

Policy Committee – 15th September 2020



REVENUE BUDGET MONITORING REPORT - QUARTER 1 2020/2021

Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To advise members of the Revenue Budget position of the Council, based on the Quarter 1 review of income and expenditure to the end of June 2020.

2. Recommendations

- 2.1 Members to note the outturn revenue budget monitoring position as at 30th June 2020.
- 2.2 Members note the latest position of the savings achieved this quarter and identified as green in Appendix B and that these savings could be transferred to an earmarked reserve for support to the 2020/21 budget and beyond.
- 2.3 Members note a revenue budget carry forward of £28,790 for completion of revenue commitments in 2020/21.
- 2.4 Members note the impact of the COVID pandemic has had a significant impact on income and the costs of the Council and it is likely some draw on reserves will be required in 20/21. This apportionment will be delegated to the Chief Finance Officer (S151 Officer).

3. Report

- 3.1 On 4th February 2020 the Council approved its Net Revenue Budget at £7,042,116 for 20120/21. This was subsequently increased by 2019/120 revenue budget slippage of £28,790. Giving a revised Net Revenue Budget £7,070,906.

3.2 Quarter 1 Financial Performance – Revenue Budget

The council's financial position is affected by the impacts of the Covid-19 pandemic. Major income streams, such as car parking and leisure have been affected by facility closure initially and will continue to be affected as activity

recovers, but will not generate income levels that were assumed when the budget was approved in February 2020. Other income streams have also been affected and these are highlighted throughout the detail of the report. Some additional costs have been incurred in specific areas – some one-off in nature, such as ICT expenditure to facilitate remote working and some on-going, such as the additional costs associated with safely performing waste collection services. Again, these are covered in more detail within the report.

The agreed pay award is less than the amount assumed within the budget and this generates a positive variance across all services. Also, due to the lockdown and changed business operations, expenditure across certain activities is less than was anticipated when the budget was set.

Council funding from business rates and Council Tax is likely to be affected, though at this stage, it is not clear to what extent. The impact of this will likely be felt over the coming three years through the Collection Fund, as well as potentially having to fund some of the shortfall in the current year.

Based on the June budget monitoring exercise, the Council's performance against budget is a forecasted overspend of £663k for the full financial year. Of this overspend, £1,439k is within the Net Cost of Services and an underspend of £776k within the corporate costs. Within the corporate costs there is a significant underspend, £108k, due to the revised MRP policy (approved at the February Policy Committee). In addition, government grant support of £668k has been awarded to deal with Covid-19 costs. This will be allocated to cover service pressures caused by the response to the pandemic and will help to cover the delayed implementation of assumed in-year savings. The forecasts at Q1 do not include assumptions of government support for lost income revenue. A scheme has been proposed and will help to support the council's position, but at the time of writing, final policy details are still to be confirmed. The impact of the scheme will therefore be included within the Q2 reports later in the year.

The budget position is set out as Appendix 1, reported by service. This is a contrast to previous years where we report across the Council's priorities. As some of the 20/21 priorities are cross-cutting, the apportion of service budgets to priorities is more subjective than has been the case in previous years.

3.3 Service Related Costs

Services are currently showing a projected net adverse variance of £1,439k. Details of the variances are set out in Appendices A2 to A4. As well as the themes set out above, significant service variances are set out below.

3.4 Salaries and Wages – Salaries and Wages form a major expenditure for the Council, accounting for approximately 39% of Budgeted Revenue Expenditure. First quarter performance shows net underspends in staffing costs of £119k. This consists of salary cost underspends of £249k being offset by spending on Agency staff of £130k.

3.5 The Council aims to minimise the use of agency staff, but it is sometimes unavoidable to ensure services are delivered. The amount spent on agency staff is 9.3% less compared to the same period last year.

- 3.6 Some staffing savings have been achieved through the successful application of the Modern Apprenticeship scheme throughout the council.
- 3.7 Environmental Services and Housing: (Appendix A)
- Across Waste management there has been an increased amount of Agency staff as a result of measures taken to allow the service to continue while adhering to social distancing guidelines.
 - Trade Waste income has been significantly reduced due to the postponement of levying charges for collection and disposal within the first few months of 20/21.
 - Water Sampling income is also significantly reduced as a consequence of dealing with the pandemic.
- 3.8 Leisure Services: (Appendix A)
Excluding those that are employee related, the following sets out the significant variances;
- The Leisure Centre income is currently forecasting a loss of income of circa £710k for the year (excluding any support from government). This equates to approximately 62% of the original target.
 - The Revvie Café is also forecasting a loss of income this year as a result of the closure, this is currently estimated to be around £90k
- 3.9 Assets and Commercial Services; (Appendix A)
- The Car Parking income has also been significantly impacted upon, due to the Council's decision to suspend charges in the first months of lockdown. The current estimate is a forecasted income outturn of £900k, this is around 54% of the original prediction.
- 3.10 Corporate
At the end of the Quarter 1 the Corporate Costs outside the Net Cost of Service are showing a favourable variance of £776k. This is made up of the underspend in relation to the MRP policy change and the government COVID support received to date of £668k. The grant will be apportioned to relevant services during the year.
- 3.11 Projected financial performance at the end of Q1 is summarised in Appendix A
- 3.12 Income & Savings Plan
The Council's financial pressures will continue. As a result of the COVID-19, fiscal capacity hat will significantly impact the Council's fiscal capacity over the next year and beyond. The latest MTFP was taken to Policy in February this year, just prior to the imposition of 'lockdown' measures in response to Covid-19. The Council is working with MHCLG and others to carefully monitor and record the increased costs and income losses as the current year progresses and is monitoring the potential impact on future year's budgets.
- 3.13 As at the end of Quarter 1, £176k of savings have been confirmed as achieved (or classed as 'green') per the definitions of the Income & Savings Plan, although further in-year cash savings and better than forecast income

collection in some areas have supported the latest reported position. Savings totalling £188k are classed as 'amber' at this stage and will be kept under review. Some may not be deliverable this year - particularly those related to income generation, such as commercial waste, but could be supported by government grant in-year.

3.14 Main Risk Areas

The 2019/20 Revenue Budget Setting report highlighted the main risk areas to the Council as sustaining income levels in the current economic climate, and implementing the savings targets that have been built into the budget. Income streams are monitored on a monthly basis. Realisable yet challenging income estimates were included within the 2020/21 budget. However, the impacts of Covid-19 have had a significant impact on income. At Q1, income from fees and charges is forecast to be 61.3% (£1.8m) down on the budgeted levels. However, government support is expected to help the council to manage some of the the losses (assumed to be approximately 70% of eligible losses) within the year.

Funding income from taxes and rates is also likely to suffer but the impacts are less clear currently. Membership of the business rates pool helps to shield the council from significant local impacts of specific business relocation or closure but conversely, significant changes across the pool area will impact all partners. The government grant intervention supporting significant categories of business premises this year also defers some of the potential impacts on yield that may arise in future years.

Council Tax collection is, so far, remaining close to budgeted rates but there is a steady growth in Council Tax Support eligibility and this is a cost that is funded locally. These risks along with further measures as a result of COVID-19, will continue into 2020/21 and beyond, as will wider risks around the future of local government funding.

3.15 Budget monitoring clinics are held throughout the year.

3.16 Statistics showing performance against income and salary budgets are also circulated to CLT on a monthly basis.

3.17 As part of the monitoring of income streams members have previously requested more detailed analysis of Car Parking Income. This information has been provided to members as a background document.

3.18 Business Rates:

The Council is a member of the North Yorkshire & West Yorkshire Business Rates Pool in 2020/21. The Pool operates on a 50% retained growth model and is in place for the current year only.

3.19 The Council estimated that it would receive £1,720k from Business Rates in 2020/21. As highlighted in previous paragraphs, collection and growth expectations this year will be affected by business closure or changes and government grant intervention.

- 3.20 The Business Rates Contingency Reserve had a balance of £1,132k as at 1st April 2020. This provides the council with some protection as a contingency for variances to be funded in the current year, if required.
- 3.21 Financial Position
- 3.22 The Council had a General Fund unallocated balance of £995k at 1 April 2020. It is possible that support from general balances may be required in the current year or over the medium term as part of the response to current financial pressures.
- 3.23 However, it remains the Council's policy is to maintain the General Fund Balance at a prudent level.
- 3.24 The 2020/21 revenue budget was set with a contingency of £75k and this will be used to support the current pressures facing the council's budget.
- 3.25 The Council had £6,720k in earmarked reserves at 1 April 2020. Appendix C shows the position in more detail, with previously agreed commitments noted. As highlighted throughout this report, it is possible that there will be more movement than planned against some reserves during the year.
- 3.26 The impact of the economy on the Council's income streams and their volatility is a risk to the Council and will need to be managed closely going forward. This is taken into account when setting the expected targets for income in the following year and is a particularly significant risk in the current climate as the impacts of Covid-19 continue.
- 3.27 The Chief Finance Officer will determine how in-year variances are treated, taking into account the current-year and medium term financial position of the council. The latest forecast position is better than estimates previously reported to members but is still a major concern. The forecasts have improved because of additional government support and key income streams now projecting some recovery – but not full recovery to budgeted levels. It is likely that reserves will have to be applied to support the position this financial year and indeed in future years, in a managed and prudent way. It is vital that effective budgetary control measures continue to ensure financial stability over the medium term.

4. Financial and Value for Money Implications

- 4.1 All financial implications are contained in the body of the report.

5. Legal implications

- 5.1 S151 of the Local Government Act 1972 requires that the council makes adequate arrangements of the administration of its financial affairs. The Council set a balanced budget for 2019/20, and is required to annually.

6. Contribution to Council Priorities

- 6.1 The delivery of a balanced and managed budget is critical to the well being of the Authority and contributes to all of the Council's Priorities in some part.

7. Risk Management

- 7.1 Failure to achieve a balanced budget in the financial year would have had serious consequences for the Council. The Council needs to develop its plans to mitigate against the Budget Gap that is evident in the MTFP, which is caused by the on-going reductions to council funding.

8. Equality Impact Assessment

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. Consultations with Others

- 9.1 None

10. Access to Information : Background Documents

- 10.1 Car Parking Income Analysis
Agency Staff Expenditure Analysis

11. Appendices

Appendix A – Revenue Budget – by Service Department
Appendix B – Green and Amber items on the Income & Savings plan
Appendix C – Earmarked reserve detail

12. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

Craven District Council

Summary By Service - Net Cost of Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | |
|-----------|--|-----------------|---|----------------|------------------|--------------------|
| Actual | Net Cost of Services | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | £ | £ | £ | £ | £ |
| (38,890) | Licensing Services | (30,555) | 0 | (30,555) | (43,792) | (13,237) |
| 651,721 | Environmental Health & Housing Services | 655,111 | 20,054 | 675,165 | 789,255 | 114,090 |
| 1,569,274 | Waste Management Services | 1,603,134 | 0 | 1,603,134 | 1,898,708 | 295,573 |
| (523,359) | Bereavement Services | (457,011) | 0 | (457,011) | (488,406) | (31,395) |
| 507,375 | Planning & Building Control Services | 305,616 | 41,299 | 346,915 | 279,513 | (67,402) |
| 290,424 | Economic Development | 350,219 | 0 | 350,219 | 291,917 | (58,303) |
| 304,821 | Cultural Services (incl. Museum & Town Hall) | 333,088 | 11,840 | 344,928 | 227,507 | (117,421) |
| 123,324 | Leisure Services | 58,502 | 0 | 58,502 | 847,668 | 789,166 |
| (405,379) | Assets & Commercial Services | (373,990) | 0 | (373,990) | 342,176 | 716,166 |
| 112,352 | Legal Services | 130,481 | 0 | 130,481 | 116,141 | (14,340) |
| 265,888 | Member Services | 285,509 | 0 | 285,509 | 277,754 | (7,755) |
| 132,980 | Election Services | 161,639 | 0 | 161,639 | 150,882 | (10,757) |
| 745,715 | Chief Execs & Business Support | 834,093 | 0 | 834,093 | 792,342 | (41,751) |
| 432,340 | Financial Management | 993,652 | 0 | 993,652 | 916,624 | (77,028) |
| 488,980 | ICT & Transformation | 549,397 | 0 | 549,397 | 512,776 | (36,621) |
| 4,657,566 | Craven District Council : NCOS | 5,398,885 | 73,193 | 5,472,078 | 6,911,065 | 1,438,986 |

| 2019/20 | | 2020/21 | | | | |
|-----------|--|-----------------|---|----------------|------------------|--------------------|
| Actual | Corporate Costs | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | £ | £ | £ | £ | £ |
| (186,387) | Investment Income (6760) | (170,386) | 0 | (170,386) | (170,386) | 0 |
| 255,177 | Interest Payable (6770) | 255,710 | 0 | 255,710 | 255,710 | 0 |
| 88,005 | MRP for Capital Financing (8530) | 300,000 | 0 | 300,000 | 191,943 | (108,057) |
| 616,695 | Revenue Contributions to Capital Outlay (8535) | 498,000 | 0 | 498,000 | 498,000 | 0 |
| 0 | Grants to Parishes - CDC Contribution | 0 | 0 | 0 | 0 | 0 |
| 75,000 | Corporate Contingency | 75,000 | 0 | 75,000 | 75,000 | 0 |
| 0 | Central Government COVID Grant Support <i>To be apportioned to Services</i> | 0 | 0 | 0 | (668,000) | (668,000) |
| 5,506,057 | Total Revenue Budget 2019/20 | 6,357,209 | 73,193 | 6,430,402 | 7,093,332 | 662,929 |

Craven District Council

Section 1 - Licensing Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|-----------------|---------------------------------|-------------|-----------------|---|-----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| (2,605) | Hackney Carriages | R226 | 2,575 | 0 | 2,575 | (4,320) | (6,895) |
| (36,285) | Liquor Licensing | R227 | (33,130) | 0 | (33,130) | (39,473) | (6,343) |
| (38,890) | Total Licensing Services | | (30,555) | 0 | (30,555) | (43,792) | (13,237) |

Craven District Council

Section 2 - Environmental Health & Housing Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|--|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 312,952 | Environmental Health | R220 | 352,408 | 20,054 | 372,462 | 399,349 | 26,887 |
| (15,678) | Flooding 2015/16 | R228 | 0 | 0 | 0 | 0 | 0 |
| (0) | Homeless Prevention Support Service | R339 | (374) | 0 | (374) | (374) | (0) |
| 37,406 | Aireview House | R342 | 30,188 | 0 | 30,188 | 32,319 | 2,131 |
| 280,883 | Homelessness | R343 | 251,238 | 0 | 251,238 | 261,054 | 9,816 |
| 15,559 | Private Sector | R344 | (4,767) | 0 | (4,767) | 69,432 | 74,199 |
| 20,599 | Housing (Service Unit) | R347 | 26,418 | 0 | 26,418 | 27,474 | 1,056 |
| 651,721 | Total Environmental Health & Housing Services | | 655,111 | 20,054 | 675,165 | 789,255 | 114,090 |

Craven District Council

Section 3 - Waste Management Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|------------------|---------------------------------|-------------|------------------|--|------------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 837,330 | Refuse Domestic | R200 | 788,181 | 0 | 788,181 | 801,292 | 13,111 |
| (318,645) | Refuse Commercial | R201 | (322,578) | 0 | (322,578) | (223,507) | 99,071 |
| 406,677 | Street Cleansing | R202 | 391,200 | 0 | 391,200 | 425,806 | 34,606 |
| 328,695 | Recycling | R203 | 506,837 | 0 | 506,837 | 565,952 | 59,115 |
| 79,711 | Cleaner Neighbourhoods | R204 | 98,606 | 0 | 98,606 | 98,606 | 0 |
| 42,228 | Mechanics Workshop | R209 | 38,030 | 0 | 38,030 | (3,823) | (41,852) |
| 370,088 | Waste Management (Service Unit) | R211 | 274,421 | 0 | 274,421 | 366,059 | 91,638 |
| (176,809) | Garden Waste Service | R213 | (171,563) | 0 | (171,563) | (131,678) | 39,885 |
| 1,569,274 | Total Waste Management | | 1,603,134 | 0 | 1,603,134 | 1,898,708 | 295,573 |

Craven District Council

Section 4 - Bereavement Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|------------------|--|-------------|------------------|---|------------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| (523,920) | Bereavement Services | R190 | (444,289) | 0 | (444,289) | (480,288) | (35,999) |
| (12,805) | Skipton Cemetery | R191 | (15,968) | 0 | (15,968) | (11,364) | 4,604 |
| 10,801 | Ingleton Cemetery | R192 | (4,389) | 0 | (4,389) | (4,389) | 0 |
| 565 | Closed Churchyard St Andrews (Kildwick) | R193 | 5,635 | 0 | 5,635 | 5,635 | 0 |
| 1,000 | Closed Churchyard St Marys (Ingleton) | R194 | 1,000 | 0 | 1,000 | 1,000 | 0 |
| 1,000 | Closed Churchyard St Margarets (Bentham) | R195 | 1,000 | 0 | 1,000 | 1,000 | 0 |
| (523,359) | Total Bereavement Services | | (457,011) | 0 | (457,011) | (488,406) | (31,395) |

Craven District Council

Section 5 - Planning & Building Control Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|---|-------------|-----------------|---|----------------|------------------|--------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 0 | Historic Buildings | R250 | 4,000 | 0 | 4,000 | 4,000 | 0 |
| 36,473 | Building Control (Non Fee Earning) | R251 | 37,679 | 0 | 37,679 | 37,940 | 261 |
| (46,940) | Building Control (Fee Earning) | R252 | (23,174) | 0 | (23,174) | (19,896) | 3,278 |
| 327,679 | Local Plan | R253 | 259,982 | 0 | 259,982 | 165,311 | (94,671) |
| (81,845) | Local Land Charges | R254 | (96,609) | 0 | (96,609) | (57,823) | 38,786 |
| 272,009 | Development Control | R255 | 123,738 | 41,299 | 165,037 | 147,483 | (17,554) |
| 0 | Planning (Service Unit) | R270 | 0 | 0 | 0 | 2,498 | 2,498 |
| 507,375 | Total Planning & Building Control Services | | 305,616 | 41,299 | 346,915 | 279,513 | (67,402) |

Craven District Council

Section 6 - Economic Development

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|--|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 39,476 | Great Places | R307 | 77,080 | 0 | 77,080 | 9,955 | (67,125) |
| 6,904 | Attraction Trade & Tourists | R310 | 21,800 | 0 | 21,800 | 21,800 | 0 |
| 86,565 | Industrial Development | R311 | 79,840 | 0 | 79,840 | 79,840 | 0 |
| 0 | Settle TIC | R315 | 0 | 0 | 0 | 0 | 0 |
| 0 | New Homes Bonus Projects | R316 | 0 | 0 | 0 | 0 | 0 |
| 157,479 | Economic Development (Service Unit) | R330 | 171,499 | 0 | 171,499 | 180,321 | 8,822 |
| 0 | Growth Deal - Skipton Station Regeneration | R317 | 0 | 0 | 0 | 0 | 0 |
| 0 | Growth Deal - Support Work R318 | R318 | 0 | 0 | 0 | 0 | 0 |
| 290,424 | Total Economic Development | | 350,219 | 0 | 350,219 | 291,917 | (58,303) |

Craven District Council

Section 7 - Cultural Services (incl. Museum & Town Hall)

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|---|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 35,097 | Arts Development | R300 | 40,506 | 3,740 | 44,246 | 44,909 | 663 |
| 220,513 | Museum | R301 | 242,680 | 8,100 | 250,780 | 119,634 | (131,146) |
| 0 | Museum Development Project - Development Phase | R304 | 0 | 0 | 0 | 0 | 0 |
| 74,059 | Museum Development Project - Delivery Phase | R308 | 49,902 | 0 | 49,902 | 52,086 | 2,184 |
| 0 | Rural Culture: Creating a Hub for Craven | R309 | 0 | 0 | 0 | 10,878 | 10,878 |
| (10,080) | York & NY Dance Hub | R322 | 0 | 0 | 0 | 0 | 0 |
| (9,128) | Rural Steps Project | R323 | 0 | 0 | 0 | 0 | 0 |
| (6,944) | Museum – Indispensable | R450 | 0 | 0 | 0 | 0 | 0 |
| 1,303 | Museum - Craven at War: The Home Front Legacy | R456 | 0 | 0 | 0 | 0 | 0 |
| 304,821 | Total Cultural Services (incl. Museum & Town Hall) | | 333,088 | 11,840 | 344,928 | 227,507 | (117,421) |

Craven District Council

Section 8 - Leisure Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|-------------------------------|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 137,558 | Craven Pool & Fitness Centre | D105 | 56,836 | 0 | 56,836 | 778,070 | 721,234 |
| (3,746) | Revive Café | D106 | 1,301 | 0 | 1,301 | 73,303 | 72,002 |
| (10,488) | Healthy Lifestyles | D107 | 365 | 0 | 365 | (3,704) | (4,069) |
| 123,324 | Total Leisure Services | | 58,502 | 0 | 58,502 | 847,668 | 789,166 |

Craven District Council

Section 9 - Assets & Commercial Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|-------------|---|-------------|------------------|--|------------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 13,894 | Misc Property (Incl Ind Estates) | R103 | 12,296 | 0 | 12,296 | 12,561 | 265 |
| 27,060 | Bus Station | R104 | 18,628 | 0 | 18,628 | 19,128 | 500 |
| (32,129) | Private Garages | R346 | (19,092) | 0 | (19,092) | (22,092) | (3,000) |
| 54,918 | Skipton Depot | R115 | 43,244 | 0 | 43,244 | 46,498 | 3,254 |
| 75 | Settle Depot | R117 | 70 | 0 | 70 | 120 | 50 |
| 282,003 | Belle View Square | R125 | 260,868 | 0 | 260,868 | 261,315 | 447 |
| 385,724 | Assets & Projects (Service Unit) | R212 | 392,399 | 0 | 392,399 | 370,440 | (21,959) |
| 40,073 | Amenity Areas (Incl Aireville Park) | R100 | 115,560 | 0 | 115,560 | 114,560 | (1,000) |
| (95,270) | Estates | R425 | (89,629) | 0 | (89,629) | (89,629) | 0 |
| (7,181) | Shared Ownership Scheme | R427 | (14,688) | 0 | (14,688) | (37,541) | (22,853) |
| 1,929 | Joint Venture Partnership | R428 | 0 | 0 | 0 | 0 | 0 |
| (1,136,610) | Car Parks | R130-151 | (1,170,655) | 0 | (1,170,655) | (410,193) | 760,462 |
| 60,136 | Public Conveniences | R160-181 | 77,009 | 0 | 77,009 | 77,009 | 0 |
| (405,379) | Total Assets & Commercial Services | | (373,990) | 0 | (373,990) | 342,176 | 716,166 |

Craven District Council

Section 10 - Legal Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|---------|----------------------|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 112,352 | Total Legal Services | R361 | 130,481 | 0 | 130,481 | 116,141 | (14,340) |

Craven District Council

Section 10 - Member Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|------------------------------|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 83,227 | Democratic Services | R362 | 100,348 | 0 | 100,348 | 89,375 | (10,973) |
| 182,660 | Democratic Representation | R410 | 185,161 | 0 | 185,161 | 188,379 | 3,218 |
| 265,888 | Total Member Services | | 285,509 | 0 | 285,509 | 277,754 | (7,755) |

Craven District Council

Section 11 - Election Services

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|--------------------------------|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 86,554 | Elections | R411 | 88,052 | 0 | 88,052 | 91,046 | 2,994 |
| 46,426 | Electoral Registration | R412 | 73,587 | 0 | 73,587 | 59,836 | (13,751) |
| 132,980 | Total Election Services | | 161,639 | 0 | 161,639 | 150,882 | (10,757) |

Craven District Council

Section 11 - Chief Execs & Business Support

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|---|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 478,837 | CLT | R350 | 494,085 | 0 | 494,085 | 474,599 | (19,486) |
| 0 | Business Support | R375 | 0 | 0 | 0 | 0 | 0 |
| 0 | Human Resources | R370 | 0 | 0 | 0 | 0 | 0 |
| 14,450 | Health and safety | R373 | 33,943 | 0 | 33,943 | 33,943 | 0 |
| (14,241) | Tour De Yorkshire | R306 | 0 | 0 | 0 | 36,299 | 36,299 |
| 0 | Partnerships & Communications | R355 | 0 | 0 | 0 | 0 | 0 |
| 0 | Sporting Events | R356 | 0 | 0 | 0 | 0 | 0 |
| 38,443 | Craven Crime Reduction | R348 | 40,784 | 0 | 40,784 | 40,520 | (264) |
| 0 | Safer & Stronger Communities | R349 | 0 | 0 | 0 | 0 | 0 |
| 228,226 | Customer Services | R383 | 265,281 | 0 | 265,281 | 206,981 | (58,300) |
| 745,715 | Total Chief Execs & Business Support | | 834,093 | 0 | 834,093 | 792,342 | (41,751) |

Craven District Council

Section 12 - Financial Management

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|--|---------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 439,539 | Financial Services | R381 | 495,824 | 0 | 495,824 | 454,708 | (41,116) |
| 197,930 | Corporate Management | R420 | 255,530 | 0 | 255,530 | 256,892 | 1,362 |
| 5,579 | Unapportion Overheads | R422 | (19,000) | 0 | (19,000) | (19,000) | 0 |
| (210,707) | Revenues & Benefits | R384 & R432-5 | 261,298 | 0 | 261,298 | 224,024 | (37,274) |
| 432,340 | Total Corporate Head (Financial Management) | | 993,652 | 0 | 993,652 | 916,624 | (77,028) |

Craven District Council

Section 13 - ICT & Transformation

NCOS At - 30/06/2020 (Quarter 1 - 2020/21)

| 2019/20 | | 2020/21 | | | | | |
|----------------|-----------------------------------|-------------|-----------------|--|----------------|---------------------|-----------------------|
| Actual | | Cost Centre | Original Budget | Virements (incl. Slippage B/fwd from 18/19) | Revised Budget | Forecast Outturn | (Under)/ Overspend |
| £ | | | £ | £ | £ | £ | £ |
| 32,630 | Street Naming & Numbering /GIS | R101 | 45,489 | 0 | 45,489 | 43,533 | (1,956) |
| 456,350 | ICT & Transformation | R400 | 503,908 | 0 | 503,908 | 469,243 | (34,665) |
| 488,980 | Total Director of Services | | 549,397 | 0 | 549,397 | 512,776 | (36,621) |

Craven District Council Income & Savings Plan

Income & Savings Action Plan 2020/21 - 2022/23 at Aug 2020

Reporting Spreadsheet

Key:

Green

Income / Savings achieved - low risk

Amber

Income / Savings in progress- further work required - medium risk

| Income Generation/Cost Savings Ideas | | | RAG | Realism | Priority | | | | | Member Decision Req | Additional Resources | SLT Lead Update /Comments | CLT Lead | SLT Lead |
|--------------------------------------|------|--|-------|---------|----------|---------------|----------------|----------------|----------------|---------------------|----------------------|--|---------------|----------------|
| 11 | | Back scan documents so can reduce building and retrieval costs | Amber | M | M | 0 | 10,000 | 10,000 | 10,000 | N | Y | Saving based on the Mkt rates and rents. Savings in 19/20 not likely as no tenant identified. | Paul Ellis | Darren Maycock |
| 12 | PrSe | Develop Land for Shared Ownership or Market Rent Housing | Amber | H | H | 26,400 | 26,400 | 48,400 | 48,400 | Y | N | Complete 1 in Giggleswick, 2 Sutton, 3 Glusburn. Expected 2019/20 4 Glusburn 3 Sutton Expected 2020/21 10 Skipton | Paul Ellis | Wyn Ashton |
| 13 | PrSe | Income from the space in BVS to be let out. | Amber | M | H | 0 | 50,000 | 50,000 | 50,000 | N | Y | Income only - no estimation of costs associated yet. | Paul Ellis | Darren Maycock |
| 14 | EnSe | Commercial waste - attract 50 new accounts. Resigned all existing accounts. AND ensure new model is continuing to work for Craven | Amber | M | H | 0 | 100,000 | 100,000 | 100,000 | N | N | | Paul Ellis | Wyn Ashton |
| 15 | EnSe | Developers to pay for new bins on housing developments. | Amber | M | H | 0 | 2,000 | 2,000 | 2,000 | N | N | Local plan, once adopted can have a submenatry arrangement, that specifies developers pay for the bins. | Paul Ellis | Wyn Ashton |
| TOTAL AMBER SAVINGS | | | | | | 26,400 | 188,400 | 210,400 | 210,400 | | | | | |
| 16 | IT | IT – Contract up for renewal. Transfer of Mitel to virgin media – savings. | Green | H | H | 2,000 | 5,000 | 5,000 | 5,000 | N | N | Contract now re-negotiated, part year savings in 19/20, full year effect from 20/21 onwards | Paul Ellis | Darren Maycock |
| 17 | IT | IT – Contract up for renewal. NYNET – savings. | Green | H | H | 0 | 8,000 | 8,000 | 8,000 | N | N | Contract negotiated to relasie savings from 20/21 | Paul Ellis | Darren Maycock |
| 18 | ReBe | Revs and Bens Northgate System Annual Licence Renewal 3 year £15k annual reduction & no RPI increase | Green | H | H | 0 | 15,000 | 15,000 | 15,000 | N | N | Contract negotiated to relasie savings from 20/21 | Paul Ellis | Darren Maycock |
| 19 | CuSe | Customer Services – Post has been deleted from structure and looking at if possible to reduce one more post. Currently target for calls is 90% but looking to reduce it to 85%. Hub – community safety officer currently in position full time but looking to see if this is required and whether this can be reduced. | Green | M | M | 0 | 40,000 | 40,000 | 40,000 | N | N | Complete in 19/20. 2 posts deleted from the structure for 20/21. CSO - was planning to review but the Comm. Safety Hub is progressing so loath to reduce the resource. Leave until we see how the HUB progresses - HUB based at CDC? Hub resources. Stat duty to provide HUB | Paul Shevlin | Sharon Hudson |
| 20 | | Financial Management - Revise Minimum Revenue Provision Policy to later the % for older debt. | Green | H | H | 0 | 108,000 | 0 | 0 | Y | N | Complete in 19/20. The MRP Policy was revised to change the claucluation for the provision of older debt. This resulted in a significant redcutin in the MRP originally calculated as part of the 20/21 budget. | Richard Weigh | James Hordern |
| TOTAL GREEN SAVINGS | | | | | | 2,000 | 176,000 | 68,000 | 68,000 | | | | | |

Forecasted Balances and Reserves 2020/21 to 2021/22

| Reserve | 2020 - 21 | | | 2021 - 22 | Purpose of Reserve (all reserves are revenue and their purpose is reviewed as part of the budget process each year) |
|------------------------------------|--------------------------------|---------------------------------|---------------------------------|--------------------------------|--|
| | Estimated Balance Apr-20 £'000 | Budgeted in Year Receipts £'000 | Utilisation & Commitments £'000 | Estimated Balance Apr-21 £'000 | |
| New Homes Bonus Projects | 2,506 | 564 | (137) | 2,933 | 3 Overarching project areas - Infrastructure, Empty Homes & Localism. Plus support for budget. |
| Planning | 465 | 0 | 0 | 465 | To contribute towards costs of LDF and contingency for planning enquiry costs / appeals |
| Enabling Efficiencies | 270 | 0 | (17) | 253 | For use for projects to create future savings and efficiencies |
| Vehicles | 291 | 30 | (342) | (21) | Set up to fund purchase of vehicles |
| ICT | 418 | 30 | (42) | 406 | Set up to fund investment in IT (enabling technology) |
| Buildings | 449 | 52 | (104) | 397 | Set up to fund maintenance, repairs and improvements to council properties |
| Insurance | 90 | 10 | 0 | 100 | Fund excess on insurance claims |
| Business Rates Contingency | 1,150 | 0 | 0 | 1,150 | To mitigate against deficits in the North Yorkshire Business Rates Pool |
| Elections Reserve | 21 | 0 | (16) | 5 | Proposed new reserve to smooth funding of elections. |
| Future Year Budget Support | 240 | 0 | 0 | 240 | Savings achieved as per savings plan in year to support future year budgets. 2017/18 utilisation is maximum available to contribute to budget. |
| Contingency & Revenue Expenditure | 154 | 0 | (413) | (259) | Contingency funding and Slippage requests |
| Edith Stead, Bishopdale Court, Etc | 666 | 0 | 0 | 666 | VAT equalisation, LABGI & ERDF & Building Control funds |
| Total Earmarked Reserves | 6,720 | 686 | (1,071) | 6,335 | |
| General Fund | 995 | 0 | 0 | 995 | Unallocated GF reserve acts as contingency for unexpected expenditure |
| Total Revenue Reserves | 7,715 | 686 | (1,071) | 7,330 | |

Policy Committee – 15th September 2020

Q1 CAPITAL PROGRAMME MONITORING REPORT – 2020/2021



Report of the Chief Finance Officer (s151 officer)

Lead Member – Financial Resilience: Councillor Mulligan

Ward(s) affected: All

1. **Purpose of Report**

- 1.1 To inform Members of the Council's Capital Programme position, based on the Quarter 1 review of income and expenditure to the end of June 2020.

2. **Recommendations**

- 2.1 Members note the Capital Budget position of the 2020/21 Capital Programme as at the 30th June 2020.
- 2.2 Members note the 2020/21 Capital Programme and the proposed funding – for the projects agreed at Q1.

3. **Report:**

- 3.1 The Council agreed the 2020/21 Capital Programme of £4,495k on 4th February 2020. On 11th August 2020 the Policy Committee approved for the Capital Programme to include £5,036k of slippage from the 2019/20 Programme. Giving a revised programme of £9,531k.

3.2 **Quarter 1 Financial Performance**

A summary of the Programme is shown in Table 1. The detailed information together with an update on progress of the programme is shown in Appendix A. At the 30th June expenditure on the programme was £944k.

Table 1: Planned Capital Programme Performance

| | Revised Programme 2020/21 £ | Expenditure at Q1 2020/21 £ | Forecasted Outturn 2020/21 £ |
|--------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|
| Vehicles | 372,323 | 67,500 | 372,323 |
| Recreation & Leisure | 648,038 | 196,468 | 703,625 |
| Council Properties | 7,583,384 | 644,124 | 7,583,384 |
| Private Sector Hsg & Empty Homes | 726,708 | 3,328 | 726,708 |
| ICT | 160,700 | 32,784 | 160,700 |
| Town/Village Plans | 40,308 | - | 40,308 |
| Total Capital Programme Costs | 9,531,460 | 944,204 | 9,587,047 |

- 3.3 At present, there is a forecasted variance in project expenditure of £56k, relating to the Growth Deal - Highways Improvements project, but this is to be funded externally through grant receipts.
- 3.4 In April/May, significant financial and cash-flow risks were emerging as a consequence of COVID-19. As such, the Chief Finance Officer conducted a review of the existing Capital Projects to assess viability, potential deals and whether projects may have to be delayed to ease financial pressures. The review highlighted that key commercial projects would have to be reassessed to ensure that assumption made in previously agreed business cases were still valid and acceptable.
- 3.5 As the financial position has stabilised, with government grant and cash-flow support, careful financial management and income streams beginning to recover, it has not been necessary to recommend the removal or deferral of projects agreed in the 2020/21 Capital Programme. Though it is likely that some will may be delayed in the current year, depending on the nature of the project. A more detailed assessment of this will be made at Q2. The Q1 position however shows that the full 2020/21 Programme (assuming full expenditure at this stage) can be financed as planned, without having to intentionally recommend the deferral of projects.
- 3.6 Capital Programme Financing
- 3.7 Resources available to fund the Capital Programme together with a forecast of future receipts and programme costs are shown in Table 2.
- 3.8 As part of the 2020/21 budget setting process it was planned to make contributions to earmarked reserves which are available to support the Capital Programme and other projects. The latest Medium-Term Financial Plan assumes that these contributions will need to continue.

Table 2: Capital Resources Available & Utilised to Fund 2020/21 Programme

| | 2020/21 Estimated (At Q1) £'000 | 2021/22 Proposed £'000 | 2022/23 Indicative £'000 | 2023/24 Indicative £'000 |
|--|--|---------------------------------------|---|---|
| Capital Receipts at Start of 2017/18 Year (CRR) | 2,474 | 1,839 | 1,939 | 2,239 |
| In Year resources - (Capital Grants/receipts received) | 4,216 | 1,310 | 983 | 983 |
| Use of in Year Capital grants | 1,415 | 983 | 683 | 683 |
| Use of Capital Receipts | 3,436 | 227 | - | - |
| Total Use of Capital Resources | 4,851 | 1,210 | 683 | 683 |
| Contribution From NHB Reserve | 340 | - | - | - |
| Contribution From Enabling Efficiencies Reserve | 10 | 10 | 10 | 10 |
| Contribution From Vehicles Reserve | 372 | 342 | 384 | 75 |
| Contribution from IT Reserve | 151 | 42 | 20 | 20 |
| Contribution from Buildings Reserve | 195 | 104 | - | - |
| Underwrite the Capital Funding to cover the external funding applications | 824 | - | - | - |
| Potential utilisation of Borrowing for Shared Ownership and CDC Developments | 2,787 | - | 1,463 | 1,340 |
| Total Use of Reserves/Borrowing | 4,679 | 498 | 1,877 | 1,445 |
| Forecasted Capital expenditure in year | 9,530 | 1,708 | 2,560 | 2,128 |
| Capital Receipts at end of Year (CRR) | 1,839 | 1,939 | 2,239 | 2,539 |

3.10 The funding analysis above reflects the utilisation of the resources that were made available for each project, and they have been adjusted to reflect forecasted expenditure. Where these projects required slippage into 2020/21, the funding was slipped to match. There has been an estimated additional value included in the usage of Capital Receipts across all years.

3.11 The “Underwrite the Capital Funding to cover the external funding applications” line represents the amounts allocated for the redevelopment of the Town Hall, that have

been underwritten (i.e. funded) by the Council. If external funding is secured, the amount funded by the Council will reduce accordingly.

4. Financial and Value for Money Implications

- 4.1 At the start of 2020/21 the Council had available £2,474k of Capital Receipts to fund its Capital Programme. It also had estimated receipts of grants of £4,216k to fund part of the programme, including the £2,920k from the Land Release Fund and the Accelerated Construction Fund. All financial implications are contained in the body of the report.

5. Legal implications

- 5.1 S.151 of the Local Government Act requires the council makes appropriate arrangements for the administration of its financial affairs.

6. Contribution to Council Priorities

- 6.1 Capital investment in appropriate projects contributes directly to most corporate priorities.

7. Risk Management

- 7.1 There are risks inherent with the recommendations specified in this report. If the request for the previously approved funding not be approved, it will mean the immediate cessation of key projects that are currently underway. This will mean that the resources utilised to date will be lost, with no benefit for The Council being generated. There is also the potential that this will forgo future benefits, both economic and social to The Council and the District as a whole.

8. Equality Impact Assessment

- 8.1 The Council's Equality Impact Assessment Procedure **has been** followed. An Equality Impact Assessment **has not** been completed on the proposals as completion of **Stage 1- Initial Screening** of the Procedure identified that the proposed policy, strategy, procedure or function **does not have** the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

9. Consultations with Others

- 9.1 None

10. Access to Information : Background Documents

10.1 None

11. Appendices

Appendix A – Capital programme detailed analysis

12. Author of the Report

James Hordern, Finance Manager

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.

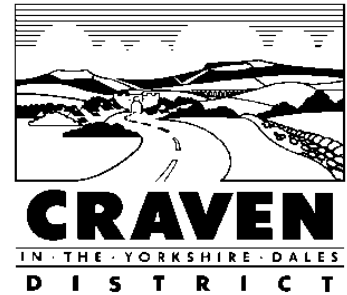
Capital Programme 2020/21

| Service Unit | Description | Budget Officer | Account Code | Agreed Programme 2020/21 £ | 2019/20 Slippage/ B/fwd into 2020/21 £ | CDC capital resources required 2020/21 £ | Total Programme 2020/21 £ | Expenditure at Q1 2020/21 £ | Remaining Budget 2020/21 £ | Forecasted Outturn 2020/21 £ |
|----------------------------------|---|----------------|----------------------|-------------------------------|--|---|------------------------------|--------------------------------|-------------------------------|---------------------------------|
| Waste Management | Vehicle Replacement Programme | Tracy McLuckie | 6305 | 312,000 | 30,323 | 342,323 | 342,323 | 67,500 | 274,823 | 342,323 |
| Craven Leisure | Dosing System Renewal | Hazel Smith | 6158 | 25,000 | | 25,000 | 25,000 | - | 25,000 | 25,000 |
| Craven Leisure | Poolside Grates | Hazel Smith | 6159 | 10,000 | | 10,000 | 10,000 | - | 10,000 | 10,000 |
| Property Services | Town Hall Remedial Works | Rachel Sewell | | 55,000 | | 55,000 | 55,000 | - | 55,000 | 55,000 |
| Bereavement Services | Re-Roof the Book of Remembrance Chapel | Clair Cooper | 6054 | 14,000 | | 14,000 | 14,000 | - | 14,000 | 14,000 |
| Environmental Services & Housing | Disabled Facilities Grants | Tracy McLuckie | 6145 6150 6151 | 683,000 | 43,708 | 43,708 | 726,708 | 3,328 | 723,380 | 726,708 |
| Assets & Commercial Services | SECTION 106 SHARED OWNERSHIP ACQUISITIONS | Jenny Kerfoot | 6026 | 300,000 | 208,959 | 508,959 | 508,959 | 38,986 | 469,973 | 508,959 |
| Assets & Commercial Services | Development of CDC Land | Rachel Sewell | | 226,824 | | 226,824 | 226,824 | - | 226,824 | 226,824 |
| Financial management | Agresso Upgrade | James Hordern | | 21,700 | | 21,700 | 21,700 | | 21,700 | 21,700 |
| ICT & Transformation Services | Replace Computer, Server and Appliance equipment. | Darren Maycock | 6210 | 20,000 | | 20,000 | 20,000 | - | 20,000 | 20,000 |
| Property Services | Replace Maintenance Vehicles | Darren Maycock | 6305 | 30,000 | | 30,000 | 30,000 | - | 30,000 | 30,000 |
| ICT & Transformation Services | Integrate Systems and review service areas. | Darren Maycock | TBC | 10,000 | 10,000 | 20,000 | 20,000 | - | 20,000 | 20,000 |
| Assets & Commercial Services | Shared ownership development | Jenny Kerfoot | 6026 | 2,787,850 | | 2,787,850 | 2,787,850 | - | 2,787,850 | 2,787,850 |
| Bereavement Services | Exit Drive at Waltonwrays | Clair Cooper | 6052 | | 28,000 | 28,000 | 28,000 | - | 28,000 | 28,000 |
| Bereavement Services | Refurb of Waltonwrays Outbuildings | Darren Maycock | 6044 | | 13,000 | 13,000 | 13,000 | - | 13,000 | 13,000 |
| Property Services | Ashfield Toilet Refurbishment for Settle TIC Scheme | Jenny Kerfoot | 6050 | | 74,880 | 74,880 | 74,880 | - | 74,880 | 74,880 |
| Property Services | Integrated Asset Management System | Darren Maycock | 6277 | | 11,600 | 11,600 | 11,600 | 8,250 | 3,350 | 11,600 |
| ICT & Transformation Services | Digitisation and Archiving Project | Darren Maycock | 6278 | | 30,083 | 30,083 | 30,083 | 24,534 | 5,549 | 30,083 |

| Service Unit | Description | Budget Officer | Account Code | Agreed Programme 2020/21 £ | 2019/20 Slippage/ B/fwd into 2020/21 £ | CDC capital resources required 2020/21 £ | Total Programme 2020/21 £ | Expenditure at Q1 2020/21 £ | Remaining Budget 2020/21 £ | Forecasted Outturn 2020/21 £ |
|--|---|-----------------------------------|--------------|----------------------------|--|--|---------------------------|-----------------------------|----------------------------|------------------------------|
| Economic Development | DNAire | David Smurthwaite | 6149 | | 75,000 | 75,000 | 75,000 | - | 75,000 | 75,000 |
| Assets & Commercial Services | - Skipton Town Hall - Phase III Works * year two subject to grant funding | David Smurthwaite | 6023 | | 679,149 | 679,149 | 679,149 | - | 679,149 | 679,149 |
| Assets & Commercial Services | Redevelopment of Town Hall/Museum 2017/18 - 2018/19 HLF CDC & Others Funded Element | David Smurthwaite | 6032 | | 144,625 | 144,625 | 144,625 | 505,046 | (360,421) | 144,625 |
| Assets & Commercial Services | Parking payment machine replacement | Helen Townsend | 6009 | | 25,564 | 25,564 | 25,564 | 1,618 | 23,946 | 25,564 |
| Assets & Commercial Services | - 4 Year programme of maintenance of the Council Car Parks | Helen Townsend | 6010 CKXX | | 4,000 | 4,000 | 4,000 | - | 4,000 | 4,000 |
| ICT & Transformation Services | Payroll System improvements | James Hordern | 6200 | | 12,000 | 12,000 | 12,000 | | 12,000 | 12,000 |
| Economic Development | Leeds Liverpool Canal - Improving Connectivity in the Southern Dales | Sharon Sunter | 6129 | | 225,000 | 225,000 | 225,000 | | 225,000 | 225,000 |
| Economic Development | Ingleton Village Plan | Sharon Sunter | 6138 | | 40,308 | 40,308 | 40,308 | | 40,308 | 40,308 |
| Economic Development | Growth Deal - Highways Improvements | Sharon Sunter | 6146 | | - | - | - | 55,587 | (55,587) | 55,587 |
| Economic Development | Ings Beck and Gallow Syke (Skipton) Water Management Project | Sharon Sunter | 6148 | | 313,038 | 313,038 | 313,038 | 140,881 | 172,157 | 313,038 |
| Property Services | JV Development Projects - Craven Share | Rachel Sewell | 6057 | | 2,800,293 | 2,800,293 | 2,800,293 | 54,280 | 2,746,013 | 2,800,293 |
| Property Services | Skipton Depot Project | Hazel Smith | 6036 | | 173,300 | 173,300 | 173,300 | 1,644 | 171,656 | 173,300 |
| Property Services | Langcliffe Quarry Development | Hazel Smith | 6059 | | 27,940 | 27,940 | 27,940 | 42,550 | (14,610) | 27,940 |
| Waste Management | Vehicle Lift Project | Tracy McLuckie | 6136 | | 20,000 | 20,000 | 20,000 | - | 20,000 | 20,000 |
| ICT & Transformation Services | InCab Communications & Web Portal Systems | Tracy McLuckie/ Darren Maycock | 6276 | | 45,317 | 45,317 | 45,317 | - | 45,317 | 45,317 |
| Total Capital Programme 2020/21 | | | | 4,495,374 | 5,036,086 | 8,848,460 | 9,531,460 | 944,204 | 8,587,257 | 9,587,047 |

Policy Committee – 15 September 2020

Quarter One Performance Monitoring Update



Report of the Chief Finance Officer (S151)

Lead Member – Financial Resilience: Councillor P Mulligan

Ward(s) affected: All

1. Purpose of Report

- 1.1 To present performance highlights for Q1 of the financial year 2020/21 in accordance with arrangements set out in the Council's Performance Management Framework

2. Recommendations – Members are recommended to:

- 2.1 Note and comment on performance highlights described in the report
- 2.2 Note proposed changes to service performance reporting arrangements which will cover reporting for 2020/21 and 2021/22

3. Background

- 3.1 A quarterly report is presented to Members to provide an overview of the Council's performance and progress against the Council's strategies and plans. This report provides an overview of performance in Quarter 1, 2020/21.
- 3.2 During Quarter 1, staffing changes and a need to realise further efficiencies have presented the opportunity to update our approach to corporate performance reporting. The background document for this report now contains new provisional 1-page performance summaries for a number of key service areas containing headline information covering all areas of the Council's Performance Framework.
- 3.3 The Financial Services team are working with Service leads to develop our new approach. Our performance report for Quarter 2 will provide a further, more detailed, breakdown of data for key service areas to provide greater insight into service performance and progress.
- 3.4 The response to Covid-19 has resulted in changes to service provision and difficulties in collecting consistent data for some services. Where this applies, it is noted in the report.

4. Council Plan Progress

- 4.1 Despite challenges resulting from the pandemic response, the majority of Council Plan actions are progressing as planned. Services returned updates for 19 actions. 13 of these actions (68.4%) were rated 'Green' and are progressing as planned. 2 actions have not yet started. The 4 actions rated 'Amber' or 'Red' are listed below.

Amber:

- The **Town Hall development** is further delayed slightly, as increased safety measures on site have slowed the pace of the development. Despite the delay, the development is progressing and a clear plan is in place to ensure successful completion.
- We are working to stimulate demand for further broadband installations, however pace has not been as quick as we would like and it would appear unlikely that we will meet the 2022 target for **universal access to high-quality broadband**.
- The recycling rate has increased in the past quarter however we are unlikely to be on track to achieve a **50% recycling rate**.

Red:

- We have not started a **Waste Education Programme**.

5. Service Performance

- 5.1 Service performance highlights are listed in the report 'Quarter 1 Performance Summaries'.
- 5.2 Across the Council, the number of days of sickness absence has been particularly low for Quarter 1.
- 5.3 The percentage of Personal Development Reviews completed on time appears low for many teams. This has been impacted by changes of focus caused by the Covid-19 response.
- 5.4 Most services are underspent compared to their budget. However, the Council's overall position is substantially overspent, due largely to the loss of fees and charges income for parking, leisure services and commercial waste.

6. Financial and Value for Money Implications

- 6.1 No financial or value for money implications apart from those already identified within the specific projects that form a part of this programme of activity.

7. Legal Implications

7.1 No legal implications

8. Contribution to Council Priorities

8.1 This report describes our progress towards addressing all 4 priorities in the Council Plan

9. Risk Management

9.1 The Council's Risk Registers form part of the Performance Management Framework. There are no additional risks arising from this report.

10. Equality Analysis

10.1 The Council's Equality Impact Assessment Procedure has been followed. An Equality Impact Assessment has not been completed on the proposals as completion of Stage 1- Initial Screening of the Procedure identified that the proposed policy, strategy, procedure or function does not have the potential to cause negative impact or discriminate against different groups in the community based on •age • disability •gender • race/ethnicity • religion or religious belief (faith) •sexual orientation, or • rural isolation.

11. Consultations with Others

11.1 Service Managers

12. Background Documents

Service Performance Summaries, Q1 2020/21

13. Appendices

None

14. Author of the Report

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Note: Members are invited to contact the author in advance of the meeting with any detailed queries or questions.