

Date: 15 November 2023

Dear Councillor,

Finance and Management Committee

A Meeting of the **Finance and Management Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote, DE11 0AH on **Thursday, 23 November 2023** at **18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair)
Councillors S Harrison, M Mulgrew, G Rhind, B Stuart, S Taylor and N Tilley.

Conservative Group

Councillors D Corbin, M Fitzpatrick, M Ford and S Meghani

Liberal Democrats

Councillor G Andrew

AGENDA

Open to Public and Press

- 1 Apologies and to note any substitutes appointed for the Meeting.
- 2 To receive the Open Minutes of the Meetings held on:

27 April 2023	5 - 7
08 June 2023	8 - 11
20 July 2023	12 - 16
24 August 2023	17 - 22
05 October 2023	23 - 26
Audit Sub-Committee 06 September 2023	27 - 32
- 3 To note any declarations of interest arising from any items on the Agenda
- 4 To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5 To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6 Reports of Overview and Scrutiny Committee.
- 7 CORPORATE PLAN 2020-24 PERFORMANCE REPORT 2023-24
QUARTER 2 (1 APRIL TO 30 SEPTEMBER) **33 - 84**
- 8 QUARTERLY BUDGET MONITORING 2023-24 **85 - 116**

9	TREASURY MANAGEMENT UPDATE 2023-24	117 - 141
10	CONSOLIDATED DRAFT BUDGET REPORT 2024 -25 AND MTFP TO 2028 29	142 - 224
11	HOUSING COMPLIANCE IN CONJUNCTION WITH NEW REGULATOR CONSUMER STANDARDS	225 - 242
12	COMMITTEE WORK PROGRAMME	243 - 249

Exclusion of the Public and Press:

- 13** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 14** To receive the Exempt Minutes of the Meetings held on:
27 April 2023
08 June 2023
20 July 2023
24 August 2023
05 October 2023
- 15** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 16** LAND AT ALBERT VILLAGE
- 17** PREMISES IN SWADLINCOTE
- 18** PENSION STRAIN CONTRIBUTION – FLEXIBLE RETIREMENT REQUEST
- 19** BETTER CARE FUND UPDATE REPORT – FINANCIAL POSITION
- 20** LONG TERM LEASE OF PHILIP RICHARDSON MEMORIAL FIELD TO NETHERSEAL PARISH COUNCIL
- 21** TRANSFER OF SPORTS PAVILION TO WILLINGTON PARISH COUNCIL

FINANCE AND MANAGEMENT COMMITTEE

27 April 2023

PRESENT:

Labour Group

Councillor Pearson (Chair), Councillor Rhind (Vice-Chair) and Councillors M Mulgrew, Richards, Taylor and Tilley.

Conservative Group

Councillors Dawson, Fitzpatrick, Ford, Lemmon, Smith and Watson.

Non-Grouped

Councillor Churchill.

In Attendance

Councillor Wheelton

FM/154 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor Southerd (Labour Group) and Councillor Churchill (Non-Grouped).

FM/155 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETINGS:**

The Open Minutes of the Audit Sub-Committee meetings held on 25 August, 06 October 2022, 24 November 2022, 12 January 2023 and 09 February 2023 and the Audit Sub-Committee Meeting held on 08 March 2023 were noted, approved as a true record and signed by the Chair.

FM/156 **DECLARATIONS OF INTEREST**

The Committee was informed that declarations of personal interest had been received from Councillor Taylor and Councillor Smith regarding item FM/142 by virtue of being Parish Councillors.

FM/157 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/158 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/159 **REPORTS OF OVERVIEW AND SCRUTINY**

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/160 **COMMITTEE WORK PROGRAMME**

The Head of Finance presented the report to the Committee.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/161 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE THE EXEMPT MINUTES OF THE FOLLOWING MEETINGS:

The minutes of the 25 August 2022, 06 October 2022, 24 November 2022, 12 January 2023 and 09 February 2023 were received.

QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions had been received.

AUDIT OF THE HOUSING BENEFITS SUBSIDY CLAIM

RESOLVED:

The Committee approved the recommendations in the report.

CUSTOMER SERVICES – JEQ GRADING OF BENEFITS TEAM POSTS

RESOLVED:

The Committee approved the recommendations in the report.

BETTER CARE FUND UPDATE

RESOLVED:

The Committee approved the recommendations in the report.

CONSULTATION ON PLANNING FEE INCREASE AND STAFFING CHANGES

RESOLVED:

The Committee approved the recommendations in the report.

GREEN WASTE PROCESSING CONTRACT

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:25 hours

COUNCILLOR R PEARSON

CHAIR

FINANCE AND MANAGEMENT COMMITTEE

08 June 2023

PRESENT:

Labour Group

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair) and Councillors S Harrison, M Mulgrew, G Rhind, B Stuart, S Taylor and N Tilley.

Conservative Group

Councillors D Corbin, M Fitzpatrick, M Ford and D Muller.

In Attendance

Councillor A Wheelton

FM/01 **APOLOGIES**

The Committee was informed that no apologies had been received.

FM/02 **DECLARATIONS OF INTEREST**

The Committee was informed that no Declarations of Interest had been received.

FM/03 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/04 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/05 **REPORTS OF OVERVIEW AND SCRUTINY**

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/06 **CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2022-2023 QUARTER 4 – (1 APRIL TO 31 MARCH))**

The Chief Executive addressed the Committee and presented the report highlighting the key areas of interest within the report.

Councillor Fitzpatrick raised a query regarding the reporting of Health and Safety issues by staff.

The Chief Executive informed the Committee that the Employee Health and Safety Committee met on a regular basis, any issues raised by colleagues would be reported to and discussed at this Committee.

Members sought clarity regarding the benchmarking and reporting of sickness absence.

The Chief Executive advised the Committee that the benchmarking for sickness absence needed to be benchmarked against other authorities, the private sector, and that sickness absence was reported in the same way when working from home.

Councillor Corbin raised a query regarding the progress of carbon neutrality.

The Chief Executive confirmed that a report would be presented to the Committee in October.

RESOLVED:

1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.

1.2 The Committee reviewed the Risk Register(s) for the Committee's services.

FM/06 **CONSULTATION OF CUSTOMER ACCESS STRATEGY 2023-2026**

The Head of Customer Services presented the report to the Committee outlining the main areas of the report and sought approval of the recommendations.

Councillor Fitzpatrick raised a query regarding customer telephone calls and the type of complaints received from residents.

The Head of Customer Services informed the Committee that the call abandonment had improved from 43 percent down to 15 percent and that improvements were being made continuously.

The Chief Executive addressed the Committee and explained that a trend analysis of complaints would be looked at to try to prevent repeating complaints.

Members raised concerns regarding the lack of focus on face to face contact with officers, current working arrangements, a heavy reliance on telephone contact and the use of IT. It was suggested that Area Forums be included in the consultation.

RESOLVED:

- 1.1 The Committee considered and approved the Customer Access Strategy for public consultation.**
- 1.2 The Committee considered and approved the scoping document that outlined the parameters for consultation.**
- 1.3 The Committee noted that the Customer Access Strategy and supporting documents would be returned to a future committee meeting for final approval.**
- 1.4 The Committee approved that delegated authority be given to the Chair of Finance and Management and the Chief Executive to finalise the consultation document prior to the commencement of consultation to ensure the comments of the Committee had been considered.**
- 1.5 The Committee approved that the consultation period be extended to take into account the dates for the next Area Forum meetings.**

FM/07 **COMMITTEE WORK PROGRAMME**

The Head of Finance presented the report to the Committee.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/08 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions had been received.

FORMER TENANT ARREARS WRITE OFF

RESOLVED:

The Committee approved the recommendations in the report.

WRITE OFF COUNCIL TAX BUSINESS RATES BENEFIT OVERPAYMENT

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:45 hours.

COUNCILLOR R PEARSON

CHAIR

FINANCE AND MANAGEMENT COMMITTEE

20 July 2023

PRESENT:

Labour Group

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair) and Councillors A Archer (substituting for Councillor Harrison), M Mulgrew, G Rhind, B Stuart, S Taylor and N Tilley.

Conservative Group

Councillors D Corbin, M Fitzpatrick and S Meghani.

Liberal Democrats

Councillor G Andrew

In Attendance

Councillor M Gee
Councillor A Wheelton

FM/12 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor S Harrison (Labour Group) and Councillor M Ford (Conservative Group).

FM/13 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of personal interest had been received.

FM/14 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/15 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/16 **REPORTS OF OVERVIEW AND SCRUTINY**

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/17 **TREASURY MANAGEMENT AND ANNUAL REPORT 2022-23**

The Head of Finance presented the report to the Committee and outlined the key points of the Annual Report with a summary of the out-turn position, confirming that investments were good and there would be scope to increase investments. It was noted that the Counterparty List provided the boundaries for the Council's investments.

Members sought clarity on the position of the Council in comparison to other Local Authorities and how its risk appetite to investments was defined.

The Strategic Director (Corporate Resources) informed the Committee that other Local Authorities had made commercial investments, but the investment rates secured by South Derbyshire were solid. The Strategic Director (Corporate Resources) explain that the Members would be notified about risk factors in due course.

RESOLVED:

- 1.1 The Committee approved the Treasury Management Annual Report for 2022/23, as per Appendix 1 to the report.**
- 1.2 The Committee noted the Prudential Indicators and Limits for 2022/23 to 2027/28 as per Appendix 2 to the report, as approved in February 2023.**
- 1.3 The Committee approved the updated counterparty (lending) list at 31st March 2023, as per Appendix 3 to the report.**

FM/18 **FINAL REVENUE BUDGET OUT-TURN 2022-23**

The Head of Finance presented the report to the Committee, highlighting an additional £200,000.00 funding from business rates which was to assist with a backlog in planning applications. The Housing Revenue Account fund showed an overall improvement, but it was noted that at the year end there was outstanding planned maintenance work and that £330,000.00 from ear marked reserves was to help progress the re-letting of void properties.

The Strategic Director (Corporate Resources) asked the Committee to note that Appendix 2 of the report which showed ear marked reserves supported the Council's corporate aims and were aligned to spend that had been approved by Members.

Members raised questions about the terminology of the report, if the £200,000.00 additional funding had been approved previously and why the provision for Land Charges had no spend against it. Members commented about the need to consider fleet replacement and maintenance costs carefully.

The Strategic Director (Corporate Resources) informed Members that the model for budgeting used in the future would be service driven. The budgetary changes would require a review of the procedural rules and the General Fund and Housing Revenue Account Funds would be addressed in future model

changes. The £200,000.00 additional funding was new and approved within the budget and policy framework delegated authority.

The Chief Executive informed Members that the provision for Land Charges would be used to fund the cleansing of the data prior to the transfer of the service to HM Land Registry.

RESOLVED:

- 1.1 The Committee approved the final outturn position for:**
- **The General Fund Revenue Account 2022/23**
 - **The Housing Revenue Account 2022/23**
 - **The Balance of Reserves as at 31 March 2023.**
- 1.2 The Committee noted that a net appropriation of £599K in 2022/23 was made from the General Fund Reserve to other Earmarked Reserves and that a net appropriation of £145k was made from the Earmarked Reserves to the Housing Revenue Account, General Reserve as detailed in the report.**
- 1.3 The Committee noted that the following contributions and adjustments had been made to Bad Debt and Appeal Provisions in 2022/23:**

Sundry Debtors	40,436	General Fund
Temporary Accommodation	8,963	General Fund
Housing Benefit Overpayments	72,014	General Fund
Council Tax Arrears	13,576	General Fund
Business Rates Arrears	8,586	General Fund
Business Rates Appeals	283,000	General Fund
Planning Appeals	-10,000	General Fund

- 1.4 The Committee noted that, overall, there had been a reduction in the bad debt. The reduction contained within the balance sheet was £173k, whilst the annual charge to the general fund base budgets was a favourable variance of £193k.**
- 1.5 The Committee noted that a review of the Earmarked Reserves would be undertaken by the Section 151 Officer before the end of the financial year, as set out in paragraph 5.8 of the report**

FM/19 **FINAL CAPITAL OUTTURN 2022-23**

The Head of Finance presented the report in particular Table 4.10 of the report due to Section 106 funding.

Members raised queries on items in the report including the low number of applications for fuel poverty; the reason for an underspend on improvements at play parks and a village hall asset list.

The Head of Finance informed Members that an update would be provided to the queries raised in due course.

Members congratulated Officers on the transformation of the Delph in Swadlincote where improvements had been completed.

RESOLVED:

1.1 The Committee approved the final Capital outturn position for both the General Fund and Housing Revenue Account (HRA) for 2022/23.

1.2 The Committee approved the final balance on Capital Reserves for 2022/23.

FM/20 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report to the Committee highlighting how the programme included the new approach for next year's budget setting.

Councillor Wheelton requested that the Internal Audit report be included on the Audit Sub-Committee Agenda and Councillor Andrew requested that the date for the Proposed Policy for Paying Market Supplements was notified to all Members as soon as possible.

The Strategic Director (Corporate Resources) informed the Committee that the date for the Market Supplements report would not be known until the People Strategy was complete and Members would be updated in due course.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/21 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

**QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL
PROCEDURE RULE NO 11**

The Committee was informed that no questions had been received.

**GRADE OF POST – LEGAL & DEMOCRATIC SERVICES MANAGER
(DEPUTY MONITORING OFFICER)**

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:55 hours.

COUNCILLOR R PEARSON

CHAIR

FINANCE AND MANAGEMENT COMMITTEE

24 August 2023

PRESENT:

Labour Group

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair) and Councillors S Harrison, A Haynes (substituting for Councillor G Rhind), M Mulgrew, B Stuart, S Taylor and A Tilley (substituting for Councillor N Tilley).

Conservative Group

Councillors M Fitzpatrick, S Meghani and P Watson (substituting for Councillor Ford).

Liberal Democrats

Councillor G Andrew.

In Attendance

Councillor A Archer
Councillor A Wheelton.

FM/24 **APOLOGIES**

The Committee was informed that apologies had been received from Councillors G Rhind and N Tilley (Labour Group) and Councillor Ford (Conservative Group).

FM/25 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETINGS:**

The Open Minutes of the Audit Sub-Committee meeting held on 21 June 2023 were noted with one amendment to AS/06 to clarify that the question raised by Members related to the Sheltered Housing – Careline 2022-23 item within the report.

FM/26 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of personal interest had been received.

FM/27 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/28 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/29 **REPORTS OF OVERVIEW AND SCRUTINY**

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/30 **CORPORATE PLAN 2020-2024: PERFORMANCE REPORT (2023-2024 QUARTER 1 - 1 APRIL TO 30 JUNE)**

The Strategic Director (Corporate Resources) presented the report to the Committee highlighting the progress against targets, the updated Risk Register and the eleven measures for the Committee.

Councillor Taylor referred to the importance of Health and Safety within the Council and was disappointed that training had dipped in that area together and requested an update regarding the post of Health and Safety Officer.

The Strategic Director (Corporate Resources) informed the Committee that a candidate had been interviewed for the post of Health and Safety Officer and an offer of employment would be issued shortly. The Health and Safety policy was expected to be completed during quarter three.

Councillor Harrison raised a query regarding apprenticeships and if there would be any other opportunities for young people noting that two additional positions had been proposed.

The Strategic Director (Corporate Resources) informed the Committee that a follow-up report would be provided.

Councillor Fitzpatrick noted that Health and Safety was an important part of the training schedule and suggested the inclusion of near misses in the report and asked for clarity on staff engagement, sickness and the green rating reported for commercialisation.

The Strategic Director (Corporate Resources) confirmed that near miss reporting was included in the Employee Health and Safety Committee and that a Whistle Blowing policy was in place and staff sickness was monitored. It was explained that the green rating for the commercial target indicated that the measure was on track but that it would be followed up with the Head of Service.

The Chief Executive addressed the Committee and supported the response from the Strategic Director (Corporate Resources) informing the Committee that the Whistle Blowing policy was considerably robust, that the staff engagement sessions had been delivered to 50% of the workforce and would be followed by an Employee Survey in the Autumn and that staff sickness would be addressed by Human Resources with a benchmark exercise taking place across the East Midlands.

RESOLVED:

1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.

1.2 The Committee reviewed the Risk Register for the Committee's services.

FM/31 **Q1 BUDGET MONITORING REPORT 2023-24**

The Head of Finance presented the quarter one report to the Committee highlighting an overall improvement in the General Fund and favourable movement in the Housing Revenue Account. The Committee were informed of the new format for the report.

Councillor Taylor acknowledged the overspend on household waste and expensive older vehicles but recognised that the Fleet Management Plan would address these concerns. Councillor Taylor highlighted the good work done by Operational Services in taking on the recycling at short notice.

Councillor Harrison asked what timelines are in place for the Job Evaluation Framework report at Committee.

The Strategic Director (Corporate Resources) informed Members that the People Strategy is part of the Council's forward planning and that the Head of Organisational Development would take the Job Evaluation Framework report to Council in February or March next year.

Councillor Fitzpatrick referred to point 3.3 of the report and the year end review of Ear Marked Reserves and asked if this review could take place quarterly, could business rates be reviewed more frequently and for clarity on capital monitoring.

The Strategic Director (Corporate Resources) confirmed that there was a significant amount of Ear Marked Reserves which would be reviewed with a potential transfer to the General Fund and further information would be provided to Members. The business rates reviews would need to be considered with any surplus and would then be verified.

The Head of Finance confirmed that a capital monitoring programme was not a contractor issue, but an allocation issue and further detail would be provided shortly to Members.

Councillor Meghani sought clarity on the item JPS recharge for indoor sports.

The Head of Finance confirmed that the JPS recharge referred to John Port Spencer Academy in Etwall.

RESOLVED:

1.1 The Committee noted the position and provided any comments it had on the latest revenue and capital financial position for the General Fund and Housing Revenue Account (HRA) for 2023/24.

FM/32 **TREASURY MANAGEMENT UPDATE 2023-24**

The Head of Finance presented the report to Members outlining the static borrowing position and that the overall net investment was positive.

RESOLVED:

1.1 The Committee noted the latest Quarter 1 updates in respect of Treasury Management, as per Appendix 1 of the report, Prudential Indicators and Limits, as per Appendix 2 of the report and Counterparty List for investments and bank deposits, as per Appendix 3 of the report.

FM/33 **COMMENTS, COMPLIMENTS, COMPLAINTS AND FREEDOM OF INFORMATION REQUESTS 01 OCTOBER 2022 TO 31 MARCH 2023**

The Strategic Director (Corporate Resources) presented the report and asked Members to note the increased interaction.

Councillor Fitzpatrick noted that Compliments and Complaints had increased for Housing and that service had improved.

RESOLVED:

1.1 The Committee considered and noted the comments, compliments, complaints, and Freedom of Information requests, as detailed in the report.

FM/34 **ELECTIONS – PUBLIC ENGAGEMENT STRATEGY UPDATE**

The Chief Executive presented the report to the Committee.

Councillor Andrew observed that if there were restrictions for people to vote would an Equality Impact Assessment be appropriate.

The Monitoring Officer noted the observation.

RESOLVED:

1.1 The Committee approved the updated Public Engagement Strategy annexed to the report as Appendix 1.

FM/35 SHARED PROSPERITY FUND

The Head of Economic Development presented the report to the Committee highlighting the grant scheme for small business tenders was £25,000.00 and that the proposal was to increase this to £149,999.00 due to issues for applicants with larger projects.

Councillor Fitzpatrick questioned item 3.8 of the report as he was not comfortable with the commercial aspect and that there had been no pilot case.

The Head of Economic Development confirmed that a lot of support had been provided by Business Advisors over key concerns for private sector compliance. If the Council was directly involved its position may be difficult, however, in exceptional circumstances it could support a project for a small business.

The Chief Executive confirmed that the accountable body for the funding once control mechanisms were in place and explained the process for organisations to access the funding.

Councillor Fitzpatrick requested an example case be submitted to the Committee to demonstrate how helping and advising had been provided.

The Head of Economic Development noted the request.

RESOLVED:

The Committee approved the following amendments to the Shared Prosperity Fund grant schemes, applicable until the conclusion of the programme on 31 March 2025:

- 1.1.1 That the threshold above which a tender procedure was required for grant recipients be raised from £24,999 (inclusive of VAT) to £149,999 (inclusive of VAT) for the procuring of goods/supplies and works (not services).***
- 1.1.2 That the waiver of quotations procedure be applied by the Council where a grant recipient was unable to get three competitive quotations.***
- 1.2 The Committee delegated authority to the Chief Executive, in consultation with the Leader of the Council, to make amendments to the Shared Prosperity Fund programme and grant schemes during implementation and to approve procurements up to a threshold of £179,999 (inclusive of VAT) on a case by case basis.***

FM/36 COMMITTEE WORK PROGRAMME

The Strategic Director (Corporate Resources) presented the updated work programme to the Committee. There were no reports listed for the meeting on 19 October and the Committee approved that this meeting was cancelled.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/37 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions had been received.

WRITE OFF: COUNCIL TAX; BUSINESS RATES; BENEFIT OVERPAYMENT

RESOLVED:

The Committee approved the recommendations in the report.

ACTIVE COMMUNITIES AND HEALTH STAFFING 2023

RESOLVED:

The Committee approved the recommendations in the report.

PARK ROAD ACQUISITIONS

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:50 hours.

COUNCILLOR R PEARSON

CHAIR

FINANCE AND MANAGEMENT COMMITTEE

05 October 2023

PRESENT:

Labour Group

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair) and Councillors S Harrison, G Rhind, M Mulgrew, B Stuart, S Taylor and A Tilley (substituting for Councillor N Tilley).

Conservative Group

Councillors D Corbin, M Fitzpatrick, M Ford and S Meghani.

Liberal Democrats

Councillor G Andrew.

In Attendance

Councillor N Atkin
Councillor A Wheelton.

FM/42 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor N Tilley (Labour Group).

FM/43 **TO RECEIVE THE OPEN MINUTES OF THE FOLLOWING MEETINGS:**

The Open Minutes of the meeting held on 16 March 2023, were noted and approved as a true record and signed by the Chair.

FM/44 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of personal interest had been received.

FM/45 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/46 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from members of the council had been received.

FM/47 REPORTS OF OVERVIEW AND SCRUTINY

The Committee was informed that no reports from the Overview and Scrutiny Committee had been received.

FM/48 BUDGET SETTING APPROACH 2024-25

The Head of Finance presented the report to the Committee highlighting the approach for the coming financial year and the key principles set out at section 3.6 of the report.

Members welcomed the report and the clarity of the new approach.

RESOLVED:

- 1.1 *The Committee noted the budget setting approach within the report and Members were to provide feedback accordingly to the Strategic Director (Corporate Resources).***

FM/49 DEVOLUTION RETROFIT FUNDING

The Chief Executive presented the report on behalf of the Head of Housing and noted that the offer of funding had not been expected and that it would be used to provide the best standards of decarbonisation in five properties in the District.

RESOLVED:

- 1.1 *The Committee approved that the Council accept a Grant offer of £583,500 from Midlands Net Zero Hub to fund low carbon retrofit measures to be installed at social and private housing across South Derbyshire on the terms of the Grant Agreement, attached to the report as Appendix A.***
- 1.2 *The Committee granted delegated authority to the Chief Executive in consultation with the Chair of the Finance and Management Committee to negotiate changes to and revisions of the programme, milestones and Grant Agreement.***

FM/50 MEMBER ICT PROTOCOL

The Head of Business Change and ICT presented the report to the Committee and summarised the proposed changes in the Members ICT Protocol. which included an opportunity for Members to request a mobile device. The Committee was informed that the protocol had been reviewed by a cross party working group.

Councillor Harrison thanked officers and Members of the working group for addressing key issues such as security and GDPR.

RESOLVED:

1.1 The Committee reviewed the refreshed member ICT protocol and recommended the document to Full Council for approval.

FM/51 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented the report and informed Members that the Work Programme would be updated to include the Annual Accounts for 2020-21.

RESOLVED:

The Committee considered and approved the updated work programme.

FM/52 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE THE EXEMPT MINUTES OF THE FOLLOWING MEETINGS:

The Exempt Minutes of the Finance and Management Committee held on the 16 March 2023 were received.

QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions had been received.

SHARPE'S POTTERY HERITAGE AND ARTS TRUST

RESOLVED:

The Committee approved the recommendations in the report.

WRITE-OFF: COUNCIL TAX BUSINESS RATES BENEFIT OVERPAYMENT

RESOLVED:

The Committee approved the recommendations in the report.

LONG TERM LEASE OF SHARDLOW ALLOTMENTS TO SHARDLOW AND GREAT WILNE PARISH COUNCIL

RESOLVED:

The Committee approved the recommendations in the report.

REGRADE OF POST – PROJECT OFFICER ENVIRONMENT (HO132)

RESOLVED:

The Committee approved the recommendations in the report.

The meeting terminated at 18:55 hours.

COUNCILLOR R PEARSON

CHAIR

AUDIT SUB-COMMITTEE

06 September 2023

PRESENT:

Non-Grouped

Councillor A Wheelton (Chair)

Labour Group

Councillors D Shepherd (Vice-Chair) A Jones and A Tilley.

Conservative Group

In Attendance

Councillor R Pearson

Councillor S Taylor

AS/13 **APOLOGIES**

The Sub-Committee was informed that no apologies had been received.

AS/14 **TO RECEIVE THE OPEN MINUTES**

The Open Minutes for Sub-Committee Meeting held on 21 June 2023 were taken as read, approved, and signed by the Chair.

Councillor A Jones asked the Chair why the report on outstanding recommendations recorded in the minutes was not an agenda item for this meeting. The Chair confirmed that a response had been received from the Strategic Director (Service Delivery) and that this would be discussed later in the meeting. Members agreed for this to be noted in the minutes.

AS/15 **DECLARATIONS OF INTEREST**

The Sub-Committee was informed that no declarations of interest had been received.

AS/16 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO.10**

The Sub-Committee was informed that no questions from members of the public had been received.

AS/17 **TO RECEIVE ANY QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED

AS/18 **INTERNAL AUDIT PROGRESS REPORT 2022/23**

The Audit Manager presented the report and a summary of the audit dashboard. The plan had progressed well and there were no concerns. Five audits had been completed with favourable position on outstanding recommendations. The overdue recommendations were either low or medium risk with favourable movement. Planned progress showed all reports and how each had progressed and there were no concerns.

The Chair was pleased with the report and expressed thanks to the Strategic Director (Corporate Resources) and the new team for improvements.

The Chair raised concerns about trees and that the 1126 outstanding tree inspections had been reduced to 350, but if there had been complaints from residents with possible issues why were these classed as moderate risks.

The Chair raised further concerns regarding Tree Protection Orders and conservation areas and that Planning enforcement action must be executed when required. Councillor A Jones raised a concern about the number of tree inspections and the lead time for the completion of the inspection.

The Chair had been informed in an email from the Strategic Director (Service Delivery) that additional resources had been engaged and that temporary agency staff had been in place during the absence of the full-time Tree Officer. The Tree Officer had provided training to a new officer and the outstanding works were now being addressed. A further update would be provided at a future meeting.

The Audit Manager advised that the moderate risk had been assessed by Officers.

The Head of Cultural and Community Services confirmed that as of June 2022 there had been 5,000 outstanding inspections. The backlog had been reduced due to contractors being engaged whilst the Tree Officer had been absent. The plan for the staff structure going forward would be for two full-time Tree Officers, one to cover South Derbyshire District Council trees and one to cover Planning plus an Assistant Tree Officer. Tree inspection requests were received and

triaged by Tree Officers and prioritised in terms of danger. There had been a high volume of inspections and the Officers had been responding to the public enquiries.

The Chair referred to the seven cases of unauthorised works or damage to trees and how these were dealt with and would this require a resolution and would the Auditors ensure that these seven cases are followed up. Members approved that a resolution was required.

The Audit Manager confirmed that they would seek the information required and progress that these cases are completed.

The Head of Cultural and Community Services confirmed that Planning and the Tree Officer would be required to respond to any queries on these cases.

The Chair informed Members that the Head of Operational Services was unable to attend the meeting, but in his absence, the Strategic Director (Service Delivery) had provided an email response relating to the outstanding recommendations on Grounds Maintenance, as requested at the previous meeting and a note about Enforcement Cases.

The statement confirmed that significant work had been carried out and included the following details:

Recommendation 1 GIS. The corporate GIS system was managed by IT. The post of Technical Officer was vacant but would have responsibility for maintaining the data in the GIS system.

Recommendation 2 Bill of Quantities. The work had continued in this area as new land had been identified and future costs would be applied as per the bill of quantities.

Recommendation 8 Monitoring Work. A system had been implemented with paper inspection checklists to be provided to Audit.

Enforcement Cases. A further update would be provided at a future meeting.

The Group Auditor confirmed that in respect of recommendation 1 GIS and recommendation 8 Monitoring Work that a date had been set to follow up progress in October.

The Strategic Director (Corporate Resources) noted that time would be required to respond to the Auditor's recommendations.

Councillor A Tilley enquired how many inspections were carried out in the year and asked for clarity on the low risk classification applied in the Parks and Open

Space category that no documented processes were in place for incidents in parks.

The Audit Manager confirmed that the processes for incidents in parks were known by the officers, however were not documented. There was a low risk that people would not know what to do if an incident occurred in a park.

The Head of Cultural and Community Services advised that a documented flow chart would be provided to Park Keepers and that they had been supplied with First Aid Kits.

The Chair asked for confirmation of which team were responsible for mobile phones and Councillor A Tilley sought clarity on the Mobile Device Manager items classified as low risk and if there was a date for completion.

The Audit Manager confirmed that IT are responsible for mobile phones.

The Group Auditor informed Members that that the risk rating was based on the overall impact to the authority and that the cumulative risk was calculated in the assurance rating which was medium.

RESOLVED:

1.1 That the report of the Audit Manager (Appendix 1) was considered, and any issues identified were subject to a follow-up report as appropriate.

1.2 That the outcomes of the seven Enforcement cases of damage to Tree Preservation Orders and conservation for the last twelve months are reported to this Committee by 01 November 2023.

AS/19 **AUDIT SUB-COMMITTEE SELF ASSESSMENT**

The Strategic Director (Corporate Resources) consulted the Committee on the proposal to form a member working group to complete a self-assessment exercise the findings of which would be reported to a future Committee. The proposed start date would be before the end of 2023. The work would take approximately four to five months to complete.

The Chair noted that the supporting report was for an Audit Committee and this was a Sub-Committee.

The Strategic Director (Corporate Resources) advised that through previous experience there would be a lot of paperwork, Terms of Reference and governance to be reviewed. The Audit Sub-Committee would refer to published processes and best practices and that these would then be followed stringently.

Councillor A Tilley enquired if training and guidance would be provided.

The Strategic Director (Corporate Resources) confirmed that specific Audit training would be provided for all Committee members on Wednesday, 11 October 2023 at 16:00 hours in the Council Chamber.

Councillor R Pearson was in attendance at the meeting and noted that this was an important issue.

RESOLVED:

1.1 *That the Audit Sub-Committee:*

- a) *Noted the report; and***
- b) *Considered forming an informal member working group to undertake a self-assessment of good practice and report back to a future Audit Sub-Committee meeting.***

AS/20 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Corporate Resources) presented updated work programme and confirmed that the 2021-22 audit had concluded. A timetable of reports from the external auditor would be forthcoming.

The Audit Manager enquired whether the Internal Audit progress report would be required for the October meeting.

The Strategic Director (Corporate Resources) confirmed that the Finance and Management (Special) Committee scheduled for 19 October 2023 had been cancelled and proposed that the Audit Sub-Committee scheduled for Wednesday, 18 October be cancelled. The Committee approved the proposal.

RESOLVED:

The Sub-Committee considered and approved the updated work programme.

The Sub-Committee approved that the scheduled Audit Sub-Committee meeting on 19 October be cancelled.

AS/21 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

AS/22 **EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

The Sub-Committee was informed that no questions from Members of the Council had been received.

The Meeting terminated at 16:50 hours

COUNCILLOR A WHEELTON

CHAIR

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	DR JUSTIN IVES (EXT. 5700) TRACY BINGHAM (EXT. 5811)	
SUBJECT:	CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2023-2024 QUARTER TWO 1 APRIL TO 30 SEPTEMBER)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

- 1.1 That the Committee approves progress against performance targets set out in the Corporate Plan 2020 - 2024.
- 1.2 That the Risk Register for the Committee's services are reviewed.

2.0 Purpose of the Report

- 2.1 To report progress against the Corporate Plan under the priorities of Our Environment, Our People and Our Future.

3.0 Executive summary

- 3.1 The Corporate Plan 2020 – 2024 was approved following extensive consultation into South Derbyshire's needs, categorising them under three key priorities: Our Environment, Our People and Our Future. The Corporate Plan is central to the Council's work – it sets out its values and vision for South Derbyshire and defines its priorities for delivering high-quality services.
- 3.2 This Committee is responsible for overseeing the delivery of the key priorities and the following key aims:

Our People

- *Supporting and safeguarding the most vulnerable.*
- *Deliver excellent services.*



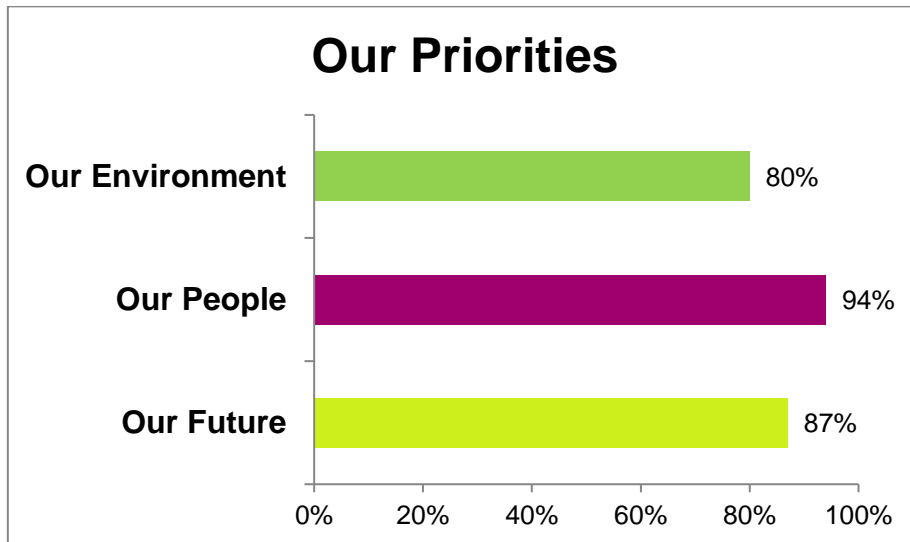
Our Future

- *Transforming the Council.*

4.0 Performance Detail

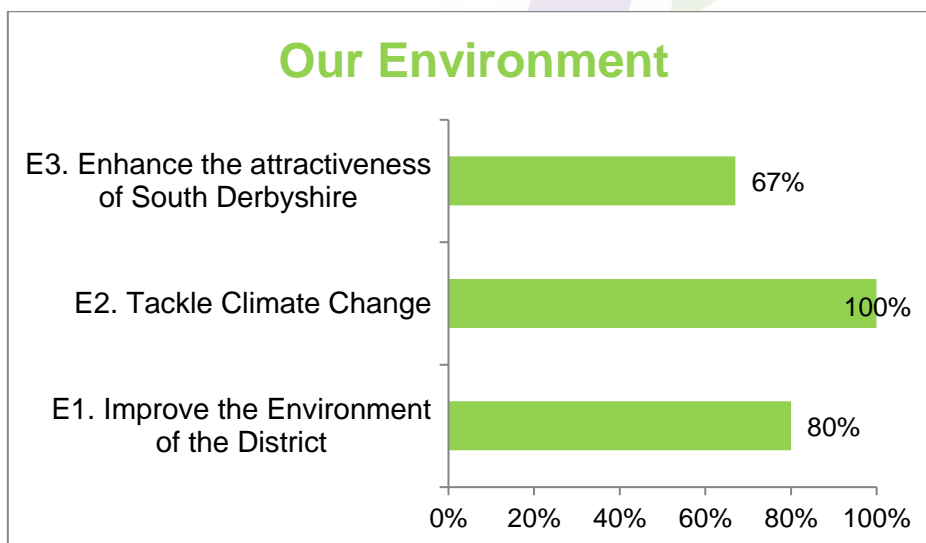
4.1 Overall Council performance against the priorities– Quarter two 2023-2024.

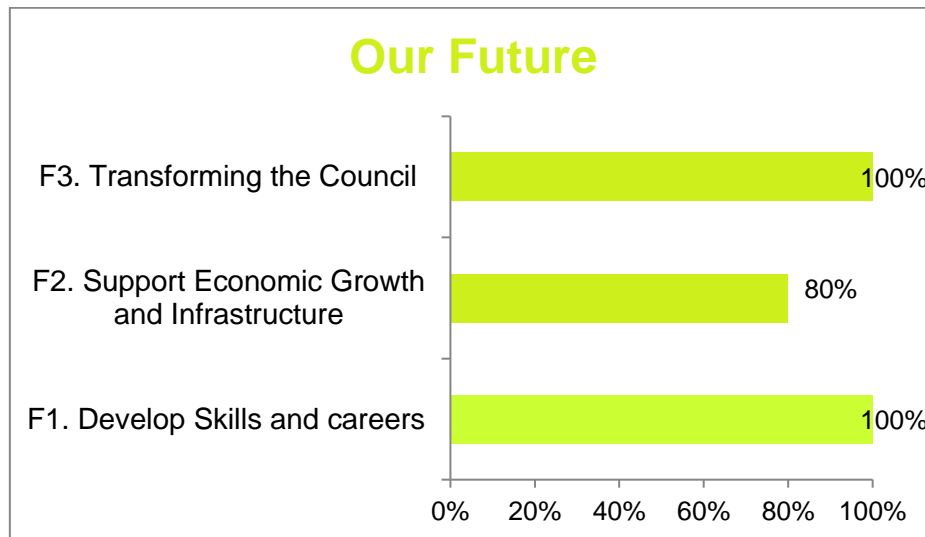
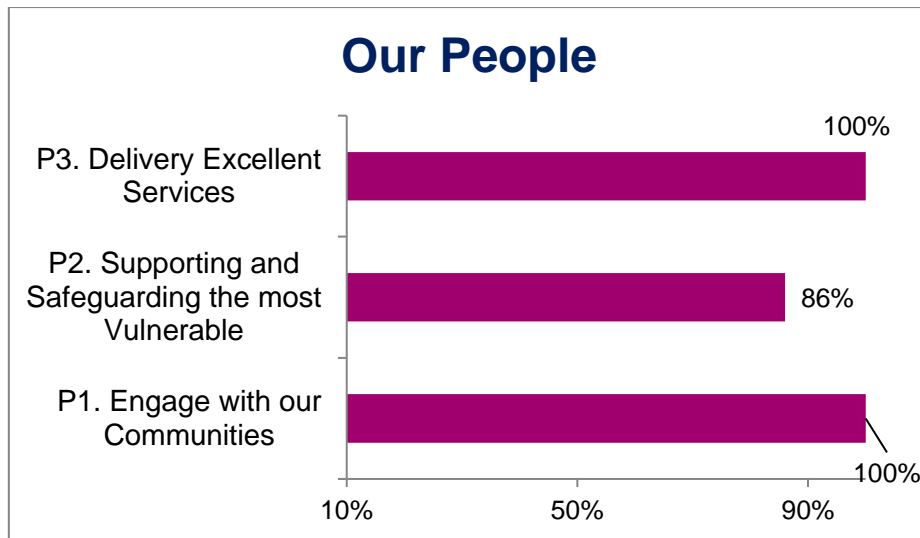
The below chart provides an overview for the percentage of measures that are on track to achieve the annual target.



4.2 Overall Council performance against key aims – Quarter two, 2023-2024.

The below charts provide an overview for the percentage of measures that are on track to achieve the annual target within each key aim of the Corporate Plan.





4.3 Of the 35 measures which support the progress of the Corporate Plan 20-24, 25 are green, 3 are amber, 4 are red and 3 are grey.

Overall, 89% of the key aims within the Corporate Plan are on track. As at quarter two, 80% of indicators are on track for Our Environment, 94% are on track for Our People and 87% are on track for Our Future.

4.4 This Committee is responsible for overseeing the delivery of eleven Corporate measures.

Below outlines the 11 (100%) measures for this Committee that are on track (green, amber or grey) for the quarter:

- Develop and deliver the Public Buildings programme over four years.
- Increase the number of customers who interact digitally as a first choice.



- Reduce face-to-face contact to allow more time to support those customers who need additional support.
- Number of customer telephone calls answered by Customer Service.
- Increase digital engagement (Twitter, Instagram, Facebook.)
- Increase the level of staff engagement.
- Average number of staff days lost due to sickness.
- Deliver against the Transformation Action Plan.
- Develop our approach towards the commercialisation of services.
- Number of apprenticeships.
- The Council has a positive health and safety culture.

4.5 There are no measures for this Committee that is not on track (red) for the quarter.

For more detailed information please refer to **Appendix B**, Performance Measure Report Index.

4.6 An overview of performance can be found in the Performance Dashboard in **Appendix A**. A detailed update of the quarterly outturn of each performance measure including actions to sustain or improve performance is included in the detailed Performance Measure Report Index in **Appendix B**.

4.7 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report Index in **Appendix B**

5.0 **Financial and Implications**

None directly.

6.0 **Corporate Implications**

6.1 **Employment Implications**

None directly.

6.2 **Legal Implications**

None directly.

6.3 **Corporate Plan Implications**

This report updates the Committee on the progress against the key measures agreed in the Corporate Plan and demonstrates how the Council's key aims under the priorities, Our Environment, Our People and Our Future contribute to that aspiration.



6.4 Risk Impact

The Risk Register for the Committee's services is detailed in **Appendix C** Chief Executive Risk Register and **Appendix D** Corporate Risk Register. This includes the register, risk mitigation plans and any further actions for the relevant departmental risks. Each risk has been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Register details a risk matrix to summarise how each identified risk has been rated.

The following risks have been updated for quarter two in the Corporate Risk Register:

- CR3 - Procurement Services. Further actions have been updated to include the following - review internal resources available to manage procurement, undertake competitive tender for procurement advice and support services, establish a cross-council multidisciplinary officer group to develop the Council's procurement and contract management approach and review and update the Council's Procurement Strategy and Contract Procedure Rules. The risk rating, after mitigating actions, has been increased from 3 (green) to 6 (amber) to reflect limited assurance following the recent internal audit.
- CR7 – Payroll Service. Further actions have been updated to advise discussions with third parties have commenced regarding the provision of Payroll services.
- CR12 - Government Funding, a reduction in core funding. Further actions have been updated to include an action to develop of a new Medium Term Financial Strategy.
- CR14 - Technology, Data and Security. Mitigating actions have been updated to advise Member IT protocol has been agreed by Finance and Management Committee and will be presented at Full Council 2nd November.
- CR16 – Business Continuity. Further actions have been updated to confirm a business continuity exercise and training of key officer's is due to be undertaken.
- CR20 – Health and Safety. Mitigating actions have been updated to confirm the Health & Safety Officer will be exploring a range of new methods to identify and report on near misses. Further actions have been updated to confirm a review of the Health and Safety Policy has commenced and is scheduled to be completed by the end of Quarter 3, 2023/24.
- CR22 – Climate Emergency. Further actions have been updated to advise the emerging Council Plan will need to include all six transformation actions if the Council is to stand a realistic prospect of being net zero by 2030. Changes since last quarter include a revised Climate and Environment Action Plan was approved in September 2023 and the Carbon Emissions Report for 2022/23 was approved in September 2023.
- CR26 – Supply Chain. (Operational Services update) Mitigating actions have been updated to confirm a report on the continuation of additional payments for HGV drivers will be reviewed for Quarter 3 2023/24 also the supplement for the mechanics has resulted in both vacancies being filled in Quarter 2. (Housing Services update) Following the procurement framework reviews we are now awaiting a decision (from procurement) to confirm the proposed procurement route is acceptable for drainage,



scaffold, and electrical works. The damp works framework will be available from November 2023 to allow us to progress with procurement. The service is in the process of establishing a procurement route for day-to-day repairs and an additional voids contractor.

- CR27 - External audit of the Council's accounts. The mitigating actions have been updated to advise appropriate working relationship with the Council's audit partner established and audit of the Councils financial statements for 2021/22 now underway.

There have been no changes to the Chief Executive Risk Register in quarter two.

7.0 Community Impact

7.1 Consultation

None required.

7.2 Equality and Diversity Impact

Not applicable in the context of the report.

7.3 Social Value Impact

Not applicable in the context of the report.

7.4 Environmental Sustainability

Not applicable in the context of the report.

8.0 Appendices

Appendix A – Performance Dashboard 2020-2024

Appendix B – Performance Measure Report

Appendix C – Chief Executive Risk Register

Appendix D – Corporate Risk Register



Priority	Key Aim	Outcome	Ref	How success will be measured	2019-2020 (baseline) Outturn	Q4 2020-2021: Apr - Mar	Q4 2021-2022: Apr - Mar	Q4 2022-2023: Apr - Mar	Q1 2023-2024: Apr - Mar	Q2 2023-2024: Apr - Sept	Plan Target 2020-2024	Head of Service	Strategic Lead	Committee	
Our Environment	E1. Improve the environment of the District	E1.1 Reduce waste and increase composting and recycling	E1.1A	Household waste collected per head of population	Cumulative (Apr-Mar) 404 kgs Q4 (Dec-Mar) 90kgs	460kgs	416kgs	395kgs	118kgs	229kgs	Sustain during Y1 and Y2. See a downward trend in Yrs. 3 and 4	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
			E1.1B	% of collected waste recycled and composted	Cumulative (Apr-Mar) 45% Q4 (Jan-Mar)39%	47%	46%	43%	50%	50%	Sustain during Y1 and Y2. See an upward trend in Y3 and Y4	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate	E1.2A	Number of fly tipping incidents	714 (total figure for 2019/20)	1003	604	590	119	246	Downward trend over four years	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
			E1.2B	Improve the quality of the District through the Local Environmental Quality Survey	The first survey was completed in January 2020 the result was 89.67% above grade C+. Committee report being prepared. Some service PIs developed to assist overall performance.	Report in Q1 21/22	93.79% of streets meet grade B or higher	96.65% Grade B or above	96.65% Grade B or above	97.4% (Grade B or above)	>95% (Grade B or above)	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E1.3 Enhance biodiversity across the District	E1.3A	% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	Not possible to provide as outputs not held in software until April 2020. Monitoring underway and baseline data to be provided Q1 and Q2.	66.7%	66.7%	0	0	0	85%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
	E2. Tackle climate change	E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030	E2.1A	Reduce South Derbyshire District Council carbon emissions	No update required for Q4. First update to be provided Q1 2020-21.	Achieved	Achieved	Achieved	Achieved	Achieved	Target - Publish a revised Climate & Environment Action Plan - Achieved. >90% of actions in the C&EAP to be RAG rated 'Green' - Achieved	Reduce CO2 emissions through the achievement of actions in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS
		E2.2 Work with residents, businesses and partners to reduce their carbon footprint	E2.2A	% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day	Baseline figure of 50% based on 18 qualifying decisions in Q4.	100%	75.6%	86%	89.5%	93%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E3.1 Enhance the appeal of Swadlincote town centre as a place to visit	E3.1A	Increase Swadlincote Town Centre visitor satisfaction	49% of respondents would recommend Swadlincote Town Centre - May 2019. No update required for Q4. First update to be provided Q2 2020-21	55%	60%	66%	66%	66%	National small towns average 72%. Target to be above the National average by 2023/24	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS	
		E3.2 Improve public spaces to create an environment for people to enjoy	E3.2A	The number of Green Flag Awards for South Derbyshire parks	2	Achieved	3	3	3	4	Increase from two green flag park awards to four by 2024	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS	
	E3. Enhance the attractiveness of South Derbyshire	E3.2B	Proportion of good quality housing development schemes	92%	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	90% of schemes which score high	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS		
		P1. Engage with our communities	P1.1 Support and celebrate volunteering, community groups and the voluntary sector	P1.1A	Number of new and existing Community Groups supported	36	153 groups	160 groups	216	65	135	Year 1 -2(Proxy)- collate baseline data. Year 3-4 we will show an increase on the average over two years (>157)	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS
			P1.2 Help tackle anti-social behaviour & crime through strong and proportionate action	P1.2A	Number of ASB interventions by type	2,893 ASB reports	Minimal	Moderate	Moderate	Moderate	Moderate	Moderate performance	Performance to be rated as 'High' or 'Moderate'	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery
	P2. Supporting and safeguarding the most vulnerable	P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.	P2.1A	Number of households prevented from Homelessness	103 cases	265 cases	261 cases	182 cases	47 cases	106	Proxy Measure to show service activity	Paul Whittingham, Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS	
			P2.1B	Continue to undertake interventions per year to keep families out of fuel poverty	Numbers of interventions in 2019/20 were not recorded	276	210	198	45	162	>160 interventions during 2023-2024 640 interventions over the four-year Plan	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
P2.2 Promote health and wellbeing across the District		P2.2A	Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group	Not applicable for Q4	Ongoing delivery of plan	Delivery of Health and Wellbeing Action Plan over 2021-22	Delivery of Health and Wellbeing Action Plan over 2022-23	Action plan for 2023/24 in development to be adopted.	On Track - Delivery against the 5 Keys priorities is underway all 5 of the priorities are being addressed	100% of actions identified delivered	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS		
		P2.3A	Deliver the Planned Maintenance Housing programme over four years	£2,717,193.80	114.10% (£ 2,377,625)	89.1% (£2,116,365.65)	89.29% £1,721,162.36 against total budget for 2022-2023.	22.67% £415,879.94	49.41% £882,083 of £1,785,216 spent.	100% spend against the planned maintenance budget	Paul Whittingham, Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS		
P2.3 Improve the condition of housing stock and public buildings.		P2.3B	Develop and deliver the Public Buildings programme over four years	Project Plan for 2020-21 developed	29 surveys	44 surveys	38 surveys	7 surveys	14 surveys	100% of surveys undertaken	Steve Baker, Head of Corporate Property	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
		P2.3C	Average time taken to re-let Council homes	Q4 157 days YTD 122 days	200 days	156 days	169 days	199.91 days	176.01 days	Median Quartile Performance (Benchmark via Housemark)	Paul Whittingham, Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS		

Working with communities and meeting the future need

OUR PEOPLE	Working with communities and meeting the future need	P3. Deliver Excellent Services	P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.	P2.4A	Deliver the objectives identified in the Supporting Aspirations Plan	Ranked >311 in the Social Mobility Commission's Social Mobility Index	Research and data analysis	Supporting Aspirations Action Plan adopted.	Achieved	Reported annually in Q4	Reported in Q4	Deliver the objectives identified in the Supporting Aspirations Plan	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS				
			P3.1 Ensuring consistency in the way the Council deal with service users	P3.1A	Increase the number of customers who interact digitally as a first choice	1,219 Covid-19 business grants forms, 1,282 council tax & benefits forms and 12,343 online web form submissions. 14,844 in total (annual figure).	Total: 22,242	Total: 24,405	Total: 25,856	Total: 5,864	Total: 14,400	2023-2024 - Upward Trend on 2019/20 baseline data	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M				
			P3.2 Have in place methods of communication that enables customers to provide and receive information.	P3.2A	Reduce face-to-face contact to allow more time to support those customers who need additional support	2,463 enquiries dealt with at Customer Services Desk. Visitors to office 4,490. Please note this was up to 20 March 2020, when offices closed due to Covid 19. Quarter 4 figures.	0	744 self serve and 115 face to face	8,253	2,092	4,054	Downward trend <8253	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M				
			P3.3 Ensuring technology enables us to effectively connect with our communities.	P3.3A	Number of customer telephone calls answered by Customer Service	Total Calls 26,280 (21,350 calls handled & 4,930 automated call payments). Quarter 4 figures.	Total: 98,099	Total: 99,165	85,197	21,142	43,557	Downward Trend <85,197	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M				
				P3.3B	Increase digital engagement (Twitter, Instagram, Facebook)	Total FACEBOOK fans: 22,440, total TWITTER followers: 11,448, No Instagram account yet, total ALL SOCIAL MEDIA fans: 33,888. Social Media queries: 287	43,850	49,181	52,682	55,781	58,708	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M				
			P3.4 Investing in our workforce	P3.4A	Increase the level of staff engagement	No Q4 Update. First Staff survey to take place in 20/21.	Survey postponed until 21-22	Target not achieved				167 staff attended staff briefing sessions	Employee survey on hold until Q3.	Collate baseline data – proxy measure	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
				P3.4B	Number of apprenticeships	4 (1.2% of head count)	5 (1.5% of head count)	6 (1.84% of head count)	9 (2.47% of workforce)	8 (2.1% of head count)	10 (2.67% of head count)			>2.3% of head count	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
				P3.4C	Average number of staff days lost due to sickness	3.58	12.93	10.28	9.64	2.11	4.17			Downward Trend	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
				P3.4D	The Council has a positive health and safety culture	No Q4 update for 19/20. First Staff survey to take place in 20/21.	Postponed until early 22/23	Postponed until early 22-23	81%	72%	75%			Annual upward trend in Health and Safety mandatory training delivered (%) and up to date health and safety policy	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
			OUR FUTURE	Growing our District and our skills base	F1. Develop skills and careers	F1.1 Attract and retain skilled jobs in the District	F1.1A	Increase the number of employee jobs in South Derbyshire	32,000	32,000 Impacted by Covid-19	31,000 Impacted by Covid-19	34,000	34,000 Reported annually in Q4	34,000 Reported annually in Q4	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS	
						F1.2 Support unemployed residents back into work	F1.2A												
					F2. Support economic growth and infrastructure	F2.1 Encourage and support business development and new investment in the District	F2.1A	Annual net growth in new commercial floorspace (sqm)	2,885 sqm	4,140 sqm	1,665 sqm	28,174 sqm net growth	28,174 sqm net growth Reported annually in Q4	28,174 sqm Reported annually in Q4		Net annual growth in commercial floorspace over the four year plan - 49,078 sqm net growth	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS
							F2.1B	Total Rateable Value of businesses in the District	£67,486,786	£67,341,926	£67,234,722	£67,120,292	£75,432,537	£75,458,747		Upward trend >£75,132,472	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS
						F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets	F2.2A	Speed of decision on discharging conditions on housing applications	80%	100%	60.9%	78%	80%	76%		90% within 8-13 weeks or as agreed with the applicant	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS
F2.2B	% of planning applications determined within the statutory period	93%					98%	90.50%	83%	70.50%	80%		>90%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS			
F2.3 Influence the improvement of infrastructure to meet the demands of growth.	F2.3A	Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions				No Q4 update for 19/20. New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect.	94%	100%	90%	Rerported annually in Q4	Reported Annually in Q4		90%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS			
F3. Transforming the Council	F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.	F3.1A			Deliver against the Transformation Action Plan	No Q4 update for 19/20. Transformation plan to report from Q1 onwards	On target	85%	On target	On target	On target		Deliver 100% against action plan	Anthony Baxter, Head of Business Change and ICT	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
		F3.2 Source appropriate commercial investment opportunities for the Council			F3.2A	Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities	Preliminary discussion between Operational Services and Finance have taken place, working group and action plan not yet established						Plan approved at E&DS Committee Sep 23	An Operational Services Commercialisation Plan will be produced which will set out the aims and objectives of the commercialisation of the service for the next three years	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	F&M		

Corporate Plan 2020-2024

Performance Measure Report

Finance and Management Committee

Team: Organisational Development and Performance

Date: October 2023

Quarter 2, 2023-2024

Performance Measure Report Index

Corporate Plan 2020-2024

Summary

The Corporate Plan 2020-2024 has 35 Corporate Measures which underpin the Council's three priorities Our Environment, Our People, Our Future.

The following Committees are responsible for overseeing the delivery of the following key aims and outcomes:

Environmental and Development Services Committee (E&DS) are responsible for 17 Corporate measures under the key aims:

- E1. Improve the environment of the District.
- E2. Tackle climate change.
- E3 Enhance the attractiveness of South Derbyshire.
- P2. Supporting and safeguarding the most vulnerable
- F1. Develop skills and careers.
- F2. Support economic growth and infrastructure.

Housing and Community Services Committee (H&CS) are responsible for seven Corporate measures under the key aims:

- E3. Enhance the attractiveness of South Derbyshire.
- P1. Engage with our communities.
- P2. Supporting and safeguarding the most vulnerable.

Finance and Management Committee (F&M) are responsible for 11 corporate measures under the key aims:

- P2. Supporting and safeguarding the most vulnerable.
- P3. Deliver Excellent Services.
- F3. Transforming the Council.

Finance and Management Committee (F&M) are responsible for the following 11 corporate measures.

Our People

Measure

- Develop and deliver the Public Buildings programme over four years
- Increase the number of customers who interact digitally as a first choice
- Reduce face-to-face contact to allow more time to support those customers who need additional support
- Number of customer telephone calls answered by Customer Services
- Increase digital engagement (Twitter, Instagram, Facebook)
- Increase the level of staff engagement
- Number of apprenticeships
- Average number of staff days lost due sickness
- The Council has a positive health and safety culture

Our Future

Measure

- Deliver against the Transformation Action Plan
- Develop an approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities.

Priority: Our Future

F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.

Measure and Reference	F3.1A Deliver against the Transformation Action Plan	Committee	F&M		
Definition	In order to deliver services to meet the needs of the organisation, the Council needs a robust plan to identify areas of improvement, evaluate and benchmark a target operating model and map a route to achieving our ambitions	Why this is Important	The Transformation Plan provides a focal point for major change in the organisation, evaluating conflicting priorities, allocating resources, escalating problem and above all else, manage core programmes of work by documenting progress.		
What Good Looks Like	Each year the Head of Business Change, ICT & Digital will present a workplan for adoption, outlining projects, milestones and resources needed to achieve the objectives set by the Corporate Plan.				
History of this Indicator	The Council is committed to improving outcomes and outputs for its stakeholders as is evident in the Corporate Plan.				
2019/20 Baseline Data	Not applicable				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Deliver 100% against action plan	On target	On target	On target	On target
2021/22	Deliver 100% against action plan	On target	Quarterly target not achieved	Continue to deliver the annual transformation plan including the emerging Future Service Delivery programme	85%
2022/23	Deliver 100%	On target	On track	On track	Complete

	against action plan				
2023/24	Deliver 100% against action plan	On target	On track		

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<p>This quarter has seen the continuation of projects in relation to My South Derbyshire, Route Optimisation, Waste system business case, Civica replacement business case and responsive repairs.</p> <p>The route optimisation project which has been subject to review from the Head of Service is on track to deliver optimised routes by the end of the financial year. This work has ensured the loads are balanced, which in turn assists the vehicle replacement needs and resourcing. The routes have been optimised in a way that will cause minimum disruption for residents.</p> <p>In particular, strides have been made in relation to the My South Derbyshire testing and development of new features. The product to date has conducted 10,000 transactions since going live in March 2023. The introduction of this digital route provides customers 24/7 self-service access to council services including;</p> <p>Five waste-related processes have gone live that:</p> <ul style="list-style-type: none"> • Replace the Access-based 'CRM' which was renowned for poor performance and reliability. • Introduced a public-facing interface to allow residents to request assisted bin collections, bulky waste collections (a chargeable service), report a missed bin collection, request the collection of damaged/unwanted bins and request new bins. • Provides 24/7 direct access to waste service requests. • Allows payments to be taken online without involving a Customer Services representative. • Significantly reduces the amount of time the Customer Services team spend re-entering service requests from an online-generated PDF to the 	<p>n/a</p>

'CRM'. This activity is now redundant with the introduction of Granicus.

- Improves communication internally and externally; residents now receive automated emails to confirm their service request, any updates that are made to delivery/collection dates and where a service has been completed/declined.

Licensing forms have now been brought online that:

- Allow licencing applicants to pay for their application online, rather than over the phone.
- Ensures that the data submitted is valid and that critical pieces of required information are not missed out accidentally (therefore decreasing the need for the licencing team to repeatedly liaise with the applicant).
- Allows the secure upload of documents, such as liability certificates, directly to the application.

Several smaller forms that allow:

- Culture and Communities to collect applications quickly and easily (e.g. for the Festival of Leisure) take payment and collect feedback.
- Allow residents to report to us that their address cannot be found on the wider Granicus platform. This allows us to quickly recognise any gaps/irregularities in our address data, and to resolve them quickly.

Priority: Our Future

F3.2 Source appropriate commercial investment opportunities for the Council

Measure and Reference	F3.2A Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities	Committee	F&M		
Definition	Using Council assets wisely, trading services with others across the public and private sectors and selling commodities to generate income.	Why this is Important	As funding shrinks exploring new ways to maximise our income is essential, in order to protect valuable frontline services and ensure positive outcomes for our local communities.		
What Good Looks Like	Year 1 to form a working group and define the action plan Year 2 to 4 deliver 100% against the action plan and sustain an upward trend in income generation				
History of this Indicator	New indicator				
2019/20 Baseline Data	Baseline data to be collated during 20-21				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Year 1 to form a working group and define the action plan	On target	On target	On target	On target
2021/22	deliver 100% against the action plan and sustain an upward trend in income generation	Quarterly outcome not achieved	Quarterly outcome not achieved	No change from last quarter	No change from last quarter
2022/23	A corporate action plan collating Council departments strands of commercialisation is to be drafted by then end of Quarter four.	No change from last quarter	No change from last quarter	n/a	No change from last quarter

2023/24	An Operational Services Commercialisation Plan will be produced which will set out the aims and objectives of the commercialisation of the service for the next three years.	No change from last quarter	Plan approved at E&DS Committee Sep 23	
<p>Performance Overview - Quarterly Update</p> <p>The Operational Services Commercialisation Plan was submitted and approved at EDS Committee in September 2023. The plan sets out the aims and objectives of the commercialisation of the service for the next three years (2023/24 to 2025/26) including target markets, necessary staff resources, and the projected potential income to be generated over the lifetime of the Plan. The Plan will be submitted to F&M committee in December 23. Leadership Team are reviewing the corporate approach to commercialisation as part of the overall review to the corporate plan.</p>		<p>Actions to sustain or improve performance.</p> <p>Not applicable.</p>		

Priority: Our People

P2.3 Improve the condition of housing stock and public buildings.

Measure and Reference	P2.3B Develop and deliver the Public Buildings programme over four years.	Committee	F&M		
Definition	The purpose of the Performance Indicator is to measure progress in the completion of condition surveys and a Planned Maintenance Programme over the term of the Corporate Plan.	Why this is Important	Completion of Public Buildings condition surveys and a planned maintenance programme will ensure the Council's buildings are fit for purpose, with repairs undertaken in a proactive, efficient and prioritised manner.		
What Good Looks Like	The portfolio contains 149 Public Building Assets. 100 % of the portfolio will be surveyed over the life of the Corporate Plan				
History of this Indicator	No historical monitoring of this indicator				
2019/20 Baseline Data	Not applicable				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	25% of assets to be surveyed and the planned maintenance programme for phase one to be created	Software tested and calibrated	Condition surveys on the five largest assets have been completed	Carry out further surveys on 12 more of the Public Buildings portfolio.	29 surveys
2021/22	30% of surveys to be undertaken.	11 surveys	22 Surveys	33 Surveys	44 surveys
2022/23	25.5% (38 surveys undertaken)	10 surveys	20 surveys	20 surveys	38 surveys
2023/24	100% of the Council's public buildings to have a completed condition survey.	7 surveys	14 surveys		

<p>Performance Overview - Quarterly Update</p> <p>To date the Council have completed condition surveys for 125 of the 149 assets (Council's public buildings). 89% of assets have had condition surveys completed to date. This measure is on track to achieve the target to undertake condition surveys on all assets by year end.</p>	<p>Actions to sustain or improve performance.</p> <p>Not applicable.</p>
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Priority: Our People

P3.1 Ensuring consistency in the way the Council deal with service users

Measure and Reference	P3.1A Increase the number of customers who interact digitally as a first choice	Committee	F&M
Definition	Increase number of customers who interact/raise service requests with the Council using online forms, web chat, and integrated social media, versus alternative methods (phone, face-to-face etc).	Why this is Important	The Council has an ambition to enable online interaction, to reduce the cost-of-service transaction and increase customer satisfaction. This will provide more time to support those who need additional support by telephone or face-to-face.
What Good Looks Like	Increased number of customers who choose to raise service requests digitally with the Council – whether through the Council’s Customer Relationship Management (CRM) platform, web chat, integrated social media or supporting digital systems (such as council tax, planning and housing systems).		
History of this Indicator	The Council has not yet adopted a centralised digital platform to enable true online interactions, however, has been adopting improved forms and new forms to boost digital interactions until a new CRM is in place.		
2019/20 Baseline Data	During 2019/20 there were 1,282 council tax and digital forms submitted, 13,912 general website forms via the website and 287 social media enquiries. Total 15,481.		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Upward trend	Total: 5,693	Total: 11,393	Total: 17,322	Total: 23,461
2021/22	>22,242 (upward trend year on year)	Total: 5,301	Total: 10,491	Total: 15,379	Total: 24,405
2022/23	Upward trend	Total: 6,021	Total: 16,334	Total: 21,245	Total: 25,856
2023/24	Upward Trend on 2019/20 baseline data >15,481.	Total: 5,864	Total: 14,400		

Performance Overview - Quarterly Update	Actions to sustain or improve performance
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<p>Customers choosing to interact with us digitally has continued to increase with more online service requests now being completed by customers themselves rather than over the telephone by Customer Service Advisors. Our Customer Service Teams continually promote self-service options to customers as an alternative method of contact that may be preferred.</p>	<p>Further online forms are due to go live in the next two months including frequent contact council tax enquiries and a 'contact us' form. This will enable customer contact to be directed more efficiently to the relevant department for a response. We will also be working with the Communications Team to promote and make the online self-service forms a more prominent feature on our website.</p>
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Priority: Our People

P3.2 Have in place methods of communication that enables customers to provide and receive information.

Measure and Reference	P3.2A Reduce face-to-face contact to allow more time to support those customers who need additional support	Committee	F&M
Definition	Decrease the number of face-to-face interactions, by offering enhanced alternative methods of contact (phone and online) to enable the Council to provide a better service to those customers who need additional support.	Why this is Important	The Council has an ambition to enable online interaction and to enhance telephone support services available. This will enable the Council to better support those customers who need more personalised support face-to-face.
What Good Looks Like	To see a downward trend in the number of face-to-face customers through Customer Services.		
History of this Indicator	The Council has already seen a decrease in numbers of face-to-face visitors since the introduction of the Council's website, which provides answers to a variety of basic queries and the payment kiosk, which supports self-service payments.		
2019/20 Baseline Data	31,986 face to face enquiries (2018/2019) Q4 (Jan-Mar) 6,953 (2,463 enquiries dealt with at Customer Services Desk. Visitors to office 4,490)		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Downward trend	No visitors due to Covid-19	No visitors due to Covid-19	No visitors due to Covid-19	0
2021/22	Downward trend (based on pre-Covid-19)	0	0	0	744 self-serve and 115 face to face
2022/23	Downward trend (based on pre-Covid-19 levels <31,986)	2470	4496	6359	8253
2023/24	Downward trend <8253	2092	4054		

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<p>Of the 1,962 visitors who attended the Civic Offices in quarter two, 1,378 of these were dealt with by Reception, a Customer Service Advisor spoke to 506 of them via the telephone booth and 78 of them required a face-to-face interaction with a Customer Service Advisor. Therefore, 85% of customers who attended the Civic Offices to speak to a Customer Service Advisor could have had their queries resolved via the telephone or online instead if they wished.</p>	<p>We are continuing to improve our online accessibility with a number of further online forms going live in the next month including change of address, copy bill requests and 'contact us' which should continue to make online access the most convenient option when contacting the Council.</p>

Priority: Our People

P3.3 Ensuring technology enables us to effectively connect with our communities.

Measure and Reference	P3.3A Number of customer telephone calls answered by Customer Service	Committee	F&M
Definition	The Council has an ambition to handle an increased number/variety of customer calls at first point of contact, vs transferring to back-office teams. Initially this will result in an increase of calls into the contact centre, which will reduce over time, in parallel with the introduction of increased online tools.	Why this is Important	The Council has an ambition to enable customers who wish to interact online with the council to do so, and better support those customers who need more personalised support by phone or face to face.
What Good Looks Like	Initially an increase in numbers of calls/variety of calls into the contact centre is anticipated, followed by a decrease in overall calls, following the introduction and roll out of digital tools.		
History of this Indicator	The Council has already seen a decrease in numbers of telephone calls following the introduction of the Council's website which provides answers to a variety of basic queries and some online forms.		
2019/20 Baseline Data	95,896 telephone calls received (2019/20). 76,804 calls handled & 19,092 automated call payments.		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21		Total: 22,387	Total: 44,701	Total: 69,812	Total: 98,099
2021/22	Downward trend <98,099	Total: 26,756	Total: 51,866	Total: 74,981	Total: 99,165
2022/23	Downward trend <99,165	Total: 22,872	Total: 45,412	Total: 66,188	Total: 85,197
2023/24	Downward Trend <85,197	Total: 21,142	Total: 43,557		

Performance Overview - Quarterly Update	Actions to sustain or improve performance
Call volumes continue to decrease through the success of the implementation of the	Additional online self-service forms will go live in the coming months enabling

self-service online forms. IVR telephony improvements continue to be a huge success with an 84% reduction in abandoned calls for quarter two against the same period last year.

customers to contact us at a day and time convenient with them, further reducing the volume of telephone calls received. The introduction of the 'My South Derbyshire' customer portal will also enable customers to track their own service requests which will further reduce the number of telephone calls from customers progress chasing cases.

Software enhancements have also taken place to allow greater analysis on telephony performance and call recording software has now been introduced.

Priority: Our People

P3.3 Ensuring technology enables us to effectively connect with our communities.

Measure and Reference	P3.3B Increase digital engagement (Twitter, Instagram, Facebook)	Committee	F&M		
Definition	To increase the volume and quality of social media interaction with residents and customers on all Council social media platforms.	Why this is Important	Social media captures customers who are already digitally engaged/aware and more likely to engage with the Council digitally and acts as a good springboard to digital service delivery.		
What Good Looks Like	Increase number of proactive social media engagement from the Council through the Communications team, result in an increased number of engaged citizens.				
History of this Indicator	The engagement rate, sentiment and follower/fan base on our social media accounts has significantly evolved since 2017. The creation of the central Facebook page in 2017 and a more strategic approach – more residents are now choosing this method.				
2019/20 Baseline Data	Number of Facebook (central and departmental) fans and Twitter (central and departmental) followers.33,888. Commentary of the nature of these queries (this is already included in the monthly social media dashboard reports)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Upward trend	34,340	39,924	42,723	43,850
2021/22	Upward trend	44,989	46,853	48,409	49,181
2022/23	Upward trend	51,990	51,762	52,232	52,682
2023/24	Upward trend	55,781	58,708		
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Quarter two has seen the number of Facebook followers increase from 39,167 to 42,203 and the number of X (formerly known as Twitter) followers decrease from 16,614 to 16,505. The overall number of			Continue to provide engaging, timely content. Live videos planned for events including Armistice Day, Remembrance Sunday and Christmas lights event.		

social media followers is 58,708 (compared to 55,781) in Quarter one.

Campaigns in Quarter two have included by-elections, events including Liberation Day, Festival of Leisure and Music in the Park.

The number of enquiries received via social media during Quarter two is 78. The majority of these related to waste and recycling with other enquiries including parks and open spaces, planning issues and vendors hoping to have stalls at council events in the autumn.

Priority: Our People

P3.4 Investing in our workforce

Measure and Reference	P3.4A Increase the level of staff engagement	Committee	F&M		
Definition	This indicator is designed to measure the level of staff engagement and how satisfied staff are working for the Council. Satisfaction will be measured using the Council's annual employment survey and two pulse surveys. In addition to staff briefing sessions.	Why this is Important	Employee engagement is a workplace approach resulting in the right conditions for all staff to give of their best each day, committed to the Council's Corporate Plan and values. An engaged workforce supports the achievement of our key priorities.		
What Good Looks Like	An annual upward trend in return rates and satisfaction. This measure to be based on the results from the Employment Survey and Pulse Surveys. In addition to, the staff briefing sessions.				
History of this Indicator	New indicator – No recent history available				
2019/20 Baseline Data	New Indicator - first survey to take place in 2020				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	No target for year 1	Reported annually in Q4	Reported annually in Q4	Survey postponed until 21-22	Survey postponed 22-23
2021/22	Annual Increase in the % of Staff completing the survey	Survey postponed 22-23	Survey postponed 22-23	254 staff attended staff briefing sessions in September 2021	Target not achieved
2022/23	Proxy Measure - Establish Baseline Data	Corporate methodology for pulse surveys approved and submitted	246 staff attended staff briefing sessions on Flexible Working Policy in July 2022	182 people responded to staff Flexible Working consultation	N/A
2023/24	Collate baseline	167 staff attended staff	Employee survey on		

	data – proxy measure	briefing sessions	hold until Q3.
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Performance Overview - Quarterly Update	Actions to sustain or improve performance
Agreement from Leadership Team to hold employee survey until Quarter three. Supplier identified; project meetings held.	Project plan in place to deliver the survey in Quarter three.

Priority: Our People

P3.4 Investing in our workforce

Measure and Reference	P3.4B Number of apprenticeships and expenditure against the apprenticeship levy	Committee	F&M		
Definition	The number of apprenticeships posts or expenditure against the apprenticeship levy is defined as the number of posts established for apprentices or where existing employees can access funding from the apprenticeship levy. This will be a numerical outcome showing a positive increase trend from the previous year.	Why this is Important	To invest in the Council's current and future workforce through the provision of entry level posts and access to further academic qualifications that will support succession planning and build resilience across the Council.		
What Good Looks Like	The purpose of this PI is to see an increased trend over four years leading to full expenditure of the Apprenticeship Levy for a financial year (April – March each year).				
History of this Indicator	In the last financial year (April 2019 to March 2020), we spent approximately 34% of our levy funds (total input into the levy was £27,479, spend was £9,263.11).				
2019/20 Baseline Data	1.2% (4 apprentices)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>2.3% of head count	4 (1.2% of head count)	4 (1.2% of head count)	5 (1.5% of head count)	5 (1.5% of head count)
2021/22	>2.3%	3 (0.9% of head count)	6 (1.84% of head count)	6 (1.84% of head count)	6 (1.84% of head count)
2022/23	>2.3% of head count	6 (1.84% of head count)	6 (1.82%. of head count)	6	9 (2.47% of head count)
2023/24	>2.3% of head count	8 (2.1% of head count)	10 (2.67% of head count)		
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Number of apprentices - 10. One apprenticeship completed in quarter one.			National Apprenticeship Week occurs in Quarter Four and will be celebrated to ensure awareness is raised and discussed across Services.		

<p>Total number of active apprenticeships 9.</p> <p>Currently we employ 5 apprentice roles and have four existing colleagues upskilling via higher level apprenticeships.</p> <p>We are also in the process of onboarding two more apprenticeship roles which will be included in the Quarter three figures, which will continue the positive trend in apprenticeships that we have seen across the quarters.</p> <p>The PDR process for 2023-2024 asked all colleagues to consider the need for apprenticeships as part of upskilling - so far, from 49% of returns we have had one request which will be investigated further with the colleague and manager. Whilst it is positive to see a response to this on the form, further advertising and awareness raising of apprenticeships will be needed to see if this response can be increased.</p> <p>It is worth noting that this quarter sees our lowest fund expirations since April 2020 which is testament to the great strides we have made in creating apprenticeship posts and in making these opportunities available to existing colleagues.</p> <p>Current Levy Funds: £78,763 Total Levy Q2: £11,124.30 Total Spend Q2: £8996.67 Expired Levy Q2: £778</p>	<p>Recent approval has been granted to offer upskilling sessions to current apprentices, with the hope that this will increase talk of apprenticeships and make them an attractive opportunity via word of mouth/employer recommendations. It is intended to share this good practice with colleges so that this can be used to advertise our apprenticeships as an employer of choice.</p> <p>In terms of business as usual, opportunities, information and advice will continue to be advertised through the Learning and Development Newsletter, through the HR Business Partnering with Services, in existing training opportunities, through PDRs and PDR refreshers, and through work experience placements.</p> <p>It is expected that at the end of Quarter Three the Operational Services team will be in a position to take on a new Heavy Vehicle Service apprentice as per their restructure plans to commit to one apprentice per year. Likewise, Quarter Four should see the role of Business Administrator apprentice re-hire within the Housing team.</p> <p>The Council has been able to secure employment for all past apprentices either at the Council or with another employer.</p> <p>Further increases on apprentices are anticipated and this measure is likely to stay on track.</p>
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Priority: Our People

P3.4 Investing in our workforce

Measure and Reference	P3.4C Average number of staff days lost due to sickness	Committee	F&M		
Definition	The measure is designed to monitor the levels of employee absence from work due to ill-health. The target of eight days is in line with targets/performance nationally.	Why this is Important	Reducing the number of absences will provide an indication of the health and wellbeing of the workforce and reduce the impact on service delivery, resulting in savings arising from the payment of Occupational and Statutory Sick Pay and any secondary costs		
What Good Looks Like	To see a downward trend in the average number of working days lost per employee over four years and be in line with the rates for comparable sized district/borough Councils.				
History of this Indicator	This indicator has formed part of the corporate performance indicator set for a number of years. (2018/19 -11.38, 2017/18 -11.63)				
2019/20 Baseline Data	2018/19 - 11.38 days 2019/20 10.65 days				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Downward trend	3.68	8.01	11.6	12.93
2021/22	Downward trend	2.11	4.79	7.55	10.28
2022/23	Downward trend	2.47	4.41	7.10	9.64
2023/24	Downward trend	2.11	4.17		
Performance Overview - Quarterly Update		Actions to sustain or improve performance.			
The second quarter outturn figure is higher than the previous quarter (2.27 for quarter 2 and 1.90 at quarter 1). The predicted end of year outturn figure is 1.30 days lower than the previous year at 8.34 days per employees compared to 9.64 in 2022/23.		With the support provided by HR, the cases of long-term absences and a review of repeated short terms absences are being managed in line with the Attendance Management Procedure (AMP). Training is provided in stress awareness and mental health along with a range of			

<p>The number of employees on long term sick has increased during the quarter with actions taken to enable employees to return to work as soon as possible.</p> <p>The number of long-term absences has exceeded the number of days lost to short term absence.</p> <p>All cases are being managed in line with the Attendance Management Procedure and each case has a dedicated HR Officer supporting the Manager. Monthly reports on levels of absences, reasons and trends are completed and provided to Leadership Team.</p>	<p>supporting materials made available for managers and employees. Training is also provided in managing absences from work for managers and supervisors.</p> <p>Health and wellbeing interventions will also continue to be made available to staff. This will include training, videos and materials; raising awareness of the importance of physical health and reminding all employees to seek support should they need it. Additional on-site Occupational Health clinics or referrals will also be made to provide professional, independent medical advice on any cases before decisions are taken on the employees continued employment.</p> <p>Body MOTs have also been provided for staff that checked a number of different health indicators including blood pressure, height and weight and the completion of a lifestyle questionnaire.</p> <p>Work will continue on progressing new ways of flexible working that will enable services to continue to be delivered remotely where possible subject to meeting the needs of customers. The impact on levels of employee attendance is expected to be positive and this will be kept under review.</p> <p>Following a request made at FMC on the Q1 position, annual benchmarking data from the regional East Midlands Councils will be available in Quarter 3 and included in this update for comparability with other councils.</p>
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Priority: Our People

P3.4 Investing in our workforce

Measure and Reference	P3.4D The Council has a positive Health and Safety culture		Committee	F&M	
Definition	The purpose of this performance indicator is to see an increased trend in the delivery of health & safety training and to ensure the Council's Health & Safety Policy is robust and up to date.	Why this is Important	The Council has statutory duties under the Health and Safety at Work Act 1974 to ensure the health and safety of the workforce. This measure will indicate how well the statutory duties and other non-statutory activities are being implemented.		
What Good Looks Like	Upward trend in Health and Safety mandatory training and up to date health and safety policy.				
History of this Indicator	New indicator – No previous history available				
2019/20 Baseline Data	New Indicator - No baseline data				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Upward trend	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	Postponed until early 22/23
2021/22	Upward trend	Postponed until early 22/23	Postponed until early 22/23	Postponed until early 22-23	Postponed until early 22-23
2022/23	Proxy - establish baseline	27 employees trained	N/a	Postponed 22-23	81%
2023/24	Annual upward trend in the delivery of Health and Safety mandatory training (>81%) and an up-to-date health and safety policy	72%	75%		

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<p>The review of the Health and Safety Policy has commenced and will be implemented by the end of the financial year.</p> <p>During the quarter there have been 32 reported incidents.</p> <p>15 were incidents that involved employees and 17 were incidents that involved members of the public.</p> <p>One incident has been reported to the Health and Safety Executive in line with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations.</p> <p>13 incidents were classified as a slip, trip or fall.</p> <p>Three near misses were recorded as part of the 32 reported.</p> <p>All this information is presented to and considered by the Health and Safety Committee.</p> <p>Training has been provided in Health and Safety awareness has been provided with 75% of staff now completed the mandatory training course – up from 72% in the previous quarter.</p> <p>Four employees have attended a behavioural safety training course; four employees completed spill kit training; three employees have completed a certified course in the safe use of mowers, bush and hedge cutters; six environmental awareness training sessions attended by 42 employees; five stress awareness courses attended by 58 employees; one toolbox talk for front line workers on attendance management with 15 employees and two Lone Worker sessions attended by 16 employees. In addition, eight employees have attended first aid refresher training. Health and safety inductions have been continued and a review of the e-learning health and safety induction module has been progressed.</p> <p>To support employees whilst at work, ergonomic assessments and the provision</p>	<p>The employee survey has been postponed until early 2023/24.</p> <p>The Health and Safety Action Plan for 2023/24 has been presented to the Health and Safety Committee at its meeting held on 19 April 2022 and is then reviewed quarterly by the Health and Safety Committee.</p> <p>A review of the Health and Safety Policy has commenced and is scheduled to be completed by the end of Quarter 3, 2023/24.</p> <p>The new Health and Safety Officer commenced employment at the end of quarter two and will lead on health and safety actions including the provision of professional advice, training, review of policies and procedures, completing audits, inspections and investigations and supporting service areas with the update, review and completion of risk assessments.</p> <p>Mandatory training activities have been scheduled throughout quarter 3.</p> <p>A campaign will be run to raise the importance of the reporting of near misses.</p>

of equipment has continued during the quarter with support requested from Access to Work as appropriate. One employee has needed more specialist equipment.

The use of the SoloProtect devices remain part of the lone working arrangements in place across all different service areas supplemented by the continued updating and sharing of a Potentially Violent Person Register.

Support has been provided for the completion of risk assessments in different service areas include the holding of external events and a maternity risk assessment.

Quarter 2, 2023-2024 Chief Executive Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY <i>Strategic, Resource Operational Financial Knowledge management Compliance, Partnership</i>	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CE1	Economic development partnerships	Failure of economic development partnerships	Leading to an adverse impact on businesses and local economy	Partnership	2	2	4	<ul style="list-style-type: none"> Proactive engagement in partnerships and with individual partners. Commitment of officer time and resources to partnership activities. 	1	2	2	<ul style="list-style-type: none"> Monitoring of projects and performance. 	No change in Q2.	Head of Economic Development and Growth
CE2	South Derbyshire Partnership working	Failure of the South Derbyshire Partnership	Leading to non-delivery of the community's vision and priorities set out in the Community Strategy	Partnership / Strategic	2	3	6	<ul style="list-style-type: none"> Proactive support for partnership. Commitment of officer time and resources to partnership facilitation. Engagement of partners in policy making and project design and delivery. 	1	3	3	<ul style="list-style-type: none"> Monitoring of projects and performance by Strategic Co-ordinating Group. 	No change in Q2.	Head of Economic Development and Growth
CE4	Effectively manage the election process and canvassing.	Failure of joined up Council approach	Leading to a failed election process	Strategic	2	2	4	<ul style="list-style-type: none"> Elections Project Team in place and meets as necessary with representatives from all services involved. Arrangements in place for an Election to be called at short notice. Arrangements in place for Referenda/By-Elections to be called. 	1	2	2	<ul style="list-style-type: none"> Monitoring of service delivery under review consistently 	No change in Q2.	Head of Legal and Democratic Services

Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

Impact	Very High (4)	4	8	12	16	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> 12-16 <div style="width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></div> 6-9 <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> 1-4 </div>	Significant Risk Medium Risk Low Risk
	High (3)	3	6	9	12		
	Medium (2)	2	4	6	8		
	Low (1)	1	2	3	4		
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)		
		Likelihood					

Impact	Thresholds and Description
1 – Low	Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention
2 – Medium	Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000, adverse local media attention, breaches of local procedures
3 – High	Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.
4 – Very high	Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000, adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation
Likelihood	Thresholds and Description
1 – Remote	May occur only in exceptional circumstances (e.g. once in 10 years)
2 – Possible	Unlikely to occur but could at some time (e.g. once in three years)
3 – Probable (in two years)	Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)
4 – Highly probable (in 12 months)	Will probably occur at some time or in most circumstances (e.g. once in 12 months)

Corporate Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

Impact	Very High (4)				
	High (3)	CE2			
	Medium (2)	CE1, CE4			
	Low (1)				
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
		Likelihood			

CE1	Economic development partnerships	Failure of economic development partnerships
CE2	South Derbyshire Partnership working	Failure of the South Derbyshire Partnership

CE4	Effectively manage the election process and canvassing.	Failure of joined up Council approach
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Quarter 2, 2023-2024 Corporate Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CR1	Universal Credit (UC)	Ongoing changes to the welfare system and Universal Credit impact on resources in Benefits and Customer Services.	Resources allocated to the team are not in line with workload demands.	Financial and Resource	4	1	4	<ul style="list-style-type: none"> The Local Council Tax Reduction Scheme has been redesigned to improve the customer experience and make it easier/more efficient to administer. The new scheme was adopted by the Council in February 2022 and is now in place for 2022-2023. A service review will ensure the team is flexible and can adapt to changes in workload in future years. Following a major system upgrade, improved document management functions, the introduction of a linked CRM system and automation are being explored to increase productivity within the team and improve interaction with customers. The Customer Service Advisor post has been recruited and is due to join the team in August. DWP UC migration notices will begin to be issued to tax credit (CTC/WTC) only claimants in South Derbyshire from August 2023. 	2	1	2	Continually monitor the workload and resources allocated to the team.	No change in Q2	Head of Customer Services
CR2	Fraudulent activities	The possibility of fraud being undetected.	National studies show fraud leads to a significant loss of resources within the Public Sector as a whole.	Financial and Reputational	4	3	12	<ul style="list-style-type: none"> The Council has a Shared Service Arrangement with Derby City Council which supports the delivery of the Council's Anti-Fraud & Corruption Plan, which aims to introduce stronger anti-fraud processes across council tax, business rates, benefits, Right to Buy, social housing, supported accommodation and wider service areas. The unit also delivers fraud awareness training across the Council. This agreement was extended for 2022-2023. Public agencies such as the DWP and HMRC increasingly share data with local authorities on a real-time basis. This allows compliance checks to take place to spot and eliminate the potential for fraud and error in a timely manner. Single Person Discount checks on Council Tax are also regularly undertaken. 	2	2	4	<p>The Fraud Unit have an annual work programme which is considered and approved by the Audit Sub-Committee. Outcomes are also reported to the Audit Committee.</p> <p>Regular meetings held with Derby City Council.</p>	No change in Q2.	Head of Customer Services
CR3	Procurement Services	Limited resources to enable good quality advice and support for Services.	The Council does not have its own procurement department	Resource	3	3	9	<ul style="list-style-type: none"> The Council is part of a Shared Service Arrangement with other Derbyshire Agencies and has access to a wider pool of resources for support and advice. 	2	3	6	<p>Review internal resources available to manage procurement.</p> <p>Undertake competitive tender for procurement advice and support services.</p> <p>Establish a cross-council multidisciplinary officer</p>	Risk rating after mitigation increased from 3 to 6 to reflect limited assurance on recent internal audit.	Corporate Resources, Strategic Director

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
												group to develop the Council's procurement and contract management approach. Review and update the Council's Procurement Strategy and Contract Procedure Rules.	Further actions required updated to reflect management actions underway.	
CR4	Public Building	Ensuring public buildings are safe and have adequate repair budgets to ensure they remain fit for purpose.	Funding available within the budget provisions to deliver the planned maintenance programme.	Financial and Compliance	2	3	6	<ul style="list-style-type: none"> The additional repairs reserve has addressed the risk in the short term. Condition surveys are being undertaken with a view to preparing a planned maintenance programme and comparing estimated costs against available budgets. The safety measures identified within the Covid-19 risk assessments have been implemented. 	2	2	4	Continually monitor and review the repair budgets to ensure adequate funding is available for the Planned Maintenance Programme going forward.	No change in Q2.	Head of Corporate Property
CR7	Payroll Service	There is no additional capacity or expertise within the team to cope with any down time.	Employees and members not receiving payments due is significant.	Resource	4	4	16	<ul style="list-style-type: none"> A report was approved in August 2021 for the approval to look into a new system or provide additional resources. There is a support function for payroll provision available to the Council from the supplier of the payroll software which can be utilised in an emergency. Discussions regarding cover of the payroll service are currently underway with the software supplier to make the detail more formal. 	1	2	3	Discussions with third parties have commenced regarding the provision of Payroll services.	Further action updated to include the discussions with third parties regarding the provision of payroll services.	Head of Finance
CR9	Transformation Compliance	Committing to already allocated resources or finances of projects outside the annual work programme for ICT and Business Change	The Council has signed up to a Transformation Roadmap which would be adversely affected and not delivered therefore failing the corporate plan target.	Strategic	4	2	8	<ul style="list-style-type: none"> Ensure all Heads of Service are aware of the roadmap and the implications of adding additional projects. Ensure Transformation Steering Group members understand when they are involved in other work how that affects the ability to deliver critical transformation projects. Key TSG members feeding back any discussions or ongoing work relating to unauthorised projects as soon as possible. 	3	2	6		No change in Q2	Head of Business Change, ICT, Digital

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CR10	Banking and Counterparty Limits	Authorised signatories being unavailable, Internet failure resulting in no access to the bank accounts.	Result in a breach of the approved counterparty limits set by the Council.	Resource	4	3	12	<ul style="list-style-type: none"> Annual leave and meetings of both approvers and administrative functions are monitored by the team to ensure any potential risks are mitigated. 5 administration staff have responsibility for setting up transfers of cash therefore any external internet failure is mitigated by having at least 2 other staff to take over the process. There are 3 approvers for banking transactions, 2 of which are the S151 and Deputy S151 Officers. At least 1 of these officers is always available for approvals. Cash flow forecasts are updated daily, and any known transfers are set up in advance. The risk of the Internet failure is mitigated through risk CR23. 	1	1	1		No change in Q2.	Head of Finance
CR11	Failure of systems external to Finance	The Academy system interfaces data for Housing Benefit, Council Tax and Business Rates daily. The AIM system interfaces cash files daily.	Impacts of Customer accounts and financial statements not being up to date with cash paid and the FMS not including all assets and liabilities resulting in potential qualification of the Financial Statements.	Compliance and reputational	2	3	6	<ul style="list-style-type: none"> An annual maintenance fee is paid to the system providers for system support and disaster recovery. Daily reconciliations of cash are completed by the Finance team to ensure that any failure is recognised immediately. To prevent any reputational issues, a major failure would result in debt collection reminders being delayed. Bank accounts are also reconciled daily, and any missing cash files would be manually transferred into the FMS to ensure the Debtor position is correct. Council Tax, Business Rates and Housing Benefit interface files are reconciled monthly but the processing of the interface files is a manual task so any failure of file generation would be recognised immediately and reported to the IT Helpdesk. An upgrade to the Academy system has taken place. 	1	1	2		No change in Q2.	Head of Finance

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CR12	Government Funding - a reduction in core funding	As a growth area, the Council's proportion of core (Government) funding is heavily reliant on the New Homes Bonus (NHB) and Business Rates, and this has started to reduce.	The Council's core funding was reduced by £418,000 between 2021/22 to 2022/23 and by a further £100,000 in 2023/24. If this trend continues, then the Council will need to review its income and expenditure ahead of the MTFP.	Financial	4	3	12	<p>Financial Planning</p> <ul style="list-style-type: none"> The Council plans its finances over five years for the General Fund and 10 years for the Housing Revenue Account. Its financial target of achieving a minimum level of contingency balance on a rolling five-year basis allows for a planned and timely approach to address any financial difficulties. The Medium-Term Financial Plan (MTFP) is regularly reviewed, updated, and reported to the Finance and Management Committee on a quarterly basis. <p>Current Financial Position</p> <ul style="list-style-type: none"> Overall, the General Fund currently shows a healthy position due to the level of reserves, although the medium-term projection forecasts an increasing deficit in future years as it highlights increasing expenditure to meet the population growth, but a reduction in Government funding. Projected budget deficits could be financed from reserves if required, although this would become unsustainable after 2025/26. The Council has approved that no new revenue spending, over and above that approved by the Council in February 2023, is committed until the medium-term situation becomes clearer. 	4	3	12	Develop a new Medium Term Financial Strategy.	Further actions updated to develop a new Medium Term Financial Strategy.	Strategic Director, Corporate Resources
CR13	The Economy - the impact of the national economic situation locally.	Rising inflation and a gap in the supply of materials, services, and labour.	Rising costs, the availability of materials and pressure on recruitment and retention.	Financial	4	3	12	<p>Support for Local Businesses</p> <ul style="list-style-type: none"> The Government has provided various funding and support for local businesses and residents to help them overcome the impact of Covid-19 and more latterly, with support for energy bills and the cost of living. <p>Regeneration</p> <ul style="list-style-type: none"> In addition, major residential development has largely continued and following an initial downturn in planning applications in April 2020, they have since shown a strong and sustained upward turn. The Finance and Management Committee approved a new capital investment programme of approximately £4 million on 8 October 2020 which is providing resources for investment in regeneration and community projects. 	3	3	9	Keep under review through quarterly reporting.	No change in Q2.	Strategic Director, Corporate Resources

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								Treasury Management <ul style="list-style-type: none"> The MTFP is not reliant on interest rates increasing from the current level to generate revenue on its reserves and balances. Recent increases in interest rates are a direct benefit to the Budget. Apart from debt associated with its Council Housing, the Council is debt free. Regarding the HRA debt, this is now all fixed interest rates and is affordable within the Housing Revenue Account's financial plan. Base Budget <ul style="list-style-type: none"> The Council's Budget for 2023/24 has included provision for increasing prices on fuel utilities and materials. 						
CR14	Technology, Data and Security – keeping pace with developments in IT, together with the management and security of data	There is a potential security risk for running outdated or unsupported systems. Employees not following due process in relation to IT and data security.	There is potential to loss operational data and for reputational damage, together with possible fines, should a data breach occur.	Strategic	4	4	16	IT Upgrades and Development <ul style="list-style-type: none"> The Council has an ICT replacement programme in place which directs hardware and corporate infrastructure upgrades. This is resourced through provision in the IT base budget, together with an IT Asset Replacement Reserve. New laptops, smartphones and an upgrade to Microsoft 365 was completed in 2020. Security of Systems <ul style="list-style-type: none"> The Council is currently compliant with the Government's Public Services Network requirements. Regular Internal Audit Reviews test the robustness of systems and the infrastructure with recommendations to strengthen the ICT environment being reported to and monitored by the Audit Sub-Committee. Due to potential virus attacks, measures are in place to restrict Internet access and to control the use of mobile devices. Continually updated and patched digital estate including firewall servers and antivirus. Security of Data <ul style="list-style-type: none"> Regular briefings and guidance documents are issued to raise awareness of data and security issues. An E-learning package is 	3	3	9	Induction process for all new starters as part of the employee lifecycle The Learning & Development Officer will provide quarterly reports to	Mitigating actions updated to advise Member IT protocol has been agreed by Finance and Management Committee and will be presented at Full Council 2 nd November.	Head of Business Change, ICT, Digital

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								completed annually by all Officers with access to Council systems and equipment. <ul style="list-style-type: none"> The Council's Data Protection Officer has direct access to the Leadership Team on matters concerning Information Governance. Whilst staff have been working remotely communications have been sent to remind of the dangers of cyber-attacks. The security in place is the same for end users regardless of location therefore hardware and software need no special arrangements in response to COVID working practices, however staff are the first, last, strongest, and weakest chain in our defences. A mandatory Cyber Security e-learning package must be completed annually. A number of procedures and policies are also in place that mandate more secure ways of working such as no use of personal email addresses and devices, information classification and encryption. The Council is currently upgrading its telephone infrastructure to enable full compliance with the Payment Card Industry (PCI) regulations. The implementation of actions to strengthen security and the safeguarding of data subject to PCI, are being monitored by the Audit Sub-Committee. An updated Member IT protocol has been agreed by Finance and Management Committee and will be presented at Full Council 2nd November. 				the Head of BC&ICT to confirm the % of staff who have completed the E learning training.		
CR16	Business Continuity	Flu Pandemic Fuel Shortage Loss of Buildings ICT Failure	Loss of Service provision	Operational	3	4	12	<ul style="list-style-type: none"> Some aspects of this risk can be transferred as business interruption cover is in place as part of the Council's Property Insurance Policy. Business Continuity and Emergency Plans are in place and regularly reviewed in accordance with the Civil Contingencies Act. The Council buys in support from Derbyshire County Council to ensure that the Council's plans remain up to date. Risk assessments and action plans are in place and resources made available to provide employees with the equipment to work from home wherever possible as well as access to resources to support their physical and mental health and wellbeing. The Council continues to deliver all of its services. This is being undertaken within national guidelines and in conjunction with other agencies in Derbyshire. Guidance is being provided to staff and the public regarding on-going services and to help protect health and well-being. 	4	2	8	Business Continuity exercise and training of key officers to be undertaken.	Further actions around BC exercise and training updated to include training of key officers.	Strategic Director, Corporate Resources

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								<ul style="list-style-type: none"> A new Flexible Working Policy was implemented on Friday 1st July. This allows staff to work remotely and at different sites within the needs of customers and the Service. Regularly review of the Flexible Working Policy undertaken. Reports submitted to F&M Committee in January and February 2023 on the implementation of the Flexible Working Policy, Elected Member Plan and Business Continuity plan is available. 						
CR17	Capacity and Resilience	Recruitment/retention of difficult to recruit/retain posts.	The Council will be unable to deliver the key priorities set out in the Corporate Plan and in addition services will be severely impacted upon	Operational	4	3	12	<ul style="list-style-type: none"> Market Value supplements is being explored and a report will be presented to Committee for consideration. Job Evaluation Framework is being reviewed and a report will be presented in 2023/24. 	3	2	6	People Strategy is being developed	No change in Q2.	Head of Organisational Development & Performance
CR18	Terrorism and potentially violent situations	As a public body there is a potential for the Council and its workforce to become a target.	From time to time, members of the workforce do face individual threats while undertaking their duties.	Operational	3	4	12	<ul style="list-style-type: none"> Lone working systems in place including a 'Solo-Protect' warning and call for assistance system. A Potentially Violent Persons Policy and Risk Register are in place. Alarms and warning system in place in the Civic Offices. 	3	3	9	Monitoring and review of systems in place; learn from incidents and near misses.	No change in Q2.	Head of Organisational Development and Performance
CR19	Statute and Regulation	Failure to meet requirements.	There is no recent evidence to suggest any significant issues; the impact would depend on the nature of the failure.	Compliance	2	3	6	<ul style="list-style-type: none"> This applies to many Council services. In general, the necessary skills and resources are in place to ensure that the Council meets its statutory duties. In addition, the Council's Constitution, policies and procedures aim to support strategic and regulatory delivery. <p>Note: Some aspects of this risk can be transferred as the Council has insurance cover in place. If the failure rises due to an action of an employee during the normal course of their duties, it is covered under the Official Indemnity (accidental or negligent act) or Professional Indemnity (breach of professional duty) Policies.</p>	1	3	3	Keep under review. Continue training and awareness for staff.	No change in Q2.	Strategic Director, Corporate Resources

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CR20	Health and Safety	The potential to contravene Health and safety procedure, practice and legislation through non-adherence to safe systems of work, risk assessments and associated work practices.	Serious harm through incidents and near misses	Compliance	4	4	16	<ul style="list-style-type: none"> The Council employs a Health and Safety Officer. All employees are provided with the relevant training, resources and PPE required for their role. An on-going training programme is in place for all staff and for parts of the workforce where there is a greater risk of an accident. Incidents and near misses are logged, reported and reviewed corporately and any major incidents are investigated to review procedures. We will be exploring a range of new methods to identify and report on near misses. Risk assessments are regularly undertaken, and procedures updated when necessary. Monthly and quarterly meetings are held to review health and safety performance and compliance. An independent review of the Councils Health and Safety Culture and Behaviour is planned to be completed early 23/24 	3	2	6	<p>A review of the Health and Safety Policy has commenced and is scheduled to be completed by the end of Quarter 3, 2023/24.</p> <p>Monitoring and review of incidents and near misses.</p>	No change in Q2.	Head of Organisational Development & Performance
CR21	Managing the environmental impact of incidents across the district	Incidents arising directly from actions by the Council in the provision of its services. For example, an oil spill which contaminates land or water courses	Impacts on environment and economy; increased risk of major events: potential for litigation; reputational damage.	Strategic	2	3	6	<ul style="list-style-type: none"> The Council has plans in place through Emergency Planning to manage the environmental impact of any incidents across the district. The Council is accredited to the prestigious international ISO 14001 standard for Environmental Management. The Council has also declared a "Climate Emergency" and has a Corporate Steering Group to oversee an action plan to reduce the Council's carbon footprint and become carbon neutral as an organisation by 2030. (See Risk below) 	2	2	4	<p>A review of the Local Resilience Forum (LRF) at Derbyshire County Council during 2023 may require change to local emergency management arrangements</p>	No change in Q2.	Head of Environmental Services
CR22	Climate Emergency	The failure of the Council to achieve carbon neutrality for its operations by 2030 and carbon neutrality for the district by 2050.	Impacts on environment and economy; increased risk of major events: potential for litigation; reputational damage.	Strategic	4	3	12	<ul style="list-style-type: none"> Achievement of the carbon reduction ambitions are mainly vested in our Climate and Environment Strategy and Climate & Environment Action Plan. The Action Plan contains planned and programmed actions and will be reviewed annually. It has quantified the estimated net financial costs and net carbon savings associated with the contents of the Plan. The Plan includes a calculation of the contribution of each action to the carbon reduction trajectory, along with the calculated shortfall in carbon reductions. Attaining the targets in the Plan is one of the Corporate Plan Key Performance Indicators. Whilst the action plan has been agreed it does contain six Transformation Actions which are central to achieving net zero and for which funding has not been committed. The Strategy and Plan have identified the main carbon emissions sources. The Council will be alive to the many and various windfall 	4	3	12	<p>The emerging Council Plan will need to include all six Transformation Actions if the Council is to stand a realistic prospect of being net zero by 2030.</p>	<p>A revised Climate and Environment Action Plan was approved in September 2023.</p> <p>The Carbon Emissions Report for 2022/23 was approved in September 2023.</p>	Head of Environmental Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								opportunities for interventions in between the annual Plan revisions where these are considered likely to make significant impacts on reducing emissions. <ul style="list-style-type: none"> Emerging statute is expected to exert significant influence over the Council's operations and indirect influence in relation to climate change. 						
CR23	Internet Connection	The effects of the internet connection becoming unavailable for a length of time would be a major incident.	Most applications whether they are onsite or hosted will need the Council's internet connection to be active for their use. There is only one ISP in Swadlincote. Therefore, if the cable is damaged or the service is disrupted, no internet connection will be available.	Strategic	2	4	8	<ul style="list-style-type: none"> New RA02 Circuits are being procured which have been specified with a resilient line. Although full resilience isn't proved due to a single supplier, the lines are coming from different exchanges so both would have to be out of service for a total loss of connection. There are options to make some services available over alternative connections, be that personal or business, if needed. Smartphone users can use the mobile data connection to access outlook and teams, etc. 	2	3	6		No change in Q2	Head of Business Change, ICT, Digital
CR24	Technical Resource	The Council relies on a small pool of technical specialists and support operatives to keep the organisation operational	Availability of resource to conduct and support Council meetings. Availability of resource to support day to day operations and projects.		3	3	9	<ul style="list-style-type: none"> The COVID-19 Fund is being used to finance an agency resource. The introduction of the post has offered relief for first line calls and Committee meetings. The agency resource is more expensive than an established post and is not a permanent solution. 	3	2	6	ICT structure will be reviewed in-line with corporate employment and operating model. Continually review and monitor support tickets	No change in Q2	Head of Business Change, ICT, Digital
CR26	Supply Chain	National shortage of drivers to undertake HGV driving.	Changes to IRS rules have led many agency drivers to take permanent positions.		4	3	12	<ul style="list-style-type: none"> National shortage of HGV drivers/production of new vehicles: Training opportunities for existing employees are still in place. There are two vacant driver posts which have been advertised in quarters one and two, three have been recruited. 2nd year of driver salary supplement agreed. New apprentice scheme for HGV mechanics, one apprentice to start each academic year and provide a continual stream of qualified mechanics for the service. £10k salary enhancement agreed for HGV mechanics, to support recruitment and retention of staff. 	4	3	12	HGV apprenticeships are an option if driver training is not taken up by existing staff. Management is in constant discussions with local agency driver suppliers to secure additional cover.30 weeks lead period for new RCV's.	(Operations) The supplement for the mechanics has resulted in both vacancies being filled in Quarter 2.	Head of Operational Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
		There is fast becoming a global shortage of microchips and some vehicle manufacturers have suspended production of new vehicles,	Could potentially impact fleet purchases and the supply of computer equipment.					<ul style="list-style-type: none"> A report on the continuation of additional payments for HGV drivers and Mechanics was approved by Committee in Oct 2022 and March 2023. A report on the continuation of additional payments for HGV drivers will be reviewed for Qtr3 23/24. Global shortage of microchips: No immediate concerns over purchase of new vehicles, if situation deteriorates then the Team will look to source ex-demonstrator vehicles or nearly new/used vehicles. Short-term hire will also be considered where appropriate. <p>The shortage of semiconductors, a key component part in almost all modern electronics, is having a large effect on production of many products. Cars and computer equipment are high profile products to suffer supply chain problems. The only way to combat this problem in relation to purchase of new equipment is to order early and allow up to six months for delivery. Where practical and financially viable orders can be made before the need arises. A good example could be purchase of a new laptop after members approve the post rather than after the candidate has accepted the post and will be starting in a matter of weeks.</p> <ul style="list-style-type: none"> NOVUS and other contractors have been able to secure alternative supplies/products. The shortage of materials has now translated into an increase in materials prices of between 20-25%. This will likely be reflected in having to renegotiate rates for some repair and maintenance works. Materials price increases have stabilised although not reduced. Overall costs are still increasing as skilled labour costs are increasing due to overall scarcity – further renegotiation of prices has been requested by NOVUS. SDDC have procured additional repair material provider (Travis Perkins) to provide certainty of supply, higher risk now of skilled labour shortage. Re procurement of repairs and maintenance services has started 				Renegotiation of programmes/rates for major improvement schemes.	(Housing) Mitigating actions updated to Confirm following the procurement framework reviews we are now awaiting a decision (from procurement) to confirm the proposed procurement route is acceptable	Head of Business Change, ICT, Digital Head of Housing

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER	
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING				
								<ul style="list-style-type: none"> New rates have been agreed for repair and maintenance work streams. An additional contractor has now been procured through the Efficiency East Midlands Framework to complete work on voids properties. 						for drainage, scaffold, and electrical works. The damp works framework will be available from November 2023 to allow us to progress with procurement. The service is in the process of establishing a procurement route for day-to-day repairs and an additional voids contractor.	
CR27	External audit of the Council's accounts	Increased length in time for the external audit of the Council's accounts.	Making decisions, managing finance challenges, and planning for the future with limited assurance about the underlying financial position.	Financial and Compliance	2	3	6	<ul style="list-style-type: none"> The Council's accounts and outturn position is reported annually in July. Annual reporting satisfies stewardship and accountability for public resources. Government returns are completed quarterly and annually giving comparators to previous years, which highlights major discrepancies. Government/CIPFA recommendations for improvements to the service to be kept under review. Appropriate working relationship with the Council's audit partner established and audit of the Councils financial statements for 2021/22 now underway. 	3	4	12		Mitigating actions updated to confirm appropriate working relationship with the Council's audit partner has been established.	Head of Finance	

Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

Impact	Very High (4)	4	8	12	16	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="background-color: #FF0000; color: white; text-align: center;">12-16</td></tr> <tr><td style="background-color: #FFD700; text-align: center;">6-9</td></tr> <tr><td style="background-color: #008000; color: white; text-align: center;">1 - 4</td></tr> </table>	12-16	6-9	1 - 4
	12-16								
	6-9								
	1 - 4								
High (3)	3	6	9	12	Significant Risk				
Medium (2)	2	4	6	8	Medium Risk				
Low (1)	1	2	3	4	Low Risk				
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)				
		Likelihood							

Impact	Thresholds and Description
1 – Low	Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention
2 – Medium	Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000, adverse local media attention, breaches of local procedures
3 – High	Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.
4 – Very high	Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000, adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation
Likelihood	Thresholds and Description
1 – Remote	May occur only in exceptional circumstances (e.g. once in 10 years)
2 – Possible	Unlikely to occur but could at some time (e.g. once in three years)
3 – Probable (in two years)	Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)
4 – Highly probable (in 12 months)	Will probably occur at some time or in most circumstances (e.g. once in 12 months)

Corporate Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

Impact	Very High (4)			CR27	
	High (3)	CR19	CR3, CR23	CR13, CR14, CR18	CR12, CR22, CR26
	Medium (2)	CR7, CR8,	CR2, CR4, CR21	CR9, CR17, CR20, CR24	CR16
	Low (1)	CR10, CR11, CR15	CR1		
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
		Likelihood			

CR1	Universal Credit (UC)	Ongoing changes to the welfare system and Universal Credit impact on resources in Benefits and Customer Services.
CR2	Fraudulent activities	The possibility of fraud being undetected.
CR3	Procurement Services	Limited resources to enable good quality advice and support for Services.
CR4	Public Building	Ensuring public buildings are safe and have adequate repair budgets to ensure they remain fit for purpose.
CR7	Payroll Service	There is no additional capacity or expertise within the team to cope with any down time so the risk of.
CR8	Payroll Software Contract Expiry	The contract expires in May 2025.
CR9	Transformation Compliance	Committing to already allocated resources or finances of projects outside the annual work programme for ICT and Business Change
CR10	Banking and Counterparty Limits	Authorised signatories being unavailable, Internet failure resulting in no access to the bank accounts.
CR11	Failure of systems external to Finance	The Academy system interfaces data for Housing Benefit, Council Tax and Business Rates daily. The AIM system interfaces cash files daily.

CR12	Government Funding	A reduction in core funding
CR13	The Economy	The impact of the national economic situation locally.
CR14	Technology, Data and Security - keeping pace with developments in IT, together with the management and security of data	There is a potential security risk for running outdated or unsupported systems. Employees not following due process in relation to IT and data security
CR15	Technology and Data – quality of performance data.	Inaccurate monitoring and reporting of performance data
CR16	Business Continuity	Flu Pandemic, Fuel Shortage, Loss of Buildings, ICT Failure
CR17	Capacity and Resilience	Service demand and loss of skills
CR18	Terrorism and potentially violent situations	As a public body there is a potential for the Council and its workforce to become a target.
CR19	Statute and Regulation	Failure to meet requirements.
CR20	Health and Safety	the potential to contravene regulations through bad practice.
CR21	Managing the environmental impact of incidents across the district	Incidents arising directly from actions by the Council in the provision of its services. For example, an oil spill which contaminates land or water courses
CR22	Climate Emergency	The failure of the Council to achieve carbon neutrality for its operations by 2030 and carbon neutrality for the district by 2050.
CR23	Internet Connection	The effects of the internet connection becoming unavailable for a length of time would be a major incident.
CR24	Technical Resource	The Council relies on a small pool of technical specialists and support operatives to keep the organisation operational
CR26	Supply Chain	EU shortage of materials to manufacture coloured plastic. National shortage of agency drivers to undertake HGV driving. There is fast becoming a global shortage of microchips and some vehicle manufacturers have suspended production of new vehicles,
CR27	External audit of the Council's accounts	Increased length in time for the external audit of the Council's accounts.

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	CHARLOTTE JACKSON Charlotte.jackson@southderbyshire.gov.uk	DOC: s/finance/committee/2023-24/Nov
SUBJECT:	QUARTERLY BUDGET MONITORING 2023-24	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM08

1.0 Recommendations

- 1.1 That the Committee note the position and provide any comments it may have on the latest revenue and capital financial position for the General Fund and HRA for 2023/24.

2.0 Purpose of the Report

- 2.1 To provide an update on performance against the General Fund, Housing Revenue Account and Capital Programme budget for 2023/24, as at the end of the second quarter.

3.0 Detail

INTRODUCTION

- 3.1 In February 2023, the Council approved its revenue and capital budgets. This report presents the consolidated forecast financial position of the Council for the first quarter.
- 3.2 As detailed in the previous monitoring report, the Section 151 Officer has committed to undertake a review of Earmarked Reserves before the end of the financial year. Phase 1 of this review is now complete, with the outcome of this review detailed in the report.

FINANCIAL OVERVIEW

- 3.3 The approved budgeted position on the General Fund, approved in February 2023, was a total deficit of 1,941,151 which was amended to a total budgeted deficit of £2,133,054, as reported in August 2023.
- 3.4 The amended budget deficit in Q1 has subsequently been amended to a total budgeted deficit of £2,486,728. Changes to the budget in Q2 relate to JEQ changes in Customer Services, Environmental Restructure, Depot Restructure and Street Cleaning funded posts into the base budget to the value of £48,480, an additional sum to the pay award in contingent sums plus a drawn down growth contingent sum to the value of £305,194.

- 3.5 As detailed in **Appendix 1** the updated budgeted deficit position is £2,486,728. The forecast outturn position at quarter 2 on the General Fund is a total improved deficit position of £611,142.
- 3.6 The approved budget position in February 2023 for the HRA was £2,129,238 which has been subsequently amended for an additional sum of £105,000 for the pay award in contingent sums. The forecast position at Q2 on the HRA is a total improved deficit of £1,617,453 compared to the budgeted position of £2,234,236. As shown in 3.35.
- 3.7 Spending on the Council's Capital Programmes have made good progress, with £3,476,414 spend in the first and second quarter.
- 3.8 The finance team continue to monitor the impact of inflation on the councils spend.
- 3.9 The pay award for staff for 2023/24 has now been agreed by the National Joint Council (NJC) for Local Government Services (who determine the terms and conditions of employment for local government service workers), at £1,925. All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, have been awarded 3.88%. Chief Executive pay award has also been agreed at 3.50%. Chief Officers was approved at agreed at 3.50% in May 2023 and captured in the Q1 forecast. The council has built in this pay award for all staff across its General Fund and HRA in Q2 as per the additional contingent sum noted in 3.4. Previously as estimated 3.50% pay award was built in, meaning the shortfall must be taken from reserves.
- 3.10 Since the Q2 position detailed in this report, there have been several requests for additional resources or policy decisions presented to policy committees.
- 3.11 Specifically, the following decisions were presented to November policy committees which are funded via existing budgetary resources. The relevant financial forecasts for these will be reported in Quarter 3:
- a) Planning Services review – funded via earmarked reserves reallocation, following the Section 151 Officers review of reserves. Policy decision presented to Environmental and Development Services Committee 9 November 2024.
 - b) Housing Services Review – funded via a virement from budgetary underspends, as agreed by the Section 151 Officer. Policy decision presented to Housing and Community Services 16 November 2024.
- 3.12 A further report to Housing and Community Services on 16 November 2024 on Housing Compliance costs is included on the agenda for this Finance and Management Committee meeting agenda and will change the forecast presented in this report. The revised position, pending Finance and Management Committee approval, will be reflected in Quarter 3.

GENERAL FUND

- 3.13 Apart from Council housing, day-to-day revenue income and expenditure for Council services is accounted for through the General Fund. The net expenditure is financed through the Council's Core Spending Power which includes:

- General Government Grant
- Council Tax [Page 86 of 249](#)
- Retained Business Rates
- New Homes Bonus

- 3.14 Uncertainty remains over future Government funding and further details are awaited ahead of the financial settlement for 2024/25. In the meantime, the approved MTFP (**Appendix 1**) continues to assume that the Council's core funding will reduce over the medium-term.
- 3.15 The Base Budget for 2023/24 approved in February 2023 estimated a budget deficit of £1,941,151. Following an update to the medium-term financial plan the revised budget deficit is £2,486,728. A revised MTFP is detailed in **Appendix 1**.
- 3.16 Overall, the favourable £1.88m movement in the forecast position is due to spend anticipated to be £577k lower than projected, revised forecast position on business rates expected to be £1.2m more favourable and an additional funding stream of £99k Revenue Support Grant is expected.

General Fund Spend

- 3.17 Across the General Fund services, as at the first quarter is expecting to report a net underspend of £577k which represents a 3.5% reduction in costs. Broken down further the pressures affecting service areas across the Council are offset by the high returns achieved from the Council's investment portfolio (£1,836,552).
- 3.18 The table below shows this net spend forecast movement. The forecast includes net transfers to Earmarked Reserves of £246,316 due to grant and recycling income, together with external contributions in Community Services for projects and capital schemes which stretch beyond the current financial year, are required. This funding is transferred to specific reserves and drawn down to finance expenditure when it is incurred.
- 3.19 The figures are also adjusted for income and expenditure associated with Section 106 contributions which are reported in **Appendix 3**.

COMMITTEE SUMMARY

Summary by Policy Committee

REVENUE	ANNUAL		
	Full Year Budget £	Projected Actual £	Projected Variance £
Environmental and Development Services	6,867,765	7,679,368	811,603
Housing and Community Services	3,002,898	3,394,617	391,720
Finance and Management	6,455,578	4,675,670	-1,779,908
TOTAL	16,326,241	15,749,656	-576,585
Contingent Sums	192,953	192,953	0
TOTAL	16,519,194	15,942,609	-576,585

Funding

- 3.20 The Council's central funding, besides Business Rates, is fixed for the year and is shown in the table below.

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- 3.21 The Business Rates outturn position for last year, 2022/23, was £5.4m compared to a budgeted position of £3.8m. A revised forecast position of £5.2m has been presented

for Business Rates for Quarter 2. Further analysis on Business Rates will continue and a further revised forecast will be presented in Quarter 3.

3.22 An additional £99k Revenue Support Grant is also anticipated as advised by our external funding experts.

Core Funding

Core Grants and Funding 2023/24	Budget	Forecast
	£	Q2 £
Council Tax	6,577,446	6,577,446
Retained Business Rates	4,000,000	5,200,000
Service Grant Allocation	100,000	100,000
New Homes Bonus	1,500,000	1,500,000
Funding Guarantee	1,800,000	1,800,000
Revenue Support Grant	0	99,000
Collection Fund Surplus – Council Tax	55,000	55,000
Total Funding	14,032,446	15,331,446

Risk Areas

3.23 Indoor Sports and Recreational facilities are facing financial expenditure pressure due to the energy benchmarking contractual arrangements with Active Nation. The predicted outturn position for the end of the year is additional expenditure of £529k. The bid for the Sport England Swimming Pool support fund has been submitted and if successful this will be used to offset the large expenditure expected.

3.24 There is a potential HSE prosecution pending which could result in substantial costs to the Council. This prosecution is still pending in Q2 with Legal Services awaiting another opinion from Counsel.

3.25 As can be seen in table 3.33 there are a significant number of vacant posts within the General Fund. Whilst a number of these are in the process of being recruited, there are still areas where significant costs are incurred to support services. Throughout the Council there are roles where recruiting appropriately skilled staff has proven difficult.

3.26 Our insurance provider has request to do a mid-term adjustment for our vehicles on hire. This will subsequently increase our premium for 2023/24 by £17k.

Virements

3.27 Two virements have been approved by the Section 151 Officer in line with the council's Financial Regulations:

3.22.1 Community Governance Review: £10k from Legal Services salary to Democratic Services to support external costs of carrying out the review.

3.22.2 Procurement Manager and Secretarial Support: £46k has been identified from General Corporate salary, subscriptions, risk management and CMAP savings and £12k from Finance training to support agency costs for an interim Procurement Manager and Customer Feedback support.

3.26 There are no virements for Committee approval.

Earmarked Reserves (EMRs) Review

- 3.27 The council holds EMRs for a particular purpose and are set aside to meet known or predicted future expenditure in relation to that purpose. The reserves are monitored alongside the budget as part of monthly monitoring.
- 3.28 As part of the year end close-down processes, EMRS are requested by budget holders to either carry forward existing reserves that remain unspent or to create new reserves from under spends within the current budget year if that under spend is from a budget area that aligns with the purpose of the reserve to be carried forward. These reserves are checked by the Finance team for accuracy before being presented to the S151 Officer for approval under delegated powers. Additional requests for the creation of reserves that are not from a specific budget area may be presented to Committee for approval.
- 3.29 Assuming that reserves are utilised in line with the timescales agreed as part of their approval, reserves represent an effective means of utilising surpluses and underspends and ensuring delivery of projects.
- 3.30 The balance of reserves at April 2023 is £12,504,150. The reserves and their current status are detailed in **Appendix 4**.
- 3.31 Members will recall that the Section 151 Officer committed to undertake a review of EMRs before the end of the financial year. This work has progressed, and an initial review is complete, the results of which are detailed below and in **Appendix 4**. This initial review has focussed on ensuring that reserves are held only where there is a legitimate known or predicted future expenditure. A further review will be undertaken as part of the close-down process for 2023/24 and reported as part of the provisional outturn report in July 2024.

Reserves reallocated

EMR Description	Purpose	Balance	Reallocation details
Building control transition	Reserve to support the transition to a shared service arrangement that has now concluded	13,709	Reallocated to General Reserves
EU Exit Funding	Reserve to cover additional administrative, procurement or other costs following the UK's exit from the European Union.	52,452	Reallocated to "Planning Review" as per FMC 23/11/2023
Local Authority Support COVID-19	The Council received 3 tranches of funding in 2020/21 totalling approximately £1.6 million. This grant continues to be used and spending is reported quarterly to the Finance and Management Committee.	61,971	Reallocated to General Reserves
Covid - Income Fee Charges	This grant was received to compensate for the loss of service income during Covid 19. Effectively, this has been covered by the Support Grant (above) with no commitments against it.	92,803	Reallocated to General Reserves
District Conservation Works	This provision is no longer required and is therefore available for reallocation.	10,000	Reallocated to General Reserves
Software upgrades to GIS/LLPG	This provision is no longer required and is therefore available for reallocation.	9,000	Reallocated to General Reserves
Cultural Services Restructure Provision	This provision is no longer required and is therefore available for reallocation.	3,183	Reallocated to General Reserves
Section 31 Compensation	To compensate for loss of Council Tax and Business Rates income due	1,672,065	£1,000,000 maintained as a Business Rates Volatility

	to Covid 19. This is the amount remaining and currently, it is not anticipated that it will need to be drawn down further as performance on the Collection Fund has been sustained. As a Section 31 Grant, it is unlikely that this will be recalled, but that is not certain.		<p>reserve to cushion the Council against any future movement in rates taken into the General Fund. This reserve will be reviewed again as more up to date forecasts are reviewed for the rates position in the current 2023/24 year and further revision may be taken forward.</p> <p>£250,000 reallocated to Leisure Centre/Civic Offices Project as per report to FMC 23/11/2023.</p> <p>£400,000 reallocated to fund one-off budgetary pressures identified through budget setting for 2024/25, as per report to FMC 23/11/2023.</p> <p>£22,065 (balancing figure) reallocated to general reserves.</p>
Total reserve reallocated to other reserve			£302,452
Total reserves reallocated to General reserves			£212,731
Total reserves reallocated to fund 24/25 budgetary pressures			£400,000
Total reserves maintained			£1,000,000

Projected Variances

3.32 The main reasons for the projected variances are summarised in the following tables, each detailed by Committee and Service Area. Commentary on the reason for the variance and mitigation actions have been included as appropriate.

Environmental & Development Committee - Head of Environmental Services

Total adverse variance £26k detailed below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Food Safety	40	A	Certification Income - Reduction in certificate income due to Nestle Hatton plant being downsized due to decrease in Dulce Gusto pods usage. No export certificates from Brunel due to certification now required from vets (containing gelatine).	
Pollution Reduction	(30)	F	Vacancies - Salary savings £9k - post filled in October '23. Consultancy Income - £20k work carried out from commercialisation plan	

Community Safety	16	A	Kennelling - The Council currently retains possession of 19 animals. 4 of the animals remain in the care of the stray dog boarding kennel. All the remaining 15 dogs are the subject of cases which are due to go to court. They cannot be disposed of until the court proceedings are complete.	There is relatively little scope to further reduce the costs of the current cohort of dogs in the Councils possession. Currently most animals are now placed with foster carers. Foster care costs £50 per month per dog compared to kennels at £350. An 'Animals in Distress' Policy has been produced in draft to give officers explicit guidance about how to discharge their legal duties whilst balancing this with the need for the Council to prudently manage its finances.
Total	26	A		

Environmental & Development Committee - Head of Legal and Democratic Services
Total adverse variance £24k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Land Charges	11	A	Fees and charges - DCC increase in their fees and charges.	Review fees and charges in the budget round to look at increasing our costs to reflect costs.
Licensing	13	A	Income - Fee income below average for the year	
Total	24	A		

Environmental & Development Committee - Head of ICT & Business Change
Total adverse variance £38k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Street Name and Numbering	38	A	Fees and charges - Reliant on developments, demand is currently low.	We are anticipating the Woodville Regeneration route development income of around £15k, however this has not yet been confirmed
Total	38	A		

Environmental & Development Committee - Head of Operational Services
Total Adverse variance £724k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Grounds Maintenance	(53)	F	Vacancies - Staff Vacancies, not requiring the use of Agency. Page 91 of 249	Grounds maintenance operative vacancies in the process of being advertised again
Street Cleansing	(17)	F	Vacancies - Staff vacancies £100k, covered by agency £30k. £52k sweeper hire	Sweeper now purchased and due to be in action by January

Household Waste	359	A	Variances - Vacancy saving £93K, Agency overspend £283k extra staff required to conduct rounds at 10 loaders and 5 drivers per week covering sickness. Vehicle Hire - £170k overspend, 4 vehicles on hire due to MOTs plus 2 spare vehicles.	Mitigation action to bring into place a new vehicle replacement plan in line with the needs of the service. To recruit to vacant loader and driver posts
Trade Waste Collection	(28)	F	Commercial Income - Favourable on income from trade waste customers	
Direct Services Central Admin	(34)	F	Vacancies - Vacancy saving £126k, Agency costs £93K	Recruit to permanent post from restructure
Transport Services	497	A	Spare Parts & Agency - Vacancy savings £17k, Agency costs £158k overspend, spare parts overspend £348K - Senior Mechanic and Vehicle Mechanic vacancies filled sooner than expected. Parts overspend predicted based on age of the fleet with £200k expected on the 8 18 plate vehicles alone. Overspend on tyres due to cost increase of tyres	Parts mitigation action is to incorporate a maintenance budget with the vehicle replacement plan where the budget is profiled in line with the vehicle's age.
Total	724	A		

Housing & Community Services Committee - Head of Cultural & Community Services

Total adverse variance £448k detailed below

below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Community Centres	(15)	F	Utilities - £11k underspend, currently in dispute with bills, queries with the supplier. Fees and Charges - £6k favourable due to block bookings and private hire	
Indoor Sports & Recreation Facilities	483	A	Utilities - £468k overspend due to the increase in utility costs additional income from JPS recharge. Professional Fees - £15.7k overspend for Procurement support in relation to new contract	Bid submitted for the Sport England Swimming Pool support fund, if successful this will be used to offset the large expenditure expected.
Rosliston Forestry Centre	(7)	F	Salaries - Savings on Pension contributions from staff opting out and lower SCP's than budget	
Cemetries	(13)	F	Income - Increased income £18k and additional professional fee costs of £5k due to memorial testing.	
Total	448	A		

Housing & Community Services Committee - Head of Housing

Total favourable variance £57k detailed below

below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Housing Standards	(5)	F	Fees and Charges - Increase in HMO licenses granted along with default works charged	
Other Housing Support Costs	(16)	F	Computer System - New system procured savings compared to budgeted system	

Housing Strategy	(36)	F	Vacancy - Housing Development & Research Officer - Unsuccessful recruitment attempts	Roles are currently going through the JEQ/Recruitment process
Total	(57)	F		

Finance & Management Committee - Head of ICT & Business Change

Total favourable variance £43k detailed below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Business Change	(21)	F	Vacancy - Senior Business Change Officer vacancy until August 23	
Digital Services	(22)	F	Vacancy - Digital Systems Specialist vacancy until July 23	
Total	(43)	F		

Finance & Management Committee - Head of Property Services

Total favourable variance £79k detailed below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Caretaking	(15)	F	Variances - Salary saving of £2.3K for reduced hours. Service charge £13.2k	
Civic Offices	(31)	F	Salary - Saving due to staff working less hours and vacant apprentice post	
Estates Management	(33)	F	Variances - Small Salary saving £4k due to lower SCP paid, additional rental income £34k, overspend on utilities utilities £7.5k	
Total	(79)	F		

Finance & Management Committee - Head of Legal & Democratic Services

Total favourable variance £93k detailed below

Service	Variance £'000	Adverse/Favourable	Reason for Variance	Mitigation
Legal Services	(30)	F	Vacancy - £48k Senior Legal Officer Vacancy saving, Agency costs £22k, increased fees income £4k	
Conducting Elections	(53)	F	Grant Funding - New burdens funding received for additional ID verification; however, costs have been absorbed within existing budgets.	
Democratic (inc Elected Members)	(10)	F	Variances - Members allowances due to vacancies in year	
Total	(93)	F		

Total favourable variance £1333k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Corporate Finance Management	72	A	Audit Fees – audit fee adjustment to reflect the procurement outcome (uplift by 151%)	
Interest Receivable	(1405)	F	Income - Investment income on current investment portfolio	
Total	(1333)	F		

Finance & Management Committee - Head of Customer Services

Total favourable variance £211k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Housing Benefits Administration	(151)	F	Grant Funding - Benefit Subsidy Income higher than budgeted	
Council Tax Collection	(24)	F	Grant Funding - New burdens for Council Tax rebates, costs absorbed as part of existing budgets	
Revenues & Benefits Support & Management	(25)	F	Vacancy - vacant apprentice post	
Concessionary Fares	(11)	F	Contributions - Derbyshire County Council for Gold Card Scheme	
Total	(211)	F		

Finance & Management Committee - Head of Organisational Development

Total favourable variance £19k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Mitigation
Health & Safety	(12)	F	Vacancy - Staff vacancy for 2 months. Tools and equipment underspend	
Communications	(7)	F	Vacancy - Staff paid SCP under budgeted	
Total	(19)	F		

3.33 Salary savings in year relate to vacancies (£915k) these savings are being offset by agency and consultancy to support services (£1,192k). The result is a cost of £277k to the General Fund. The following table shows the expected costs and savings on staffing in year.

Employee Savings £'000	Agency Costs £'000	Variance £'000	Comments

Economic Development	-55	59	4	Vacant Post
Environmental Services	-21	2	-19	Less hours worked than budget
Licensing & Land Charges	-80	57	-23	Land charges carried out by Lichfield
Planning	-74	164	90	Vacant Posts & Agency to cover back log
Street Scene	-150	32	-118	Vacant Posts - recruitment in progress
Waste and Transport	-261	794	533	Vacant Posts, sickness cover - recruitment in progress
Community Development & Support	13	0	13	Agreed additional hours - however externally funded
Recreational Activities	-6	0	-6	Less hours worked than budget
Leisure Centres & Community Facilities	-2	0	-2	Vacant post
Parks & Open Spaces	-49	7	-42	Vacant post
Private Sector Housing	-70	54	-16	Vacant post
Central Services Support	-133	22	-111	Vacant posts
Corporate & Democratic	-6	0	-6	Vacant post
Elections & Registration	-8	2	-6	Vacant post
Estates Management	-2	0	-2	Less hours worked than budget
Revenues & Benefits	-13	0	-13	Vacant post
	-915	1,192	277	

HOUSING REVENUE ACCOUNT (HRA)

3.34 The Council is required to account separately for income and expenditure in providing Council housing.

3.35 The Base Budget after taking into account the revised contingent sums for the HRA is an estimated deficit of £2.23m, and the revised forecast position is a deficit of £1.62m after taking into account £133k funded from earmarked reserves, an improvement of £617k. The greatest variance is the increase in investment income.

Position as at 30th September 2023

HRA SUMMARY BY AREA - BUDGET MONITORING SEPTEMBER 2023

	ANNUAL		
	Full Year Budget £	Projected Actual £	Projected Variance £
Rent and Rechargeable Repairs	-12,982,571	-13,118,868	-136,297
Repairs and Maintenance	3,580,002	4,081,168	501,166
Managing Tenancies	2,218,464	2,321,062	102,598
Supported Housing	729,552	707,969	-21,583
Interest Payable	1,508,044	1,508,052	8
Interest Receivable	-196,604	-1,126,278	-929,674
Capital and Debt Repayment	4,807,023	4,807,023	0
Bad Debt Provision	131,000	131,000	0
Contingent Sums	2,439,326	2,439,326	0
	2,234,235	1,750,453	-483,782

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Earmarked Reserve	0	-133,000	-133,000
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TOTAL

2,234,235 1,617,453 -616,782

Risk Areas

- 3.36 As with the General Fund, there are several vacant posts within the HRA especially in the repair and maintenance area, that pose a risk to the financial position due to the added cost of agency and support.
- 3.37 Risks to the shortage of available candidates and market salaries are present, mitigation actions have been to develop workforce skills to be multi skilled job roles to attract candidates and upskill existing staff. The Head of Housing will keep the situation under review.
- 3.38 Derbyshire County Council has now informed the Council that there will no longer be any funding available for the service managed by the Council after March 2024.
- 3.39 Finally, on a separate report on the agenda of this meeting, there is a request for additional budgetary provision of £742,000 for the Housing Revenue Account to ensure Housing Standards compliance. This budget provision is needed to ensure the Council can meet its statutory requirements around Housing standards for its stock. This additional budget pressure will have the effect of increasing the budget gap from the forecast Q2 position.

Projected Variances

- 3.40 The main reasons for the projected variances are summarised in the following table, each detailed Service Area. Commentary on the reason for the variance and mitigation action have been included as appropriate.

Housing & Community Services Committee (Housing Revenue Account) - Head of Housing

Total favourable variance £617k detailed below

Service	Variance £'000	Adverse/ Favourable	Reason for Variance	Updated Mitigation
Housing Department Support Staff and Costs (HRA)	8	A	Variances - Agency costs £5k. Saving on computing system budgeted for Orchard software (£17k) Increased cost for the Housing Ombudsman and Orchard implementation costs £20k	
Development & Regeneration (HRA)	(24)	F	Vacancy - Housing Development & Research Officer - Unsuccessful recruitment attempts	

Responsive (DLO Trading HRA)	508	A	Variances - 10 Vacancies, 8 trade, 2 Office based creating a saving for (£268.7k), vacancies covered by overtime £11k and agency £444.4k, R&M £212k as a result of void properties. Utilities costs from standing charges on void properties Electric & Gas £35.5k. Increased material costs of £35.5k and the vehicle hire £5k due to broken down vehicle, Tool and Equipment hire £12.7k, Refuse £10k, Transport recharges £8.6k	Trade vacancies have now been advertised. R&M under review with discussions to be had with Leadership Team.
Planned (HRA Revenue)	(147)	F	Variances - Agency costs to cover sickness and compliance work £95k, salary saving of (£30k), R&M underspend (£212k)	
Managing Tenancies	125	A	Variances - Agency costs to cover vacant post and sickness £74k, increased Ctax costs for void properties £59k	
Rent Collection & Accounting	(136)	F	Income - Rental Income collection higher than budget (£148k) due to reduction in voids and reduction to Garage Income by £10K	Establishing a plan to improve garages to make them lettable.
Supported Housing	(21)	F	Income - Additional income from DCC for monitoring service	
Interest Receivable	(930)	F	Income - Investment income on current investment portfolio	
Total	(617)	F		

Capital Programme

3.41 The Council's capital programme consists of many different projects covering both the General Fund and HRA.

3.42 The capital budget for 2023/24 was approved in February 2023 and has been updated following the outturn for 2022/23 to reflect the carry forward of income and expenditure for incomplete projects.

3.43 To the end of Quarter 2, there has been £1,521,204 of spend on General Fund and £1,955,210 on HRA programmes.

3.44 Key highlights of the programme to date include:

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3.44.1 Orchard Street New Council Housing - The Council acquired two new Council House plots at Orchard Street on 24/04/2023 and the remaining 3 plots on 22/05/2023.

- 3.44.2 Urban Park - The Urban Park opened in April 2023 and received Green Flag Award.
- 3.44.3 Miners Memorial – The forecast costs associated with this have been estimated to be above budget and further work is required to assess the feasibility and additional budgetary requirements to finalise the project.
- 3.44.4 Rosliston Forestry Centre Revitalisation – the lease is now signed with Forestry England and the public consultation has started. Wifi is planned to be installed across the site along with new signage.
- 3.44.5 Oversetts Road Football Facility – the project is progressing well, with Turner and Townsend have been appointed as the Council’s project managers.
- 3.44.6 Extension to Marston on Dove Cemetery – Ground water quality testing underway, however there is a risk that the land may not be feasible and alternative plans may have to be considered.
- 3.44.7 Delph Resurfacing and Bank House - Conclusion of this projects was expected in Q2, however due to unexpected issues this will be finalised in Q3/Q4.

3.45 Progress during the year on all capital projects and the total budget of all projects with details of the financial performance is summarised for each project in **Appendix 2**.

4.0 Financial Implications

4.1 Detailed in the report.

5.0 Corporate Implications

Employment Implications

5.1 None.

Legal Implications

5.2 None.

Corporate Plan Implications

5.3 There are no specific targets within the Corporate Plan but ensuring sustainability of the Council’s financial position enables services to deliver targets included in the Plan.

Risk Impact

5.4 Financial risks and service pressures are detailed in the report.

6.0 Community Impact

Consultation

6.1 None.

Equality and Diversity Impact

6.2 None.

Social Value Impact

6.3 None.

Environmental Sustainability

6.4 None.

7.0 Background Papers

7.1 None.

GENERAL FUND MEDIUM TERM FINANCIAL PLAN BUDGET & PROJECTION SEPTEMBER 2023

	Approved Budget £ 2023.24	Amended Budget £ 2023.24	Forecast Outturn £ 2023.24	Projection £ 2024.25	Projection £ 2025.26	Projection £ 2026.27	Projection £ 2027.28
BASE BUDGET							
Environmental & Development	6,789,905	6,867,766	7,679,368	7,104,738	7,325,963	7,551,283	7,796,947
Housing & Community	2,955,287	3,002,898	3,394,617	3,038,083	3,093,426	3,153,102	3,217,741
Finance & Management	6,429,329	6,455,578	4,675,670	6,675,544	6,793,776	6,985,918	7,200,753
Net Service Expenditure	16,174,521	16,326,242	15,749,656	16,818,365	17,213,164	17,690,303	18,215,442
Accounting Adjustments							
Reverse out Depreciation	-1,364,523	-1,364,523	-1,364,523	-1,364,523	-1,364,523	-1,364,523	-1,364,523
Minimum Revenue Provision (MRP)	167,668	167,668	167,668	160,962	154,523	148,342	142,408
Voluntary Revenue Provision (VRP - Recycling Bins & Grove Active Zone)	20,556	20,556	20,556	1,639	0	0	0
	14,998,222	15,149,943	14,573,357	15,616,443	16,003,164	16,474,122	16,993,327
Add: Known Variations							
Vehicle Maintenance Plan (Tyres and Spare Parts)	25,000	25,000	25,000	30,000	40,000	55,000	75,000
Operational Services - Allocated Growth Excluded From Base Budget	382,329	302,993	302,993	160,367	164,376	168,486	172,698
Growth Provision Drawdown	-172,294	-172,294	-172,294	0	0	0	0
Land Charges Service Review Provision	0	116,000	116,000	0	0	0	0
Public Sector Audit Appointments - Additional External Audit Fees	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Parish Concurrent Functions and Grants to Voluntary Bodies	10,885	0	0	11,103	11,325	11,551	11,782
Driver and Mechanic Incentive Payment	34,722	44,917	44,917	0	0	0	0
Local Plan Review	15,000	15,000	15,000	0	0	0	0
Potential pay award	457,181	841,711	841,711	468,610	480,326	492,334	504,642
Incremental Salary Increases	18,425	18,425	18,425	6,671	2,253	0	0
Potential Loss of Industrial Unit Income	0	0	0	0	0	0	225,000
District Election May 2023	0	0	0	0	0	0	125,000
Investment Income	-150,000	0	0				
Increase in Electricity Tariff September 2023 to September 2024	74,000	0	0				
Pension Revaluation	109,439	0	0				
Pension Earmarked Reserve Drawdown	-6,783	0	0				
TOTAL ESTIMATED SPENDING	15,816,117	16,361,695	15,785,109	16,313,193	16,721,443	17,221,493	18,127,449

Provisions

Contingent Sum - Growth	105,000	105,000	105,000
New Parishes - Concurrent Functions	2,500	2,500	2,500
Waste and Recycling	50,000	50,000	50,000
TOTAL PROJECTED SPENDING	15,973,617	16,519,195	15,942,609

143,254	143,144	113,144	113,144
5,000	10,000	15,000	15,001
50,000	50,000	50,000	50,000
16,511,447	16,924,587	17,399,637	18,305,594

FINANCING

Business Rates Retention	-4,000,000	-4,000,000	-5,200,000
Services Grant Allocation	-100,000	-100,000	-100,000
Lower Tier Services Grant Allocation	0	0	0
New Homes Bonus	-1,500,000	-1,500,000	-1,500,000
Funding Guarantee	-1,800,000	-1,800,000	-1,800,000
Council Tax Income	-6,577,466	-6,577,466	-6,577,466
Revenue Support Grant	0	0	-99,000
Core Spending Power	-13,977,466	-13,977,466	-15,276,466

-4,000,000	-3,750,000	-3,750,000	-3,750,000
0	0	0	0
-2,700,000	-2,700,000	-2,700,000	-2,700,000
0	0	0	0
0	0	0	0
-6,875,455	-7,207,426	-7,549,729	-7,902,641
-13,575,455	-13,657,426	-13,999,729	-14,352,641

Add Estimated Collection Fund Surplus - Council Tax	-55,000	-55,000	-55,000
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-55,000	-55,000	-55,000	-55,000
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TOTAL FINANCING

-14,032,466	-14,032,466	-15,331,466
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-13,630,455	-13,712,426	-14,054,729	-14,407,641
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Revenue Surplus (-) / Deficit

1,941,151	2,486,728	611,142
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2,880,992	3,212,161	3,344,908	3,897,953
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Capital Contributions

IT and Digital Strategy	160000	160,000	160,000
Purchase of Town Centre Land	0	44,335	44,335
Community Partnership Scheme	0	123,195	123,195
Rosliston Forestry Centre - Play Project	0	50,000	50,000
Asset Replacement and Renewal Fund	356000	356,000	356,000
TOTAL CAPITAL CONTRIBUTION	516,000	733,530	733,530

160,000	166,500	173,000	166,500
0	0	0	0
0	0	0	0
0	0	0	0
355,000	355,000	355,000	355,000
515,000	521,500	528,000	521,500

TOTAL GENERAL FUND DEFICIT

2,457,151	3,220,258	1,344,672
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3,395,992	3,733,661	3,872,908	4,419,453
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GENERAL FUND RESERVE BALANCE

Balance b/fwd	-15,222,148	-15,222,148	-15,222,148
Revenue Surplus (-) / Deficit	1,941,151	2,486,728	611,142
Capital Contributions	516,000	733,530	733,530
Balance c/fwd	-12,764,997	-12,001,890	-13,877,476

-	-	-	-
12,001,890	8,605,897	4,872,236	-999,328
2,880,992	3,212,161	3,344,908	3,897,953
515,000	521,500	528,000	521,500
-8,605,897	-4,872,236	-999,328	3,420,125

COMMITTEE SUMMARY - CAPITAL MONITORING SEPTEMBER 2023

Service Area	Accountable Budget Holder	Project	Q2 SPEND	FULL YEAR FORECAST			COMMENTARY
				EXPENDITURE	BUDGET	VARIANCE	
Housing	Head of Housing	Major Improvements under Self-financing	869,549	2,303,841	2,083,000	220,841	Includes SHDF wave 1 which wasn't completed last year. Housing currently working on ways to mitigate spend. Deficit covered by Major Repairs Reserve
Housing	Head of Housing	Social Housing Decarbonisation	630,372	0	0	0	
Housing	Head of Housing	Major Disabled Facilities Grant (Council Houses MRA)	175,596	300,000	300,000	0	Full spend expected
Planning & Strategic Housing	Head of Planning & Strategic Housing	New Build - Orchard Street, Newhall	275,693	275,693	0	275,693	Expected to complete on Orchard Street within 22-23. However unexpected delays and therefore not budget profiled for 23/24, but the funding is still available within reserves.
Planning & Strategic Housing	Head of Planning & Strategic Housing	New Build - Moore Lane	3,000	3,000	0	3,000	Final retention payments - covered by new build reserve
Planning & Strategic Housing	Head of Planning & Strategic Housing	New Build - Milton Road	1,000	1,000	0	1,000	Final retention payments - covered by new build reserve
HOUSING REVENUE ACCOUNT			1,955,210	2,883,534	2,383,000	0	500,534
Housing	Head of Housing	Disabled Facility Grants and other Works	205,608	750,000	750,000	0	Full spend expected
Housing	Head of Housing	Discretionary Top-up Grants	0	25,000	25,000	0	£10k spend confirmed. Anticipation more to be issued due to number of extensions
Housing	Head of Housing	Healthy Homes Project	0	50,000	50,000	0	Full spend expected

Housing	Head of Housing	Dedicated Mental Health Worker	25,000	50,000	50,000	0	Full spend expected
Housing	Head of Housing	Additional Technical Officer	20,128	40,020	40,000	20	Based on current level of pay (including mileage claims)
Housing	Head of Housing	Relocation Grant	0	0	50,000	-50,000	No agreed spend yet
Planning & Strategic Housing	Head of Housing/Strategic Housing	Domestic Violence Crisis Prevention	32,278	70,000	71,000	-1,000	Majority of spend expected
Environmental Services	Head of Environmental Services	Hospital Discharge Grant	22,073	55,000	55,000	0	Full spend expected
Environmental Services	Head of Environmental Services	Healthy Homes Assistance Fund	40,296	175,000	175,000	0	Full spend expected
Planning & Strategic Housing	Head of Housing/Strategic Housing	Handy Person Plus Project	42,138	70,201	84,000	-13,799	Scheme running to December '23. Credit note received for prior year (due to project late start)
Housing	Head of Housing	Temporary Health & Housing Co-ordinator	0	0	45,000	-45,000	Unable to recruit currently
Environmental Services	Head of Environmental Services	Temporary Public Health Officer	22,146	50,000	50,000	0	Full spend expected
Environmental Services	Head of Environmental Services	Fuel Poverty	0	0	50,000	-50,000	No agreed spend yet. Report going to next BFC meeting with three spend options for approval
Housing	Head of Housing	Graduate Post	0	18,535	55,000	-36,465	Started in October '23 - based on 6 months' salary
Housing	Head of Housing	Careline Digital Equipment	10,958	90,000	90,000	0	Full spend expected, however experiencing supplier delays
Housing	Head of Housing	Foundations Consultancy Project	0	22,000	40,000	-18,000	
Environmental Services	Head of Environmental Services	Countrywide Health Impact Assessment Scheme	0	0	50,000	-50,000	No agreed spend yet - in conjunction with Fuel Poverty Project.

**Private Sector
Housing**

420,624

1,730,00

1,465,756

0

-264,244

Environmental Services	Head of Environmental Services	Fly Tipping and Environmental Surveillance	523	2,511	11,011	-8,500	Budget profile anticipated less spend in 22/23 as at Feb '23. Available budget for 23/24 only £2,511 which is expected to be spent
Environmental Services	Head of Environmental Services	Empty Property Grants	0	7,000	38,000	-31,000	Expected £7k spend in 23/24. Remaining budget will be carried forward.
Environmental Services	Head of Environmental Services	Carbon Reduction	0	0	50,000	-50,000	No spend planned. This was originally for EV points at the depot, however funding for this has been secured with D2N2 and therefore Head of Environmental Services to go back to committee to get this spend approved for EV points at the Civic Offices
Environmental Services	Head of Environmental Services	Green Homes Grant - Local Authority Delivery	48,660	636,000	840,000	-204,000	Briefing note will be provided by Head of Environmental Services to provide update on this project
Environmental Services			49,183	645,511	939,011	-293,500	

Cultural and Community Services	Head of Cultural & Community Services	Community Partnership Scheme	0	20,350	147,776	-127,426	Committee approved Capital funding for Sharpes Pottery
Cultural and Community Services	Head of Cultural & Community Services	Oversetts Road Football Facility	9,458	119,525	1,187,159	-1,067,634	Turner & Townsend project costs expected in 23/24 - Project costs have come back above budget, currently being challenged.
Cultural and Community Services	Head of Cultural & Community Services	SuDS Improvements	0	0	54,774	-54,774	No planned spend until land adopted
Cultural and Community Services	Head of Cultural & Community Services	Paradise Garden, Swadlincote Town Centre	0	0	30,000	-30,000	Will be repurposed towards bank house project
Cultural and Community Services	Head of Cultural & Community Services	Revitalising Rosliston Forestry Centre	0	78,000	315,219	-237,219	Currently commissioning signage company at an estimated cost of £52k, planning to install wifi across the site at a cost of £25k. Project re-spec in process following public consultation
Cultural and Community Services	Head of Cultural & Community Services	Improvements to Play Areas	10,000	10,000	193,050	-183,050	Insufficient funding to complete project, looking for additional funding
Cultural and Community Services	Head of Cultural & Community Services	Extension to Marston on Dove Cemetery	2,990	5,980	38,449	-32,469	Quarterly testing of ground

Cultural and Community Services	Head of Cultural & Community Services	Miners Memorial Project, Eureka Park	16,576	16,570	0	16,570	Project being re-worked as original spec came in over budget
Cultural and Community Services	Head of Cultural & Community Services	Urban Park at William Nadin Way	91,206	91,206	0	91,206	Project complete, currently in maintenance period. Remaining costs covered by S106 prepayment
Cultural and Community Services	Head of Cultural & Community Services	Improvements to Swadlincote Woodlands	21,636	21,636	0	21,636	Graffiti artist commissioned to cover container
Cultural and Community Services	Head of Cultural & Community Services	Oversetts Road (Cadley Park)	282	282	0	282	
Cultural and Community Services	Head of Cultural & Community Services	Newhall Park Improvements	6,753	6,753	0	6,753	Plans currently being costed up, initial works covered by S106
Community Services			158,901	370,302	7	- 1,596,125	

Operational Services	Head of Operational Services	Vehicle Replacements	99,437	255,000	229,606	25,394	Sweeper to be purchased £180k approx. 3 x vans £75k approx.
Property Services	Head of Property Services	Public Building - Repairs & Renewals	24,445	0	86,000	-86,000	Nothing specifically capital related at this stage. Will be used to top up repairs reserve.
Property Services	Head of Property Services	Repairs to Village Halls & Community Facilities	41,983	41,983	6,700	35,283	Netherseal Village Hall. Deficit will be covered by repairs reserve
Economic Development & Growth	Head of Economic Development & Growth	Civic Hub - Town Centre Regeneration	0	65,345	80,000	-14,655	Utilised part funding in 22/23 towards surveying costs. Plans to utilise remaining £65,345 funding towards new plan for Leisure Centres etc. Waiting written approval from OPE
Business Change, Digital & ICT	Head of Business Change, Digital & ICT	IT Strategy	135,532	170,000	160,000	10,000	Backup server for data security - covered by earmark reserve for deficit. Will be looking at equipment refreshes in 24/25 which will utilise 60% of IT reserve
Economic Development & Growth	Head of Economic Development & Growth	Public Realm Improvements - The Delph	84,280	99,131	0	99,131	Project will complete imminently - expecting full project to cost £260k. Covered by external Shared Prosperity money and earmarked reserve. Anticipated to finish project in 22/23, but contractor delays
Property Services	Head of Property Services	Main Street Albert Village	0	0	0	0	Ringfenced income for football stadium. Possible buy-back risk

Property Services	Head of Property Services	Market Hall	1,350	1,350	0	1,350	Preparation of cost plan incurred - however project now on hold
Economic Development & Growth	Head of Economic Development & Growth	Shared Prosperity Fund	0	0	0	0	
Property Services	Head of Property Services	Demolition of Bank House and Car Park Creation	505,470	994,603	0	994,603	Project will complete in year. Full project costs expected of £1.174m. Covered by external Share Prosperity money and earmarked reserve. Anticipated to finish project in 22/23, but contractor delays
Assets			892,496	1,627,412	562,306	1,065,106	
					5,197,74	-	
GENERAL FUND			1,521,204	4,108,981	4	1,088,763	
TOTAL CAPITAL EXPENDITURE			3,476,414	6,992,515	4	-588,229	

		Cultural Services	Affordable Housing	Property	SDDC Unspecified	Spend Deadline	Description	Use of Receipt
		£	£	£	£			
2006/1453	Swadlincote	365	0	0	0	N/A	Balance for Eureka, provision play area and public open space	Eureka Park Project Planned 23/24
2007/0873	Swadlincote	852	0	0	0	N/A	If need further spend for Cadley Park - provision of open space	Eureka Park Project Planned 23/24
2010/0320	Aston	932	0	0	0	No spend deadline		IH co-ordinating meeting with Aston PC & Weston PC
2011/0292	Willington and Findern	41,007	0	0	0	No spend deadline	Towards Twyford Pavilion	JC Working with Willington PC - towards Twyford Road Pavilion
2011/0952	Newhall and Stanton	15,708	0	0	0	No spend deadline	Included within the "Improvements to play areas" project at Newhall Park - SDDC currently retrieving quotes	CW looking at play areas
2012/0555	Stenson Road, Derby	168,412	0	0	0	15 year Maintenance period		Commuted sum - ready to be transferred to Culture and Operational
2012/0568	Aston	74,286	0	0	0	28/02/2024		Shardlow Village hall - ongoing meetings - Roof /Energy stuff
2012/0568	Aston	272,119	0	0	0	02/02/2026		Boulton Moor - The triage - sport pitches allotments & changing rooms - awaiting planning permission
2012/0586	Woodville	11,918	0	0	0	N/A	Towards the provision of Open Space	Woodville PC - recent meeting re play equipment - quotes being sourced - about to submit form to us to claim money
2012/0743	Church Gresley	39,934	0	0	0	30/08/2024		Built Recreation within Swadlincote
2012/0743	Church Gresley	0	152,773	0	0	N/A	Towards Cadley Hill affordable housing	Waiting for SS to approve/ then transfer to be done

2012/0861	Woodville	22,134	0	0	0	No spend deadline	Towards the provision of open space - Including within the "Improvements to play areas" project	Woodville PC - recent meeting re play equipment - quotes being sourced - combine with 2012/0586
2013/0643	Repton	0	497,906	0	0	22/12/2026	Towards Provision, improvement, maintenance or management of affordable housing within the Repton Ward	Can now be towards Fisher Close - or 2 additional bungalows in Repton
2013/1044	Hilton	39,525	0	0	0	30/06/2026		IH met with Hilton PC - balance to Village Hall pending community grant application
2014/0232	Aston	7,419	0	0	0	06/04/2024	Towards the provision of local outdoor recreational facilities - Weston & Aston PC have project for RIA	Going to be meeting with Aston & Weston - They have ideas for spend but not acceptable to SDDC
2014/0300	Swadlincote	25,858	0	0	0	20/01/2024	Towards renovation of multi-use games area at Maurice Lea Memorial Park	Spend will be a Maurice Lea - local open space spend
2014/0431	Seales	5,315	0	0	0	30/06/2022	Towards Salts Meadow and Swadlincote Woodlands Glade Creation	towards management of grass lands - Swad Woodlands - transfer to Grounds Maintenance under negotiation
2014/0562	Etwall	18,109	0	0	0	21/10/2031	Towards increasing the capacity of Etwall Leisure Centre	Can only go to Etwall Leisure Centre - £18,108.85
2014/0562	Etwall	45,853	0	0	0	21/10/2031		£45,680.77 towards improvements in outdoor sports - Etwall LC only
2014/0740	Woodville	566,268	0	0	0	31/01/2027		Possible Leisure centre hub - 202,851k build facilities - Woodville Rec ground - balance towards urban sport £363,415
2014/0886	Cadley Park		0	0	26,306	13/07/2023	Community Facilities Contribution	£26K Greenbank - use towards swimming pool
2014/0886	Cadley Park	47,438				13/07/2030	Open Space Built Facil&Outdoor Sports Contribution	£47k towards Urban park

2014/0888	Newhall and Stanton	570,000	0	0	0.00	11/07/2026	Towards Oversetts Road Football Facility	Plans being designed
2014/0888	Newhall and Stanton	0	0	0	140,210	17/08/2028	Towards Oversetts Road Football Facility	Plans being designed
2014/0948	Linton	187,415	0	0	0	04/12/2025	Towards outdoor Recreational facilities & improvement of off-site open space at Rosliston Forestry Centre	Consultation out at moment - once done will know what is needed and report to committee
2014/1141	Melbourne	7,644	0	0	0	01/11/2028	Towards Kings Newton Bowls Club	improvements to Bowls club house - IH met with PC and link with Bowls club
2014/1141	Melbourne	7,682	0	0	0	08/02/2029		
2015/0029	Seales	14,923	0	0	0	25/03/2026	Towards the changeroom at Overseal Rec	refurbishment - Overseal Rec ground - 4.5k building balance to sport pitches and play equipment
2015/0029	Seales	4,500	0	0	0	01/10/2026	Sports pitches and play equipment	
2015/0218	Melbourne	6,336	0	0	0	N/A		Cockshut lane improvements
2015/0218	Melbourne	3,225				N/A		Kings newton bowls club
2015/0396	Newhall and Stanton	6,608	0	0	7,207	04/09/2024	Towards Oversetts Road Football Facility	Design being processed
2015/0561	Woodville	20,401	0	0	0	12/12/2024	£16.9k towards Main Street Rec, £3.5k towards Goseley Community Centre	Clause in 106 specific to community centre - IH and Sally still working with PC.
2015/0563	Woodville	8,335	0	0	0	07/02/2024	Towards provision of outdoor sports facilities, open space and build facilities - currently in talks with Hartshorne PC	Build Fac and play area - & £7k play area - rest build
2015/0723	Linton	24,366	0	0	37,339	14/08/2024	Towards enhancements to RFC visitor centre, RFC play equipment and sports pitches at Strawberry Lane	Consultation out at moment - once done will know what is needed and report to committee
2015/0768	Etwall	61,537	0	0	0	01/11/2027		toward group exercise and swimming at Etwall LC

2015/0768	Etwall	0	0	0	46,250	14/02/2025	Towards Newhouse Farm Community Centre	New Community Centre - will be paying developer once they have planning permission - delays with issues with Spec
2015/0768	Etwall	0	0	0	47,686	28/09/2025	Towards Newhouse Farm Community Centre	New Community Centre - will be paying developer once they have planning permission - delays with issues with Spec
2015/0768	Etwall				94,511	27/07/2026	Towards Newhouse Farm Community Centre	New Community Centre - will be paying developer once they have planning permission - delays with issues with Spec
2015/0768	Etwall	0	1,071,180	0	0	09/08/2024	Towards housing within the Derby fringe	Earmarked for Fisher Close
2015/0768	Etwall	0	1,071,180	0	0	20/10/2025	Towards housing within the Derby fringe	Earmarked for Fisher Close
2015/0768	Etwall	0	1,103,640	0	0	27/07/2026	Towards housing within the Derby fringe	Earmarked for Fisher Close
2015/0976	Woodville	3,783	0	0	0	29/11/2023	Woodville Parish looking to spend at Woodville Recreation Ground	Parish - considering Cricket club instead of Rec ground
2015/1108	Hatton	61,071	0	0	262,770	22/10/2026	Towards the enhancement of Scropton Road Recreation Ground	Possible 6 projects - checking out planning on a couple of them.
2015/1108	Hatton	149,443	0	0	0	31/03/2028	Towards the enhancement of Scropton Road Recreation Ground	Possible 6 projects - checking out planning on a couple of them.
2015/1108	Hatton	240,184						
2016/0094	Midway	3,900	0	0	0	19/10/2025	Towards Eureka Park, Miner's memorial and Swadlincote Town Hall improvements	dependant on current capital projects
2016/0094	Midway	19,521	0	0	0	19/10/2025	Eureka Park	dependant on current capital projects
2016/0162	Hilton	14,535	0	0	0	28/02/2028	Hilton Village Hall	IH met with Hilton Village Hall w/c 26/06 with SH - balance to Village Hall pending community grant application and further details of project

2016/0162	Hilton	44,439	0	0	0	28/02/2028	Play at Hilton Village Hall Recreation Ground	Mease Playing Fields
2016/0162	Hilton	26,211	0	0	0	28/02/2028	improving the pitch and outdoor facilities at Mease Playing Fields or contribution towards the bike pump track at Hilton Village Hall Site	
2016/0288	Swadlincote	26,000	0	0	0	28/02/2028	Towards improving play or sports facilities at Swadlincote Woodlands	Meeting pending
2016/0329	Woodville	28,960	0	0	0	02/07/2025	£5.5k towards improvements of the pavilion at Woodville Rec, £14k towards grass pitches at Woodville Rec, £9.3k towards Footpath connections at Woodville Woodlands - Including within the "Improvements to play areas" project	Woodville Pc - Pavilion £5.5k and £4.6 footpaths, £18.7 pitches at rec ground - met a few weeks ago
2016/0583	Aston	15,733	0	0	0	20/02/2024	Towards local areas of play - Derby City taking lead on spend	In talks with Derby City - No council or parish owned play areas
2016/0870	Aston	4,775	0	0	0	26/06/2024		no contact yet, but they are aware - no plans yet
2016/0870	Aston	4,885	0	0	0	21/11/2024		
2016/0898	Aston	-7,443	0	0	0	N/A		Duplicate payment - to be off set with 2012/0568
2016/1118	Repton	4,822	0	0	0	02/03/2026	£22.3k towards improvements to Broomfields Playing Fields	Chris working with Repton Parish
2016/1118	Repton	17,490	0	0	0	13/07/2026		
2017/0194	Repton	36,773	0	0	0	15/06/2026	£36.7k towards improvements & recreational facilities at Broomfields Playing Fields	Chris working with Repton Parish
2017/0349	Etwall	75,648	0	0	0	28/09/2025	£75k Potentially towards a sporting hub - discussions ongoing	Pending Sporting hub
2017/0349	Etwall	0	1,549,378	0	0	23/12/2026	Affordable housing within the administrative area of the Council (North West fringe)	Earmarked for Fisher Close
2017/0416	Church Gresley	13,979	0	0	0	N/A	£13k towards play equipment at Maurice Lea Memorial Park	no plans yet
2017/0416	Church Gresley	7,000	0	0	0	N/A	£7k towards Woodhouse Recreation Ground	no plans yet

2017/0416	Church Gresley	4,000	0	0	0	N/A	£4k towards Greenbank Leisure Centre	no plans yet
2017/0667	Newhall and Stanton	0		0	42,246	02/02/2026	£42k towards works to swimming pool at Green Bank	Pending Sporting hub
2017/0667	Newhall and Stanton	0	62,359	0	0	16/11/2025	Towards the provision of affordable housing on the Swadlincote South fringe	Two Bungalows at Site A Park Road - Committee Report - August 23
2017/0667	Newhall and Stanton	0	124,803	0	0	02/02/2026	Towards the provision of affordable housing on the Swadlincote South fringe	Two Bungalows at Site A Park Road - Committee Report - August 23
2017/0667	Newhall and Stanton	0	64,187	0	0	31/08/2026	Towards the provision of affordable housing on the Swadlincote South fringe	Two Bungalows at Site A Park Road - Committee Report - August 23
2017/0819	Seales	885	0	0	0	N/A		Towards Overseal Rec ground (also see 2014/0431)
2017/0915	Linton	4,364	0	0	0	N/A	Open Space Contribution	Towards 4 benches at Arthur Street, Castle Gresley
2017/0922	Deep Dale Lane	0	1,064,953	0	0	02/02/2028	Community Facilities, Outdoor Sports, Affordable Housing Contributions	Earmarked for Fisher Close
2017/0922	Deep Dale Lane	77,034	0	0	0	02/02/2033		Planning application in for IGV
2017/0922	Deep Dale Lane	0	0	0	41,575	02/02/2033		Community facilities on garden village - waiting for planning app
2017/1293	Hilton	0	203,817	0	0	04/10/2024		no plan yet
2017/1293	Hilton	23,359	0	0	0	04/10/2024		£23.3 Hilton Village Hall lan , £41.8 to football club - Lee English - met a few days ago
2017/1293	Hilton	1,132	0	0	0	04/10/2024	Towards the provision of native hedgerow planting as mitigation for the loss of hedgerow to be caused as a result of the Development	£1.2k biodiversity Gareth price - Hedgerow

2017/1293	Hilton	41,848	0	0	0	04/10/2024	to be used towards carrying out improvements to the playing pitches and associated facilities at The Mease (Hilton Harriers Football Club) including, without limitation, the costs of any land acquisition required	Lee English - met a few days ago
2018/0709	Hartshorne	18,465	0	0	0	20/07/2028	Outdoor sports/Built Facilities	£11.8k Outdoor sports, £6.5k Goseley Sports - IH in talks
2018/0114	Swadlincote	7,574	0	0	5,561	31/03/2028	Build, Open Space, Outdoor Sports Contribution	£13.1k towards Swadlincote Woodlands - play
2018/0114	Swadlincote	0	0	0	2,700	31/03/2028		Refurb swimming pool GBLC £2.7k
2018/0265	Linton	4,882	0	0	0	04/02/2027	Built facilities	Improve Rosliston Village Hall - IH to speak with Ros PC
2018/0377	Woodville	3,400	0	0	0	16/03/2026	Towards Goseley Community Centre	no plans yet
2018/0377	Woodville	10,699	0	0	0	16/03/2026	Towards Improvements to Swadlincote Woodlands.	no plans yet
2019/1183	Swadlincote	14,208	0	0	0	N/A	Towards the CCG and improvements at Swadlincote Surgery	no plans yet - but in talks
2019/1205	Hilton	7,776	0	0	0	N/A	Towards enhancing and managing biodiversity	no plans yet - but working with PC
2020/1460	Drakelow	430,211	0	0	0	13/07/2033	Built facilities	Provision Built facilities with SDDC
2021/1686	Tetron Point, William Nadin Way	25,187	0	0	0	11/10/2027	Towards Drainage Contribution	no plans yet
2021/1686	Tetron Point, William Nadin Way	0	0	45,336	0	11/10/2027	Cycle route	To be paid to DCC
2021/1686	Tetron Point, William Nadin Way	0	0	0	30,224	11/10/2027	Transport works	To be paid to DCC

TOTAL AVAILABLE

3,793,158

6,966,177

45,336

784,586

11,589,258

Earmarked Reserve Balances as at 1 April 2023

APPENDIX 4

Description	Value
Recycling Service Provision	-675,000
New Burdens - COVID-19 Support	-523,960
Flooding - Community Recovery Fund	-84,301
Building Control Transition	-13,709
Urban County Park	-468,855
Biodiversity Enhancements - Swadlincote - Woodville regeneration route	-142,770
Operational Services Public Open Spaces	-224,024
HRA Voids backlog	-133,000
Rosliston Capital Reserve	-217,444
Public Buildings Maintenance	-156,414
HRA Asset Replacement	-199,722
Schools Sport Partnership Project	-448,395
Planning 20% fee increase	-148,798
Homelessness Prevention	-582,073
EU Exit Funding	-52,452
Local Authority Support COVID-19	-61,971
Planning staffing and support costs	-264,560
Asset Replacement and Renewal Fund	-459,316
HRA ICT Mobile Working	-233,941
620 GENERAL FUND IT RESERVE	-738,756
Covid - Income Fee Charges	-92,803
Business Change and Transformation	-52,000
Welfare Reform, Fraud & Compliance	-407,388
Shop Fronts Contribution	-15,507
S106 Planning Policy Fee	-19,600
NNDR Relief Overpayment Provision	-382,038
Cultural Services Public Open Spaces	-304,660
Corporate Training	-76,185
Parks Improvement Fund	-16,071
Discretionary Housing Payments	-15,240
Council Tax Support Scheme - Hardship Fund	-29,118
TIC Transfer Provision	-1,536
633 FIXED ASSET REPLACEMENT FUND	-744,807
District Conservation Works	-10,000
Software upgrades to GIS/LLPG	-9,000
Cultural Services Restructure Provision	-3,183
Pensions reserve	-357,242
District Growth	-1,016,628
Rosliston Forestry Centre Café	-70,576
Pressure Washer for Shelter Maintenance	-10,000
Finance staffing and resource costs	-90,000
Economic Regeneration Fund	-826,187
Section 31 Compensation	-1,672,065
Risk Management Fund	-12,000
Land Charges Software Support	-115,000
New Town Centre Grant - Non-Heritage	-39,662
627 REVENUE COMMITTED EXPENDITURE RESERVE	-256,193
DHP Rent Arrears Top up	-30,000
	-12,504,149

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	CHARLOTTE JACKSON Charlotte.jackson@southderbyshire.gov.uk	DOC: S:\Finance\COMMITTEE\2023-24\September\TM Reports
SUBJECT:	TREASURY MANAGEMENT UPDATE 2023/24	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM08

1.0 Recommendations

- 1.1 That the latest Quarter 2 updates in respect of Treasury Management (**Appendix 1**), Prudential Indicators and Limits (**Appendix 2**) and Counterparty List for investments and bank deposits (**Appendix 3**) are noted.

2.0 Purpose of the Report

- 2.1 To provide an update on the Council's treasury management activities for the second quarter of 2023/24.
- 2.2 To provide an update on external economic factors and how these may affect treasury management in the future.

3.0 Financial Implications

- 3.1 As detailed in the report.

4.0 Corporate Implications

- 4.1 None directly

5.0 Community Implications

- 5.1 None directly

6.0 Background Papers

- 6.1 Treasury Management in the Public Services Code of Practice (CIPFA Publication - December 2021)



**South
Derbyshire
District Council**

Treasury Management Report Q2 2023/24

Introduction

The Authority adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA Code) which requires the Authority to approve treasury management semi-annual and annual outturn reports.

This quarterly report provides an additional update and includes the new requirement in the 2021 Code, mandatory from 1st April 2023, of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in a separate report.

The Authority's treasury management strategy for 2023/24 was approved at a meeting on 22nd February 2023. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

External Context

Economic background: UK inflation remained stubbornly high over much the period compared to the US and euro zone, keeping expectations elevated of how much further the Bank of England (BoE) would hike rates compared to the regions. However, inflation data published in the latter part of the period undershot expectations, causing financial markets to reassess the peak in BoE Bank Rate. This was followed very soon after by the BoE deciding to keep Bank Rate on hold at 5.25% in September, against expectation for another 0.25% rise.

Economic growth in the UK remained relatively weak over the period. In calendar Q2 2023, the economy expanded by 0.2%. However, monthly GDP data showed a 0.5% contraction in July, the largest fall to date in 2023 and worse than the 0.2% decline predicted which could be an indication the monetary tightening cycle is starting to cause recessionary or at the very least stagnating economic conditions.

July data showed the unemployment rate increased to 4.3% (3mth/year) while the employment rate rose to 75.5%. Pay growth was 8.5% for total pay (including bonuses) and 7.8% for regular pay, which for the latter was the highest recorded annual growth rate. Adjusting for inflation, pay growth in real terms were positive at 1.2% and 0.6% for total pay and regular pay respectively.

Inflation continued to fall from its peak as annual headline CPI declined to 6.7% in July 2023 from 6.8% in the previous month against expectations for a tick back up to 7.0%. The largest downward contribution came from food prices. The core rate also surprised on the downside, falling to 6.2% from 6.9% compared to predictions for it to only edge down to 6.8%.

The Bank of England's Monetary Policy Committee continued tightening monetary policy over most of the period, taking Bank Rate to 5.25% in August. Against expectations of a further hike in September, the Committee voted 5-4 to maintain Bank Rate at 5.25%. Each of the four dissenters were in favour of another 0.25% increase.

Financial market Bank Rate expectations moderated over the period as falling inflation and weakening data gave some indication that higher interest rates were working. Expectations fell from predicting a peak of over 6% in June to 5.5% just ahead of the September MPC meeting, and to then expecting 5.25% to be the peak by the end of the period.

Following the September MPC meeting, Arlingclose, the authority's treasury adviser, modestly revised its interest forecast to reflect the central view that 5.25% will now be the peak in Bank Rate. In the short term the risks are to the upside if inflation increases again, but over the remaining part of the time horizon the risks are to the downside from economic activity weakening more than expected.

The lagged effect of monetary policy together with the staggered fixed term mortgage maturities over the next 12-24 months means the full impact from Bank Rate rises are still yet to be felt by households. As such, while consumer confidence continued to improve over the period, the GfK measure hit -21 in September, it is likely this will reverse at some point. Higher rates will also impact business and according to S&P/CIPS survey data, the UK manufacturing and services sector contracted during the quarter with all measures scoring under 50, indicating contraction in the sectors.

The US Federal Reserve increased its key interest rate to 5.25-5.50% over the period, pausing in September following a 0.25% rise the month before, and indicating that it may have not quite completed its monetary tightening cycle.

Having fallen throughout 2023, annual US inflation started to pick up again in July 2023, rising from 3% in June, which represented the lowest level since March 2021, to 3.2% in July and then jumping again to 3.7% in August, beating expectations for a rise to 3.6%. Rising oil prices were the main cause of the increase. US GDP growth registered 2.1% annualised in the second calendar quarter of 2023, down from the initial estimate of 2.4% but above the 2% expansion seen in the first quarter.

The European Central Bank increased its key deposit, main refinancing, and marginal lending interest rates to 4.00%, 4.50% and 4.75% respectively in September, and hinted these levels may represent the peak in rates but also emphasising rates would stay high for as long as required to bring inflation down to target.

Although continuing to decline steadily, inflation has been sticky, Eurozone annual headline CPI fell to 5.2% in August while annual core inflation eased to 5.3% having stuck at 5.5% in the previous two months. GDP growth remains weak, with recent data showing the region expanded by only 0.1% in the three months to June 2023, the rate as the previous quarter.

Financial markets: Financial market sentiment and bond yields remained volatile, with the latter generally trending downwards as there were signs inflation, while still high, was moderating and interest rates were at a peak.

Gilt yields fell towards the end of the period. The 5-year UK benchmark gilt yield rose from 3.30% to peak at 4.91% in July before trending downwards to 4.29%, the 10-year gilt yield rose from 3.43% to 4.75% in August before declining to 4.45%, and the 20-year yield from 3.75% to 4.97% in August and then fell back to 4.84%. The Sterling Overnight Rate (SONIA) averaged 4.73% over the period.

Credit review: Having completed a review of its credit advice on unsecured deposits at UK and non-UK banks following concerns of a wider financial crisis after the collapse of Silicon Valley Bank purchase of Credit Suisse by UBS, as well as other well-publicised banking sector issues, in March Arlingclose reduced the advised maximum duration limit for all banks on its recommended counterparty list to 35 days. This stance continued to be maintained at the end of the period.

During the second quarter of the period, Moody’s revised the outlook on Svenska Handelsbanken to negative from stable, citing concerns around the Swedish real estate sector.

Having put the US sovereign rating on Rating Watch Negative earlier in the period, Fitch took further action in August, downgrading the long-term rating to AA+, partly around ongoing debt ceiling concerns but also an expected fiscal deterioration over the next couple of years.

Following the issue of a Section 114 notice, in September Arlingclose advised against undertaking new lending to Birmingham City Council, and later in the month cut its recommended duration on Warrington Borough Council to a maximum of 100 days.

Arlingclose continued to monitor and assess credit default swap levels for signs of ongoing credit stress and although no changes were made to recommended durations over the period, Northern Trust Corporation was added to the counterparty list.

Heightened market volatility is expected to remain a feature, at least in the near term and, as ever, the institutions and durations on the Authority’s counterparty list recommended by Arlingclose remains under constant review.

Local Context

On 31st March 2023, the Authority had net investments of £18.422m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in the table below.

The forecast position at Quarter 2 has not changed since Q1, with estimated net investments at £58,791,000.

The Council had commissioned Arlingclose to complete a review of its current CFR. The results of this review will be reported in Q3.

Balance Sheet Summary

	31.3.23 Actual £'000	31.3.24 Forecast £'000
General Fund CFR	4,214	4,026
HRA CFR	51,584	41,584
Total CFR	55,798	45,610

External borrowing	47,423	37,423
Internal borrowing	8,375	8,187
Less: Balance sheet resources	(76,350)	(67,158)
Net investments	67,975	58,971

The Authority's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, to reduce risk and keep interest costs low.

The treasury management position at 30th September 2023 and the change over the six months is shown in the table below.

Overall, the current balance net investments at Q2 compared to Q1 have increased.

Treasury Management Summary

	31.03.23 Balance £'000	Movement £m	30.09.23 Balance £'000	Average Rate %
Long-term borrowing:				
Fixed	47,423	0	47,423	3.19%
Variable	0	0	0	0.00%
Short-term borrowing	89	0	89	4.25%
Total borrowing	47,512	0	47,512	
Long-term investments	4,000	0	4,000	5.34%
Short-term investments	58,000	6,000	64,000	4.99%
Cash and cash equivalents	3,934	902	4,836	1.27%
Total investments	65,934	6,902	72,836	
Net investments	18,422	6,902	25,324	

Borrowing

CIPFA's 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes.

The Authority has not invested in assets primarily for financial return or that are not primarily related to the functions of the Authority. It has no plans to do so in future.

Borrowing Strategy and Activity

As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.

There was a substantial rise in the cost of both short- and long-term borrowing over the last 18 months. Bank Rate rose by 1% from 4.25% at the beginning of April to 5.25% at the end of September. Bank Rate was 2% higher than at the end of September 2022.

UK gilt yields were volatile, mainly facing upward pressure since early April following signs that UK growth had been more resilient, inflation stickier than expected, and that the Bank of England saw persistently higher rates through 2023/24 as key to dampening domestic demand. Gilt yields, and consequently PWLB borrowing rates, rose and broadly remained at elevated levels. On 30th September, the PWLB certainty rates for maturity loans were 5.26% for 10-year loans, 5.64% for 20-year loans and 5.43% for 50-year loans. Their equivalents on 31st March 2023 were 4.33%, 4.70% and 4.41% respectively.

A new PWLB HRA rate which is 0.4% below the certainty rate was made available from 15th June 2023. Initially available for a period of one year, this discounted rate is to support local authorities borrowing for the Housing Revenue Account and for refinancing existing HRA loans, providing a window of opportunity for HRA-related borrowing and to replace the Authority's £10m loans relating to the HRA maturing during this time frame.

At 30th September 2023 the Authority held £47.4m of loans. These loans were taken out by the Authority in 2011/12 for the purpose of HRA self-financing. The principal element of these loans is repayable in full on maturity, with interest being paid each March and September.

The short-term borrowing of £89k relates to deposits received from two Parish Councils within the District. These loans can be recalled on immediate notice. Interest is calculated at the Bank of England Base Rate, less 1%. Interest will be payable half yearly after the 30th September and the second after 31st March.

The following table shows the maturity dates of the loans and rate of interest payable.

The borrowing position has not changed since Q1.

Borrowing Position

Loan Profile	Type	Value £'000	Rate %	Maturity
Public Works Loan Board	Fixed	10,000	2.70	2023/24
Public Works Loan Board	Fixed	10,000	3.01	2026/27
Public Works Loan Board	Fixed	10,000	3.30	2031/32
Public Works Loan Board	Fixed	10,000	3.44	2036/72
Public Works Loan Board	Fixed	7,423	3.50	2041/42
Total Long-term borrowing		47,423		
Short-term Parish Council Loans		89	4.25	

Total borrowing		47,512		
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The Authority's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective.

Treasury Investment Activity

The CIPFA Treasury Management Code now defines treasury management investments as those investments which arise from the Authority's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the year, the Authority's investment balances ranged between £45m and £68m million due to timing differences between income and expenditure. The investment position is shown in the table below.

The overall treasury position for Q2 has improved since Q1.

Treasury Investment Position

	31.03.23 Balance £'000	Q2 2024 Movement £'000	30.09.23 Balance £'000	30.09.23 Rate of Return %
Banks (unsecured)	3,934	902	4,836	1.27%
Local Authorities	42,000	6,000	48,000	4.91%
Money Market Funds	16,000	0	16,000	5.12%
CCLA Property Fund	4,000	0	4,000	5.34%
Total investments	65,934	6,902	72,836	

Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

As demonstrated by the liability benchmark in this report, the Authority expects to be a long-term investor and treasury investments therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is

accepted in return for higher investment income to support local public services.

Bank Rate increased by 1%, from 4.25% at the beginning of April to 5.25% by the end of September. Short-dated cash rates rose commensurately, with 3-month rates rising to around 5.25% and 12-month rates to nearly 6%. The rates on DMADF deposits also rose, ranging between 4.8% and 5.4% by the end of September and Money Market Rates between 5.0% and 5.2%.

The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking below.

Investment Benchmarking – Treasury investments managed in-house (excludes CCLA)

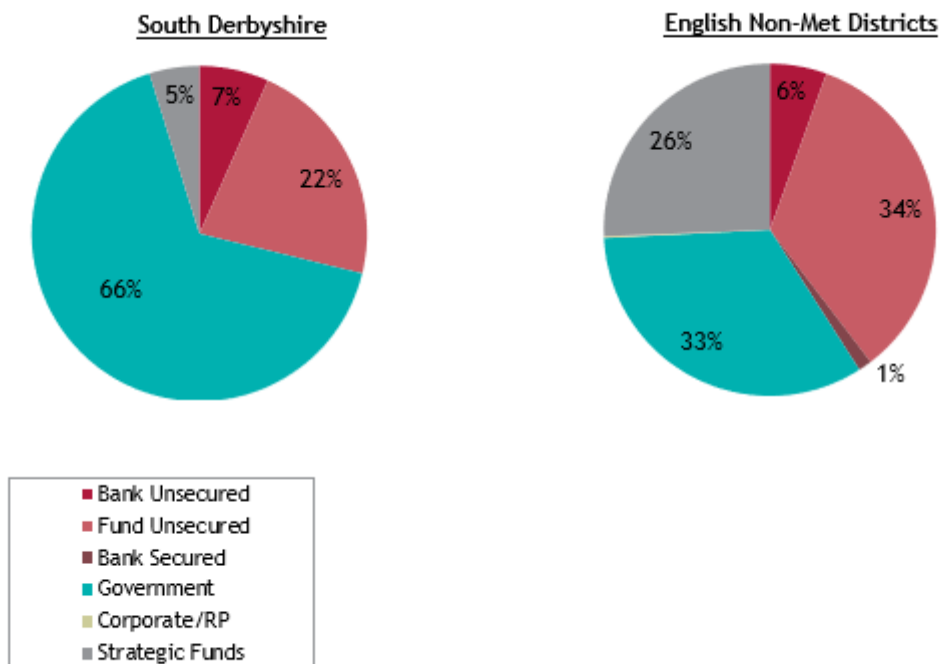
	Credit Score	Credit Rating	Bail-in Exposure	Weighted Average Maturity (days)	Rate of Return %
31.03.2023	4.93	A+	32%	72	2.06
30.09.2023	4.58	A+	30%	68	3.58
Similar LAs	4.43	AA-	56%	63	3.47
All LAs	4.47	AA-	59%	13	3.65

Credit Score: This is a value weighted average score calculated by weighting the credit score of each investment by its value. A higher number indicates a higher risk.

Credit Rating: This is based on the long-term rating assigned to each institution in the portfolio, by ratings agencies Fitch, Moody's and Standard & Poor's. Ratings rang from AAA to D, and can be modified by +/-

Bail in Exposure: The adoption of a bail in regime for failed banks results in a potential increased risk of loss of funds for local authority should this need to be implemented. Therefore, a lower exposure to bail in investments reduces this risk.

Weighted Average Maturity: This is an indicator of the average duration of the internally managed investments. Similar authorities have a similar profile to South Derbyshire; other larger authorities tend to hold a greater proportion of fund in money markets than fixed term deposits with other LAs, due to their cash flow requirements.



This chart illustrates the type of investment funds held by the Council in comparison to other similar Local Authorities, this shows in greater detail, the comparisons in the bail in exposure and rate of return, on the above security benchmark table. The unsecured funds held by other Local Authorities is a much higher percentage of their investment portfolio, which will offer them a higher rate of return, however the bail in exposure risk to funds is 56% of their total portfolio., The Council have invested their funds in much safer secured investments (Government) which may produce a smaller yield but the risk to Council funds is low at 30%.

Externally Managed Pooled Funds

£4m of the Authority's investments is invested in externally managed strategic pooled property funds where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. These funds are expected to generate an average return of £40k - £45k per quarter, its estimated £160k - £180k income return will be achieved this year, which is used to support services in year.

Financial market conditions were volatile during the six-month period. Global bond yields rose and remained elevated as it became apparent that policymakers were looking to keep rates high for some time amid persistently higher core inflation and tight labour markets.

The UK, Euro area and US equity markets were initially helped by resilient growth data and diminishing talk of recession. A weaker currency and better-than-expected fundamentals were broadly supportive for UK equities. Much of the US stock market's performance was driven by a small number of mega stocks and enthusiasm over artificial intelligence. However, the global outlook was clouded by the slowdown in China. On a sectoral level, the energy sector was supported by higher oil prices and expectation of decreasing supply due to OPEC+

group agreeing on production cuts. The FTSE All Share index was marginally lower at the end of the 6-month period at 4127 on 30/9/23 v 4157 on 31/3/23. The MSCI All Countries World Index was higher at 2853 on 30/9/23 v 2791 on 31/3/23.

Investor sentiment for UK commercial property was more settled than in Q3 and Q4 of 2022 when the sharp rise in bond yields resulted in a big fall in property valuations. There were signs of returning investor interest, occupier resilience and a perception that the downturn in commercial real estate may be bottoming out. It helped rental income and led to some stabilisation in capital values. However, the combination of high interest rates and bond yield, higher funding costs and the prospect of sluggish economic growth constrain the outlook for commercial property.

The combination of the above had a marginal negative effect on the combined value of the Authority's strategic funds since March 2023. The bid market value on the CCLA property fund has reduced from £3,532,118 in March 2023 to £3,485,944 in September 2023.

Income returns remained broadly consistent. The Authority has budgeted £136,000 income from these investments in 2023/24. Income received up to 30th September was £41,746, whilst a further £46,601 has been declared and is due to be paid by October.

Because the Authority's externally managed funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates.

Statutory override: In April 2023 the Department for Levelling Up, Housing and Communities published the full outcome of the consultation on the extension of the statutory override on accounting for gains and losses on pooled investment funds. The override has been extended for 2 years until 31st March 2025 but no other changes have been made; whether the override will be extended beyond the new date is unknown but commentary to the consultation outcome suggests not. The Authority will discuss with Arlingclose the implications for the investment strategy and what action may need to be taken.

CCLA Property Fund Performance

		2022/23	2023/24
		Q4	Q2
Dividend Received	£	38,409	46,601
Annual Equivalent Interest Rate	%	4.35%	5.34%
Bid (Selling) Price	pence/unit	283.80	280.09

The mid-market value of the fund as at the 30 September 2023 is £3,540,830 and the bid market value is £3,485,944. The quarters market and bid values have decreased from March 23 by 1.3%. This reinforces the notion that the Fund should only be considered for long-term investments.

The authority's investment in the CCLA fund will remain stable throughout 23/24 with performance continuing to yield positive dividends.

Performance

Average 7-Day Money Market Rate

The main indicator the Council uses to measure its return on short-term investments to average over the year, is the Average 7-Day Money Market Rate. This is a standard measure of performance. Performance for the second quarter is shown below.

	As at 31.03.23	As at 30.09.23
Average 7-Day Money Market Rate (Target)	3.89%	5.18%
Average Interest Rate Achieved on Short Term Deposits	3.43%	4.99%

Our current investment profile includes several local authority loans which were dealt during the 22/23 financial year when interest rates were not as favourable. This therefore brings down the overall average interest-rate on short term deposits. The expectation being, as these loans mature higher interest rates will be achieved upon new dealings.

Cost of Debt

This indicator shows how much the costs of borrowing impact upon each household (at Band D Council Tax rate) in the District. The impact on Council Tax is positive as the General Fund has no actual debt. The performance for the first quarter is shown below using the current interest received and the estimated annual interest based on current returns. This is compared to the actual annual interest received last year.

General Fund Impact per Council Tax Payer	Actual 31.03.2023	Actual 30.9.23	Estimated 31.03.2024
	£	£	£
Net Interest Received - General Fund	-£751,544	-£1,836,552	-£846,658
Band D Properties	36,702	37,663	38,468
Cost per Band D Property	-£20.48	-£48.76	-£22.01

The cost of debt on each council tenant (HRA) is shown below. The performance for the first quarter is the actual costs compared to the estimated costs for the year.

HRA Debt Interest per Dwelling	31.03.23 Actual	31.03.2024 Estimated
HRA Interest Payable	1,504,805	1,504,805

Dwellings	2,937	2,919
Annual Cost per Dwelling	£512.36	£515.52

Compliance

The Chief Finance Officer reports that all treasury management activities undertaken during the quarter complied fully with the principles in the Treasury Management Code and the Authority's approved Treasury Management Strategy.

Compliance with specific investment limits is demonstrated in the table below:

Investment limits

Sector	Maximum Investment Q2 2024	Counterparty Limit	Time Limit	Sector Limit	Complied
The UK Government	£19m	£25m	364 days	n/a	✓
Local authorities & other government entities	£33m	£5m	364 days	Unlimited	✓
Banks (unsecured)*	£2.8m	£3m	35 days	Unlimited	✓
Building societies (unsecured)*	£2m	£2m	35 days	£5m	✓
Money Market Funds*	£16m	£2m	60 days	£14m	✓
Strategic Pooled Funds	£4m	£4m	n/a	£4m	✓
Other Investments*	0	£1m	35 days	Unlimited	✓

Treasury Management Prudential Indicators

As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential indicators.

Liability Benchmark:

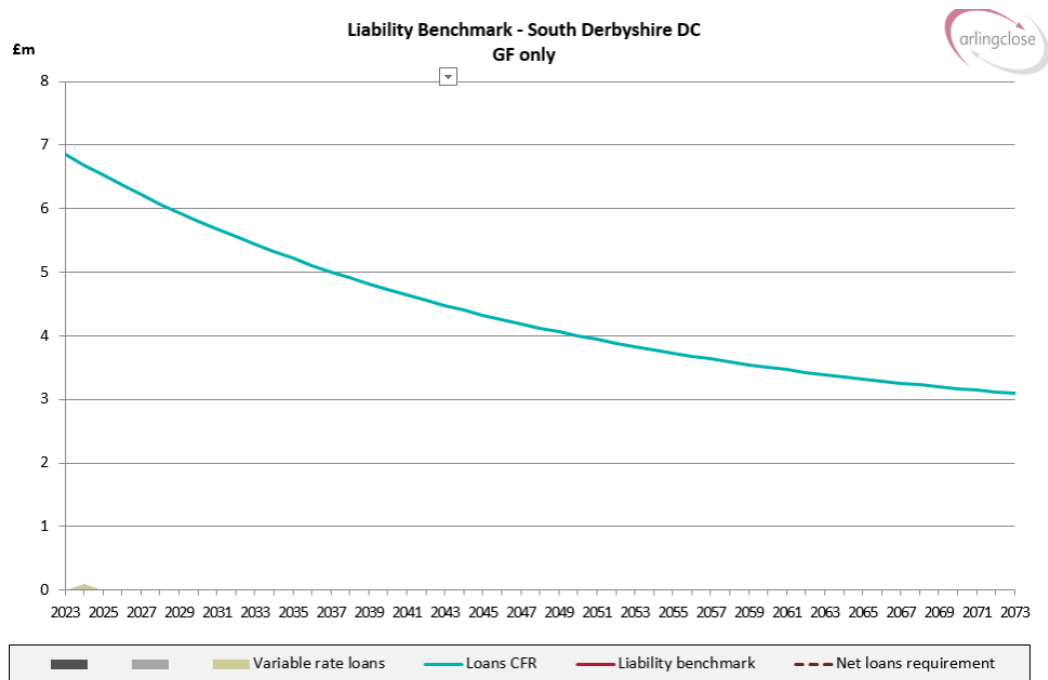
This new indicator compares the Authority's actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability

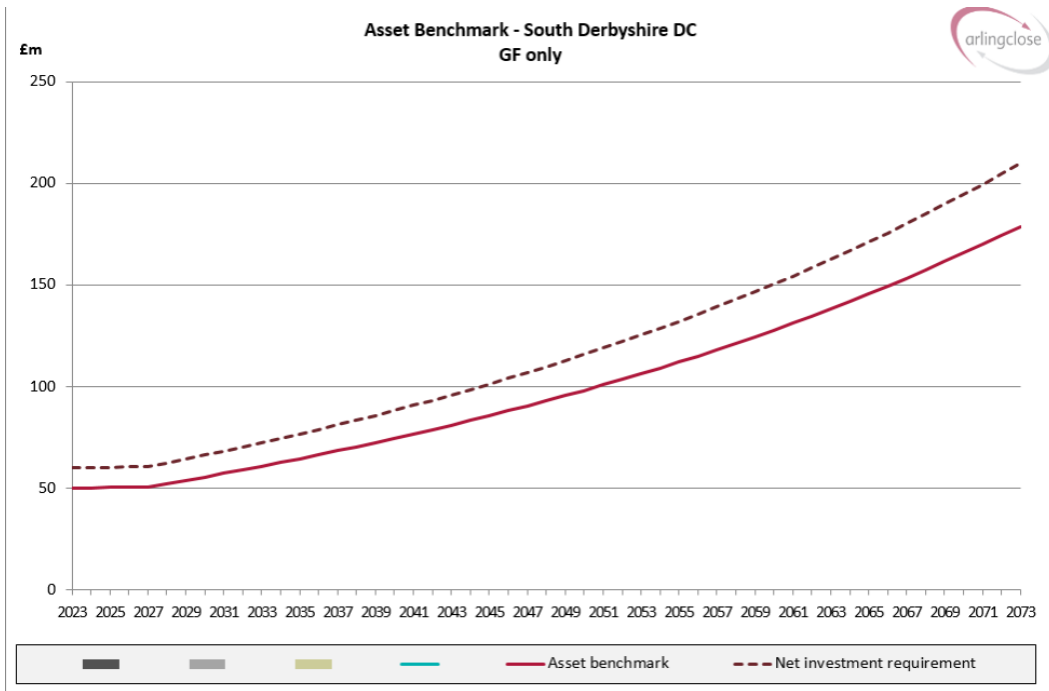
benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £10m required to manage day-to-day cash flow.

	31.3.23 Actual	31.3.24 Forecast	31.3.25 Forecast	31.3.26 Forecast
Loans CFR	55,798	45,610	45,447	45,293
Less: Balance sheet resources	(76,350)	(67,158)	(62,428)	(57,364)
Net asset requirement	20,552	21,548	16,981	12,071
Liquidity allowance	10,000	10,000	10,000	10,000
Asset benchmark	10,552	11,548	6,981	2,071
Existing borrowing	47,423	37,423	37,423	37,423

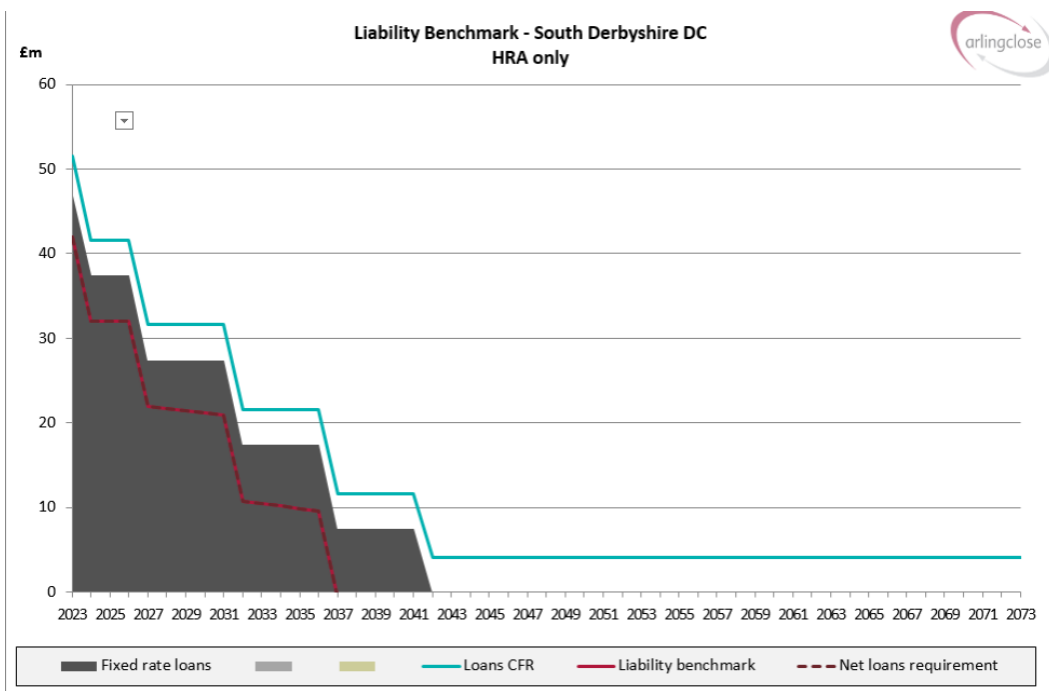
Following on from the medium-term forecasts above, the long-term asset benchmark assumes borrowing is repaid when due and no additional borrowing is required. Capital expenditure is funded from reserves.

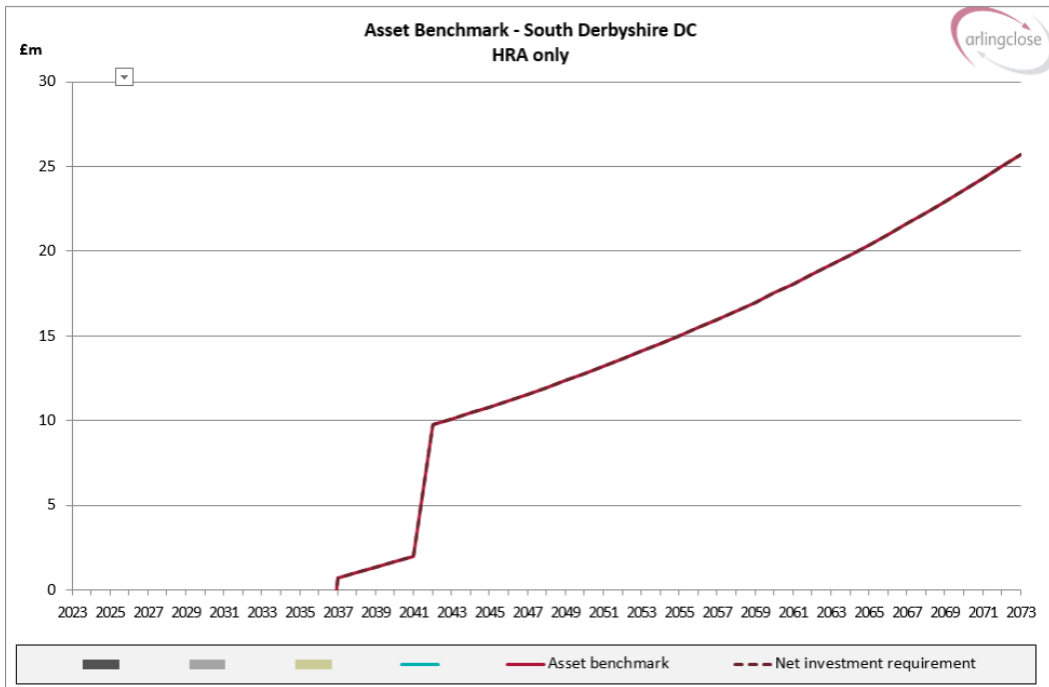
General Fund





HRA





As shown from the above graphs the asset benchmark increases over the medium term as debt is repaid and then decreases as reserves are utilised.

Maturity Structure of Borrowing:

This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

	Upper Limit	Lower Limit	30.6.23 Actual	Complied?
Under 12 months	10000	10000	10000	✓
12 months and within 24 months	0	0	0	✓
24 months and within 5 years	10000	10000	10000	✓
5 years and within 10 years	10000	10000	10000	✓
10 years and above	17423	17423	17423	✓

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Long-term Treasury Management Investments:

The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2023/24	2024/25	2025/26	No fixed date
Limit on principal invested beyond year end	£4m	£4m	£4m	£4m

Actual principal invested beyond year end	£4m	£4m	£4m	£4m
Complied?	✓	✓	✓	✓

Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Interest Rate Exposures:

This indicator is set to control the Authority's exposure to interest rate risk. Bank Rate rose by 1.25% from 4.25% on 1st April to 5.25% by 30th September.

For context, the changes in interest rates during the quarter were:

	<u>31/3/23</u>	<u>30/9/23</u>
Bank Rate	4.25%	5.25%
1-year PWLB certainty rate, maturity loans	4.78%	5.69%
5-year PWLB certainty rate, maturity loans	4.31%	5.22%
10-year PWLB certainty rate, maturity loans	4.33%	5.26%
20-year PWLB certainty rate, maturity loans	4.70%	5.64%
50-year PWLB certainty rate, maturity loans	4.41%	5.43%

The impact of a change in interest rates is calculated on the assumption that maturing loans and investment will be replaced at new market rates.



**South
Derbyshire
District Council**

Prudential Indicators 2023/24

September 2023

Introduction

The Local Government Act 2003 requires the Authority to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Authority has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

The Authority measures and manages its capital expenditure, borrowing and commercial and service investments (where applicable) with references to the following indicators.

It is now a requirement of the CIPFA Prudential Code that these are reported on a quarterly basis.

Estimated Capital Expenditure and Financing

This is the approved capital investment programme for the General Fund, together with stock investment proposals included in the HRA Business Plan. The programme is summarised in the following table.

Estimated Capital Expenditure £	Actual 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26	Forecast 2026/27	Forecast 2027/28
General Fund	4,013,345	5,108,558	2,775,032	2,336,760	849,211	651,500
HRA	2,456,166	2,432,186	2,877,000	3,143,503	2,497,000	3,232,000
Total	6,469,511	7,540,744	5,652,032	5,480,263	3,346,211	3,883,500
Financed by £	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Grants and Contribution	2,914,945	3,290,000	1,240,000	820,000	400,000	400,000
Council Resources	3,554,566	4,250,744	4,412,032	4,660,263	2,946,211	3,483,500
Total	6,469,511	7,540,744	5,652,032	5,480,263	3,346,211	3,883,500

Approval for a capital bidding round and scoring of bids following recommendations from the Service and Financial Planning Working Group was granted at Finance and Management Committee on the 9th July 2020.

Of the 14 bids receiving approval 6 are ongoing with capital expenditure expected to commence this financial year. Along with the capital projects approved on 8th October 2020, the Council continues to invest in its ICT Strategy and vehicle replacement programme. The Council is also delivering projects across the district funded through the Better Care Fund.

Subsequent years' expenditure relates to the phasing of the larger Capital projects, continuing asset replacement program and investment onto the Council's ICT Strategy.

The general downward trend of HRA expenditure relates to the reduction in New Build Properties and a reduction in major works due to the need to set-aside funds for the repayment of debt. The major repairs have a five-year plan for improving Council properties to decent homes standard.

Overall, the capital expenditure programme is financed from Government grants, external contributions, Council reserves and capital receipts.

The table highlights that the five-year investment programme is fully funded. If all financing is not secured, expenditure will need to be curtailed or other resources and reserves identified.

Due to the current level of reserves and cash on deposit, current policy is that any longer-term borrowing is undertaken only as a last resort to meet any shortfall; any new borrowing will only be undertaken prudentially within the Council's debt limits.

The Council's Borrowing Need or Capital Financing Requirement (CFR)

The CFR is a measure of the Council's underlying need to borrow for capital investment and is based on the net value of fixed assets contained in the Council's Balance Sheet.

The CFR does not necessarily represent the amount of actual external debt outstanding. This is due to the fact that not all borrowing previously allowed has in effect taken place against this requirement but is being financed internally through cash deposits and reserves.

Capital expenditure that has not been immediately paid for increases the CFR through additional borrowing, including internally. The CFR is reduced following debt repayment or through setting-aside revenue sums to repay internal borrowing.

The Council is required to pay off an element of the accumulated General Fund CFR each year through a revenue charge called the Minimum Revenue Provision (MRP). In addition, a Voluntary Revenue Provision (VRP) is made where borrowing has taken place on a prudential basis.

There is no requirement to make a MRP for the HRA. However, money is being set-aside to repay HRA debt in accordance with the maturity profile. This strategy is reflected in the HRA's Financial Plan.

A summary of the CFR estimates is shown in the following table.

Expected CFR	Actual 2022/23 £'000	Forecast 2023/24 £'000	Forecast 2024/25 £'000	Forecast 2025/26 £'000	Forecast 2026/27 £'000	Forecast 2027/28 £'000
CFR b/fwd	55,993	55,798	45,610	45,447	45,293	35,144
Add New Financing	0	0	0	0	0	0
Less MRP	-175	-168	-161	-155	-148	-142
Less VRP	-20	-21	-2	0	0	0
Less Debt Repayment	0	-10,000	0	0	-10,000	0
CFR c/fwd	55,798	45,609	45,447	45,292	35,145	35,002
General Fund Proportion	4,214	4,026	3,863	3,709	3,560	3,418
HRA Proportion	51,584	41,584	41,584	41,584	31,584	31,584
Total	55,798	45,610	45,447	45,293	35,144	35,002

The VRP has reduced to zero due to the repayment of previous internal borrowing schemes relating to the purchase of receptacles to extend the kerbside recycling scheme in 2013, together with the repayment of the internal borrowing for the Grove Hall Extreme Sports projects.

Debt Pools

The Council operates two separate Debt Pools, one for the General Fund and one for the Housing Revenue Account (HRA). There is no external debt currently outstanding on the General Fund, although it has a positive CFR representing an underlying borrowing need.

The General Fund CFR is reduced each year by a statutory revenue charge known as the Minimum Revenue Provision (MRP). In addition, a Voluntary Revenue Provision (VRP) is made where borrowing has been undertaken on a prudential basis.

There is no requirement to make a MRP or VRP in the Housing Revenue Account. The HRA has debt outstanding of just over £47m. This represents the debt inherited under the self-financing framework for Council Housing.

Although no MRP is required for the HRA, money is being set-aside to repay the HRA debt in accordance with the maturity profile. This strategy is reflected in the HRA's Financial Plan. The expected CFRs over the current financial planning period to 2027/28 are detailed in the following table.

Expected CFR	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund Proportion	4,214	4,026	3,863	3,709	3,560	3,418
HRA Proportion	51,584	41,584	41,584	41,584	31,584	31,584
Total	55,798	45,610	45,447	45,293	35,144	35,002

The CFR on the General Fund will continue to reduce over the medium-term due to MRP/VRP being applied. These charges for all years are included in the Council's base budget.

Effectively, the MRP/VRP creates a cash amount in the Council's budget in order to write down the underlying borrowing requirement.

The larger CFR on the HRA has remained static in previous years, the first repayment of £10m self-financing loans was paid in March 2022, with another repayment in March 24 and March 27, after these payments the CFR is forecast to remain static for a period, unless any new borrowing is required.

Limits to Borrowing Activity

The Council is required to set limits on overall borrowing (net of investments). This controls borrowing and ensures that the Council does not, except in the short term, exceed the total of the CFR in the preceding year, plus the estimates of any additional CFR for the current and the next two financial years.

A short-term deviation is allowed for flexibility if a limited amount of borrowing was required to meet temporary shortfalls in cash flow. The estimated position is detailed in the following table.

Estimated Borrowing Compared to the CFR	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000
Gross Borrowing - HRA	47,423	37,423	37,423	37,423	27,423	27,423
Gross Borrowing - General Fund	0	0	0	0	0	0
Total Gross Borrowing	47,423	37,423	37,423	37,423	27,423	27,423
Total CFR	55,798	45,610	45,447	45,293	35,144	35,002

The above table shows that as gross borrowing is likely to remain below the CFR, the Council will comply with this Prudential Indicator.

The Authorised Limit for External Debt

This is the limit beyond which external debt is prohibited. It is the statutory limit determined under section 3(1) of the Local Government Act 2003. The debt cap for HRA self-financing was removed by the Government in 2018/19.

The Operational Boundary for External Debt

This represents the expected external debt during the course of the year, but it is not a limit. It is designed to aid the Chief Finance Officer to manage treasury activity on a daily basis and acts as an early warning sign of any potential issues. It includes a provision for temporary borrowing of £5m. As in recent years, it is not expected that any temporary borrowing will be required but is included as a contingency should cash flow become negative in the short-term.

The Limit and Boundary are summarised in the following table.

Debt Limits	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000
Authorised Limit - General Fund	4,214	4,026	3,863	3,709	3,560	3,418
Authorised Limit - HRA	51,584	41,584	41,584	41,584	31,584	31,584
Operational Boundary	52,423	42,423	42,423	42,423	32,423	32,423

As noted above, there is no longer a debt cap on the HRA and therefore borrowing is no longer restricted but it must remain affordable over the plan.

To ensure affordability, the Chief Finance Officer has retained the former limit.

Cost of Debt to Finance Capital Expenditure

This indicator shows how much per year the costs of borrowing impact upon each household (at Band D Council Tax rate) in the District and for each council tenant (HRA).

As there is no actual debt on the General Fund, the impact on Council Tax is positive as this represents interest on cash deposits.

Cost of Servicing Debt	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000
Estimated Net Interest Received - General Fund	-751,544	-1,836,552	-846,658	-432,638	-432,638	-432,638
Estimated Band D Properties (per MTFP)	36,702	37,663	38,468	39,707	40,797	41,887
Cost per Band D Property	-£20.48	-£48.76	-£22.01	-10.90	-10.60	-10.33
Estimated Net Interest Payable - HRA	1,117,245	378,527	798,648	1,038,201	1,038,201	737,201
Estimated Dwellings (per MTFP)	2,937	2,919	2,901	2,883	2,865	2,847
Annual Cost per Dwelling	£380.40	£129.68	£275.30	£360.11	£362.37	£258.94

The Use of the Council's Resources and the Investment Position

The Council has available at any one time, reserves and balances which are held to finance future expenditure commitments or to act as a contingency sum as recommended by the Council's Chief Finance Officer.

These balances are available for investment on a short-term basis in accordance with the Investment Strategy. The expected level of reserves and balances is shown in the following table.

Estimated Usable Reserves	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£'000	£'000	£'000	£'000	£'000	£'000
General Fund	15,222	12,002	8,606	4,872	999	-3,420
Earmarked	27,335	26,756	25,496	24,398	23,947	23,696
Capital Receipts and Grants	7,266	6,022	5,747	5,147	5,147	5,147
Debt Repayment	5,693	354	3,218	6,160	48	2,079
HRA General Reserve	4,609	2,379	1,615	1,244	487	1,296
Total Reserves	60,125	47,513	44,682	41,821	30,628	28,798

The above table shows that overall the level of resources is expected to decrease over the financial period and it assumes in particular, that forecasted deficits on the General Fund will be financed from general reserves until budget savings or additional income are identified. When identified, the level of resources will remain higher.

Based on this level of reserves, it is estimated that the Council will continue to have funds available for investment each year. In accordance with the Investment Strategy, these investments will continue to be held in short-term (less than 364 days) deposit accounts.

Ratio of Financing Costs to Net Revenue Stream

This indicator shows the trend in the net cost of borrowing (allowing for investment income) against the net revenue stream, i.e. Council Tax for the General Fund and Rent Income for the HRA. Estimates are included in the Council's Medium Term Financial Plan (MTFP) and are shown in the following table.

Financing Ratios	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
	£	£	£	£	£	£
General Fund						
Estimated Council Tax Income	6,346,143	6,577,466	6,875,455	7,207,426	7,549,729	7,902,641
Net Interest Receivable	-751,544	-1,836,552	-846,658	-432,638	-432,638	-432,638
Proportion	-11.84%	-27.92%	-12.31%	-6.00%	-5.73%	-5.47%
HRA						
Estimated Rental Income	12,382	12,872	13,449	13,766	14,089	14,420
Estimated Interest Payable	1,505	1,505	1,235	1,235	1,235	934
Proportion	12.15%	11.69%	9.18%	8.97%	8.77%	6.48%

With no debt on the General Fund, the indicator is negative. The ratio reflects the level of "gearing" - how much of the Council's revenue is tied up in borrowing costs. Although the proportion for the HRA is greater in percentage terms, this is a relatively fixed cost but affordable within the HRA's Financial Plan.

Treasury Management Indicators: These indicators (Liability Benchmark, Maturity Structure of Borrowing, Long-Term Treasury Management Investments, and Interest Rate Exposure) are within the Treasury Management Report Q1 2023/24.

**COUNTERPARTY LIST 2023/24
(as at September 2023)**

Treasury investment counterparties and limits

Sector	Counterparty Limit	Time Limit	Sector Limit
The UK Government	£25m	364 days	n/a
Local authorities & other government entities	£5m	364 days	Unlimited
Banks (unsecured)*	£3m	35 days	Unlimited
Building societies (unsecured)*	£2m	35 days	£5m
Money Market Funds*	£2m	60 days	£16m
Strategic Pooled Funds	£4m	n/a	£4m
Other Investments*	£1m	35 days	Unlimited

This table must be read in conjunction with the notes below

*** Minimum credit rating:** Treasury investments in the sectors marked with an asterisk will only be made with entities whose lowest published long-term credit rating is no lower than A-. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

For entities without published credit ratings, investments may be made either (a) where external advice indicates the entity to be of similar credit quality; or (b) to a maximum of £5m per counterparty as part of a diversified pool e.g. via a peer-to-peer platform.

Government: Loans to, and bonds and bills issued or guaranteed by, national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is generally a lower risk of insolvency, although they are not zero risk. Investments with the UK Government are deemed to be zero credit risk due to its ability to create additional currency.

Banks and building societies (unsecured): Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail.

Money market funds: Pooled funds that offer same-day or short notice liquidity and very low or no price volatility by investing in short-term money markets. They have the advantage over bank accounts of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a small fee. The Authority will take care to diversify its liquid investments over a variety of providers to ensure access to cash at all times.

Strategic pooled funds: Bond, equity and property funds that offer enhanced returns over the longer term but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Other investments: This category covers treasury investments not listed above, for example unsecured corporate bonds and company loans. Non-bank companies cannot be bailed-in but can become insolvent placing the Authority's investment at risk.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £3m. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	CHARLOTTE JACKSON Charlotte.jackson@southderbyshire.gov.uk	DOC: S/Finance/Committee/2023-24/November
SUBJECT:	CONSOLIDATED DRAFT BUDGET REPORT 2024/25 AND MEDIUM-TERM FINANCIAL PLAN TO 2028/29	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 08

1.0 Recommendations

- 1.1 That Committee note the draft budget and associated information.
- 1.2 That Committee approve the draft budget for consultation with the Council's relevant Committees, rate payers and the public.
- 1.3 That Committee note the proposals considered material.
- 1.4 That Committee note the Indicative Assurance Statement provided by the Section 151 Officer.

2.0 Purpose of the Report

- 2.1 For the Finance and Management Committee to review the budget proposals and resultant likely General Fund revenue budget Housing Revenue Account (HRA) budget and Capital Programmes for 2024/25 and approve the details contained within this report for consultation with the Council's relevant Committees, ratepayers and the public, as part of the Council's own budget process and statutory and wider consultation.
- 2.2 This report is divided into several sections with corresponding appendices, which are summarised below for ease:

Table 1 - Report Index

Area	Detail	Relevant Appendices
3.0 Introduction	This section of the report sets out the context to how the proposals and draft budget presented have been developed with reference to the external outlook and development of the Council's own forthcoming Medium Term Financial Strategy. It also refers to the consultation timetable the budget process, which will	N/A

	follow after the Finance and Management Committee of 23 November..	
4.0 General Fund	Presents all budgetary changes and proposals concerning the General Fund, overall budget position for 2024/25 and impact to five-year Medium Term Financial Plan (MTFP).	Appendix 1 – Draft General Fund Budget Summary and MTFP Appendix 2 – General Fund Budget Proposals Appendix 7 – Assumptions to the General Fund Medium Term Financial Plan
5.0 Housing Revenue Account (HRA)	Presentation of all budgetary changes and proposals concerning the HRA, overall budget position for 2024/25 and impact to five-year forecasts.	Appendix 3 – Draft HRA Budget Summary and MTFP Appendix 4 – HRA Budget Proposals
6.0 Fees and Charges	Detail around fees and charge variations proposed	Appendix 5 – Draft Proposed Fees & Charges
7.0 Capital Programmes	The proposed additional areas of capital investment for 2024/25 – 2028/29 alongside the existing approved programme.	Appendix 6 – Draft Capital Programme
8.0 Robustness of estimates and adequacy of reserves	The Section 151 Officer’s commentary and indicative assessment around robustness of the proposals and draft budgets and estimates of reserves, pending receipt of the provisional local government finance settlement for 2024/25 and confirmation of final budget proposals. This indicative assessment is the early equivalent of the annual report of the Section 151 Officer which accompanies the final budget at Council each February (known as the “Section 25 statement”).	N/A

3.0 Introduction

3.1 At the inception of the budget setting process, the following three key principles were agreed with Members and set out to Heads of Service to guide the preparation of budget proposals contained within this report:

- **Budgets should support Service Plan and the Council Plan** –That the budget aligns with Service Plans and the Council Plan to ensure that appropriate funding is in place. The intention is to reduce the need for further reports to Committee for additional funding requests throughout the forthcoming year, unless there are specific requests from Members, or other requirements around procurement or approval considerations.
- **Revenue investment should be based on demonstratable need or be self-funding** - That any cost-pressures (such as inflation pressures on supplies, services, and contracts), additional staff or reductions in income due to lower demand or reduced fees, should, insofar as is possible, be “self-funding”. Services were asked to try as far as is

reasonably practical to off-set increases in financial resources by making savings in other areas or alternatively, additional revenue investments should be fully demonstrated. Overall, the budget process sought for proposals that demonstrated an evidence-based business case which set out the service need, how additional revenue funding will seek to meet that need, and where possible, reduce ongoing expenditure or increase income in other areas.

- **Capital growth will be considered based on need and innovation meaning it is essential for the maintenance of service delivery or will improve service delivery by way of revenue improvement** – That when we are investing to create or enhance an asset, it is because it will improve the Council’s financial position through reducing spend or generating income, or because we must to maintain services.

3.2 As part of the Council’s commitment to continuous improvement and good financial governance, the process for budget setting undertaken this year has been adapted. These changes were set out in the “Budget Setting Approach 2024/25” report delivered to the Council’s policy Committees and Overview and Scrutiny at their meetings in September and October 2023.

3.3 In line with the principles set out at 3.1, the Council’s Heads of Service and their service managers have been heavily involved in developing proposals for their service area. As such, there is a high volume of proposals which have undergone assessment and refinement by the Council’s Leadership Team, who have challenged, scrutinised and refined proposals in light of the principles and the overall financial position of the Council.

3.4 The revenue budget approach has been ‘incremental’ meaning that the focus is on budget changes compared to the current year (2023/24) position. As such, revenue proposals are categorised to easily explain the changes and also where proposals can be rejected. The categories as set out in the report for the General Fund and Housing Revenue Account (HRA) are below and Appendices 2 and 4 set out the individual changes.

- **Funding** – changes to core funding (council tax, business rates, government grant and new homes bonus for the General Fund and Rental Income and service charges for the HRA);
- **Savings** – savings identified through either a reduction in budgeted expenditure or income that is additional to that budgeted in the current year because of increase in charges and/or a forecast increase in demand.
- **Cost Pressures** – where additional budget provision is required to cover unavoidable cost increases. One-off items will be funded through earmarked reserves (see 3.5 below).
- **Service Developments** – proposals to enhance service provision and which require a decision around investment. One-off items will be funded through earmarked reserves (see 3.5 below).

3.5 Where increases in spending, either as a cost pressure or a service development are one-off, they will be funded by earmarked reserves. This is following the Section 151 Officer’s phase 1 review. This repurposing of earmarked reserves represents an effective way of managing one-off expenditure, given its very nature, and in the context of the Council wishing to close its budget gap and it having a high level of reserves and earmarked reserves that have been identified as no longer required for the original purpose for which they were set aside.

3.6 The proposed level of fees and charges are presented in Appendix 5 along with the rationale for the proposed variation on the 2023/24 level.

- 3.7 Proposals for capital investment are set out in the report and appendices along with the existing capital programme commitments.

Review of Management Structure

- 3.8 At the time of writing this report the Chief Executive has confirmed intentions to take forward a restructure of the Council's management structure, which currently comprises of twelve Heads of Service, two Strategic Directors as well as the Chief Executive's role.
- 3.9 Since this timetable is under development, an indicative budgetary estimate for the potential additional costs has been included in this draft budget. This estimate will be refined at the final budget stage once the restructure timetable has been developed, this will include a presentation of the structure to this Committee for approval before the final budget is approved at the meeting of Council in February 2024.

UK Fiscal Policy, the Autumn Statement and Local Government Finance Settlement

- 3.10 Local Government funding is confirmed by central government via the Local Government Finance Settlement process. This usually commences with the Chancellor of the Exchequer's Autumn Statement (typically in early/mid-November) which sets out the major fiscal policy for the UK and can hint at funding for public services (including local government), a provisional local Government Finance Settlement, which sets out funding for individual councils (typically early/mid-December) and the final Settlement which confirms these individual allocations (early-February).
- 3.11 On 5 September, the Chancellor announced that he will present the Autumn Statement 2023 to Parliament on 22 November. The statement will be accompanied by an economic and fiscal forecast prepared by the Office for Budget Responsibility (OBR).
- 3.12 Since confirmation of the statement date, there has been various sector reports around the likely date of receipt of the provisional Settlement, but at the time of writing this report, no date has been confirmed.
- 3.13 Given the ongoing and growing trend of English councils declaring precarious financial positions, there is more prominence around local government finance in national political discussions.
- 3.14 Research and analysis undertaken by both the Local Government Association and District Council Network (DCN) has pointed towards significant in-year and predicted 2024/25 budget gaps for Councils ahead of the Autumn Statement. Specifically for lower-tier councils, the DCN is calling for :
- An increase in district council spending power of at least 6%, through additional grant and freedom to raise money locally independent of the Treasury;
 - The ability for districts to be able to increase their element of council tax by the highest of 4.99% or by £10 without a referendum (vs the current limit of 2.99%/£5);
 - Additional support for homelessness and leisure services; and
 - The implementation of the Government pledge to allow councils to increase planning fees.
- 3.15 Since the publishing of this committee report precedes the Autumn Statement, the Section 151 Officer will provide a verbal update on the statement and any implications of announcements made for local government funding and where possible the Council.

Financial Sustainability and the Medium-Term Financial Plan and Strategy

- 3.16 The approved 2023/24 – 2027/28 General Fund MTFP (approved in February 2023 and updated in June 2023), includes provision for growth and inflationary demands. The assumptions and associated financial risks are considered as a worst-case scenario and there are recurring budget gaps being met by reserves over the life of the plan of in excess of £2m per year. These budget gaps would be met by utilising reserves and these would be depleted based on the forecasts, by 2026/27.
- 3.17 The Council currently reviews and updates its Medium-Term Financial Plan on a quarterly basis as part of budget monitoring, but there have been no changes to the 2024/25 or future years forecast so far in the 2023/24 year.

Table 2, Projected Budget Gaps 2023/24 – 2027/28 – February 2023

	2023/24	2024/25	2025/26	2026/27	2027/28
Predicted Budget Gap as per MTFP Q2 inclusive of contingent sums	3,220,258	3,395,992	3,733,661	3,872,908	4,419,453

- 3.18 The plan has been reviewed and renewed to align with the new proposed budget from 2024. The review has included an assessment of the assumptions that drive the future financial forecasts, but further testing and refinement needs to be undertaken on these pending the provisional local government finance settlement and confirmation of final budget proposals. Further work is also necessary to develop worst- and best-case scenarios against the “base case” to set out the most likely outcome, and this work will now be taken forward as part of the new Medium Term Financial Strategy which is under development.
- 3.19 Notwithstanding that further changes are anticipated on the plan and a more detailed review of the five year assumptions is needed, the revised position over the five year plan is as below. This shows a marked improvement over the five year period compared to the original position, but there is still a significant budget gap presented over the period which must be closed through corrective actions to reduce expenditure and maximise income and funding. The assumptions currently driving these forecasts are set out in Appendix 7.

Table 3 – Revised Projected Budget Gaps 2024/25 – 2028/29 – November 2023

	2024/25	2025/26	2026/27	2027/28	2028/29
Predicted Budget Gap based on this draft budget	670,022	1,867,059	3,830,974	5,226,542	6,751,621

Table 4 – Movement in Budget Gaps 2023/24 – 2028/29

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
Predicted Budget Gap as per MTFP Q2 inclusive of contingent sums	3,220,258	3,395,992	3,733,661	3,872,908	4,419,453	
Forecast Outturn 2023/24	1,344,672					
Predicted Budget Gap revised MTFP November 2023	n/a	670,022	1,867,059	3,830,974	5,226,542	6,751,621
Movement (Favourable) / Adverse	(1,875,586)	(2,725,970)	(1,866,602)	(41,934)	807,089	6,751,621

3.20 The new MTFS will be presented alongside the budget for approval in February. This overarching strategy will consider the future funding expectations and opportunities for increasing the Council's self-sufficiency in the light of diminishing central government grants and an uncertain future funding outlook and a cycle of recurrent 1-year local government funding settlements, whilst ensuring the Council can continue to fund and deliver excellent services.

Budget Development Timetable

3.21 Subject to approval of this report, it will proceed to the Council's relevant Committees as per below, for review of proposals. Where proposals are of a material nature and associated policy decisions are required, this report will be tabled alongside any stand-alone reports. This is specifically the case where there are proposals to add posts to the establishment, and where this is the case, Appendices 2 and 4 make this clear.

Table 5 – Committee Timetable

	Consideration of the draft 2024/25 budget	Consideration of stand-alone policy decisions
Environmental and Development Services Committee	4 January 2024	25 January 2024
Housing and Community Services Committee	8 January 2024	1 February 2024
Finance and Management Committee	11 January 2024	15 February 2024
Overview and Scrutiny Committee	17 January 2024	n/a

3.22 The final budget will be presented to the Finance and Management Committee in February 2024 who will recommend it to Council for final approval in the same month.

Consultation

3.23 In line with the Council's statutory requirement to consult with ratepayers, it is proposed that relevant stakeholders in the business community are written to and views on the budget proposals are sought.

3.24 Between (circa) the early-December 2023 and mid-February 2024 wider public consultation will take place via the Council's website and at Area Forums.

3.25 Feedback received will be collated and reported as part of the final budget report in February 2024.

4.0 General Fund

4.1 The draft net revenue expenditure position for the 2024/25 year is anticipated to be £670k as set out in Appendix 1. This is made up of net revenue expenditure (spend) of £18.3m and funding of £17.64m.

4.2 This is an decrease on the 2023/24 budgeted position of £2.55m. The position is favourable when compared to estimated for the 2024/25 year that are detailed within the former version of the medium-term financial plan, which at June 2023 was estimated at £3.34m deficit (as per table .

4.3 Since the Council budgets on an incremental basis, the individual changes compared to the 2023/24 position are set out in Appendix 2 is as follows:

- Funding – an increase of £2,783,029

- Service developments – proposed to increase spend by £1,721,027. Appendix 2a.
- Cost pressures – increasing spend by £2,392,793. Appendix 2b.
- Savings (inc. Recharges) - £3,060,585. Appendix 2c.

Funding

- 4.3 Detailed in the following table is the projected income from Business Rates, Council Tax and Government Grants. The total draft budgetary increase for 2024/25 compared to the budgeted position for 2023/24 is an additional £2,783,029, from £14,032,466 to £16,815,495. This is subject to further review and ratification as the final budget is developed and the reasons for this are set out below.
- 4.4 Subject to further analysis on the growth trajectory the estimated Business Rates to be retained for 2024/25 budget has been developed using a new strategic finance reporting model that uses a range of forecasting tools and benchmarking analysis. As the forecast of rates retained has been forecast to improve against its budgeted position in 2023/24, predictions are that further growth and benefit from participation in the Derbyshire Business Rates Pool will increase the estimate more favourably. The current growth projections are generic and these will be tested further as part of the final budget process.
- 4.5 Council Tax funding for 2024/25 is assumed at the maximum increase of 2.99% which represented £5.22 for a Band D for the 2024/25 year. Other options are detailed below with the forgone income for various percentages below 2.99%. As with business rates, a generic growth forecast is included in the calculations, and this will bring further additional revenue for the Council and its precepting partners, Derbyshire County Council, Derbyshire Police and Crime Commissioner and local Parish Councils. This growth assumption will be tested and further refined as part of the final budget process.
- 4.6 Pending the Autumn Statement and receipt of the provisional local government finance settlement, the Section 151 Officer has reviewed sector intelligence and taken advice from the Council's appointed funding advisors Pixel Financial on the level of other grant funding to be expected in 2024/25.

Table 6 – General Fund Funding

Funding	2023/24 Budget	2023/24 Forecast Outturn	2024/25 Estimated Budget	Notes
Business Rates	£4,000,000	£5,200,000	£6,377,129	This includes a generic growth assumption for South Derbyshire which requires further testing and analysis, an allowance for the returns from the Derbyshire Business Rates Pool and is also subject to receipt of the provisional settlement.
Council Tax	£6,577,466	£6,577,466	£6,950,114	This is based on a maximum increase of 2.99% and the council's current council tax base and an initial growth assessment of 2.6% and is subject to further

				growth analysis and approval of the council's tax base for 2024/25.
Services Grant	£100,000	£100,000	£102,000	Based on advice received from the Council's funding advisor and sector intelligence available around the continuation and availability of funding.
Funding Guarantee	£1,800,000	£1,800,000	£1,746,000	
New Homes Bonus	£1,500,000	£1,500,000	£1,480,000	
Collection Fund	£55,000	£55,000	£55,000	
Revenue Support Grant	Nil	Nil	£105,252	
Total	£14,032,466	£15,232,466	£16,815,495	

Table 7 - Council Tax Increase illustrative Options

	2.99%	£5	2%	1%	0%
2024/25 impact to resident	£5.22	£5	£3.49	£1.75	£0
Per Band D Property	£179.86	£179.64	£178.13	£176.39	£174.64
Council Tax Income (includes forecast growth for 2024/25 of 2.2%)	£6,950,114	£6,901,589	£6,843,684	£6,776,589	£6,709,494
2024/25 foregone income	£0	£8,525	£66,430	£133,525	£200,620
Compound impact of foregone income to MTFP (assumed static base for ease of calculation)	£0	£42,624	£332,150	£667,624	£1,003,099

Service Developments – Appendix 2a

4.48 Across the range of proposals service developments have been developed by service areas for review and whilst being tabled as required for the effective delivery of services, they are additional to what the Council currently provide and could be classified as voluntary additional expenditure.

4.9 As detailed above at paragraph 3.5, one-off items will be funded through earmarked reserves.

4.10 All service developments are detailed in Appendix 2. The most significant are:

- Management Restructure £350,000 – to cover the anticipated costs in a forthcoming management structure review, to be brought forward by the Chief Executive
- Local Plan £190,000 – to cover costs associated with Local Plan examination
- Household Waste Collection Service Staffing £308,867 – to consider an additional crew for household waste
- Town Centre Masterplan £100,000 – to cover costs associated with developing a Town Centre Masterplan for Swadlincote Town Centre, in line with the new proposed Council Plan.

Cost Pressures – Appendix 2b

4.11 Across the range of proposals cost pressures generally relate to areas where additional budgetary provision is required to continue critical services. There are no proposals that represent developments of service areas or that could be classified as voluntary additional expenditure, except for spend already incurred in relation to non-statutory services.

4.12 All cost pressures are detailed in Appendix 2.

4.13 Staffing costs represent a significant amount of expenditure on the General Fund, with broadly three quarters of all spending related to staffing. The table below sets out the budgetary pressures in relation to staffing.

4.14 Members should note that the assumed pay award for 2024/25 is included in the cost pressures detailed in the report. The assumptions include the agreed 2023/24 pay award and an indicative pay award of 4% for 2024/25, based on Officer for Budget Responsibility (OBR) April 2023 forecast for CPI at April 2024 of 1.5% and a further allowance for risk purposes mitigation purposes. A further OBR forecast will be received for inflation in November 2023 alongside the Autumn Statement and the provision for the 2024/25 pay award will be reviewed as part of the final budget.

4.15 The additional salary for Service Development Proposals is the total from all the submitted bids requesting additional staffing resources. These have been included but are subject to separate reporting requirements.

Table 8 – Staffing cost pressure and service developments

Area	Amount	Detail
Pay Award 2024/25	£784,685	Assumed Pay Award @ 4%, inclusive of salary rises of £201,254 (Included in costs pressures)
Service Development Proposals relating to staff	£822,233	There are a number of additional posts requested to be added to the establishment. These are listed in Appendices 2a and are subject to committee review and consideration.

4.16 The most remaining other significant areas of cost pressure are:

- Inflationary £183,728 – This covers inflationary increases the Council is exposed to through it's day-to-day spend with suppliers.
- Utilities £99,268 – Although the Council's prices are largely fixed for utilities for the majority of the 2024 year, the current spend is above the budgeted level and this needs correcting in the budget in order to avoid unexpected overspends.
- Audit £85,336 – Like all Councils who commission procurement services via the Public Sector Audit Appointments process, the Council faces a significant increase in the cost of audit in 2024/25 and beyond.

Savings and Income – Appendix 2c

4.7 Total savings on the General Fund are currently estimated at £3,060,583. Savings are a result of increased income in some areas and a reduction in costs compared to last year's budget the some of the larger saving are detailed below:

- Removal of Capital Contributions £733,530 – alternative funding methods will be utilised to fund the Council's capital programme rather than General Fund contributions.
- Removal of Provisions £157,500 – these are now included in the base budget.
- Removal of Contingent Sums £370,041 – these are now included in the base budget.
- Investment income £414,020 – representing an increase in the forecast interest earned on balances held, based on interest rate predictions from the Council's treasury advisors.

- Recycling income £219,494 – based on performance on recycling income during 2023/24.
- Planning application income £200,000 – This is to reflect the government’s recent decision to allow Local Planning Authorities to increase their planning fees.
- Conducting Elections £115,447 – This saving is because the Council is not running a District election next year.
- Fees and charges £59,750 – which reflects increases across a range of fee and charge variations.
- Reduction to MRP £27,262 – this represents the reduction to the Councils CFR. Any new capital expenditure in 24/25 will not be repayable until 25/26.

Other areas of the budget

4.17 The Council currently funds grants to Parish Councils for concurrent functions at a of circa £400,000 per annum to the Council. Parish Councils exercise certain functions in their respective areas, which the District Council must exercise directly in unparished areas. These are known as “concurrent functions” and the term is used to explain that either a district or parish/town council may provide these services. The principle of the funding provided to Parish Councils is around “double taxation” because residents in these areas will pay a precept via Parish Councils and the District Council precept.

4.18 In previous years, the level of concurrent function grants to Parish Councils have been increased in the region of 2% per year. For 2024/25 and considering the 2024/25 and ongoing projected annual budget gap, this amount is proposed to not increase. For 2024/25, this will save the Council £7,000.

4.19 Further, it is proposed a wider review of the continuation of these grants is undertaken as part of the Council’s Medium Term Financial Strategy.

Impact on Reserves

4.18 The below shows the impact of the proposed draft budget on the level of General Fund unallocated reserves. The position forecast at March 2024 is based in the current reserves.

Table 9 – Reserves Forecast

Type of Reserve	Opening Balance - April 2023	Estimated use of Reserves 2023/24	Estimated Balance March 2024	Estimated Use of Reserves 2024/25	Estimated balances March 2025
General Fund	£15,222,148	£3,220,257	£12,001,891	£670,022	£11,331,869
Earmarked Reserves	£12,504,150	£241,741	£12,262,409	£3,245,651	£9,016,758
Total Useable Revenue Reserves	£27,726,298	£3,461,998	£24,264,300	£3,915,673	£20,348,627
Capital Reserves	£2,281,797	£1,244,362	£1,037,435	£274,928	£762,507
Capital Grants unapplied	£1,449,529	£381,012	£1,068,517	£458,606	£609,911

Total Useable Capital Reserves	£3,731,326	£1,625,374	£2,105,952	£733,534	£1,372,418
Total General Fund Reserves	£31,457,624	£5,087,372	£26,370,252	£4,649,207	£21,721,045

5.0 Housing Revenue Account

5.1 The draft budgeted position for the 2024/25 year is estimated to be a deficit position of £1.23m as set out in Appendix 3.

5.2 This is an decrease on the 2023/24 budgeted position of £895k.

5.3 Since the Council budgets on an incremental basis, the individual changes compared to the 2023/24 position are set out in Appendix 4 is as follows:

- Service developments – proposed to increase spend by £1,244,775. Appendix 4a.
- Cost pressures – increasing spend by £848,016. Appendix 4b.
- Savings (inc. rent increase) - £2,987,873. Appendix 4c.

Service Developments.

5.4 Across the range of proposals service developments have been developed by service areas for review and whilst being tabled as required for the effective delivery of services, they are additional to what the Council currently provide and could be classified as voluntary additional expenditure.

5.5 All service developments are detailed in Appendix 4a. The most significant is a proposal to increase the budget for repairs and maintenance of void properties, as a one-off, by £797,000 for the 2024/25 year.

Cost Pressures

5.9 Cost pressures are set out in Appendix 4b, with the most significant being:

- Pay Award £96,220
- R&M Fix & Fittings Contracts £153,265 – This represents the contractor's uplift of 7% on the repairs and maintenance contract.
- Contributions County Council £130,000 – Derbyshire County Council have confirmed that they will no longer be contributing to the Careline/Telecare services at Oaklands.

Savings and Income

5.6 Savings, including the additional income from an assumed rent increase is set out in Appendix 4c. The most significant of these are:

- Investment income £239,553 – this is based on anticipated returns on HRA balances.
- Interest payable £270,000 – this is based on a reduction in interest payable on the HRA self-financing loans due to the next repayment of £10m being repaid 28th March 2024.
- Contingent Sums adjustments £612,916 – removal of contingent sums, as items are included in the base budget.
- Additional debt repayments – see below
- Rent increase – see below.

- 5.7 The assumed additional rental income of £1,102,603 has been included in the budget based on a rent increase in line with the national rent increase formula of CPI + 1%. The anticipated announcement for social rents formula is due in the Autumn budget (22 November 2023). In 2023/24 the cap set on social rents was 7% with SDDC setting their increase at 3%. Work is underway to share comparisons of rent levels with other Councils of similar size and/or region and this will be included in the report in January.
- 5.8 Rents have been calculated in accordance with the Rent Standard Policy at CPI +1, using September rates the potential increase is 7.3%. below is an illustration of the forgone income in comparison to 3% and 0 %. It must be noted that the comparison figures do account for the reduction of void losses factored into the medium-term financial plan.

Table 10 – Rent Increase Illustrative Options

	CPI + 1% (7.3%)	3%	0%
2024/25 impact to tenant based on average rent	£6.34	£1.74	0
Foregone income over life of MTFP (5 years)	Nil	£391,788	£503,896

- 5.8 The Additional Debt Repayments of £750,000 would ordinarily be set aside for the purpose of repaying debt. This saving proposed based on the Council not redeeming its next maturity loan of £10m due in 2027, recognising the significant shift in the Housing Business Plan since the loan was taken out in 2012 as part of self-financing (including 4 years of 1% rent reduction and a lower than cap increase on rents for 2023/24) and the revenue pressure this places on the HRA and the ability for the loan to be refinanced.

Impact on Reserves

- 5.9 The below shows the impact of the proposed draft budget on the level of Housing Revenue Account unallocated reserves. The position forecast at March 2024 is based in the current reserves.

Table 11 – HRA Reserves

Type of Reserve	Opening Balance - April 2023	Estimated use of Reserves 2023/24	Estimated Balance March 2024	Estimated Use of Reserves 2024/25	Estimated balances March 2025
HRA General Reserves	£4,609,000	£2,234,000	£2,375,000	£1,236,000	£1,139,000
Earmarked Reserves	£556,663	£366,941	£189,722	£45,000	£144,722
Total Useable Revenue Reserves	£5,165,663	£2,600,941	£2,564,722	£1,281,000	£1,283,722
Capital Reserves	£3,534,460	£650,000	£2,884,460	£739,000	£2,145,460
Debt Repayment Reserves	£5,693,000	£5,339,000	£354,000	£2,780,000	£3,134,000

Major Repairs Reserve (Ring Fenced)	£4,986,832	£500,000	£4,486,832	£600,000	£3,886,832
Total Useable Capital Reserves	£14,214,292	£6,489,000	£7,725,292	£4,119,000	£9,166,292
Total HRA Reserves	£19,379,955	£9,089,941	£10,290,014	£5,400,000	£10,450,014

5.10 The HRA General reserves remain above the Council's minimum reserve balance of £1m this is due to options being explored around debt reprofiling, capital investment and major repairs reserve.

6.0 Fees and Charges

6.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges set by the Council are increased in line with inflation or other factors taken in to consideration, in line with the Corporate Charging Policy:

- Statutory obligations
- Policies objectives of the Council;
- Local market research and competition (where relevant);
- The impact of price changes on activity level of demand;
- Changes in taxation;
- Budget position and any associated gap;
- The cost of providing the service.
-

6.2 Included at Appendix 5 is the proposed charge position, together with of explanation of changes to individual charges.

7.0 Capital Programmes

7.1 The proposed draft Capital Programme for 2024/25 – 2028/29 is set out in Appendix 6.

General Fund

7.2 Proposals funded through 'unsupported borrowing' on the General Fund impact the 'Minimum Revenue Provision' (MRP) estimate for future years, which effectively is a method of calculating the estimated repayment of that internal borrowing. MRP is funded through revenue, and so an increase in capital expenditure plans funded through unsupported borrowing, increases expenditure on the General Fund in respect of MRP.

7.3 The total General Fund programme for 2024/25 is £7,532,201, consisting of currently budgeted and new schemes.

7.4 The proposals below constitute new capital schemes only, whilst the programme at Appendix 6 also includes capital programme items approved as part of previous the year's budget process.

- 7.4.1 **Swadlincote Events Space - £1,000,000 TBC** – This project, previously considered by Finance and Management Committee in March 2022, will be to take forward original proposals to complete works to the Indoor Market to create a multi-purpose events space in the town centre. The investment will attract a range of cultural events including artisan food fayres, antiques and car boots and pop-up arts and cultural

events and shows. The value of the investment is currently approximate, pending further scheme design. The investment will be funded by unsupported borrowing and therefore increase the minimum revenue provision charge to revenue in future years, which is estimated to be in the region of £20,000 per annum. A further report to Finance and Management Committee on the scheme proposals will be required and tabled alongside this budget process.

- 7.4.2 **Cemetery Infrastructure Replacement - £300,000 over 3 years.** The proposal is to introduce a programme of planned infrastructure refurbishment and replacement to ensure our cemeteries are accessible to all Members of our communities. Currently access is poor with footpaths uneven and breaking up causing problems for funeral directors. Works will include resurfacing footpaths, entrance / access improvements and fencing. The programme will be funded through unsupported borrowing and therefore increase the minimum revenue provision charge to revenue in future years.
- 7.4.3 **Parks and Green Spaces Infrastructure - £360,000 over 4 years.** The proposal is to introduce a programme of planned infrastructure refurbishment and replacement to ensure our parks and green spaces are accessible to all members of our communities. Currently access is poor with footpaths uneven and facilities such as tennis courts in need of improvements. Items will include resurfacing footpaths, entrance / access improvements to ensure DDA compliance, refurbishment of tennis courts, replacement fencing, replacement bins and benches. The programme will be funded through unsupported borrowing and therefore increase the minimum revenue provision charge to revenue in future years.
- 7.4.4 **Play Area Refurbishment - £1,083, 000 over 5 years.** The plan is for a rolling programme of play area refurbishments to SDDC owned play areas provides an opportunity to engage with young people and ensure their views are encompassed into the designs. This process helps to create ownership of new facilities which experience show reduces vandalism and ASB. Currently the funding for this project is based on utilisation of unsupported borrowing, however opportunities to allocate Section 106 funds and other external funding sources will be progressed to minimise the Council contribution.
- 7.4.5 **Stenson Community Centre Air Conditioning - £15,000 on off investment.** Stenson Community Centre is a popular venue which we hire out on a daily basis. Given its location and possible disruption to local residents it is not possible to have windows and doors open. Therefore, it is there proposed to install air conditioning to improve the service user experience with the building. This will be funded by internal borrowing.
- 7.4.6 **Town Hall Heating, Lighting and AV - £20,000 on one off investment -** The Swadlincote Town Hall in the centre of town can be hired out for various events. The heating and lighting is poor and requires upgrading. A new AV system will enable more talks and meetings to held in the venue. This will be funded by internal borrowing
- 7.4.7 **Fleet Replacement Programme – £TBC.** At the time of writing this report, a replacement programme over 7 years is currently under development and will be tabled for consideration by the Environmental and Development Service Committee for approval. The Council is committed to reducing its carbon emissions and will be setting an ambitious target of zero carbon emissions to its fleet by 2030. The Strategy will consider the development and opportunities in alternative vehicle technologies including fuel types and provided estimated costs for inclusion. This will help minimise the Council's impact on the environment and enable it to take a proactive role in

assisting the Council to maintain its ISO140001 accreditation. It is envisaged that this programme will be funded in part by revenue and in part by unsupported borrowing.

- 7.4.8 **Swadlincote Town Centre Grant Scheme - £55,169** (funded by an earmarked reserve). The Swadlincote Town Centre Grant Scheme aims to contribute to the further revival of the town centre by enhancing the environment in order to attract greater numbers of shoppers and visitors. The initiative seeks to improve the visual appearance of Swadlincote town centre by incentivising property owners and tenants to invest in their premises. Priority is given to prominent frontages and other aspects that are particularly visible from main public routes.

HRA

- 7.5 The Capital programme for the HRA has had no adjustments to the rolling 5 year programme currently in place. This is set out in Appendix 6.

8.0 Robustness of Estimates and Adequacy of Reserves

- 8.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves – otherwise known as the “Section 25 Statement”. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.
- 8.2 This report has typically been presented at Council in a separate report by the Section 151 Officer, and this is the plan for the final budget in February 2024. The information below is intended to enable Members to consider proposals against an indicative assessment of the robustness of estimates and the adequacy of reserves.
- 8.3 At this early stage and pending the receipt of the provisional Local Government Finance Settlement, the Section 151 Officer considers that the estimates which form the General Fund and Housing Revenue Account to be robust and prudent, and the proposals are deliverable for 2024/25.
- 8.4 Spend assumptions have been developed by service areas and robustly tested by finance and the Leadership Team. Many of the estimates at this stage remain provisional.
- 8.5 Assumptions included in this draft budget around funding for 2024/25 and beyond have been developed and approved by the Section 151 Officer using several sources of independent and external advice. These include forecasts derived from funding models used by the finance team from the Council's funding advisor Pixel Financial Management, the Institute of Fiscal Studies local government finance model, the final Local Government Finance Settlement for last year (2023/24) and sector intelligence shared by the LGA and the DCN. However, it remains that there is a risk that assumed funding is out of line with government confirmations received later in the process.
- 8.6 Based on current estimates for 2023/24 outturn, the draft budget for 2024/25 year and assumptions for 2025/26 – 2028/29 the Council has an adequate level of reserves to balance the budget on its General Fund until 2028/29. This is an improved position – at the setting of the 2023/24 budget, reserves were forecast to be depleted by 2026/27.
- 8.7 The Council is susceptible to volatility in budgetary estimates. A relatively small change in the underlying assumptions can produce significant changes.

- 8.8 If forecasts for the current or 2024/25 year are less favourable than projected, the Council could see its reserves utilised at a greater rate than currently forecast.
- 8.9 Overall, the draft General Fund retains a budget gap. This is a considerable improvement from it compared to its forecast position for 2024/25 and budgeted position for 2023/24. However, the Council must now consider how it will close its ongoing budget gap.
- 8.10 As detailed within this report, the Council is currently developing its Medium-Term Financial Strategy which will set out how it intends to ensure that its future budget gaps are reduced, and the Council manages its spending within its funding means.
- 8.11 One area of significant expenditure relates to concurrent expenses, and it is the recommendation of the Section 151 Officer, that in light of ongoing projected budget gaps, this area of spend is reviewed as a priority. Other expenditure areas must be also reviewed along with income and it is recognised that income enhancements are not a prominent feature within this budget report currently.
- 8.12 Looking further ahead, in the future all local authorities will face a reduction in core funding from the Government once changes to the current funding regime (in particular New Homes Bonus and Business Rates) are introduced. These changes in grant funding are included in the assumptions in this report and MTFP and present significant risk to the Councils ongoing financial sustainability.
- 8.13 Turning to the Housing Revenue Account, the position currently forecasts a budget gap for 2024/25 and this is also projected on an ongoing basis into future years. During the 2023/24-year, additional budgetary pressures have been absorbed for the service to comply to its regulatory requirements.
- 8.14 To ensure the HRA can deliver a balanced budget for the foreseeable future and maintain its reserves at a suitable level, the Council must not continue to set aside the £750,000 additional debt repayment amounts for redemption of the £10m self-financing loan in 2027 is proposed. This will have implications for the ability of the Council to repay this loan when it falls due, however the Council is able to refinance this, recognising that there is no limit on the amount a HRA can borrow.
- 8.15 Since undertaking the self-financing loans in 2012, the Council has significantly less in projected rental income to fund its Housing service, having implemented 4 years of 1% rent reductions between 2016 and 2020 as per central government policy. A below inflation rent cap was also implemented by central government for the rent increase for 2023/24, and South Derbyshire increased its rents below this level. Although subject to Council approval as part of the revised Treasury Management Strategy for 2024/25, this revised strategy will therefore better align with the HRA's financial health and minimise the revenue charges of debt on the HRA. It is proposed a wider review of the HRA debt position is undertaken to support this.

9.0 Corporate Implications

Employment Implications

- 9.1 There are no direct employment implications arising from this report. However, a number of the indicative proposals will likely have employment implications through the creation of new posts to be added to the council's staffing establishment. These requests will be considered by the relevant committee in January/February 2024 and associated employment implications clearly set out.

Legal Implications

9.2 There are no direct legal implications arising from this report. The draft budget has been developed on a series of requirements of the Council in line with legal and regulatory requirements around service provision. Should indicative proposals have specific legal implications, these will be clearly set out in the forthcoming reports to the relevant committee in January/February 2024.

Corporate Plan Implications

9.3 This draft budget has been prepared to support the delivery of the Council's new Council Plan.

Risk Impact

9.4 This draft budget has been prepared to support the effective management of service risk. A full risk register will be presented as part of the Council Plan for 2024/25.

10.0 Community Impact

Consultation

10.1 As detailed in the report, relevant stakeholders in the business community will be written to and views on the budget proposals are sought, in line with the council's statutory duty to consult ratepayers.

10.2 In addition, between (circa) the early-December 2023 and mid-February 2024 wider public consultation will take place via the Council's website and at Area Forums.

10.3 All consultation feedback received will be collated and reported as part of the final budget report in February 2024.

Equality and Diversity Impact

10.4 A full Equalities Impact Assessment (EIA) will be undertaken on the budget and presented to Finance and Management Committee and Full Council as part of the final budget approval process.

Social Value Impact

10.5 Where relevant, the social value impact of proposals will be set out in any forthcoming papers to relevant committees in January/February 2024.

Environmental Sustainability

10.6 Where relevant, the environmental impact of proposals will be set out in any forthcoming papers to relevant committees in January/February 2024.

11.0 Background Papers

11.1 Report to Finance and Management Committee, 5 October 2023, "Budget Setting Approach 2024/25".

DRAFT GENERAL FUND - BUDGET SUMMARY 2024/25

Approved Budget 2023/24	Service	2024/25 Savings Plan	2024/25 Permanent Growth	2024/25 One- Off Growth	2024/25 Proposed Budget
392,641	Economic Development	-2,337.00	5,839.00	100,000.00	496,142.62
870,414	Environmental Services	-41,554.00	90,399.00	5,400.00	924,659.19
49,488	Highways & Parking	-11,696.00	26,945.00		64,736.67
89,012	Licensing & Land Charges	-1,429.00	104,354.00		191,936.52
785,982	Planning	-222,912.42	59,047.00	190,000.00	812,116.36
1,209,782	Street Scene	-35,194.00	36,966.00		1,211,554.26
3,511,897	Waste & Transport	-177,040.54	467,565.00	435,680.00	4,238,101.35
734,066	Community Development & Support	-18,910.00	61,888.00		777,043.76
179,268	Recreational Activities	-270.00	16,558.00		195,555.96
274,126	Leisure Centres & Community Facilities	-66,621.82	237,280.00		444,783.71
567,864	Parks & Open Spaces	57,721.03	250,329.00	47,449.00	923,362.70
596,797	Private Sector Housing	-228,045.00	27,144.00		395,895.82
4,651,825	Central Support Services	-328,837.91	980,276.00	6,914.00	5,310,177.29
575,615	Corporate & Democratic Costs	-10,371.00	74,966.00		640,209.65
365,229	Elections & Registration	-76,504.00	10,315.00		299,040.26
378,245	Parishes, Interest, S106 Receipts & Provisions	-414,020.00	4,048.00		-31,727.11
-233,263	Estate Management	-40,229.00	16,552.00	35,000.00	-221,940.23
804,444	Revenues & Benefits	-105,499.53	33,681.00		732,625.65
	Pay Award	-48,500.00	789,225.00		740,725.00
188,224	MRP	-27,262.00			160,962.00
370,041	Contingent Sums	-370,041.00			0.00

157,500	Provisions	-157,500.00			0.00
733,530	Capital Contributions	-733,530.00			0.00
17,252,725	NET COST OF SERVICES	-3,060,583	3,293,377	820,443	18,305,961

	FUNDING				
-4,000,000	Business Rates Retention	-2,377,129.00			-6,377,129.00
-100,000	Services Grant Allocation	-2,000.00			-102,000.00
-1,500,000	New Homes Bonus			20,000.00	-1,480,000.00
-1,800,000	Funding Guarantee			54,000.00	-1,746,000.00
-6,577,466	Council Tax Income	-372,647.68			-6,950,114.00
-55,000	Add Estimated Collection Fund Surplus - Council Tax				-55,000.00
	Revenue Support Grant	-105,252.00			-105,252.00
	Contribution from one-off expenditure	-820,443.00			-820,443.00
-14,032,466	TOTAL FUNDING	-3,677,471.68	0.00	74,000.00	-17,635,938.00

3,220,258	BUDGET GAP	-6,738,055	3,293,377	894,443	670,023
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GENERAL FUND MEDIUM TERM FINANCIAL PLAN

Budget Setting 2024/25

	Projection £ 2024.25	Projection £ 2025.26	Projection £ 2026.27	Projection £ 2027.28	Projection £ 2028.29
BASE BUDGET					
Environmental & Development	8,315,456	8,288,789	8,581,927	8,901,568	9,245,159
Housing & Community	2,910,597	3,011,849	3,139,487	3,271,137	3,490,222
Finance & Management	6,918,946	7,592,929	7,910,812	8,235,582	8,567,767
Net Service Expenditure	18,144,999	18,893,568	19,632,226	20,408,287	21,303,148
Accounting Adjustments					
Minimum Revenue Provision (MRP)	160,962	154,523	148,342	142,408	136,712
Additional MRP for Capital bids					
	160,962	154,523	148,342	142,408	136,712
TOTAL ESTIMATED SPENDING	18,305,960	19,048,091	19,780,568	20,550,695	21,439,860
FINANCING					
Business Rates Retention	-6,377,129	-6,615,790	-4,093,351	-4,335,032	-4,595,107
Services Grant Allocation	-102,000	-102,000			
Funding Guarantee	-1,746,000	-2,965,000			
New Homes Bonus	-1,480,000				
Council Tax Income	-6,950,114	-7,344,115	-7,762,970	-8,206,863	-8,678,344
Revenue Support Grant	-105,252	-99,127	-179,024	-126,554	-68,837
Transitional Funding			-3,859,248	-2,600,703	-1,290,951
Contribution from Reserves for one-off expenditure	-820,443				
Add Estimated Collection Fund Surplus - Council Tax	-55,000	-55,000	-55,000	-55,000	-55,000

TOTAL FINANCING

-17,635,938 -17,181,031 -15,949,594 -15,324,153 -14,688,239

Revenue Surplus (-) / Deficit

670,022 1,867,059 3,830,974 5,226,542 6,751,621

TOTAL GENERAL FUND SURPLUS (-) / DEFICIT

670,022 1,867,059 3,830,974 5,226,542 6,751,621

GENERAL FUND RESERVE BALANCE

Balance b/fwd	-12,001,891	-11,331,869	-9,464,809	-5,633,835	-407,293
Revenue Surplus (-) / Deficit	670,022	1,867,059	3,830,974	5,226,542	6,751,621
Capital Contributions	0	0	0	0	0
Balance c/fwd	-11,331,869	-9,464,809	-5,633,835	-407,293	6,344,328

GENERAL FUND SERVICE DEVELOPMENT

Committee	Value of one-off / funded by reserve proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	TOTAL
Environmental and Development Services Committee	295,400	341,008	636,408
Housing and Community Services Committee	47,449	213,314	260,763
Finance and Management Committee	41,914	781,942	823,856
TOTAL	384,763	1,336,264	1,721,027

PROPOSALS

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Economic Development and Growth	Town Centre Masterplan	100,000	One-off	<p>A report setting out further detail of this proposal will be presented to the relevant policy making committee in January / February 2024 for consideration. The following is for information only, pending this decision.</p> <p>Development of a Masterplan for Swadlincote Town Centre, to set out a vision for the mix of uses, urban form and inter-linkage with other parts of the town centre. In addition, as part of the Local Plan review, it is proposed to update the Swadlincote Town Centre Retail and Leisure Study (2015) to generate an estimate of under provision for different types of floorspace in the town centre and therefore provide the basis for the preparation of a Town Centre Masterplan, focusing on the future use of the local authority landholding. It is proposed that specialist consultants are appointed to prepare the Masterplan.</p>	Environmental and Development Services Committee 25 January 2024

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
				The consultancy cost of preparing a Town Centre Masterplan is linked to the extent of surveying and ground investigations the Council wishes to undertake. (£100,000) .	
Planning and Strategic Housing	Local Plan	190,000	One-off	<p>A report setting out further detail of this proposal will be presented to the relevant policy making committee in January / February 2024 for consideration. The following is for information only, pending this decision.</p> <p>As the Local Plan Review nears its next stage the Council needs to undertake several essential evidence studies or professional service support to justify the policies and allocations contained within it, that are required to achieve a legally sound Local Plan. The Council has an existing earmarked reserve to compliment this further additional budgetary request. Having an adopted local Plan in place will provide financial benefits (planning fees, new homes bonus, business rates etc.) to the Council from delivery of additional housing and employment floorspace because of allocations.</p>	<p>Environmental and Development Services Committee</p> <p>25 January 2024</p>
Operational Services	Household Waste Collection Service expansion	308,687	Recurring	<p>This service development proposals may, subject to further development, add to the Council's staffing establishment on a permanent basis for the Household Waste Collection Service or be of a material policy nature and as such a further report setting out the detail will be presented to the relevant policy making committee in January / February 2024.</p> <p>Staffing This budget proposal is currently an early estimate pending further internal review and is based on the anticipated costs of an additional crew to provide resilience for ongoing delivery of the Household Waste Collection service.</p>	<p>Environmental and Development Services Committee</p> <p>25 January 2024</p>

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Operational Services	Managing Parks	32,321	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>Proposal to extend the existing Park Rangers service to create additional capacity to service the addition of Cadley Park and provide a mobile ranger service to address issues of ASB at cemeteries and play areas.</p>	<p>Environmental and Development Services Committee</p> <p>25 January 2024</p>
Environmental Services	MSc training for staff	5,400	One-off	<p>This service development proposal is for MSc training in Environmental Health.</p> <p>Additional staff training is required for a variety of reasons, primarily to support in areas of statutory service delivery where we are faced with emerging challenges such as air quality and increases in demand for the planning consultation services we offer to both internal and external clients. We also hope that by investing in our staff development we can maintain and improve upon the current levels of performance and retain staff, at a time where other local authorities across the UK are facing serious recruitment difficulties as a national report has highlighted a recognised shortage of EHO's in the UK.</p>	N/A
Cultural and Community Services	Rosliston Forestry Centre	42,440	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Cultural and Community Services	Tree services	85,000	Recurring	<p>This service development proposals may, subject to further development, add to the Council's staffing establishment on a permanent basis or be of a material policy nature and as such a further report setting out the detail will be presented to the relevant policy making committee in January / February 2024.</p> <p>This proposal is for a dedicated tree maintenance budget to manage the councils tree stock effectively, based on independent assessment in 2021 which highlighted the need for a specific tree maintenance budget.</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>
Cultural and Community Services	Cemeteries Feasibility Study	22,449	One-off	<p>This service development proposal is to identify both possible future burial land and in addition explore the need /opportunities for future cremation provision. The Council has a responsibility to ensure there is sufficient provision of the disposal of the dead.</p>	N/A
Cultural and Community Services	Service provision	85,874	Recurring	<p>These service development proposals are seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider staffing resources in this areas to ensure effective service provision.</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>
Cultural and Community Services	Green Space Strategy	25,000	One-off	<p>The service development proposal related to the development a Green Space Strategy to identify shortfalls in the provision of the different typologies of green space within the district to inform planning policy and ensure current and further communities have equal access to quality green spaces. In addition, the strategy would set out how we manage and maintain our spaces over the next 10 years.</p>	N/A

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Housing	Homelessness Services	0 (NO GENERAL FUND IMPACT)	Recurring, funded by reserves for life of MTFP Recurring, funded by reserves for life of MTFP	<p>These service development proposals are seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>ANY ADDITIONAL POSTS WILL BE FUNDED BY HOMELESSNESS RESERVES AND THEREFORE NOT IMPACT THE GENERAL FUND OVER THE LIFE OF THE MTFP.</p> <p>This proposal will consider staffing resources in these areas to ensure effective service provision.</p>	Housing & Communities Committee 1 February 2024
Legal & Democratic	Service Resource	114,944	Recurring	<p>These service development proposals are seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider resources in this areas to ensure effective service provision in the legal and democratic and enforcement service areas.</p>	Finance and Management Committee 15 February 2024

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Business Change and ICT	ICT	33,366	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider staffing resources in IT.</p>	<p>Finance and Management Committee</p> <p>15 February 2024</p>
Business Change and ICT	Microsoft Teams Telephony	50,000	Recurring	Replacement of the existing telephone infrastructure system with telephony module within Microsoft Teams.	N/A
Organisational Development and Performance	Human Resources Provision	105,166	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider resources in HR ensure an effective corporate service.</p>	<p>Finance and Management Committee</p> <p>15 February 2024</p>

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Corporate Resources	Procurement	63,672	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider resources in respect of Procurement to ensure effective service delivery for an area of high risk and high reputational risk for the Council.</p>	<p>Finance and Management Committee</p> <p>15 February 2024</p>
Customer Services	Customer Feedback	55,513	Recurring	<p>This service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This proposal will consider resources for the management of corporate complaints.</p>	<p>Finance and Management Committee</p> <p>15 February 2024</p>
Legal Services	Shared Drive for Emails	9,281	Recurring	This service development proposal relates to an application that allows the team to save emails direct to shared drive.	N/A
Organisational Development and Performance	Corporate Plan Development Support	6,914	One-off	<p>This service development proposal is to support the development of resources and materials for the launch of the new Council Plan 2024-28.</p> <p>The additional costs are required to change corporate branding across the Council and requires additional external support to progress this via a graphic designer.</p>	N/A
Property Services	Revaluation of the Council's property assets	35,000	One-off	This service development proposal is seeking the Valuation Office to undertake a revaluation of the Council's property assets including the Housing stock for building insurance purposes.	N/A

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Chief Executive	Management Restructure	350,000	Recurring	<p>This service development proposal is seeking to change the Council's existing management staffing establishment on a permanent basis and is considered material in value. As such will be subject to a further report setting out the detail to the relevant policy making committee in January / February 2024.</p> <p>This service development proposal will be presented by the Chief Executive in a subsequent report and will outline the proposed management structure for delivering Council services.</p>	<p>Finance and Management Committee</p> <p>15 February 2024</p>

GENERAL FUND COST PRESSURE

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Totals
Environmental and Development Services Committee	435,680	316,911	752,591
Housing and Community Services Committee		273,078	273,078
Finance and Management Committee		320,548	320,548
Establishment Costs		812,040	812,040
Inter-departmental Recharges		11,240	11,240
De-minimis		223,296	223,296
TOTAL	435,680	1,957,113	2,392,793

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Finance	Uplift in Internal Audit Fees	9,311	Recurring	Annual Contributions to the Central Midlands Audit Partnership (CMAP) (increased by 5% as confirmed by CMAP)
Finance	Bank Charges	8,110	Recurring	Increase in fees in line with Contract
Finance	External Audit Fees	85,336	Recurring	The audit fee scale variation was increased by 151% in 23/24 to £144,179 (a £76,824 uplift on current budget provisions) as part of the Redmond review. Additional budgetary provision to cover Pooling Audits, which was previously insufficient.
Corporate Resources	Procurement Shared Service	7,500	Recurring	Cost of current provider increased by 25% for reprocurring of new contract
ICT & Business Change	Increase costs of Computer Licenses	46,890	Recurring	Inflationary increase to cover anticipated additional costs over and above current budget of £296k, since the current agreement for Microsoft expires December 2024.

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Customer Services	Out of Hours call answering service	6,577	Recurring	Budget now includes Answer 4u - Out of hours calls. This service provision is under review and any further budgetary implications will be presented to members.
Customer Services	Postage costs	18,686	Recurring	The Council's postage supplier has announced price increases for their services. The average of these increases is around 18.5% and therefore this has been reflected in the budget
Customer Services	Customer Relationship Manager (CRM) System	54,084	Recurring	System costs going forward
Organisational Development	Health & Safety - Employee equipment to work from home	6,000	Recurring	The Council has adopted an employment model that enables staff to work from home. It is estimated that including both new starters and existing staff on a yearly basis, up to 40 employees may need equipment each year
Customer Services	External Audit Fees for Housing Benefit claims	6,400	Recurring	Cost of audit of the Housing Benefit Subsidy Claim on an annual basis that was previously not budgeted for.
Customer Services	Housing Benefits Administration - Revenue and Benefit Claims Processing	10,000	Recurring	Due to the complexities of Supported Exempt Accommodation cases these are being managed internally by our Benefits Officers. The additional off-site processing provision through Capita has assisted in keeping our processing times down for new claims and changes of circumstances cases whilst our experienced benefits officers are focusing their time on these more in-depth cases. This budget will cover the continuation of this and mitigate the need for an increase in establishment.
Customer Services	Corporate Fraud - Counter Fraud Services	7,041	Recurring	Contractual inflationary increase for the Derby City Council Counter Fraud Services.
Environmental Services	Food Safety - Food Export Licence Income	31,000	Recurring	Forecast ongoing reduction in food export licencing income due to changes in the exports of a local international supplier.

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Community and Cultural	Environmental Education – conservation materials	12,300	Recurring	The future arrangements and lease agreement at Rosliston Forestry centre resulted in SDDC being responsible for maintaining Forestry England land. As a result of this, additional general fund contribution is being sought to cover the costs of conservation and biodiversity works, including additional materials, tools and specialist training.
Community and Cultural	Environmental Education – conservation tools	2,000	Recurring	
Community and Cultural	Environmental Education – conservation training	3,000	Recurring	
Community and Cultural	Environmental Education – Reduction in grant income	10,000	Recurring	This grant income budget has not been achieved and so it is therefore prudent to assume a realistic forecast.
Community and Cultural	Environmental Education Total - Casual Staff	11,630	Recurring	The future arrangements and lease agreement at Rosliston Forestry centre resulted in SDDC being responsible for maintaining Forestry England land. Casual staff to deliver additional work at Rosliston Contract and leading volunteer activities. Work includes biodiversity and conservation.
Property Services	Off-Street Parking - Utilities	8,217	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.
Property Services	Off-Street Parking - Metered Water charges	14,144	Recurring	The water budget has been set based on the last 12 months' worth of actual cost data (where available) – a contingency of 10% has been applied to these costs, utility costs are expected to increase over the next 12 months but by how much is unknown. Water costs have risen between 9% and 13% in 23/24 TB TO UPDATE WORDING ONCE 10% TAKEN OUT
Property Services	Admin Offices & Depot - Utilities	43,316	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Property Services	Estate Management - Utilities	11,297	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.
Legal & Democratic Services	Land Charges Professional Fees	29,075	Recurring	Increase in fees paid to Derbyshire County Council.
Legal & Democratic Services	Loss of income from Licences	20,000	Recurring	Forecast permanent reduction in income from Private Hire licences.
Planning & Strategic Housing	Planning System Computer Maintenance	9,963	Recurring	Inflationary increase of CPI on maintenance agreements
Planning & Strategic Housing	Income for Other Organisations	15,000	Recurring	Loss of contribution from East Staffordshire Borough Council towards Conservation officers
Building Regulations	Building Control Fees	15,472	Recurring	Partnership Board Meeting concluded that the contribution of £35,200 has been fixed and consequently the Council's budget needs to reflect this
Operational Services	Household Waste Collection - Vehicle Hire	108,680	One-Off	This is a one-off budget pressure to cover the service whilst new vehicles are on order, recognising the up to 12m lead in time for delivery. The budget will cover the costs of vehicle breakdowns/MOT's and routine maintenance during this time period.
Operational Services	Household Waste Collection - Bins and Sacks	20,000	Recurring	The purchase of Bins and Sacks increase by £20k to £184,000, due to growing district and breakage issues due to the age of the existing receptacles in the district.
Operational Services	Household Waste Collection - Third Party Payments of Recycling Disbursements	16,675	Recurring	This additional provision will cover the additional cost of Biffa tonnages which is forecast at £59 per tonne
Operational Services	Trade Waste Collection - Third Party Payments of Waste Collection	6,407	Recurring	To cover the Derbyshire County Council disposal charge, increase of 3%.

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Operational Services	Trade Waste Collection - Third Party Payments of Recycling Disbursements	6,600	Recurring	This additional provision will cover the additional cost of commercial recycling collections - average £2k per month (Viola)
Operational Services	Recycling - Waste Management fee	15,536	Recurring	Increase to Wilshee contracts of 8%. All other contracts remaining the same
Operational Services	Fuels - Diesel for vehicles	20,005	Recurring	This is based off approx. 370k litres a year at a rate of £1.40 which is an average price per litre during 22/23 when fuel had increased. This is based on current trend of fuel raising again to £1.30 in recent months. There is no funding for hydrogen secured for next year. The hydrogen trial starts in November and runs for 5 months therefore the data will be reviewed in April 2024
Operational Services	Fleet Spare Parts	327,000	One-Off	Ageing fleet requires more costly repairs. The budget reflects the anticipated costs associated with the bulk of the fleet moving into their 6 th year of operation. This budget is being funded by one-off reserve contribution and will be reviewed as part of the 2025/26 budget development process.
Operational Services	Vehicle Insurance	49,887	Recurring	Increase to insurance due to increased level of claims paid. Claim to premium ratio 86%
Culture & Community Services	Supplies and Services for Events	8,000	Recurring	The request is for an annual increase for the Events team to assist with the delivery of the Festival of Leisure, the flagship Council Event.
Culture & Community Services	Supplies and service for the Christmas Lights annual switch on event	8,000	Recurring	The request is for an annual increase for the Christmas Lights switch on Event, for the cost of a technician who arranges the Christmas, trees, Christmas lights and decorations in Swadlincote.
Culture & Community Services	Utilities provision for the Council's leisure centres and services	200,000	Recurring	Based on predictions for 23/24 as per the energy benchmarking which forms part of the Leisure Services Contract - Contract Under Tender. This budget line will be reviewed once the tender process has been completed and a new supplier appointed. This is expected to be complete by the time the final budget is presented in February 2024.

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Culture & Community Services	Rosliston Forestry Centre - Utilities	17,005	Recurring	The Council's fixed tariff for electricity ends September '24 and gas ends in November '24. Given the significant rise based on the volatile market conditions, budgets have been set to reflect current predictions.
Culture & Community Services	Rosliston Forestry Centre Business Rates	5,052	Recurring	Based on current RV levels and amended for percentage increase
Culture & Community Services	General Repairs and Maintenance	10,000	Recurring	The council is responsible for 26 play areas, many of which are at the end of their life. Whilst we will submit a programme of improvements via the capital bid process, we still have a statutory duty to ensure the remaining play areas are safe and this budget will cover this.
Culture & Community Services	Community Parks & Open Spaces - Electricity	5,290	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.
Culture & Community Services	Sharpes Pottery and Heritage Trust – Grants	45,644	Recurring	Report was ratified at F&M on 5th October 2023 - the committee approved the fully requested additional costs to support the growth plan for the period 2023/28 to Sharpes Pottery Heritage and Arts Trust.
Housing Services (GF)	Pre-tenancy Furniture Purchases for temporary accommodation	8,000	Recurring	Housing Solutions Team purchase furniture from the YMCA to support customers with move on from temporary accommodation into settled accommodation.
Housing Services (GF)	Pre-tenancy Services - Subscriptions & Computer Maintenance	6,087	Recurring	Inflation increases CPI

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Housing Services (GF)	Pre-tenancy Services - Miscellaneous Expenses	10,000	Recurring	The Household Support Fund tranches 1-4 from Derbyshire County Council has been heavily utilised by the Housing Solutions Team to purchase furniture from the YMCA to support customers with move on from temporary accommodation into settled accommodation. It is unclear whether the Household Support Fund will have a tranche 5 in the financial year 2024-2025 therefore an increase in Furniture Purchases (YMCA) is requested from £8k in 23/24 to £16k in 24/25 to maintain current service provision.
Utilities	Removal of contingency within Utilities Budget	-50000	Recurring	
Current Establishment	Current Establishment - Pay Award	583,431	Recurring	Indicative pay award of 2% based on Officer for Budget Responsibility (OBR) April 2023 forecast for CPI at April 2024 of 1.5%, pending OBR forecast November 2023, which will be published alongside the Autumn Statement.
Current Establishment	Current Establishment - Incremental Rises	201,254	Recurring	Spinal point increases in year
Current Establishment	Current Establishment - Members Allowances	27,355	Recurring	Additional opposition group and responsibility allowances not previously budgeted
Interdepartmental Recharges Changes	Interdepartmental Recharges Changes -	11,240	Recurring	Recharges between GF departments
De-minimis	Total value of budgetary changes that increase provision and that are	223,296	Recurring	Various costs to include, insurances, subscriptions and training

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
	individually below £5k			

GENERAL FUND SAVINGS

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Total
Environmental and Development Services Committee		400,162	400,162
Housing and Community Services Committee		178,131	178,131
Finance and Management Committee		679,641	679,641
Establishment Savings		48,500	48,500
HRA Recharges		302,522	302,522
Reserve Funding Savings		163,296	163,296
Capital Contributions		733,530	733,530
Contingent Sums		370,041	370,041
Provisions		157,500	157,500
MRP		27,262	27,262
TOTAL	0.00	3,060,585	3,060,585

Service	Title of Proposal	Value	One- Off/Recurring	Reason for Change
ICT & Business Change	Reduction in Public Transport	-1,000	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Allowances	-300	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Parking - Staff expenses	-70	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Materials - Other Materials	-500	Recurring	Not used - budget removed

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
ICT & Business Change	Reduction in Computing Maintenance Agreements for actual charge	-481	Recurring	actual cost calculation
ICT & Business Change	Reduced professional fess	-25,611	Recurring	Professional fees have been reduced due to a new Digital Systems Specialist Post (in Planning). ICT cover the cost of this post in excess of £20k contributed by Planning. No longer outsourcing this service, now managed in house. Approve at EDS/FM November '22
ICT & Business Change	Computer Licenses reduced to allow additional budget to be offset in maintenance	-10,000	Recurring	Reduction to budget as previously used as a contingency - utilised towards increases to maintenance/licences.
ICT & Business Change	Reduction in maintenance agreements	-17,870	Recurring	Renewal terms not agreed when package deal expired
ICT & Business Change	Reduction in Public Transport	-50	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Allowances	-100	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Parking - Staff expenses	-20	Recurring	Not used - budget removed
Financial Services	Subscription no longer required in Professional Fees	-25	Recurring	Subscription fees reduced for CIPP
Financial Services	Reduction in Training Expenses	-1,000	Recurring	Not used - budget removed
Financial Services	Cancelled Subscription to	-892	Recurring	Not used - budget removed

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
	Newspapers and Magazines			
Financial Services	Subscription no longer required in Professional Fees	-192	Recurring	Removal of CIPP
Financial Services	Subscription no longer required in Professional Fees	-819	Recurring	Removal of CIPP
Finance Services	Interest on Council Investment portfolio	-414,020	Recurring	Interest rates have remained high throughout 2023/24 return on investment is currently averaging around 5%. Market experts predict that going into 2024/25 the interest rates will slowly start to come down and the effects will be felt in the market. Therefore, the increase in budgeted income for the year predicts an average rate of 4% which is where the market is predicted to be while the wider economy settles. The budget is set on an investment portfolio of £35m
Property Services	Reduction in Business rates payable for the Civic Offices	-10,617	Recurring	Reduction to Civic Offices RV rate
Property Services	Reduced water charges	-1,178	Recurring	Reduction based on actual meter readings
Property Services	Insurance Charge reduction for terrorism	-1,686	Recurring	Insurance - reduced risk
Property Services	Reduction in Training Expenses	-5,000	Recurring	Reallocated budget to PSX85 to fund Building Surveyors MA
Property Services	Reduction in Business rates payable for the Depot	-2,380	Recurring	Reduction in rateable value
Property Services	Reduction in rechargeable Insurance to	-2,692	Recurring	Insurance recharge to Commercial Properties

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
	Commercial Properties			
Property Services	Increase in Rental income - Shops	-1,318	Recurring	Increase to rental income as we relet - 12% void provision - increased voids from 10% to 12% as plans to repossess
Property Services	Increase in Rental income - Other Property	-5,455	Recurring	Increase to income as we relet - 12% void provision
Property Services	Reduction in insurance premium	-107	Recurring	Reduction in Insurance Premium
Property Services	Reduction in Business rates payable for Off street parking	-776	Recurring	Based on current RV levels and amended for percentage increase
Procurement	Business Credit Check reports	-364	Recurring	Dun & Bradstreet - Finance Analytics - reduced number of searches
Legal & Democratic Services	District Election costs not required	-67,000	Recurring	Reduction from 23/24 - No District Election
Legal & Democratic Services	Maintenance agreement	-447	Recurring	Xpress annual fee - renewing contract until 2025
Legal & Democratic Services	Reduction in Insurance Premium – Land Charges	-1,421	Recurring	Reduction in Insurance Premium
Legal & Democratic Services	Reduction in Insurance Premium - Licensing	-8	Recurring	Reduction in Insurance Premium
Customers Services	Reduction in insurance Premium	-75	Recurring	Reduction in Insurance premium
Customers Services	Reduction in - Public Transport	-300	Recurring	Not used - budget removed
Customers Services	Reduction in staff Car Parking	-50	Recurring	Not used - budget removed

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Customers Services	Reduction in Non Staff Advertising not required	-1,000	Recurring	Not used - budget removed
Customers Services	Reduction in costs associated with recovery services	-3,000	Recurring	Land registry and Court Costs not fully spend budget reduced to be in line with actual spend
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-400	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Government Grants Within AEF	-87,578	Recurring	Income reviewed over prior 3 years and increased budget accordingly.
Customer Services	Rent Allowances & Rebates	-11,361	Recurring	Additional income from Housing Benefits
Economic Development	Utilities	-758	Recurring	The Council's fixed tariff for electricity ends September '24 and gas ends in November '24. Given the significant rise based on the volatile market conditions, budgets have been set to reflect current predictions.
Economic Development	Utilities	-39	Recurring	Reduction in the actual water charges
Economic Development	Telephone Call Charges	-348	Recurring	Absorbed in central ICT budget for phone call charges
Economic Development	Reduction in - Public Transport	-200	Recurring	Budget never spent - removed
Economic Development	Reduction in Car Allowances	-1,000	Recurring	Reduced car allowances - minimal spend
Environmental Services	Reduction in subscriptions	-55	Recurring	RIAMS & 5+1 Subscription (increased by 6.8% CPI)

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Environmental Services	Reduction in Insurance Premium	-135	Recurring	Reduction in Insurance Premium
Environmental Services	Increase In Fees	-10,000	Recurring	Additional anticipated income above existing base budget arising from consultancy income
Environmental Services	Increase in licensing fees	-3,000	Recurring	(Environmental permits) fees set by government
Environmental Services	Increase in Fees	-15,000	Recurring	Increase in consultancy fees as a result of the Commercialisation Plan
Environmental Services	Increase in pest Control fees	-3,250	Recurring	Additional income in the event of recruiting a new, full time Pest Control Officer
Environmental Services	Reduction in Insurance Premium	-6	Recurring	Reduction in Insurance Premium
Culture & Community Services	Reduced professional fess	-48	Recurring	CIM Membership
Culture & Community Services	Reduction in Insurance Premium	-1	Recurring	Reduction in Insurance Premium
Operational Services	Bus Shelter Cleaning	-10,920	Recurring	Contract cleaning ceased due to purchase of pressure washer
Operational Services	Reduction in Insurance Premium	-9	Recurring	Reduction in Insurance Premium
Operational Services	Street Cleansing Fees	-5,000	Recurring	Parish Council Servicing of Bins, in line with contracts
Operational Services	Recycling Credits County Council	-25,785	Recurring	Increase in rebate - £65.61 per tonne for the recycling credits paid by DCC
Operational Services	Additional Income from Extra Refuse Collections	-10,000	Recurring	To increase bulky waste income by £10k due to a modest increase in bookings since the service started to provide an on-line booking facility.

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Operational Services	Increase in Trade Waste Fees	-5,000	Recurring	Additional customers
Operational Services	Recycling Collection Hire of Vehicles	-94,848	Recurring	Reduction in the amount of vehicles on hire
Operational Services	Recycling Credits County Council	-13,370	Recurring	Increase in rebate - £65.61 per tonne for the recycling credits paid by DCC
Operational Services	Remove Essential User Lump Sum	-1,239	Recurring	Changes to essential user in restructure
Operational Services	Reduced subscription fees	-151	Recurring	Fuel quip management system & fuel Tek system (raised by 6.8% CPI)
Planning Delivery	Fees - Planning Application	-200,000	Recurring	Increase in fees per committee report EDS/F&M April '23
Culture & Community Services	Reduced professional fess	-255	Recurring	CLOA Memberships x2
Culture & Community Services	Reduction in Business Rates on Community Centres	-194	Recurring	Based on current RV levels and amended for percentage increase
Culture & Community Services	Utilites	-24	Recurring	Saving on actual water costs
Culture & Community Services	Reduction in Car Allowances	-550	Recurring	Reduction to budget due to minimal previous spend
Culture & Community Services	Removed Cleaning Materials	-100	Recurring	Not required - covered by property
Culture & Community Services	Removed Training Expenses	-500	Recurring	Reduced in line with actuals
Culture & Community Services	Reduction in Car Allowances	-100	Recurring	Reduction to budget due to minimal previous spend
Culture & Community Services	Reduction in Car Parking - Staff expenses	-20	Recurring	Not used - budget removed
Culture & Community Services	Contributions - Other Organisations	-6	Recurring	£15.7k PCC/DCC cont to CSO Salary, £25k Community Safety Grant - BCU funding not budgeted

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Culture & Community Services	Reduction in Car Allowances	-250	Recurring	Reduction to budget - minimal use
Culture & Community Services	Reduction in Car Parking - Staff expenses	-20	Recurring	Not used - budget removed
Culture & Community Services	Midway Community Centre Utilities	-3,909	Recurring	The Council's fixed tariff for electricity ends September '24 and gas ends in November '24. Given the significant rise based on the volatile market conditions, budgets have been set to reflect current predictions.
Culture & Community Services	Stenson Fields Utilities	-2,144	Recurring	The Council's fixed tariff for electricity ends September '24 and gas ends in November '24. Given the significant rise based on the volatile market conditions, budgets have been set to reflect current predictions.
Culture & Community Services	Melbourne Assembly Rooms - Health & Safety checks	-7	Recurring	Legionella checks
Culture & Community Services	Reduction in Insurance Premium	-14	Recurring	Reduction in Insurance Premium
Culture & Community Services	Reduced professional fess	-70	Recurring	British Nordic Walking membership
Culture & Community Services	Reduction in Insurance Premium	-21	Recurring	Reduction in Insurance Premium
Culture & Community Services	Reduction in Insurance Premium	-15	Recurring	Reduction in Insurance Premium
Culture & Community Services	Rosliston Forestry Centre Water	-3,827	Recurring	Reduction in actual water costs
Culture & Community Services	Reduction in Insurance Premium	-1,348	Recurring	Reduction in Insurance Premium
Culture & Community Services	Reduction in Insurance Premium	-402	Recurring	Reduction in Insurance Premium
Culture & Community Services	Increase in income Rosliston Forestry	-3,600	Recurring	£6k Ice cream, £12k Gift shop, £100 vending - increased in line with actuals

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
	Centre Sale of Promotional Materials			
Culture & Community Services	Increase in income Rosliston Forestry Centre Fees	-1,764	Recurring	Car park income - in line with actuals
Culture & Community Services	Reduction in Business rates payable for Cemeteries	-573	Recurring	Based on current RV levels and amended for percentage increase
Culture & Community Services	Water Services at Cemetery	-117	Recurring	Based on actual water costs
Culture & Community Services	Reduction in Insurance Premium	-15	Recurring	Reduction in Insurance Premium
Culture & Community Services	Increase in Cemetery fees	-4,755	Recurring	Fees increased avg 9%
Culture & Community Services	Increase in Cemetery fees	-489	Recurring	Fees increased avg 5%
Culture & Community Services	Water Services in parks and green spaces	-120	Recurring	Based on actual water costs
Culture & Community Services	Reduction in Insurance Premium	-480	Recurring	Reduction in Insurance Premium
Culture & Community Services	Reduction in Public Transport	-50	Recurring	Reduced in line with actuals
Culture & Community Services	Reduction in Car Allowances	-500	Recurring	Reduction to budget - minimal use
Culture & Community Services	Reduction in Car Parking - Staff expenses	-20	Recurring	Not used - removed budget
Community Parks & Open Spaces	Furniture - Repair and Maint	-4,200	Recurring	Split budget with R4005

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Culture & Community Service	Increase in Fees for Parks & Green Spaces	-2,918	Recurring	Pitch hires, fun fairs, park trainer permits - increased for parish recharges and avg of 7% increase to fees and charges
Housing Services (GF)	Reduced professional fess	-4	Recurring	AB - FPWS & CIAT
Housing Services (GF)	Remove Tools & Equipment Purchase budget	-200	Recurring	Not used - budget removed
Housing Services (GF)	Reduced professional fess	-1	Recurring	PM only now (used to be 3 staff - are all still required)
Housing Services (GF)	Reduction in Car Allowances	-1,000	Recurring	Reduction to budget due to minimal previous spend
Housing Services (GF)	Government Grants Outside AEF	-77,918	Recurring	Homelessness prevention fund allocation for 24/25 has been confirmed. Not usually confirmed at budget setting therefore not included in budget previously. NETTED OFF AGAINST REDUCTION TO RESERVE FUNDING (£140,346)
Housing Services (GF)	Computing - Maint Agreements	-15,786	Recurring	The new system (Jigsaw) was cheaper than the previous system
Housing Services (GF)	Contributions - Other Organisations	-5,050	Recurring	Choice based lettings recharge to other authorities increase
Housing Services (GF)	Temporary Housing Accommodation & Prevention Officer	-44,795	Recurring	Post now made permanent but funded by earmarked reserves
Current Establishment	Casual Wages	-40,000	Recurring	Reduction to casual wages relating to the elections budget. 23/24 budget includes casual wages for the District Election. 24/25 budget only includes casual wages for any by-elections
Current Establishment	Telephone Allowances	-302	Recurring	No longer required
Current Establishment	Essential User	-8,198	Recurring	Changes in allowances due to restructures
HRA Recharges Changes		-302,522	Recurring	Increase in HRA recharges as a result of General Fund increases passed on, in line with HRA recharge policy.

Service	Title of Proposal	Value	One-Off/Recurring	Reason for Change
Reserve Funded Changes		-163,296	Recurring	Changes funded via reserves.
Capital Contributions		-733,530	Recurring	Removal of capital contributions from reserves – capital items funded by dedicated existing reserve or via borrowing.
Contingent Sums		-370,041	Recurring	Change in accounting approach, with contingent sums now included in base budget.
Provisions		-157,500	Recurring	Change in accounting approach, with contingent sums now included in base budget.
MRP Reduction		-27,262	Recurring	Reduction in Minimum Revenue Provision payment for 2024/25.

Appendix 3

DRAFT HOUSING REVENUE ACCOUNT - BUDGET SUMMARY 2024/25

Approved Budget 23/24	Housing Service Department	Proposed Budget 2024/25	Savings	Recurring	One-Off
1,555,429	Housing Department Support Staff and Costs (HRA)	1,802,421		47,377	70,000
73,178	Development & Regeneration (HRA)	75,527		56	
-10,010	Rechargeable Repairs (HRA)	-10,010			
1,865,313	Responsive (DLO Trading HRA)	2,733,158		34,859	797,000
1,785,037	Planned (HRA Revenue)	2,359,439		157,868	350,464
3,239	Associated Costs (HRA)- interest	3,415		177	
638,995	Managing Tenancies (HRA)	703,989		9,848	27,310
-12,972,561	Rent Collection and Accounting (HRA)	-14,063,969	-1,103,401	11,197	
770,149	Supported Housing (HRA)	1,045,442	-763	187,778	
131,000	Increase/Decrease in Provision for Bad or Doubtful Debts (HRA)	131,000			
4,719,441	Depreciation and Impairment - Dwellings (HRA)	4,719,441			
87,582	Depreciation and Impairment - Other HRA Assets	87,582			
-196,604	Interest & Investment Income (HRA)	-436,157	-239,553		
1,504,805	External Interest Payable (HRA)	1,234,805	-270,000		
-45,009	HRA Net Operating	386,083	-1,613,717	449,160	1,244,774
2,176,326	Contingent Sums (HRA)	849,977	-1,364,000		
	Interdepartmental recharges		-11,240		
	HRA Recharges			302,522	

	Pay award			96,333	
2,131,317	HRA Total Cost	1,236,060	-2,988,957	848,015	1,244,774

HOUSING REVENUE ACCOUNT BUDGET SETTING

	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33	2033.34
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£,000
INCOME										
Rental Income	-13,974	-13,766	-14,089	-14,420	-14,758	-15,103	-15,456	-15,816	-16,184	-16,560
Non-Dwelling Income	-106	-108	-112	-115	-118	-121	-125	-128	-132	-136
Supporting People Grant	0	0	0	0	0	0	0	0	0	0
Other Income	-185	-185	-185	-185	-185	-185	-185	-185	-185	-185
Total Income	-14,265	-14,059	-14,386	-14,720	-15,061	-15,409	-15,766	-16,129	-16,520	-16,881
EXPENDITURE										
General Management	2,605	2,664	2,724	2,786	2,850	2,914	2,981	3,048	3,118	3,206
Supporting People	1,213	1,253	1,294	1,337	1,383	1,431	1,482	1,536	1,593	1,774
Responsive	2,734	1,970	2,018	2,067	2,117	2,169	2,222	2,276	2,333	2,380
Planned Maintenance	2,359	2,161	2,213	2,268	2,323	2,380	2,438	2,498	2,559	2,607
Bad Debt Provision	131	137	140	144	147	151	154	158	161	165
Interest Payable & Receivable	802	802	802	501	501	502	502	502	172	172
Depreciation	4,807	4,264	4,237	4,211	4,184	4,157	4,131	4,104	4,078	4,156
Net Operating Income	386	-808	-958	-1,406	-1,556	-1,705	-1,856	-2,007	-2,506	-2,421
Known variations:										
Reversal of Depreciation	-4,807	-4,264	-4,237	-4,211	-4,184	-4,157	-4,131	-4,104	-4,078	-4,156
Capital Expenditure	1,877	1,916	1,847	2,182	2,261	2,489	2,403	1,805	2,301	1,627
Disabled Adaptations	300	300	300	300	300	300	300	300	300	300
Asbestos and Health & Safety Surveys	100	100	100	100	100	100	100	100	100	100
Debt Repayment - Balance of Depreciation	2,030	1,448	1,840	1,079	973	768	828	1,399	877	1,629

Major Repairs Reserve	600	600	250	650	650	600	600	600	600	600
Asset Replacement Earmarked Reserve	0	0	0	0	0	0	0	50	50	50

HOUSING REVENUE ACCOUNT BUDGET SETTING

	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33	2033.34
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Additional Debt Repayment Transfer	750	750	750	750	750	750	1,000	800	0	1,000
Capital works non-traditional properties	0	0	0	0	0	0	0	0	0	0
Options Appraisal Smallthorne Place	0	0	0	0	0	0	0	0	0	0
ICT Upgrades	0	0	0	0	200	0	0	0	0	0
HRA Surplus (-) / Deficit	1,236	42	-108	-556	-506	-855	-756	-1,057	-2,356	-1,271

HRA General Reserve

HRA Reserve B/fwd	-2,375	-1,139	-1,097	-1,205	-1,760	-2,266	-3,121	-3,878	-4,935	-7,291
(Surplus) / Deficit for year	1,236	42	-108	-556	-506	-855	-756	-1,057	-2,356	-1,271
HRA Reserve C/fwd	-1,139	-1,097	-1,205	-1,760	-2,266	-3,121	-3,878	-4,935	-7,291	-8,562

RESERVES

Debt Repayment Reserve

Balance B/fwd	-354	-3,134	-5,332	-7,922	-9,751	-11,474	-12,992	-14,820	-6,969	-7,846
Depreciation balance	-2,030	-1,448	-1,840	-1,079	-973	-768	-828	-1,399	-877	-1,629
Transfers to reserve	-750	-750	-750	-750	-750	-750	-1,000	-750	0	-1,000
Repayment of loan	0	0	0	0	0	0	0	10,000	0	0
Reserve C/fwd	-3,134	-5,332	-7,922	-9,751	-11,474	-12,992	-14,820	-6,969	-7,846	-10,475

Earmarked Reserve

Balance B/fwd	-298	-298	-298	-298	-298	-298	-298	-298	-298	-298
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Vehicle Replacement Transfer to Reserve	0	0	0	0	0	0	0	0	0	0
Software Upgrade	0	0	0	0	0	0	0	0	0	0
Asset Replacement	0	0	0	0	0	0	0	0	0	0
Reserve C/fwd	-298	-298	-298	-298	-298	-298	-298	-298	-298	-298

HOUSING REVENUE ACCOUNT BUDGET SETTING

	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33	2033.34
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£,000
Major Repairs Reserve										
Balance B/fwd	-5,707	-6,307	-6,907	-7,157	-7,807	-8,457	-9,057	-9,657	-10,257	-10,857
Transfers to reserve	-600	-600	-250	-650	-650	-600	-600	-600	-600	-600
Earmarked non-traditional properties	0	0	0	0	0	0	0	0	0	0
Reserve C/fwd	-6,307	-6,907	-7,157	-7,807	-8,457	-9,057	-9,657	-10,257	-10,857	-11,457
New Build Reserve										
Capital Receipts B/fwd	-3,991	-4,602	-5,214	-5,826	-6,437	-7,049	-7,660	-8,272	-8,884	-9,495
Acquisitions in year	0	0	0	0	0	0	0	0	0	0
RTB Receipts in year	-612	-612	-612	-612	-612	-612	-612	-612	-612	-612
Borrowing in year	0	0	0	0	0	0	0	0	0	0
Balance c/fwd	-4,602	-5,214	-5,826	-6,437	-7,049	-7,660	-8,272	-8,884	-9,495	-10,107

HRA Service Development

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Total
Housing Revenue Account	£97,310	£1,147,465	£1,244,775

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change	Committee meeting date for material policy/staffing decisions
Housing Service (HRA)	Asset management data base	70,000	Recurring	<p>A report setting out further detail of this proposal will be presented to the relevant policy making committee in January / February 2024. For consideration. The following is for information only, pending this decision.</p> <p>Asset management data base needed for compliance for asbestos register/legionella and stock condition data.</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>
Housing Service (HRA)	Repairs and Maintenance of Void properties	797,000	One-off	<p>A report setting out further detail of this proposal will be presented to the relevant policy making committee in January / February 2024. For consideration. The following is for information only, pending this decision.</p> <p>This additional budgetary provision will support the anticipated additional high level costs associated with managing voids as the service improves it's performance in respect of voids and the cost of voids is in line with peers.</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change	Committee meeting date for material policy/staffing decisions
Housing Service (HRA)	Planned (HRA Revenue) - Professional fees for stock condition and other related surveys	350,465	One-off	<p>A report setting out further detail of this proposal will be presented to the relevant policy making committee in January / February 2024. For consideration. The following is for information only, pending this decision.</p> <p>This proposal seeks to increase the budget for the purposes of undertaking up to date stock condition surveys of the council housing stock and to ensure sufficient provision for other surveys requires by housing regulatory standards</p>	<p>Housing & Communities Committee</p> <p>1 February 2024</p>
Housing Service (HRA)	Managing Tenancies (HRA) - Professional House clearance services	19,310	Recurring	This additional budget is proposed to deal with the environmental cleans required for void properties.	
Housing Service (HRA)	Managing Tenancies (HRA) - Purchase of Software	8,000	Recurring	This additional budget will support the purchase of bolt-on software to enable the service to efficiently undertake Tenant Satisfaction Surveys.	
Overall Budget Impact		1,244,775		TOTAL	

HRA Cost Pressures

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Total
Housing Revenue Account	£170,266	£677,750	£848,016

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change
Housing Department Support Staff and Costs (HRA)	Housing Department Support Staff and Costs (HRA) - Subscriptions inflationary increases and 2 new subscriptions	16,102	Recurring	This covers the following subscriptions (The Housing Ombudsman, HQN membership, RTB valuations, Orchard Consultation, and new subscriptions Housing Regulator charges & annual subscription and new subscription to campaign
Housing Department Support Staff and Costs (HRA)	Housing Department Support Staff and Costs (HRA) - Inflationary increases to Computing Maintenance Agreements	10,382	Recurring	Castleton Technology - and Orchard Information Systems (MRI) Castleton Technology is the 'old' name of MRI Communications Manager – the text messaging solution used by Housing for tenant engagement campaigns and other standard automated messages. Orchard (MRI) is the Housing Rental system.
Housing Department Support Staff and Costs (HRA)	Housing Properties Insurance	11,811	Recurring	Inflationary increases in policy cover (Property value 15%)
Housing Department Support Staff and Costs (HRA)	Cost of materials for housing repairs	12,962	Recurring	Industry inflationary increase on cost of materials (7%) purchased for repairs by inhouse trades

Housing Service (HRA)	Title of Proposal	Value	One-off/ Recurring	Reason for Change
Housing Department Support Staff and Costs (HRA)	Compensation Payments - Disrepair claims	10,000	One-off	Due to the lack of investment in particular since 2012 the Council owned properties and data have not allowed for the Council to meet all its repairs / decency commitments. With additional focus and publicity put on disrepair claims from both the government from a category one failure in decency, solicitors, and local radio advertising the volume of disrepair claims is growing significantly this year. It is unknown at this point what longer term effect will have on the budget but given this year's spend so far (£9783) and the fact that we are dealing with 9 cases currently, an increase of budget for next year should be factor into the forecast.
Housing Department Support Staff and Costs (HRA)	Planned Maintenance inflationary increase to contractor payments	153,266	One-off	There are several contractors, but Novus is the main contractor, their current contract is due to expire June 2024, and included yearly increases
Housing Department Support Staff and Costs (HRA)	Management Company Service Charges	3,596	Recurring	Management Company service charges on new build acquisitions (Aston x 12, Repton x 4, Overseal x 7)
Housing Department Support Staff and Costs (HRA)	Supported Housing - Utilities	45,973	Recurring	Electricity budgets have been set based on annual usage at current fixed rates until September '24, a 25% contingency has then been applied to the remaining 6 months. Gas budgets are set based on the last 12 months actual data until November '24 when the fixed tariff ends, a 25% contingency has then been applied to the remaining 4 months. Water budgets have been set based on the last 12 months actual data (where available) with a 10% contingency applied. The contingency has been applied to reflect the volatility of market conditions, at this stage there isn't any information available to apply a more accurate contingency.
Housing Department	Garage Rents	7,000	One-off	Garages and Garage plots rents normally increase in line with rents, the budget has been calculated the same % as used for rents and the currently level of occupancy.

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change
Support Staff and Costs (HRA)				
Housing Department Support Staff and Costs (HRA)	Supported Housing (HRA) Derbyshire County Council Contributions to services	130,000	Recurring	County Council Contributions advised to be discontinued after March 2024 - Careline & Independent Living Services was an item in the August 2023 Housing & Community Services Committee
Current Establishment	Current Establishment - Pay Award	64,361	Recurring	
Current Establishment	Current Establishment - Incremental Rises	31,859	Recurring	
Current Establishment	Current Establishment - Apprenticeship Levy	114	Recurring	
HRA Recharges Changes		302,522	Recurring	
Housing Department Support Staff and Costs (HRA)	De-minimis	48,067	Recurring	Insurances, subscriptions, training etc.
Overall General Fund Budget Impact		848,016		TOTAL

HRA Savings

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Total
Housing Revenue Account	£0	£2,987,873	£2,987,873

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change
Housing Service (HRA)	External Interest Payable (HRA) Interest Paid	-270,000	Recurring	Paid Sept/March - 2nd £10m paid back March 2024 is reflected in the reduction of interest payable
Housing Service (HRA)	Council House Rental Income	-1,102,104	Recurring	Increase as per Housing Rent Standards 7.3% (CPI +1)
Housing Service (HRA)	Interest Receivable	-239,553	Recurring	Interest rates have remained high throughout 2023/24 return on investment is currently averaging around 5%. Market experts predict that going into 2024/25 the interest rates will slowly start to come down and the effects will be felt in the market. Therefore, the increase in budgeted income for the year predicts an average rate of 4% which is where the market is predicted to be while the wider economy settles. The budget is set on an investment portfolio of £35m
Housing Service (HRA)	Insurance premium recovery	-500.00	Recurring	
Housing Service (HRA)	Staff Car Allowances	-569	Recurring	Reduced hours to 20 on one post

Housing Service (HRA)	Title of Proposal	Value	One-off/Recurring	Reason for Change
Housing Service (HRA)	Engineering Insurance-Boilers, Lifts & Machines	-15	Recurring	Decrease in insurance premium
Current Establishment	Enhanced Pension	-616	Recurring	
Current Establishment	Essential User	-361	Recurring	
Interdepartmental Recharges Changes		-11,240		
Removal of Contingent Sums		-612,916		
Reduction to Additional Debt Repayment		-750,000		Looking to reprofile loans due in 2026/27
Overall Budget Impact		-2,987,873		TOTAL

PROPOSED FEES AND CHARGES 2024/25

VAT Key - O: Outside Scope S: Standard rate E: Exempt Z: Zero

APPENDIX 5

LAND AND PROPERTY CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
LOCAL LAND CHARGE Searches										
LLCI Local Land Charges Residential	O	R9309 ACL00		01/04/2023	30.00	30.90	3.00%	0.90		DCC have given an indicative rise of 3% for inflation - this same basis has been applied to our charges
LLCI Local Land Charges Commercial	O	R9309 ACL00		01/04/2023	48.00	49.44	3.00%	1.44		DCC have given an indicative rise of 3% for inflation - this same basis has been applied to our charges
CON 29R (required form) Residential	S	R9309 ACL00		01/04/2023	66.00	106.77	61.77%	40.77		Fees have increased in line with charges imposed by DCC from Feb 23 this is to recoup the costs recharged to customers.
CON 29R (required form) Commercial	S	R9309 ACL00		01/04/2023	144.00	187.11	29.94%	43.11		Fees have increased in line with charges imposed by DCC from Feb 23 this is to recoup the costs recharged to customers.
Full Standard Search (LLC1 & CON 29R) Residential	O/S	R9309 ACL00		01/04/2023	96.00	137.67	43.41%	41.67		Fees have increased in line with charges imposed by DCC from Feb 23 this is to recoup the costs recharged to customers.
Full Standard Search (LLC1 & CON 29R) Commercial	O/S	R9309 ACL00		01/04/2023	192.00	236.55	23.20%	44.55		Fees have increased in line with charges imposed by DCC from Feb 23 this is to recoup the costs recharged to customers.
CON 29 (optional form) Other Questions - Each Enquiry	S	R9309 ACL00		01/04/2023	20.40	37.49	83.78%	17.09		Fees have increased in line with charges imposed by DCC from Feb 23 this is to recoup the costs recharged to customers.
Each Additional Enquiry (applicant's own question)	S	R9309 ACL00		01/04/2023	30.00	30.90	3.00%	0.90		DCC have given an indicative rise of 3% for inflation - this same basis has been applied to our charges
Additional Parcel of Land	S	R9309 ACL00		01/04/2023	42.00	43.26	3.00%	1.26		DCC have given an indicative rise of 3% for inflation - this same basis has been applied to our charges
LICENSING FEES										
PRIVATE HIRE LICENCES										
Vehicle	O	R9307 CEE70		01/04/2023	190.00	190.00	0.00%	0.00		
Hire Vehicle	O	R9307 CEE70		01/04/2021	121.00	121.00	0.00%	0.00		
Operator 1 to 5 cars	O	R9307 CEE70		01/04/2021	382.00	382.00	0.00%	0.00		
Operator 6 to 20 cars	O	R9307 CEE70		01/04/2021	505.00	505.00	0.00%	0.00		
Operator 21 to 50 cars	O	R9307 CEE70		01/04/2021	684.00	684.00	0.00%	0.00		
Operator 51 cars or more	O	R9307 CEE70		01/04/2021	893.00	893.00	0.00%	0.00		
Driver (3 years)	O	R9307 CEE70		01/04/2023	265.00	265.00	0.00%	0.00		
Driver (2 years)	O	R9307 CEE70		01/04/2023	190.00	190.00	0.00%	0.00		
Driver (1 year)	O	R9307 CEE70		01/04/2023	135.00	135.00	0.00%	0.00		
Transfer of vehicle licence to another person	O	R9307 CEE70		01/04/2012	38.00	38.00	0.00%	0.00		
Re-test of vehicle	O	R9307 CEE70		01/04/2016	31.00	31.00	0.00%	0.00		
Depot non-attendance fee	O	R9307 CEE70		01/04/2020	31.00	31.00	0.00%	0.00		
Trailer	O	R9307 CEE70		01/04/2015	25.00	25.00	0.00%	0.00		
Knowledge Test	O	R9307 CEE70		01/04/2020	38.40	38.40	0.00%	0.00		
Change of licence details (not requiring another type of application)	O	R9307 CEE70		01/04/2013	10.50	10.50	0.00%	0.00		
Copy of a paper licence, or the replacement of a badge/plate	O	R9307 CEE70		01/04/2013	10.50	10.50	0.00%	0.00		
Replacement of a badge/plate	O	R9307 CEE70		01/04/2014	15.00	15.00	0.00%	0.00		
Plate platforms	O	R9307 CEE70		01/04/2013	10.00	10.00	0.00%	0.00		
Plate magnets	O	R9307 CEE70		01/04/2022	37.00	37.00	0.00%	0.00		
FOOD EXPORT CERTIFICATES										
Food Export Certificates (hardcopy)	O	R9307 CEE00	Each	01/04/2023	£62.70	£67.00	6.86%	4.30		Increased by CPI (6.7%) and rounded to the nearest pound
Food Export Certificates (electronic)	O	R9307 CEE00	Each	01/04/2023	£51.50	£55.00	6.80%	3.50		Increased by CPI (6.7%) and rounded to the nearest pound
Food Export Certificates (Fish Products)	O	R9307 CEE00	Each	01/04/2023	£94.00	£100.00	6.38%	6.00		Increased by CPI (6.7%) and rounded to the nearest pound

Primary Authority Partnership (standard hourly fee)	O	R9308 CEE00	Hour	01/04/2023	67.50	72.00	6.67%	4.50	Increased by CPI (6.7%) and rounded to the nearest pound
Whole register	O	R9308 CEE00	Each	01/04/2023	57.70	61.50	6.59%	3.80	Increased by CPI (6.7%) and rounded to the nearest pound
Single registration - Any other party	O	R9308 CEE00	Each	01/04/2023	18.90	20.00	5.82%	1.10	Increased by CPI (6.7%) and rounded to the nearest pound
Food hygiene re-inspection at the request of the food business operator	O	R9308 CEE00	Each	01/04/2023	125.00	133.00	6.40%	8.00	Increased by CPI (6.7%) and rounded to the nearest pound
Register of Food Premises									
Food Hygiene re-rating inspection	O	R9308 CEE00	Each	01/04/2023	£180.00	£192.00	6.67%	12.00	Increased by CPI (6.7%) and rounded to the nearest pound
Food Hygiene Level 2 training (cost per person for 1-4 delegates)	O	R9308 CEE00	Each	01/04/2023	£40.00	£43.00	7.50%	3.00	Increased by CPI (6.7%) and rounded to the nearest pound
Food Hygiene Level 2 training (cost per person for 5 plus delegates)	O	R9308 CEE00	Each	01/04/2023	£50.00	£53.00	6.00%	3.00	Increased by CPI (6.7%) and rounded to the nearest pound
Food Hygiene Level 3 training (per person)	O	R9308 CEE00	Each	01/04/2023	£150.00	£160.00	6.67%	10.00	Increased by CPI (6.7%) and rounded to the nearest pound
Food Hygiene Refresher training (per person)	O	R9308 CEE00	Each	01/04/2023	£30.00	£32.00	6.67%	2.00	Increased by CPI (6.7%) and rounded to the nearest pound
Safer Food Better Business plus diary	O	R9308 CEE00	Each	01/04/2023	£15.00	£16.00	6.67%	1.00	Increased by CPI (6.7%) and rounded to the nearest pound
Animal Licences									
Pet shops - Grant of Licence - Application Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	380.00	380.00	0.00%	0.00	
Pet shops - Grant of Licence - Licence Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	185.00	185.00	0.00%	0.00	
Pet shops - Renewal - Application Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	380.00	380.00	0.00%	0.00	
Pet shops - Renewal - Licence Fee (with more than one type of animal)	O	R9307 CEE70		01/04/2022	185.00	185.00	0.00%	0.00	
Pet shops - Grant of Licence - Application Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00	
Pet shops - Grant of Licence - Licence Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	177.00	177.00	0.00%	0.00	
Pet shops - Renewal - Application Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00	
Pet shops - Renewal - Licence Fee (with one type of animal)	O	R9307 CEE70		01/04/2022	177.00	177.00	0.00%	0.00	
Riding establishments - Application Fee	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00	
Riding establishments - Licence Fee	O	R9307 CEE70		01/04/2022	175.00	175.00	0.00%	0.00	
Animal Boarding establishments - Home Boarding - Application Fee	O	R9307 CEE70		01/04/2023	138.00	138.00	0.00%	0.00	
Animal Boarding establishments - Home Boarding - Licence Fee	O	R9307 CEE70		01/04/2023	70.00	70.00	0.00%	0.00	
Animal Boarding Establishments - Doggy Day Care - Application Fee	O	R9307 CEE70		01/04/2022	230.00	230.00	0.00%	0.00	
Animal Boarding Establishments - Doggy Day Care - Licence Fee	O	R9307 CEE70		01/04/2022	120.00	120.00	0.00%	0.00	
Animal Boarding establishments - Kennels & Catteries - Application Fee	O	R9307 CEE70		01/04/2022	275.00	275.00	0.00%	0.00	
Animal Boarding establishments - Kennels & Catteries - Licence Fee	O	R9307 CEE70		01/04/2022	165.00	165.00	0.00%	0.00	
Dangerous wild animals	O	R9307 CEE70		01/04/2013	204.00	204.00	0.00%	0.00	
Breeding of Dogs - Grant of licence - Application Fee	O	R9307 CEE70		01/04/2020	242.00	242.00	0.00%	0.00	
Breeding of Dogs - Grant of licence - Licence Fee	O	R9307 CEE70		01/04/2020	145.00	145.00	0.00%	0.00	
Breeding of Dogs - Renewal - Application Fee	O	R9307 CEE70		01/04/2020	185.00	185.00	0.00%	0.00	
Breeding of Dogs - Renewal - Licence Fee	O	R9307 CEE70		01/04/2020	145.00	145.00	0.00%	0.00	
Breeding of Dogs - Grant of licence - Kennel Breeding - Application Fee	O	R9307 CEE70		01/04/2022	305.00	305.00	0.00%	0.00	
Breeding of Dogs - Grant of licence - Kennel Breeding - Licence Fee	O	R9307 CEE70		01/04/2022	205.00	205.00	0.00%	0.00	
Breeding of Dogs - Renewal of licence - Kennel Breeding - Application Fee	O	R9307 CEE70		01/04/2022	225.00	225.00	0.00%	0.00	
Breeding of Dogs - Renewal of licence - Kennel Breeding - Licence Fee	O	R9307 CEE70		01/04/2022	205.00	205.00	0.00%	0.00	
Keeping or Training Animals for Exhibition - Grant of Licence - Application Fee	O	R9307 CEE70		01/04/2023	200.00	200.00	0.00%	0.00	
Keeping or Training Animals for Exhibition - Grant of Licence - Licence Fee	O	R9307 CEE70		01/04/2023	100.00	100.00	0.00%	0.00	

Keeping or Training Animals for Exhibition - Renewal - Application Fee	O	R9307 CEE70	01/04/2023	200.00	200.00	0.00%	0.00
Keeping or Training Animals for Exhibition - Renewal - Licence Fee	O	R9307 CEE70	01/04/2023	100.00	100.00	0.00%	0.00
Boarding Arranger - Application Fee	O	R9307 CEE70	01/04/2023	205.00	205.00	0.00%	0.00
Boarding Arranger - Licence Fee	O	R9307 CEE70	01/04/2023	110.00	110.00	0.00%	0.00
Add Host Family Fee	O	R9307 CEE70	01/04/2023	65.00	65.00	0.00%	0.00
Change of Details - Animal Licence	O	R9307 CEE70	01/04/2020	20.00	20.00	0.00%	0.00
Variation of Animal Licence	O	R9307 CEE70	01/04/2019	147.00	147.00	0.00%	0.00
Re-inspection for risk rating purposes	O	R9308 CEE70	01/04/2019	120.00	120.00	0.00%	0.00
Additional application fee if applying for more than one licensable activity at a time	O	R9307 CEE70	01/04/2019	100.00	100.00	0.00%	0.00
Inspection fee in relation to appeals (travel time will be added on to the time taken to inspect)	O	R9307 CEE70	01/04/2019	£45 per hour	£45 per hour		
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Application Fee)	O	R9307 CEE70	01/04/2019	522.00	522.00	0.00%	0.00
Zoo Plus Vet Fees - (Grant 4 Years) (6 Year Renewal - Licence Fee)	O	R9307 CEE70	01/04/2019	222.00	222.00	0.00%	0.00
Other Licences							
Film Classifications	O	R9307 CEE70	01/04/2017	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof	£50.00 to include the first half of viewing plus an additional fee of £20.00 for every half hour or part thereof		
Street Trading - Grant/Renewal of consent - Application Fee	O	R9307 CEE70	01/04/2017	206.00	206.00	0.00%	0.00
Street Trading - Grant/Renewal of consent - Consent Fee	O	R9307 CEE70	01/04/2017	166.00	166.00	0.00%	0.00
Street Trading - Special Events consent	O	R9307 CEE70	01/04/2017	179.00	179.00	0.00%	0.00
Tattooist - Operator & Premises	O	R9307 CEE70	01/04/2019	145.00	145.00	0.00%	0.00
Tattooist - Transfer	O	R9307 CEE70	01/04/2015	48.00	48.00	0.00%	0.00
Tattooist - temporary registration (less than 30 days)	O	R9307 CEE70	01/04/2020	77.00	77.00	0.00%	0.00
Sex establishment - Grant/Renewal - Application Fee	O	R9307 CEE70	01/04/2019	1,980.00	1,980.00	0.00%	0.00
Sex establishment - Grant/Renewal - Licence Fee	O	R9307 CEE70	01/04/2019	630.00	630.00	0.00%	0.00
Sex establishment - Variation - Application Fee	O	R9307 CEE70	01/04/2019	1,825.00	1,825.00	0.00%	0.00
Sex establishment - Variation - Licence Fee	O	R9307 CEE70	01/04/2019	393.00	393.00	0.00%	0.00
Sex establishment - Transfer - Application Fee	O	R9307 CEE70	01/04/2019	1,680.00	1,680.00	0.00%	0.00
Sex establishment - Transfer - Licence Fee	O	R9307 CEE70	01/04/2019	235.00	235.00	0.00%	0.00
Sex establishment - Change of details	O	R9307 CEE70	01/04/2019	28.00	28.00	0.00%	0.00
LICENCES & LICENSING (under the 2005 Regulations)							
Premises licences & Club Premises Certificate - Application Fee							
Rateable value - nil to £4,300 - Band A	O	R9307 CEE70		100.00	100.00	0.00%	0.00
Rateable value - £4,300 to £33,000 - Band B	O	R9307 CEE70		190.00	190.00	0.00%	0.00
Rateable value - £33,001 to £87,000 - Band C	O	R9307 CEE70		315.00	315.00	0.00%	0.00
Rateable value - £87,001 to £125,000 - Band D	O	R9307 CEE70		450.00	450.00	0.00%	0.00
Rateable value - £125,001 and above - Band E	O	R9307 CEE70		635.00	635.00	0.00%	0.00
Premises Licences & Club Premises Certificate - Annual Fee							
Rateable value - nil to £4,300 - Band A	O	R9307 CEE70		70.00	70.00	0.00%	0.00
Rateable value - £4,300 to £33,000 - Band B	O	R9307 CEE70		180.00	180.00	0.00%	0.00
Rateable value - £33,001 to £87,000 - Band C	O	R9307 CEE70		295.00	295.00	0.00%	0.00

Rateable value - £87,001 to £125,000 - Band D	O	R9307 CEE70	320.00	320.00	0.00%	0.00
Rateable value - £125,001 and above - Band E	O	R9307 CEE70	350.00	350.00	0.00%	0.00
Variation Fee in Transition (relates to alcohol only)						
Rateable value - nil to £4,300 - Band A	O	R9307 CEE70	20.00	20.00	0.00%	0.00
Rateable value - £4,300 to £33,000 - Band B	O	R9307 CEE70	60.00	60.00	0.00%	0.00
Rateable value - £33,001 to £87,000 - Band C	O	R9307 CEE70	80.00	80.00	0.00%	0.00
Rateable value - £87,001 to £125,000 - Band D	O	R9307 CEE70	100.00	100.00	0.00%	0.00
Rateable value - £125,001 and above - Band E	O	R9307 CEE70	120.00	120.00	0.00%	0.00
Multiplier (mainly relates to town & city centre pubs) - Application Fee						
Rateable value - £87,001 to £125,000 - Band D	O	R9307 CEE70	900.00	900.00	0.00%	0.00
Rateable value - £125,001 and above - Band E	O	R9307 CEE70	1,905.00	1,905.00	0.00%	0.00
Rateable value - £87,001 to £125,000 - Band D	O	R9307 CEE70	640.00	640.00	0.00%	0.00
Rateable value - £125,001 and above - Band E	O	R9307 CEE70	1,050.00	1,050.00	0.00%	0.00
Exceptionally large Events (additional to licence fee) - Application Fee						
Number = 5,000 to 9,999	O	R9307 CEE70	1,000.00	1,000.00	0.00%	0.00
Number = 10,000 to 14,999	O	R9307 CEE70	2,000.00	2,000.00	0.00%	0.00
Number = 15,000 to 19,999	O	R9307 CEE70	4,000.00	4,000.00	0.00%	0.00
Number = 20,000 to 29,999	O	R9307 CEE70	8,000.00	8,000.00	0.00%	0.00
Number = 30,000 to 39,999	O	R9307 CEE70	16,000.00	16,000.00	0.00%	0.00
Number = 40,000 to 49,999	O	R9307 CEE70	24,000.00	24,000.00	0.00%	0.00
Number = 50,000 to 59,999	O	R9307 CEE70	32,000.00	32,000.00	0.00%	0.00
Number = 60,000 to 69,999	O	R9307 CEE70	40,000.00	40,000.00	0.00%	0.00
Number = 70,000 to 79,999	O	R9307 CEE70	48,000.00	48,000.00	0.00%	0.00
Number = 80,000 to 89,999	O	R9307 CEE70	56,000.00	56,000.00	0.00%	0.00
Number = 90,000 and over	O	R9307 CEE70	64,000.00	64,000.00	0.00%	0.00
Exceptionally large Events (additional to licence fee) - Annual Fee						
Number = 5,000 to 9,999	O	R9307 CEE70	500.00	500.00	0.00%	0.00
Number = 10,000 to 14,999	O	R9307 CEE70	1,000.00	1,000.00	0.00%	0.00
Number = 15,000 to 19,999	O	R9307 CEE70	2,000.00	2,000.00	0.00%	0.00
Number = 20,000 to 29,999	O	R9307 CEE70	4,000.00	4,000.00	0.00%	0.00
Number = 30,000 to 39,999	O	R9307 CEE70	8,000.00	8,000.00	0.00%	0.00
Number = 40,000 to 49,999	O	R9307 CEE70	12,000.00	12,000.00	0.00%	0.00
Number = 50,000 to 59,999	O	R9307 CEE70	16,000.00	16,000.00	0.00%	0.00
Number = 60,000 to 69,999	O	R9307 CEE70	20,000.00	20,000.00	0.00%	0.00
Number = 70,000 to 79,999	O	R9307 CEE70	24,000.00	24,000.00	0.00%	0.00
Number = 80,000 to 89,999	O	R9307 CEE70	28,000.00	28,000.00	0.00%	0.00
Number = 90,000 and over	O	R9307 CEE70	32,000.00	32,000.00	0.00%	0.00
Permitted Temporary Activities, Personal Licences & Miscellaneous						
Section 25 - theft, loss, etc of premises licence or summary	O	R9307 CEE70	10.50	10.50	0.00%	0.00

Section 29 - application for a provisional statement where premises being built etc.	O	R9307 CEE70		315.00	315.00	0.00%	0.00
Section 33 - notification of change of name or address	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 37 - application to vary licence to specify individual as premises supervisor	O	R9307 CEE70		23.00	23.00	0.00%	0.00
Section 42 - application for transfer of premises licence	O	R9307 CEE70		23.00	23.00	0.00%	0.00
Section 47 - interim authority notice following death etc of licence holder	O	R9307 CEE70		23.00	23.00	0.00%	0.00
Section 79 - theft, loss etc of certificate or summary	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 82 - notification of change of name or alteration of rules of club	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 83(1) or (2) - change of relevant registered address of club	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 100 - temporary event notice	O	R9307 CEE70		21.00	21.00	0.00%	0.00
Section 110 - theft, loss, etc of temporary event notice	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 117 - application for a grant or renewal of personal licence	O	R9307 CEE70		37.00	37.00	0.00%	0.00
Section 126 - theft, loss etc of personal licence	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 127 - duty to notify change of name or address	O	R9307 CEE70		10.50	10.50	0.00%	0.00
Section 178 - right of freeholder etc to be notified of licensing matters	O	R9307 CEE70		21.00	21.00	0.00%	0.00
LICENCES UNDER THE GAMBLING ACT 2005							
Premises Licence Fee - regulation SI2007/479 - maximum fee							
New Application - New small Casinos	O	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00
New Application - New large Casinos	O	R9307 CEE70		10,000.00	10,000.00	0.00%	0.00
New Application - Regional Casino	O	R9307 CEE70		15,000.00	15,000.00	0.00%	0.00
New Application - Bingo Club	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
New Application - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
New Application - Tracks	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
New Application - Family entertainment centres	O	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00
New Application - Adult gaming centres	O	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00
Annual Fee - New small Casinos	O	R9307 CEE70		5,000.00	5,000.00	0.00%	0.00
Annual Fee - New large Casinos	O	R9307 CEE70		10,000.00	10,000.00	0.00%	0.00
Annual Fee - Regional Casino	O	R9307 CEE70		15,000.00	15,000.00	0.00%	0.00
Annual Fee - Bingo Club	O	R9307 CEE70		835.00	835.00	0.00%	0.00
Annual Fee - Betting premises (excluding tracks)	O	R9307 CEE70		536.00	536.00	0.00%	0.00
Annual Fee - Tracks	O	R9307 CEE70		777.00	777.00	0.00%	0.00
Annual Fee - Family entertainment centres	O	R9307 CEE70		609.00	609.00	0.00%	0.00
Annual Fee - Adult entertainment centres	O	R9307 CEE70		777.00	777.00	0.00%	0.00
Application to vary - New small Casinos	O	R9307 CEE70		4,000.00	4,000.00	0.00%	0.00
Application to vary - New large Casinos	O	R9307 CEE70		5,000.00	5,000.00	0.00%	0.00
Application to vary - Regional Casino	O	R9307 CEE70		7,500.00	7,500.00	0.00%	0.00
Application to vary - Bingo Club	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
Application to vary - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
Application to vary - Tracks	O	R9307 CEE70	01/04/2019	1,250.00	1,250.00	0.00%	0.00
Application to vary - Family entertainment centres	O	R9307 CEE70	01/04/2019	1,000.00	1,000.00	0.00%	0.00

Application to vary - Adult gaming centres	O	R9307 CEE70	01/04/2019	1,000.00	1,000.00	0.00%	0.00
Application to transfer - Existing Casinos	O	R9307 CEE70		1,350.00	1,350.00	0.00%	0.00
Application to transfer - New small Casinos	O	R9307 CEE70		1,800.00	1,800.00	0.00%	0.00
Application to transfer - New large Casinos	O	R9307 CEE70		2,150.00	2,150.00	0.00%	0.00
Application to transfer - Regional Casino	O	R9307 CEE70		6,500.00	6,500.00	0.00%	0.00
Application to transfer - Bingo Club	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application to transfer - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application to transfer - Tracks	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application to transfer - Family entertainment centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application to transfer - Adult gaming centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for reinstatement - Existing Casinos	O	R9307 CEE70		1,350.00	1,350.00	0.00%	0.00
Application for reinstatement - New small Casinos	O	R9307 CEE70		1,800.00	1,800.00	0.00%	0.00
Application for reinstatement - New large Casinos	O	R9307 CEE70		2,150.00	2,150.00	0.00%	0.00
Application for reinstatement - Regional Casino	O	R9307 CEE70		1,350.00	1,350.00	0.00%	0.00
Application for reinstatement - Bingo Club	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for reinstatement - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for reinstatement - Tracks	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for reinstatement - Family entertainment centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for reinstatement - Adult gaming centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Application for provisional statement - New small Casinos	O	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00
Application for provisional statement - New large Casinos	O	R9307 CEE70		10,000.00	10,000.00	0.00%	0.00
Application for provisional statement - Regional Casino	O	R9307 CEE70		15,000.00	15,000.00	0.00%	0.00
Application for provisional statement - Bingo Club	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
Application for provisional statement - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
Application for provisional statement - Tracks	O	R9307 CEE70	01/04/2019	1,276.00	1,276.00	0.00%	0.00
Application for provisional statement - Family entertainment centres	O	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00
Application for provisional statement - Adult gaming centres	O	R9307 CEE70	01/04/2019	1,063.00	1,063.00	0.00%	0.00
Licence Application (Provisional statement holders) - New small Casinos	O	R9307 CEE70		3,000.00	3,000.00	0.00%	0.00
Licence Application (Provisional statement holders) - New large Casinos	O	R9307 CEE70		5,000.00	5,000.00	0.00%	0.00
Licence Application (Provisional statement holders) - Regional Casino	O	R9307 CEE70		8,000.00	8,000.00	0.00%	0.00
Licence Application (Provisional statement holders) - Bingo Club	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Licence Application (Provisional statement holders) - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Licence Application (Provisional statement holders) - Tracks	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Licence Application (Provisional statement holders) - Family entertainment centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Licence Application (Provisional statement holders) - Adult gaming centres	O	R9307 CEE70	01/04/2019	451.00	451.00	0.00%	0.00
Copy licence - New small Casinos	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - New large Casinos	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - Regional Casino	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00

Copy licence - Bingo Club	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - Tracks	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - Family entertainment centres	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Copy licence - Adult gaming centres	O	R9307 CEE70	01/04/2019	17.00	17.00	0.00%	0.00
Notification of change - Existing Casinos	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - New small Casinos	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - New large Casinos	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Regional Casino	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Bingo Club	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Betting premises (excluding tracks)	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Tracks	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Family entertainment centres	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Notification of change - Adult gaming centres	O	R9307 CEE70	01/04/2019	42.00	42.00	0.00%	0.00
Temporary Use Notice - GA2005	O	R9307 CEE70		127.00	127.00	0.00%	0.00
Permits - SI2007454 & SI2007455 - set by the Secretary of State							
Application fee - FEC Gaming machine	O	R9307 CEE70		300.00	300.00	0.00%	0.00
Application fee - Prize Gaming	O	R9307 CEE70		300.00	300.00	0.00%	0.00
Application fee - Alcohol licences premises - notification of 2 or fewer machines	O	R9307 CEE70		50.00	50.00	0.00%	0.00
Application fee - Alcohol licences premises - notification of more than 2 machines	O	R9307 CEE70		150.00	150.00	0.00%	0.00
Application fee - Club Gaming permit	O	R9307 CEE70		200.00	200.00	0.00%	0.00
Application fee - Club Gaming machine permit	O	R9307 CEE70		200.00	200.00	0.00%	0.00
Application fee - Club Gaming permit (fast track application)	O	R9307 CEE70		100.00	100.00	0.00%	0.00
Application fee - Club Gaming machine permit (fast track application)	O	R9307 CEE70		100.00	100.00	0.00%	0.00
Application fee - Small Society Lottery Registration	O	R9307 CEE70		40.00	40.00	0.00%	0.00
Annual fee - Alcohol licences premises - notification of more than 2 machines	O	R9307 CEE70		50.00	50.00	0.00%	0.00
Annual fee - Club Gaming permit	O	R9307 CEE70		50.00	50.00	0.00%	0.00
Annual fee - Club Gaming machine permit	O	R9307 CEE70		50.00	50.00	0.00%	0.00
Annual fee - Small Society Lottery Registration	O	R9307 CEE70		20.00	20.00	0.00%	0.00
Renewal fee - FEC Gaming machine	O	R9307 CEE70		300.00	300.00	0.00%	0.00
Renewal fee - Prize Gaming	O	R9307 CEE70		300.00	300.00	0.00%	0.00
Renewal fee - Club Gaming permit	O	R9307 CEE70		200.00	200.00	0.00%	0.00
Renewal fee - Club Gaming machine permit	O	R9307 CEE70		200.00	200.00	0.00%	0.00
Change of name - FEC permits	O	R9307 CEE70		25.00	25.00	0.00%	0.00
Change of name - Prize Gaming permits	O	R9307 CEE70		25.00	25.00	0.00%	0.00
Change of name - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70		25.00	25.00	0.00%	0.00
Copy of permit - FEC permits	O	R9307 CEE70		15.00	15.00	0.00%	0.00
Copy of permit - Prize Gaming permits	O	R9307 CEE70		15.00	15.00	0.00%	0.00
Copy of permit - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70		15.00	15.00	0.00%	0.00

Copy of permit - Club Gaming permit	O	R9307 CEE70			15.00	15.00	0.00%	0.00		
Copy of permit - Club Gaming machine permit	O	R9307 CEE70			15.00	15.00	0.00%	0.00		
Variation - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70			100.00	100.00	0.00%	0.00		
Variation - Club Gaming permit	O	R9307 CEE70			100.00	100.00	0.00%	0.00		
Variation - Club Gaming machine permit	O	R9307 CEE70			100.00	100.00	0.00%	0.00		
Transfer - Alcohol Licences Premises - more than 2 machines	O	R9307 CEE70		01/04/2015	25.00	25.00	0.00%	0.00		
SCRAP METAL DEALERS ACT 2013										
Site Licence (new & renewal) Application Fee	O	R9307 CEE70			189.00	189.00	0.00%	0.00		
Site Licence (new & renewal) Total for 3 years licence	O	R9307 CEE70			334.00	334.00	0.00%	0.00		
Site Licence (new & renewal) - Additional Sites Total for 3 years License	O	R9307 CEE70			190.00	190.00	0.00%	0.00		
Collectors Licence (new & renewal) Application Fee	O	R9307 CEE70			189.00	189.00	0.00%	0.00		
Collectors Licence (new & renewal) Total for 3 years licence	O	R9307 CEE70			125.00	125.00	0.00%	0.00		
Conversion from Collectors Licence to Site Licence	O	R9307 CEE70			75.00	75.00	0.00%	0.00		
Conversion from Site Licence to Collectors Licence	O	R9307 CEE70			75.00	75.00	0.00%	0.00		
Change of name or address notifications	O	R9307 CEE70			10.50	10.50	0.00%	0.00		
Addition of new site to a Site Licence (annual fee per site)	O	R9307 CEE70			190.00	190.00	0.00%	0.00		
Replacement Licence	O	R9307 CEE70			10.50	10.50	0.00%	0.00		
Site Licence (change of manager)	O	R9307 CEE70			10.50	10.50	0.00%	0.00		
Site Licence (change of manager) where site manager has not been suitable person tested	O	R9307 CEE70			75.00	75.00	0.00%	0.00		
PEST CONTROL FEES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
PEST CONTROL										
Domestic Charges - within working hours										
Exc VAT										
Rats (up to 3 visits) - low income groups	S	R9305 CEE50	Each	01/04/2023	£15.83 (£19.00)	£17.50 (£21.00)	10.55	1.67		Increased by CPI (6.7%) and rounded to the nearest pound
Rats (up to 3 visits)	S	R9305 CEE50	Each	01/04/2023	£31.67 (£38.00)	£35.00 (£42.00)	10.51	3.33		Increased by CPI (6.7%) and rounded to the nearest pound
Mice (up to 3 visits) - low income groups	S	R9305 CEE50	Each	01/04/2023	£27.08 (£32.50)	£29.17 (£35.00)	7.72	2.09		Increased by CPI (6.7%) and rounded to the nearest pound
Mice (up to 3 visits)	S	R9305 CEE50	Each	01/04/2023	£54.17 (£65.00)	£58.33 (£70.00)	7.68	4.16		Increased by CPI (6.7%) and rounded to the nearest pound
Wasps (one visit to treat one nest) - low income groups	S	R9305 CEE50	Each	01/04/2023	£27.08 (£32.50)	£29.17 (£35.00)	7.72	2.09		Increased by CPI (6.7%) and rounded to the nearest pound
Wasps (one visit to treat one nest)	S	R9305 CEE50	Each	01/04/2023	£54.17 (£65.00)	£58.33 (£70.00)	7.68	4.16		Increased by CPI (6.7%) and rounded to the nearest pound
Wasps - additional nests treated at same visit - low income groups	S	R9305 CEE50	Each	01/04/2023	£8.33 (£10.00)	£9.17 (£11.00)	10.08	0.84		Increased by CPI (6.7%) and rounded to the nearest pound
Wasps - additional nests treated at same visit	S	R9305 CEE50	Each	01/04/2023	£15.42 (£18.50)	£18.33 (£22.00)	18.87	2.91		Increased by CPI (6.7%) and rounded to the nearest pound
Fleas (per visit) - low income groups	S	R9305 CEE50	Each	01/04/2023	£33.75 (£40.50)	£35.83 (£43.00)	6.16	2.08		Increased by CPI (6.7%) and rounded to the nearest pound
Fleas (per visit)	S	R9305 CEE50	Each	01/04/2023	£67.50 (£81.00)	£71.67 (£86.00)	6.18	4.17		Increased by CPI (6.7%) and rounded to the nearest pound
Other insects not listed above - per visit - low income groups	S	R9305 CEE50	Each	01/04/2023	£33.75 (£40.50)	£35.83 (£43.00)	6.16	2.08		Increased by CPI (6.7%) and rounded to the nearest pound
Other insects not listed above - per visit	S	R9305 CEE50	Each	01/04/2023	£67.50 (£81.00)	£71.67 (£86.00)	6.18	4.17		Increased by CPI (6.7%) and rounded to the nearest pound
Aborted visit charge	S	R9305 CEE50	Each	01/04/2023	£20.83 (£25.00)	£22.50 (£27.00)	8.02	1.67		Increased by CPI (6.7%) and rounded to the nearest pound
Non Domestic Charges										
Routine Contracts										
All pests - hourly charge	S	R9305 CEE50	Hour	01/04/2023	£81.20	£86.64	6.70%	5.44		Increased by CPI (6.7%)
All pests - materials	S	R9305 CEE50	Each	01/04/2023	Actual cost	Actual cost				
All pests - minimum charge (excl. materials)	S	R9305 CEE50	Each	01/04/2023	£81.20	£86.64	6.70%	5.44		Increased by CPI (6.7%)
Stray dog picked up without ID and taken to kennels										

Admin fee (plus kennel fees)	0	R9308 CEH00	Each	01/04/2023	£40.00	£40.00	0.00%	0.00		
Fixed charge (Subject to statutory limit)	0	R9308 CEH00	Each	01/04/2023	£25.00	£25.00	0.00%	0.00		
Kennel charge	0	R9308 CEH00	Each	01/04/2023	£12.00	£12.00	0.00%	0.00		
PLANNING	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
PLANNING										
Copies of Plans	0	R9200 CPC10		N/A	Cost of Printing	Cost of Printing				
Enquiries - Request for information tantamount to a search - Planning only	0	R9308 CPC10		01/04/2020	58.00	58.00	0.00%	0.00		
Application for an order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990	0	R9308 CPC10		01/04/2020	2247.00	2247.00	0.00%	0.00		
An order for the stopping up or diversion of a footpath or bridleway pursuant to Section 257 of the Town and Country Planning Act 1990 to be submitted to the Secretary of State for a decision	0	R9308 CPC10		01/04/2020	1281.42	1281.42	0.00%	0.00		
Copies of documents relating to the South Derbyshire Local Plan	0	R9308 CPC10		N/A	Cost of Printing	Cost of Printing				
STREET NAMING AND NUMBERING	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Street Naming and Numbering										
Request to formally change an official name of an existing property	0	R9313 CPD30		01/04/2022	64.00	64.00	0.00%	0.00		
Request to formally rename an existing street or unnamed road.	0	R9313 CPD30		01/04/2022	360.00 + 46.00 per household affected £183 + £40 for every street issued at the same time	360.00 + 46.00 per household affected £183 + £40 for every street issued at the same time	0.00%	0.00		
Request for the naming of a new street	0	R9313 CPD30		01/04/2022	£64 per plot to a maximum of £320	£64 per plot to a maximum of £320	0.00%	0.00		
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 1 - 9 Dwellings	0	R9313 CPD30		01/04/2022	£35 per plot	£35 per plot	0.00%	0.00		
Request for the issuing of number or name (restrictions apply) to new properties as part of a Development consisting of 10 or more Dwellings	0	R9313 CPD30		01/04/2023	£35 per plot affected by the schedule amendment	£35 per plot affected by the schedule amendment	0.00%	0.00		
Request to amend a previously confirmed naming and numbering schedule (Restrictions apply)	0	R9313 CPD30		01/04/2023	64.00	64.00	0.00%	0.00		
Request for the naming of premises and Commercial/Industrial Estates	0	R9313 CPD30		01/04/2022	£35 per unit	£35 per unit	0.00%	0.00		
Request for the naming of premises and Commercial/Industrial Estates consisting of 10 or more business addresses	0	R9313 CPD30		01/04/2023						
WASTE COLLECTION FEES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
WASTE COLLECTION										
Recharge Damaged/Stolen Wheelie bins - 240L bins	0	R9308 CEW00	Each	01/04/2023	42.00	42.00	0.00%	0.00		
Recharge Damaged/Stolen Wheelie bins - 360L bins	0	R9308 CEW00	Each	01/04/2023	71.00	71.00	0.00%	0.00		
Sale of clinical sacks - per 250 sacks	0	R9302 CEW00	Each	01/04/2023	60.00	60.00	0.00%	0.00		
Abandoned Vehicle Charge - Not on Site	0	R9302 CEW00	Each	01/04/2023	62.00	62.00	0.00%	0.00		
Abandoned Vehicle Charge - Removed from site	0	R9302 CEW00	Each	01/04/2023	96.00	96.00	0.00%	0.00		
Domestic Bulkies - 6 items excluding fridges	0	R9302 CEW00	Each	01/04/2023	31.00	31.00	0.00%	0.00		
Domestic Bulkies - fridge	0	R9302 CEW00	Each	01/04/2023	26.00	26.00	0.00%	0.00		
Sale of Trade Refuse sacks - General Trade Price - per 10 bags	0	R9302 CEW00	Each	01/04/2023	20.00	20.00	0.00%	0.00		
Sale of Trade Refuse sacks - General Trade Price - per 25 bags	0	R9302 CEW00	Each	01/04/2023	50.00	50.00	0.00%	0.00		
Sale of Trade Refuse sacks - General Trade Price - per 50 bags	0	R9302 CEW00	Each	01/04/2023	100.00	100.00	0.00%	0.00		
Sale of Trade Refuse sacks - General Trade Price - per 100 bags	0	R9302 CEW00	Each	01/04/2023	200.00	200.00	0.00%	0.00		
Sale of Trade Refuse sacks - General Trade Price - per 250 bags	0	R9302 CEW00	Each	01/04/2023	250.00	250.00	0.00%	0.00		
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 10 bags	0	R9302 CEW00	Each	01/04/2023	15.20	15.20	0.00%	0.00		

Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 25 bags	0	R9302 CEW00	Each	01/04/2023	38.00	38.00	0.00%	0.00		
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 50 bags	0	R9302 CEW00	Each	01/04/2023	76.00	76.00	0.00%	0.00		
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 100 bags	0	R9302 CEW00	Each	01/04/2023	152.00	152.00	0.00%	0.00		
Sale of Trade Refuse sacks - Parish Council Price (no disposal) - per 250 bags	0	R9302 CEW00	Each	01/04/2023	380.00	380.00	0.00%	0.00		
Private hire vehicle tests	0	R9302 CEW00	Each	01/04/2023	31.00	31.00	0.00%	0.00		
Sale of Compost Sacks per roll (Caddy Liners)	0	R9302 CEW00	Each	01/04/2023	3.50	3.50	0.00%	0.00		
Sale of Compost Sacks per roll(Wheelie Bin Liners)	0	R9302 CEW00	Each	01/04/2023	7.80	7.80	0.00%	0.00		
Trade Waste (Max Charge) - 240L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	10.10	10.10	0.00%	0.00		
Trade Waste (Max Charge) - 360L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	15.25	15.25	0.00%	0.00		
Trade Waste (Max Charge) - 660L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	20.35	20.35	0.00%	0.00		
Trade Waste (Max Charge) - 1,100L Wheeled bin per week	0	R9304 CEW10	Each	01/04/2023	22.95	22.95	0.00%	0.00		
Trade Waste (Max Charge) - per sack	0	R9304 CEW10	Each	01/04/2023	2.25	2.25	0.00%	0.00		
Job Tickets	0	R9304 CEW10	Each	01/04/2023	Fee dependant on work	Fee dependant on work				
ENVIRONMENTAL SERVICES FEES AND CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Environmental Protection										
Copies of Environmental Protection Act Register	0	R9308 CEE10	Each	01/04/2023	FREE	FREE	0.00%	0		
EPR Processes (EPA90 - Part 1)	0	R9308 CEE10	Each	01/04/2023	Contact Council	Contact Council				
Copies of Environmental Protection Act Register	0	R9308 CEE10	Each	01/04/2023	FREE	FREE	0.00%	0		
Contaminated land enquiry standard search (solicitors and householders)	0	R9308 CEE10	Each	01/04/2023	£55.00	£59.00	7.27%	4.00		Increased by CPI (6.7%) and rounded to the nearest pound
MISC ENVIRONMENTAL HEALTH SERVICES										
High Hedge dispute (non-refundable)	0	R9308 CEE10	Each	01/04/2023	£235.00	£250.00	6.38%	15.00		Increased by CPI (6.7%) and rounded to the nearest pound
High Hedge dispute (non-refundable) - for low income groups	0	R9308 CEE10	Each	01/04/2023	£117.50	£125.00	6.38%	7.50		Increased by CPI (6.7%) and rounded to the nearest pound
Welfare funeral - Only charges where inheritors to the estate are identified following the funeral	0	R9308 CEE10	Each	01/04/2023	At cost	At cost				
Private Water Supplies										
Risk Assessments for supplies where the duty holder has not submitted any data (Hourly rate, up to a maximum total cost of £500)	0	R9308 CEE00	Each	01/04/2023	37.20	39.69	6.70%	2.49		Increased by CPI (6.7%)
Risk Assessments for supplies where the duty holder has partially submitted data(Hourly rate, up to a maximum total cost of £500)	0	R9308 CEE00	Each	01/04/2023	18.96	20.23	6.70%	1.27		Increased by CPI (6.7%)
Sampling (Hourly rate up to a maximum fee of £100)	0	R9308 CEE00	Hour	01/04/2023	37.20	39.69	6.70%	2.49		Increased by CPI (6.7%)
Investigation in the event of a sample failure (Hourly rate up to maximum cost of £100)	0	R9308 CEE00	Hour	01/04/2023	37.20	39.69	6.70%	2.49		Increased by CPI (6.7%)
Authorisation to temporarily breach a standard whilst remedial work carried out.	0	R9308 CEE00	Each	01/04/2023	109.00	116.30	6.70%	7.30		Increased by CPI (6.7%)
Regulation 10 sample	0	R9308 CEE00	Each	01/04/2023	27.88	29.74	6.70%	1.87		Increased by CPI (6.7%)
Check monitoring sample analysis (up to a maximum of £100)	0	R9308 CEE00	Each	01/04/2023	At cost	At cost				
Audit monitoring sample analysis (up to a maximum of £500)	0	R9308 CEE00	Each	01/04/2023	At cost	At cost				
Environmental Education										
Environmental Education Programme 2 hour session 4-11yr olds	E	R9310 CPE10		01/04/2018	100.00	110.00	10.00%	10.00		Benchmarked against National Forest and also used feedback from existing groups and Schools. Approved separately at Partnership Steering Group
Environmental Education Programme 1 hour session 4-11 yr olds	E	R9310 CPE10				55.00				Benchmarked against National Forest and also used feedback from existing groups and Schools. Approved separately at Partnership Steering Group
Environmental Education Programme 1.5 hour session 4-11 yr olds	E	R9310 CPE10		01/04/2018	75.00	85.00	13.33%	10.00		Benchmarked against National Forest and also used feedback from existing groups and Schools. Approved separately at Partnership Steering Group
Environmental Education Programme 2 hour session 11+	E	R9310 CPE10		N/A		150.00				New charge for older pupils as sessions require more prep and more materials. Benchmarked against National Forest and used feedback from existing groups and Schools. Approved separately at Partnership Steering Group.

Environmental conservation training per session per leader (day)	E	R9310 CPE10		01/04/2023	100.00	100-150				lower rate for partner organisations and not-for-profit teams. Benchmarked against National Forest and also used feedback from existing groups and Schools. Approved separately at Partnership Steering Group
Wildlife Watch (approx 13 sessions per year) - per child	E	R9310 CPE10		01/04/2023	3.00	3.00	0.00%	0.00		
Walks	E	R9310 CPE10		01/04/2023	£3-10	£3-10				No Change
NightWatch - per person	E	R9310 CPE10		01/04/2023	5.00	5.00	0.00%	0.00		
Fun Science Event	N/A	R9310 CPE10		N/A	FREE	FREE				No Change
Cemeteries	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) For an infant's grave(0-12 months)	O	R9306 CEA00		01/04/2023	411.50	453.00	10.09%	41.50		Claimed from CFF (Childrens Funeral Fund) - Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) For an infant's grave for a child's grave (between 12 months - 12 years)	O	R9306 CEA00		01/04/2023	549.00	603.00	9.84%	54.00		Claimed from CFF (Childrens Funeral Fund) - Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) For a child's grave (between 12 years - 16 years)	O	R9306 CEA00		01/04/2023	823.00	905.00	9.96%	82.00		Claimed from CFF (Childrens Funeral Fund) - Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) Adult grave 9' x 4' (for a coffin)	O	R9306 CEA00		01/04/2023	823.00	905.00	9.96%	82.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) Adult grave 10' x 5' (for a casket)	O	R9306 CEA00		01/04/2023	1002.00	1102.00	9.98%	100.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) Ashes plot 2' x 2'	O	R9306 CEA00		01/04/2023	395.00	415.00	5.06%	20.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of fifty years) Ashes plot 2' x 2' for interment of a child 12 months to 16 years	O	R9306 CEA00		01/04/2023	395.00	415.00	5.06%	20.00		Claimed from CFF (Childrens Funeral Fund) - Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a further period of 25 years) Infant grave (0-12 months)	O	R9306 CEA00		01/04/2023	206.00	227.00	10.19%	21.00		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a further period of 25 years) child's grave (between 12 months - 11 years)	O	R9306 CEA00		01/04/2023	274.50	302.00	10.02%	27.50		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a further period of 25 years) child's grave (12 years - 17 years)	O	R9306 CEA00		01/04/2023	411.50	453.00	10.09%	41.50		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a further period of 25 years) Adult grave 9' x 4' (for a coffin)	O	R9306 CEA00		01/04/2023	411.50	453.00	10.09%	41.50		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of 25 years) Adult grave 10' x 5' (for a casket)	O	R9306 CEA00		01/04/2023	501.00	551.00	9.98%	50.00		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Extension to Grant of Right (Document giving the exclusive right of burial in a specified plot, for a period of 25 years) Ashes plot 2' x 2'	O	R9306 CEA00		01/04/2023	197.50	208.00	5.32%	10.50		half Grant fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials Infant, 0 - 12 months	O	R9306 CEA00		01/04/2023	283.00	311.00	9.89%	28.00		Claimed from CFF (Childrens Funeral Fund). Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials For a child's grave (between 12 months - 12 years)	O	R9306 CEA00		01/04/2023	377.00	415.00	10.08%	38.00		Claimed from CFF (Childrens Funeral Fund). Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials For a child's grave (between 12 years - 16 years)	O	R9306 CEA00		01/04/2023	565.50	622.00	9.99%	56.50		Claimed from CFF (Childrens Funeral Fund). Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials Adult- single depth grave	O	R9306 CEA00		01/04/2023	613.00	674.00	9.95%	61.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials - double depth grave	O	R9306 CEA00		01/04/2023	565.50	622.00	9.99%	56.50		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials - surcharge for a casket	O	R9306 CEA00		01/04/2023	167.00	172.00	2.99%	5.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burials - common grave	O	R9306 CEA00		01/04/2023	568.00	622.00	9.51%	54.00		brought into line with double depth burial fee
Burials For any burial after the first	O	R9306 CEA00		01/04/2023	511.00	562.00	9.98%	51.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burial of cremated remains in an ashes plot (infant, 0 - 12 months)	O	R9306 CEA00		01/04/2023	166.00	183.00	10.24%	17.00		Claimed from CFF (Childrens Funeral Fund) Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burial of cremated remains in an ashes plot (child, 12 months plus to 12 years)	O	R9306 CEA00		01/04/2023	166.00	183.00	10.24%	17.00		Claimed from CFF (Childrens Funeral Fund) Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council

Burial of Cremated remains in ashes plot (child 12 years - 16 years)	O	R9306 CEA00		01/04/2023	166.00	183.00	10.24%	17.00		Claimed from CFF (Childrens Funeral Fund) Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Burial of cremated remains in an ashes plot (adult)	O	R9306 CEA00		01/04/2023	166.00	183.00	10.24%	17.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Strewing of ashes (if carried out by SDDC staff)	O	R9306 CEA00		01/04/2023	97.00	107.00	10.31%	10.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Strewing of ashes (if not carried out by SDDC staff)	O	R9306 CEA00		01/04/2023	82.50	91.00	10.30%	8.50		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
All Grant of Right/Burial fees listed above are treble for non-residents of the District										
Monuments A flat stone NB: not permitted in lawned cemeteries	O	R9308 CEA00		01/04/2023	150.00	160.00	6.67%	10.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Monuments A headstone or footstone, not exceeding 2' in height	O	R9308 CEA00		01/04/2023	283.00	292.00	3.18%	9.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Monuments A headstone or footstone, exceeding 2' in height	O	R9308 CEA00		01/04/2023	311.00	320.00	2.89%	9.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Monuments Kerbstones or border stones, for a space not exceeding 6'6" x 3' (not permitted in lawned cemeteries)	O	R9308 CEA00		01/04/2023	311.00	320.00	2.89%	9.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Monuments A vase, not exceeding 18" in height	O	R9308 CEA00		01/04/2023	91.00	91.00	0.00%	0.00		No change
Monuments For any inscription after the first, on any form of monument	O	R9308 CEA00		01/04/2023	150.00	160.00	6.67%	10.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Monuments Supply only of 7" x 5" wall plaque (Etwell Cemetery only), inclusive of inscription up to 70 letters	O	R9308 CEA00		01/04/2023	295.00	295.00	0.00%	0.00		No change
Replacement of Memorial Stone	O	R9308 CEA00		01/04/2023	150.00	160.00	6.67%	10.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Exhumation	O	R9308 CEA00		01/04/2023	1263.00	1300.00	2.93%	37.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Search of records, including copy of entry	O	R9308 CEA00		01/04/2023	36.00	40.00	11.11%	4.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Slabbing or sealing a grave	O	R9308 CEA00		01/04/2023	151.00	156.00	3.31%	5.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Alterations to coffin size once shoring is in place	O	R9308 CEA00		01/04/2023	93.00	102.00	9.68%	9.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Transfer of ownership of Grant of Right	O	R9308 CEA00		01/04/2020	40.00	44.00	10.00%	4.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Saturday funeral for child between 12 months and 17 years (in addition to the Grant of Right)	O	R9308 CEA00		01/04/2023	460.00	468.00	1.74%	8.00		Claimed from CFF (Childrens Funeral Fund). Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Saturday funeral - Adult (in addition to the Grant of Right)	O	R9308 CEA00		01/04/2023	919.50	935.00	1.69%	15.50		1.5 x single depth fee
Sunday/Bank Holiday funeral for a child between 12 months and 17 years (In addition to the grant of right)	O	R9308 CEA00		01/04/2023	613.00	674.00	9.95%	61.00		Claimed from CFF (Childrens Funeral Fund)
Sunday/Bank Holiday funeral - Adult (in addition to the Grant of Right)	O	R9308 CEA00		01/04/2023	1226.00	1348.00	9.95%	122.00		2 x single depth fee
Grants for Closed Church Yards	O	R4700 CEA30		01/04/2023	400.00	420.00	5.00%	20.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
HOUSING FEES AND CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Homelessness										
Bed and Breakfast - recharge per week										
Each adult	0	R9404 KGH10			Actual Cost	Actual Cost				
Each child under 16	0	R9404 KGH10			Actual Cost	Actual Cost				
Ineligible Charge	0	R9404 KGH10			21.10	22.15	4.98%	1.05		5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Homelessness										
Hire of Communal Lounges (per 1/2 day session)										
Commercial rate	S2	R9308 KJE90			50.00	52.50	5.00%	2.50		5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Mixed rate (Commercial & Residents)	S2	R9308 KJE90				26.25				***New charge***This charge is to account for usage of the Community Rooms by a mixed customer based: some commercial / some council tenants. We don't charge for the use of the Community Rooms by council tenants. We charge full price for the use of the Community Rooms by commercial. A 50% discount for split usage seems reasonable
Use of guest bedroom per night	S2	R9308 KJE90			15.00	15.75	5.00%	0.75		5% increase.
Lifelines										

Registered disabled persons - Lifeline Monitoring per week	S1/S3	R9308 KJE90	01/04/2023	2.10	2.21	5.24%	0.11	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Registered disabled persons - Lifeline equipment rental per week (includes monitoring)	S1/S3	R9308 KJE90	01/04/2023	5.36	5.63	5.14%	0.28	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Other persons - Monitoring per week	S1/S3	R9308 KJE90	01/04/2023	3.15	3.31	5.08%	0.16	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Other persons - Rental per week (includes monitoring)	S1/S3	R9308 KJE90	01/04/2023	5.25	5.51	4.95%	0.26	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monthly Basic Telecare package monitoring charge	S1/S3	R9308 KJE90	01/04/2023	22.75	23.89	4.99%	1.14	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Telecare installation - private resident	S1/S3	R9308 KJE90	01/04/2023	52.50	57.75	10.00%	5.25	10% increase - all tele-care equipment installed in 24/25 will be digital equipment as opposed to analogue and is more costly. This relates to the digital switch by 2025
Telecare Installation - Additional Sensors	S1/S3	R9308 KJE90	01/04/2023	6.25	6.88	10.08%	0.63	10% increase - all tele-care equipment installed in 24/25 will be digital equipment as opposed to analogue and is more costly. This relates to the digital switch by 2025
Monthly 1st year instalment charge installation and monitoring	S1/S3	R9308 KJE90	01/04/2023	35.28	37.04	4.99%	1.76	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Telecare - Monthly 1st year instalment charge, rental and monitoring	S1/S3	R9308 KJE90	01/04/2023	27.13	28.49	5.01%	1.36	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 1 - Daily visit	S1/S3	R9308 KJE90	01/04/2023	21.00	22.05	5.00%	1.05	Change to Daily Contact rather than visit & 5% increase - A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 2 - 2 visits per week	S1/S3	R9308 KJE90	01/04/2023	12.60	13.23	5.00%	0.63	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 3 - 1 visit per week	S1/S3	R9308 KJE90	01/04/2023	9.45	9.92	4.97%	0.47	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 4 - 1 visit per fortnight	S1/S3	R9308 KJE90	01/04/2023	6.30	6.62	5.08%	0.32	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 5 - 1 visit per month	S1/S3	R9308 KJE90	01/04/2023	5.25	5.51	4.95%	0.26	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 6 - 1 visit per week	S1/S3	R9308 KJE90	01/04/2023	4.20	4.41	5.00%	0.21	Change to 1 Visit per Quarter rather than week & 5% increase - A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Monitoring & Support level 7 - 1 monitoring only	S1/S3	R9308 KJE90	01/04/2023	3.15	3.31	5.08%	0.16	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Fall Detector - Rental per Month (includes monitoring)	S1/S3	R9308 KJE90	01/04/2023	5.07	5.32	4.93%	0.25	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Smoke Detector - Rental per Month (includes monitoring)	S1/S3	R9308 KJE90	01/04/2023	2.90	3.05	5.17%	0.15	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Bed Occupancy Sensor - Rental per Month (includes monitoring)	S1/S3	R9308 KJE90	01/04/2023	5.55	5.83	5.05%	0.28	5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.

Property Exit Sensor - Rental per Month (Includes monitoring)	S1/S3	R9308 KJE90			12.13	12.74	5.03%	0.61		5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Medication Dispenser - Rental per Month (Includes monitoring)	S1/S3	R9308 KJE90			7.58	7.96	5.01%	0.38		5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Garages										
Rent per week - Council Tenants - Garage in Proximity to Rented Property	S2	R9401 KJC20			9.96	10.69	7.30%	0.73		Based on CPI + 1%
Rent per week - Council Tenants - Garage in Proximity to Rented Property (Chatsworth Road)	S2	R9401 KJC20			11.63	12.48	7.30%	0.85		Based on CPI + 1%
Rent per week - All other circumstances	S1	R9401 KJC20			9.96 or 11.63 + 20% VAT	10.69 or 12.48 + 20% VAT	7.30%	0.73/ 0.85		Based on CPI + 1%
Garage Plots										
Rent per annum - Council Tenants - Plot in Proximity to Rented Property	S2	R9401 KJC20			1.29	1.38	7.30%	0.09		Based on CPI + 1%
Rent per annum - All other circumstances	S1	R9401 KJC20			1.29 + 20% VAT	1.38 + 20% VAT	7.30%	0.09		Based on CPI + 1%
Miscellaneous Housing										
Heating - Council Tenants (Pear Tree Court communal)	0	R9400 KJC20			7.00	7.00	0.00%	0.00		No Change
Service Charge (Carnegie House)	0	R9308 KJE90			21.10	22.15	4.98%	1.05		5% increase. A 5% increase was previously made for the financial year 23/24 based on staff costs increasing, therefore this was deemed to be a reasonable increase for 24/25. Costs increase year on year with inflation.
Statutory Notices										
Housing Act 2004 S.49										
Recovery of administrative and other expenses incurred in taking enforcement action					Actual Cost	Actual Cost				
STRATEGIC HOUSING										
Issue of Immigration Certificates	0	R9308 CEE20	Each	01/04/2023	£169.50	£181.00	6.78%	11.50		Increased by CPI (6.7%) and rounded to the nearest pound
Application for new licence	0	R9308 CEE20	Each	01/04/2023	£410.40	£438.00	6.73%	27.60		Increased by CPI (6.7%) and rounded to the nearest pound
Additional application fee per pitch in excess of 1	0	R9308 CEE20	Each	01/04/2023	£7.00	£8.00	14.29%	1.00		Increased by CPI (6.7%) and rounded to the nearest pound
Amendment of licence	0	R9308 CEE20	Each	01/04/2023	£230.00	£245.00	6.52%	15.00		Increased by CPI (6.7%) and rounded to the nearest pound
Transfer of licence	0	R9308 CEE20	Each	01/04/2023	£167.30	£179.00	6.99%	11.70		Increased by CPI (6.7%) and rounded to the nearest pound
Annual fee	0	R9308 CEE20	Annual	01/04/2023	£232.20	£248.00	6.80%	15.80		Increased by CPI (6.7%) and rounded to the nearest pound
Additional annual fee per pitch in excess of 1	0	R9308 CEE20	Annual	01/04/2023	£8.00	£9.00	12.50%	1.00		Increased by CPI (6.7%) and rounded to the nearest pound
Deposit, vary or delete site rules	0	R9308 CEE20	Each	01/04/2023	£145.00	£155.00	6.90%	10.00		Increased by CPI (6.7%) and rounded to the nearest pound
Enforcement costs relating to caravan sites based on actual officer time	0	R9308 CEE20	Hour	01/04/2023	£49.00	£52.00	6.12%	3.00		Increased by CPI (6.7%) and rounded to the nearest pound
Licensing of Houses in Multiple Occupation	0	R9307 CEE20	Each	01/04/2023	£780.50	£833.00	6.73%	52.50		Increased by CPI (6.7%) and rounded to the nearest pound
Interest charges applied to outstanding enforcement debts, for example works in default	0	R9308 CEE20	Each	01/04/2023	0.035	0.035	0.00%	0.00		
Housing Standards Enforcement costs based on actual officer time	0	R9308 CEE20	Hour	01/04/2023	Manager £59 / hour, EHO £49 / hour, Assistant £37 / hour	Manager £63 / hour, EHO £52 / hour, Assistant £40 / hour				Increased by CPI (6.7%) and rounded to the nearest pound
LEISURE ACTIVITIES FEES AND CHARGES										
Get Active, Hire of Sports Equipment and Facilities	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Get active in the forest Tai Chi	E	R9310 CCD10		01/04/2023	5.00	5.00	0.00%	0.00		No Change
Get active in the forest Senior Cycling - incl bike hire	E	R9310 CCD10		01/04/2023	4.50	4.50	0.00%	0.00		No Change
Get active in the forest Senior Cycling - excl bike hire	E	R9310 CCD10		01/04/2023	2.50	2.50	0.00%	0.00		No Change
Get active in the forest Nordic Walking - incl poles	E	R9310 CCD10		01/04/2023	4.50	4.50	0.00%	0.00		No Change
Get active in the forest Nordic Walking - excl poles	E	R9310 CCD10		01/04/2023	2.50	2.50	0.00%	0.00		No Change
Get active in the forest Walks	E	R9310 CCD10		01/04/2023	2.00 - 6.00	2.00 - 6.00				No Change
Get active in the forest Schools Sessions	E	R9310 CCD10		01/04/2023	90 - 125	90 - 150				No Change

Get active in the forest Out & Active - per day	E	R9310 CCD10	01/04/2023	20 - 30	20 - 35			No Change	
Get active in the forest Activity Days	E	R9310 CCD10	01/04/2023	20 - 30	20 - 30			No Change	
General Get active Sessions- which may from time to time run	E	R9310 CCD10	01/04/2023	12.50	12.50	0.00%	0.00	No Change	
Get active goes mobile	E	R9310 CCD10	01/04/2023					No Change	
Parish Council Charge-sports mobile/2 hr/all inclusive	S	R9310 CCD50	01/04/2023	225.00	250.00	11.11%	25.00	Increase in line with staffing costs and fuel costs	
Parish Council Charge-play mobile/2 hr/all inclusive	S	R9310 CCD50	01/04/2023	225.00	250.00	11.11%	25.00	Increase in line with staffing costs and fuel costs	
Parish Council Charge-wheels mobile/2 hr/all inclusive	S	R9310 CCD50	01/04/2023	225-350	350.00			Increase in line with staffing costs and fuel costs	
Parish Council-Sport and Play Combo	S	R9310 CCD50	01/04/2023	400.00	450.00	12.50%	50.00	Increase in line with staffing costs and fuel costs	
Parish Council-possible new kit/provision	S	R9310 CCD50	01/04/2021	350.00	300-450			Increase in line with staffing costs and fuel costs	
Parish Council - play or sport with Adventure combo	S	R9310 CCD50	01/04/2023		550.00			New line - for alternative combo offer - based on staffing costs and fuel costs	
Parish Council-Friday Combo	S	R9310 CCD50	01/04/2023	700.00	745.00	6.43%	45.00	Increase in line with staffing costs and fuel costs	
General Hire Charge-normal including staff / hour * **	S	R9310 CCD50	01/04/2023	90-190	90-250			Increase in line with staffing costs and fuel costs	
Coach education courses	E	R9310 CCD20	01/04/2021	£35-300	£35-400			Increased to reflect external booking fees	
Sports / Physical activity sessions- e.g. basketball / netball etc	E	R9310 CCD20	01/04/2022	free-6.00	free-8.00			Increase in line with staffing costs and fuel costs	
Activity options for businesses/schools	S	R9310 CCD20	01/04/2020	up to £260/hour	up to £275/hour			Increase in line with staffing costs and fuel costs	
Coaching cost recharge	E	R9310 CCD20	01/04/2022	22.50-40/hour	22.50-45/hour			Increase in line with staffing costs and fuel costs	
Travel-per staff member / hour	S	R9310 CCD20		12.00	12.00	0.00%	0.00	No Change	
Travel per mile	S	R9310 CCD20	01/04/2023	0.56	0.56	0.00%	0.00	No Change	
Glade Performances				Dependant on Performance	Dependant on Performance			No Change	
Dance classes/session				Dependant on external funding, members, venue etc	Dependant on external funding, members, venue etc			No Change	
Festival of Leisure									
Hot food vendor (per Small unit - 4x4 gazebo) for 2 days	E	R9308 CCA40	01/04/2023	500	300	-40.00%	-200.00	Price reduced as struggled to attract small vendors - based on feedback from stall holders in 23/24	
Hot food vendor (per Large unit - Trailer / unit) for 2 days	E	R9308 CCA40	01/04/2023	750	750	0.00%	0.00	No Change	
Voluntary/Charity/Club fund raising stall - per M frontage for 1 day	E	R9308 CCA40	01/04/2023	8.00	8.54	6.70%	0.54	Increased by CPI	
Voluntary/Charity/Club fund raising stall - per M frontage for 2 day	E	R9308 CCA40	01/04/2023	12.50	13.34	6.70%	0.84	Increased by CPI	
Voluntary/Charity/Club information only 4m stall (admin fee)	E	R9308 CCA40		10.00	N/A			REMOVE Not having this as an option for FoL but will be taking these types of stall to Lib Day but free.	
Trade stall - per M frontage for 1 day	E	R9308 CCA40		15.00	N/A			REMOVE	
Trade stall (4M) for 1 day	E	R9308 CCA40	N/A		40.00			We want to amend the above to have a flat rate and not have Per M. Last year all stalls had 4x4 or 8x8. This is easier to administrate and clearer for stallholders	
Trade stall (8M) for 1 day	E	R9308 CCA40	N/A		60.00			We want to amend the above to have a flat rate and not have Per M. Last year all stalls had 4x4 or 8x8. This is easier to administrate and clearer for stallholders	
Trade stall - per M frontage for 2 day	E	R9308 CCA40		21.50	N/A			REMOVE	
Trade stall (4M) for 2 Days	E	R9308 CCA40	N/A		50.00			We want to amend the above to have a flat rate and not have Per M. Last year all stalls had 4x4 or 8x8. This is easier to administrate and clearer for stallholders	
Trade stall (8M) for 2 Days	E	R9308 CCA40	N/A		100.00			We want to amend the above to have a flat rate and not have Per M. Last year all stalls had 4x4 or 8x8. This is easier to administrate and clearer for stallholders	
Trade Stall - Information Only 4m stall (admin fee)	E	R9308 CCA40		35.00	N/A			REMOVE not having this as an option for FoL but will be taking these types of stall to Lib Day but free.	
Fairground 1-99m.sq. for 2 day	E	R9308 CCA40	01/04/2023	135.00	144.05	6.70%	9.04	Increased by CPI	
Fairground 100-199m.sq. for 2 day	E	R9308 CCA40	01/04/2023	252.00	268.88	6.70%	16.88	Increased by CPI	
Fairground 200-299m.sq. for 2 day	E	R9308 CCA40	01/04/2023	433.00	462.01	6.70%	29.01	Increased by CPI	

Christmas Lights Switch on Event									
Trade stall providing own equipment (4m) (per day)	E	R9308 CCA40		N/A	N/A	30.00			New Charge to generate income, in line with FoL charges
Fairground (Single provider for whole event) (per day)	E	R9308 CCA40			500.00	500.00			Existing charge but hasn't been listed on prior Fees & Charges
Hot Food Vendors	E	R9308 CCA40		N/A	N/A	75.00			New charge - Benchmarked against Hinckley & Wellingborough
Travelling Fairs & Events									
Commons & Parks - Daily Charge - large fair	E	R9310 KJE70		01/04/2023	433.00	476.00	9.93%	43.00	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Commons & Parks - Daily Charge - small fair	E	R9310 KJE70		01/04/2023	252.00	277.00	9.92%	25.00	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Commons & Parks - Non operating day charge	E	R9310 KJE70		01/04/2023	100.00	100.00	0.00%	0.00	No change
Fairs - Returnable Deposit	E	R9310 KJE70		01/04/2020	1,000.00	1,000.00	0.00%	0.00	No change
Commons & Parks - Daily Charge - large circus	E	R9310 KJE70		01/04/2023	375.00	413.00	10.13%	38.00	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Commons & Parks - Daily Charge - small Circus	E	R9310 KJE70		01/04/2023	252.00	277.00	9.92%	25.00	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Commons & Parks - Non operating day charge	E	R9310 KJE70		01/04/2023	100.00	100.00	0.00%	0.00	No change
Circus - Returnable Deposit	E	R9310 KJE70		01/04/2022	1,000.00	1,000.00	0.00%	0.00	No change
Commons & Parks - Daily Charge - commercial events	E	R9310 KJE70		01/04/2023	375.00	375.00	0.00%	0.00	No change
Commercial activities - Returnable deposit	E	R9310 KJE70		01/04/2022	1,000.00	1,000.00	0.00%	0.00	No change
Commons & Parks - Charitable Organisations etc - Admin Cost	E	R9310 KJE70		01/04/2020	50.00	65.00	30.00%	15.00	bring into line with PT/Boot camp permit fee
Commons & Parks - Charitable Organisations etc - Returnable Deposit	E	R9310 KJE70		01/04/2022	250.00	250.00	0.00%	0.00	No change
Permit for Personal Trainer/Boot camp sessions on Parks	E	R9310 KJE70		01/04/2023	65.00	65.00	0.00%	0.00	No change
PT/Boot camp session fee	E	R9310 KJE70			POA	POA			
Parks									
Football - Grass Pitches - Seniors per Season	S	R9310 KJE70	Per season	01/04/2020	534.73	561.44	5.00%	26.71	based on 11 matches per season. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Seniors per match (casual bookings)	S	R9310 KJE70	Per match	01/04/2020	48.61	51.04	5.00%	2.43	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Seniors per match (casual bookings) without changing	S	R9310 KJE70	Per match	01/04/2020	36.46	38.28	4.99%	1.82	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Seniors per Season - CHESTNUT AVE ONLY	S	R9310 KJE70	Per season	01/04/2020	534.73	561.44	5.00%	26.71	based on 11 matches per season. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Seniors per match (casual bookings) CHESTNUT AVE ONLY	S	R9310 KJE70	Per match	01/04/2020	48.61	51.04	5.00%	2.43	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Seniors (casual bookings) without changing - Chestnut Ave Only	S	R9310 KJE70	Per match	01/04/2020	36.46	38.28	4.99%	1.82	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors with changing - All sites except Chestnut Ave	S	R9310 KJE70	Per season	01/04/2020	251.83	264.40	4.99%	12.57	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors without changing - All sites except Chestnut Ave	S	R9310 KJE70	Per season	01/04/2020	145.83	160.38	9.98%	14.55	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors (casual bookings) All sites except Chestnut Ave	S	R9310 KJE70	Per match	01/04/2020	25.18	26.45	5.04%	1.27	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors (casual bookings) without changing - All sites except Chestnut Ave	S	R9310 KJE70	Per match	01/04/2020	14.58	16.04	10.01%	1.46	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors - Chestnut Ave Only	S	R9310 KJE70	Per season	01/04/2020	251.83	264.40	4.99%	12.57	based on 10 matches per season. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors without changing - Chestnut Ave Only	S	R9310 KJE70	Per season	01/04/2020	145.83	160.38	9.98%	14.55	based on 10 matches per season. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors (casual bookings) - Chestnut Ave Only	S	R9310 KJE70	Per match	01/04/2020	25.18	26.45	5.04%	1.27	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Football - Grass Pitches - Juniors (casual bookings) without changing - Chestnut Ave Only	S	R9310 KJE70	Per match	01/04/2020	14.58	16.04	10.01%	1.46	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Netball - senior	S	R9310 KJE70	Per match or hour	01/04/2022	16.04	17.65	10.04%	1.61	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Netball - junior	S	R9310 KJE70	Per match or hour	01/04/2022	8.00	8.83	10.38%	0.83	50% senior fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Bowling Green Season Ticket - Adult	S	R9310 KJE70	Per season	01/04/2022	45.00	49.50	10.00%	4.50	Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Bowling Green Season Ticket - Concession	S	R9310 KJE70	Per season	01/04/2022	27.55	33.00	19.78%	5.45	2/3 adult fee. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Bowling Green Casual - Adult per hour	S	R9310 KJE70	Per hour	01/04/2023	3.00	0.00	-		fee removed
Bowling Green Casual - Concession per hour	S	R9310 KJE70	Per hour	01/04/2023	1.50	0.00			fee removed

Hire of Greens - Adult matches	S	R9310 KJE70		01/04/2022	30.50	33.50	9.84%	3.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Greens - Junior matches	S	R9310 KJE70		01/04/2022	18.40	20.25	10.05%	1.85		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Greens - without pavilion	S	R9310 KJE70		01/04/2022	20.50	22.55	10.00%	2.05		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Crazy Golf - Adults	S	R9310 KJE70		01/04/2023	2.00	0.00	-			fee removed
Crazy Golf - Juniors	S	R9310 KJE70		01/04/2023	1.00	0.00	-			fee removed
Other Services										
Allotment Rent	E	R9403 CCE20		01/04/2023	40.00	44.00	10.00%	4.00		Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Stall at Liberation Day	E			N/A	Nil	Nil				
Traffic Island Sponsorship (per year for 3 year sponsorship deal)	S	R9141 KJE70		N/A	Price on application	POA				No Change
Swadlincote Town Hall	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Hire of Town hall - Off Peak (Mon-Fri 7am till 4pm)	E	R9308 CCD00	per hour	01/04/2023	12.00	12.00	0.00%	0.00		No Change
Hire of Town hall - Peak (Mon-Fri 4pm till 10pm, Sat any time)	E	R9308 CCD00	per hour	01/04/2023	17.00	18.00	5.88%	1.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Town hall - Peak (Sun)	E	R9308 CCD00	1st hour	01/04/2023	25.50	27.00	5.88%	1.50		1.5 times peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Town hall - Peak (Sun)	E	R9308 CCD00	per hour (after 1st hour)	01/04/2023	17.00	18.00	5.88%	1.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Supplementary charge for when additional cleaning required following booking	E	R9308 CCD00		01/04/2023	60.00 + travel	60.00 +travel				No Change
Midway Community Centre	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Hire of Sports Hall - Off Peak (Mon-Fri 7am till 4pm)	S	R9308 CCA50	per hour	01/04/2023	12.00	12.00	0.00%	0.00		No Change
Hire of Sports hall - Peak (Mon-Fri 4pm till 10pm, Sat any time)	S	R9308 CCA50	per hour	01/04/2023	17.00	18.00	5.88%	1.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Sports hall - Peak (Sun/Bank Holiday)	S	R9308 CCA50	1st hour	01/04/2023	25.50	27.00	5.88%	1.50		1.5 times peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Sports hall - Peak (Sun/Bank Holiday)	S	R9308 CCA50	per hour (after 1st hour)	01/04/2023	17.00	18.00	5.88%	1.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Foyer Meeting Room Hall - Off Peak (Mon-Fri 7am till 4pm)	S	R9308 CCA50	per hour	01/04/2023	12.00	12.00	0.00%	0.00		No Change
Hire of Foyer Meeting Room - Peak (Mon-Fri 4pm till 10pm, Sat any time)	S	R9308 CCA50	per hour	01/04/2023	15.00	15.00	0.00%	0.00		No Change
Hire of Foyer Meeting Room - Peak (Sun/Bank Holiday)	S	R9308 CCA50	1st hour	01/04/2023	22.50	22.50	0.00%	0.00		No Change
Hire of Foyer Meeting Room - Peak (Sun/Bank Holiday)	S	R9308 CCA50	per hour (after 1st hour)	01/04/2023	15.00	15.00	0.00%	0.00		No Change
Additional charge where bouncy castle brought in	S	R9308 CCA50		01/04/2023	0.00	25.00	-			NEW FEE - additional charge introduced to cover extra electricity costs and admin
Supplementary charge for when additional cleaning required following booking	S	R9308 CCA50		01/04/2023	60.00 + travel	60.00 + travel		0.00		No Change
Stenson Fields Community Centre	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Hire of Main Hall - Off Peak (Mon-Fri 7am till 4pm)	E	R9308 CCA60	per hour	01/04/2023	12.00	12.00	0.00%	0.00		No Change
Hire of Main hall - Peak (Mon-Fri 4pm till 10pm, Sat any time)	E	R9308 CCA60	per hour	01/04/2023	17.00	18.00	5.88%	0.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Main hall - Peak (Sun/Bank Holiday)	E	R9308 CCA60	1st hour	01/04/2023	25.50	27.00	5.88%	0.00		1.5 times peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Main hall - Peak (Sun/Bank Holiday)	E	R9308 CCA60	per hour (after 1st hour)	01/04/2023	17.00	18.00	5.88%	0.00		1.5 times off peak rate. Benchmarked against East Staffs BC/Derby City/NW Leics DC/Tamworth Borough Council
Hire of Meeting Room - Off Peak (Mon-Fri 7am till 4pm)	E	R9308 CCA60	per hour	01/04/2023	12.00	12.00	0.00%	0.00		No Change
Hire of Meeting Room - Peak (Mon-Fri 4pm till 10pm, Sat any time)	E	R9308 CCA60	per hour	01/04/2023	15.00	15.00	0.00%	0.00		No Change
Hire of Meeting Room - Peak (Sun/Bank Holiday)	E	R9308 CCA60	1st hour	01/04/2023	22.50	22.50	0.00%	0.00		No Change
Hire of Meeting Room - Peak (Sun/Bank Holiday)	E	R9308 CCA60	per hour (after 1st hour)	01/04/2023	15.00	15.00	0.00%	0.00		No Change

Additional charge where bouncy castle brought in	E	R9308 CCA60		01/04/2023		25.00				NEW FEE - additional charge introduced to cover extra electricity costs and admin
Supplementary charge for when additional cleaning required following booking	E	R9308 CCA60		01/04/2023	60.00 + travel	60.00 + travel		0.00		No Change
MISCELLANEOUS FEES AND CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
Court Costs										
Court Costs Recovered	O	R9312 ACA00		01/04/2019	67.50	67.50	0.00%	0.00		
National Bus Pass Scheme										
Replacement Card Scheme	O	R9308 HTT00			5.00	TBC				
Benefit Fraud										
Fraud Investigation Court Costs recovered	O	R9312 ACA00		N/A	At Cost	At Cost				
Sale of Radar Keys										
Sale of Radar Keys - disabled	S	R9202 PSX77			2.55	3.06	20.00%	0.51		Fees and charges updated to reflect the actual cost of radar keys
Penalty Charge										
Penalty charge for C Tax payers who fail to notify us of a change in circumstances relating to a discount or exemption. Second or subsequent failure to notify	O	R9312 ACA00			250.00	250.00	0.00%	0.00		
Penalty charge for Council Tax accounts who fail to notify us of a change in circumstances relating to a discount or exemption.	O	R9312 ACA00			70.00	70.00	0.00%	0.00		
Legal Fees										
Conveyancing Certificate required by the HM Land Registry		R9308 PSX65		01/04/2022	50.00	50.00	0.00%	0.00		
LPE 1 & Deed Assignment		R9308 PSX65		01/04/2022	150.00	150.00	0.00%	0.00		
S106 - Draft, Negotiate and Complete		R9308 PSX65			0.00	1,000.00				New Fees which we are legally allowed to charge - Benchmarked against neighboring authorities (DCC, Rushcliffe, Leicester)
S106 - Check, Negotiate and Approve		R9308 PSX65			0.00	500.00 - 750.00				New Fees which we are legally allowed to charge - Benchmarked against neighboring authorities (DCC, Rushcliffe, Leicester)
Unitateral Undertaking - Check, negotiate and approve		R9308 PSX65			0.00	500.00				Benchmarked against neighbouring authorities
Commercal Leases - Draft, Negotiate and Complete		R9308 PSX65			0.00	450				Benchmarked against neighbouring authorities

PROJECT CODE	Accountable Budget Holder	Nominated Officer	PROJECT	Budget	Budget	Budget	Budget	Budget	Total spend	Funded by										Commentary	
				2024/25	2025/26	2026/27	2027/28	2028/29		B/fwd adjs	Self Financing	Grants	External Contributions	Reserves	Capital Receipts	Revenue Contributions	Section 106	Other	Internal Borrowing		Total Funding
AA1012	Head of Housing	Asset and Improvements Manager	Major Improvements under Self-financing	2,577,000	2,616,000	2,197,000	2,932,000	3,011,000	13,333,000		13,333,000									13,333,000	Housing Revenue Account budget for investment in the Housing Stock
	Head of Housing	Architectural Project Officer	Major Disabled Facilities Grant (Council Houses MRA)	300,000	300,000	300,000	300,000	300,000	1,500,000											1,500,000	Housing Revenue Account budget for investment in the disabled adaptations in Housing Stock
	Head of Housing	Head Of Operational Services	HRA Vehicle Replacements	0	227,503	0	0	0	227,503											227,503	
Total HRA				2,877,000	3,143,503	2,497,000	3,232,000	3,311,000	15,060,503	0	14,833,000	0	0	0	0	227,503	0	0	0	15,060,503	
AA1001	Head of Housing	Architectural Project Officer	Disabled Facility Grants and other Works	400,000	400,000	400,000	400,000	400,000	2,000,000				2,000,000							2,000,000	Funded by the BCF - Derbyshire County Council
AA1083	Head of Planning	Strategic Housing Manager	Strategic Housing Market Assessment	25,000					25,000						25,000						
AA1102	Head of Planning	Strategic Housing Manager	Private Sector Stock Condition Survey	60,000					60,000						60,000						
PRIVATE SECTOR HOUSING				485,000	400,000				2,000,000	0	0	0	2,000,000	0	85,000	0	0	0	0	2,000,000	
AA1173	Head of Cultural & Parks & Green Space Manager		Revitalising Roslison Forestry Centre	315,218	0				315,218				125,290	189,928						315,218	Agreed programme of work to Roslison Forestry Centre as part of the 2020 Capital Bids
AA1180	Head of Cultural & Parks & Green Space Manager		SUDS Improvements	50,000	0				50,000					50,000						50,000	Agreed programme of work to SUDS as part of the 2020 Capital Bids
COMMUNITY SERVICES				365,218	0				365,218	0	0	0	0	125,290	239,928	0	0	0	0	365,218	
AA1193	Head of Environmental Manager		Green Homes Grant	840,000	420,000				1,260,000				1,260,000							1,260,000	Funding from BEIS for reducing carbon emissions in private homes
ENVIRONMENTAL SERVICES				840,000	420,000				1,260,000	0	0	0	1,260,000	0	0	0	0	0	0	1,260,000	
AA1025	Head of Property Services	Head of Property Services	Repairs to Village Halls and Community Facilities	135,000					135,000						135,000					135,000	
	Head of Operational Services	Head of Operational Services	Vehicle Replacements	839,814	1,265,260	191,211	0	0	2,296,285					946,285	1,350,000					2,296,285	7.4.7 Fleet replacement programme - To be updated
AA1145	Head of Business Change & IT Strategy	Head of Business Change & IT Strategy	ICT Strategy programme of replacement equipment	400,000	100,000				500,000					500,000						500,000	
PROPERTY and OTHER ASSETS				1,374,814	1,365,260	191,211	0	0	2,931,285	0	0	0	1,446,285	0	1,485,000	0	0	0	0	2,931,285	
Total General Fund				3,065,032	2,185,260	191,211	0	0	6,556,503	0	0	0	3,260,000	1,571,575	324,928	1,485,000	0	0	0	6,556,503	
Current Planned Expenditure				5,942,032	5,328,763	2,688,211	3,232,000	3,311,000	21,617,006	0	14,833,000	0	3,260,000	1,571,575	324,928	1,712,503	0	0	0	21,617,006	
0	Head of Economic Development	Head of Economic Development	Swadlincote Town Centre Grant Scheme	55,169					55,169						55,169					55,169	7.4.8 Rival of the Town Centre - Shop fronts
0	Head of Economic Development	Head of Economic Development	Indoor Market	1,000,000					1,000,000										1,000,000	1,000,000	7.4.1 Swadlincote Events Space - Indoor Market
0	Head of Culture & Parks & Green Space Manager	Head of Culture & Parks & Green Space Manager	Cemetery Infrastructure Replacement	120,000	100,000	80,000			300,000						300,000				300,000	300,000	7.2.2 Cemetery Infrastructure - Refurb and replacement
0	Head of Culture & Parks & Green Space Manager	Head of Culture & Parks & Green Space Manager	Parks and Green Spaces Infrastructure	100,000	100,000	100,000	60,000		360,000						360,000				360,000	360,000	7.4.3 Parks & Green Spaces Infrastructure - Refurb & replacement
0	Head of Culture & Parks & Green Space Manager	Head of Culture & Parks & Green Space Manager	Play Area Refurbishment	280,000	288,000	365,000	150,000	200,000	1,283,000						1,283,000				1,283,000	1,283,000	7.4.4 Play Area Refurbishment - Play area equipment
0	Head of Culture & Parks & Green Space Manager	Head of Culture & Parks & Green Space Manager	Stenson Community Centre Air Conditioning	15,000					15,000						15,000				15,000	15,000	7.4.5 Sentons Community Centre - Air conditioning
0	Head of Culture & Parks & Green Space Manager	Head of Culture & Parks & Green Space Manager	Town Hall Heating, Lighting and AV	20,000					20,000						20,000				20,000	20,000	7.4.6 Town Hall Heating & Lighting and AV
Budget Proposals				1,590,169	488,000	545,000	210,000	200,000	2,998,169	0	0	0	0	0	55,169	0	0	0	2,943,000	2,998,169	
Total Capital Programme				7,532,201	5,816,763	3,233,211	3,442,000	3,511,000	24,615,175	0	14,833,000	0	3,260,000	1,571,575	324,928	1,767,672	0	0	2,943,000	24,615,175	

Assumptions to the General Fund Medium-Term Financial Plan

Item	2024/25 Assumption	Future Years Assumptions
Pay costs	4%	3.5% per annum.
Employer pension costs	£174,000 additional employer contribution, as per the 2022 triennial valuation report	£174,000 for 2025/26 as per triennial valuation. 2026/27 and beyond assumes the same level.
Members allowances	3.5%	3.5% per annum
Supplies and services	As per cost pressures outlined in the 2024/25 draft budget	2%
Insurance	As per cost pressures outlined in the 2024/25 draft budget	3%
Capital financing/MRP	As per cost pressures outlined in the 2024/25 draft budget	This is an area for further review
Fuel	As per cost pressures outlined in the 2024/25 draft budget	2%
Utilities	As per cost pressures outlined in the 2024/25 draft budget	2%
Recharge income from the HRA	As per cost pressures outlined in the 2024/25 draft budget	Movement is in line with overall movement in the General Fund
Council Tax	2.99% increase and council tax base as at October 2023	2.99% council tax increase and growth rate of 2.6%
Retained Business Rates	Based on the current position for 2023/24 and some assumed generic growth, in line with the national rates system. This is subject to further analysis and review.	As per separate detailed technical computations in line with the national rates system. This is subject to further analysis and review.
New Homes Bonus	Scheme remains in place for 2024/25 at the 2023/24 reward level.	Scheme is abolished from 2025.
Services Grant	Scheme remains in place for 2024/25 at the 2023/24 reward level.	Nil
Revenue Support Grant	Nil	Nil
Lower Tier Services Grant	Nil	Nil
Funding Guarantee	Scheme remains in place for 2024/25 at the 2023/24 reward level.	Nil

Contribution from reserves	As required to balance the budget	As required to balance the budget
Locally generated income	As per budgetary proposals for 2024/25 and fees and charges.	3% for cemeteries. No other assumed increases. Subject to further review.
Damping (transitional funding)	Nil	Transitional funding to ease in the effect of the Fair Funding review and business rates baseline reset, assumed to be implemented in 2026/27. The payments are triggered when there is a change in core spending power (funding) of more than 5% between any year.

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY:
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	JASON DHESI (ASSET AND IMPROVEMENT MANAGER) jason.dhesi@southderbyshire.gov.uk NICOL PICKLSEY (REPAIRS AND VOIDS MANAGER) nicol.picksley@southderbyshire.gov.uk	DOC:
SUBJECT:	HOUSING COMPLIANCE IN CONJUNCTION WITH NEW REGULATOR CONSUMER STANDARDS	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: HCS01

1.0 Recommendations

Members are asked to:

- 1.1 To accept the proposals outlined in the Financial Implications part of this report in order to meet key legal and regulatory requirements.
- 1.2 Seek approval to agree the expenditure proposals outlined in this report following approval by Housing and Community Services Committee on 16 November 2023
- 1.3 To delegate authority to the Strategic Director (Service Delivery) to procure the software and surveys recommended in this report, using an approved procurement option.

2.0 Purpose of the Report

- 2.1 The report continues to update the Committee with progress on preparing for the Regulator of Social Housing's (RSHs) white paper originally brought to this Committee's attention on 28 January 2021.
- 2.2 The report seeks to gain permission to commission a programme of continual Stock Condition and Asbestos Risk surveys.
- 2.3 Once the results of the commissioned Stock Condition and Asbestos Surveys is available, permission is sought to use the information to create new budgets with rolling programmes of associated works to remediate any findings that breach legal and/or regulatory requirements or standards, to include proactive removal and associated

costs of asbestos where the risk or condition of the asbestos containing materials (ACMs) indicates this is the best course of action.

- 2.4 The report seeks permission to procure and implement a full asset management software solution to manage the associated asset, compliance, and health and safety workstreams.
- 2.5 The report seeks permission to increase the voids budgets based on the increased number of voids being made ready to let and the increase in costs that need to be factored in for material costs, labour costs and electrical regulation changes that have increased the specifications required; and to ensure the lettable standard is met.

3.0 Executive Summary

- 3.1 Imminent changes to the RSHs Consumer Standards are tabled to come into force in April 2024. The newly proposed standards were published in July 2023 (see **Consumer Standards Consultation: Reshaping Consumer Regulation**) and clearly set out what the Regulator requires from social housing providers.
- 3.2 The standards are explicit about having current and up to date risk information at a 'property by property' level. This is to ensure homes are free from health and safety risks and disrepair. The standards also require a high level of tenant engagement and services to be tailored to their diverse needs.
- 3.3 The impact of these changes mean that the council needs asset information readily available via up-to-date stock condition and risk surveys. By doing so, it can efficiently and effectively: plan its improvement programmes; undertake urgent repairs identified; and target resources effectively, using real time information.
- 3.4 It is vital that the information collected in the risk management and stock condition surveys is held in a solution that allows it to be integrated with the existing proprietary housing management software, to meet the compliance, current health and safety legislation, best practice, and regulatory standards, that safeguard the health and safety of residents, our employees, and contractors.
- 3.5 Asbestos Safety and meeting the Decent Homes standard have already been highlighted as an area of concern by several Councils in the UK, who have recently self-referred to the Health and Safety Executive (HSE) for non-compliance. Recent internal reviews in this regard have also highlighted areas of weakness.
- 3.6 This report seeks to create solutions that safeguard the health and safety of our staff, contractors, and residents, by strengthening asset and compliance risk assurance, and mitigating the risk of breaching regulations or RSH requirements.
- 3.7 By undertaking the recommendations of this report, the Council will also be able to strategically manage its asset and compliance obligations, undertake all its planned, reactive, cyclical repair work along with its compliance checks using a risk based, data driven approach and meet all of the Decent Homes and Health and Safety Requirements set out in the RSHs Consumer Standards.
- 3.8 In order to comply it is essential that the properties that we make ready to let meet the regulatory requirements and the work is undertaken prior to the tenant moving into the property.

4.0 Detail

Regulator for Housing: Proposed Consumer Standards

- 4.1 In July 2023 the RSH published its final consultation iteration of the newly proposed Consumer Standards for the social housing sector.
- 4.2 Through the 2023 Act, government have amended the Housing and Regeneration Act 2008 to provide the RSH with powers to publish a Code of Practice that will inform the Consumer Standards. It is anticipated that the details of the final consultation will be accepted and put into full force in April 2024 (see **Consumer Standards Consultation: Reshaping Consumer Regulation**)
- 4.3 The RSH has proposed a range of what it calls 'specific expectations' which provide the basis for which the **Tenant Satisfaction Measures** (TSMs) will be rooted in. The measures require strict and robust reporting around a range of aspects such as the Stock Condition and the way data is managed, the **Decent Homes Standards**, Tenancy Management and Health, Safety and Compliance. The measures are designed to optimise the quality and safety of social housing, whilst also improving the quality of service to tenants.
- 4.4 The new proposed TSMs reiterate much of what was introduced over nearly two decades ago, however, from April 2024 the RSH will have enhanced powers to enforce against non-compliance with the standards it sets out (see TSM Technical Requirements: measures RP01 for Decent Homes p26 and BS01 -BS05 for F.L.E.G.A.L measures p29-34) .

Decent Homes Standard and Stock Condition Compliance

- 4.5 The Decent Homes standard was first implemented in 2004. The standard states that dwellings should be:
 - a. Free from Category 1 HHSRS Hazards.
 - b. Must be in a reasonable state of REPAIR.
 - c. Must have reasonably modern FACILITIES and SERVICES.
 - d. Must provide a reasonable degree of THERMAL COMFORT.
- 4.6 The Housing Health and Safety Risk System (HHSRS) consists of 29 Risk categories which includes the 'big six' compliance disciplines: Fire, Legionella, Electrical, Gas, Asbestos and Lift (F.L.E.G.A.L) Safety. The F.L.E.G.A.L compliance areas have extensive legal and regulatory frameworks associated with them, for which the Council's CEO is the Duty Holder for, and therefore must be able to demonstrate full compliance.
- 4.7 Stock Condition Surveys need to incorporate three key elements: an assessment of the condition of its key components such as the roof, walls, kitchen, bathroom; a HHSRS assessment to identify any Category 1 Hazards and an Energy Efficiency Performance Certificate (EPC) to determine if the property is at risk of excessive cold.
- 4.8 Under the regulations, if a property has a 'Category 1' hazard under the HHSRS then the house is then classed as 'non-Decent' and under the new proposed Consumer Standards, this must be reported on and as far as reasonably practicable, remediated as a matter of urgency. This information should also be used to inform capital programmes. Currently this is planned on a reactive basis, due to the lack of stock information. (In sections: 2.21; 7.21; 7.22; and 7.30 of *The Department for*

4.9 Under Section 5, Part 1 of the Housing Act 2004 it states:

“Category 1 hazards: general duty to take enforcement action:

(1) If a local housing authority consider that a category 1 hazard exists on any residential premises, they must take the appropriate enforcement action in relation to the hazard.”

Whilst this has previously been interpreted as only applying to the private rented sector, new guidance indicates the same rules applies to social housing landlords.

4.10 Recent internal reviews of compliance and the TSMs has led to some successful process re-engineering, leading to significant improvement in some compliance workstreams, such as Electrical Compliance, which has now increased from 68-95%. However, significant investment in infrastructure is required to strengthen the work that has already commenced.

4.11 The internal risk assurance review also raised several concerns in terms of the lack of risk and stock condition survey data and the lack of systems to manage workflows.

4.12 Historically, the Council has previously relied on cloned stock condition data generated from a sample survey of 20% of its stock in 2018. However, the new Consumer standards explicitly states all stock needs to be regularly surveyed.(See Proposed Consumer Standards on: Stock Condition and Decent Homes pages 19-20). Data received from this informs capital works programmes and health and safety remedials.

4.13 There is currently no established budget for undertaking stock condition surveys. This needs to be done periodically and regularly on a rolling basis every 3 years.

4.14 Stock-condition data is not only vital to determining if homes meet the Decent Homes Standard, but it is also essential to meeting key legal and regulatory compliance requirements which are also incorporated in the HHSRS. Whilst many of these requirements require separate surveys and compliance checks one vital aspect that must be readily available to all staff, contractors and residents is Asbestos information.

Asbestos Compliance

4.15 Recent internal compliance reviews have identified a number of weaknesses in current asbestos risk assurance.

4.16 Under the Control of Asbestos Regulations (CAR2012, Regulation 4 and 5), Housing Act 2004 (Part 1, Section 5), The Health and Safety At Work Act 1974 (Part 1), The Management of Health and Safety at Work Regulations 1999 (Part 3), and Construction and Design Regulations 2015, the Council has a duty to manage, monitor and control the risk of asbestos to its tenants, employees and contractors, by holding a full Asbestos Register that records the presence, location and condition of ACMs and having a plan to monitor and manage the risk to all who are in danger of being exposed.

4.17 Regulations require The Duty Holder to keep the Asbestos Register accurate, up to date, and made available to those that are at risk of exposure.

4.18 Of its 2,950 dwellings and 409 garages, 8 Community Rooms and 85 Communal Areas, it is estimated that around 70% of housing stock contains ACMs.

- 4.19 Due to the absence of any linked compliance software to the main proprietary housing software, the council is currently holding part of its digitised risk surveys in an Asbestos Register hosted by a third party contractor and the remainder in PDF format (that can not be extracted into a register due to the image format of the document). Whilst employees have access to this information, the disparate locations and lack of a complete Asbestos Register, increase the risk of The Duty Holder not meeting their obligations under the regulations.
- 4.20 In addition to the Asbestos Register being incomplete, only a sample of housing stock has been thoroughly assessed for ACMs.
- 4.21 Whilst planned (major) works receive in depth asbestos risk surveys prior to any works within a property, reactive repairs and some contractors are currently relying on archetype information, which could lead to a breach of regulations as this doesn't provide a high level of assurance that the condition of ACMs is being captured and monitored on a property by property basis, this could increase the risk of accidental exposure and result in serious risk or harm to those that come into contact with the ACMs.
- 4.22 To provide greater risk assurance it is recommended that the remaining 70% of the Council's housing and garages are assessed to meet regulatory requirements and regularly assess the condition of the ACMs to determine any deterioration in condition.
- 4.23 The results of the Asbestos Risk Management Surveys would create a full and complete Asbestos Register, whilst also providing the data in which to create future programmes of removals and risk management through periodic monitoring

Asset Management Software - Issues

- 4.24 The strengthened RSH Consumer Standards will catalyse further than ever before, the need to operate and report using a data driven, and risk based approach to managing its assets and compliance. The requirements of the Tenant Satisfaction Measures require in depth tenant engagement and reporting, and this cannot be achieved efficiently or effectively using the current ways of working via Microsoft Teams, emails, and spreadsheets.
- 4.25 A breach of the F.L.E.G.A.L compliance disciplines could cause injury or death and result in the regulator taking action against the Council or prosecution from the Health and Safety Regulator (HSE).
- 4.26 The existing asset recording software (Lifespan) is essentially a database that doesn't link to any other systems within the Council. This is not fit for purpose and does not allow the Council to meet its obligations under the RSHs Consumer Standards under Asbestos and Decent Homes
- 4.27 There is no single version of truth for asset and compliance data. Currently, asset and compliance workstreams are managed through spreadsheets and other disparate locations such as third-party contractor portals, and individual email accounts. This means that stock condition and compliance data is inaccurate and incomplete. This makes complex case management arduous, as Officers do not have a 'single version of truth' that they can refer to, to respond to enquiries or complaints in a timely manner.
- 4.28 There is no centralised reporting. An asset management system should lead on asset components and health and safety data, then feed those into the housing management system for: customer services; [Page 29 of 246](#) management; or front-line repair teams; to

manage the workflows generated. (see TSM Technical Requirements: measures RP01 for Decent Homes p26 and BS01 -BS05 for F.L.E.G.A.L measures p29-34 for details of reporting requirements)

- 4.29 Information is not available to all stakeholders. No asset software will provide a complete solution, which is why it is vital that the preferred software supplier is able to integrate with the main housing management software system.
- 4.30 A key requirement and focus under the proposed Consumer Standards is Transparency, Influence and Accountability. It requires social landlords to be open, transparent and allow tenants access to key information, whilst also treating them with 'fairness and respect, by 'understanding the diverse needs of tenants that arise from protected characteristics' (page 24 and 25, Section 7 (SE1 and SE2) of Proposed Consumer Standards: Transparency, Influence and Accountability Standard)
- 4.31 There is no visibility or efficient use of resident information: complex cases often require a range of intervention, coordinated across a number of housing teams; such as remediating Category 1 hazards; supporting tenants with tenancy management issues; signposting to other services such as food banks, debt management or charities, whilst also having to keep accurate and contemporaneous records should legal action be required for an injunction to gain access.
- 4.32 There is a lack of automated processes. Whilst the current asset recording software and contractor portals can record results of compliance visits it has no connection or interfaces with other systems, and therefore, cannot manage the sophisticated workflows generated when Compliance, Tenancy Management Issues and / or Category 1 hazards are identified (such as repairs, improvement works or forcible entry to complete compliance checks). This is a key reporting requirement under the TSMs that currently cannot be met efficiently or effectively.
- 4.33 There is no single point of data entry. The relationship between asset information, repairs and tenancy management is symbiotic and requires inputs and outputs from each facet. Current solutions results in multiple versions of master data being double (or triple) entered into various software solutions, to meet the competing demands of the users of the data.

4.34 **Asset Management Software – Current Impact of the Issues**

(see Appendix 1 for further details of the complex workflows needed to run asset and compliance workstreams):

- a. A lack of automation means inordinate amounts of time is expended working on spreadsheets
- b. Poor data quality
- c. Real time data is not available to staff, contractors or residents on demand
- d. A huge manual effort is required to reconcile the data to the master asset register software
- e. Reports have to be manually created from multiple sources as no automated dashboards exist.

Asset Management Software – Benefits of Procuring an Asset and Compliance Software Solution

4.35 **Secure Document Management:**

- a. Certificates, photographs and relevant documentation are recorded in a central location and viewable for each [visit](#) [Page 23 of 24](#) stakeholders.

4.36 **Efficiently Manage Access Processes:**

- a. Escalation processes for failed access are built in and include the generation and recoding of letters and other communication sent to residents and responsible members of staff, negating the need to manually put together legal packs when applying for a court injunction for access.

4.37 **Manage Service and Inspections Efficiently**

- a. All service and inspection visits can be recorded regardless of if the service was completed
- b. Inspections to be undertaken by Officers or DLO can be undertaken with user defined survey templates using a mobile solution.
- c. Where inspections identify follow up action, the action can be automatically created and assigned to an individual or team (workflow), and there is a full audit trail through to resolution offering full visibility to all workflows.

4.38 **Flexible Integration**

- a. Servicing and inspections have automatic two way integration with the Housing / Repairs systems. This enables sending jobs out and receiving back appointments, such as failed access, completions and certificates
- b. Where integration with Housing / Repairs may not be available a software solution can provide APIs or interfaces with other data sets of third party providers, allowing for data to be fed into the main Housing and Repairs software environment

4.39 **A Strategic View of the Data**

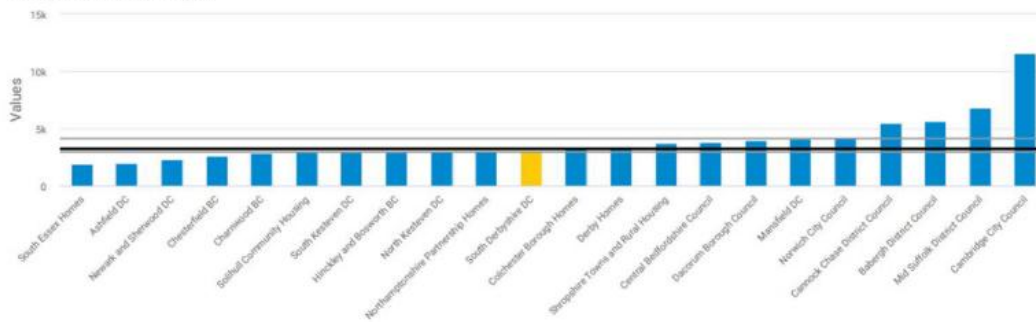
- a. A fully integrated software solution to the proprietary housing management software would provide the facility to maintain data for and report on, independent quality audits of fieldwork
- b. Information on the status of compliance under various workstreams could be visible to those that need it, both within a solution and through integrations with other third party systems
- c. A comprehensive reporting dashboard could be utilised to report to Members, the Housing Regulator, staff and residents

4.40 **Voids Budget Increase**

The budget increase is being requested for the following reasons:

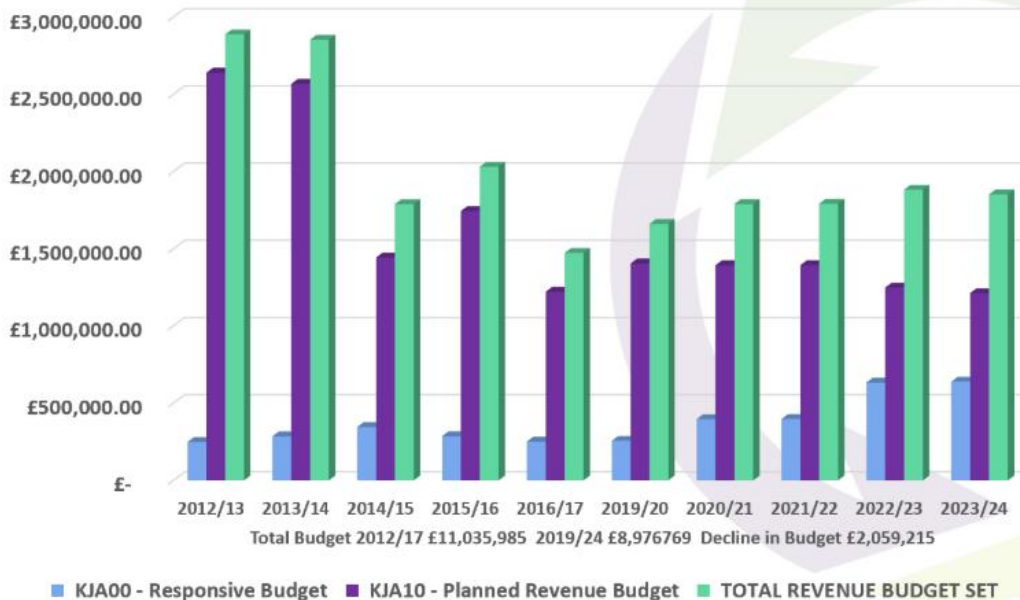
- a. For the whole of the last financial year 2022-2023 the department financially completed 128 voids. In the Q1 and Q2 of 2023-2024, 134 properties have been financially completed.
- b. The budget had been originally agreed had been based on historical figures of £2,500.00 per property with an average of 4.4 properties per week and did not allow for the backlog of void properties already in the system. Currently we are trending at 5.5 properties per week for properties becoming void.
- c. The Council's average cost excluding excessive strategic voids is £3,634.00 per property. This figure is in line with the Housemark reported void costs average of £4,162.37 for 2022-2023. Chart below extracted from Housemark report 2022-2023.

Average cost of a void repair



- d. The Revenue Budgets for planned and responsive repairs has significantly reduced, despite increased costs. The total budget between 2012-2017 was £11,035,985. The total budget between 2019-2024 was £8,976,769. A decline of £2,059,215, however as detailed in the chart below, this significantly dropped from 2013-2014. This has resulted in a significant decline of the property standards.

Revenue Comparison 2012/17 & 2019/24

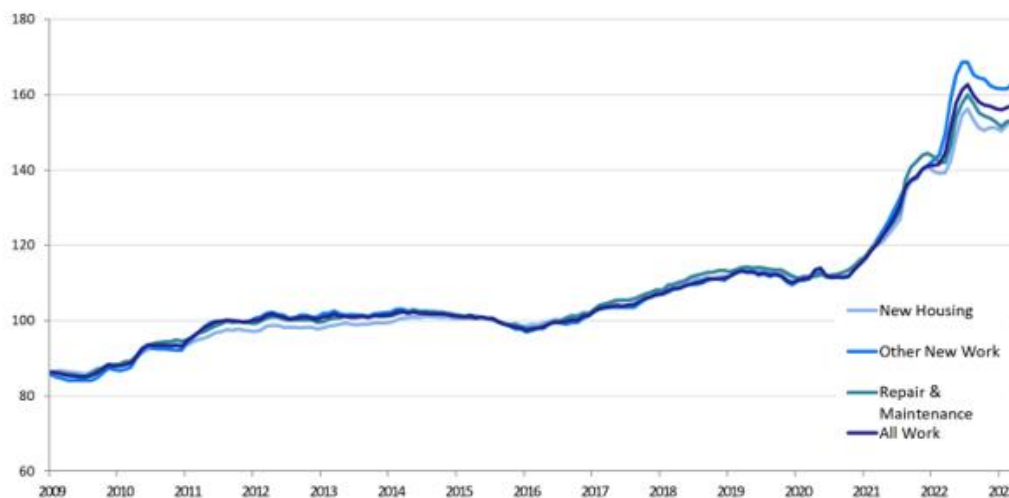


- e. The total Capital average budget between 2012–2017 was £18,778,356. The average budgets between 2019–2024 was £10,879,204. A decline of £7,899,152. This results in a significant decline of property standards and has negative effects of the decency of our homes.
- f. The removal of the planned preventive maintenance budget also puts additional pressure on the void costing.
- g. Regulatory changes to the British Standards ‘BS 7671:2018+A2:2022’ for the mains isolators and additional fire protection has resulted in a significant increase in the costs of the electrical work being undertaken in our properties. It is further impacted by changes required for managing damp and mould in our properties, following the Governments Social Housing White Paper. This is also a Category 1 hazard under the HHSRS.

- h. The budgets have remained static for the last two years despite there being 4 version code/ rate changes to the National Housing Federation (NFH) SORs (Current version is 8). During this time Novus price increases have been benched marked against Version 6.2 with manual uplifts of 8% for 2022–2023 and 10.1% for 2023-2024. Their request is inline with Version 7.2 which was current at the time of their request. For changes to contracts that use NFH SOR, it is recommended, with the introduction of the new system that current versions are used to ensure the current pricing, health and safety, regulatory changes and enhancements are also changed.
- i. Building Materials on average rose 3-5% per year. However following Brexit and the pandemic the world has seen extraordinary increases. The government has released the following information regarding material spends

Material Price Indices

Chart 2: Construction Material Price Indices, UK
Index, 2015 = 100



- The material price index for **'All Work'** increased by **8.7%** in March 2023 compared to the same month the previous year. This followed an increase of 10.6% in February 2023 compared to February 2022.
- Looking at the year-on-year changes, the **'New Housing'** price index had the greatest increase (+9.5%), whilst the **'Repair and Maintenance'** price index had the lowest increase (+7.5%).

The market has seen significantly inflated prices for the last 3 years, the market is stabilising, but has remained higher than the usual expected growth for those 3 years.

- j. The request for budget also includes the costs for 27 Maple Road, Midway, Swadlincote. This is a property had been rented to the same couple since 1974. There is historical subsidence at the property which the insurance will not cover but extensive works are needed at the property. Currently one quote has been obtained and if agreed in principle, two further quotes will be requested to ensure value for money.

5.0 Financial Implications

5.1 The additional resources required for approval are outlined in the below table:

Additional budget Requirements

Item	Revenue or	2023/24	2024/25	2025/26
		Page 233 of 249		

	Capital			
Repairs to Void Properties	Revenue	499,000		
Planned Maintenance	Revenue	173,000		
Asbestos Surveys	Revenue	30,000	150,000	
Stock Condition Surveys	Revenue	20,000	230,000	
Implementation of Asset Software	Capital	100,000	0	0
Annual Computer Maintenance of System	Revenue	20,000	60,000	60,000
Total		842,000	440,000	60,000

- 5.2 The repairs to voids £499k is additional to the allocation of earmarked reserves approved at Finance & Management Committee in July 2023. The estimated level of additional expenditure is based on the current run rate of 5.5 properties becoming void per week, due to the trends seen in the first 2 quarters of the year. However, the run level for the previous year was 4.1 if the void levels reduce the spend required could reduce by up to £100k.
- 5.3 The planned maintenance of £173k has arisen due to the planned maintenance programme budget historically subsidising the responsive repair works required for voids. This has led to under resourcing of planned work required for asbestos removal, damp works and heating maintenance.
- 5.4 In order to commence the procurement and contracting of Asbestos Management surveys for all housing stock it is proposed that £30k be allocated for surveys to commence from January 2024 to March 2024 and £150k in the following year to expediate the process from 3 years to 1.
- 5.5 To expediate the programme of Stock Condition Surveys over a 12-month period starting from January 2024 £20k is required in 2023/24 to commence work and £230k in 2024/25 to allow for all housing stock to be assessed.
- 5.6 A complete Asset Management software solution is required to hold all of the asbestos and stock condition survey information with an estimated implantation cost of £100k and a hosting fee of £80k. The additional budget required for the hosting the system will reduce by £20K due to the decommissioning of the current asset recording software 'Lifespan', which the full Asset Management software solution will replace.
- 5.7 The additional expenditure required can be somewhat offset by the favourable position at quarter 2 from rental income due to the reduction of void properties and the HRA's share of investment income from the Councils investment portfolio.
- 5.8 Details of the predicted outturn position including the additional items of expenditure is detailed below:

	Budget	Q2 Forecast (pending FMC review)	Q2 Forecast + Additional Expenditure
Rent and Rechargeable Repairs	- 12,982,571.05	-13,118,868.21	-13,118,868.21
Interest Receivable	196,601.00	-1,126,278.00	-1,126,278.00

Total Income	- 13,179,175.05	-14,245,146.21	-14,245,146.21
Repairs and Maintenance	3,580,001.51	4,081,168.00	4,823,168.00
Managing Tenancies	2,218,464.39	2,321,062.39	2,321,062.39
Supported Housing	729,551.54	707,968.54	707,968.54
Interest Payable	1,508,043.50	1,508,051.50	1,508,051.50
Capital and Debt Repayment	4,807,022.69	4,807,022.69	4,807,022.69
Bad Debt Provision	131,000.00	131,000.00	131,000.00
Total Expenditure	12,974,083.63	13,556,273.12	14,298,273.12

Net Operating Position **-205,091.42** **-688,873.09** **53,126.91**

Contingent Sums	2,439,326.00	2,439,326.00	2,439,326.00
Earmark Reserve Drawdown		-133,000.00	-133,000.00

HRA (surplus)/Deficit **2,234,234.58** **1,617,452.91** **2,359,452.91**

Capital		
Software replacement/upgrade	Funded from Major Repairs Reserve	£100,000.00

Reserves	HRA General Reserves	Major Repairs Reserve
Balance brought forward	-4,609,000.00	-4,986,832.00
Drawdown	2,359,452.91	100,000.00
Projected Balance March 2024	-2,249,547.09	-4,886,832.00

5.9 The additional income being achieved on the HRA will offset some of the additional revenue expenditure of £742k and will impact the budgeted position on the HRA's general reserves by £258k because of the movements for Quarter 2. The allocation of earmarked reserves for voids works of £133k will reduce the impact to the HRA's general reserve moving the deficit on the HRA for the year from £2.23m to £2.36m.

5.10 The current level of HRA general reserves is £4.6m (April 2023) this would therefore reduce by a further £125K, in addition to the budgeted deficit of £2.23m.

5.11 The costs associated with the implementation of the Asset Management software will be funded from the Major Repairs Reserve which stood at £4.99m as at April 2023.

5.12 It is important to note that budgetary could reduce dependant on the levels of voids coming onto the register and the turnaround times giving unbudgeted rental income.

6.0 Corporate Implications

Employment Implications

6.1 None

Legal Implications

6.2 Details of the legal implications can be found in the legislation noted in the background papers section.

Corporate Plan Implications

6.3 None

Risk Impact

6.4 By accepting the recommendations of this report, the Council will be ensuring employees, service users and other third parties who resort to our residential properties, community rooms and garages are safe, so far as is reasonably practicable, from the risk of harm from asbestos exposure and other Category 1 risks under the HHSRS.

7.0 Community Impact

Consultation

7.1 As the recommendations are to undertake elements that are already covered in legislation and we have a duty to comply with current regulations, consultation outside of the housing and leadership team and committee is not applicable.

Equality and Diversity Impact

7.2 There are no negative equality or diversity issues arising from this report

Social Value Impact

7.3 There are no negative social impact issues arising from this report

Environmental Sustainability

7.4 There are no negative environmental sustainability issues arising from this report

8.0 Conclusions

8.1 To meet the increasing demands of the RSH it is recommended that the Council embarks on a programme of investment in its Asset and Compliance operations.

8.2 By approving the capital budget recommendations of this report and supporting further development of other stock and compliance initiatives which will become clearer when the Council has the results from its stock condition and asbestos

management surveys, the Council will ensure that its housing stock remains, safe, legally compliant, and in a good state of repair both now and in the future.

8.3 By investing in an asset management software solution that links to the main housing management software solution, the Council can embark on using a risk based, data driven approach to strategically managing its Assets, whilst also amassing key management reporting information that can be used to demonstrate and manage all its asset and compliance obligations under the Consumer Standards, Tenant Satisfaction Measures and legal and regulatory requirements.

8.4 A software solution would also offer improved ways of working, collaboratively across all teams within housing, using real-time data that could be inputted and updated in any location, including in tenant's homes. This would significantly increase the quality of service and efficiency of operational delivery.

9.0 Appendix

9.1 **Appendix 1** details all of the components, data, and workstreams, required to manage and maintain the Council's Housing stock's asset data and compliance workstreams. These elements are intrinsically linked to the management of the HHSRS, which are predominantly remediated via Reactive Repairs and Tenancy Management.

10.0 Background Papers

Regulator for Social Housing: Consumer Standards Consultation: Reshaping Consumer Regulation, published July 2023 ([Link](#))

Regulator for Social Housing: Tenant Satisfaction Measures, Technical Requirements published April 2023 ([Link](#))

Department for Communities and Local Government: A Decent Home: Definition and Guidance for Implementation, June 2006 Update ([Link](#))

Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities & Local Government Housing Health and Safety Risk System (HHSRS): Guidance for landlords and property related professionals, 26 May 2006 ([Link](#))

The risk associated with asbestos will be managed in accordance with the undernoted legislation and guides:

The Housing Act 2004 ([Link](#))

The Health and Safety at Work Act 1974 ([Link](#)).

The Construction (Design and Management) Regulations 2015 (CDM2015) ([Link](#)).

Managing Health in Construction approved HSE code of practice (L153) ([Link](#))

The Control of Asbestos Regulations 2012 (CAR12) ([Link](#)).

Health and Safety Executive approved code of practice (L143), second edition, 2013 and guides ([Link](#)).

The Management of Health and Safety Regulations 1999 ([Link](#))

Appendix 1

Asset Management Software Requirements



DATA IN/OUT- FINANCIAL

Current 'MRA Excel Spreadsheet' detailing capital works –'Key Components' Under Decent Homes

Data Subject:

Bathrooms

Electrics (Re Wires, Smokes)

Heating

Kitchens

Roofs

Windows / Doors

Planned External Maintenance

Other Changes to Asset Value:

Reactive Repairs / Voids / Adaptations / Social Decarbonisation Fund Works /Ongoing compliance checks, cyclical maintenance

Use Case Needed:

Financial information to be extracted from various systems and sources to a single location that provides management reporting functions to allow costing analysis, identify patterns and trends and strategically plan whole asset management lifecycle

All contractors to be set up on the system so that financial information links directly to orders raised on the system this will give proper cost analysis rather than manual reconciliation of emailed orders

Asset data needs to be synchronised with the Repairs system so that operatives, contractors and staff have access to component information which will inform decision making around repairs and defect liability periods

DATA IN – Current Reconciliation With Other Data Sources

Assets – System Data Required From Other Software / Sources to keep Asset Information current and up to date

Data Subject:	Grounds Maintenance Asset Data	Sold Property Data	New Property Data		Adaptions Data	Planned and Reactive Repairs Data
Software / Data Source:	Astun GIS Software / Ad hoc additions raised via queries	RAMS / MRI Enterprise	Local Land and Property Gazetteer (LLPG) (new property address data)	Strategic Housing (property attribute data)	Disabled Facilities Grants (Capital works –attribute data and maintenance schedules)	MRI (works over certain value= Capital works /attribute data and maintenance schedules)
Data Format:	GIS Shapefiles, Excel, PDFs of maps	CSV File /Business Objects Report	CSV file	CSV / Excel / PDFs/ Word files?	CSV file	Excel File
Purpose:	Informs Maintenance Programmes for Housing Land. Such as: Planned grass cutting, street scene schedules, Planned maintenance scheduling on garage sites, Housing Land etc	Ensure sold properties are 'retired from system' Plan future works for any maintenance obligations that are agreed for post sale	Ensures all new properties contain accurate and up to date addresses LLPG UPRN can be used as the 'golden thread' a cross council data sets (will ensure ease of use of Business Objects)	Informs Maintenance Programmes and compliance scheduling works on new properties	Enable Housing Officers to allocate suitable houses post void. Enable accurate property attribute data used to plan works and gauge amount spent on property	Used as part of Right to Buy - £ spent on property Used to inform decision on Void management and planned works
Use Case Required:	Creation of Housing Maintenance Schedule of Works	Retire property and de commission any works planned.	Data Synchronisation: add / amend / delete address data	Creation of Improvement Schedules and Compliance Programmes	Data Synchronisation: add / amend / delete adaption data	Data Synchronisation: add / amend / delete repair data (inc. cost)
Frequency:	Ad hoc plus when complaints arise	As and when changes emerge	As and when changes emerge	As and when changes emerge	As and when changes emerge	As and when changes emerge

These processes are currently manually inputted into the Asset Recording Software and manually updated in every compliance excel spreadsheet and within MRI Enterprise

Data currently sits in its respective software application and isn't linked or shared with other applications

DATA IN/OUT - FLEGAL – Legal and Regularity Requirements

Compliance – System Data Required To Programme and Manage Compliance Workstreams

Data Subject:	Heating	Environment	Buildings	Buildings (SHDF) Decent Homes	Electrical	Lifts	Fire
Software / Data Source:	Outlook (email)	Outlook (email)	Sharepoint / Outlook / Excel	Outlook (email)	'Master Elec' excel asset record, contractor programmes in excel	Outlook	Outlook
Data Format:	Certs -PDF (new installs and LGSR annual checks)	Certs -PDF	Certs -PDF, MRA data manually transposed from invoices	Certs -PDF, MRA data manually transposed from invoices	Certs -PDF, asset data manually transposed into excel	Certs PDF	Certs -PDF, FRAs managed via excel
Purpose:	Record works, attribute data, and plan future schedules for: New Heating Installs Gas Safety Checks CO2 and smoke detection	Record compliance works and plan future schedules of surveying /testing and remedials for: Asbestos Management Legionella Safety Lifts (Communal areas and domestic properties)	Record works and plan future schedules for: FRAs, Fire detection and emergency lighting checks (Communal) Replacement Kitchens, Bathrooms, Windows, Roofs	Record Condition Surveys and plan future schedules	Record compliance works and plan future schedules of surveying /testing and remedials for: Re-Wire Installations Electrical Testing Smoke Detection Upgrades (LD1 And LD2)	Record Lift Inspections (LoIer??)	Record Fire Risk Data and associated test and inspections
Use Case Required:	Need 'protected characteristics data' to adapt appointments if need be. Workflow management to raise repair, inspection and tenancy management jobs. Appointment Management Solution. Record and store Compliance Reports and report on overall compliance management –dashboard. Contractors to feed results directly into the solution via existing contractor portal in MRI Repairs and Planned Maintenance						
Frequency:	Daily/Weekly/Monthly						

These compliance workstreams are managed predominantly by email and excel spreadsheets. Results are recorded across multiple systems manually. Many of the data formats are non compatible for management reporting (PDF compliance reports as opposed to CSV files). Remedial works and compliance results are not automated or linked to other systems. No overall compliance dashboards to workflow performance trackers. Risk information not readily available to our Organisation for repair Risk Assessment Planning

Compliance / survey data needs to be synchronised with the Repairs system so that operatives and contractors have access to key risk information such as asbestos risk information

DATA IN/OUT- FLEGAL

Communal Areas - Checks and Management

	Communal Areas - Checks and Management						Community Rooms
Data Subject:	Tenancy Breach	Electric	Heating	Fire Alarm	Emergency Lighting testing and servicing	Fire Door Checks	Inspections and Testing
Details:	Storing hazardous materials (e.g paint in communal cupboard)	Legal Compliance = Fire Alarms (regular tests and checks), Emergency Lighting, EICRs	testing and servicing	testing and servicing	testing and servicing	checks	Compliance checks and inspections. Repairs
What is recorded?	Incidents of tenancy breaches	Compliance results. repairs	Compliance results. repairs	Compliance results. repairs	Compliance results. repairs	Compliance results. repairs	EICRs, PAT Testing, Legionella Testing, FRAs, Room safety equipment
Purpose:	Meet Health, Safety and Compliance legal and regulatory requirements.						
Use Case Needed:	Workflow management to raise repair, inspection and tenancy management jobs. Record and store Compliance Reports and report on overall compliance management - dashboard						

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	23 NOVEMBER 2023	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 59 5722/5889	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

**Finance and Management Committee
Work Programme for the Municipal Year 2023/24**

Work Programme Area	Date of Committee Meeting	Contact Officer (Contact details)
Corporate Plan 2020-24: Performance Report (2022-2023 Quarter 4 – (1 April to 31 March))	08 June 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Consultation of Customer Access Strategy 2023-2026	08 June 2023	Catherine Grimley Head of Customer Services (07979149583)
Treasury Management Annual Report	20 July 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Final Revenue Budget Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Final Capital Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 1 – (1 April to 30 June))	24 August 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Q1 Quarterly Budget Monitoring Report	24 August 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk

Q1 Treasury Management Report	24 August 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Comments, Compliments, Complaints and Freedom of Information Requests 01 October 2022 to 31 March 2023	24 August 2023	Tracy Bingham Strategic Director (Corporate Resources) Tracy.bingham@southderbyshire.gov.uk
Budget Setting Approach 2024/25	05 October 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Long Term Lease of Shardlow Allotments to Shardlow and Great Wilne Parish Council (Exempt)	05 October 2023	Sean McBurney Head of Cultural and Community Services Sean.mcburney@southderbyshire.gov.uk
Write off: Council Tax Business Rates Benefit Overpayment (Exempt)	05 October 2023	Catherine Grimley Head of Customer Services Catherine.grimley@southderbyshire.gov.uk
Sharpe's Pottery Heritage and Arts Trust (Exempt)	05 October 2023	Mike Roylance Head of Economic Development Mike.roylance@southderbyshire.gov.uk
Regrade of Post – Project Officer Environment (HO132) (Exempt)	05 October 2023	Paul Whittingham Head of Housing Paul.whittingham@southderbyshire.gov.uk
Outstanding Internal Audit Recommendations	05 October 2023	Tracy Bingham Strategic Director (Corporate Resources) Tracy.bingham@southderbyshire.gov.uk

Devolution Retrofit Funding	05 October 2023	Craig Lodey Low Carbon Homes Manager Craig.lodey@southderbyshire.gov.uk
IT Protocol	05 October 2023	Anthony Baxter Head of Business Change, Digital & ICT Anthony.baxter@southderbyshire.gov.uk
Q2 Quarterly Budget Monitoring Report	23 November 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Q2 Treasury Management Report	23 November 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Draft Consolidated Budget 2024-25	23 November 2023	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 2 – (1 July to 30 September)	23 November 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Draft 2024-25 General Fund Revenue Budget	11 January 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Draft 2024-25 HRA Budget	11 January 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk

Draft Capital Programmes 2024-25 to 2028-29	11 January 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Comments, Compliments, Complaints and Freedom of Information Requests 1 April 2023 to 30 September 2023	15 February 2024	Tracy Bingham Strategic Director (Corporate Resources) Tracy.bingham@southderbyshire.gov.uk
Treasury Management Strategy & Prudential Indicators	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Capital Strategy	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Final 2024-25 General fund Revenue Budget	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Final 2024-25 HRA Budget	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Final Capital Programmes 2024-25 to 2028-29	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Council Tax Setting	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk

Annual Report of the Section 151 Officer	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Medium Term Financial Strategy	15 February 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Climate and Environmental Action Plan Review	15 February 2024	Matt Holford (Head of Environmental Services) Matt.holford@southderbyshire.gov.uk
Electric Recharge Infrastructure	15 February 2024	Matt Holford (Head of Environmental Services) Matt.holford@southderbyshire.gov.uk
Q3 Quarterly Budget Monitoring Report	14 March 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Q3 Treasury Management Report	14 March 2024	Charlotte Jackson Head of Finance Charlotte.jackson@southderbyshire.gov.uk
Environmental Services Commercialisation Plan Review	25 April 2024	Matt Holford (Head of Environmental Services) Matt.holford@southderbyshire.gov.uk

Proposed Policy for Paying Market Supplements	TBC	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk
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