires.

Promoting healthy lifestyles, fun and self-care for all ages, and providing the facilities and opportunities to support communities to stay active is important, but we also need to encourage resilient, well-connected and active communities that take responsibility for their own health and wellbeing goals. Some of the actions the Council is taking include a review and revision of the community grant scheme to focus on our priorities, hosting regular community forums, and investing in asset-based/place-based community development.

In Autumn 2020, the Council commissioned Spacehive to deliver a Crowdfunding platform for Cotswold District. The Council's new approach to community grant funding, 'Crowdfund Cotswold' was launched on 22 February via an online event attended by over 100 people. During March, two project creator workshops were held, attracting around 70 registrations. The pipeline of project ideas looks extremely promising with a greater number of project ideas having been generated in comparison to other Spacehive programmes across the country, and a number of projects are already 'live' on the platform attracting funding. The first deadline for applications is 21 April 2021. In addition, a review of the Council's Community Welfare Grant budget has commenced. This budget is used to support Voluntary and Community Sector partners who provide vital services to local residents. The review is expected to conclude in June, with any change in arrangements to come into force in October 2021.

In 2017, the Council received external funding from Gloucestershire Clinical Commissioning Group and Gloucestershire County Council to deliver an Asset-Based/Place-Based Community Development programme in Bourton-on-the-Water which has now ended. The Council has, however, received additional funding of £100k to continue to support focussed community development work, alongside the local Integrated Locality Partnership (ILP). The ILP brings together senior representatives of all major health and social care services, Public Health, Local Government, the Clinical Commissioning Groups, GPs as well as representatives from the voluntary sector. This work complements existing county-wide community-based initiatives whilst applying the principle of proportionate universalism (actions and services are proportionate to the needs and levels of disadvantage in a population) to help reduce the gap in health and wellbeing among local communities. This work will enable the Council to continue engaging with local communities and helping them to achieve their goals. The programme of work sits within the existing county-wide Strengthening Local Communities Steering group and will apply the following approaches:

- Identify local priorities in conjunction with ILPs and communities
- Develop projects that utilise the skills, knowledge and organisations found in the local area to address identified priorities
- Develop outcomes for each project once priorities have been identified and provide assurance that these outcomes are being met.

The Council is continuing to support local community groups and charities by hosting bi-weekly Community Network Meetings and working in partnership to develop sustainable community-led health and wellbeing initiatives. During Q4, the Council supported five local groups and charities to attract significant funding via the Gloucestershire Public Health - Coronavirus Prevention Grant 2021.

The Council is taking a range of actions to improve equal access to quality services across the District including actions to tackle food poverty and investing and supporting youth engagement work.

The Council's community and wellbeing team has started to work in partnership with the 'Long Table' (based in Stroud) to build on the success they have had engaging communities across Stroud District and beyond about healthy food, cooked with love. It is anticipated that by drawing on our shared experiences, skills and track record, a plan can be developed that can be grown into a successful project delivering outcomes around hyper-local community resilience and Covid-19 recovery in the Cotswold District. Social enterprise is at the heart of this vision, as is the certainty that food distributions systems are failing us in many different ways, and we can do much to improve the situation. The Council is funding a scoping project over twelve weeks that aims to develop a clearer picture of our local food system. The project will engage and involve various stakeholders and community members across the District with the aim to build a network or partnership that will look at how the system can be improved to become more healthful, affordable, democratically controlled and culturally significant.

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. In August 2020, the Council commissioned Young Gloucestershire (YG) to engage young people across the District which provided useful insight into young people's needs. Building on this work, the Council in partnership with Young Gloucestershire and other local youth providers, is continuing to support young people through a range of planned activities such as the Cotswold Youth Roadshow which is being planned for May 2021. Through YG youth engagement and conversations with partner agencies it has been established that there is a clear gap in accessible Mental Health support for young people in the Cotswolds due to the increased demand as a result of the Covid-19 pandemic and lack of provision. The Council is currently supporting YG to secure funding for a project, Cotswolds Let's Chat, which will be delivered in partnership with Cotswolds Counselling and other mental health services in the area. Part of the funding has already been secured via Gloucestershire County Council so that the project can start for an initial six months period from May 2021.

The Cotswold Safer and Stronger Communities Partnership, of which the Council is part, has agreed its priorities for the next three years. The priorities align with those of the Police and Crime Commissioner as well as Safer Gloucestershire Board whilst focussing on the local area. They are: Safe and Social Roads, Tackling Domestic Abuse, Crimes of Local Concern, Tackling Anti-Social Behaviour, Community Engagement and Involvement, and Supporting Young People. The partnership is in the process of developing an Action Plan which will be agreed and adopted in June 2021.

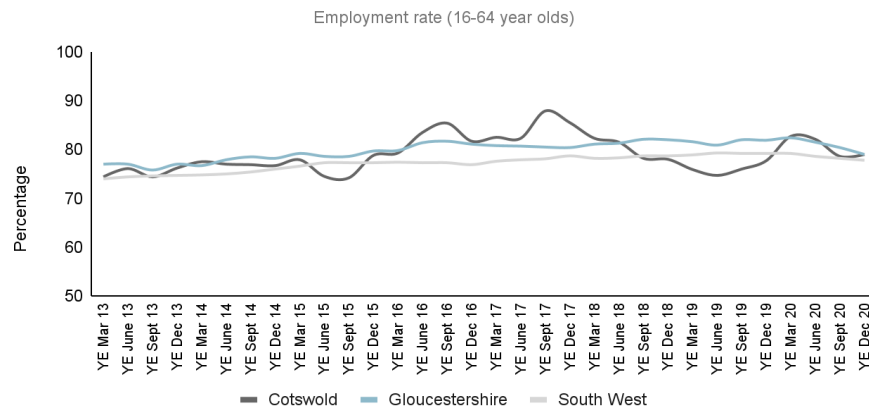
The Council is working with a number of partners to create tools for raising awareness of domestic abuse and has continued to press on with the Domestic Abuse Champions Network training courses in partnership with Gloucestershire Domestic Abuse Services (GDASS). Having recently completed two courses (four blocks of training) for those working in the profession, there are now 17 Champions, with a further two courses booked for August 2021. Gloucestershire Fire and Rescue service has agreed to have two Firefighters from each of the Cotswold fire stations trained, increasing the total by another 14 Champions.



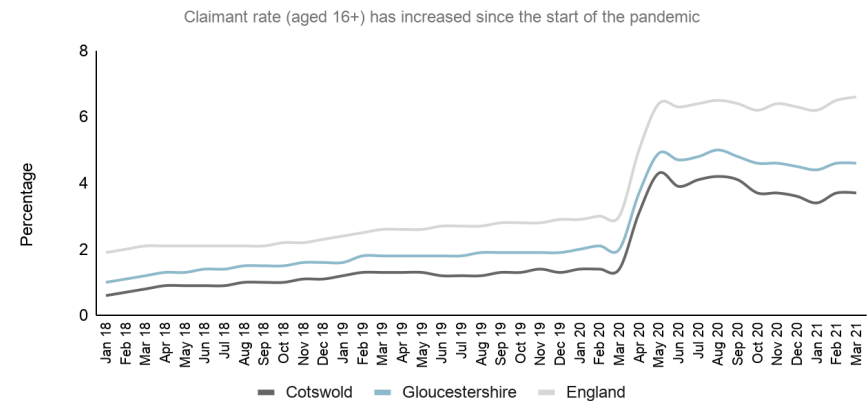
Enable a vibrant economy

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, which can result in skill and labour shortages. Historically, unemployment has been relatively low but has risen since the start of the pandemic but the full extent of job losses has been masked by the Job Retention Scheme (furlough) which is expected to continue until April 2021.



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.

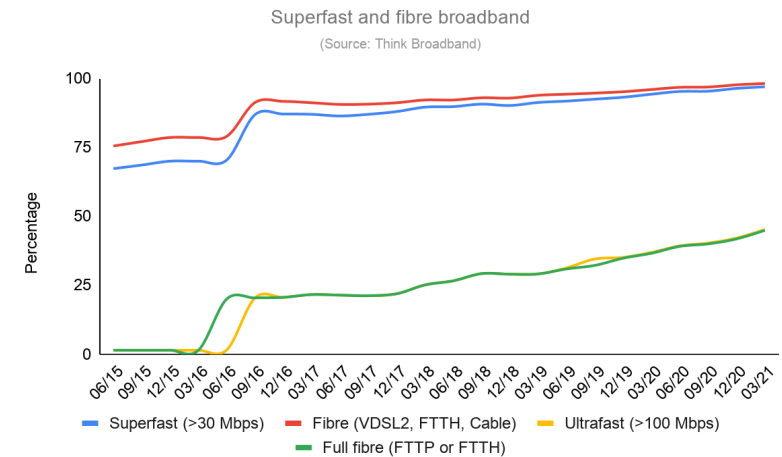
The lack of a reliable broadband connection especially in rural districts can add to social isolation as well as reduce opportunities to be economically active. Openreach has announced that Cirencester will be full fibre by 2025. However, there are still some areas where broadband is poor and even superfast 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 achieved 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 adopted at the Cabinet meeting in December 2020. The Strategy sets out the challenges and issues for the District, and how they will be addressed. It identifies the key areas that will deliver growth in the District, as well as a recovery plan for the local economy. Cabinet also approved the establishment of a Cotswold Economic Advisory Group which will advise, oversee and challenge the implementation of the Strategy; and provide a link to the main institutions and the wider business community in the District. The group has been established with representation from Cirencester College, the Royal Agricultural University, Campden BRI, St James's Place, the Federation of Small Businesses and Corin Medical. The group held its first meeting in February 2021, met again in April and will meet bi-monthly going forward. At its April meeting, the group considered reports on the 'Welcome Back Fund' (described below) and the 'Cotswold Green Business Pledge' which is currently in progress and aims to encourage businesses to reduce their carbon footprint. There were also presentations from Cirencester College, Campden BRI and Cotswold Airport.

The economy continues to be impacted by restrictions to combat Covid-19 resulting in lower levels of activity. The retail and hospitality sectors have been particularly hard hit including those businesses that are particularly dependent on the visitor economy. One of the Council's aims is to help town centres recover from Covid-19, and much of the focus over the last year has been on preparing town centres to reopen following multiple lockdowns and Tier restrictions as well as supporting businesses to adapt to the changed environment e.g. to transact more digitally where possible. Social media, newspaper and digital campaigns have promoted safety messages and encouraged customers to continue to support local businesses whenever they can and return to town centres in a safe way when they reopen, supported by the Government's Reopening High Streets Safely fund. The funding has also enabled the Council to engage 'Business Advisers' who are contacting town centre businesses in towns across the District to ensure they have the support they need. The Council has also arranged a series of webinars aimed at the hospitality sector to assist them in reopening safely and successfully as the economy opens up at the end of the third national lockdown. The Council has been allocated a further £81,144 from the 'Welcome Back Fund', which is an extension of the



Reopening High Streets Safely Fund which runs until the end of March 2022. A report is being prepared for Cabinet in May to agree the broad framework for how this funding will be used to assist the medium-term recovery of the visitor economy from Covid-19.

The tourism team has been working to assist business recovery and future resilience: the council's offer of free membership of Cotswolds Tourism has seen membership grow from 336 at the end of March 2020 to 477 businesses. Virtual sector group meetings have been held to promote best practice, signpost to grants, provide an opportunity to network with similarly affected businesses and to suggest ways businesses could adapt and diversify in response to changing markets and opportunities.

In December 2020, the Tourism team launched a survey to gather a range of information from businesses to provide insight into how they could be better supported; this included how they use Cotswolds Tourism services, the impact of Covid-19 on businesses and the type of training they would benefit from. The results of the survey provided a greater understanding of the digital training needs of tourism businesses in the area enabling a suite of short training modules to be developed during Q4. Training webinars have also been provided by Visit England.

Town centres were already having to evolve in order to adjust to changing shopping habits, which has been accelerated by Covid-19 and multiple lockdowns. Our local traders have had to become more digitally able in order to survive in a period when physical footfall has been significantly reduced. 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 Maybe platform assists businesses to interact on social media in a place-based way which helps to raise their profile. Regular webinars have been held, including three aimed specifically at Cotswold businesses. The project went 'live' in September 2020, initially in Cirencester and Chipping Campden and has been rolled out to other towns in the District, including Tetbury, Northleach, Bourton-on-the-Water, Stow-on-the-Wold, Moreton-in-Marsh, Fairford, Lechlade and South Cerney. Over the last few months we have been increasing our efforts to encourage more businesses to sign up.

The Tourism team successfully submitted a bid to the Visit England Recovery Marketing Fund: a digital marketing campaign. The grant conditions are now in place and dependent on the roadmap, the digital marketing campaign focussing on businesses that are fully bookable will launch at the end of May provisionally. During Q4, the team developed the media content plan alongside businesses.

In addition to the Covid-19 related work that has taken place during the quarter, the Council is working with partners to bring sites forward which will support the Council's ambition to grow high value, highly skilled, low environmental impact businesses in key areas including agritech, digital/cyber, medical equipment and environmental technologies, and to enhance the opportunities available for local people, particularly young people. So for example, the Council is working with the Royal Agricultural University and their development partner Henry Boot Developments (HBD) to bring forward their Triangle site for agriculture or education-related activity. Another example is the Mitsubishi HQ site in Watermoor, Cirencester which was put up for sale and is now under offer; the Council is in contact with the prospective buyer and assisting Mitsubishi with the transition to an aftersales business following the

decision of Mitsubishi Japan to exit the UK and Europe new car market. Another exciting development is the relocation of ZeroAvia from Cranfield to Cotswold Airport. ZeroAvia is a leading innovator in decarbonising aviation, and is developing a hydrogen-electric powered aircraft. The Council has been working with the Inward Investment Team at GFirst LEP to support ZeroAvia which will be increasing its staff numbers from 10 to 40 in the coming months with the potential to continue to grow significantly. Finally, Cirencester College was awarded £4.48 million of funding from GFirst LEP last summer to build the Applied Digital Skills Centre. The contract was awarded to E G Carter of Gloucester, who are now on-site. The new Applied Digital Skills Centre will give the District a great opportunity both to develop a workforce with the digital skills needed in the 21st century, and also to grow its digital and cyber sectors. The Council will work with Cirencester College to maximise the benefits of the Digital Skills Centre by linking it with local businesses to secure employment opportunities for young people.



COTSWOLD
DISTRICT COUNCIL

Delivering great services locally

PERFORMANCE REPORT:
January 2021 - March 2021

A note on performance benchmarking

Benchmarking can be a useful tool for driving improvement; by comparing our performance with other similar organisations, we can start a discussion about what good performance might look like, and why there might be variations, as well as learning from other organisations about how they operate (process benchmarking).

A selection of readily available benchmarking data has been included in the 2020-21 Q4 performance report on a trial basis. Two comparator groups that are commonly used to benchmark Councils' performance are: all shire district councils and CIPFA Nearest Neighbours (NN). The CIPFA NN Model is based on family groups; it adopts a scientific approach to measuring the similarity between councils taking into account a range of demographic and socio-economic characteristics. The standard model provides the 15 nearest neighbours to each council. In contrast, the all shire districts comparator group is a much larger dataset of 192 councils, and there will inevitably be a much greater variation between the councils in this group.

When we embark on performance benchmarking, it is important to understand that we are often looking at one aspect of performance i.e. the level of performance achieved. Although the CIPFA NN Model groups councils on the basis of similarity, these factors are external and based on 'place'. The model does not take into account how services are resourced or compare in terms of quality or level of service delivered, for example, how satisfied are residents and customers? Furthermore, each council is unique with its own vision, aim and priorities, and services operate within this context.

Therefore, the benchmarking data provided in this report should be viewed as a 'guide' and as a starting point for discussion. It is important to understand performance within context, and there will be a variety of internal factors that determine performance including costs, workloads and quality.

Note

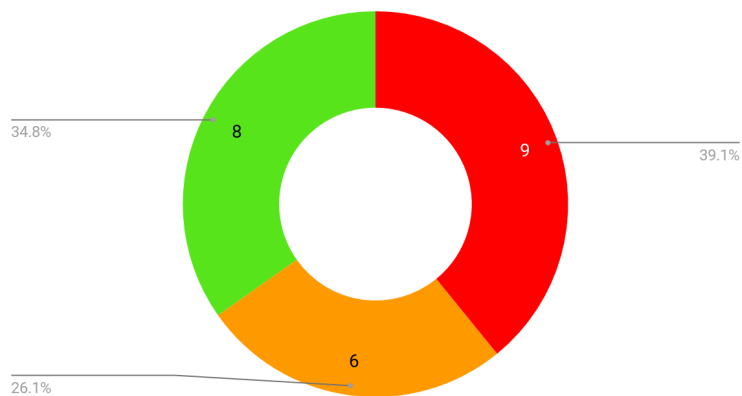
The data has been extracted from LG Inform, a benchmarking tool, which contains a range of routinely published data. It should be noted that:

- the extracted data may differ from the Council's own data;
- the median and top (best 25%) quartile lines are based on annual outturns but applied to the quarterly data;;
- 2020/21 benchmarks are not yet available, so the previous year's benchmarks have been used

KEY PERFORMANCE METRICS

At a glance...

Summary of Performance



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OVERALL PERFORMANCE

The majority of staff continue to work from home as the nation entered its third lockdown on 5 January 2021. Although some services are accessing external resources to help manage workloads, overall, performance has dipped in Q4 reflecting the significant impact of Covid-19 on some services. The Council's leisure facilities have been closed for a large part of the year; some services such as housing, planning land charges and customer services have experienced higher workloads to meet customer demand, and other services such as food safety and planning have had to find new ways of working or have been severely restricted in the way the service can be delivered creating backlogs of work.

In addition, many services including revenues and benefit, and community well-being have not just been doing the 'day job'; they have been supporting communities and businesses through the pandemic with the help of ICT and finance working in the background, as well as delivering the Council's priorities

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

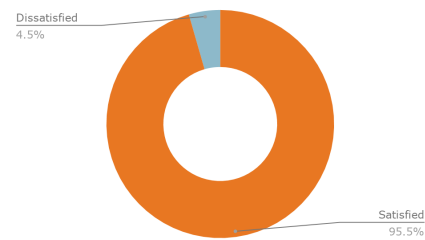
CUSTOMER SERVICE

Customer satisfaction

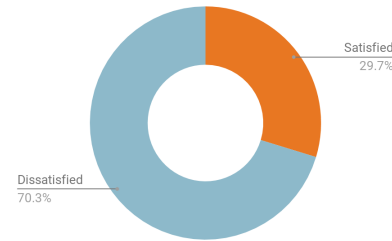
Face to face - no surveys due to Covid19



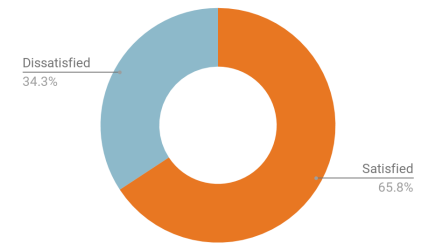
Phone - 381 respondents



Website - 138 respondents



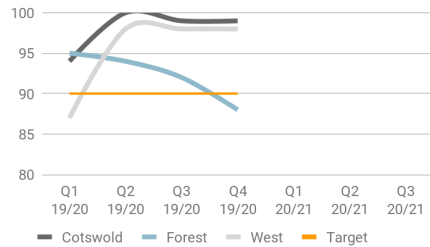
Email - 508 respondents



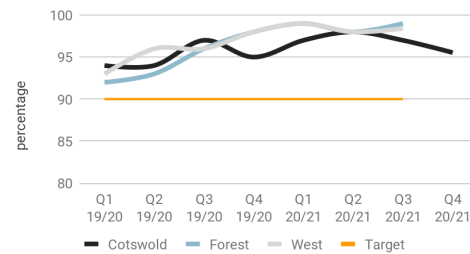
What's the trend?

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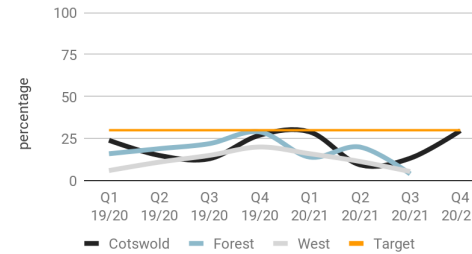
Customer satisfaction - face to face



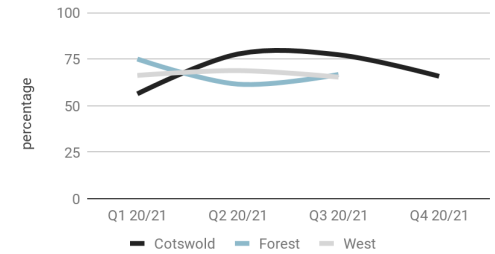
Customer satisfaction - phone



Customer satisfaction - website



Customer satisfaction - email



OBSERVATION

Due to Covid-19, the Council closed its reception areas in March 2020 and therefore no face to face surveys have been completed so far for the year. The the nation emerged from the third lockdown on the 29 March 2021 in phased stages; and although Trinity Road and Moreton Area Centre re-opened to customers from 12 April 2021, usage is currently low.

Overall, satisfaction ratings for services delivered via the phone continue to be high, while satisfaction for services via the website appears to be low, but has improved in the last quarter. The process of rating the website and leaving feedback is simple with a feedback button on every web page. Despite this, the number of responses to the website survey, although up on the previous quarter at 138 (from 77) remains an extremely small proportion of the 522,922 visitors, and is therefore unlikely to be representative. An analysis of the survey data was completed to understand the issues and to determine whether satisfaction is with service provision or the website. A significant proportion of the qualitative feedback was about service provision or were categorised as user error e.g. mistyping a postcode rather than comments about content or website functionality improvements. Website content continues to be reviewed and new processes to improve user experience have been introduced; and a new framework to measure the effectiveness of the Councils' websites and gather customer feedback is planned

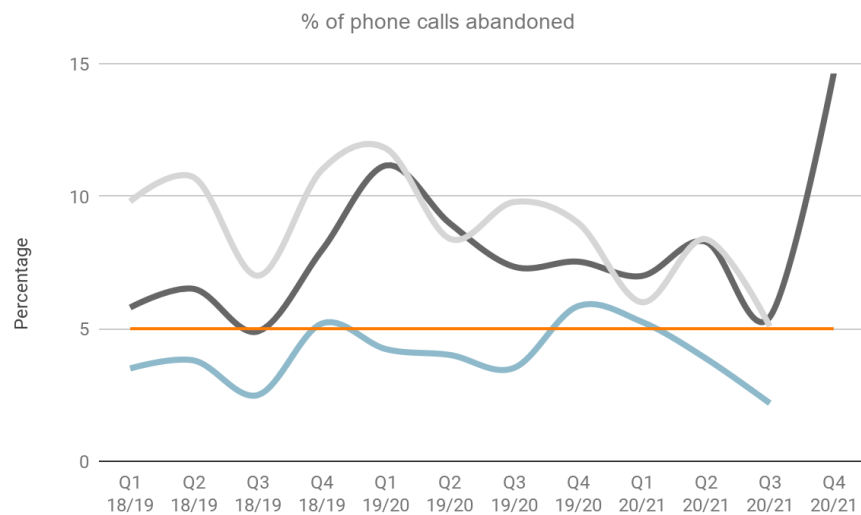
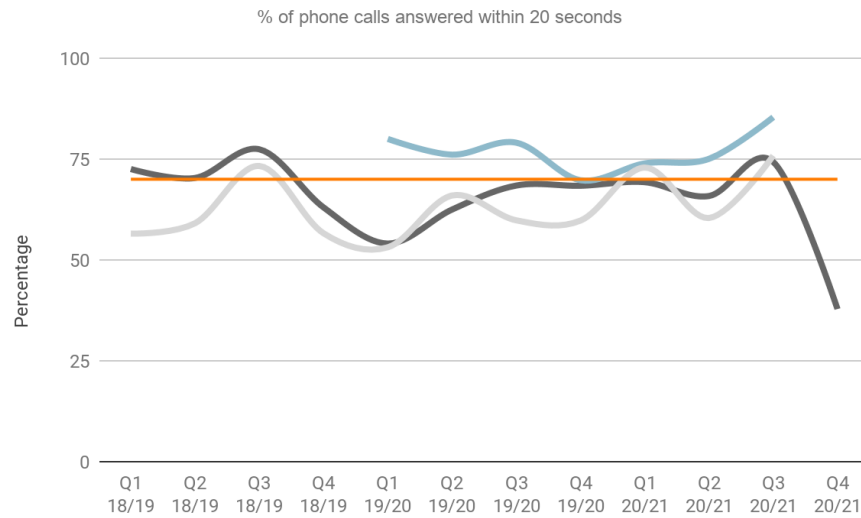
Telephone calls - response and abandonment

Target

Cotswold

Forest of Dean

West Oxfordshire



OBSERVATION

The service is currently reviewing its indicators and targets in preparation for 2021/22 to ensure that they are appropriate to customers' needs; so for example, ensuring that satisfaction for our services remains high while also taking into account the benefits of channel shift and providing more options for accessing our services.

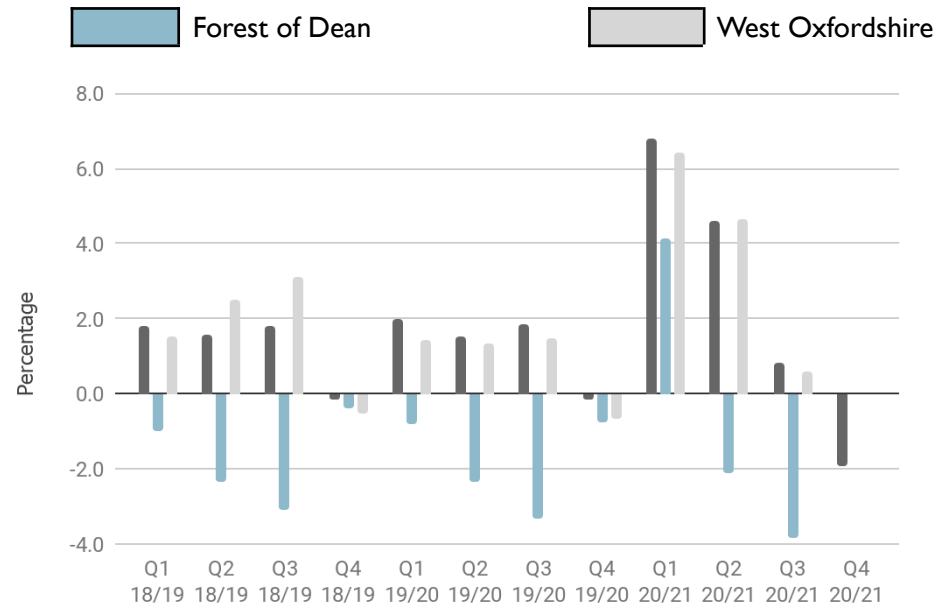
Workloads are generally higher in Q4 due to normal annual billing processes. However, performance has reduced significantly due to staff turnover during the quarter and higher call volumes related to Covid-19, for example, responding to calls about business grants and supporting calls to the Clinically Extremely Vulnerable, as well as taking garden waste payments and queries. In addition, council tax bills with the wrong payment schedule were sent to around 3,000 residents; although this error resulted in increased calls, revised bills were sent out before any payments were due.

The call abandon rate increased due to the service managing call volumes by revising call waiting messages which provided advice/sign post customers to alternative ways to complete their transactions. Advisors are working to reduce the backlog of voicemails and emails that have built up; and recruitment to vacant posts has just taken place.

Note: a high abandon rate is not a sign of poor performance as customers may abandon their calls for many reasons including completing their transactions on the Council's website

Revenues and Benefits

(Cumulative) Percentage of council tax collected & the difference between the percentage of council tax collected and the target



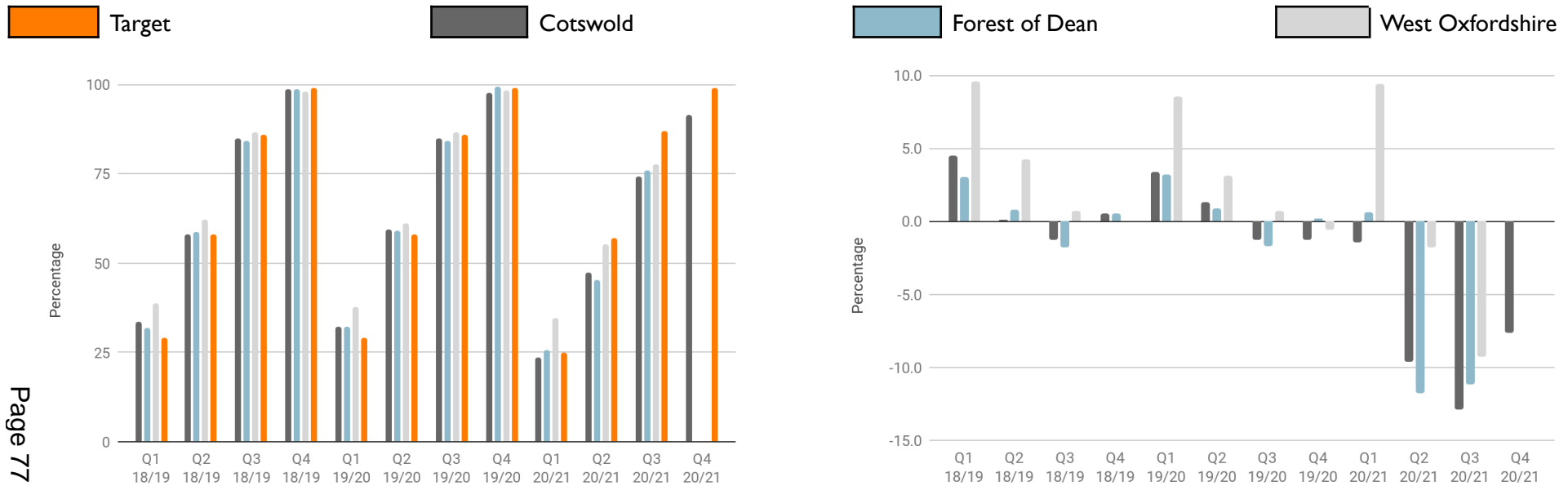
OBSERVATION:

At the end of Q4, the collection rate was just under two percentage points lower than previous years; all Gloucestershire authorities experienced a fall in the collection rate.

Due to the impact of Covid-19, all recovery action was paused initially following government guidance and Member decision; and the service worked with customers to re-align payment instalments. The service had the go-ahead at the end of September 2020 to re-commence recovery actions such as reminders and final payment letters. Some householders' income will have been impacted by job loss and furlough; the service is contacting customers by phone and email, as well as including a letter with reminders to encourage customers to contact the Council if they are experiencing problems with council tax payments. Furthermore, those residents in receipt of council tax support received an additional payment to their accounts from the government's Covid-19 Council Tax hardship fund.

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. The debt will be rolled over into the new financial year, and added to residents' new payment schedules; and recovery action will continue

(Cumulative) Percentage of business rates collected & the difference between the percentage of business rates collected and the target



OBSERVATION:

The collection rate at the end of Q4 was around six percentage points lower than the previous year; Covid-19 is having a major impact on business rate collection figures throughout the country. The Gloucestershire authorities experienced declines in the collection rate ranging from -1.71% to -8.13%.

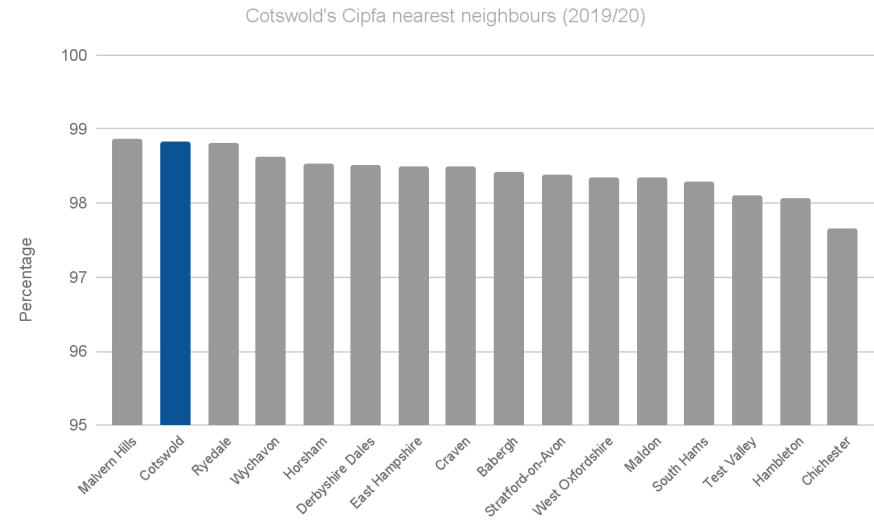
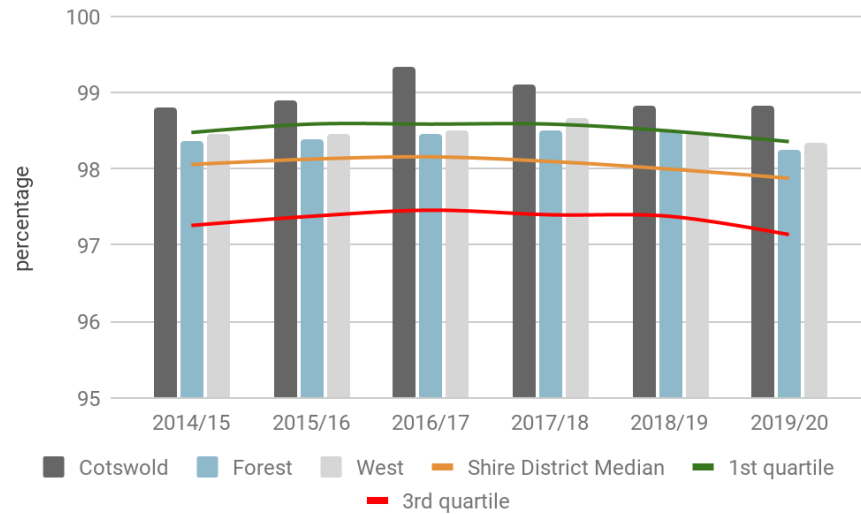
Due to the impact of Covid-19 restrictions and three national lockdowns, many businesses had to close for many months in the year or operate under restrictions. Following an initial pause in undertaking recovery action, the service is sending out reminders, phoning and emailing businesses to encourage them to contact the Council so that we can support them via manageable repayment plans. 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, so the debt will be rolled forward into the next financial year, and added to the new payment instalments for 2021-22.

Government has 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. A further tranche of business grants became available to cover the second and third lockdowns, and the Council is continuing to distribute a number of grants that are available to eligible businesses.

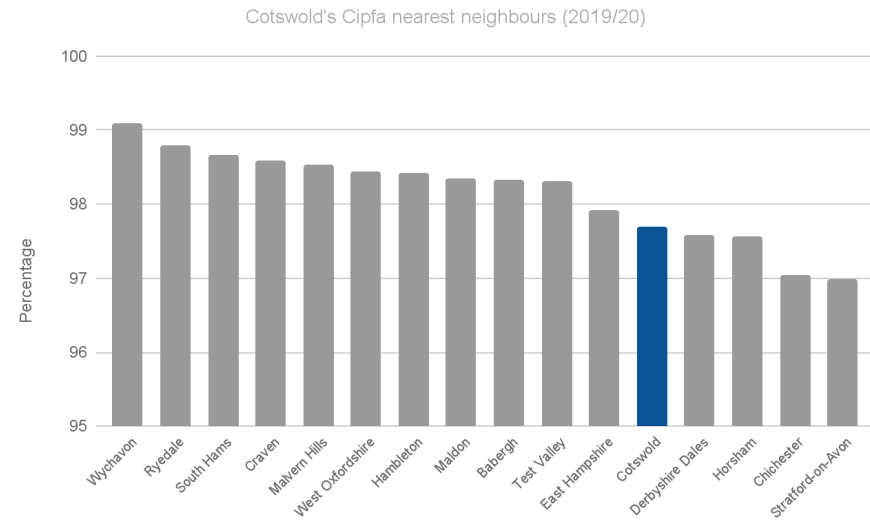
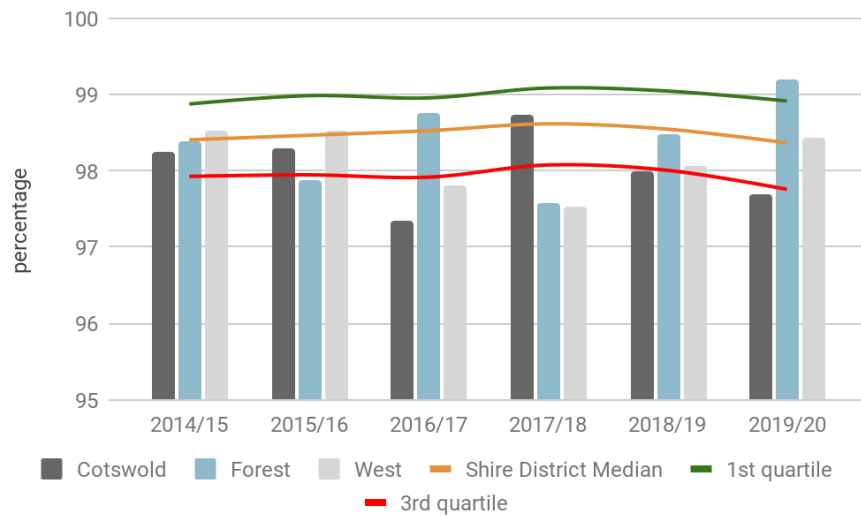
Note: central government funding to cover business rates relief is not included in the outturn

Benchmarks against all Shire Districts and Cipfa nearest neighbours for council tax collection rates and business rates collection rates

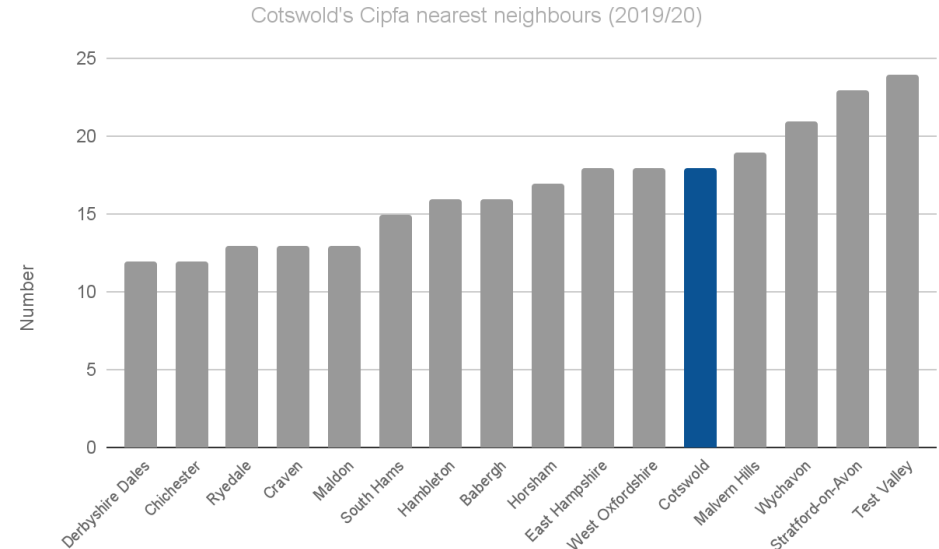
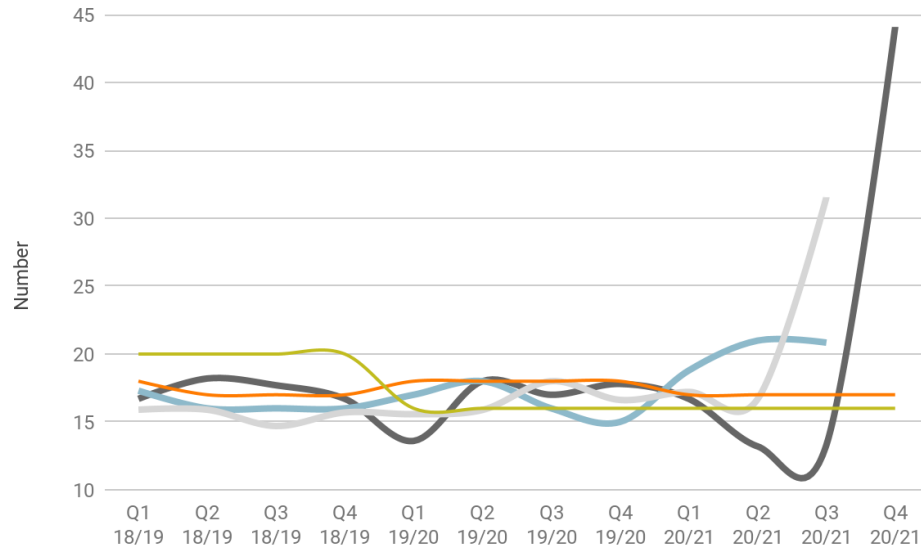
Percentage of council tax collected



Percentage of business rates collected



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



OBSERVATION:

At the end of Q4, processing times have increased significantly due to the implementation of a new revenues and benefits system on 10 December. Prior to 'go live', there was a period of time between switching the old system off and the new system on which created a backlog of applications which staff are still working through. During Q4, a range of end of year activities are administered including the benefit uprating and rent increases which require system parameter changes and testing, which has placed additional burdens on staff.

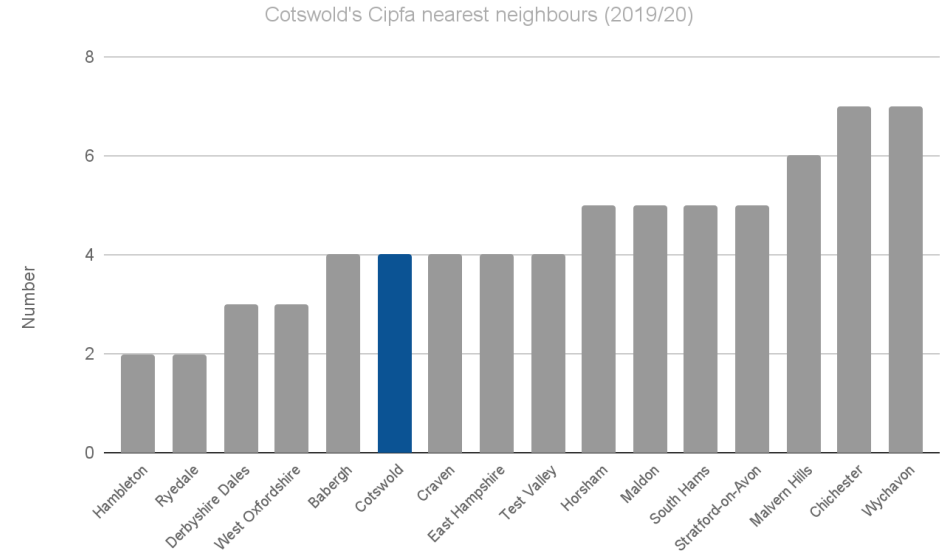
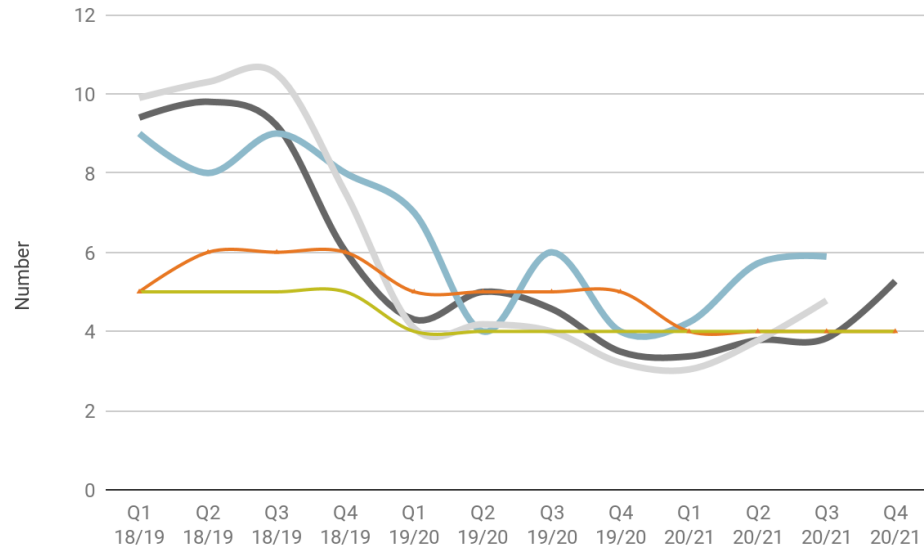
Furthermore, capacity has been reduced in the service as staff have taken time out to train Customer Services Advisors, while other officers have supported 'Track and Trace'. However, there are benefits of the new system including the ability to make online applications, and once the open portal is implemented later in the year, the back office system will be automatically updated.

Although performance was off target due to many external factors, assurances can be given that not one claimant suffered any financial loss or experienced any threat to their new or ongoing tenancy. If there was any threat to the claimant because of delays in administering their claim, the Council would have provided an emergency payment.

To manage workloads, the service has accessed support on demand from an external source.

Note: due to the significant reduction (over 70%) in new housing benefit claims since the implementation of Universal Credit in November 2017 in Cotswold District, this indicator has become obsolete. It is proposed that a new indicator to measure Council Tax Support processing times is introduced as the majority of Universal Credit claims will have an associated CTS claim

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



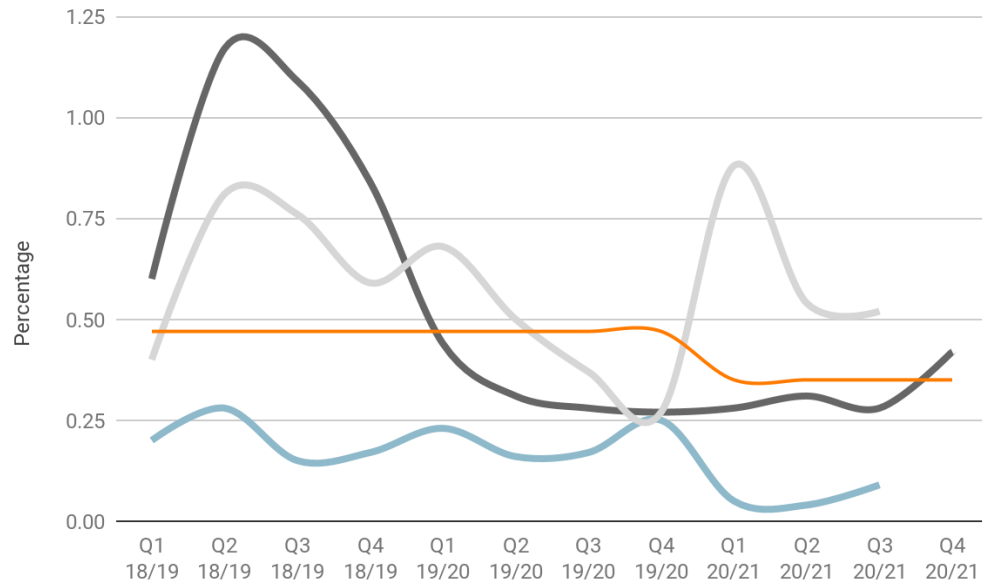
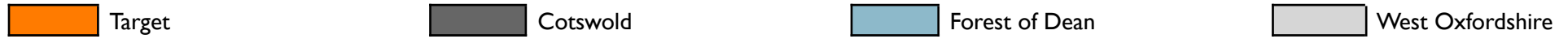
OBSERVATION:

At the end of Q4, performance has reduced slightly due to the backlog of applications created during the implementation of the new revenues and benefits system on 10 December; officers are still working through it. During Q4, a range of end of year activities are administered including the benefit uprating and rent increases which require system parameter changes and testing, has placed additional burdens on staff, although some of the change of circumstances such as rent increases are simple to process and can be applied in bulk which helps to reduce the average processing time.

Furthermore, capacity has been reduced in the service as staff have taken time out to train Customer Services Advisors, while other officers have supported 'Track and Trace'. However, there are benefits of the new system including the ability to make online applications, and once the open portal is implemented later in the year, the back office system will be automatically updated.

To manage workloads, the service has accessed support on demand from an external source.

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



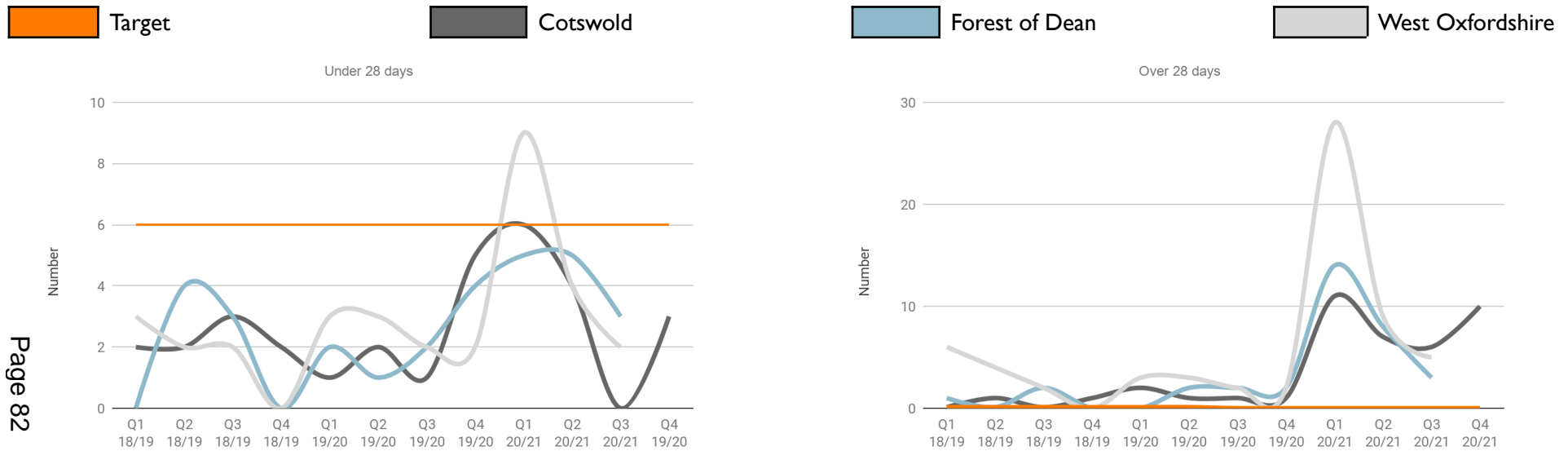
OBSERVATION:

There was a slight increase in the outturn at the end of Q4 which was mainly due to admin delay created by the implementation of the new revenues and benefits system in December and the backlog of applications.

The service continues to involve a number of staff in quality assurance. Due to the high volume of change of circumstances, a sampling approach is taken, and areas which have high error rates such as calculation of earnings, are targeted

Housing Support

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



OBSERVATION:

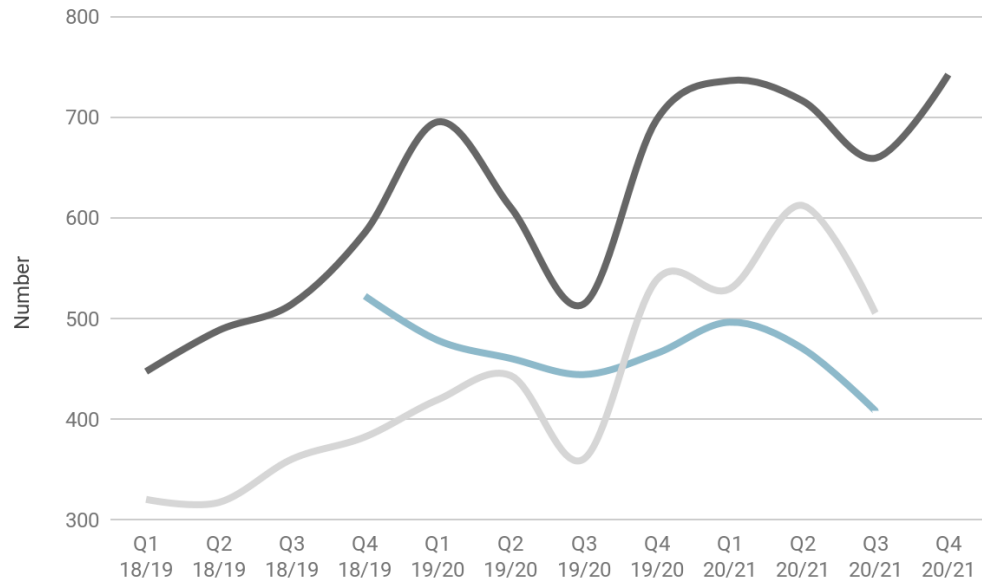
At the beginning of the first lockdown, councils were required to place all clients who are rough sleeping or at risk of imminent homelessness regardless of priority need who have approached the Council, into emergency accommodation, which resulted in a spike in numbers.

The number of households living in emergency accommodation started to decrease as exit plans were created to move households into more secure tenancies including private rented, housing association, and supported accommodation. In addition, some households and rough sleepers chose to leave emergency accommodation.

In Q4, the number of homelessness presentations started to increase again as the nation entered the third lockdown, and as a result of the cold weather. The majority of the households in emergency accommodation over 28 days tend to be single people affected by the pandemic (rather than in priority need) who are difficult to move on due to the lack of one bedroom accommodation. The six Gloucestershire district councils are working together to the same standards; and hostels are helping to move people on creating greater fluidity and throughput

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

Cotswold
 Forest of Dean
 West Oxfordshire



OBSERVATION:

Overall, the number of long term empty properties in the District is increasing which is likely to be due to a number of factors.

Initially, there was a pause in house moves which is likely to have contributed to the increase. In addition, no site visits to inspect properties were being undertaken by the LTE officer due to Covid-19.

The LTE post is responsible for monitoring properties and working with landlords to support them to bring their properties back into use. This post became vacant in September but has recently been recruited to. The new post will concentrate on those properties where the Council might be able to influence or take action, rather than on those properties that are being well maintained.

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.

Planning and Strategic Housing

(Cumulative) Percentage of major planning applications determined

% of all applications completed within 13 weeks or an agreed timeframe



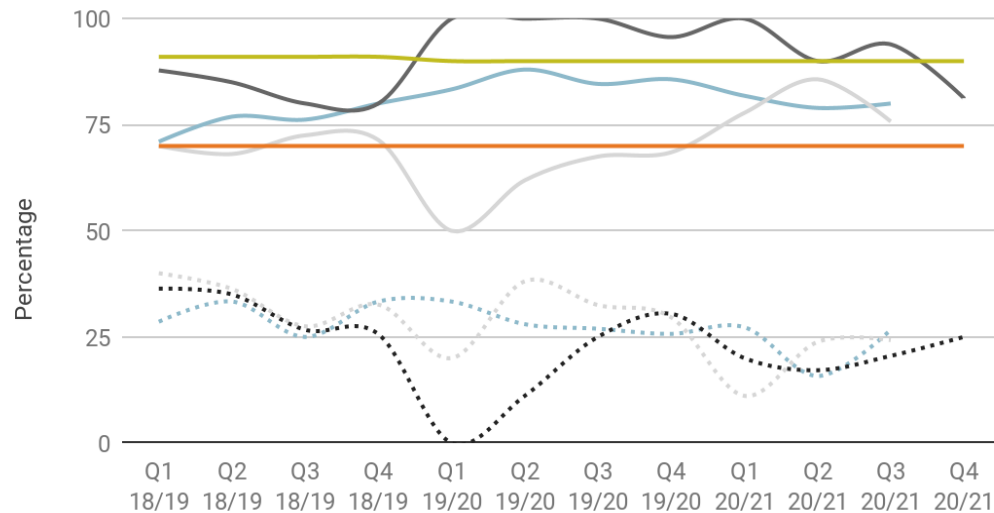
% of all application completed within 13 weeks

----- Cotswold

----- Forest of Dean

----- West Oxfordshire

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Note

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

OBSERVATION:

Nine major applications were determined in the quarter, and 31 for the year, compared with 23 for the previous year.

The service has reported that the number of applications received over the summer and then throughout the rest of the year has been a record nationally and that this trend is reflected locally. The increasing numbers coming through combined with reduced efficiency in the planning process as a result of Covid-19 has created a backlog. The service has been carrying a number of vacancies for some time, which inevitably increases the workload of the team and results in increased application determination times. The Service is however, in the final phases of recruitment and plans to have all vacant posts filled by August 2021.

The Planning team has found home working and the restrictions imposed by Covid-19 has created additional burdens as not all aspects of this statutory process can be or are best achieved electronically. In addition, home working has reduced communication between officers, and therefore there is less support for officers which is affecting morale. Validating planning applications for accuracy has proved particularly problematic as a home based exercise as details of the application have to be cross checked against a number of plans and maps which can be achieved much easier using paper versions in the office. A new validation process was implemented over the Christmas/New Year at all three partner Council sites which should help to improve performance generally. Other tasks that are achieved more easily in the office include redacting and printing documents e.g. site notices.

The restrictions imposed by Covid-19 have resulted in additional preparation time required for committee meetings, and site visits which need to be unaccompanied and pre-arranged, often with a follow up online meeting or phone call.

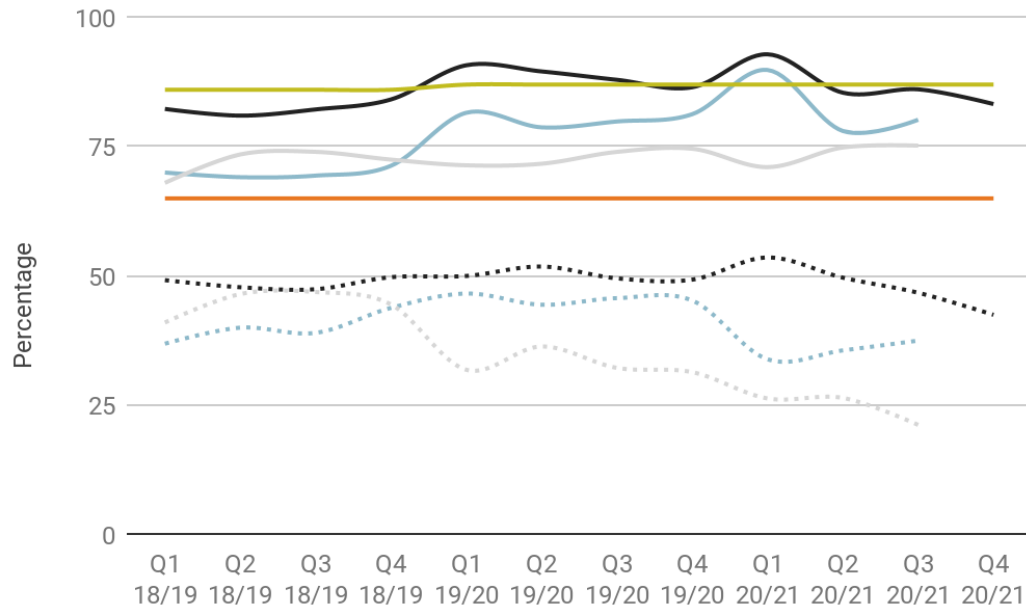
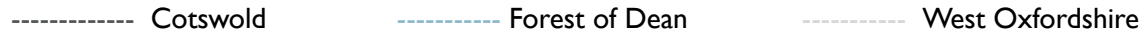
Some consultees such as the County and the Environment Agency are struggling to meet response target dates which is also impacting on determination times

(Cumulative) Percentage of minor planning applications determined

% of all applications completed within 8 weeks or an agreed timescale



% of all applications completed within 8 weeks



OBSERVATION:

97 minor applications were determined in the quarter, and 361 for the year compared to 422 for previous year.

The challenging work conditions coupled with reduced resources and higher volumes of applications coming through is beginning to impact on performance.

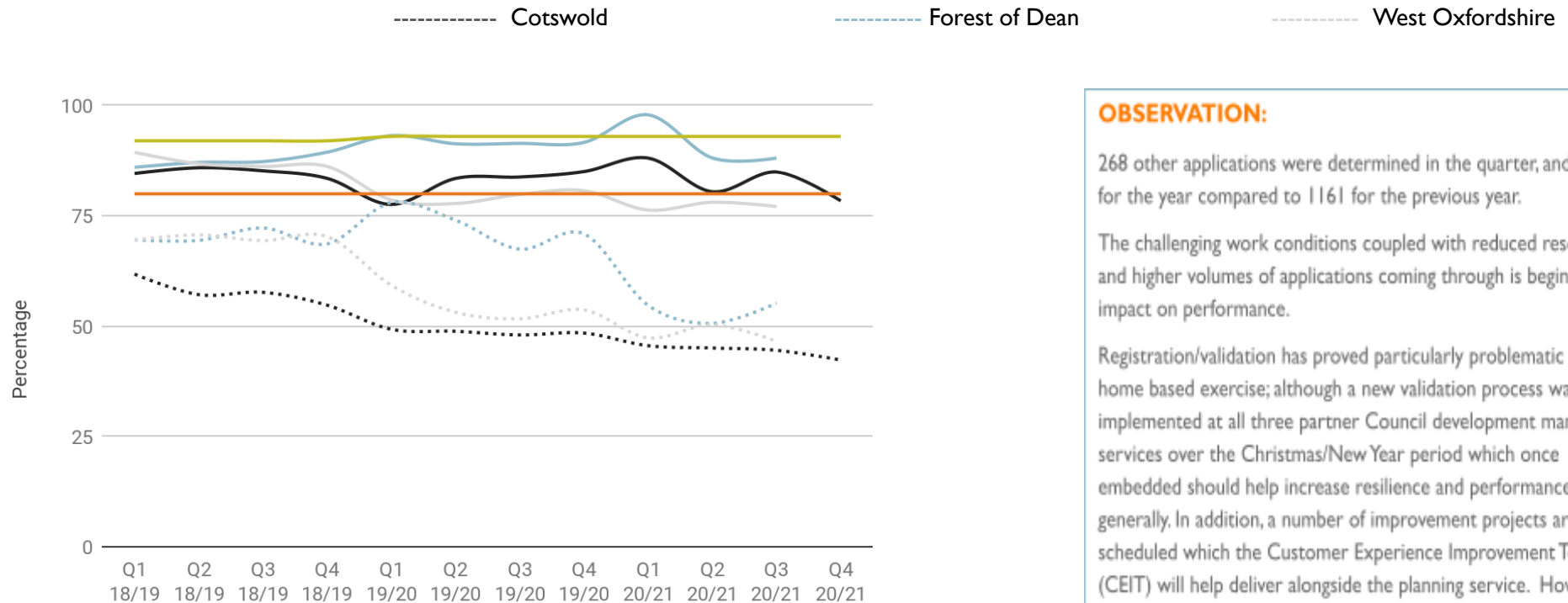
Registration/validation has proved particularly problematic as a home based exercise; although a new validation process was implemented at all three partner Council development management services over the Christmas/New Year period which once embedded should help increase resilience and performance generally. In addition, a number of improvement projects are scheduled which the Customer Experience Improvement Team (CEIT) will help deliver alongside the planning service. However, with such high workloads in the Planning service, the current focus for both the CEIT and the Planning teams is to clear the backlog of applications awaiting validation

(Cumulative) Percentage of other planning applications determined

% of all applications completed within 8 weeks or an agreed timescale



% of all applications completed within 8 weeks



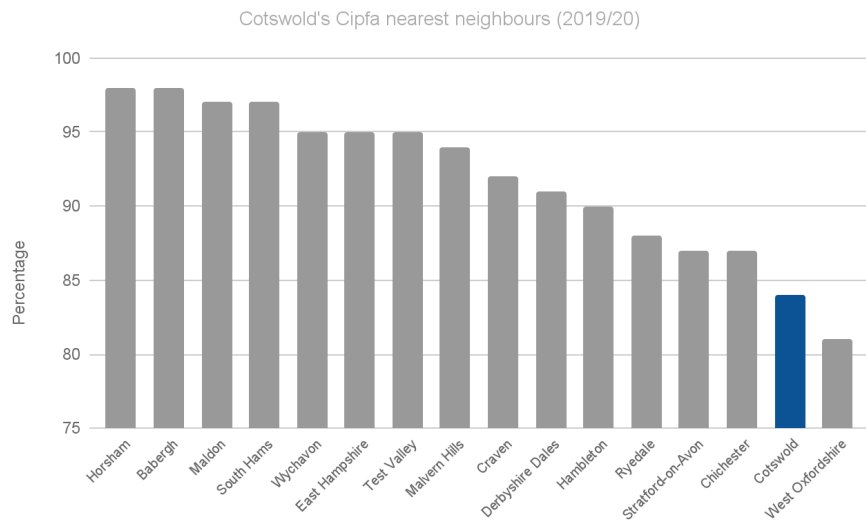
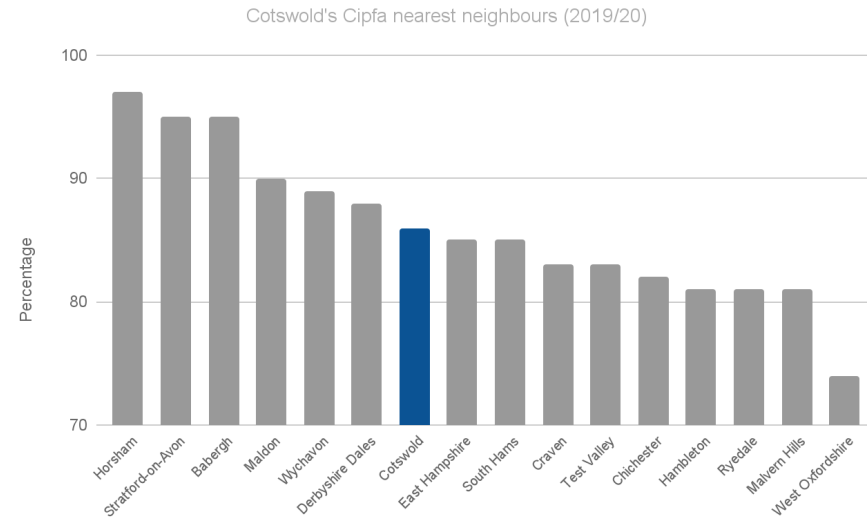
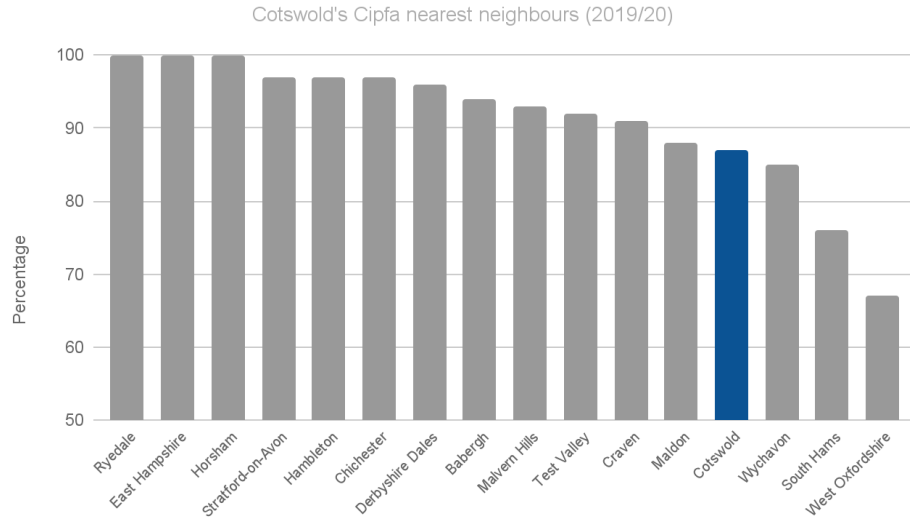
OBSERVATION:

268 other applications were determined in the quarter, and 1001 for the year compared to 1161 for the previous year.

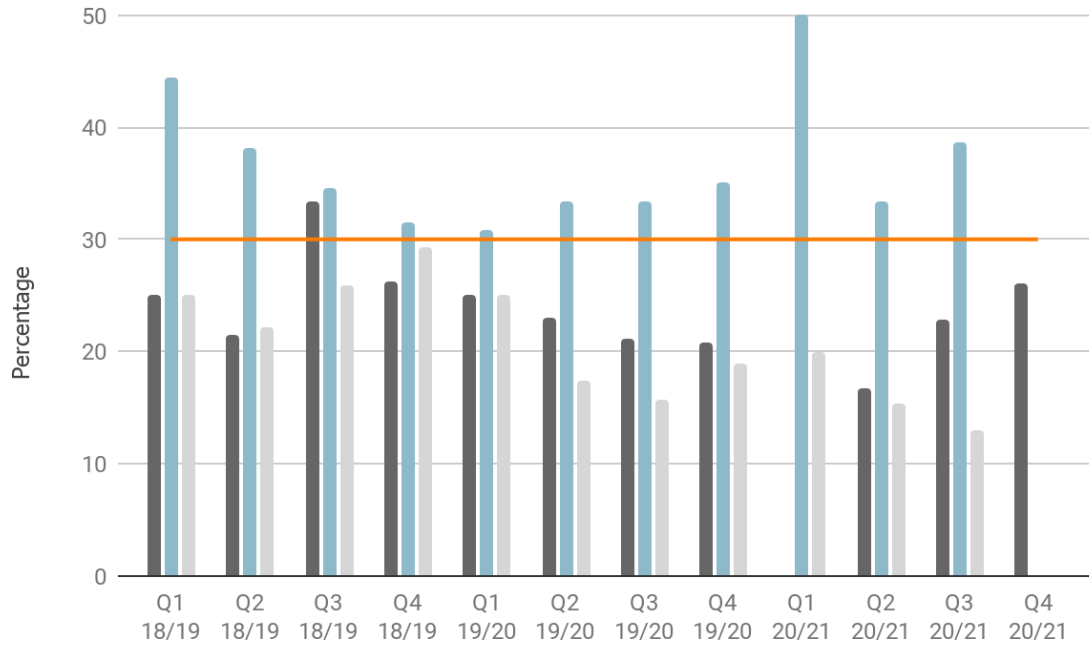
The challenging work conditions coupled with reduced resources and higher volumes of applications coming through is beginning to impact on performance.

Registration/validation has proved particularly problematic as a home based exercise; although a new validation process was implemented at all three partner Council development management services over the Christmas/New Year period which once embedded should help increase resilience and performance generally. In addition, a number of improvement projects are scheduled which the Customer Experience Improvement Team (CEIT) will help deliver alongside the planning service. However, with such high workloads in the Planning service, the current focus for both the CEIT and the Planning teams is to clear the backlog of applications awaiting validation

Benchmarks against Cipfa nearest neighbours for % of planning application determined within agreed timescales

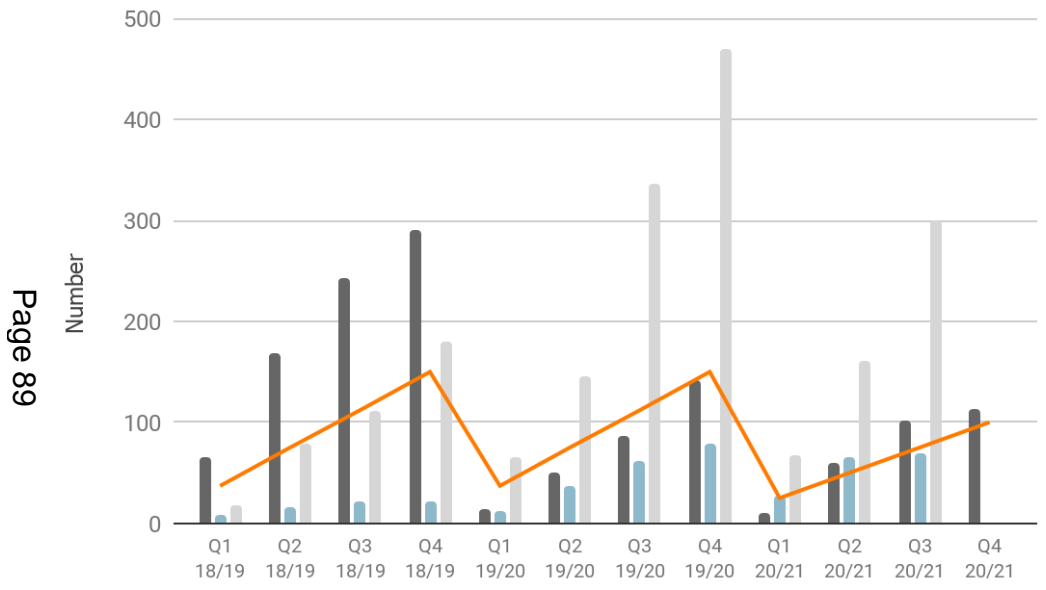


(Cumulative) Percentage of planning appeals allowed



OBSERVATION:
 Five out of 15 planning appeals were allowed in Q4, and 13 out of 50 for the year

(Cumulative) Number of affordable homes delivered



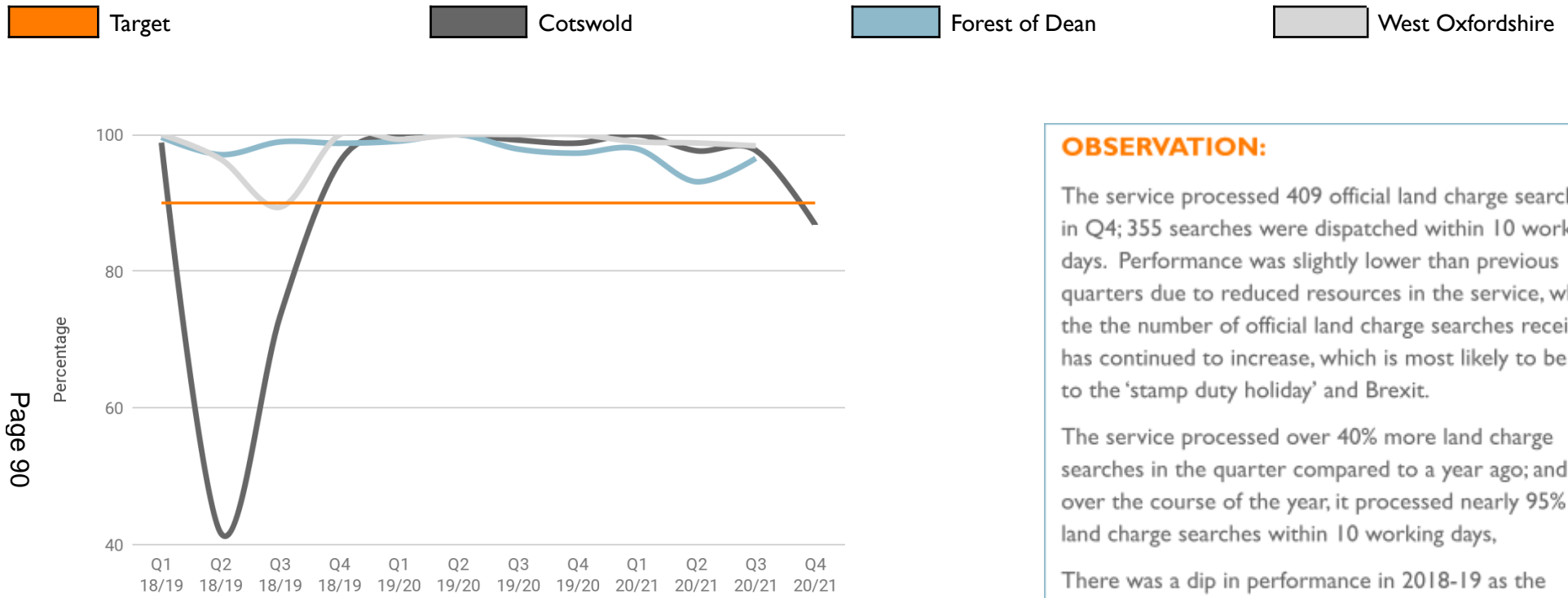
OBSERVATION:

Due to the first national lockdown, no affordable homes were delivered in April and May 2020.

Thirteen affordable homes were delivered in Q4 comprising three social rented homes in Moreton in Marsh, six shared ownership homes in South Cerney and four affordable rented homes in Blockley; totalling 114 affordable homes for the year.

As with many sectors, the construction industry has been affected by the Covid-19 pandemic which has delayed work on site as well as the start of new schemes. The majority of schemes due to complete in 2021/22 were expected to start on site in 2020, but are now only beginning to come forward so are most likely to complete in 2022/23. Although the sites currently in the construction stage are expected to deliver their planned units, it is likely that there will be a shortfall in delivery in 2021/22 against the annual target of 100 homes

Percentage of land charge searches dispatched within 10 working days



OBSERVATION:

The service processed 409 official land charge searches in Q4; 355 searches were dispatched within 10 working days. Performance was slightly lower than previous quarters due to reduced resources in the service, while the the number of official land charge searches received has continued to increase, which is most likely to be due to the 'stamp duty holiday' and Brexit.

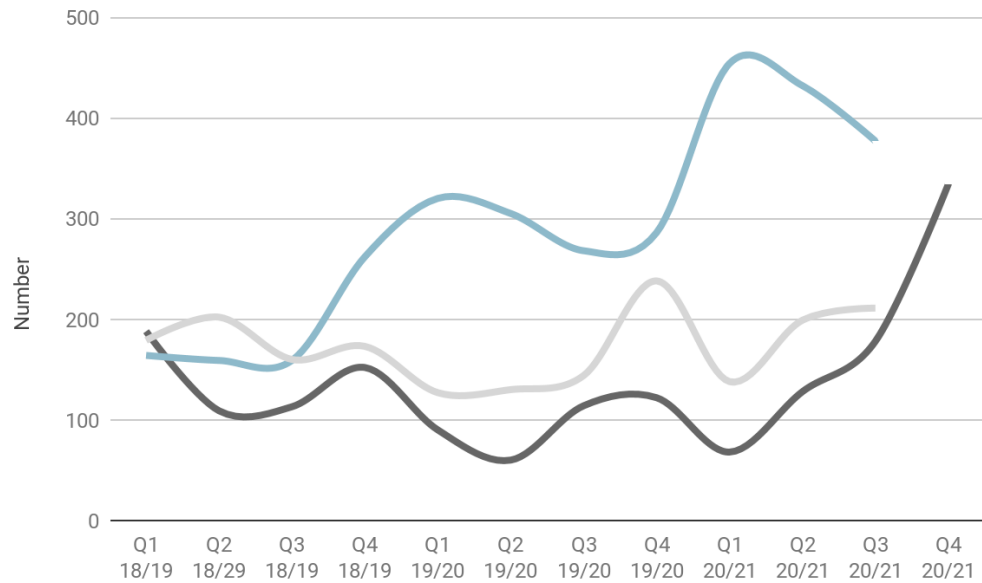
The service processed over 40% more land charge searches in the quarter compared to a year ago; and over the course of the year, it processed nearly 95% of land charge searches within 10 working days,

There was a dip in performance in 2018-19 as the planning element of the search had to be done manually while awaiting an upgrade to the Uniform system

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, and numbers over the last nine months suggest that this increase is being reflected locally. Recycling centres were closed in the first lockdown but have since been operating a booking system.

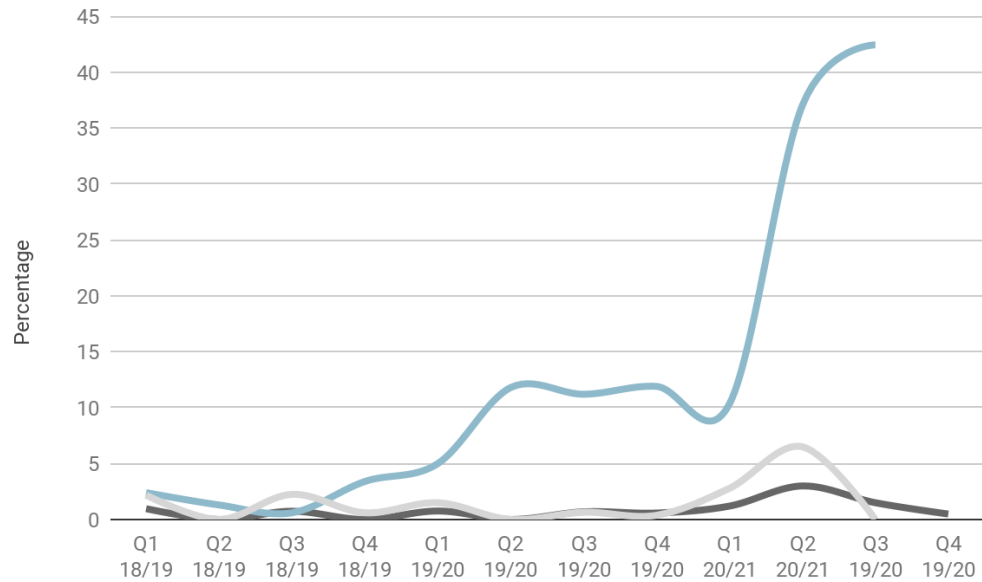
The Enviro-crime programme has been running for around 18 months, and is designed to tackle a range of enviro-crime including fly tipping, abandoned vehicles and dog fouling.

Furthermore, the fly tipping service for Cotswold and West has been redesigned based on customer and user need with the introduction of new on-line forms and web pages. The new process was introduced in October 2020 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



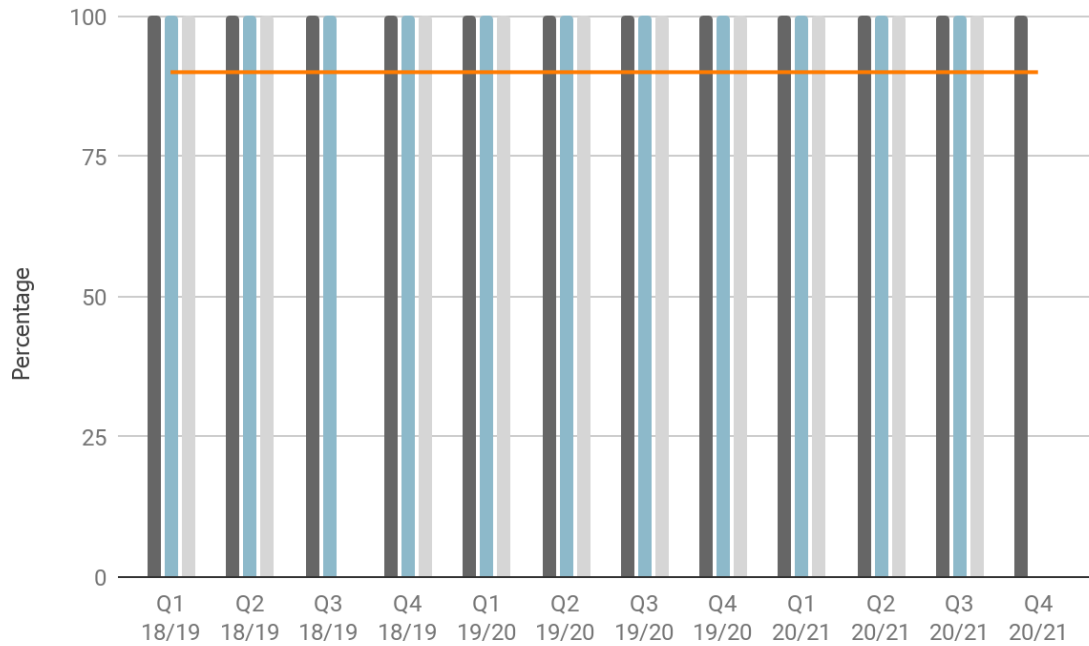
OBSERVATION:

There were 412 notifications of fly tips in Q4 up from 265 in the previous quarter; two warning letters were served. The Council will always take enforcement action if fly tipping is witnessed.

The fly tipping service was re-designed for Cotswold and West. A 'support service triage' was set up to free up specialist officer time to deal with the fly tips that can be investigated further. In Q4, just 34 fly tips were referred to ERS specialists for further investigation. The change in service will require time to 'bed in', and it is likely that the referral criteria will need to be broadened to ensure that a sufficient number of referrals come through for investigation.

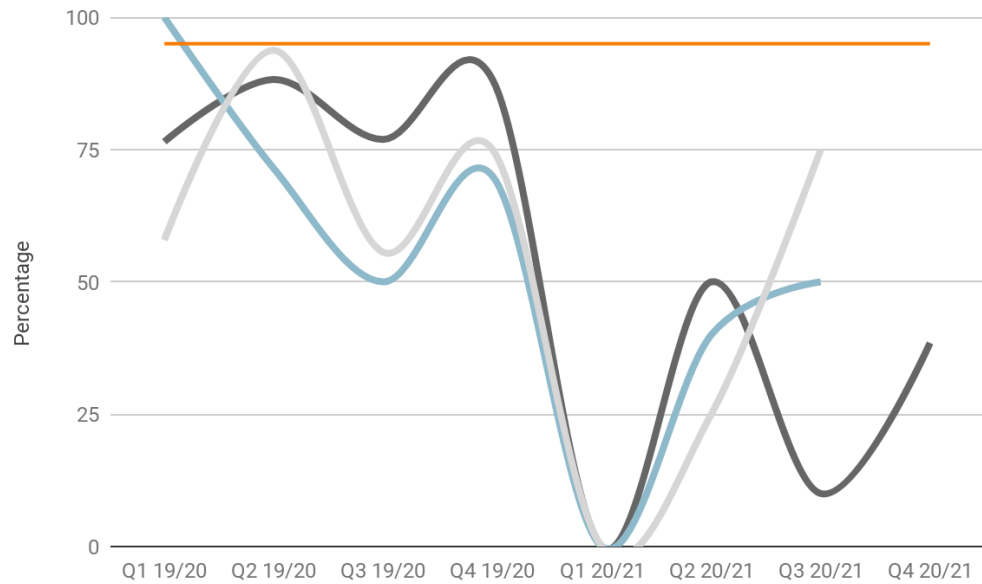
Cotswold and West operate a small multidisciplinary team. One new officer will commence in Q1 to add further capacity to the team. In contrast, at Forest of Dean, there is a dedicated Community Warden team.

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 was one notification of an issue with a private water supply in Q4 which was assessed within one day

Percentage of high risk food premises inspected within target timescales



OBSERVATION:

During the year, there have been three national lockdowns. During these periods, remote inspections have been conducted, and site inspections were undertaken when the Covid infection rates had reduced to a level when it was safe to go out.

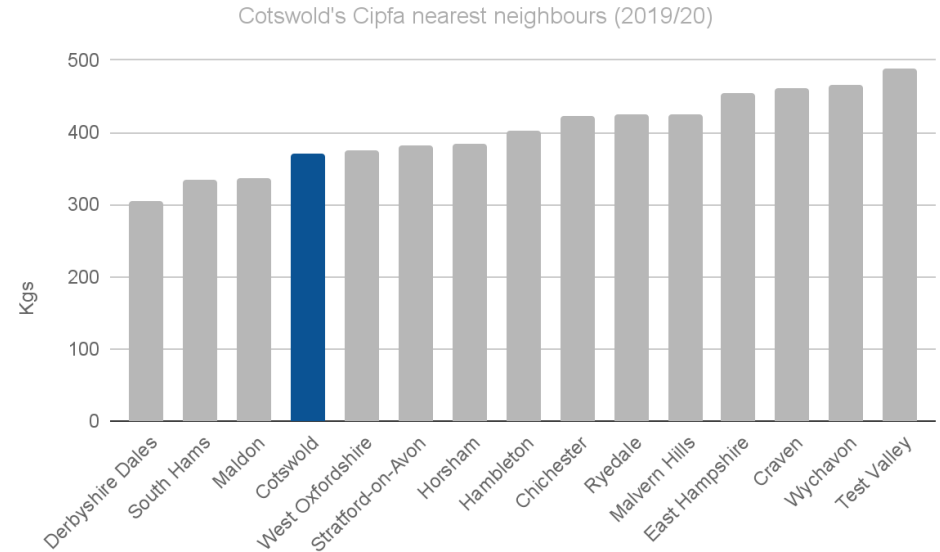
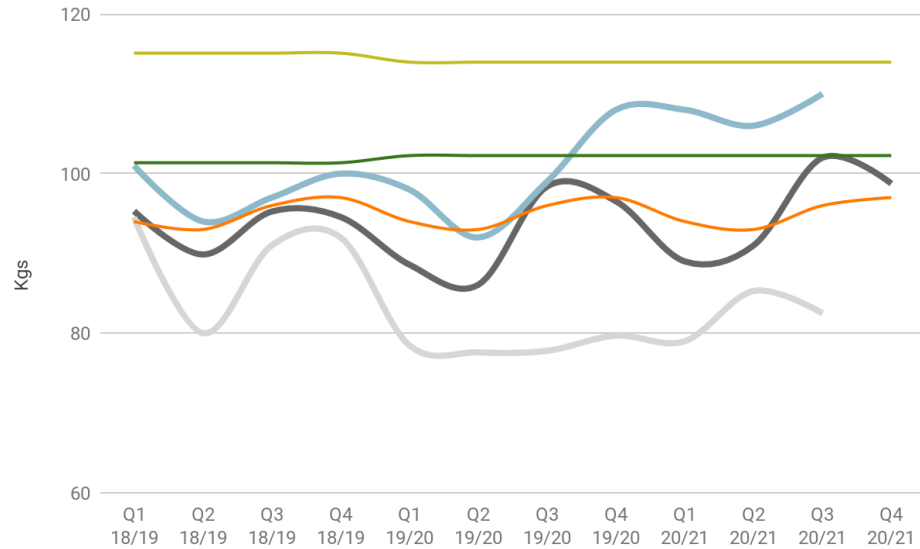
Thirteen high risk food inspections were due in Q4, and all 13 sites received a remote inspection.

Following a risk assessment on site visits, and staff consultation, some staff commenced site inspections at the beginning of March 2021 (with the use of PPE) as the infection rate in Gloucestershire had reduced significantly. Five site inspections were completed within the 28 day timescale, with the remaining outstanding site visits now completed excluding those premises which are still closed or Care establishments previously rated very good and not requiring a visit.

A backlog of other types of inspections including the inspection of new food businesses, has built up over the year, and the service is awaiting further guidance from the FSA in June on how to deal with the backlog.

All work deemed 'high priority' by the FSA has been undertaken and a site visit has taken place when required.

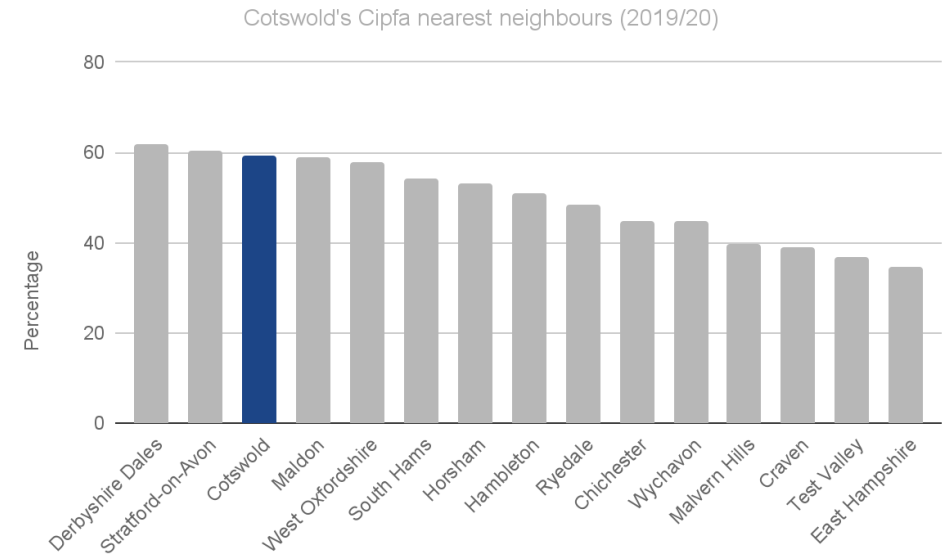
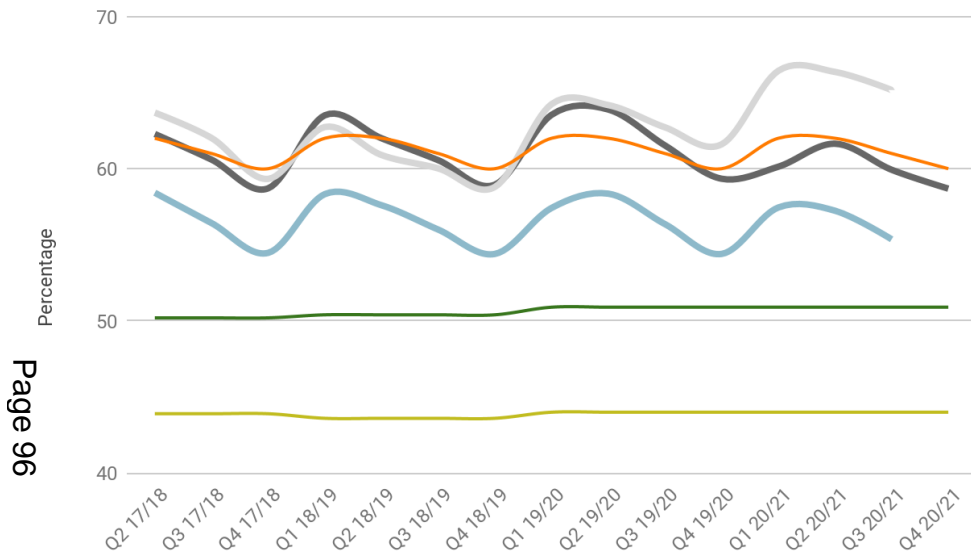
Residual household waste per household (kg)



OBSERVATION:

Overall, the amount of residual waste generated per household in the District is low compared to other Councils. Although the amount of residual waste generated between April 2020 and March 2021 increased by 3.5% compared to the previous year, the amount of dry recycling increased by over 16%; the increases are most likely to be due to the expansion of home working in response to multiple national lockdowns and tier restrictions, and the expansion of the dry recycling service a year ago may have helped to manage the increase in dry recycling materials

Cumulative) Percentage of household waste recycled



Page 96

OBSERVATION:

The combined recycling rate for the period 1 April 2020 - 31 March 2021 was 58.69%, down just over half a percentage point on the previous year; the reduction was due to a much lower composting rate.

Overall, composting and food tonnage for the period was down by nearly 21% on the previous year. The garden waste service was suspended between 26 March 2020 and 12 May 2020 due to the impact of Covid-19 and lack of resources to deliver the service. In addition, poorer weather conditions, in particular in August 2020 has also contributed to lower amounts of garden waste.

Conversely, dry recycling tonnage was over 16% higher than the previous year; and between December and February, the monthly dry recycling rate reached levels over 28%. The higher rate is likely to be due to Covid-19 restrictions and potentially the expansion of the dry recycling service.

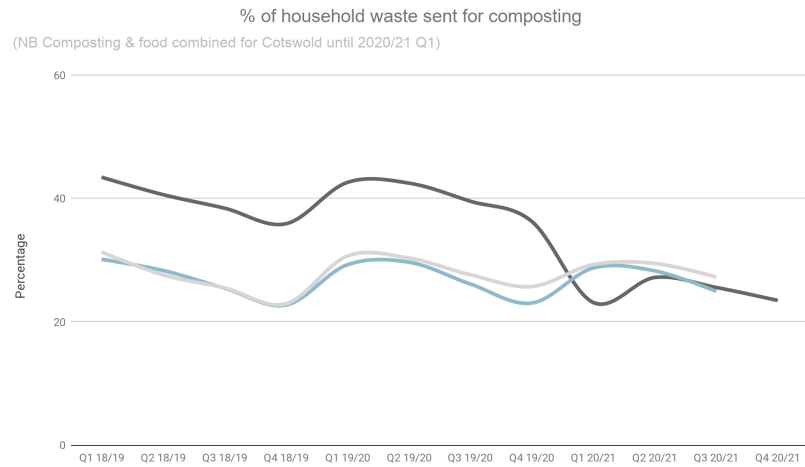
The dry recycling rate for the year was 25.83% (22.6% for the previous year), the re-use rate was 0.22%, and the composting and food rate was 32.64% (36.26% for previous year).

Notes:

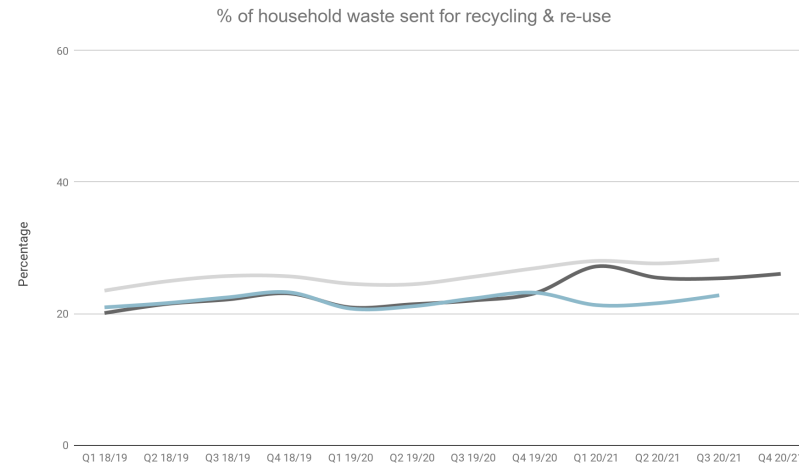
Composting and food waste was a single waste stream prior to 2020-21. The quarterly recycling targets are profiled to account for seasonal differences. The data is also presented cumulatively which will flatten out some of these differences

(Cumulative) Percentage of household waste recycled by waste stream

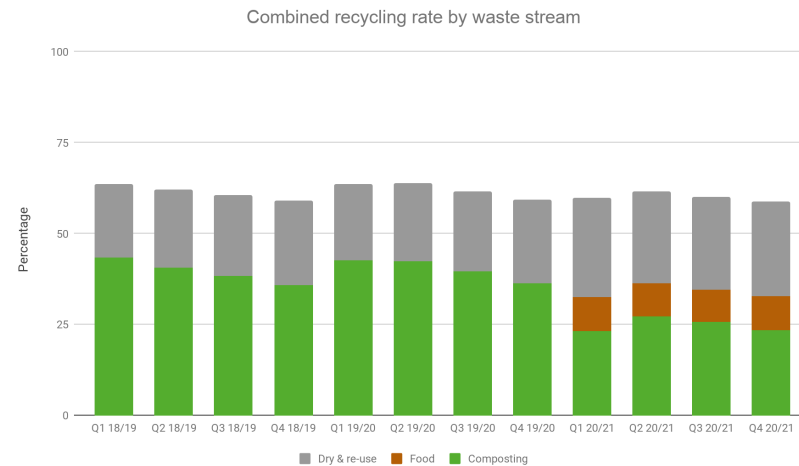
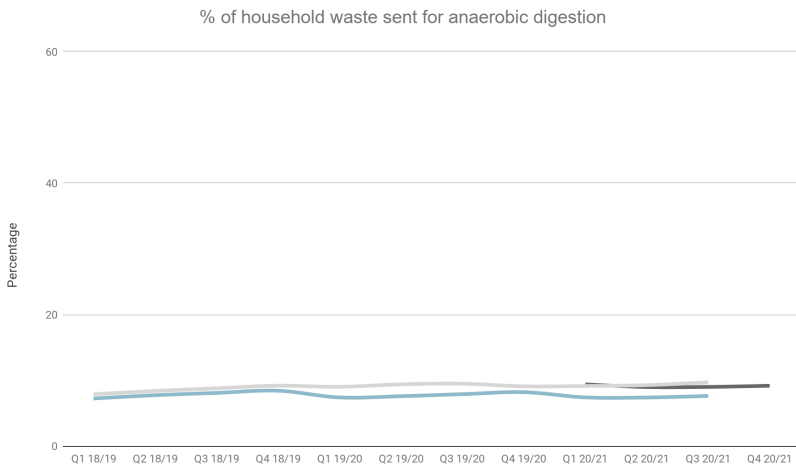
Cotswold
 Forest of Dean



West Oxfordshire



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Number of missed bin per 100,000 scheduled collections

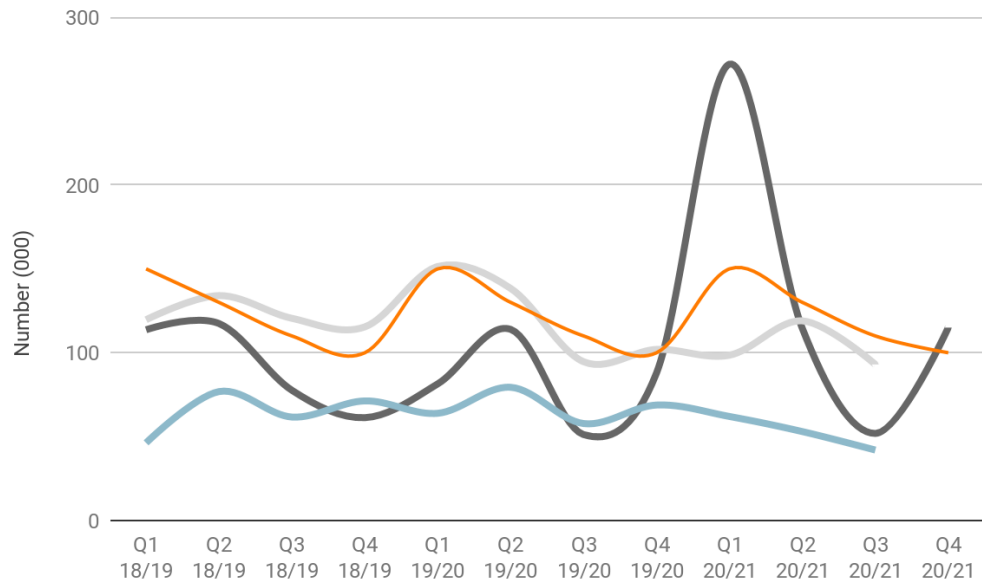
Target

Cotswold

Forest of Dean

West Oxfordshire

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OBSERVATION:

As expected, the introduction of the new waste and recycling service on 18 March 2020 resulted in an increase in the number of missed collections in Q1 as residents and Ubico staff got 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.

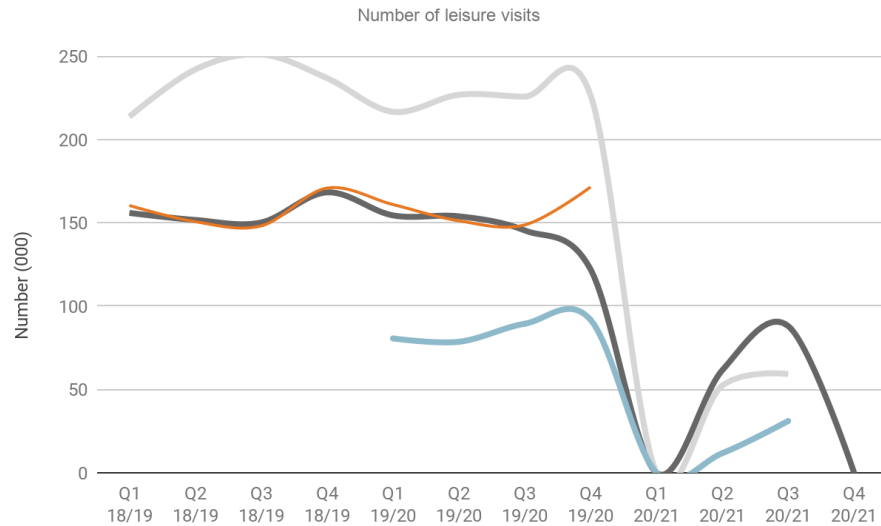
Mitigation work was completed to increase capacity on the collection vehicles and improve geographical knowledge of Ubico staff, which resulted in the numbers of missed collections returning to normal levels.

During Q4, there were issues related to capacity due to positive Covid-19 cases, and others working within the same bubble having to self-isolate. Other crew members and agency staff had to complete rounds that they were unfamiliar with, resulting in a higher number of misses.

In-cab technology was implemented on 7 April which is expected to reduce the number of missed bins over time

Leisure

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



OBSERVATION:

During the 2020/21, there have been three national lockdowns; March to June 2020, November 2020, and January to March 2021 which resulted in the closure of the Council's leisure facilities.

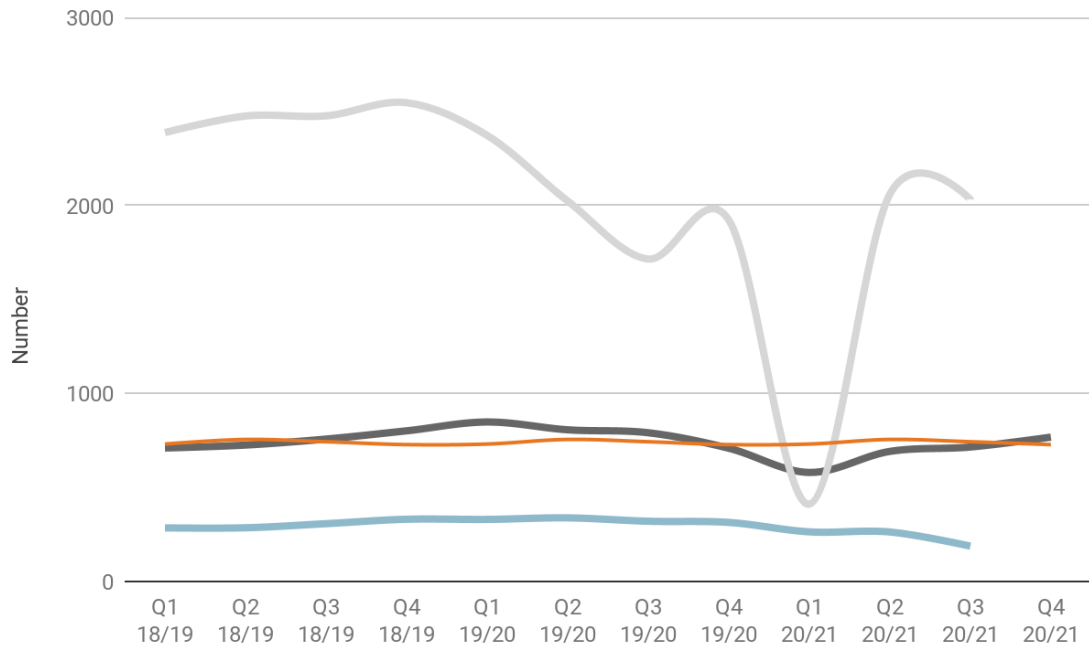
The Government set out the roadmap for 2021 for emerging out of the third lockdown which allowed leisure centres to re-open from 29 March (for outdoor activities with limited numbers and social distancing), followed by the return of indoor swimming and gym sessions from 12 April 2021. The current forecast is for a full return of all activities with no social restrictions from 21 June. The Council re-opened its three leisure facilities on 12 April and welcomed residents back safely.

During 2020/21, the Council has given financial support packages to leisure operators to ease cash flow issues. Some grant funding has also been available from the government to cover Council losses through waiving management fees. A further tranche of funding was made available through Sport England that was directly applied to covering costs that the leisure operators were experiencing in lockdown, and to support re-opening.

Note: Gym memberships were frozen during the first and third lockdowns. No targets were set for 2020-21

Parking

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



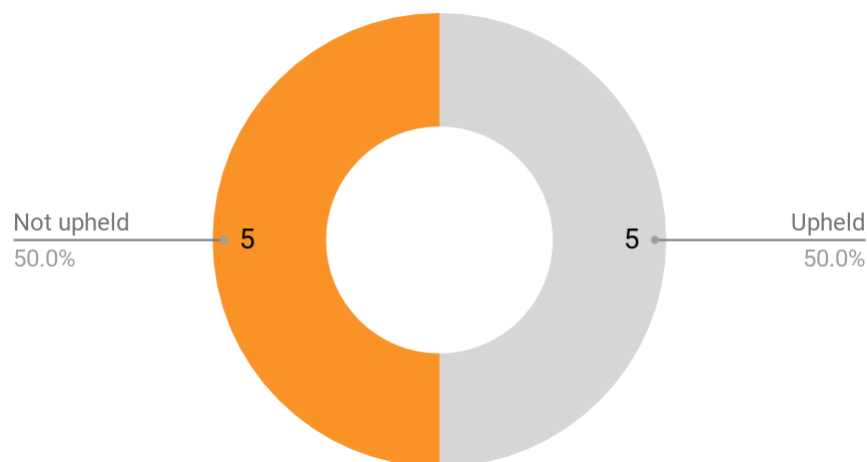
OBSERVATION:

Officers are undertaking their usual enforcement duties of regulating car parks, maintaining pay and display machines and replenishing tickets.

One part-time post (on contract) is being held vacant until usage levels increase

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

Complaints decisions at Stage 2



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 new process has the following stages:

Stage 1: Acknowledgement and Assessment

Stage 2: Investigation

Stage 3: Appeal

The complaints shown below only include upheld or partially upheld complaints

Service area	Description	Outcome/learning	Stage	Decision	Response time (days)
Revenues & Benefits	Complainant unhappy with the Council Tax advice received, and the issuing of another Council Tax bill after the Council had been made aware that the house in question was under new ownership. The refund in Council Tax refund was not issued within 10 working days as stated in the communication with the complainant.	The investigation concluded that the Council had given the correct advice about the Council Tax query. However, the subsequent delay to proceedings due to the recent implementation of the new Revenues and Benefits system as well as the closure of offices over Christmas resulted in the issue of another Council Tax bill; an apology was offered. It was also acknowledged that there had been a delay in refunding the complainant due to the implementation of the new system; an apology was also offered. The refund has now been issued.	II	Upheld	10
Development Management	Complainant unhappy with significant delay in obtaining a response to Freedom of Information (FOI) request.	It was found that the Council had failed to provide the required information within an acceptable time frame. The	II	Upheld	3

		<p>initial request was not processed by the Planning Technical and Enforcement Teams. It was acknowledged that this was an oversight due to home working. The Enforcement Officer provided the information when requested a second time, however it was further delayed due to advice being sought on data protection/confidentiality issues without any explanation given to the complainant. An apology was given and a payment of £75 was offered.</p> <p>To ensure there are no further occurrences, the Planning Technical Team has been advised of the correct procedure and monitoring controls</p>			
Revenues & Benefits	Complainant contacted the Council on several occasions to ask when they would receive Covid Business Grant payments, but received no response	An apology was offered for the lack of response, and payment was made to the complainant's account by the end of the following week	II	Upheld	11
Revenues & Benefits	Complainant had not received any acknowledgement of Council Tax support claim	There has been a significant increase in claims due to the pandemic which has resulted in a backlog of work and all applications have been taking significantly longer to process than normal. However, it was acknowledged that the amount of time that the complainant had been waiting was unacceptable	II	Upheld	9
Revenues & Benefits	Complainant unable to get a response from the Business Grant Team	An apology was offered; the complainant's case has been referred to the Business Manager for Operational Services for resolution	II	Upheld	2

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Cotswold District Council - Revenue Budget Monitoring

Budget Monitoring 2020/21 - 1st April to 31st March 2021

Annex C

Service Area	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Variance
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Total
Environmental & Regulatory Services	1,063,446	(649,890)	1,001,375	(440,220)	1,007,274	(440,220)	1,013,972	(474,611)	6,698	(34,391)	(27,692)
Business Support - Finance, HR, Procurement	2,186,883	(1,280,102)	2,211,748	(1,304,967)	2,173,781	(1,210,767)	2,096,319	(1,135,547)	(77,462)	75,220	(2,242)
Business Support - ICT, Change & Customer Services	1,896,807	(84,758)	1,881,772	(65,758)	1,861,772	(64,508)	1,892,412	(87,802)	30,640	(23,294)	7,346
Assets, Land, Legal & Property	1,495,897	(833,037)	1,543,383	(805,972)	1,542,314	(805,972)	1,537,088	(842,309)	(5,226)	(36,337)	(41,563)
Chief Executive and Modernisation Costs	259,496	0	277,863	0	202,298	0	202,917	0	619	0	619
Revenue - Housing Support	14,839,804	(14,589,841)	14,903,349	(14,424,841)	15,069,772	(14,522,634)	15,202,248	(14,548,043)	132,476	(25,409)	107,068
Revenue - Covid Grants	0	0	0	0	0	(398,306)	5,119,036	(5,494,822)	5,119,036	(5,096,516)	22,520
Environmental Services	8,659,811	(4,988,154)	8,699,331	(3,086,830)	8,807,517	(3,086,830)	8,764,373	(3,370,220)	(43,144)	(283,390)	(326,534)
Leisure & Communities	1,760,891	(103,269)	2,604,984	0	2,385,982	(293,366)	2,172,546	(542,763)	(213,436)	(249,397)	(462,833)
Planning & Strategic Housing	2,414,757	(1,192,464)	2,409,512	(742,169)	2,548,159	(763,294)	3,601,110	(2,211,851)	1,052,951	(1,448,557)	(395,606)
Democratic and Committee Services	983,119	(35,005)	938,250	(23,905)	966,955	(34,062)	1,116,107	(106,765)	149,152	(72,703)	76,449
Retained/Corporate Council Services	5,996,783	(1,185,764)	6,627,896	(1,581,659)	6,683,526	(1,734,586)	6,741,871	(1,721,071)	58,345	13,515	71,860
Corporate Council Services - Covid	0	0	250,000	(1,232,000)	250,000	(274,396)	809,755	(534,250)	559,755	(259,854)	299,901
Cost of Services (Gross)	41,557,694	(24,942,284)	43,349,463	(23,708,321)	43,499,350	(23,628,941)	50,269,754	(31,070,053)	6,770,404	(7,441,112)	(670,708)
Cost of Services (Net)		16,615,410		19,641,142		19,870,409		19,199,701			

Comments - Variances

Building control income achieved in excess of revised budget

Reduced repairs and maintenance costs and higher than estimated land charge income and rents received from lettings at Trinity Road Offices.

Increased expenditure in respect of homeless/rough sleeping.

Balance of ARG Covid Business Grants received at 31/3/21 to be transferred to earmarked reserve to use in 2021/22.

Underspend on Ubico contract resulted in refund to Council. Overachievement of green waste and recycling income.

Support provided to SLM less than originally budgeted through open book and funding agreements. Additional leisure grant funding received through National Leisure Recovery Fund.

Planning income achieved higher than budgeted.

Overspend in respect of investment in the IT which underpins the committee agenda and minutes IT system and preparation for 2021 elections.

Includes reduction in investment income received as a result of Covid-19 and lower pension and interest payments than budgeted. Increase in sundry debtor provision for impairment.

Overspend in respect of Ubico covid related charges. Higher level of Covid related grants and contributions and grants than budgeted including test and trace discretionary and admin grant. Surplus balances have been transferred to individual earmarked reserve for use in 2021/22

Cotswold District Council - Revenue Budget Monitoring
 Budget Monitoring 2020/21 - 1st April to 31st March 2021

Annex C

Financing	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Variance
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Total
Council Tax income		(5,551,309)		(5,551,309)		(5,672,226)		(5,672,226)	0	(0)	(0)
NNDR income and expenditure	12,522,440	(13,213,393)	12,522,440	(13,213,393)	12,115,031	(13,415,461)	12,346,102	(13,415,461)	231,071	0	231,071
Section 31 NNDR grant income											
Covid general grant		(2,458,720)		(2,458,720)		(9,694,715)		(9,694,715)	0	0	0
Sales, fees and Charges Compensation Grant				(1,533,000)		(1,533,000)		(1,487,750)	0	45,250	45,250
New Burdens grant						(475,300)		(503,612)	0	(28,312)	(28,312)
New homes bonus		(3,169,266)		(3,169,266)		(3,169,266)		(3,169,266)	0	0	0
Other government grants		(602,434)		(602,434)		(602,434)		(603,599)	0	(1,165)	(1,165)
Balance Sheet Adjustments and Reversals		(4,355,137)		(5,413,359)		(1,074,316)		(1,030,926)	0	43,390	43,390
GF Budget Surplus/(deficit) [transfer (from)/to GF]	212,409			(222,101)		(222,101)	0	0	0	222,101	222,101
Transfer to Business Rate Smoothing Reserve					7,438,063		7,438,063	0	0	0	0
Other Transfers to/(from) Earmarked Reserve					1,268,316		1,302,161		33,845	0	33,845
Transfer from GF to fund pension and senior management redundancy						(3,601,000)		(3,601,000)	0	0	0
(Under)/overspend against the budget:		0		0		(0)		(21,627)	7,035,321	(7,056,948)	(21,627)

Comments - Variances

S31. BR relief received in year to be transferred to reserves to fund Collection Fund deficit in 2021/22 (includes NNDR tax income guarantee grant of £202k also transferred to Business Rate Smoothing reserve). Expenditure lower than budgeted due to higher than budgeted Gloucestershire pool surplus.

Increase in S.31 NNDR grant income as business rate income falls. Surplus transferred to Business Rate smoothing reserve to fund deficit on Collection Fund in 2021/22.

Additional covid grant funding provided by MHCLG

Sales, fees and charges compensation grant is lower than budgeted due to lower income losses than budgeted.

New Burdens Funding received from MHCLG.

Differences between budgeted depreciation and amortisation reversed via MIRS.

Underspend on outturn results in the budgeted transfer from general fund not being required.

Transfer of surplus on Section 31 grant income including NNDR income guarantee grant to Business Rate Smoothing reserve to fund Cotswold District Council element of the Collection Fund deficit in 2021/22.

Environmental & Regulatory Services

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Comments - 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)	168,167	(230,000)	173,076	(264,192)	4,909	(34,192)	Building control fee income has recovered from impact of pandemic from September 2020
BUC002	Building Control - Non Fee Earning Work	55,417		53,402		53,402	0	54,074	0	672	0	
BUC003	Dangerous Structures	2,500		2,500		2,500	0	0	0	(2,500)	0	
	Building Control total	236,598	(360,000)	224,069	(230,000)	224,069	(230,000)	227,150	(264,192)	3,081	(34,192)	
EMP001	Emergency Planning	26,322		22,852		22,852	0	31,719	0	8,867	0	Lower than budgeted costs for legal and IT licences.
ESM001	Environment - Service Management	105,598		103,098		103,098	0	91,942	0	(11,156)	0	
PSH002	Private Sector Housing - Condition of Dwellings	5,087		2,587		2,587	0	288	0	(2,299)	0	
PSH005	Home Energy Conservation	3,412		87		87	0	203	0	116	0	
REG002	Licensing	213,156	(230,080)	203,836	(180,720)	203,836	(180,720)	211,242	(183,760)	7,406	(3,040)	
REG006	Caravan Sites - Itinerates	3,934		3,934		3,934	0	135	0	(3,799)	0	
REG007	Caravan Sites - Licensed	87		87		87	0	135	0	48	0	
REG009	Environmental Protection	229,539	(49,930)	184,179	(27,500)	190,078	(27,500)	195,438	(24,175)	5,360	3,325	
REG013	Pollution Control	106,760		117,300		117,300	0	116,253	0	(1,047)	0	
REG016	Food Safety	122,687	(2,000)	135,580	(2,000)	135,580	(2,000)	137,190	(1,608)	1,610	392	
REG021	Statutory Burrials	1,639	(380)	3,639	0	3,639	0	2,154	0	(1,485)	0	
STC011	Abandoned Vehicles	8,627	(7,500)	127	0	127	0	123	(875)	(4)	(875)	
	Public Protection total	826,848	(289,890)	777,306	(210,220)	783,205	(210,220)	786,822	(210,418)	3,617	(198)	
	Total	1,063,446	(649,890)	1,001,375	(440,220)	1,007,274	(440,220)	1,013,972	(474,611)	6,698	(34,391)	

Business Support Services - Finance, HR, Procurement

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	
SUP009	Accountancy	475,271	(141,169)	475,271	(141,169)	381,071	(46,969)	368,900	(54,185)	(12,171)	(7,216)
SUP011	Creditors	100,897	(59,533)	100,897	(59,533)	100,897	(59,533)	103,948	(59,751)	3,051	(218)
SUP012	Debtors	51,393	(12,951)	51,393	(12,951)	51,393	(12,951)	48,857	(12,663)	(2,536)	288
SUP035	Insurances	57,527	(51,969)	57,527	(51,969)	57,527	(51,969)	58,380	(51,973)	853	(4)
SUP042	Business World Support and Hosting	46,309	(36,000)	46,309	(36,000)	46,309	(36,000)	47,473	(55,285)	1,164	(19,285)
Finance total		731,397	(301,622)	731,397	(301,622)	637,197	(207,422)	627,559	(233,858)	(9,638)	(26,436)
SUP010	Internal Audit	107,302	(21,087)	107,302	(21,087)	107,302	(21,087)	108,598	(21,087)	1,296	0
SUP402	Glos. Counter Fraud Unit	406,671	(406,671)	431,536	(431,536)	487,769	(431,536)	418,902	(377,892)	(68,867)	53,644
SUP403	CDC Counter Fraud	52,925	(60,026)	52,925	(60,026)	52,925	(60,026)	61,284	(5,140)	8,359	54,886
Audit and Counter Fraud		566,898	(487,784)	591,763	(512,649)	647,996	(512,649)	588,784	(404,119)	(59,212)	108,530
SUP003	Human Resources	525,802	(267,224)	525,802	(267,224)	525,802	(267,224)	514,127	(274,292)	(11,675)	(7,068)
SUP019	Health & Safety	111,394	(83,677)	111,394	(83,677)	111,394	(83,677)	114,413	(89,551)	3,019	(5,874)
SUP020	Training & Development	94,786	(44,292)	94,786	(44,292)	94,786	(44,292)	95,155	(30,000)	369	14,292
SUP013	Payroll	99,538	(73,469)	99,538	(73,469)	99,538	(73,469)	95,392	(78,711)	(4,146)	(5,242)
HR Support & Payroll total		831,520	(468,662)	831,520	(468,662)	831,520	(468,662)	819,087	(472,554)	(12,433)	(3,892)
SUP033	Central Purchasing / Procurement	57,068	(22,034)	57,068	(22,034)	57,068	(22,034)	60,889	(25,017)	3,821	(2,983)
Procurement total		57,068	(22,034)	57,068	(22,034)	57,068	(22,034)	60,889	(25,017)	3,821	(2,983)
Total		2,186,883	(1,280,102)	2,211,748	(1,304,967)	2,173,781	(1,210,767)	2,096,319	(1,135,547)	(77,462)	75,220

Comments - Variance
£14k Underspend on supplies and services.
Overachievement of third party income, unbudgeted.
Underspend on fees and charges. Underachievement of third party income due in part to Covid-19 meaning unable to deliver as much work as intended, staff have also been diverted to work on Covid-19 business grants.
Budget represents target savings expected to be generated from counter fraud activity across the organisation. Savings generated will be reflected in other service areas.
£12k General underspend in Supplies and Services.
Apprenticeship levy income is administered via Publica rather than the Council, no income received against £15k budget. Budget resolved for 2021/22.

Business Support Services - Customer Services, ICT and Change

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Comments - Variance		
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income			
SUP017	Business Improvement/Transformation	110,162		110,162		110,162	0	111,841	0	1,679	0	Budget remains in earmarked reserves.	
SUP021	Business Continuity Planning	20,944		20,944		20,944	0	21,094	0	150	0		
SUP023	Freedom of Information Act	10,650		10,650	0	10,650	0	10,808	(3,000)	158	(3,000)		
TMR001	Street Naming	30,522	(20,000)	30,522	(20,000)	10,522	(20,000)	14,570	(27,761)	4,048	(7,761)		
	Change and modernisation	172,278	(20,000)	172,278	(20,000)	152,278	(20,000)	158,313	(30,761)	6,035	(10,761)		
ADB411	Moreton-in-Marsh, Offices	79,003	(55,092)	79,003	(36,092)	79,003	(36,092)	46,947	(43,365)	(32,056)	(7,273)		Accommodation closed due to Covid-19 resulting in reduced operating costs.
COM420	FOH - Moreton	110,917	(4,665)	103,847	(4,665)	103,847	(4,665)	103,304	(104)	(544)	4,561		
SUP401	FOH - Trinity Road	517,364	(1)	509,399	(1)	509,399	(1)	516,951	(2,000)	7,552	(1,999)		
	Customer services	707,284	(59,758)	692,249	(40,758)	692,249	(40,758)	667,201	(45,468)	(25,048)	(4,710)		
SUP005	ICT	896,465	(5,000)	896,465	(5,000)	896,465	(3,750)	908,960	(11,572)	12,495	(7,822)		Overspend of £37k in respect of maintenance agreements due to increased charges. During 2020/21 application support costs were significantly higher as needed to maintain Northgate whilst converting to Civica for six months of the year. This will not be repeated in future years. Lower maintenance costs expected in 2021/22.
P031	Application Support	120,780	0	120,780	0	120,780	0	157,938	0	37,158	0		
	ICT and applications - total	1,017,245	(5,000)	1,017,245	(5,000)	1,017,245	(3,750)	1,066,898	(11,572)	49,653	(7,822)		
	Total	1,896,807	(84,758)	1,881,772	(65,758)	1,861,772	(64,508)	1,892,412	(87,802)	30,640	(23,294)		

Assets, Land, Legal & Property

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(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)	511,649	(359,527)	540,658	(367,215)	29,009	(7,688)
ADB402 Trinity Road improvement works	20,000		20,000		0	0	0	0	0	0
ADB412 Moreton-in-Marsh, Offices - Maintenance	43,235		43,235		43,235	0	26,563	0	(16,672)	0
CUL411 Corinium Museum - Maintenance	41,350		41,350	0	41,350	0	3,999	(7)	(37,351)	(7)
ENA401 Housing Enabling Properties	8,110	(17,800)	9,110	(23,476)	9,110	(23,476)	3,997	(25,817)	(5,113)	(2,341)
FIE425 22/24 Ashcroft Road	22,764		33,764		33,764	0	33,214	0	(550)	0
Asset Management total	629,895	(361,068)	640,177	(383,003)	639,108	(383,003)	608,431	(393,039)	(30,677)	(10,036)
LLC001 Local Land Charges	109,775	(250,705)	109,775	(201,705)	109,775	(201,705)	111,264	(217,675)	1,489	(15,970)
LP004 Legal	436,647	(221,264)	481,356	(221,264)	481,356	(221,264)	499,811	(231,394)	18,455	(10,130)
SP025 Property Services	319,580	0	312,075	0	312,075	0	317,582	(200)	5,507	(200)
Land, Legal and Property	866,002	(471,969)	903,206	(422,969)	903,206	(422,969)	928,656	(449,269)	25,450	(26,300)
Total	1,495,897	(833,037)	1,543,383	(805,972)	1,542,314	(805,972)	1,537,088	(842,309)	(5,226)	(36,337)

Comments - Variance
Underspends in the overall maintenance budget used to fund some refurbishment works in Trinity Road.
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. Budget remains in earmarked reserves.
£17k underspend on premises related expenditure/programmed maintenance. In light of Covid-19, only works relating to compliance and Health and Safety are currently being carried out.
£37k underspend on programmed and reactive repairs as a result of covid lockdown and Museum project.
Overachievement against land charge fee budget.
Impact of changes to staffing in legal services in year.

Chief Executive and Modernisation

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COR011 2020 Vision/Transformation	177,000	0	177,000	0	101,435	0	101,435	0	(0)	0
SUP026 Chief Executive	82,496	0	100,863	0	100,863	0	101,482	0	619	0
Total	259,496	0	277,863	0	202,298	0	202,917	0	619	0

Comments - Variance

Revenues and Housing Support

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre		Original Budget		Revised Budget		Budget Q4		Actual position		(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)	14,462,281	(14,002,722)	13,878,397	(13,445,112)	(583,884)	557,610
HBP005	Benefit Fraud Investigation	0	0	0	0	0	0	188	0	188	0
	Benefits total	14,407,595	(14,187,365)	14,403,605	(14,069,365)	14,462,281	(14,002,722)	13,878,585	(13,445,112)	(583,696)	557,610
HOM001	Homelessness	76,402	(29,266)	126,402	(29,266)	121,594	(29,266)	301,260	(239,728)	179,666	(210,462)
HOM005	Homelessness Hostel Accommodation	500	(35,500)	500	(35,500)	500	(35,500)	23,658	(39,583)	23,158	(4,083)
HOM006	Temporary Emergency Accommodation	0	0	0	0	0	0	52,296	(14,977)	52,296	(14,977)
PSH001	Private Sector Housing Grants	32,854	0	32,854	0	32,854	0	28,373	0	(4,481)	0
	Housing Management total	109,756	(64,766)	159,756	(64,766)	154,948	(64,766)	405,587	(294,288)	250,639	(229,522)
LTC001	Council Tax Collection	219,137	(143,808)	237,187	(105,808)	292,725	(270,244)	673,023	(541,205)	380,298	(270,961)
LTC002	Council Tax Support Administration	0	0	0	0	0	0	6,067	(2,087)	6,067	(2,087)
LTC011	NNDR Collection	51,618	(193,902)	51,618	(184,902)	108,635	(184,902)	188,954	(265,351)	80,319	(80,449)
PUT001	Concessionary Travel	15,392	0	15,392	0	15,392	0	12,498	0	(2,894)	0
SUP014	Cashiers	36,306	0	35,791	0	35,791	0	36,742	0	951	0
SUP028	Security Carriers	0	0	0	0	0	0	793	0	793	0
	Revenues total	322,453	(337,710)	339,988	(290,710)	452,543	(455,146)	918,076	(808,644)	465,533	(353,498)
	Total	14,839,804	(14,589,841)	14,903,349	(14,424,841)	15,069,772	(14,522,634)	15,202,248	(14,548,043)	132,476	(25,409)

Comments - Variance
<p>Net adverse variance £26k due to the reduction in Housing Benefit subsidy we are able to claim in relation to temporary emergency accommodation. Due to Covid the Council has been obliged to house significantly more clients who were rough sleeping or in danger of rough sleeping due to the Government's "Everyone In" policy. In spite of receiving additional government funding the Council has been adversely affected financially.</p>
<p>Net adverse variance of £31k due to impact of 'Everyone In' Policy and additional support provided for homeless as a result of Covid-19.</p>
<p>During lockdowns we were unable to use Ashcroft Rd (Hostel) to full capacity due to social distancing resulting in lower than estimated rental income. The expenditure is mostly related to the contract cleaning and reactive repairs to the property, for which there is no budget in 20/21. In a normal year with full occupancy the rental income should ensure the expenditure is recovered.</p>
<p>The expenditure relates to contract cleaning for the Barrel Store used as temporary emergency accommodation in the first lockdown to house rough sleepers. This cost centre includes income and expenditure in respect of the new Tetbury homeless shelter including government 'next steps' funding of £12.2k and lease rental payments. The Council took on the lease of London Road in October 2020 but it did not open to tenants until January 2021. This therefore meant that we were liable for lease payments out but received no rental income or housing benefit subsidy.</p>
<p>Overspend in relation to Council tax Hardship grant applied of £291k and corresponding income variance in respect of government grant received. Income from fines and court cost were £95k lower than budgeted as a result of Covid-19</p>
<p>Net variance of £131, increased expenditure due to purchase of Northgate revenues software, increased income due to contribution due from West Oxfordshire and Forest of Dean DC for purchase of software. The CDC element of the cost for the new OpenRevs system in 20/21 is £171k split between HBP001, LTC001 & LTC011. The expenditure is funded through Earmarked Reserves</p>

Revenues - Covid Grants

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COV022 Business Lockdown Grants	0	0	0	0	0	(398,306)	5,119,036	(5,494,822)	5,119,036	(5,096,516)
Total	0	0	0	0	0	(398,306)	5,119,036	(5,494,822)	5,119,036	(5,096,516)

Comments - Variance
Net variance of £22k due to the cost of Agency Staff working on the assessment of Business Support Grants included within this cost centre. Funded through new burdens grant funding recognised within 'financing' section.

Environmental Services

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(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)	1,010,397	(1,089,221)	992,065	(1,047,247)	(18,332)	41,974
CPK402 Car Parks - Maintenance	35,725	0	35,725	0	35,725	0	40,882	(8,442)	5,157	(8,442)
CPK413 Car Parks - Tetbury The Chippings	39,075	(54,000)	39,075	(54,000)	39,075	(54,000)	15,477	(27,755)	(23,598)	26,245
CPK414 Car Parks - Chipping Campden	0	0	0	0	0	0	11,809	(11,477)	11,809	(11,477)
CPK499 Car Parking Reserve	0	0	0	0	72,062	0	72,062	0	(0)	0
Car Parking total	1,047,763	(2,805,545)	1,022,283	(1,143,221)	1,157,259	(1,143,221)	1,132,295	(1,094,921)	(24,964)	48,300
CCC001 Climate Change	93,792	0	93,792	0	116,935	0	110,173	0	(6,762)	0
Climate change total	93,792	0	93,792	0	116,935	0	110,173	0	(6,762)	0

Comments - Q4 Variance

The third lockdown resulted in reductions in car park income, income from permits, fees and excess charging fees £51k lower than estimated in the revised budget. Savings achieved in cash collection and ACPOA management fee.

Lower parking fees collected and corresponding reduced payments to the Feoffees of Tetbury.

Net variance of £332 as parking income collected on behalf of Chipping Campden Town Trust

Environmental Services (continued)

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Comments - Variance
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	
CCM001 Cemetery, Crematorium and Churchyards	208,042	(63,830)	208,042	(63,830)	208,042	(63,830)	169,412	(74,385)	(38,630)	(10,555)	£42k Ubico contract refund for 20/21, £9k rent ref Ubico premises at Chesterton cemetery not budgeted for.
CCM402 Cemeteries - Maintenance	16,275	0	16,275	0	16,275	0	4,744	0	(11,531)	0	£11k underspend on Programmed and Reactive repairs [part of BMF].
HLD410 Waste - Cleansing	123	0	123	0	123	0	123	0	0	0	
HLD411 Waste - Cemeteries	2,927	0	2,927	0	2,927	0	2,927	(0)	0	(0)	
REG003 Animal Control	59,185	(32,505)	59,185	(32,505)	59,185	(32,505)	129,959	(25,197)	70,774	7,308	£70k overspend on partnership fees. This is an overspend on the Ubico contract and requires realignment in 2021/22.
REG019 Public Conveniences	274,495	(84,030)	274,495	(84,030)	280,910	(84,030)	273,293	(41,481)	(7,617)	42,549	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.
RYC001 Recycling	2,459,487	(999,964)	2,524,487	(839,964)	2,593,150	(839,964)	2,380,805	(883,778)	(212,345)	(43,814)	£147k Ubico contract refund for 20/21. £26k 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 21/22. £10k underspend on marketing. £28k underspend on contractors fees. £27k overachieved on recycling credits and incentive payments from Gloucestershire County (£16k). £53k Ubico Contract Refund 2020/21. £4k overspend on supplies and services. £54k overachieved on Green Waste annual subscriptions in comparison to revised budget. £25k unachieved in Ubico savings for fleet vehicle hire.
RYC002 Green Waste	942,667	(764,000)	942,667	(685,000)	939,779	(685,000)	891,633	(714,107)	(48,146)	(29,107)	£67k Ubico Contract Refund 2020/21. The costs of the transfer of food waste flow through this cost centre. Thamesdown Recycling invoice the Council for transfer of Food Waste to Andigestion Ltd, this charge is then charged onto Gloucestershire County Council.
RYC003 Refuse / Recycling Organic & Food Waste	747,461	0	747,461	0	745,707	0	855,889	(187,560)	110,182	(187,560)	£38k Ubico Contract Refund 2020/21. £7k overspend on equipment - dog waste bins and equipment for litter picks.
STC001 Street Cleaning	1,089,621	0	1,089,621	0	1,089,621	0	1,058,624	0	(30,997)	0	£43k overspend in employee costs netted off by £43k received from Publica for resource, both unbudgeted. £23k overspend on other contractors fees. £42k overspend on additional waste bins.
WST001 Household Waste	1,536,191	(8,780)	1,536,191	(8,780)	1,427,346	(8,780)	1,532,279	(54,542)	104,933	(45,762)	Increased demand of Bulky Waste collection due to Covid19 and corresponding increase in expenditure.
WST004 Bulky Household Waste	40,907	(36,000)	40,907	(36,000)	40,907	(36,000)	85,776	(86,956)	44,869	(50,956)	Underspend in relation to expenditure in respect of Stow Fair which did not take place due to Covid-19.
WST401 Refuse-Stow Fair	11,206	0	11,206	0	11,206	0	2,391	0	(8,815)	0	
WST402 South Cerney Depot, Packers Lease	33,467	(173,500)	33,467	(173,500)	33,467	(173,500)	30,709	(179,484)	(2,758)	(5,984)	
Environmental Services Client	7,422,054	(2,162,609)	7,487,054	(1,923,609)	7,448,645	(1,923,609)	7,418,565	(2,247,489)	(30,080)	(323,880)	
FLD401 Land Drainage	95,555	(20,000)	95,555	(20,000)	84,031	(20,000)	102,713	(27,810)	18,682	(7,810)	£7k overspend on other contractors fee. £8k overachieved income re: GCC Consenting and Enforcement. £12k overspend on Publica contract partially off set by the additional income from GCC for Consenting and Enforcement.
Flooding total	95,555	(20,000)	95,555	(20,000)	84,031	(20,000)	102,713	(27,810)	18,682	(7,810)	
REG023 Environmental Strategy	647	0	647	0	647	0	626	0	(21)	0	
Waste and Recycling Policy	647	0	647	0	647	0	626	0	(21)	0	
Total	8,659,811	(4,988,154)	8,699,331	(3,086,830)	8,807,517	(3,086,830)	8,764,373	(3,370,220)	(43,144)	(283,390)	

Leisure & Communities

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COM401 Health Policy	25,642	0	25,642	0	28,142	(25,000)	28,556	(25,000)	414	0
COM402 Community Liaison	95,090	0	95,090	0	101,590	0	120,524	(17,608)	18,934	(17,608)
COM403 Youth Participation	92,863	0	92,863	0	92,863	0	35,183	0	(57,680)	0
COM405 Health Development	41,413	0	41,413	0	56,595	(100,000)	57,767	(100,000)	1,172	0
GBD001 Community Welfare Grants	165,352	0	165,352	0	165,352	0	166,022	0	670	0
HLD401 Health & Wellbeing	0	0	0	0	0	0	0	0	0	0
HLD403 Crime Prevention Initiatives	0	0	0	0	9,559	0	9,559	0	0	0
Community Liaison	420,360	0	420,360	0	454,101	(125,000)	417,611	(142,608)	(36,490)	(17,608)
CCR001 Community Safety (Crime Reduction)	68,150	0	68,150	0	49,638	(29,559)	54,202	(29,559)	4,564	0
SUP002 Consultation, Policy & Research	86,842	0	86,842	0	86,842	0	86,890	0	48	0
Community Safety	154,992	0	154,992	0	136,480	(29,559)	141,092	(29,559)	4,612	0

Comments - Variance
<p>£14k cost for examination of Local Plan funded through Neighbourhood Planning Grant recognised as income. £10k grant paid to the Barn Theatre for cinema project. The Grant is funded from earmarked reserves.</p> <p>£57k underspend on Community Activity Support Grants. Scheme has been reviewed. Spacehive have been procured as a civic funding platform. Annual licence fee of £24k paid in Q3. Scheme launched in February 2021 with pledges to be made by the Council in Q1 and Q2 of 2021/22.</p>

Leisure & Communities (continued)

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

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
CUL410 Corinium Museum	98,980	0	98,980	0	76,630	0	76,991	0	361	0
CUL412 Collection Management	4,855	0	4,855	0	11,600	0	12,194	0	594	0
CUL413 Northleach Resouce Centre	8,850	0	8,850	0	8,850	0	0	0	(8,850)	0
CUL415 Corinium Museum - HLF Project	0	0	0	0	0	(124,914)	14,820	(139,735)	14,820	(14,821)
REC410 Cirencester Leisure Centre and SLM contract costs	671,527	(103,269)	1,473,398	0	1,271,158	0	990,985	(94,602)	(280,173)	(94,602)
REC413 Ciren - Dryside		0	0	0	0	0	0	(11,596)	0	(11,596)
REC419 Cirencester Leisure - Maintenance	32,850	0	32,850	0	32,850	0	53,199	0	20,349	0
REC430 C Campden - Centre Management	124,490	0	124,490	0	110,237	0	86,334	0	(23,903)	0
REC450 Bourton - Centre Management	147,697	0	147,697	0	128,861	0	128,861	0	(0)	0
REC459 Bourton - Maintenance	28,019	0	28,019	0	28,019	0	12,280	0	(15,739)	0
Leisure Management	1,117,268	(103,269)	1,919,139	0	1,668,205	(124,914)	1,375,665	(245,933)	(292,540)	(121,019)
TOU001 Tourism Strategy and Promotion	14,271	0	14,271	0	14,271	0	14,483	0	212	0
TOU402 Partnership Grants	54,000	0	54,000	0	54,000	0	54,000	0	0	0
TOU403 Cotswold Tourism Partnership	0	0	42,222	0	58,925	0	77,084	(18,159)	18,159	(18,159)
TOU404 Discover England Fund - Project	0	0	0	0	0	(13,893)	92,611	(106,504)	92,611	(92,611)
Tourism Policy	68,271	0	110,493	0	127,196	(13,893)	238,177	(124,663)	110,981	(110,770)
Total	1,760,891	(103,269)	2,604,984	0	2,385,982	(293,366)	2,172,546	(542,763)	(213,436)	(249,397)

Comments - Variance
Net nil variance - relates to capital grants applied to fund expenditure in relation to Corinium Museum from HLF and other contributions. This is reversed from general fund via a technical accounting adjustment.
Support payments made to external leisure provider SLM through 'open book process' were £285k lower than estimated in revised budget. National Leisure Recovery Fund Grant of £89k recognised in 2020/21. Grant from Sport England of £5k used to fund consultancy costs in relation to options for leisure provision during pandemic.
Rental income from physiotherapy and beauty at Cirencester Leisure).
Works to air conditioning system in the Cafe at Cirencester Leisure Centre as well as works to poolside steels and ceiling replacement. Funded from Building Maintenance Fund (BMF), Overspend covered by underspends in the BMF within other areas such as Bourton Maintenance.
Lower dual use charge paid to school due for community use of leisure facilities due to closure of facilities during pandemic.
Lower maintenance expenditure due to closure of facilities during pandemic.
Net nil variance, balance outstanding is funded from accommodation guide.
Net nil variance, Visit England project funded from grant.

Planning & Strategic Housing

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget		Comments - Variance	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income		
DEV001	Development Management - Applications	850,681	(1,169,879)	850,681	(719,879)	850,681	(719,879)	843,519	(1,072,773)	(7,162)	(352,894)	Planning Income recovered more than revised budget estimated. No large appeal costs during 2020/21.
DEV002	Development Management - Appeals	128,319	0	128,319	0	128,319	0	70,564	(11,350)	(57,755)	(11,350)	
DEV003	Development Management - Enforcement	184,169	0	184,169	0	184,169	0	186,741	0	2,572	0	
DEV004	Development Advice	327,953	0	327,953	0	327,953	0	332,300	0	4,347	0	
DEV401	Planning Advice For Land Charges	11,218	0	11,218	0	11,218	0	11,370	0	152	0	
DEV488	Planning - Section 106 Agreements	0	0	0	0	0	0	1,071,070	(1,071,070)	1,071,070	(1,071,070)	Net nil variance, payments made for community facilities, matched by S106 contributions held.
DEV499	Development Services - Holding Account	0	0	0	0	48,395	0	48,395	0	0	0	
Development Management		1,502,340	(1,169,879)	1,502,340	(719,879)	1,550,735	(719,879)	2,563,958	(2,155,192)	1,013,223	(1,435,313)	
PLP005	Heritage & Design	196,822	0	196,822	0	196,822	(21,125)	206,775	(31,671)	9,953	(10,546)	Net variance of £593, funding provided from S106 contribution for Assistant Biodiversity Officer.
Heritage & Conservation		196,822	0	196,822	0	196,822	(21,125)	206,775	(31,671)	9,953	(10,546)	
PLP001	Community Infrastructure Levy	10,000	(10,000)	10,000	(10,000)	62,059	(10,000)	76,472	(24,413)	14,413	(14,413)	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. Includes transfer from earmarked reserves to fund resource costs.
PLP002	Local Development Framework	250,055	(780)	250,055	(780)	282,808	(780)	288,540	(276)	5,732	504	
PLP401	Fwd Plan work for Development Management	16,360	0	16,360	0	16,360	0	16,585	0	225	0	
PLP499	Local Development Framework Reserve	0	0	0	0	3,012	0	3,012	0	0	0	
PSM001	Planning - Service Mgt. and Support Services	15,910	(11,510)	15,910	(11,510)	15,910	(11,510)	17,495	(29)	1,585	11,481	
Planning Policy		292,325	(22,290)	292,325	(22,290)	380,149	(22,290)	402,104	(24,717)	21,955	(2,427)	
HAD001	Housing Advice	276,290	0	271,795	0	271,795	0	273,029	0	1,234	0	Underachieved income for provision of copies of plans and ordnance survey fees.
HOS001	Housing Strategy	92,562	(295)	91,812	0	94,905	0	102,496	(270)	7,591	(270)	
HOS002	Housing Partnerships	24,218	0	24,218	0	24,218	0	22,547	0	(1,671)	0	
HOS005	Community Led Housing	30,200	0	30,200	0	29,535	0	30,200	0	665	0	
Strategic Housing		423,270	(295)	418,025	0	420,453	0	428,272	(270)	7,819	(270)	
Total		2,414,757	(1,192,464)	2,409,512	(742,169)	2,548,159	(763,294)	3,601,110	(2,211,851)	1,052,951	(1,448,557)	

Democratic and Committee Services

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
DRM005 Committee Services	69,453	(11,100)	51,458	0	51,458	0	83,224	(3,635)	31,766	(3,635)
DRM008 Corporate Subscriptions	18,980	0	18,980	0	18,980	0	18,976	0	(4)	0
Committee Services total	88,433	(11,100)	70,438	0	70,438	0	102,200	(3,635)	31,762	(3,635)
ELE* Elections	138,934	(1,880)	138,934	(1,880)	152,331	(12,037)	248,644	(77,562)	96,313	(65,525)
Elections total	138,934	(1,880)	138,934	(1,880)	152,331	(12,037)	248,644	(77,562)	96,313	(65,525)
SUP018 Press & PR/Communications	55,686	0	55,686	0	55,686	0	56,770	0	1,084	0
SUP024 Postal Services	39,653	0	39,653	0	39,653	0	48,868	0	9,215	0
Communications	95,339	0	95,339	0	95,339	0	105,638	0	10,299	0
					114,646	0	125,204	0		
DRM001 Democratic Representation and Management	114,646	0	114,646	0					10,558	0
DRM003 Councillors Allowances	315,829	0	301,844	0	301,844	0	303,764	0	1,920	0
DRM004 Servicing Council	16,882	0	3,993	0	3,993	0	5,013	0	1,020	0
Member Support total	447,357	0	420,483	0	420,483	0	433,981	0	13,498	0
SUP022 Print & Design	213,056	(22,025)	213,056	(22,025)	228,364	(22,025)	225,644	(25,568)	(2,720)	(3,543)
Print & Design total	213,056	(22,025)	213,056	(22,025)	228,364	(22,025)	225,644	(25,568)	(2,720)	(3,543)
Total	983,119	(35,005)	938,250	(23,905)	966,955	(34,062)	1,116,107	(106,765)	149,152	(72,703)

Comments - Variance
Expenditure variance relates to investment in Modern.Gov. , the IT system which underpins the committee agendas and minutes.
Net overspend of £30,778 due to preparations for 2021 elections including purchase of PPE in relation to Covid-19 pandemic.
£6k variance on postal charges and production of Council tax leaflet for residents.

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

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(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	(602,668)	16,050	(527,464)	16,050	75,204
FIE010 Interest payable and Similar Charges	166,348	0	67,000	0	67,000	0	0	0	(67,000)	0
FIE410 Commercial Properties - General	10,630	(295)	50,630	(295)	60,480	(295)	75,523	(19,099)	15,043	(18,804)
FIE* Commercial Properties - summary	94,339	(582,801)	94,012	(582,832)	89,792	(695,154)	72,771	(701,367)	(17,021)	(6,213)
HAV001 Housing Advances					0	0	0	0	0	0
OOE100 Gains and losses on disposals	0	0	0	0	0	0	0	(30,142)	0	(30,142)
Corporate Income & Expenditure total	271,317	(1,185,764)	211,642	(1,185,795)	217,272	(1,298,117)	164,343	(1,278,072)	(52,929)	20,045
COR401 Discretionary Pension Payments	5,149,916		5,376,646		5,376,646	0	5,271,578	0	(105,068)	0
SUP032 Strategic Directors	451,252		498,446		498,446	0	484,924	(5,062)	(13,522)	(5,062)
COR005 Corporate Finance	98,547		98,547		108,547	0	107,710	(1,075)	(837)	(1,075)
COR007 External Audit Fees	55,830		55,830		55,830	0	82,376	0	26,546	0
COR008 Bank Charges	61,065		61,065		61,065	0	58,053	(9)	(3,012)	(9)
COR400 Savings and Growth Items	(91,144)		(70,144)		(70,144)	0	135,048	0	205,192	0
COR401 Publica Group	0		435,864	(435,864)	435,864	(435,864)	437,840	(436,852)	1,976	(988)
Corporate Management and Directors total	5,725,466	0	6,456,254	(435,864)	6,466,254	(435,864)	6,577,528	(442,998)	111,274	(7,134)
Total	5,996,783	(1,185,764)	6,667,896	(1,621,659)	6,683,526	(1,733,981)	6,741,871	(1,721,071)	58,345	12,910

Comments
<p>During 2019/20 the Council purchased a large number of waste vehicles which have been leased to Ubico under a finance lease agreement, therefore exceeded the income target for finance lease interest by £40k, this has been corrected in the 21/22 budget. Interest received from investments - £114k adverse variance to budget due to impact of Covid pandemic on markets. Expenditure overspend relates to Treasury Management advisors fees which have previously been netted off investment income.</p>
<p>No interest due as no borrowing undertaken in 2019/20 or 2020/21.</p>
<p>Income exceeded budget due to income received from Gloucestershire One Public Estate for feasibility studies for Forum Car Park and Police station site. Increased expenditure costs in respect of redevelopment options in relation to Forum Car Park.</p>
<p>Underspend on programmed and reactive repairs due to Covid restrictions. Lower income due to requirement for tenants to vacate units at Abberley House whilst repairs on the roof undertaken.</p>
<p>Gain on disposal of Ubico vehicle. Impact of this is reversed via Movement in reserves statement.</p>
<p>Lump sum payment in advance of pension contributions for next three years made in April 2020 to Gloucestershire Pension Fund of £4.9m £112k lower than budgeted. Underspend of £7k on other discretionary pension payments.</p>
<p>Underspend of £20k on employee expenses due to reduction in travel during covid pandemic.</p>
<p>Increased fee in 2019/20 and 2020/21 as a result of increased work in respect of PPE and Pension Valuations due to FRC scrutiny and impact of Covid-19 pandemic. 2021/22 Budget adjusted to reflect ongoing increased fee.</p>
<p>Savings target, annual sum of £112k against Ubico contract not achieved to date due to impact of Covid 19 on waste volumes presented by residents less contingency budgets for salary increases and utilities increases not utilised. Budgeted savings not required as achieved through net cost of services.</p>

Corporate - Covid

Budget Monitoring 2020/21 - 1st April 2020 to 31st March 2021

Cost Centre	Original Budget		Revised Budget		Budget Q4		Actual position		(Under) / Over Budget	
	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income	Expenditure	Income
COV019 Corona Virus	0		250,000	(1,232,000)	250,000	(77,620)	709,992	(237,780)	459,992	(160,160)
COV020 High Street Re-Opening	0	0	0	0	0	0	12,252	(12,252)	12,252	(12,252)
COV021 Compliance & Enforcement	0	0	0	0	0	0	84,287	(84,218)	84,287	(84,218)
COV023 Contain Outbreak Management Fund	0	0	0	0	0	(196,776)	3,224	(200,000)	3,224	(3,224)
Total	0	0	250,000	(1,232,000)	250,000	(274,396)	809,755	(534,250)	559,755	(259,854)

Comments - Variance
<p>Covid related expenditure which includes additional Ubico Covid costs of £554k, £55k of community grants, £43k of food vouchers to vulnerable residents, £18.5k of discretionary test and trace self isolation payments and £15k of increased cleaning costs due to Covid-19. Covid grants received from Gloucestershire County Council in excess of revised budget. £74k of test and trace discretionary and admin grant.</p>
<p>Net variance of nil. Expenditure in relation to reopening of high street funded from government grant.</p>
<p>Compliance and enforcement expenditure funded from Government and County funding.</p>
<p>Allocation received from County Council earmarked to be spent in 2021/22.</p>

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2020/21 Summary of budgets and expenditure Q4					
Project	Budget for the year £	Expenditure £	Variance £	Other Committed Expenditure [2021/22] £	Comments
Disabled Facilities Grants [Better Care Fund]	700,000	460,996	(239,004)	239,004	Due to the Covid-19 pandemic restrictions during the year, fewer visits to properties by Occupational Therapists, surveyors and contractors have limited the number of referrals received and work completed. There are currently 58 ongoing cases, of these cases there is committed expenditure of £300,365 with a further £299,635 estimated if all cases are approved. Any further expenditure will be funded from the new budget allocation for 2021/22.
ICT Infrastructure	120,000	94,269	(25,731)	18,000	Funding has been committed to cover the Wireless Upgrade, Planning Public Access system and rolling laptop replacements.
Community Projects Fund	115,000	67,474	(47,526)	47,526	The final round of the Community Projects Fund closed in February 2021, with final decisions in March 2021. Under arrangements in place in 2020-21, there was often a time lag between commitment and expenditure, as projects are given a year to commence on site. Going forward, the budget will be managed through Crowdfund Cotswold, where spend and commitment will be nearly concurrent.
Replace pay and display machines	125,000	0	(125,000)	0	During the course of 2021-22 a review of payment methods in the car parks across the District is being undertaken, which may result in replacing the existing machines with alternative mechanisms or technology. Budget will be carried forward to 2021-22.
Recycling and waste vehicles	2,080,000	1,721,422	(358,578)	358,578	Orders placed in 2020-21 but due to lead times, some vehicles did not arrive until 2021-22. Budget will be carried forward to 2021/22.
Car Park Improvements	245,000	0	(245,000)	245,000	The planned refurbishment for the Car Park at Rissington Road, Bourton on the Water has been delayed. The project will be revisited during 2021-22.
Waste Receptacles	55,000	55,000	0	0	This is a rolling fund for the purchase of Waste Receptacles due to growth in properties or replacements.
Webcasting and Audio Visual Investment	80,000	80,000	0	0	Technology installed in December 2020. Live streaming now in use following the easing of Covid-19 restrictions.

2020/21 Summary of budgets and expenditure Q4

Project	Budget for the year	Expenditure	Variance	Other Committed Expenditure [2021/22]	Comments
Electric vehicle charging points [EVCPs]	600,000	30,807	(569,193)	0	Two charging points have been installed at the new Whiteway Car Park as part of the larger Rugby Club parking project. Further work to establish more across the district was the subject of a Cabinet decision in January and procurement process progressing. Tender completed for 5-year EVCP contract. Contract should be in place by May enabling installations and expenditure in Q2 and beyond. Update on profiled expenditure will be provided once a supplier is appointed.
Cirencester Parking – Rugby Club	390,000	318,963	(71,037)	0	The project is now complete. The expenditure includes a 'bond' of £22k, which Gloucestershire County Council hold on deposit until the s278 works are inspected and signed-off. It is anticipated that this will be refunded in due course. The Section 278 Agreement is a legally binding document between the Local Highway Authority and the developer to ensure that the work to be carried out on the highway is completed to the standards and satisfaction of the Local Highway Authority.
In-Cab Technology [Ubico]	140,000	106,985	(33,015)	10,000	System implemented in March 2021.
Roller Brake Testing [Ubico]	52,000	0	(52,000)	52,000	Awaiting tender acceptance to be approved. Budget will be carried forward to 2021-22.
Corinium Museum HLF "Stone Age to Corinium"	441,000	259,914	(181,086)	26,053	The project is now complete and (notwithstanding Covid-19 restrictions) opened to the public in December.
Packers Leaze Depot – Flood Prevention Works	80,000	0	(80,000)	80,000	Following some technical redesign work, quotes now being obtained, expenditure is anticipated in Q2 of 2021-22.
Rural Broadband	500,000	0	(500,000)	0	This scheme is dependent on a bigger scheme being agreed with the County Council. Budget will be rolled forward in to 2021-22.
Acquisition of Strategic Site Moreton-in-Marsh	980,000	0	(980,000)	0	Site acquisition will no longer go ahead. £120,000 of this funding has been reallocated to provide a contingency sum for decarbonisation project work on Council owned property. The balance of the budget will become available to fund future capital projects.
Investment in Strategic Property Acquisition [Council 27 th June 2019]	4,360,000	0	(4,360,000)	0	Discussions remain on-going with landowner. Discussions were delayed due to the current economic situation.
	11,063,000	3,195,830	(7,867,170)	1,076,161	

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Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET 5TH JULY 2021
Report Number	Agenda Item 11
Subject	Inquorate Parish Councils – Procedure for Appointing Temporary Members
Wards affected	ALL
Accountable member(s)	Cllr Joe Harris - Leader of the Council Email: joe.harris@cotswold.gov.uk
Accountable officer(s)	Angela Claridge – Monitoring Officer (interim) Tel: 01285 623219 Email: angela.claridge@cotswold.gov.uk
Summary/Purpose	The adoption of this Procedure will ensure that Cotswold District Council can respond promptly to situations where Town or Parish Councils become inquorate and enable this tier of local government to continue to function effectively.
Annexes	Appendix A - Draft Procedure for making temporary appointments to Town and Parish Councils
Recommendation/s	<i>Adopt the procedure set out in Annex A for making appointments to inquorate Town and Parish Councils under section 91 of the Local Government Act 1972</i>
Corporate priorities	All
Key Decision	No
Exempt	No
Consultees/ Consultation	Members of the Cabinet

1. BACKGROUND

A Town or Parish Council must be quorate in order to operate and make decisions. A quorum for Town and Parish Councils is defined as being one third of its membership, but not less than three.

2. MAIN POINTS

There are occasions where due to resignations or lack of applications for vacancies at an election, a Town or Parish Council is unable to operate because it is inquorate. The inability to operate extends to making all decisions including the co-option of sufficient Councillors to fill vacancies. This happens infrequently, but has recently occurred at Poulton Parish Council, leaving that Parish Council unable to function. Parish Council elections have been arranged at Poulton on 15th July 2021.

Under section 91 of the Local Government Act 1972 Cotswold District Council (" the Council ") has power to make an Order appointing temporary members to a Town or Parish Council where, due to the number of vacancies, that Council cannot function lawfully. Currently this would be a decision for Cabinet.

This report is seeking approval to adopt a procedure for delegating these appointments to a senior officer, in conjunction with the political group leaders, so temporary Town or Parish Council members can be appointed promptly.

The appointees will usually be appointed from the Ward Member(s) of the Council, but if sufficient appointments can't be made, look to adjacent Ward Members.

3. FINANCIAL IMPLICATIONS

There will be a cost in officer time in dealing with Orders which need to be advertised, as well as convening initial meetings of Town and Parish Councils. These will be met from the budgets of the Town and Parish Councils concerned where appropriate.

4. LEGAL IMPLICATIONS

This report relates to a statutory power in the Local Government Act 1972 which, when exercised, results in the making of an Order. A copy of any such Order made must be sent to the Secretary of State for Housing, Communities and Local Government.

5. RISK ASSESSMENT

The Procedure and any Orders made will help to support local councils to continue to operate and provide services to their local communities

6. EQUALITIES IMPACT (IF REQUIRED)

An equalities impact assessment is not required

7. ECOLOGICAL AND CLIMATE EMERGENCY IMPLICATIONS (IF REQUIRED)

Not applicable

8. ALTERNATIVE OPTIONS

The option of reporting each occasion where an Order under section 91 is necessary to Cabinet for a decision has been considered. Due to the frequency of Cabinet meetings this could, however, cause delay in ensuring that Town and Parish Councils can continue to operate after becoming inquorate. As the appointment of temporary members can be delegated to officers in consultation with Group Leaders this will ensure member involvement in the process.

BACKGROUND PAPERS

None.

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DRAFT Procedure for making temporary appointments to Town and Parish Councils

This process enables Cotswold District Council to make an Order to appoint persons to town and parish councils in accordance with Section 91 of the Local Government Act 1972.

1. The Clerk to a town or parish council notifies Cotswold District Council that their authority is unable to operate due to being inquorate.
2. Electoral Services verifies the number of seats on that Council and that it is inquorate. They also identify the number of appointments required in order for the Town or Parish Council to be quorate.
3. All Ward Member(s) in the Ward in which the Town or Parish Council is located will be offered the opportunity to be appointed to that Council as a temporary appointment until such time as the vacancies are filled by election or co-option.
4. If sufficient appointments cannot be made from within the Ward, temporary appointments will be made from adjacent Ward Members.
5. All appointments will end once sufficient members are elected or co-opted to the Council.
6. In the event that no Ward, or adjacent Ward, member wishes to be appointed on a temporary basis, the Returning Officer, or in their absence, Deputy Returning Officer, is authorised to nominate any other person following consultation with Group Leaders.
7. All appointments will be authorised by the Returning Officer.
8. In the event that no nominations can be made, a report will be submitted to Cabinet. The Committee will then decide who they will appoint as appropriate representatives.
9. In accordance with section 91(3) of the Local Government Act 1972 the Monitoring Officer will arrange for two copies of the order to be sent to the Secretary of State.

Approved by Cabinet: 5th July 2021.

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Council name	COTSWOLD DISTRICT COUNCIL
Name and date of Committee	CABINET MEETING: 5 JULY 2021
Report Number	Agenda Item 12
Subject	PROPOSAL FOR LOAN FINANCE TO COTTSWAY HOUSING ASSOCIATION
Wards affected	Initially Moreton West and Moreton East but there is the potential for impact across the District as future housing schemes are developed.
Accountable member	Cllr. Mike Every – Deputy Leader and Cabinet Member for Finance Email: Mike.Every@cotswold.gov.uk
Accountable officer	Jenny Poole (Deputy Chief Executive) Tel: 01285 623313 Email: jenny.poole@cotswold.gov.uk
Summary/Purpose	To consider a proposal to provide loan financing to Cottsway Housing Association Ltd through its subsidiary company, Cottsway 2. The lower cost of finance would enable the provision of green energy generation via solar PV installation on 15 houses at Davies Road, Moreton-in-Marsh.
Annexes	Exempt Annex A – Business Case Presented to the Capital Programme Investment Board Exempt Annex B – Draft Facility Agreement Exempt Annex C - Outcome of Due Diligence Review
Recommendation/s	<i>That:</i> <i>(a) Cabinet recommends the loan arrangement to Council; and</i> <i>(b) The loan is financed through Prudential Borrowing in line with the Council's Capital and Treasury Management Strategies;</i> <i>(c) That, subject to the approval by Council of recommendation (a), the negotiation of the detailed terms for the transaction be delegated to the Deputy Chief Executive, following consultation with the, Head of Legal Services, Monitoring Officer and the Cabinet Member for Resources;</i> <i>(d) The Audit Committee review performance as part of regular Treasury Management updates.</i>
Corporate priorities	<ul style="list-style-type: none"> Responding to the challenges presented by the climate crisis

	<ul style="list-style-type: none"> • Providing good quality social rented homes
Key Decision	Yes
Exempt	<p>The annexes to the report are exempt under Schedule 12A, paragraph 3 of the Local Government Act 1972:</p> <p>3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).</p>
Consultees/ Consultation	The Council's Capital Programme Invest Board have considered this proposal and views are reported at 3.1.

I. BACKGROUND

- 1.1. Council approved a Capital Investment and Recovery Strategy in September 2020. The Strategy starts from the premise that there is a significant funding gap that needs to be closed. The Medium Term Financial Strategy identifies £4.830 million of savings to be delivered through the Capital Investment Recovery Strategy over the period from 2020/21 to 2023/24. Capital investment is a major tool available to the Council to achieve this as long as it covers the revenue implications of that investment and makes an appropriate return. The target income required from capital investment is £1.356 million by 2023/24.
- 1.2. The Priority Delivery Themes identified in the Strategy include:
- Affordable Social Housing;
 - Green Energy and Carbon Reduction;
 - Delivering Infrastructure for Jobs and Economic Growth;
 - Reinvigorating Commercial Centres to ensure our economic vibrancy;
 - Maximising existing and new income streams from service delivery; and
 - Developing a commercial culture to our decision making whilst retaining a public service ethos.
- 1.3. This report presents the first investment proposal under the Capital Investment and Recovery Strategy.
- 1.4. The Council has established a Capital Programme Investment Board to provide cross-party Member engagement as proposals for investment are developed. The Business Case considered by the Board is attached at **Annex A**. The views of the Board are included within this report for consideration by Cabinet and Council.

2. SUMMARY OF PROPOSALS

- 2.1. Cottsway Housing is a registered provider of social housing and is working in partnership with the Council and Homes England to produce a social rented, reduced carbon scheme of 15 homes at Davies Road, Moreton in the Marsh. This scheme is supported by both Homes England and Cotswold District Council grant funding.
- 2.2. The current planned scheme includes air source electric heating and improved insulation. The original Cottsway proposal included the provision of solar PV to further drive down carbon emissions. However, this was not affordable and has not therefore been included in the scheme.
- 2.3. The total scheme costs are £3,707,618 supported by grants from Homes England of £1,275,000 and £580,500 from this Council.
- 2.4. Currently, the scheme will be developed by Cottsway Housing using its normal private finance arrangements. However, if the Council were to use PWLB funds and on-lend to Cottsway 2 Ltd, also a registered provider in the Cottsway Housing Group, then there is the potential to include the cost of the solar PV within the scheme without additional grant support.

- 2.5. The scheme could absorb up to a maximum interest cost 3.25% paying back interest and capital each year.
- 2.6. The scheme costs with solar PV is £3,753,000 and Cottsway are proposing a revolving credit facility of up to £3,753,000. As grant funding from Homes England and the Council are paid to Cottsway, the Housing Association will be able to part-repay the loan financing to the Council. Of the £3,753,000 loan, the lending for 50 years will be £1,897,500.
- 2.7. The 50 year loan element of £1,897,500 will be secured upon the housing assets with a first charge on the properties.

3. VIEWS OF THE CAPITAL PROGRAMME INVESTMENT BOARD

- 3.1. The Capital Programme Investment Board considered the proposed loan to Cottsway Housing Association on 16 June 2021. The Board were broadly supportive of the arrangement. However, Cllr Theodoulou requested that, as part of the negotiations with Cottsway, that the security for the loan was improved. This will be taken forward by the Deputy Chief Executive using the delegation proposed in this report.

4. FINANCIAL IMPLICATIONS

- 4.1. The difference between interest income from Cottsway and the rate of interest on temporary borrowing which the Council can access is expected to provide a net return to the Council of around £35,700 per annum while development takes place.
- 4.2. The difference between interest income from Cottsway and the rate of interest on long-term borrowing which the Council can access is expected to provide a net return to the Council of around £10,700 per annum for 50 years.
- 4.3. The risk of Cottsway 2 not being able to fund the loan repayments during development of the site is mitigated by the fact that 49.5% of the funding is being provided through Homes England and grant funding from this Council. As Cottsway receives the grant income it will be able to repay borrowing from the Council.
- 4.4. Registered Providers are required to comply with Regulatory Standards and Guidance and a Code of Practice set by The Regulator of Social Housing. The Regulator requires both Cottsway and Cottsway 2 to submit information including: annual accounts, a financial forecast return and other statistical data. The role of the Regulator is to:
 - protect social housing assets
 - ensure providers are financially viable and properly governed
 - maintain confidence of lenders to invest into the sector
 - encourage and support supply of social housing
 - ensure tenants are protected and have opportunities to be involved in the management of their housing
 - ensure value for money in service delivery

- 4.5. The fact that the Council is lending to Cottsway 2 Ltd, a subsidiary of Cottsway Ltd and that both entities are Registered Providers provides additional assurance to the Council that lending to Cottsway 2 does not unduly expose the Council to significant risk
- 4.6. The risk of Cottsway 2 not being able to fund the loan repayments once the development is complete is mitigated by a legal charge on the housing assets on the site. Should Cottsway 2 fail, the assets would transfer to the Council along with the rental income and operational liabilities.
- 4.7. The Council has commissioned its treasury advisors, Arlingclose Ltd, to provide a due diligence report on Cottsway Ltd and Cottsway 2 Ltd. The outcome of the due diligence work is included at **Annex C**. There were no significant issues raised in the due diligence work. Members can take some assurance from ratings issued by the Moodys (Credit Agency) and Regulator ratings. In February 2021, the Credit Agency Moody's rated Cottsway Housing Association as A3 with a stable outlook. The Regulator has rated the Cottsway Group (including Cottsway 2) as G1 and VI, the best ratings available from the Regulator. If Members wish to discuss the findings in detail the meeting will need to move in to private session.

5. LEGAL IMPLICATIONS

- 5.1. A copy of the draft Facility Agreement between Cottsway 2 Ltd and the Council is attached at **Annex B** for information.
- 5.2. Other than this Loan Agreement, no further legal implications arise directly from this Report.

6. RISK ASSESSMENT

- 6.1. There are risks associated with the development of the site which will be managed by Cottsway, which is an experienced social housing developer.
- 6.2. There is a risk of interest rates increasing before the Council secures its long-term fixed rate borrowing. This will be mitigated by ensuring that arrangements are in place for the Council to access PWLB borrowing, careful cash-flow management and working with Arlingclose to understand the impact of economic conditions on interest rates and the most cost effective borrowing policy for the Council.

7. EQUALITIES IMPACT

- 7.1. There is no direct equalities impact as a result of this report. However, the Council report on 17 March 2021 considered an Equality Impact Assessment relating to the provision of social housing in the District which is also relevant to this report. The Equalities Impact Assessment highlights that the delivery of housing is aimed at meeting the identified needs of local people, based principally on the Local Housing Needs Assessment. Housing provision will be tailored to meet these specific needs and have regard to demographics such as age, income and disability. Investment in solar PV energy generation on the homes will reduce the costs of electricity for residents and supports the Council's ambition of truly affordable housing.

8. CLIMATE CHANGE AND ECOLOGICAL EMERGENCY IMPLICATIONS

- 8.1. The provision of solar PV on the homes is estimated to reduce CO2 emissions from the properties a further 16.5%. The current scheme is estimated to reduce emissions by 39%, with solar PV that increases to 55.5%.

9. ALTERNATIVE OPTIONS

- 9.1. To not provide the loan financing to Cottsway 2 Ltd. This will mean that Solar PV is not financially viable and will not be provided on the development.
- 9.2. To require a higher rate of interest on the loan. However. This would reduce the financial viability of the development and would impact upon the provision of Solar PV on the development.

10. BACKGROUND PAPERS

- 10.1. None.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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