

Public Document Pack

When telephoning, please ask for:
Direct dial
Email

Democratic Services
0115 914 8511
democraticservices@rushcliffe.gov.uk



Our reference:
Your reference:

Date: 26 August 2022

To all Members of the Corporate Overview Group

Dear Councillor

A Meeting of the Corporate Overview Group will be held on Tuesday, 6 September 2022 at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford to consider the following items of business.

This meeting will be accessible and open to the public via the live stream on YouTube and viewed via the link: <https://www.youtube.com/user/RushcliffeBC>
Please be aware that until the meeting starts the live stream video will not be showing on the home page. For this reason, please keep refreshing the home page until you see the video appear.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gemma Dennis'.

Gemma Dennis
Monitoring Officer

AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the meeting held on 7 June 2022 (Pages 1 - 6)
4. Health and Safety Annual Report (Pages 7 - 22)
Report of the Director - Neighbourhoods
5. Finance and Performance Management Q4 2021-2022 (Pages 23 - 70)
Report of the Director – Finance and Corporate Services
6. Finance and Performance Management Q1 2022/23 (Pages 71 - 108)
Report of the Director – Finance and Corporate Services

Rushcliffe Borough
Council Customer
Service Centre

Fountain Court
Gordon Road
West Bridgford
Nottingham
NG2 5LN

Email:
customerservices
@rushcliffe.gov.uk

Telephone:
0115 981 9911

www.rushcliffe.gov.uk

Opening hours:
Monday, Tuesday and Thursday
8.30am - 5pm
Wednesday
9.30am - 5pm
Friday
8.30am - 4.30pm

Postal address
Rushcliffe Borough
Council
Rushcliffe Arena
Rugby Road
West Bridgford
Nottingham
NG2 7YG



7. Feedback from Scrutiny Group Chairmen
8. Feedback from Lead Officers
9. Scrutiny Witness Guide (Pages 109 - 116)
Report of the Director – Finance and Corporate Services
10. Consideration of Scrutiny Group Work Programme (Pages 117 - 128)
Report of the Director – Finance and Corporate Services

Membership

Chairman: Councillor J Wheeler

Councillors: N Clarke, J Cottee, P Gowland, J Murray, D Viridi and G Williams

Meeting Room Guidance

Fire Alarm Evacuation: in the event of an alarm sounding please evacuate the building using the nearest fire exit, normally through the Council Chamber. You should assemble at the far side of the plaza outside the main entrance to the building.

Toilets: are located to the rear of the building near the lift and stairs to the first floor.

Mobile Phones: For the benefit of others please ensure that your mobile phone is switched off whilst you are in the meeting.

Microphones: When you are invited to speak please press the button on your microphone, a red light will appear on the stem. Please ensure that you switch this off after you have spoken.

Recording at Meetings

The Openness of Local Government Bodies Regulations 2014 allows filming and recording by anyone attending a meeting. This is not within the Council's control.

Rushcliffe Borough Council is committed to being open and transparent in its decision making. As such, the Council will undertake audio recording of meetings which are open to the public, except where it is resolved that the public be excluded, as the information being discussed is confidential or otherwise exempt



MINUTES OF THE MEETING OF THE CORPORATE OVERVIEW GROUP TUESDAY, 7 JUNE 2022

Held at 7.00 pm in the Council Chamber, Rushcliffe Arena, Rugby Road, West Bridgford

PRESENT:

Councillors J Wheeler (Chairman), N Clarke, J Cottee, P Gowland, J Murray, D Viridi and G Williams

OFFICERS IN ATTENDANCE:

C Caven-Atack
A Poole

Service Manager Corporate Services
Democratic Services

1 Apologies for Absence

There were no apologies for absence.

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the meeting held on 3 May 2022

The minutes of the meeting held on 3 May 2022 were approved as a true record of the meeting and signed by the Chairman.

4 Terms of Reference for Corporate Overview Group and Scrutiny Committees

The Service Manager Corporate Services delivered a presentation concerning the Terms of Reference for the Corporate Overview Group and Scrutiny Committees. It was explained that the Terms of Reference (ToR) for scrutiny had been brought to the Group for consideration at the start of the municipal year due to the recent changes in the Group's membership. The Service Manager Corporate Services added that the ToR were included in the Constitution.

The Group was informed that, following a review of the scrutiny process in 2019, Corporate Overview Group was formed as part of the transitional arrangements and the ToR developed. The new arrangements were reviewed in September 2020, and it was agreed that, as the new arrangements for scrutiny had worked well, they should be continued. The ToR needed to be amended to reflect that decision and the Service Manager Corporate Services proposed that the first point within the ToR *"Implementing identified improvements to scrutiny throughout the transitional period including training of scrutiny members, construction of new work programmes and reporting methods"* should be removed as it referred to the 'transitional arrangements'.

The Group was informed that the Service Manager Corporate Services would discuss the proposed changes from this meeting with the Monitoring Officer who was currently reviewing the Constitution for consideration by Governance Scrutiny at the end of this month and presentation to Full Council at its meeting in July.

Councillor Clarke said that the ToR for the Growth and Development Scrutiny Group should be amended to reflect the constructive contribution the Group could make to the development of Council policy. The Service Manager Corporate Services agreed to devise additional wording to address this.

Councillor Viridi asked whether the 'Annual Governance Statement' referred to in the ToR for Governance Scrutiny included the 'Going Concern Statement' or whether this should be included as a separate item. The Service Manager Corporate Services explained that it was possibly not included in the ToR as it had been introduced since they had been devised. She agreed to confirm the arrangements with the Director Finance and Corporate Services and amend the ToR for Governance Scrutiny if required.

It was **RESOLVED** that the Terms of Reference be agreed subject to the following:

- a) That the first point within the Terms of Reference for Corporate Overview Group "Implementing identified improvements to scrutiny throughout the transitional period including training of scrutiny members, construction of new work programmes and reporting methods" be removed.
- b) The Service Manager Corporate Services to devise additional wording for the Terms of Reference for the Growth and Development Scrutiny Group to reflect the constructive contribution the Group could make to the development of Council policy.
- c) The Service Manager Corporate Services to confirm whether the 'Going Concern Statement' should be included as a separate item in the Terms of Reference for Governance Scrutiny and to amend the ToR if required.

5 **Consideration of Scrutiny Group Work Programmes**

The Group considered the requests for scrutiny items submitted by either Councillors or officers using the scrutiny matrix. The Service Manager Corporate Services explained how the scrutiny matrices were formed and that Directors considered issues for scrutiny at the start of each year.

In respect of the scrutiny matrix submitted by Councillor J Walker concerning the inclusion of Active Travel in future Local Plans, it was agreed that this would not be submitted to scrutiny as it was already being addressed by officers following submission to scrutiny earlier in the year. In response to questions, the Service Manager Corporate Services explained that the issue could be submitted for consideration again later in the year but that the scrutiny matrix would need to clarify how the issue had changed from the current position.

Regarding the scrutiny matrix concerning the Customer Access Strategy, the Group agreed that this should be submitted to the Communities Scrutiny Group

rather than the Corporate Overview Group as suggested in the scrutiny matrix due to the link to customers and the wider community. The Group asked that the issue be discussed at the meeting in October when the External Communications Strategy would be discussed due to the linkages between the two items. The Group was, however, concerned about the length of the agenda for this meeting and that sufficient time be allowed for full scrutiny of both items. Councillors proposed that the item 'Establishment of a Youth Council' which was also planned for the October meeting be delayed to allow more time at that meeting for full scrutiny of the items. The Service Manager Corporate Services agreed to discuss the Group's comments and the work programme with the Service Manager Neighbourhoods and to report back to the next meeting of the Corporate Overview Group.

The Group discussed the item 'Policies relating to Alternative Energy Sources' provisionally scheduled for the Growth and Development Scrutiny Group in July and agreed that this item fell outside the scrutiny process as the discussion was to inform policy development rather than to scrutinise policies. The Service Manager Corporate Services agreed to arrange a separate workshop for Councillors to discuss the item and to feed into the policy development process.

It was **RESOLVED** that the work programmes outlined below be agreed.

Work Programme 2022-23 – Corporate Overview Group

7 June 2022	<ul style="list-style-type: none"> • Consideration of Scrutiny Group Work Programmes
6 September 2022	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Health and Safety Annual Report
15 November 2022	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Customer Feedback Annual Report
21 February 2023	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Review of the 2019-23 Strategic Tasks

	<ul style="list-style-type: none"> ○ Review of the draft Business Continuity Strategy
May 2023 (date to be agreed at Annual Council)	<ul style="list-style-type: none"> ● Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management ● Rolling Items <ul style="list-style-type: none"> ○ Diversity Annual Report and update on the Equality and Diversity Strategy

Draft Work Programme 2022-23 – Governance Scrutiny Group

30 June 2022	<ul style="list-style-type: none"> ● Internal Audit Progress Report ● Internal Audit Annual Report ● Annual Governance Statement (AGS) ● Treasury Management Update ● Constitution Update ● Code of Conduct ● External Audit Annual Plan ● Annual Audit Letter and Value for Money Conclusion
15 September 2022	<ul style="list-style-type: none"> ● Risk Management ● Going Concern ● Asset and Investment Outturn 2021/22 ● Treasury Management Update
24 November 2022	<ul style="list-style-type: none"> ● Internal Audit Progress Report ● Annual Audit Report 2021/22 ● Statement of Accounts ● Streetwise Annual Report ● Treasury and Asset Investments – 6 monthly update ● Asset Management Plan
23 February 2023	<ul style="list-style-type: none"> ● Internal Audit Progress Report ● Internal Audit Strategy ● Risk Management – Update ● Treasury and Asset Investments Strategy 2023/24

Work Programme 2022-23 – Growth and Development Scrutiny Group

	Items / Reports
--	-----------------

27 July 2022	<ul style="list-style-type: none"> • Conservation Areas – Part Two
21 September 2022	<ul style="list-style-type: none"> • Covid-19 Business Recovery Update • Sewerage infrastructure and discharge within Rushcliffe
4 January 2023	<ul style="list-style-type: none"> • UK Shared Prosperity Fund •
8 March 2023	<ul style="list-style-type: none"> • •

Work Programme 2022-23 – Communities Scrutiny Group

	Items / Reports
21 July 2022	<ul style="list-style-type: none"> • Sports Development in Rushcliffe • Access Agreement – Canals and Rivers Trust
6 October 2022	<ul style="list-style-type: none"> • Council's External Communications Strategy • Customer Access Strategy
19 January 2023	<ul style="list-style-type: none"> • Establishment of a Youth Council • Corporate Enforcement Policy
16 March 2023	<ul style="list-style-type: none"> • Carbon Management Plan • Environment Policy

ACTION SHEET

Minute Item	Action	Officer Responsible
	To discuss the Group's comments about the timing of the Youth Council item and the wider work programme with the Service Manager Neighbourhoods and to report back to the next meeting of the Corporate Overview Group.	Service Manager Corporate Services
	To arrange a separate workshop for Councillors to discuss 'Alternative Energy Sources' so as to feed into the policy development process.	Service Manager Corporate Services

The meeting closed at 8.03 pm.

CHAIRMAN



Corporate Overview Group

Tuesday, 6 September 2022

Health and Safety Annual Report

Report of the Director - Neighbourhoods

1. Purpose of report

- 1.1. Attached to this report is the Council's Health and Safety Annual Report which provides a summary of the Council's occupational health and safety performance during the period 1 April 2021 to end March 2022.
- 1.2. The Annual Report is structured in such a way as to reflect Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last year. It also sets out training programmes delivered, provides numerical and statistical data and the proposed health and safety objectives for the year.
- 1.3. A presentation will be delivered to Corporate Overview Group which will highlight the main points to consider within the report.

2. Recommendation

It is RECOMMENDED that the Corporate Overview Group:

- a) considers the detailed information contained within the Annual Health and Safety Report
- b) endorses the proposed health and safety objectives for 2022/23 as set out in Paragraph 4.1

3. Reasons for Recommendation

- 3.1 Best practice suggests all organisations produce and publish an Annual Health and Safety Report.
- 3.2 Setting health and safety objectives ensures focus on delivering the health and safety aims for the Council.

4. Supporting Information

Details are contained within the Health and Safety Annual report attached at Appendix One. This includes the following objectives which have been set for 2022/23.

- Review and update the Violence at Work policy
- Health and Safety Audit of Streetwise to ensure adequate compliance is in place prior to its return to the Council
- Improve on e-learning compliance rates by re-enrolling staff on relevant courses
- Ensure risk assessments are reviewed by managers in a more timely manner
- Continue to deliver appropriate workplace health initiatives in line with employee's needs

5. Risks and Uncertainties

There are no Risks and Uncertainties to consider in relation to this report.

6. Implications

6.1. Financial Implications

The delivery of the health and safety annual plan and compliance with health and safety legislation is funded as part of the Council's annual budget.

6.2. Legal Implications

The effective organisation and delivery of the Council's arrangements for health and safety is important to ensure compliance with relevant legislation.

6.3. Equalities Implications

There are no equalities implications

6.4. Section 17 of the Crime and Disorder Act 1998 Implications

This report advises on the health and safety controls that have been implemented within the authority and does not have any negative implications on community safety.

7. Link to Corporate Priorities

Quality of Life	Health and Safety supports the quality of life of both employees and members of the public whilst using our services
Efficient Services	Health and safety objectives are to ensure all residents have access to high quality and safe services and facilities
Sustainable Growth	N/A
The Environment	Good compliance with health and safety legislation will have a positive impact on protecting the local environment.

8. Recommendation

It is RECOMMENDED that the Corporate Overview Group:

- a) considers the detailed information contained within the Annual Health and Safety Report
- b) endorses the proposed health and safety objectives for 2022/23 as set out in Paragraph 4.1

For more information contact:	Dave Banks – Director Neighbourhoods dbanks@rushcliffe.gov.uk
Background papers available for Inspection:	None
List of appendices:	Appendix One: Health and Safety Annual Report 2021/22

This page is intentionally left blank

HEALTH AND SAFETY ANNUAL REPORT

April 2021 to end March 2022

1.0 INTRODUCTION

- 1.1 This annual report sets out the Council's occupational health and safety performance during the twelve month period 1 April 2021 to 31 March 2022. As with previous reports it is split into a number of sections highlighting the key issues. It also sets out new policies which have been implemented as part of the control measures within the corporate health and safety framework.
- 1.2 Furthermore the update provides an indication of the effectiveness and success of the health and safety control measures the Council has in place with evidence showing training delivered, progress towards meeting health and safety aims and objectives and the number of accidents recorded.

2.0 HEALTH AND SAFETY RESOURCE REVIEW

Due to a restructure of the HR Team the health and safety advisor function has been reviewed and it has been recognised that additional resource is required to support the delivery of the proactive areas such as audits, inspections and policy reviews. A service level agreement has been agreed with Bolsover District Council who currently have a team of five advisors. The Strategic HR Manager will work closely with the Bolsover Team to ensure effective support from Bolsover as and when required.

3.0 HEALTH AND SAFETY AUDIT

BDO carried out an internal audit of health and safety in March 2022. Although this audit will be reported on separately, the conclusions from the report are as follows.

Our review noted that there are number of good areas of practice at the Council regarding health and safety. These areas include the reviewing of health and safety policies, the defining of roles and responsibilities in the management framework and the clear reporting groups for health and safety.

However, areas for improvement were identified during the review. These findings relate to the training rates for Display Screen Equipment, asbestos and legionella and the need for refresher training for the latter two. Further, there is a need for more frequent monitoring of actions identified in risk assessments and a more consistent process of review in Pentana which has led to moderate assurance being provided over both the design and operational effectiveness of controls in place regarding the management of health and safety within the Council.

4.0 KEY ACTIVITIES

4.1 COVID-19

There has been a continued increased workload with respect to health and safety implications of COVID across the authority in this twelve month period. Ongoing changes to government guidance has been challenging to ensure compliance and safety for both our staff and the public using our facilities. Below is a summary of some of the actions.

Requirement	Action
Maintaining delivery of key services	Support and advice to managers to ensure we could continue to deliver priority services
COVID restrictions alternating between work from home and lifting of restrictions	Ensuring work from home was adopted across the organisation for all staff where practical and implementing appropriate controls and safe working practices for those that could not work from home. Alterations to work and workspaces when restrictions within workplaces was lifted
COVID Risk Assessments	Ensuring COVID risk assessments reviewed and updated in line with current restrictions
Guidance Documents	Regular review and update to reflect current government guidance
Support documents	Regular review and update
PPE	Monitoring stock levels and ensuring availability for all staff requiring it
Maintaining high levels of cleanliness and hand sanitisation	Ensuring sufficient cleaning equipment and hand sanitisation continued to be provided at all sites
Isolating and Positive case management	Liaising with managers and employees to support them with isolation requirements and reporting workplace positives to Track and Trace as and when required
Employee wellbeing	Regular updates to staff and support networks in place. Individual COVID risk assessments where required

4.2 Policy Review

The Council has a programme of policy review and implementation to support effective health and safety management. Due to the COVID pandemic the review programme was delayed whilst priority was given to developing new guidance documents, safe working procedures and risk assessments to ensure our staff were supported as they continued to provide Council services throughout the pandemic.

The review programme was able to commence in quarter 4 and the following policies were reviewed and updated:

- Accident Reporting Policy
- Asbestos Policy
- COSHH Policy
- First Aid Policy
- Hand Arm Vibration Policy
- Work at Height Policy
- Mobile Phone Policy
- Noise at Work Policy
- Risk Assessment Policy
- Provision and Use of Work Equipment Policy
- Young Person and Work Experience Policy
- Manual Handling Policy
- Lone Worker Policy

The significant work on policies has resulted in only one health and safety policy requiring a review and update, the Violence at Work Policy. The rest have all been reviewed within the last 3 years.

4.3 Training

Health and safety training needs are identified in a number of ways including Personal Development Reviews (PDRs), regular one to ones, team meetings and through the Executive Management Team. The Health and Safety Advisor also ensures that training is consistent with our duties and legal responsibilities.

Training provision has been difficult through the pandemic, with some being completed virtually where possible and other training delivered face to face in a COVID secure way. However, some none-urgent training may have been postponed depending on training providers and individual team priorities.

The following health and safety training was organised through Human Resources in the last 12 months.

Table of Staff Training

Course Subject	Number of Staff attended	% of those requiring training who have been trained	Outcome/impact
Fire safety Training e-learning	173* (173 total)	83%	Refresher training for staff on fire safety issues. There are 208 employees who have access to the e-learning.
Display Screen Equipment e-learning	34* (95 total)	46%	On-line training and assessment of computer workstations. 208 employees have been given access to the e-learning. New course went live in March 2020
Legionella awareness e-learning	2* (3 total)	9%	This training is for all staff who need to be aware of the risks of Legionella within the workplace. 37 staff require this training. 95% of required staff have completed the training but the course went live in March 2018 therefore a majority of staff completed the training more than 3 years ago which is a suggested refresher timeframe
Asbestos awareness e-learning	2* (6 total)	14%	This training is for all staff who need to be aware of the risks of Asbestos within the workplace. 42 staff require this training. 88% of required staff have completed the training but the course went live in March 2018 therefore a majority of staff completed the training more than 3 years ago which is a suggested refresher timeframe

Manual handling e-learning	21* (185 total)	89%	Basic manual handling awareness for low risk staff. 208 employees have been given access to the e-learning package.
Working at Height e-learning	6* (35 total)	97%	36 employees have been requested to complete this training due to their job role

* this figure shows the number trained in this 12 month period, the figure in brackets shows the cumulative total within the last three years.

4.4 The above training is also supported by significant on the job training within all Service Areas but in particular at the higher risk Depot site. Training at the Depot is delivered in a number of ways including tool box talks which are brief practical sessions for employees on site. Other types of training also include for example robust induction training specific to the job role, tasks and equipment used, and driver training. The ultimate aim of the training is to ensure that the job is carried out in the correct safe manner to reduce accident rate

4.5 A recent upgrade to the e-learning system now enables automatic reminders to be sent to employees when training is due and also copies in their manager when training is overdue. This upgrade is having an improvement on completion figures. Legionella and Asbestos modules need to be reviewed and relevant employees re-enrolled to ensure compliance with refresher training every 3 years.

4.6 Meetings of Health and Safety Groups

The Council has in place a number of health and safety groups to ensure that health and safety is discussed at relevant levels within the organisation.

Meeting	Frequency of meetings	attendees
Corporate Health and Safety Group	Six monthly	Executive Management Team
Employee Health and Safety Group	six monthly 26 May 2021	Director Neighbourhoods, Strategic HR Manager, 8 workplace representatives
Legionella, Asbestos and Tree Management Group	6 monthly 23 June 2021 15 December 2021	Director Neighbourhoods Relevant managers Strategic HR Manager

4.7 Health and Safety is also an area of discussion in staff one to one's and performance development reviews.

4.8 In the last year the meetings detailed above have enabled consideration to be given to a number of issues including training, occupational health, accident statistics, legislation and policy update and service area feedback.

4.9 Occupational Health

The Council are supported by an external Occupational Health provider who are utilised to provide a host of occupational health packages. Within the last twelve months the services that they have provided specifically relating to health and safety issues have included:

	Attendance numbers Apr 2021 to end March 2022	Comment
Pre-employment medicals	48	All new employees are assessed through a pre-employment questionnaire prior to commencing their role with the Council
Medical examinations	1	To support with sickness absence or managing medical condition in the workplace
Other Occupational Health referrals	9	These could be telephone consultations
HGV Driver medicals	1	

4.10 Flu injections - Staff were asked to source their own flu injections where possible and to claim the cost back. More staff were entitled to flu vaccination through the GP due to changes in age categories and risk groups.

4.11 Workplace Health

Workplace Health Champions have been involved in a number of promotional activities for staff across the sites including:

- Cycle to Work
- Joined the Midlands Engine Mental Health and Productivity Pilot
- Commencement of a Book club
- Men's health week
- Lunchtime mindfulness sessions
- Pilates sessions for staff
- Know your numbers event at the Arena
- Nutrition and Hydration week
- Regular mental health updates including Time to Talk day

5.0 PROGRESS TOWARDS ACHIEVING HEALTH AND SAFETY GOALS

5.1 At its meeting on 20 July 2021 the Corporate Overview Group supported the following health and safety goals. These were previously set by the Council's Executive Health and Safety Group and are monitored and reviewed by them. Progress is set out below.

H&S Goal	Target date	Action to date	Target met?
Continue to monitor and review the effectiveness of COVID-secure measures across the Council	End March 2022	Monitoring of positive cases and reporting to employer hub. Limited evidence of COVID	Yes

		spread through work activity. Supporting staff with isolations. Feedback from staff on working back in the office. Supporting staff with wellbeing and individual covid risk assessments where appropriate	
Review and update all health and safety policies that have not been reviewed in the last 3 years	End March 2022	All completed with the exception of the Violence at Work policy which will be completed in Qtr 1	Completed with exception of 1
Complete a health and safety audit Fountain Court	End December 2021	To be completed by Bolsover as part of agreement	No
Deliver workplace health initiatives in line with Workplace Health Gold award	End March 2022	Significant activity on workplace health has continued throughout the year	Yes

6. PERFORMANCE

6.1 Accident report forms completed

Corporately the number of accident report forms completed by employees and agency staff within the six month period is set out in the following table:

Accident report forms completed

Establishment figure head count	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22
	340	338-303*	291	285	275	266	257	259	257
Depot	34	19	24	18	15	10	10	14	14
Arena (Civic)	5	4	2	2	3	2	2	0	0
Community Contact Centre	1	1	1	1	0	0	0	0	0
Community Facilities	2	1	1	1	1	5	0	2	4
Total	42	25	28	22	19	17	12	16	18
Incidence rate	123	73	96	77	69	64	47	62	70

*The establishment figure dropped from 338 to 303 from 1st September with the move of Streetwise.

6.2 The table above shows that the number of accidents to employees/agency staff has increased slightly compared to last year but has remained consistent with the previous few years.

6.3 The Incidence Rate shows the number of accidents per 1000 employees. This is calculated by the number of accident forms completed, divided by number of employees, multiplied by 1000. The HSE use this formula to compare businesses accident rates, however they only look at number of reportable accidents under RIDDOR and not accident forms completed.

6.4 *Accident reports by type*

The table below sets out the accident figures by type.

Accident Report Forms by type

	2013 /14	2014 /15	2015 /16	2016 /17	2017 /18	2018 /19	2019 /20	2020 /21	2021 /22
Struck by Moving Object	8	4	9	4	5	3	2	4	5
Strike against fixed object	5	1	5	6	2	1	4	0	2
Slip / Trip / Fall	9	11	4	5	9	5	4	5	8
Manual Handling	12	6	8	7	3	3	2	6	3
Animal attack (e.g. dog)	3	2	0	0	0	5	0	1	0
Other (Shock/Contact with liquids)	5	1	2	0	0	0	0	0	0
Total	42	25	28	22	19	17	12	16	18

6.5 Key points to consider from the figures presented in this table are:

- Slip/trip/fall accidents have increased this year but remain low
- Manual handling accidents have returned to a lower level comparable with previous years prior to 2020/21

6.6 *The number of employee days lost due to accidents*

	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
Number of days lost	38	102	262.5	77	161	99	39	15	26

6.7 The number of days off as a result of an accident at work remained low in comparison with previous years with the exception of last year which was extremely low. The number of days absent has fluctuated significantly over the past few years. The average annual figure over the last nine years equates to 91 days. You will see from the table in 6.8 below that there were only 4 accidents resulting in time off from work, with one accident accounting for a majority of the absence.

6.8 The following table shows the incident and injury type for those accidents which resulted in time lost.

Incident Type	Injury type	Location	Time lost in days
Strike against fixed	Cut head	R2Go	2
Slip, trip, fall	Sprain ankle	Facilities	20
Slip trip fall	Twisted ankle	RCP	1
Manual handling	Strain to leg	R2Go	3
Total			26

6.9 *The number of RIDDOR injuries, illnesses and dangerous occurrences involving Council employees*

In the 12 month period 1 accident was reported to the Health and Safety Executive as required by the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) legislation. This is the same as the previous year.

6.10 *The number of health and safety enforcement notices*

There have been no visits by the Health and Safety Executive (HSE) or the Fire Service within this 12 month period. There have not been any enforcement notices served on the Council.

7. THE COUNCIL'S WIDER ROLE IN HEALTH AND SAFETY

7.1 The Council has health and safety duties to persons not in its employment, for example members of public visiting our sites. The risk assessment process and management of the Council's services ensures that risks to the public and contractors are assessed at the same time as the risk to our employees.

7.2 Actions we've taken as a Council to reduce risks to members of public when visiting our premises and also to those involved in activities with Council staff include:

- COVID control measures in place at all our sites in line with current government guidance
- Water risk assessments have been completed at sites across the Borough
- Fire risk assessments completed and in place for all Council occupied buildings
- Legionella risk assessments have been reviewed and updated for all appropriate sites
- Asbestos surveys completed and management plans in place
- The gritting of car parks during periods of inclement weather to ensure safe access to the public
- Scheduled inspections of play equipment at parks

7.3 The proactive actions outlined above help to reduce and manage risk at Council sites and venues. Furthermore they assist in maintaining low accident statistics for the public and contractors in comparison with the volume and numbers of people involved. The table below set out these figures and provides a previous year comparison.

	2013/ 14	2014/ 15	2015/ 16	2016/ 17	2017/ 18	2018/ 19	2019/ 20	2020/ 21	2021/ 22
Member of Public	10	15	25	10	2	7	16	1	4
Contractor	0	1	1	0	0	0	0	0	0

8. CONCLUSION

8.1 The information reported in relation to the management of health and safety indicates that figures for number of accidents to employees/agency staff has remained consistently low. This is also reflected in the low level of days absent from work as a result of an accident whilst at work. However this figure does fluctuate greatly from year to year but has remained low for the last three years. Within this 12 month period, only 4 accidents resulted in time off from work. As always, employees are encouraged to return to work and this can be helped by the use of the fit note process by the GP which allows employees to return to work earlier on phased return and/or with adaptations to duties.

Significant progress has been made this year on completing the health and safety objectives set at the beginning of the financial year, in particular the review and update of policies.

The audit by BDO highlighted the reduced training rates for three of the health and safety courses and the need to improve on the monitoring of risk assessments which are recorded on Pentana (the Council's risk system)

In order to ensure continuing development in health and safety policies and practice the following objectives have been determined for the forthcoming year. These objectives have been identified by giving due regard to the issues highlighted in the report.

- Review and update the Violence at Work policy
- Health and Safety Audit of Streetwise to ensure adequate compliance is in place prior to its return to the Council
- Improve on e-learning compliance rates by re-enrolling staff on relevant courses
- Ensure risk assessments are reviewed by managers in a more timely manner
- Continue to deliver appropriate workplace health initiatives in line with employee's needs

This page is intentionally left blank



Corporate Overview Group

Tuesday, 6 September 2022

Finance and Performance Management Quarter 4

Report of the Director – Finance and Corporate Services

1. Purpose of report

- 1.1. This report outlines the year-end position in terms of financial and performance monitoring for 2021/22.
- 1.2. The draft Statement of Accounts has been prepared and was published on 31 July 2022.
- 1.3. The statutory deadline for approval of the accounts has been extended as a result of the Covid-19 pandemic, to publication of the draft financial statements 31 July 2022, with approval of the audited statements by 30 November 2022. Despite the additional work pressures as a result of Covid-19, the draft accounts were produced and approved in line with the statutory deadline.
- 1.4. With regards to the revenue budget this shows an overall revenue efficiency position of £0.211m (having taken into account movements to reserves and the need for carry forward amounts to meet various service pressures and risks).
- 1.5. The capital programme shows an overall underspend position of £10.946m consistent with reporting during the year. This is mainly due to larger schemes such as the Crematorium and Bingham Leisure Hub due to complete later in 2022/23.
- 1.6. The current progress of tasks in the Corporate Strategy 2019-23 is shown in **Appendix D** and performance measures within the Corporate Scorecard in **Appendix E**.

2. Recommendation

It is RECOMMENDED that the Group notes:

- a) the 2021/22 revenue position and efficiencies identified in **Table 1**, the variances in **Table 2** and the carry forwards and appropriations to reserves in **Appendix E**;
- b) the other changes to the earmarked reserves as set out at **Appendix B**;
- c) the re-profiled position on capital and the capital carry forwards outlined in **Appendix C**;

- d) the updates on the Special Expenses outturn at paragraph 4.12 and in **Appendix D**; and
- e) considers whether scrutiny is required for identified performance exceptions.

3. Reasons for Recommendation

- 3.1. To demonstrate good governance in terms of scrutinising the Council's on-going performance and financial position.

4. Supporting Information

- 4.1. The Council is required to categorise its income and expenditure as either revenue or capital. The General Fund account deals with the Council's revenue income and expenditure, where spend is incurred on day-to-day expenditure or on items used within the year. Capital income and expenditure is included in the Capital Programme. The Financial Outturn, for both Revenue and Capital, is presented below.

Financial Monitoring – Revenue

- 4.2. The net revenue position in Table 1 below shows a transfer to reserves of £1.452m (originally planned to be a transfer from reserves of £3.787m (adjusted up to £4.767m to reflect carry forward commitments) a significant net increase of £6.2m. The approved budget reflected a temporary reduction where it was expected that the legacy impact of Covid would remain, however as reported throughout the year performance has been resilient in the face of ongoing financial challenges. This has resulted in a surplus in the year. In-year savings and service efficiencies (some of which are to be carried forward) combine to a net revenue surplus of £1.662m. The main variances are shown in Table 2. Other variances consist of National Non-Domestic Rates (NNDR) income £4.4m consisting of Covid Additional Relief Fund (CARF) grants (related to additional Covid reliefs) of £4m and the net transfer from the Nottinghamshire NNDR Pool of £0.38m. The additional funds received for NNDR and CARF reliefs will be transferred to the Collection Fund Reserve, the balance to be released in 2022/23 and 2023/24 to offset the deficit arising in later years (amounting to £3.2m). The balancing and reconciling of these balances add extra complexity to the closure of accounts process. The £1.254m of 'grant spent charged to revenue' reflects Covid grants paid out with the grant income received hence the additional £1.372m on this line.

Table 1: Main Items Impacting on Current Revenue Budget

	Original Budget excluding Recharges £'000	Revised Budget £'000	Revised Outturn	Revised Variance
Chief Execs	2,055	1,956	1,808	(148)
Development and Economic Growth	6	197	(36)	(233)
Finance & Corporate	4,292	4,563	3,753	(810)
Neighbourhoods	6,920	7,374	6,903	(471)
Sub Total	13,273	14,090	12,428	(1,662)
Capital Accounting Reversals	(1,768)	(1,768)	(1,768)	0
Minimum Revenue Provision	1,074	1,074	1,074	0
Total Net Service Expenditure	12,579	13,396	11,734	(1,662)
Grant Spent charged to revenue	0	0	1,254	1,254
Grant Income (including New Homes Bonus & rsg)	(2,762)	(2,599)	(3,971)	(1,372)
Business Rates (including SBRR)	(2,820)	(2,820)	(7,264)	(4,444)
Council Tax	(7,255)	(7,255)	(7,255)	0
Collection Fund Deficit	4,045	4,045	4,050	5
Total Funding	(8,792)	(8,629)	(13,186)	(4,557)
Net Transfer to/(-)from Reserves	(3,787)	(4,767)	1,452*	6,219
Carry forward requests (Appendix E)				(845)
Reserves required				(5,163)
Net Surplus after c/fs and reserve transfers				211

*Of the £1.452m transfer to reserves £0.242 is required for Capital resources – Net transfer to reserves is £1.210m.

4.3. The above table shows a positive outcome in what has been another challenging year. Service efficiencies and prudent budgeting for Covid losses has mitigated the overall impact and the improved outturn position enables the Council to continue to achieve its corporate objectives and support any future budget deficit position arising from future issues (particular given the current economic issues with inflation increases). A number of transfers were agreed by Cabinet 8 March 2022 which are included in the final carry forwards totalling £6m (paragraph 4.10) and shown in Appendix E. The remaining surplus of £0.211m will be transferred to the Organisation Stabilisation Reserve to support future financial pressures.

4.4. At the end of 2019/20 the Council's Treasury Investments had been negatively impacted by the pandemic and had suffered a reduction in value. This improved during 2020/21 with values almost recovering to pre-pandemic levels. As at 31 March 2022 the value of the investments now shows an increase in value of £0.173m. This movement has been credited to the revenue account in accordance with statute and reversed through reserves

and therefore does not affect the bottom-line revenue position. As expected for assets held over a long period, there is still a risk that these values can fluctuate in response to market conditions, particularly with the continued uncertainty brought about by the war in Ukraine and inflation increases. The statutory override (allowing the reversal of price fluctuations through reserves) is due to expire on 31 March 2023 after which any movements will affect the general fund. The position on the investments at the time of writing shows that balances have now again reduced. In order to mitigate any potential impact on the general fund after March 2023 £0.2m is to be appropriated to reserves. The position will be closely monitored and if necessary recommendation to withdraw from the funds will be reported to Cabinet and Governance Scrutiny Group as part of ongoing monitoring of the Council's Treasury Management position.

4.5. At documented at **Appendix A**; the financial position to date reflects a number of positive variances totalling £2.1m (plus other minor variances of £0.4m) These include:

- Interest receipts (£0.215m);
- saving on contingency (£0.267m);
- EGC feasibility Study £0.25m);
- Planning Income (£0.4m), and
- Car parking receipts (£0.143m)

There are several adverse variances totalling £0.861m. The majority of the adverse variances arise from additional costs of waste collection in relation to overtime and agency (£0.173m Covid related) fuel and vehicle repairs (£0.161m) and planning agency costs (£0.234m). Many of these have been reported to Cabinet in previous update reports. Table 2 below summarises the key variances.

Table 2: Main Items Impacting on the Current Revenue Budget

Adverse variances	Main Variances	£'000
Employee Expenses	Planning staff and Depot agency and overtime	403
Supplies & Services	Econ Dev and Env Health (spending of grant) and additional costs of Bed and Breakfast due to social distancing	256
Transport Related Expenses	Vehicle repairs and hire and increased costs of diesel	167
Premises Related Expenditure	Responsive Works Open Spaces and Footpaths	35
Total		861
Favourable variances	Main Variances	£'000
Capital Financing Costs	Borrowing costs not incurred	(45)

Employee Expenses	Vacancies in Economic development and Revenues and Benefits	(62)
Income	Planning income, investment income, grant income (offsetting expenditure) and car parking	(1,260)
Premises Related Expenses	Utilities (to be carried forward)	(84)
Supplies & Services	EGC feasibility study and contingency not required	(593)
Third Party Payments	EGC improved performance	(70)
Total		(2,114)
Other Minor variances		(409)
Total Variances		(1,662)

Business Rates

- 4.6. The Council ensured that applicable business rates reliefs were applied, including Covid related reliefs, resulting in 1,118 businesses benefitting from over £6.069m of additional rates relief.
- 4.7. The Council has also administered a number of grants to support the local economy and these were referenced in the Covid update report to Cabinet in May 2022. Some funding was carried forward from 2020/21 and has either been spent in the year or returned. Total grants amounted to £10.8m with £6.5m (including £106k of RBC funded grants) paid to businesses (60%). Grant underspend is generally a result of the Council receiving more resources than it needed (given the Government, when estimating resources, did not know the level of demand). These largely relate to mandatory grants which the Council has no control over in terms of the criteria for award.

Test and Trace

- 4.8. During 2020/21 and 2021/22, the Council helped to help support individuals who were self-isolating and on low incomes and cannot work from home with £500 payments from government funding. The scheme ended on 6 April 2022 although funds may still be distributed after this date to eligible applicants. 533 payments have been made totalling £0.265m (as at 31 March 2022).

Reserves

- 4.9. There are a number of movements in revenue reserves largely agreed as part of the budget setting process and budget monitoring for 2021/22. A net transfer to earmarked reserves of £1.210m comprises: £1.452m transferred to reserves from revenue less £0.242m reserves used for capital. The overall net movement on revenue reserves are detailed at **Appendix B**. The key points to note are:

- There are a number of 'transfers out' or use of reserves totalling £6.909m including: £1.074m from the New Homes Bonus reserve,

which is used to offset the Minimum Revenue Provision (MRP) arising from internal borrowing to fund the Arena and Cotgrave Masterplan.

- £1.663m is transferred out from the Organisation Stabilisation Reserve. £0.91m released to meet revenue 2019-20 carry forward commitments and £0.75m to meet the budgeted revenue deficit.
- Transfer of £4m to meet the collection fund deficit.
- There are a number of 'transfers in' totalling £8.36m that increases reserves. Significant items comprise: £1.6m New Homes Bonus receipts; £1.87m net efficiencies and Covid related grants; Collection fund surplus £3.2m relating to reimbursement of additional reliefs given to businesses in 2021/22, net £0.091m to support increased planning service delivery challenges and creation of a £1m Vehicle Replacement Reserve approved as part of the MTFs by Full Council.
- The New Homes Bonus (NHB) Reserve balance of £8.979m is largely earmarked to fund internal borrowing in relation to capital projects such as the Arena and Cotgrave Masterplan.
- The Collection Fund Reserve balance of £5.14m is earmarked to offset the business rates deficit in 2022/23 of £1.8m and in 2023/24 of £3.2m.
- The Organisation Stabilisation Reserve Balance of £3.994m will partly be used to fund the carry forwards of £0.845m (Appendix E). This includes the potential impact of reduced income due to delays in the Bingham Hub and the Crematorium.
- The Climate Change Reserve (£0.8m is to be topped up to £1m in 2022/23) will support projects in 2022/23 and beyond that contribute to the Council's ambitions to become carbon neutral. Projects are assessed on an individual basis and recommendations made to fund from the reserve will be presented to Cabinet. Projects currently in the pipeline include Bingham Arena and the Crematorium (both of which incorporate energy efficiency and carbon reduction measures) and the West Bridgford Infrastructure project. During 2021/22 the Council has delivered projects for energy efficiency lighting, Electric Vehicle Networks and Local Authority Delivery (LAD) green energy grants however as these projects were fully funded by grants there is no recourse to draw from the reserve in 2021/22.
- Overall, whilst the level of Earmarked Reserves is a healthy £23.575m, there are risks going forward in terms of the continuing financial pressures from inflationary and pay increases, uncertainty regarding Fairer Funding and Business Rates systems and further reductions and commitments from reserves to capital projects. This includes the repayment of internal borrowing for the Arena and Cotgrave Masterplan, which was reliant on NHB receipts and these are predicted to cease at the end of 2022/23.
- The General Fund balance of £2.604m accords with the Council's approved Medium Term Financial Strategy.

Revenue carry forwards and Reserve Commitments

- 4.10. The Council is committed to growing the Borough, ensuring it maximises available opportunities, particularly linked to the impact of both growth and the economic recovery of the borough, following the pandemic. In addition there

is additional anticipated one-off cost pressures to facilitate the transfer of the Streetwise Grounds Maintenance function to an in-house model and costs associated with the upgrade of the Council's website. Appropriations from reserves in 2022/23 (from 2021/22 efficiencies) for both supporting the recovery process and delivery of the Council's priorities are shown in **Appendix E**.

Financial Monitoring – Capital

- 4.11. The year-end Capital Programme provision totalled £27.222m (see Table 3 and Appendix C). Actual expenditure in relation to this provision totalled £16.276m (54% of the budget) giving rise to a variance of £10.946m, £10.710m of which is to be carried forward. This position is as expected and as reported throughout the year. Significant commitments have been made with regard to Bingham Hub and The Crematorium. Re-profiling of these schemes has been required due to supply chain issues and the residual impact of Covid. The wider issues surrounding the Covid pandemic has impacted upon the delivery of some of the schemes and a decision was taken to defer those which would pose no immediate Health and Safety Risks (some leisure centre and investment property enhancement works). Bingham Hub and the Crematorium will be completed in 2022/23 with both opening in the early autumn.

The main variations are as follows:

- Bingham Leisure Hub and Offices £5.673m – to meet expenditure in line with projected cash flow in 2022/23;
- The Crematorium £2.973m – to meet build and equipment costs in 2022/23.
- Cotgrave Regeneration Scheme Phase II £0.378m – 21/22 works primarily completed with this saving. It is proposed to re-allocate £0.2m of the saving to support the revised expected costs of Rushcliffe Country Park enhancement works to be carried out in 2022/23.
- LAD2 Green Energy Grants £0.407m – carry forward as the deadline for completion of works has been extended to 30 June .2022,
- IT Systems underspend of £0.233m – of this £0.133m to be carried forward to meet commitments; £0.1m budget efficiencies are as a result of the Skype for Business Office Migration.
- Streetwise Loan £0.150m – not drawn down, to be carried forward in contingency to support any emerging capital costs of Streetwise insourcing.

Appendix C highlights the main variances and summarises the carry forward amounts (£10.710m); efficiency savings (£0.316m); overspends (£16k); and acceleration (£64k). Details of variances can be found on **Appendix F**.

Table 3 Capital Summary

EXPENDITURE SUMMARY	Current Budget £000	Actual £000	Variance £000
Development and Economic Growth	21,078	11,928	(9,150)
Neighbourhoods	5,328	4,121	(1,207)
Finance & Corporate Services	610	227	(383)
Contingency	206	0	(206)
	27,222	16,276	(10,946)
FINANCING ANALYSIS			
Capital Receipts	(8,092)	(7,787)	305
Government Grants	(3,360)	(2,156)	1,204
Use of Reserves	(399)	(242)	157
Grants/Contributions	(530)	(523)	7
Section 106 Monies	(3,841)	(3,068)	773
Borrowing	(11,000)	(2,500)	8,500
	(27,222)	(16,276)	10,946
NET EXPENDITURE	-	-	-

4.12. Appendix D shows the Outturn position on the Special Expenses budget. Budgets within the Special Expenses area have been impacted by Covid for part of the year with community facilities losing income and Gresham being used as a vaccination centre. These losses are included in the Council services overall net budget surplus of £1.662m (see Table 1). The Special Expenses outturn budget deficit for West Bridgford is £0.037m. This deficit is net of a proportion of Covid Government funding received by the Council as reimbursement for lost sales, fees and charges income in relation to quarter one only. The total net deficit as at 31 March 2022, is £0.124m comprising of an opening deficit of £0.087m and the in year deficit of £0.037m. The budgets are set using estimates and the timing of expenditure can result in variances against the budget and has resulted in the £0.087m deficit. The budget going forward will aim to ensure deficits are recovered.

COVID-19 ongoing impact and other factors

4.13. The Council's leisure providers have been reporting an improvement in usage throughout the year. Whilst footfall is slightly below pre-pandemic levels the performance overall is in line with the budget projections. However, with the recent increase in energy bills, wages (particularly affected by the increase in National Living Wage) and recent opening of a budget gym financial

challenges remain for 2022/23 and beyond. Such challenges are not unique to Rushcliffe and is effecting the whole of the leisure sector.

- 4.14. The NNDR surplus of £4.4m in Table 1 arises from S31 grant received in 2021/22 in advance due to the introduction of Covid Additional Relief Fund (CARF). This will be used to offset future collection fund deficits.
- 4.15. The 2020/21 Council Tax deficit reported in last years' accounts was £0.144m and as per statutory accounting arrangements was spread over three years (2021/22 to 2023/24). The charge to the 2021/22 accounts is therefore £48k which is offset by Council Tax Income compensation of £46k. The deficit relating to 2021/22 is £0.159m.
- 4.16. The Council has received a payment relating to April to June 2021 of £0.109m from the fees and charges income reimbursement scheme. A proportion of the reimbursement has been allocated to the Special Expense fund to support the lost income from closure of facilities in the West Bridgford area (see paragraph 4.12). Final reconciliations for the 2020/21 payments have been submitted bringing the total reimbursement received, since the scheme's inception, to £0.247m.

Financial Outturn Conclusion

- 4.17. The financial impact of Covid in 2021/22 was not as significant as anticipated, however new and emerging issues present significant financial challenges moving forward. The Comprehensive Spending Review and both the business rates revaluation and the Fairer Funding reviews (which have already been delayed twice) are now unlikely to take place before 2024/25. Cost pressures (such as inflationary increases and planning service demands) and uncertainty over government resource allocations will make financial planning even more challenging
- 4.18. The Council continues to drive efficiency and innovation and the Transformation Plan incorporates projects over the medium term that continually review Council processes. One such project is the in-sourcing of the Streetwise function planned autumn 2022/23 and it is anticipated that this will deliver efficiency savings in support of ongoing financial budget efficiencies.
- 4.19. A healthy position on reserves is necessary to insulate the Council against significant financial risks, enabling it to withstand short-term financial shocks. This is demonstrated by the Council's positive financial position in the aftermath of Covid-19; a position many other councils are not as fortunate to be in. A healthy reserves position is vital to the Council's financial resilience and enables the Council to deliver its corporate priorities to improve services and invest and grow the Borough and support its environmental objectives. A number of commitments, both revenue and capital, are identified in the report to be resourced from the improved reserve position, particularly linked to the Council's growth and improving the environment objectives.

- 4.20. The year-end Financial Statements are subject to audit by Mazars and will be considered by the Governance Scrutiny Group in November 2022.

Performance Monitoring – Strategic Scorecard

- 4.21. As a result of the COVID-19 pandemic in 2020-21 many indicators had no target set. The majority of these indicators have targets for 2021-22, however the lockdown measures were not removed until 19 July and it has taken some time for some indicators to recover to performance seen before the pandemic.
- 4.22. On a positive tone, there signs that usage of leisure and community facilities are returning to pre-pandemic levels. This trend has not ensured year-end targets were met; however, it does provide signs that the next financial year will show this improvement.
- 4.23. The number of performance exceptions is higher this year than in 2020/21 primarily due to the impact of results from the 3-yearly residents' satisfaction survey. These results were reported in quarter 2 and detailed comments are shown below in the appendix. Whilst the impact of the COVID pandemic had a significant impact on the everyday life of our residents, we were able to maintain our services.
- 4.24. Other positive performance in this quarter can be seen for fly-tipping which is significantly lower than in 2020-21. The number of cases recorded has fallen from 1,391 to 1,039. Increased proactive and investigatory work has seen an increase in fixed penalty notices and court action in order to stem the upward trend that is blighting the countryside nationally.
- 4.25. There are 11 indicators that have not met their targets in this year. The majority of these exceptions were reported at earlier in the year. Only one new performance indicator is an exception in quarter 4, LINS38 Robberies per 1,000 population. All exceptions have explanatory comments detailed in **Appendix G**.
- 4.26. The Corporate Strategy is a living strategy that is adapting to changing priorities. This means the Council will take advantage of emerging opportunities and removes tasks that have been completed to ensure it is reflective of the current position. One strategic task was completed last year, ST1923_21 Support the recovery of local businesses and communities from the impacts of COVID and has now been removed from monitoring. No new strategic tasks have added to this report this year.

Despite the significant impact on the services and resources of the council, financial resilience and hard work of its staff has ensured that the overall impact of the pandemic has been managed effectively and the authority remains in a good position to deliver major strategic projects planned in the Corporate Strategy 2019-23.

EFFICIENT SERVICES				ENVIRONMENT				
Strategic Tasks				Strategic Tasks				
2	2	0	0	2	2	0	0	
There are no task exceptions this quarter.				There are no task exceptions this quarter.				
Performance Indicators				Performance Indicators				
2	0	2	0	1	1	0	0	1
<p>Performance Exceptions:</p> <p>LIFCS16 Percentage of residents believing the council provides value for money</p> <p>LIFCS63 Percentage of residents satisfied with the variety of ways they can contact the Council</p> <p>Explanations are provided in Appendix G.</p>				There are no performance exceptions this quarter.				






QUALITY OF LIFE				SUSTAINABLE GROWTH				
Strategic Tasks				Strategic Tasks				
2	3	0	1	1	6	0	1	
<p>Task Exception:</p> <p>ST1923_01 Develop the Chapel Lane site in Bingham, including a new leisure centre, community hall and office space, by 2022</p>				<p>Task Exception:</p> <p>ST1923_18 Review Local Plan Part 1 – Core Strategy in partnership with Greater Nottingham Housing Market Area</p>				
Performance Indicators				Performance Indicators				
2	0	1	2	5	0	1	5	4

QUALITY OF LIFE	SUSTAINABLE GROWTH
<p>Performance Exceptions:</p> <p>LINS72b Percentage usage of community facilities</p> <p>Explanations are provided in Appendix G.</p>	<p>Performance Exceptions:</p> <p>LIDEG03 Percentage of non-major applications dealt with in 8 weeks or agreed period</p> <p>Explanations are provided in Appendix G.</p>

Further details and a key of symbols is shown in **Appendices F and G**.

Performance Monitoring – Operational Scorecard

The Council's operational business is also monitored and 38 measures make up the Operational Scorecard.

Operational Scorecard – Performance Indicators				
 21	 2	 7	 5	 3
<p>There are seven performance exceptions to report.</p> <p>LIDEG01 Percentage of householder planning applications processed within target times</p> <p>LIFCS61 Percentage of calls answered in 40 seconds</p> <p>LINS05 Percentage of residents satisfied with the cleanliness and appearance of parks and open spaces</p> <p>LINS19a Number of household waste collection (residual, dry and garden) missed twice or more in a 3-month period</p> <p>LINS26a Number of homeless applications made</p> <p>LINS31a Percentage of applicants within Bands 1 and 2 rehoused within 26 weeks</p> <p>LINS38 Robberies per 1,000 population</p> <p>These indicators have been identified as exceptions. Explanations are provided in Appendix G.</p>				

5 Risks and Uncertainties

- 5.1 Failure to comply with Financial Regulations in terms of reporting on both revenue and capital budgets could result in criticism from stakeholders, including both Councillors and the Council's external auditors.
- 5.2 The transfer of the net surplus to reserves will support the budget deficit created by additional business rates relief issued in 2021/22. Carry forward of budget efficiencies will assist the Council to meet its priorities to support and grow the borough. A healthy reserves position is essential to provide resilience against continued pressures and uncertainty from emerging risks such as the increase in inflation as referenced in paragraph 4.13.
- 5.3 During 2021/22 the Ratcliffe-on-Soar Power Station was successful in an appeal back dated to 2017. The liability of over £6m was largely absorbed by the appeals provision in the collection fund. The impact going forward is a reduction in retained rates from £2.9m to £1.6m with the Council's annual share approximately £0.5m. The MTFs continues to reflect this risk and the potential impact of the Freeport on business rates.
- 5.4 Following the successful appeal from the Power Station the proportion of the rates applicable to it has reduced and subsequently the risk has reduced. Furthermore, changes in Central Government policy influences Business Rates received and their timing, for example policy changes on small Business Rates relief.
- 5.5 There is a risk of further delays to the opening of Bingham Hub and the Crematorium and if further budget is required this will be included in our normal financial reporting arrangements to Cabinet and Corporate Overview Group.
- 5.6 The Council needs to be properly insulated against such risks hence the need to ensure it has a sufficient level of reserves, as well as having the ability to use reserves to support projects where there is 'upside risk' or there is a change in strategic direction. The Council continues to ensure it is financially resilient at this most difficult of times.

6 Implications

6.1 Financial Implications

Financial implications are covered in the body of this report with commentary on revenue (Sections 4.2 to 4.5), Business Rates (section 4.6) reserves (section 4.9), capital (section 4.11).

6.2 Legal Implications

There are no direct legal implications arising from this report.

6.3 Equalities Implications

None

6.4 Section 17 of the Crime and Disorder Act 1998 Implications

None

7 Link to Corporate Priorities

Quality of Life	Successful management of the Council's resources can help the Council deliver on its goals as stated in the Corporate Strategy and monitored through this quarterly report
Efficient Services	
Sustainable Growth	
The Environment	

8 Recommendations

It is RECOMMENDED that the Group notes;

- a) the 2021/22 revenue position and efficiencies identified in **Table 1**, the variances in **Table 2** and the carry forwards and appropriations to reserves in **Appendix E**;
- b) the other changes to the earmarked reserves as set out at **Appendix B**;
- c) the re-profiled position on capital and the capital carry forwards outlined in **Appendix C**;
- d) the updates on the Special Expenses outturn at paragraph 4.12 and in **Appendix D**; and
- e) considers whether scrutiny is required for identified performance exceptions.

For more information contact:	Peter Linfield Director - Finance and Corporate Services Tel: 0115 9148439 Email: plinfield@rushcliffe.gov.uk
Background papers available for Inspection:	Council 4 March 2021 – 2021-22 Budget and Financial Strategy Cabinet September 2021 – Revenue and Capital Budget Monitoring Q1 Cabinet December 2021 – Revenue and Capital Budget Monitoring Q2 Cabinet 8 March 2022 – Revenue and Capital Budget Monitoring Q3
List of appendices:	Appendix A – Revenue Variance Explanations Appendix B – Movement in Reserves

	Appendix C – Capital Variance Explanations Appendix D – Special Expenses Position Appendix E – Carry forward and reserve commitments Appendix F – Corporate Scorecard Appendix G – Operational Scorecard
--	--

This page is intentionally left blank

Revenue Variance Explanations (over £25k)

Service	Income / Expenditure Type	Reason	Projected Outturn Variance £'000
Depot & Contracts	Employee Expenses	Waste Collection - Overtime £21k and agency £121k	142
Depot & Contracts	Transport Related Expenses	Waste Collection - Repairs to aging vehicles £106k, Diesel £33k, Transport hire £28k	167
Economic Development	Supplies & Services	Contribution to feasibility study in relation to pedestrianisation of West Bridgford Town Centre	63
Environmental Health	Employee Expenses	Agency Staff covering sickness and backlogs caused by covid restrictions	27
Environmental Health	Supplies & Services	Covid Enforcement / Street Patrols £71k (offset by COMF income) Test and trace Grants £51k	122
Planning & Growth	Employee Expenses	Agency cover for vacancies and extra work covered by increased income from planning applications	234
Property Services	Premises	Responsive Works Open Spaces and Footpaths	35
Strategic Housing	Supplies & Services	Additional B&B accommodation expenditure due to social distancing requirements and government schemes targeting rough sleeping.	71
TOTAL ADVERSE VARIANCES > £25k			861

Service	Income / Expenditure Type	Reason	Projected Outturn Variance £'000
Community Development	Income	All weather pitch - Gresham	(26)
Depot & Contracts	Income	Car Parking £101k, Leisure profit share £64k, tanker £35k and recycling credits £39k	(239)
Depot & Contracts	Third Party Payments	Edwalton Golf Club, forecasting to break even - no fee payable	(70)
Depot & Contracts	Supplies & Services	Edwalton Golf Club Feasibility Study not required £270k (20k required carry forward IRO redevelopment works)	(270)
Economic Development	Employee Expenses	Vacancy and maternity	(30)
Environmental Health	Income	COMF grant income (£147k), Test & Trace income £51k	(198)
Financial Services	Capital Financing Costs	Savings from interest which would have been incurred on external borrowing	(45)
Financial Services	Income	Holding larger investment balances and the average rate of return on these balances is higher than budgeted for	(215)
Financial Services	Supplies & Services	Original contingency not required £267k. Decrease in bad debt provision £30k	(297)

Service	Income / Expenditure Type	Reason	Projected Outturn Variance £'000
Planning & Growth	Income	Income levels have increased to pre covid levels some of this income will fund extra staff costs needed to accommodate the extra work	(399)
Planning Policy	Supplies & Services	The local plan examination didn't go ahead	(26)
Property Services	Income	Costs recovered at The Point from previous tenant	(28)
Property Services	Premises	Spend on utilities unknown so £61k to be carried forward as best guess also £23k underspend reflects NNDR appeal	(84)
Revenues & Benefits	Net Income	Outturn rent allowances offset by housing benefits subsidy	(27)
Revenues & Benefits	Employee Expenses	Staff vacancies	(32)
Strategic Housing	Income	£27k COMF grant income, £69k Additional Homelessness Support Grant income, £32k Domestic Violence grant income.	(128)
Total Adverse Variances > £25k			(2,114)
Other Minor Variances			(409)
Total Variance			(1,662)

This page is intentionally left blank

Movement in Reserves

Movement in Reserves	Balance at 31.03.21	Transfers in	Transfers out	Balance at 31.03.22	Transfers in notes	Transfers out notes
	£000	£000	£000	£000		
Investment Reserves						
Regeneration and Community Projects	1,887	188	(178)	1,897	£48k Special Expenses Annuity Charges; £50k in year transfer for WB Play Areas Capital; £20k to Sinking Fund Hook Skatepark; £20k to sinking fund RCP skate park; £50k to sinking fund Gresham pitches	
Council Assets and Service Delivery	0	0	0	0		
Investment Properties	212	271	(57)	426	From Investment Properties income	
New Homes Bonus	8,420	1,633	(1,074)	8,979	Receipt in year	£1.074m to offset the impact of MRP
Invest to Save	0		0	0		
Corporate Reserves						
Organisation Stabilisation	3,786	1,871	(1,663)	3,994	£1.662m from in-year efficiencies to meet c/f and reserve appropriations	£753k budgeted general fund deficit plus £910k agreed carry forwards at Cabinet 13 July 2021
Climate Change	800		0	800		

Movement in Reserves	Balance at 31.03.21	Transfers in	Transfers out	Balance at 31.03.22	Transfers in notes	Transfers out notes
Collection Fund S31 Reserve	5,990	3,179	(4,024)	5,145	S31 Grant reimbursements for additional business rates relief in 21/22 to offset future deficits arising from timing differences	Planned release of grant to cover deficit in collection fund arising from additional reliefs in 20/21
Development Corporation	400	0	(70)	330		Transfer to revenue to cover expenditure incurred
Risk and Insurance	100			100		
Planning Appeals	349			349		
Elections	101	50		151	Agreed in year top-up of reserve	
Operating Reserves	0			0		
Planning	209	169	(78)	300	To support cost pressures	
Leisure Centre Maintenance	111		(7)	104		
Planned Maintenance	0			0		
Vehicle Replacement Reserve	0	1,000	0	1,000	Creation of Reserve agreed by Council 4.3.22	
TOTAL	22,365	8,361	(7,151)	23,575		
General Fund Balance	2,604			2,604		

Capital Programme Summary March 2022

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) AccelIn (A)	Notes
	£000	£000	£000	£000	£000	
DEVELOPMENT AND ECONOMIC GROWTH						-
Manvers Business Park Surface/Drain		10	10			Complete
Energy Efficiency LED Lighting Schemes		103	99	(4)	S	Works complete, small saving.
U10 Moorbridge Security 21-22		22	19	(3)		Works complete, small saving.
Colliers BP Enhancements		14	6	(8)	C	Opportunity to install new water supply pipework to mitigate liability issues, currently considering best options. £8k carry forward. £17k to be requested from Capital Contingency in 22/23.
Cotgrave Phase 2	570	547	169	(378)	S	21/22 works complete. Request to carry forward £200k of this to support RCP enhancements. Balance of £178k can be given up as a saving. £500k in 22/23 all of which will not be required. Some fit out and electrical works still to do. Potential water supply to Business Hub.
Bingham Leisure Hub	16,000	16,240	10,567	(5,673)	C	Re-profile against the programme due to supply chain issues and COVID. Balance to be carried forward to meet commitments in 22/23. A saving is anticipated and will be given up on completion of the project.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Manvers Business Park Roof Refurbishment	200					£200k has been deferred to 22/23.
Manvers Business Park Roller Shutters	100					£100k has been deferred to 22/23
Water Course Improvements	210	1		(1)	S	£60k has been deferred to 22/23; £1k saving.
The Point	150	50	10	(40)	C	Car Park Roller Shutter/Water ingress addressed 21/22. Carry forward balance to meet commitments in 22/23.
Bingham Market Place Improvements		68		(68)	C	Poor response to initial procurement. Scheme to be re-tendered on an open basis. Works now planned for Autumn. Provision needs to be carried forward to meet this commitment.
Bridgford Hall Enhancements		11	9	(2)	S	Works complete.
The Crematorium	6,500	4,012	1,039	(2,973)	C	Total provision including purchase of the land £8.5m. Works commenced. Potential cost pressures for materials and skilled labour. Final construction costs and fit-out expected in summer 22. £3m has already been deferred. Unspent provision to be carried forward.
	23,730	21,078	11,928	(9,150)		
NEIGHBOURHOODS						
Vehicle Replacement	730	587	563	(24)	C & S	3 Refuse Vehicles acquired. £22k Contingency allocation to buy BARTEC units to be carried forward. Balance remaining is a saving.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Support for Registered Housing Providers	500	237	301	64	A	Commitments: £160k for 10 units of affordable housing on Garage Sites Ph 2 (£80k paid); £44k for accommodation Next Steps Rough Sleepers(paid); and 177k to provide a 3 bedroomed adapted bungalow to meet a local housing need(paid). Timing of release of the contributions depends on Start on Site dates and an acceleration of £64k is required from 22/23. RBC has received £3.8m for land north of Bingham. The future draft capital programme has been to reflect these additional resources. Options are being assessed for commitment of these funds.
Assistive Technology	16	40	22	(18)	C	Purchases complete for 21/22. Carry forward to meet DFG spending pressures in 22/23.
Discretionary Top Ups	57	100	32	(68)	C	Proposal to increase Discretionary threshold from £10k to £20k has been approved although, given funding pressures, this may need to revert back to £10k. Carry forward to support DFG spending pressures in 22/23.
Disabled Facilities Grants	515	751	795	44	Net of BCF C	The appointment of a 2nd grant officer has increased the delivery of DFGs. The overspend of £44k will be met by underspends on other BCF schemes giving a net £56k to be carried forward.
Hound Lodge Access Control System						£25k was originally deferred to 22/23 pending outcome of asset review. This review will now take place in 23/24 so the provision will need to be re-profiled.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Bowls Hall Replacement Furniture	15					Cabinet 13.07.21 approved £15k virement to Bowls Hall Conversion scheme.
Arena Enhancements		80		(80)	C	Carry forward for external cladding enhancements and to meet emerging commitments.
Car Park Resurfacing		120		(120)	C	Scope of works being finalised - £95k already deferred to 22/23. £120k will also need to be carried forward. Works in conjunction with EV Charge Points.
CLC Changing Village Enhancements	300					Provision initially deferred to 22/23 and it has now been agreed to re-profile this to 23/24.
CLC Refurbish Roofs to Sports and Pool Halls	150					Provision initially deferred to 22/23 and it has now been agreed to re-profile this to 23/24.
KLC Refurbish Pool Hall and Changing Village	250					Provision initially deferred to 22/23 and it has now been agreed to re-profile this to 23/24.
Bowls Centre Conversion/Enhancements	75	15		(15)	S	£75k previously deferred to 22-23. Conversion works to Bowls Hall undertaken by LEX. £15k saving.
BLC Improvements		104	7	(97)	C	Roofing enhancement works and glazing upgrade. Balance to support any emerging Health and Safety enhancements.
KLC Refurb Pitched/Flat Roof Areas	220					Provision initially deferred to 22/23 and it has now been agreed to re-profile this to 23/24.
RBC EV Network		13	13			Payment processed. This scheme is fully funded by Government Grant.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Gresham Sports Park Redevelopment		1,258	1,207	(51)	C	Works primarily completed, EV Charge Points to go in Car Park. Scheme funded by S106 Developer Contributions and Football Foundation (FF) Grant. 2nd grant claim to FF submitted and funds received. Final claim submitted. Future commitment to improving the swale.
Gamston Community Centre Enhancements Special Expense	115	115	102	(13)	C	Works are completed with the exception of a small area of high-level decoration.
Lutterell Hall Enhancements Special Expense	225	150	73	(77)	C	Boiler replacement, external roofing, and decoration work completed; toilet refurbishment carried out by tenant and met from RBC Contribution. Balance to be carried forward to meet thermal efficiency improvements.
LAD2 Green Energy Grants		635	228	(407)	C	Newly emerge spending opportunity, fully funded by Government Grant. Scheme to facilitate external wall insulation, solar PV panels, and loft insulation in homes of non-standard construction. Commencing November, to be delivered in partnership with EON. Timescale has been extended due to COVID19, completion now allowed by 30 June 22 and paperwork by 31 July 22.
Gresham Sports Pavilion	125	125	93	(32)	C	Provision comprises: £100k refurbishment, and £25k plant upgrade. Carry forward to enable upgrade to shower areas and the meeting room floor in 22/23.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
RCP Front Footpath Improvements	15	15		(15)	C	Aim to procure this work at the same time as substantive development. This work will be rolled into the EV charging scheme. Carry forward required.
RCP Visitor Centre	285	344	149	(195)	C	Phase 1 Enabling/Civils work £90k complete. Phase 2 New Rangers Vehicle Store/Workshop installed on site total cost £21k. Phase 3 main building refurbishment retendered and requires budget increase; commencement on site planned for mid-April. Wind turbines decommissioned. Spend/completion will run into 22/23. Expected completion in July 22.
External Door/Window Upgrades Various Sites	50	15	4	(11)	C	Walkers Yard window replacement £3k and Gamston £2k; £11k to be c/foward to 22/23 to meet commitments.
Abbey Park Play Area Special Expense		75	69	(6)	S	Complete, underspend to offset overspend on Alford Road.
Alford Rd Play area Special Expense		75	83	8	O	Complete, underspend from Abbey Park to offset this overspend.
Covid Memorial Garden		20	26	6	O	Complete, overspend arises from agreed higher specification of marine grade stainless steel.
Capital Grant Funding		40	20	(20)	C & S	£35k committed of which £15k will need to be carried forward pending completion of the work. Saving of £5k.
RCP Vehicle Access Controls	15	15		(15)	C	Scope of works being finalised: tender preparation to follow alongside main works. Carry forward required.

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Play Areas - Special Expense	50					Allocated to Abbey Park and Alford Road Play Areas.
Boundary Rd Cycle Track Special Expense		78	65	(13)	C	Complete. £3.9k for height restriction gate installation. Carry forward £13k for Adbolton Play Area 22/23.
RCP Skatepark		144	146	2	O	Works complete and ROSPA Safety report signed off. Minor overspend.
West Park Public Toilet Upgrade Special Expense						£20k has been deferred to 22/23.
West Park Julien Cahn Pavilion Special Expense	115					Scheme originally deferred to 22/23 but will now be undertaken in 23/24 and the provision re-profiled.
Skateboard Parks		112	72	(40)	C	£72k released for RCP Skatepark; £40k offered to Keyworth Parish Council. Works have commenced, and an extension granted for completion of works to early Sept 22. Carry forward required. To be released when KPC submit their final claim.
Warm Homes on Prescription	25	65	51	(14)	C	Carry forward to support DFG spending pressures in 22/23. This scheme will not take place in 22/23 as provision required for mandatory DFG expenditure.
	3,848	5,328	4,121	(1,207)		
FINANCE & CORPORATE SERVICES						

	Original Budget	Current Budget	Actual YTD	Variance	Carry forward (C) Saving (S) Overspend (O) Acceln (A)	Notes
	£000	£000	£000	£000	£000	
Information Systems Strategy	330	460	227	(233)	C & S	£133k carry forward required. £100k savings most significantly from Skype/Team Business Migration.
Streetwise Loan 21/22	150	150		(150)	C	To be carried forward into Contingency to support Streetwise insourcing.
	480	610	227	(383)		
CONTINGENCY						
Contingency	100	206		(206)	C	£100k original estimate; £150k brought forward from 20/21 total £250k. £22k allocation for U10 Moorbridge Security Works. £22k allocation to Vehicle Replacement programme for BARTEC units. Carry forward the balance to support the 22/23 Capital Programme.
	100	206		(206)		
TOTAL	28,158	27,222	16,276	(10,946)		

Special Expenses Outturn 2021/22

	2021/22 Original Budget	Outturn Actuals	Outturn Variance	Reasons for variance
	£	£	£	
West Bridgford				
Parks & Playing Fields	413,600	430,579	16,979	Overspend on Play Area Repairs
West Bridgford Town Centre	91,400	83,052	(8,348)	Reduced number of events due to covid restrictions.
Community Halls	56,900	105,584	48,684	Loss of income - Gamston Community Hall used as a covid vaccination centre £22,500 & other halls reduced usage & income due to covid restrictions
Annuity Charges	80,700	80,700	0	
RCCO	50,000	50,000	0	
Sinking Fund (The Hook)	20,000	20,000	0	
Government Income Loss reimbursement	0	(19,900)	(19,900)	Quarter 1 income loss claim
Total	712,600	750,015	37,415	
Keyworth				
Cemetery and Annuity Charges	9,200	10,235	1,035	GPR Survey St Mary Magdalene Church Yard

Total	9,200	10,235	1035	
Ruddington				
Cemetery & Annuity Charges	11,100	9,823	(1,277)	Responsive Works
Total	11,100	9,823	(1,277)	
TOTAL SPECIAL EXPENSES	732,900	770,073	37,173	

Appendix

Carry Forwards and Reserve Commitments





Carry forward to 22/23	Revenue		Total
Planning Policy Local Plan work	39,000		39,000
Strategic Growth Board work priorities	122,000		122,000
Jubilee Grants to support Town and Parish Councils	16,000		16,000
To support planning costs for the introduction of Bio-diversity Net Gain requirements	10,000		10,000
Cost of upgrade to the Council's income receipting system	11,000		11,000
Edwalton Golf Course Feasibility	20,000		20,000
Tour Of Britain Contribution	83,000		83,000
Streetwise in-house transfer	300,000		300,000
Streetwise uplift to meet salary pressures	20,000		20,000
Update of the Council's Website	80,000		80,000
Economic Development Feasibility Study	50,000		50,000
Neighbourhood Planning Grant - Ruddington	20,000		20,000
Year 1 of Conservation post (3 years planned)	39,000		39,000
Legal employee costs - vacancy cover	35,000		35,000
	845,000	0	845,000
Appropriation to Reserves	O/S Reserve	Specific	Total
Collection fund		3,179,000	3,179,000
Vehicle Replacement Reserve		1,000,000	1,000,000
Planning Operating		169,000	169,000
Rushcliffe Arena - Utilities	61,100		61,100

Potential reduction in value of diversified investment portfolio	200,000		200,000
Crematorium lost income from delay	135,000		135,000
Bingham Hub lost income from delay	32,000		32,000
Fuel & Utilities	120,000		120,000
Domestic Violence Grant (Ringfenced)	16,400		16,400
Pay inflation to meet potential increases beyond the budget assumption (2%)	250,000		250,000
	814,500	4,384,000	5,162,500
	Total	1,659,500	4,348,000
		6,007,500	






Appendix





Guide to symbols

Tasks



Task Status		
	Overdue	The task has passed its due date
	Warning	The task is approaching its due date. One or more milestones are approaching or has passed its due date
	Progress OK	The task is expected to meet the due date
	Completed	The task has been completed







Performance Indicators

PI Status		
	Alert	Performance is more than 5% below the target
	Warning	Performance is between 5% and 1% below the target
	OK	Performance has exceeded the target or is within 1% of the target
	Unknown	No data reported or data not due for this period (reported annually)
	Data Only	A contextual indicator, no target is set

Long Term Trends		
	Improving	The calculation within Covalent for trend is made from a comparison of the data for the current quarter with the same quarter in the three previous years
	No Change	
	Getting Worse	
	New indicator, no historical data	

Strategic Tasks

Status	Ref.	What are we doing	Due date	Progress
Efficient Services				
	ST1923_08	Include digital principals in our communications and ways of undertaking business	2023	<div style="width: 40%;"><div style="background-color: #4F81BD; height: 10px;"></div>40%</div>
	ST1923_10	Deliver our Medium-Term Financial Strategy and Corporate Strategy	2023	<div style="width: 75%;"><div style="background-color: #4F81BD; height: 10px;"></div>75%</div>
Environment				
	ST1923_17	Along with other councils across Nottinghamshire, lobby central government to introduce tougher building standards for new houses	2022	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div>50%</div>
	ST1923_19	Implementation of proposals from the Resources and Waste Strategy for England	2025	<div style="width: 0%;"><div style="background-color: #4F81BD; height: 10px;"></div>0%</div>
Quality of Life				
	ST1923_01	Develop the Chapel Lane site in Bingham, including a new Leisure Centre, Community Hall and Office space	2022	<div style="width: 70%;"><div style="background-color: #4F81BD; height: 10px;"></div>70%</div>
	ST1923_02	Support the continued development of existing local growth boards for Cotgrave, Radcliffe on Trent, Bingham, East Leake and West Bridgford	2023	<div style="width: 65%;"><div style="background-color: #4F81BD; height: 10px;"></div>65%</div>
	ST1923_04	Review and implement the Council's Leisure Strategy in relation to Leisure and Community Facilities	2023	<div style="width: 90%;"><div style="background-color: #4F81BD; height: 10px;"></div>90%</div>
	ST1923_05	Facilitate the development of a Crematorium in the Borough by 2022	2022	<div style="width: 50%;"><div style="background-color: #4F81BD; height: 10px;"></div>50%</div>
Sustainable Growth				
	ST1923_11	Support the delivery of 13,150 new homes and securing a 5-year land supply in Rushcliffe Local Plan Part 2 adopted Local Plan Part 1 - Core Strategy reviewed in partnership with Greater Nottingham Housing Market Area	2028	<div style="width: 65%;"><div style="background-color: #4F81BD; height: 10px;"></div>65%</div>

Status	Ref.	What are we doing	Due date	Progress
	ST1923_12	Support the delivery of employment land on all 6 strategic sites in Rushcliffe and sites allocated through the Local Plan	2028	<div style="width: 25%;"><div style="width: 25%;"></div></div> 25%
	ST1923_13	Support the delivery of improved transport infrastructure e.g. A46, A52, A453 Corridors	2023	<div style="width: 70%;"><div style="width: 70%;"></div></div> 70%
	ST1923_15	Support the delivery of affordable housing in the Borough, working with developers, providers and private landlords	2023	<div style="width: 85%;"><div style="width: 85%;"></div></div> 85%
	ST1923_18	Review Local Plan Part 1 – Core Strategy in partnership with Greater Nottingham Housing Market Area	2022	<div style="width: 40%;"><div style="width: 40%;"></div></div> 40%
A growth strategy for Greater Nottingham, including housing targets for each authority area, has been successful. It is currently anticipated that we should be able to consult on a proposed development strategy in October/November.				
	ST1923_20	Coordinate Rushcliffe's involvement in the Development Corporation and Freeport to support the redevelopment of the Ratcliffe on Soar site	2024	<div style="width: 75%;"><div style="width: 75%;"></div></div> 75%
	ST1923_22	Implementation of proposals from new planning legislation	2023	<div style="width: 0%;"><div style="width: 0%;"></div></div> 0%












Completed Tasks

Status	Ref.	What are we doing	Completed
	ST1923_03	Respond to any proposals from the Resources and Waste Strategy for England	August 2020
	ST1923_06	Working with Rushcliffe Roots and Rushcliffe CCG, deliver a targeted events and health development programme across the Borough	March 2021
	ST1923_07	Relocate our R2Go service and Streetwise Environmental Ltd	December 2019
	ST1923_09	Relocate the Rushcliffe Community Contact Centre in West Bridgford	February 2020
	ST1923_14	Review the asset (property) management plan	March 2020
	ST1923_16	Refresh our carbon management plan and establish a carbon neutral target	May 2020
	ST1923_21	Support the recovery of local businesses and communities from the impacts of COVID	March 2022

This page is intentionally left blank

Performance Indicators - Strategic Scorecard







Efficient Services

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LIFCS15	Value of savings achieved by the Transformation Strategy against the programme at the start of the financial year	£0.359m	£0.253m		£0.253m	£0.122m
	LIFCS16	Percentage of residents believing the council provides value for money	42%	50%		50%	No survey
INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT NOT UPDATED							
<p>Through the Residents' Survey, only 42% of residents are reporting that they believe the Council provides good value for money which falls short of our target of 50%. The last time this survey was conducted, a slightly higher percentage of residents reported feeling that the Council provided good value for money (47%). The COVID-19 pandemic has impacted upon feelings of resident satisfaction across many areas of the survey (this picture is replicated nationally) and, as a consequence, this is unlikely to represent a significant change in opinion. The Council still charges the lowest level of Council Tax across the county and fares well in comparison against similar local authorities. The Council will continue to promote positive news stories about projects which enhance our residents' quality of life demonstrating the improvements local council tax can fund as well as continuing to educate residents about the role of the Borough Council as the collection authority (we pass the majority of Council Tax we collect to the County Council, Police, Fire Service and, in some areas, Town or Parish councils.)</p>							
	LIFCS40	Combined number of Social Media followers	No data available	-	-	-	21,272
	LIFCS49	Percentage of residents satisfied with the service the Council provides	59%	60.00%		60.00%	No survey
	LIFCS62	Percentage increase in self-serve transactions	-0.13%	-5%		-5%	3.64%
	LIFCS63	Percentage of residents satisfied with the variety of ways they can contact the Council	59%	65%		65%	No survey










INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT NOT UPDATED

Residents are expressing a level of satisfaction with the variety of ways they can contact the Council below that which we would expect. Satisfaction in 2018/19 was 72% and whilst residents' perceptions may have been influenced by the closure of face-to-face services through the early part of the pandemic it may also be that resident expectations have changed since earlier surveys. The Council would like to understand more about this changing expectation in order to better meet resident demand and has proposed a focus group to the Communities Scrutiny Group to explore this issue further.

Environment

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LINS17	Percentage of residents satisfied with the refuse and recycling service	81%	80%		80%	No survey
	LINS18	Percentage of household waste sent for reuse, recycling and composting	47.80%	50.00%		50.00%	48.54%
	LINS23	Residual waste collected per household, in kilos	499.00	500.00		500.00	522.74

Quality of Life






















Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LINS32	Average waiting time of applicants rehoused by Choice Based Lettings	470 weeks	40 weeks		40 weeks	31 weeks
	LINS50	Percentage of users satisfied with sports and leisure centres	No survey	90%	-	90%	Not recorded
	LINS51	Number of leisure centre users - public	899,839	No target		No target	182,980
	LINS72 a	Number of pavilion, community hall and playing field users	239,746	152,830		152,830	47,233
	LINS72 b	Percentage usage of community facilities	39.66%	50%		50%	24.35%





INDICATOR RED / EXCEPTION AT QUARTER ONE – COMMENT UPDATED

As reported in quarter 1, 2, and 3 Covid-19 restrictions has an impact on the percentage of users returning to our community buildings. Additionally, Gresham works completion was delayed until 27 October and Gamston Community Centre was not returned to community use until January 2022 following use as a vaccination centre. Usage is now on the increase and will be further supported by the launch of our new online booking system.

Increased marketing and integration with the booking system is taking place which is seeing improved bookings particularly at Gresham and Gamston.








Sustainable Growth

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LIDEG 02	Processing of planning applications: Major applications dealt with in 13 weeks or agreed period	72.34%	70.00%		70.00%	86.40%
	LIDEG 03	Percentage of non-major applications dealt with in 8 weeks or agreed period	67.9%	80%		80%	84.8%
INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT UPDATED							
<p>This is a cumulative indicator and a difficult period in the middle of the year has had a large impact on the year-end figure. High demand in quarters 1 and 2 alongside some challenges with resources created a position that was incredibly challenging to recover from. The staffing issue has now been resolved, as previously reported to the Group, and further agency staff can be brought in should the need arise. In addition, monthly performance is being reported to the Director and Cabinet to ensure this is being monitored closely and action can be taken swiftly should the need arise.</p>							
	LIDEG 05	Percentage of appeals allowed against total number of Major planning applications determined by the authority	0%	10%		10%	2.3%
	LIDEG 18	Contributions received as a percentage of current developer contributions	39.29%	No target		No target	34.36%
	LIDEG 19	Value of future developer contributions to infrastructure funding	£39.96m	No target		No target	£44.10m
	LIDEG 32	Supply of ready to develop housing sites	No data available			No target	Awaiting data
	LIDEG 33	Number of new homes built	No data available			No target	650
	LIDEG 34	Area of new employment floorspace built (sq mtrs)	No data available			No target	Awaiting data
	LIDEG 35	Number of Neighbourhood Plans adopted	3	No target		No target	0
	LIDEG 36	Percentage of homes built on allocated sites at key rural settlements	No data available				16.4%
	LIDEG 37	Percentage of new homes built against the target within the Local Plan	No data available				34.9%
	LIDEG 40	Percentage of RBC owned industrial units occupied	97.23%	96%		96%	98.34%
	LIDEG 41	Level of income generated through letting property owned by the Council but not occupied by the Council	£1.666m	£1.659m		£1.66m	£1.492m





	LIDEG 99	Percentage of new homes at the Land North of Bingham completed	24%	No data		-	18.5%
	LINS24	Number of affordable homes delivered	175	100		100	106







Appendix

Performance Indicators - Operational Scorecard

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LIDEG01	Percentage of householder planning applications processed within target times	52.60%	85.00%		85.00%	73.80%
<p>INDICATOR RED / EXCEPTION AT QUARTER ONE – COMMENT UPDATED</p> <p>This is a cumulative indicator and a difficult period in the middle of the year has had a large impact on the year-end figure. High demand in quarters 1 and 2 alongside some challenges with resources created a position that was incredibly challenging to recover from. The staffing issue has now been resolved, as previously reported to the Group, and further agency staff can be brought in should the need arise. In addition, monthly performance is being reported to the Director and Cabinet to ensure this is being monitored closely and action can be taken swiftly should the need arise.</p>							
	LIDEG04	Percentage of applicants satisfied with the Planning service received	44%	-	-	-	No survey
	LIDEG06	Percentage of appeals allowed against total number of Non-Major planning applications determined by the authority	0.6%	10%		10%	0.86%
	LIDEG17	Percentage of planning enforcement inspections carried out in target time	78.05%	80%		80%	81.05%

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LIFCS10	Percentage of invoices for commercial goods and services which were paid by the authority in payment terms	99.12%	98.00%		98.00%	99.32%
	LIFCS20	Percentage of Council Tax collected in year	99.10%	99.20%		99.20%	99.00%
	LIFCS21	Percentage of Non-domestic Rates collected in year	99.30%	99.20%		99.20%	99.10%
	LIFCS22a	Average number of days to process a new housing benefit claim	11.67	14		14	11.36
	LIFCS22b	Average number of days to process a change in circumstances to a housing benefit claim	2.49	5		5	2.66
	LIFCS22c	Average number of days to process a new council tax reduction claim	13.03	19		19	16.4
	LIFCS22d	Average number of days to process a change in circumstances to council tax benefit claim	2.12	5		5	2.58
	LIFCS23	Percentage of Revenues Services customers surveyed that were satisfied with the level of service provided	Survey to be undertaken				-
	LIFCS24	Percentage of housing and council tax benefit claims processed right first time	97.00%	95.00%		95.00%	95.00%
	LIFCS50	Number of complaints received by the council at initial stage	57				49
	LIFCS52	Percentage of complaints responded to within target times	98.2%	95.0%		95.0%	98.0%
	LIFCS56	Percentage of visitors satisfied by their website visit	No data			60.0%	47.8%
	LIFCS60	Percentage of users satisfied with the service received from the Rushcliffe Customer Service Centre	100.0%	95.0%		95.0%	100.0%
	LIFCS61	Percentage of calls answered in 40 seconds (cumulative)	48%	65%		65%	62%









Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
INDICATOR RED / EXCEPTION AT QUARTER ONE – COMMENT UPDATED							
Current SLA for this timeframe is set against the previous national benchmark and has been reviewed in line with new Customer Service Standards across the organisation. This performance indicator will switch to 60 seconds for 2022/23.							
	LIFCS64	Percentage of customer face to face enquiries to Rushcliffe Customer Service Centre responded to within 10 minutes	100%	85%		85%	100%
	LIFCS65	Percentage of telephone enquiries to Rushcliffe Customer Service Centre resolved at first point of contact	95%	87%		87%	92.92%

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LINS01	Percentage of streets passing clean streets inspections	99.8%	97.5%		97.5%	96.9%
	LINS02	Percentage of residents satisfied with the cleanliness of streets within the Borough	67%	70%		70.0%	No survey
	LINS05	Percentage of residents satisfied with the cleanliness and appearance of parks and open spaces	71%	75%		75.0%	No survey

INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT NOT UPDATED






Residents are reporting a satisfaction level with the cleanliness of parks and open spaces which is slightly lower than our target (it is however 1% higher than when the survey was last conducted). Performance data based on inspections of these areas is positive and well within the targets set for performance within the contract. There is, however, an understandable change in perception as a result of the Covid-19 pandemic. Residents are at home more due to home-working and using parks and open spaces more frequently for exercise and recreation. Their awareness of cleanliness issues is, therefore, heightened and the survey has given them the opportunity to speak out. Unfortunately, the pandemic has also seen an increase in the littering of PPE used by the public (masks and gloves etc) which may have unduly influenced people's views.

This data has informed the Council's decision to bring its Streetwise street cleansing and grounds maintenance service back in-house (along with other factors) in September 2022.

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value
	LINS06	Cumulative number of fly tipping cases (against cumulative monthly comparison for last year)	1,039	1,390		1,390	1,391
	LINS14	Average NOx level for Air Quality Management Areas in the Borough	32µg/m ³	40µg/m ³		40µg/m ³	27µg/m ³
	LINS15	Percentage of food establishments achieving a hygiene rating of 4 or 5	90.0%	90.0%		90.0%	90.0%
	LINS19a	Number of household waste collection (residual, dry and garden) missed twice or more in a 3-month period	11	3		3	9

INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT UPDATED

The Council carries out 1000's of collections each week but on occasions a bin will be missed. This can be for a number of reasons and the current figure is higher than usual and up on this time last year, in the main down to a number of staffing changes and new starters too. Crew performance is monitored and addressed and we are aware repeat missed bins do cause frustration so are utilising our in cab technology to highlight such areas to the crews concerned.

	LINS21a	Percentage of eligible households taking up the green waste collection service	Awaiting data	72%	-	72%	72%
	LINS25	Number of households living in temporary accommodation	11	15		15	15
	LINS26a	Number of homeless applications made	37	20		20	8

INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT UPDATED

The Council has a statutory duty to assess and progress homelessness applications in a timely manner through the different statutory duties (Prevention Duty, Relief Duty and Main Duty). Changes have been implemented to the way in which applications are progressed which has led to an increasing number of main duty decision being issued.





The options available in the private rented sector remain limited due to increasingly high rental costs and an increasing number of private landlords evicting their tenants due to a wish to sell their properties after the governments moratorium on evictions ended post COVID. There is also an increasing number of presentations from survivors of domestic abuse who require rehousing assistance in addition to a general increase in customer requesting homelessness assistance. This means that it is taking longer for applicants to be rehoused and as such an increasing number of applicants are not made an offer of suitable accommodation in the prevention or relief duty stage

Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value

which accounts for the higher number of main duty decisions being issued. This is a national trend which is likely to increase.

The Council will continue to work with partners to ensure that all suitable homelessness prevention methods and initiatives are fully utilised. This includes an extension to the contract of the Landlord Liaison Officer post who will continue sourcing properties in the private rented sector and support private rented tenants to help prevent a risk of homelessness. We will continue to utilise the “Spend to Save” prevention budget to provide financial assistance to help customers secure accommodation in the private rented sector in the form of rent in advance and rent deposit. There is also a pipeline of new affordable housing which will deliver approximately 200 units during 2022-23.

We expect to see a similar trend for homeless presentation during 2022/23 and as such the target value has been updated.

	LINS29a	Number of successful homelessness preventions undertaken	118	120		120	126
	LINS31a	Percentage of applicants within Bands 1 and 2 rehoused within 26 weeks	66%	70%		70%	74%

INDICATOR RED / EXCEPTION AT QUARTER TWO – COMMENT UPDATED

Final month return for 21/22 was out of target by 4%.





An increasing number of new build properties advertised by Registered Providers during 2022/2023 have experienced significant handover delays from the developers after they have been advertised and matched to applicants on Home Search, the Council’s Choice Based Lettings system. In some cases, the final completion and handover of properties have been delayed by several weeks. The implications of this are that some of the applicants in Band 1 and 2 who have been matched to these properties have waited for a longer period to sign a tenancy despite being matched to the property much earlier. These delays are due to external factors, however, we will continue to monitor this position to ensure that properties are only advertised within a specified period of being ready to let.

In addition to the above, Metropolitan Thames Valley Housing (MTVH) had an internal restructure of their Lettings Team in October 2021. This created significant delays with a large number of their properties being advertised but also to the shortlisting process resulting in backlogs and delays for Home Search applicants in Band 1 and 2 being rehoused. Meetings have been undertaken with MTVH and reassurances sought that the restructure has been completed and new processes implemented. As a result, we expect to see the backlog of shortlists reduce for 2022/23 and a decrease in the time taken for applicants in Band 1 and 2 to be rehoused.

The demand for social housing continues to increase and we expect this trend to continue with an increase in homelessness presentations, and pressures from other areas such as the Ukrainian








Status	Ref.	Description	Q4 2021/22			2021/22	2020/21
			Value	Target	Long Trend	Target	Value

sponsorship scheme. This will likely result in the number of applicants in Band 1 and 2 increasing which will result in an increase in the length of time for applicants in these bands to be rehoused. Discussions are underway with the county and other partners to agree a process for rematching Ukrainian households into alternative sponsorship arrangements where the initial placements have broken down.

	LINS37	Domestic burglaries per 1,000 households	10.27	14.00		14.0	14.73
	LINS38	Robberies per 1,000 population	0.42	0.38		0.38	0.32

INDICATOR RED / EXCEPTION AT QUARTER FOUR

Robberies within Rushcliffe remain at a very low level with no particular areas of concern. Shop theft is occasionally an issue, particularly within West Bridgford. There were 47 robberies reported throughout the year, compared to 36 in 2021/22.

	LINS39	Vehicle crimes per 1,000 population	4.45	7.00		7.0	6.96
	LINS73a	Income generated from community buildings	£63,621	No target		No target	£21,342
	LINS73b	Income generated from parks, pitches and open spaces	£155, 788	No target		No target	£73,207
	LINS75	Number of new trees planted	2,158	-	-	-	3,808



Corporate Overview Group

Tuesday, 6 September 2022

Finance and Performance Management Quarter 1 2022/23

Report of the Director – Finance and Corporate Services

1. Purpose of report

- 1.1. This report outlines the quarter 1 position in terms of financial and performance monitoring for 2022/23.
- 1.2. Given the current financial climate, particularly the inflationary increases and impact on residents' cost of living, it is imperative that the Council maintains due diligence with regards to its finances and ensures necessary action is taken to ensure a balanced budget is maintained.
- 1.3. There is a predicted net revenue budget efficiency of £1.038m for 2022/23 mostly as a result of Business Rates Pool and additional new burdens grants. This is proposed to be earmarked for additional cost pressures discussed below. The position is likely to change as further variances are identified during the year.
- 1.4. There is a capital budget efficiency expected of £6.17m due to some rephasing of leisure schemes in relation to Keyworth and Cotgrave leisure centres and West Park (£1.465m), budget efficiency on Bingham Leisure hub (£1m) and support for registered housing providers (£1.894m) where options are being assessed.
- 1.5. Following two years where performance was impacted by the Coronavirus Pandemic, the start of 2022/23 has seen a more positive position in terms of performance results.

2. Recommendation

It is RECOMMENDED that the Group notes:

- a) the expected revenue budget efficiency for the year of £1.038m and proposals to earmark this for cost pressures (para 4.1);
- b) the capital budget efficiencies of £6.170m including the re-profiling of provisions totalling £1.465m to 2023/24 for Cotgrave Leisure Centre, Keyworth Leisure Centre, and West Park (para 4.7);
- c) the transfer of £0.15m from the Streetwise Loan Provision to Capital Contingency (para 4.7);

- d) the expected outturn position for Special Expenses to be in line with the budget (para 4.5);
- e) the Council positively engaging in securing external funding with regards to the UK Shared Prosperity Fund, Levelling-up and Safer Streets (paras 4.14 to 4.16); and
- f) considers whether scrutiny is required for identified performance exceptions.

3. Reasons for Recommendation

To demonstrate good governance in terms of scrutinising the Council’s on-going performance and financial position.

4. Supporting Information

Financial Monitoring – Revenue

- 4.1. The Revenue Monitoring statement by service area is attached at **Appendix A** with detailed variance analysis as at 30 June 2022, attached at **Appendix B**. For this financial year, the overall budget variance is expected to be an efficiency of £1.038m with proposals to utilise this for in-year pressures. Whilst the budget was set anticipating a rise in inflation, the predicted inflation and pay costs at this stage far exceed expectations. In terms of pay a £1,925 per person pay rise (offered by the national employers) equates to as much as 10% for lower paid staff and as little as 2% for higher paid staff. On average it equates to 6.5% (further information at paragraph 4.9). The Government are committed to employers paying the national living wage and the employers offer is to help meet this objective. Cabinet 12 July 2022 approved additional allocations from 2021/22 underspends to mitigate the impact of the additional pressure.
- 4.2. Table 1 below summarises the main variations from revenue efficiencies and pressures. The grant income budget efficiency position of £127k is due to additional new burdens funding and final balance of test and trace admin grant.

Table 1: Main Items Impacting on Current Revenue Budget

	Pressure/ (efficiency) 2022/23 (£m)	Reason
Projected in year costs/(efficiencies):-		
Agency costs	360	Additional agency in Planning, Refuse and IT
Income Crematorium	176	Income lost from delayed opening of the Crematorium
Income Bingham	58	Income lost from delayed opening of Bingham

Arena		
Investment Income	(267)	Increase in investment receipts linked to increased interest rates and higher balances
Planning Fees	(176)	Increase in planning applications
Vehicle Maintenance	30	Cost of repairs linked to older vehicles
IT contracts	38	Replacement contract for IDOX
Home Alarms	27	Replacement/upgrade of home alarm equipment not covered by BCF
Rental Income	64	Rental income at Bingham Enterprise Centre and the Point
Court Costs	(33)	Council Tax court costs
Other	(32)	Minor variances eg training and recruitment costs
Contingency	(167)	Underspend offsets lost income from Crematorium and Bingham
Net Revenue Cost/ (Efficiencies)	78	
Grant Income	(127)	New Burdens and Test and Trace additional grants
Business Rates	(989)	Increase in Net Rates payable
Financial Pressures	1,038	Pay, inflation and pooled funds
Total Net Projected Budget Variance	0	

- 4.3. Whilst the allocation from 2021/22 underspends for additional inflationary pressures £120k and pay costs £250k have been included in the revised budget, there remains a risk that further cost pressures over and above this will arise later in the year. It is therefore proposed to earmark £0.638m of the projected underspend for these risks. A further £0.4m is proposed to be earmarked for reductions in the value of the pooled investments (see paragraph 4.12). Unavoidable delays in the projects for Bingham Leisure Hub and the Crematorium means there are delays in projected income streams (see paragraph 4.12)
- 4.4. **Appendix A** details the revenue position and also includes grant income, Minimum Revenue Provision (MRP) (funded by the New Homes Bonus) and income from Business Rates and Council Tax. **Appendix B** gives further explanations of both positive and adverse variances, in addition to those detailed at Table 1.
- 4.5. **Appendix E**; shows the Quarter 1 position on the Special Expenses budget. The expenditure is currently expected to be on budget however this position may change later in the year as variances are identified.

Capital Monitoring

- 4.6. The updated summary of the Capital Programme monitoring statement and funding position is shown at **Appendix C** as at 30 June 2022. **Appendix D** provides further details about the progress of the schemes, any necessary re-phasing, and highlights efficiencies.
- 4.7. The original Capital Programme for 2022/23 was £14.611m, with £10.646m carry forwards and other adjustments of £0.146 giving a current budget of £25.403m. The projected outturn is around £19.2m – resulting in an estimated underspend of £6.170m. Primarily, this arises from:
- the provision for Support for Registered Housing Providers not wholly committed at this stage (£1.894m) whilst options continue to be assessed;
 - an anticipated saving of £1m on Bingham Leisure Hub;
 - schemes for Cotgrave Leisure Centre, Keyworth Leisure Centre, and West Park totalling £1.465m are recommended to be re-phased to the 2023/24 Capital Programme.

Capital Contingency currently sits at £506k and this will be increased to £656k by transfer of the Streetwise Loan provision (£150k). This level of contingency will smooth out any capital implications of Streetwise in-sourcing.

- 4.8. The Council is due to receive capital receipts of £11.4m in the year, primarily from the disposal of surplus operational and investment property: land at Hollygate Lane; the deferred receipt from the disposal of the Depot Land; and from an overage agreement in place for Sharpill Wood site. The current projected overall variance is likely to mean that any borrowing requirement can be met from internal resources with no recourse to borrow externally this financial year. There is, however, a risk if the anticipated receipts are delayed which will mean a higher level of short-term, internal borrowing.

Pressures update

- 4.9. Staff pay negotiations are currently underway between National Employers and the Unions along with any other in-year operational staffing changes. The anticipated costs to the Council, if agreed, would be in the region of £0.8m. The budget for 2022/23 includes £0.33m for pay increases and a further £0.25m was allocated from 2021/22 underspends in anticipation of an increase in excess of the budget. The remaining shortfall of approximately £0.252m will be met from projected underspends in 2022/23 and will need to be included in the budget moving forward. However, this represents a significant annual cost pressure to the Council which will need to be funded. The pay negotiations will also have an adverse impact on areas where staff are lower paid, for example in areas such as leisure, manual work and lower-level clerical work. This is likely to have an impact on a range of contracts going forward and we are currently monitoring these areas.
- 4.10. Furthermore, inflation is predicted to reach 15% later this year with significant risk that the cost to the Council and again an impact on both contracts that are index linked and those due for renewal, and on fuel and utilities. An uplift for inflation was included in the original budget and this was further increased

from underspends in 2021/22. The impact of the continued increase will be monitored closely and considered during budget setting for 2023/24.

- 4.11. There is also the potential knock-on effect that this may have on collection rates for Council Tax and Business Rates and on fees and charges as households struggle with the increase in the cost of living. Sundry Debtors are being monitored for reductions in collection and is currently at 98% (in line with target). The potential financial impact is that it could lead to an increase in Collection Fund deficit, ultimately a pressure on the budget. Based on quarter 1 performance (reported to Corporate Overview Group) 29.93% of Council Tax has been collected, compared to 29.46% last year (an increase of 0.47%). For business rates currently 43.19% has been collected compared to 38.45% last year. There is some distortion where £150 Energy Grants have been credited to council tax accounts; and similarly for business rates, awarding Covid Additional Restrictions relief in 2021/22, has led to a large carry forward of credit onto the current year meaning effectively that charges have been prepaid. The position on collection rates will continue to be monitored. Given the challenges on residents and businesses this represents a relatively positive position.
- 4.12. The two most significant items in the Council's Transformation Programme for 2022/23 are the Crematorium (£0.2m) and Leisure Strategy (£0.232m) mostly linked to Bingham Arena. The realisation of these targets is linked to the successful opening of the facilities in line with the project plan. It has already been reported to Cabinet that due to external factors with the contractors (notably shortage in labour resources and materials) these projects have been delayed, which will therefore impact upon achieving the Transformation Plan targets. The projection is currently a shortfall of £0.176m and £58k for the Crematorium and Bingham respectively. £0.167m was allocated from 2021/22 underspends to mitigate some of this loss.
- 4.13. The value of the Council's Multi Asset investments or pooled funds had recovered at the end of March 2022. However there continues to be fluctuations on these funds relating to the current economic climate and at Q1 were reporting a net reduction of £0.846m. However, in the last month this has recovered by £0.283m demonstrating how sensitive the values are to market forces. An allocation of £0.2m was made from 2021/22 underspends to smooth the impact of the movements in value. A further £0.4m is proposed to be utilised from 2022/23 projected underspends. It should be noted that whilst the value of the assets does fluctuate, the returns from these investments are stable and represent a significant proportion of the Council's overall return on investments. When the capital appreciates in value the Council's revenue position will benefit. They are long term investments and form part of the Council's Treasury Management Strategy approved by Full Council as part of the MTFs. It should also be noted that the statutory override currently in place could be extended in which case the need to fund any adverse financial position from April 2023 may not be required. In doing so we are being prudent.

- 4.14. A report was taken to Cabinet 12 July 2022 covering the endorsement of the Investment Plan for the UK Shared Prosperity Fund. Rushcliffe's allocation from the £2.6bn fund is £2.5m allocated across 3 years: £0.312m 2022/23; £0.624m 2023/24; and £1.635m 2024/25. Rushcliffe have submitted an Investment Plan which has yet to be approved and, once in place, budget adjustments (capital and revenue) will be made and fully funded by application of this grant. These will be reported with the MTFs to both Cabinet and Full Council in February and March 2023, respectively.
- 4.15. The Cabinet report also endorsed the submission of a Levelling Up funding (LUF) bid which has three investment themes: Transport, Regeneration and Town Centre, and Cultural. The Council has submitted a LUF bid to deliver new infrastructure and improvements to existing walking and cycling routes on the south of the river. The Capital Programme will be updated in line with any approval.
- 4.16. The South Notts bid for Safer Street Funding (SSF) was approved by the Government in July 2022 (this project covers Gedling, Broxtowe and Rushcliffe). For Rushcliffe the fund will, over a 3-year period, provide £250k for crime prevention work in the Trent Bridge area. The SSF prevention work will focus on ASB, burglary and vehicle crime and will target specific areas with a high level of reported crime. A proportion of the bid involves the appointment of a project manager to support all three districts. The Council will be the host for the project manager post and funding of £52k will be transferred from the SSF to the Council to cover the costs.

Conclusion

- 4.17. The financial position in the revenue budget is stable, and due to the Business Rates Pool allocation, there is a projected overall budget efficiency of £1.038m. Pay and utilities inflation and the consequential rising costs of living present significant risks to the Council's budget. The financial impact cannot be contained within existing budgets if the trend of cost increases continues. In addition, as mentioned above, the value of the Council's pooled funds has reduced significantly and, if the statutory override ceases as planned April 2023, could result in additional pressure on the General Fund. The Council must ensure it can support any adverse budgetary impact and proposes to utilise the £1.038m projected underspend to mitigate these risks.
- 4.18. The position on capital is currently positive with no major delays anticipated on larger schemes and no need to externally borrow this financial year. Challenges can arise during the year, such as sourcing materials and inflated costs which may still impact on the projected year-end position and this will continue to be reported throughout the year.
- 4.19. Currently there is political uncertainty regarding who the Prime Minister will be (at the time of writing) and also the fiscal and monetary direction of the Government and thereafter the impact on local government. There maybe an emergency budget and we will await the Autumn Statement with interest. It would appear business rates retention and Fairer Funding changes seem

further away than ever although levelling-up remains a priority. A 2-year settlement was referenced by Michael Gove MP although he is no longer a minister which emphasises the uncertainty.

- 4.20. The Council still has its own challenges such as meeting its own environmental objectives and positively upside risks to provide more employment opportunities, economic and environmental development in the Borough by actively championing the Freeport and Development Corporation. Against a very volatile economic background it is imperative that the Council continues to keep a tight control over its expenditure, identifies any impact from changing income streams, maintains progress against its Transformation Strategy and retains a healthy reserves position to help manage risks.


















Performance Monitoring – Strategic Scorecard









- 4.21. A summary of the progress of tasks and measures falling within each theme of the Corporate Strategy is shown below. Commentary for any identified exceptions details why targets have been missed and what is being done to improve performance to meet these targets is shown in the appendices.
- 4.22. As a result of performance during the COVID-19 pandemic and an evaluation of measures used to monitor and manage performance, managers revised indicators sets within the service plans for 2022/23. A number of performance indicators that have been reported previously have been dropped or revised. Managers will look once more at their set of performance indicators to align monitoring to a refresh of the Corporate Strategy which is due for renewal in 2023. The indicators removed from this report are listed below:
- LIDEG99 Percentage of new homes at the Land North of Bingham
 - LIFCS50 Combined number of Social Media followers
 - LINS15 Percentage of food establishments achieving a hygiene rating of 4 or 5
 - LINS19a Number of household waste collection (residual, dry and garden) missed twice or more in a 3-month period
 - LINS50 Percentage of users satisfied with sports and leisure centres
 - LINS72 Number of pavilion, community hall and playing field users
- 4.23. Performance in quarter 1 is very good, the positive trends seen towards the end of 2021/22 have carried through to this year. Good performance is particularly evident in the following performance indicators:
- LIDEG40 Percentage of RBC owned industrial units occupied – occupation levels have recovered following a number of units becoming vacant during 2021/22.
 - LIFCS21 Percentage of Non-domestic Rates collected in year – collection rates are 10% ahead of target.
 - LIFCS62 Percentage increase in self-serve transactions – there are a number of factors, in particular impact of the energy rebate scheme, increased bids for Choice Based Lettings and use of the bin calendar as a result of bank holiday changes.











- LINS51 Number of leisure centre users – public – although not reaching pre-pandemic levels at present, usage is increasing and above target levels.

4.24. There are only two corporate and two operational indicators missing their targets. Explanations can be found in Appendix B.

4.25. The Corporate Strategy is a living strategy that is adapting to changing priorities. This means the Council will take advantage of emerging opportunities and removes tasks that have been completed to ensure it is reflective of the current position. One strategic task was completed last year, **ST1923_21** Support the recovery of local businesses and communities from the impacts of COVID and have now been removed from monitoring. One new strategic task has been added to the Corporate Scorecard this year, **ST1923_21** Delivery of the Equality, Diversity and Inclusion scheme action plan.

EFFICIENT SERVICES				ENVIRONMENT				
Strategic Tasks				Strategic Tasks				
 2	 2	 0	 0	 2	 2	 0	 0	
There are no task exceptions this quarter.				There are no task exceptions this quarter.				
Performance Indicators				Performance Indicators				
 2	 0	 0	 3	 1	 1	 0	 1	 0
No Performance Exceptions				No Performance Exceptions				






QUALITY OF LIFE				SUSTAINABLE GROWTH			
Strategic Tasks				Strategic Tasks			
 2	 4	 0	 1	 1	 6	 0	 1
Task Exception: ST1923_01 Develop the Chapel Lane site in Bingham, including a new leisure centre, community hall and office space, by 2022				Task Exception: ST1923_18 Review Local Plan Part 1 – Core Strategy in partnership with Greater Nottingham Housing Market Area			
Performance Indicators				Performance Indicators			

QUALITY OF LIFE					SUSTAINABLE GROWTH				
 2	 0	 1	 0	 0	 5	 0	 1	 4	 4
Performance Exceptions: LINS72b Percentage usage of community facilities Explanations are provided in the Appendix G.					Performance Exceptions: LIDEG02 Percentage of Major applications dealt with in 13 weeks or agreed period Explanations are provided in the appendix G.				

Further details and a key of symbols is shown in **Appendices F and G**.

Performance Monitoring – Operational Scorecard

The Council’s operational business is also monitored, and 36 measures make up the Operational Scorecard.

Operational Scorecard – Performance Indicators				
 23	 1	 2	 7	 3
There are two performance exceptions to report. LIDEG01 Percentage of householder planning applications processed within target times LINS61a Percentage of calls answered in 60 seconds (cumulative) These indicators have been identified as exceptions. Explanations are provided in Appendix G .				

5 Risks and Uncertainties

- 5.1 Failure to comply with Financial Regulations in terms of reporting on both revenue and capital budgets could result in criticism from stakeholders, including both Councillors and the Council’s external auditors.
- 5.2 Areas such as income can be volatile and are particularly influenced by public confidence and the general economic climate and Government legislation. The impact of this remains to be seen at this stage but is being closely monitored. The impact on income and expenditure likely to be affected by the inflationary increases will be taken into account during budget setting for 2023/24.

- 5.3 Any delay in anticipated capital receipts will mean that a higher level of temporary internal borrowing will be required. This can, however, be accommodated due to the level of cash reserves. There will be an opportunity cost by way of lost interest on sums invested.
- 5.4 There are significant budget risks going forward: most immediately relating to inflation increases and pay costs and the resulting impact on income receipts and in the medium term linked to potential changes to the business rates system and Fairer Funding by Central Government (although this is now unlikely to materialise until 2024/25 and heightened by political uncertainty); government policy in relation to waste collection which is still under review; the potential impact of the power station closure (now 2024), and the Council's commitment to the Freeport and Development Corporation.
- 5.5 Business Rates is subject to specific risks given the volatile nature of the tax base with a small number of properties accounting for a disproportionate amount of tax revenue. Ratcliffe-on-Soar power station is due to close in 2024 however due to the successful appeal earlier this year the impact of the closure on the Council has been reduced. Furthermore, changes in Central Government policy influences Business Rates received and their timing, for example policy changes on small Business Rates relief.
- 5.6 The Council needs to be properly insulated against such risks hence the need to ensure it has a sufficient level of reserves, as well as having the ability to use reserves to support projects where there is 'upside risk' or there is a change in strategic direction. Sufficient reserve levels are critical in ensuring the Council can withstand the financial shocks and maintaining reserves to address significant risks remains a key objective of the Council's Medium Term Financial Strategy and is good financial practice.

6 Implications

6.1 Financial Implications

Financial implications are covered in the body of this report.

6.2 Legal Implications

There are no direct legal implications arising from this report.

6.3 Equalities Implications

None

6.4 Section 17 of the Crime and Disorder Act 1998 Implications

None

7 Link to Corporate Priorities

Quality of Life	Successful management of the Council's resources can help the Council deliver on its goals as stated in the Corporate Strategy and monitored through this quarterly report
Efficient Services	
Sustainable Growth	
The Environment	

8 Recommendations

It is RECOMMENDED that the Group notes;

- a) the expected revenue budget efficiency for the year of £1.038m and proposals to earmark this for cost pressures (para 4.1);
- b) the capital budget efficiencies of £6.170m including the re-profiling of provisions totalling £1.465m to 2023/24 for Cotgrave Leisure Centre, Keyworth Leisure Centre, and West Park (para 4.7);
- c) the transfer of £0.15m from the Streetwise Loan Provision to Capital Contingency (para 4.7);
- d) the expected outturn position for Special Expenses to be in line with the budget (para 4.5); and
- e) the Council positively engaging in securing external funding with regards to the UK Shared Prosperity Fund, Levelling-up and Safer Streets (paras 4.14 to 4.16); and
- f) considers whether scrutiny is required for identified performance exceptions.

For more information contact:	Peter Linfield Director - Finance and Corporate Services Tel: 0115 9148439 Email: plinfield@rushcliffe.gov.uk
Background papers available for Inspection:	Council 3 March 2022 – 2022-23 Budget and Financial Strategy
List of appendices:	Appendix A – Revenue Outturn Position 2022/23 Appendix B – Revenue Variance Explanations Appendix C – Capital Programme 2022/23 – June 2022 position Appendix D – Capital Variance Explanations Appendix E – Special Expenses Monitoring Appendix F – Corporate Scorecard Appendix G – Operational Scorecard

This page is intentionally left blank

Revenue Outturn Position 2022/23

	Original Budget £'000	Revised Budget £'000	Projected Outturn £'000	Projected Outturn Variance£'000
Chief Execs	2,021	2,054	2,037	(17)
Development and Economic Growth	88	365	501	136
Finance & Corporate	4,330	4,738	4,433	(305)
Neighbourhoods	6,749	7,430	7,694	264
Sub Total	13,188	14,587	14,665	78
Capital Accounting Reversals	(1,895)	(1,895)	(1,895)	0
Minimum Revenue Provision	1,293	1,293	1,293	0
Total Net Service Expenditure	12,586	13,985	14,063	78
Grant Income (including New Homes Bonus & rsg)	(1,861)	(1,861)	(1,988)	(127)
Business Rates (including SBRR)	(3,958)	(3,958)	(4,947)	(989)
Council Tax	(7,667)	(7,667)	(7,667)	0
Collection Fund Deficit	4,365	4,365	4,365	0
Total Funding	(9,121)	(9,121)	(10,237)	(1,116)
Net Transfer to/(-)from Reserves	(3,465)	(4,864)	(3,826)	1,038
Amounts Committed from underspend				
Pay Award			(252)	(252)
Utilities			(386)	(386)
Pooled Investments			(400)	(400)
Total Committed from underspend			(1,038)	(1,038)
Net Budget (Deficit)/Surplus	(3,465)	(4,864)	(4,864)	0

This page is intentionally left blank

Revenue Variance Explanations (over £25k)

ADVERSE VARIANCES in excess of £25,000			
Service	Income / Expenditure Type	Reason	Projected Outturn Variance £'000
Crematorium	Income	Reduced income due to slippage in build	176
Depot & Contracts	Employee Expenses	Agency	104
Depot & Contracts	Transport Related Expenses	Older Vehicle Repairs	30
ICT	Employee Expenses	IT agency	27
ICT	Supplies & Services	Idox	38
Planning & Growth	Employee Expenses	Planning agency	229
Property Services	Income	Rental income at Bingham Enterprise Centre (delayed opening) and the Point (vacancies)	64
Strategic Housing	Supplies & Services	Replacement home alarm equipment	27
Leisure	Income	Bingham Hub	58
TOTAL ADVERSE VARIANCES > £25k			753
FAVOURABLE VARIANCES in excess of £25,000			
Service	Income / Expenditure Type	Reason	Projected Outturn Variance £'000
Financial Services	Income	Investment Income	(267)
Revenues & Benefits	Income	Court Costs	(33)
Planning & Growth	Income	Planning income	(176)
Financial Services	Contingency	Allocation for Crem and Bingham lost income (offsets reduced income)	(167)
TOTAL ADVERSE VARIANCES > £25k			(643)
OTHER MINOR VARIANCES			(32)
TOTAL VARIANCE			78

This page is intentionally left blank

Capital Programme Summary June 2022

Expenditure Summary	Current Budget £000	Actual £000	Projected Variance £000	Explanations
Development and Economic Growth	15,847	14,259	(1,588)	Variance primarily arises from anticipated underspend on Bingham Hub.
Neighbourhoods	8,537	4,611	3,926)	Support for RHPs not wholly committed as options continue to be assessed. £1.5m expenditure on CLC, KLC, and West Park has agreed to be deferred to 23/24 to allow priority schemes to be delivered.
Finance & Corporate Services	513	363	(150)	Loan for Streetwise not required and will be transferred to contingency to support the insourcing of Streetwise.
Contingency	506	0	(506)	Capital Contingency balance not yet allocated. This has been increased by carry forwards to give greater flexibility to the programme for the insourcing of Streetwise.
	25,403	19,233	(6,170)	
FINANCING ANALYSIS				
Capital Receipts	(11,540)	(8,071)	3,469	CLC, KLC, and West Park schemes deferred to 23/22 plan to be financed by capital receipts.
Government Grants	(2,724)	(2,900)	(176)	
Use of Reserves	(1,763)	(1,780)	(17)	
Grants/Contributions	(2)	(2)	-	
Section 106 Monies	(2,874)	(980)	1,894	Release of S106s for Affordable Housing, commitments not yet identified.
Borrowing	(6,500)	(5,500)	1,000	Potential Saving on Bingham Hub
	(25,403)	(19,233)	6,170	
NET EXPENDITURE	-	-	-	

This page is intentionally left blank

Capital Variance Explanations June 2022

Capital Programme Monitoring - June 2022								
	Original Budget £000	Current Budget £000	Budget YTD £000	Actual YTD £000	Variance £000	Projected Actual £000	Variance £000	Comment
DEVELOPMENT AND ECONOMIC GROWTH								
Manvers Business Park Enhancements	300	300				300		Works planned for later in the year.
Colliers BP Enhancements		8		1	1	25	17	Opportunity to install new water supply pipework to mitigate liability issues, currently considering best options. £17k to be requested from Capital Contingency.
Traveller Site Acquisition	1,000	1,000				1,000		Projected actual to be refined when spending plans clearer. A grant application has been made for costs totalling £1.914m with 50% funding £957k.
Cotgrave Phase 2	500	500	125	64	(61)	125	(375)	Main contract completed early 21/22. Peripheral works still to be commissioned: car charging points, teen shelters, landscaping, and frontage works. Savings anticipated.
Bingham Leisure Hub	2,000	7,673	1,918	1,345	(573)	6,673	(1,000)	A delay is now expected for completion and handover to very late summer. Contract and RBC Contingency sums not yet allocated may mean potential significant saving.

Water Course Improvements	60	60				60		Procurement options being considered. May be cost pressures for the work.
The Point	200	240				240		Planned works to upgrade office lighting; balcony waterproofing; and auto doors.
Bingham Market Place Improvements		68				68		Tender exercise re-run; tenders being evaluated.
The Crematorium	3,000	5,973	1,025	574	(451)	5,743	(230)	Total provision including purchase of the land £8.5m. Contractor appointed, site/ground works commenced. Potential cost pressures for materials and skilled labour. £230k saving from non-payable VAT in 21/22, may be further savings from contract contingency.
Keyworth Cemetery	25	25				25		Works to be agreed with the Diocese.
	7,085	15,847	3,068	1,984	(1,084)	14,259	(1,588)	
NEIGHBOURHOODS								
Vehicle Replacement	926	948	589	594	5	910	(38)	3 Refuse Freighters and a 2nd hand glass recycler acquired. Planned purchases: 1 Medical Waste Box Vans. Electric Ford Transit, and 2 vehicles for RCP. £22k for BARTEC Units.
Support for Registered Housing Providers	2,620	2,056				162	(1,894)	Commitments £162k: £80k for 50% due on Practical Completion for 10 units of affordable housing on Garage Sites Ph 2; £36k 2 Affordable Rent units Ruddington; and £46k for 50% SOS 2 Affordable Rent units RAF Newton. RBC has received £3.8m for land north of Bingham. Cabinet 12.07.22 approved £500k Capital Receipts backed

									budget to be transferred to Mandatory DFGs.
Assistive Technology	40								The original £40k provision transferred to support spending pressures on Mandatory DFGs meaning there are no funds available to support the £40k planned investment in Smart Hubs. Other options for financing the Hubs are being assessed.
Discretionary Top Ups	100	100	25	17	(8)		100		Due to spending pressures on Mandatory DFGs, Cabinet 12.07.22 approved amendment of the policy to temporarily suspend use of the Discretionary pot until a review of the national formula allocation is undertaken.
Disabled Facilities Grants	530	1,253	313	188	(125)		928	(325)	Budget movement comprises: £56k b/f; £40k provision from Assistive Technology and £25k from WHOP diverted here; £102k from historic underspends; and an additional £500k from Support for RHPs as approved by Cabinet 12.07.22.
Hound Lodge Enhancements	125	125						(125)	The future of Hound Lodge is currently being assessed.
Arena Enhancements	75	155					75	(80)	£75k committed to upgrade reception and corridor floors.
Car Park Resurfacing	95	215					215		Scope of works being finalised, works to be undertaken alongside EV Charge Points.

CLC Enhancements	675	675					(675)	Agreed deferral of work until Dec 2023 to allow delivery of corporate priorities: Bingham Hub and The Crematorium. Cabinet to approve rephasing to 23/24 Capital Programme.
EGC Enhancements	30	30				30		Options still under consideration.
KLC Enhancements	470	470					(470)	Agreed deferral of work until Dec 2023 to allow delivery of corporate priorities: Bingham Hub and The Crematorium. Cabinet to approve rephasing to 23/24 Capital Programme.
BLC Improvements		97				97		To support any emerging Health and Safety enhancements.
Gresham Sports Park Redevelopment		51				51		Allocated towards environmental improvements associated with the swale.
Gamston Community Centre Enhancements Special Expense		13				13		
Lutterell Hall Enhancements Special Expense		77				77		
LAD2 Green Energy Grants		407				407		New initiative, fully funded by Government Grant. Scheme to facilitate external wall insulation, solar PV panels, and loft insulation in homes of non-standard construction. Commencing November, to be delivered in partnership with EON. Timescale has been extended due to COVID19, completion now allowed by 30 June 22 and paperwork by 31 July 22.

HUG and LAD3 Green Energy Grants	770	770				770	New initiative, fully funded by Government Grants. New Home Upgrade Grants and an extension of LAD2 (see above). Funds to be spent by 31 March 2023.
Gresham Sports Pavilion		32				32	Changing rooms and flooring options to be decided.
RCP Visitor Centre	75	542	295	93	(202)	542	Phase I Enabling/Civils work £90k completed. New Rangers Vehicle Store/Workshop bought 21/22 £25k and will be installed this year as part of Phase II. Wind turbines decommissioned. Expected completion in July 22.
External Door/Window Upgrades Various Sites	35	46				46	
Alford Road Football Goals	10	10				10	Goal posts on order.
Capital Grant Funding		15				15	One final grant of £15k committed.
Adbolton Play Area Special Expense	75	85				85	Planned enhancements Adbolton Play Area.
Boundary Rd Cycle Track Special Expense		3	3	2	(1)	3	Height barrier installed.
West Park Julien Cahn Pavilion Special Expense	320	320					(320) Agreed deferral of work until Dec 2023 to allow delivery of corporate priorities: Bingham Hub and The Crematorium. Cabinet to approve rephasing to 23/24 Capital Programme.
Skateboard Parks		40	40	40		40	Final Skatepark Grant £40k released to Keyworth PC.

Warm Homes on Prescription	25	2	2	3	1	3	1	The original £25k transferred to support spending pressures on Mandatory DFGs meaning there are no funds available to support WHOP this year. £3k residual spent projected met by a budget adjustment from historic underspends on BCF.
	6,996	8,537	1,267	937	(330)	4,611	(3,926)	
FINANCE & CORPORATE SERVICES								
Information Systems Strategy	230	363	57	8	(49)	363		Rollout of the ICT Alignment Strategy to meet business needs and embrace changing technology. Cloud Based Solutions now being assessed.
Streetwise Loan 21/22	150	150					(150)	Loan not required. Cabinet approval requested transfer provision to Capital Contingency to support the insourcing of Streetwise.
	380	513	57	8	(49)	363	(150)	
CONTINGENCY								
Contingency	150	506					(506)	£150k original estimate bolstered by £150k Streetwise Loan not required from £21/22 and £206k unspent contingency in 21/22. £17k to be requested for Colliers BP.
	150	506					(506)	
TOTAL	14,611	25,403	4,392	2,929	(1,463)	19,233	(6,170)	





Special Expenses Summary June 2022

Budget Monitoring for Special Expense Areas - Quarter 1				
	Original Budget 22/23	Forecast P3	Forecast Variance	Reasons for variance
	£	£	£	
West Bridgford				
Parks & Playing Fields	437,500	437,500	0	
West Bridgford Town Centre	91,400	91,400	0	
Community Halls	78,500	78,500	0	
Annuity Charges	94,000	94,000	0	
RCCO	75,000	75,000	0	
Sinking Fund (The Hook)	20,000	20,000	0	
Total	796,400	796,400	0	
			0	
Keyworth			0	
Cemetery	7,900	7,900	0	
Annuity Charge	1,300	1,300	0	
Total	9,200	9,200	0	
			0	
Ruddington			0	
Cemetery & Annuity Charges	11,100	11,100	0	
Total	11,100	11,100	0	
			0	
TOTAL SPECIAL EXPENSES	816,700	816,700	0	






This page is intentionally left blank





Guide to symbols

Tasks










Task Status		
	Overdue	The task has passed its due date
	Warning	The task is approaching its due date. One or more milestones are approaching or has passed its due date
	Progress OK	The task is expected to meet the due date
	Completed	The task has been completed








Performance Indicators

PI Status		
	Alert	Performance is more than 5% below the target
	Warning	Performance is between 5% and 1% below the target
	OK	Performance has exceeded the target or is within 1% of the target
	Unknown	No data reported or data not due for this period (reported annually)
	Data Only	A contextual indicator, no target is set



Long Term Trends		
	Improving	The calculation within Covalent for trend is made from a comparison of the data for the current quarter with the same quarter in the three previous years
	No Change	
	Getting Worse	
	New indicator, no historical data	

Strategic Tasks

Status	Ref.	What are we doing	Due date	Progress
Efficient Services				
	ST1923_08	Include digital principals in our communications and ways of undertaking business	2023	<div style="width: 40%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 40%
	ST1923_10	Deliver our Medium-Term Financial Strategy and Corporate Strategy	2023	<div style="width: 81%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 81%
Environment				
	ST1923_17	Support the delivery of more sustainable development across the Borough through the introduction of new design guides, implementation of actions from the Planning Reform (once published) and lobbying Government	2023	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 50%
	ST1923_19	Implementation of proposals from the Resources and Waste Strategy for England	2025	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%
Quality of Life				
	ST1923_01	Develop the Chapel Lane site in Bingham, including a new Leisure Centre, Community Hall and Office space	2022	<div style="width: 80%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 80%
<p>Despite missing the original target date of 31 March 2022 this major project has only been delayed by 4 to 5 months. Handover is predicted for 30 September 2022, whilst there is always a possibility of delay confidence is high that this date will be met.</p> <p>There has been good interest in the offices in the Enterprise Centre which offers the support of a business adviser to ensure business can thrive and grow.</p>				
	ST1923_02	Support the continued development of existing local growth boards for Cotgrave, Radcliffe on Trent, Bingham, East Leake and West Bridgford	2023	<div style="width: 74%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 74%
	ST1923_04	Review and implement the Council's Leisure Strategy in relation to Leisure and Community Facilities	2023	<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 90%
	ST1923_05	Facilitate the development of a Crematorium in the Borough by 2022	2022	<div style="width: 65%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 65%
	ST1923_23	Delivery of the Equality, Diversity and Inclusion scheme action plan	2024	<div style="width: 0%;"><div style="background-color: #4f81bd; height: 10px;"></div></div> 0%

Status	Ref.	What are we doing	Due date	Progress
Sustainable Growth				
	ST1923_11	Support the delivery of 13,150 new homes and securing a 5-year land supply in Rushcliffe Local Plan Part 2 adopted Local Plan Part 1 - Core Strategy reviewed in partnership with Greater Nottingham Housing Market Area	2028	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">70%</div>
	ST1923_12	Support the delivery of employment land on all 6 strategic sites in Rushcliffe and sites allocated through the Local Plan	2028	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">25%</div>
	ST1923_13	Support the delivery of improved transport infrastructure e.g. A46, A52, A453 Corridors	2023	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">75%</div>
	ST1923_15	Support the delivery of affordable housing in the Borough, working with developers, providers and private landlords	2023	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">90%</div>
	ST1923_18	Review Local Plan Part 1 – Core Strategy in partnership with Greater Nottingham Housing Market Area	2022	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">40%</div>
<p>A growth strategy for Greater Nottingham, including housing targets for each authority area, has now been successful. This has provided a way forward and it is currently anticipated that we should be able to consult on a proposed development strategy in October/November. The full revised timetable for this task is in discussion and will be confirmed as soon as possible.</p>				
	ST1923_20	Coordinate Rushcliffe's involvement in the Development Corporation and Freeport to support the redevelopment of the Ratcliffe on Soar site	2024	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">85%</div>
	ST1923_22	Implementation of proposals from new planning legislation	2023	<div style="border: 1px solid black; width: 100px; height: 15px; background-color: #4f81bd; text-align: center; color: white;">0%</div>

Completed Tasks








Status	Ref.	What are we doing	Completed
	ST1923_03	Respond to any proposals from the Resources and Waste Strategy for England	August 2020
	ST1923_06	Working with Rushcliffe Roots and Rushcliffe CCG, deliver a targeted events and health development programme across the Borough	March 2021

Status	Ref.	What are we doing	Completed
✓	ST1923_07	Relocate our R2Go service and Streetwise Environmental Ltd	December 2019
✓	ST1923_09	Relocate the Rushcliffe Community Contact Centre in West Bridgford	February 2020
✓	ST1923_14	Review the asset (property) management plan	March 2020
✓	ST1923_16	Refresh our carbon management plan and establish a carbon neutral target	May 2020
✓	ST1923_21	Support the recovery of local businesses and communities from the impacts of COVID	March 2022







Appendix

Performance Indicators - Strategic Scorecard







Efficient Services

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LIFCS15	Value of savings achieved by the Transformation Strategy against the programme at the start of the financial year	£0.03m	£0.03m		£0.327m	£0.359m
	LIFCS16	Percentage of residents believing the council provides value for money	No survey	-	-	-	42%
	LIFCS49	Percentage of residents satisfied with the service the Council provides	No survey	-	-	-	59%
	LIFCS62	Percentage increase in self-serve transactions	9.39%	-1%		-1%	-0.13%
	LIFCS63	Percentage of residents satisfied with the variety of ways they can contact the Council	No survey	-	-	-	42%

Environment

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LINS17	Percentage of residents satisfied with the refuse and recycling service	81%	80%		80%	No survey
	LINS18	Percentage of household waste sent for reuse, recycling and composting	53.22%	55.29%		50.00%	47.80%
	LINS23	Residual waste collected per household, in kilos	113.33	117.00		480.00	522.74

Quality of Life

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LINS32	Average waiting time of applicants rehoused by Choice Based Lettings	470 weeks	40 weeks		40 weeks	31 weeks
	LINS51	Number of leisure centre users - public	286,272	242,641		962,860	899,839
	LINS72 b	Percentage usage of community facilities	42%	50%		50%	39.66%

INDICATOR RED / EXCEPTION AT QUARTER ONE



Increased marketing and integration with the booking system is taking place which is seeing improved bookings particularly at Gresham Sports Park and Gamston Community Hall.

Looking ahead we have secured an education provider for Gresham sports daytime usage from September and a disability football league.

Rushcliffe Country Park Education Centre is also due to come back online after refurbishment in mid-August.

Note: LINS32 Average waiting time of applicants rehoused by Choice Based Lettings – the description changed





Sustainable Growth


















Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LIDEG 02	Processing of planning applications: Major applications dealt with in 13 weeks or agreed period	61.50%	70.00%		70.00%	72.34%

INDICATOR RED / EXCEPTION AT QUARTER








This indicator tends to fluctuate as the numbers of major applications dealt with each year are relatively small. On average, we are only determining around 45 major applications a year – around four or five applications a month. Therefore, the impact of one application is much greater on the overall figure than if there were hundreds of applications.





As with a number of other planning indicators, monthly performance is being reported to the Director and Cabinet to ensure close monitoring. Additional support is in place still from Capita whose focus is predominantly on the major applications.


















	LIDEG 03	Percentage of non-major applications dealt with in 8 weeks or agreed period	80.2%	80%		80%	67.9%
	LIDEG 05	Percentage of appeals allowed against total number of Major planning applications determined by the authority	0%	10%		10%	0%

	LIDEG 18	Contributions received as a percentage of current developer contributions	41.7%	No target		No target	39.29%
	LIDEG 19	Value of future developer contributions to infrastructure funding	£35.12m	No target		No target	£39.96m
	LIDEG 32	Supply of ready to develop housing sites	No data available			No target	Awaiting data
	LIDEG 33	Number of new homes built	No data available			No target	Awaiting data
	LIDEG 34	Area of new employment floorspace built (sq mtrs)	No data available			No target	Awaiting data
	LIDEG 35	Number of Neighbourhood Plans adopted	0	No target		No target	3
	LIDEG 36	Percentage of homes built on allocated sites at key rural settlements	No data available			-	Awaiting data
	LIDEG 37	Percentage of new homes built against the target within the Local Plan	No data available			-	Awaiting data
	LIDEG 40	Percentage of RBC owned industrial units occupied	98.64%	96%		96%	97.23%
	LIDEG 41	Level of income generated through letting property owned by the Council but not occupied by the Council	£441k	£462k		£1,731m	£1.66m
	LINS24	Number of affordable homes delivered	47	45		200	175

Performance Indicators - Operational Scorecard

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LIDEG01	Percentage of householder planning applications processed within target times	61.70%	80.00%		80.00%	52.60%
INDICATOR RED / EXCEPTION AT QUARTER ONE							
<p>Performance in the first month of the year was 72%. Whilst this is still lower than the target set it showed a significant improvement from the middle of last year when application numbers were at their highest and staffing levels lower than required (performance was around the 50% mark). The service is experiencing another increase in planning applications. Timely performance information has enabled an additional contract planner to be appointed providing additional resource in the team to respond to this increased demand. In addition, monthly performance is being reported to the Director and Cabinet to ensure this is being monitored closely.</p>							
	LIDEG04	Percentage of applicants satisfied with the Planning service received	No survey	-	-	-	44%
	LIDEG06	Percentage of appeals allowed against total number of Non-Major planning applications determined by the authority	0.4%	10%		10%	0.6%
	LIDEG17	Percentage of planning enforcement inspections carried out in target time	80.7%	80%		80%	78.05%

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LIFCS10	Percentage of invoices for commercial goods and services which were paid by the authority in payment terms	98.95%	98.00%		98.00%	99.12%
	LIFCS20	Percentage of Council Tax collected in year	29.93%	29.97%		99.20%	99.10%





Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LIFCS21	Percentage of Non-domestic Rates collected in year	43.19%	32.29%		99.20%	99.30%
	LIFCS22a	Average number of days to process a new housing benefit claim	12.47	14		14	11.67
	LIFCS22b	Average number of days to process a change in circumstances to a housing benefit claim	3.13	5		5	2.49
	LIFCS22c	Average number of days to process a new council tax reduction claim	13.86	19		19	13.03
	LIFCS22d	Average number of days to process a change in circumstances to council tax benefit claim	1.82	5		5	2.12
	LIFCS23	Percentage of Revenues Services customers surveyed that were satisfied with the level of service provided	Survey to be undertaken				-
	LIFCS24	Percentage of housing and council tax benefit claims processed right first time	97.00%	95.00%		95.00%	97.00%
	LIFCS50	Number of complaints received by the council at initial stage	16	-		-	57
	LIFCS52	Percentage of complaints responded to within target times	92.9%	95.0%		95.0%	98.0%
	LIFCS56	Percentage of visitors satisfied by their website visit	Not due		-	60.0%	No survey
	LIFCS60	Percentage of users satisfied with the service received from the Rushcliffe Customer Service Centre	100.0%	95.0%		95.0%	100.0%
	LIFCS61a	Percentage of calls answered in 60 seconds (cumulative)	64%	70%	-	70%	No data













INDICATOR RED / EXCEPTION AT QUARTER ONE
















There was a high volume of calls mainly relating to the council tax energy rebate (which coincided with annual billing and the renewal of green bins for this year). This increased call volume, and in some cases increased complexity, has resulted in longer wait times for residents. In addition, over the same period two staff left – two new members of staff have been recruited to

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value

fill this gap and are currently progressing well with their training. More recent figures show a positive improvement.

	LIFCS64	Percentage of customer face to face enquiries to Rushcliffe Customer Service Centre responded to within 10 minutes	100%	85%		85%	100%
	LIFCS65	Percentage of telephone enquiries to Rushcliffe Customer Service Centre resolved at first point of contact	96%	87%		87%	95%

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LINS01	Percentage of streets passing clean streets inspections	100%	97.5%		97.5%	99.8%
	LINS02	Percentage of residents satisfied with the cleanliness of streets within the Borough	No survey	-	-	-	67%
	LINS05	Percentage of residents satisfied with the cleanliness and appearance of parks and open spaces	No survey	-	-	-	No survey
	LINS06	Cumulative number of fly tipping cases (against cumulative monthly comparison for last year)	259	347		1,390	1,039
	LINS14	Average NOx level for Air Quality Management Areas in the Borough	33µg/m ³	40µg/m ³		40µg/m ³	32µg/m ³
	LINS21a	Percentage of eligible households taking up the green waste collection service	Not due	72%	-	72%	72%
	LINS25	Number of households living in temporary accommodation	12	25	-	25	11
	LINS26a	Number of homeless applications made	15	25		100	37

Status	Ref.	Description	Q1 2022/23			2022/23	2021/22
			Value	Target	Long Trend	Target	Value
	LINS29a	Number of successful homelessness preventions undertaken	21	18		72	118
	LINS31a	Cumulative number of main duty housing decisions issued	70%	58%		58%	66%
	LINS37	Domestic burglaries per 1,000 households	2.01	3.50		14.0	10.27
	LINS38	Robberies per 1,000 population	0.06	0.09		0.38	0.38
	LINS39	Vehicle crimes per 1,000 population	1.60	1.75		7.0	4.45
	LINS73a	Income generated from community buildings	£8,973	No target		No target	£63,621
	LINS73b	Income generated from parks, pitches and open spaces	£29,603	No target		No target	£155,788
	LINS75	Number of new trees planted	Not due	-	-	-	2,158

Note: Performance indicator name changes – previous names below.

LINS26a Number of homeless applications made

LINS29a Number of successful homelessness preventions undertaken

LINS31a Percentage of applicants within Bands 1 and 2 rehoused within 26 weeks

This page is intentionally left blank



Corporate Overview Group

Tuesday, 6 September 2022

Scrutiny Witness Guide

Report of the Director – Finance and Corporate Services

1. Purpose of report

To present the draft Scrutiny Witness Guide for discussion and approval.

2. Recommendation

It is RECOMMENDED that the Corporate Overview Group approves the Scrutiny Witness Guide at Appendix One.

3. Reasons for Recommendation

- 3.1. The Guide has been developed to draw attention to the provisions outlined in the Council's Constitution in relation to expert witnesses and Councillors contributing to scrutiny. It also sets the standard for involving witnesses in scrutiny to ensure that the different scrutiny groups are following the same procedures and the processes are transparent and easy for witnesses to follow.
- 3.2. This report gives members of the Corporate Overview Group the opportunity to discuss the draft Scrutiny Witness Guide before approval for use.

4. Supporting Information

- 4.1. In February 2020, the Corporate Overview Group discussed the options for increasing public involvement in scrutiny. It was concluded that adequate provisions existed within the Council's Constitution to enable witnesses to be called if required to inform the debate on a particular topic.
- 4.2. In 2021, the Scrutiny Matrix, the Council's mechanism for identifying and deciding which topics to put onto scrutiny Work Programmes, was updated to include a prompt for Officers and Councillors to consider whether hearing from expert witnesses may be beneficial.
- 4.3. It was also decided that it may be helpful to hear from the Councillor who submitted the item for scrutiny either at Corporate Overview Group, to better understand their motivations and concerns, or at the scrutiny group at which their submitted topic is to be discussed, to set the scene and highlight their concerns in person.

- 4.4. There has also been a desire expressed by members of the Corporate Overview Group to guide expert witnesses (RBC officers as well as those from other organisations) to be more focused in the information presented to scrutiny (usually in the form of a presentation) and for a balance to be maintained between information and debate.
- 4.5. The Scrutiny Witness Guide outlines how scrutiny works at Rushcliffe, who can speak at scrutiny meetings (and for how long), the nature of their involvement and what external speakers can expect both by way of support in advance of and during the meeting.
- 4.6. These alterations to the way scrutiny works are all in line with the provisions laid out in the Council's Constitution.

5. Risks and Uncertainties

There are no risks and uncertainties contained within this recommendation. The Scrutiny Witness Guide is a short, user friendly document which pulls together existing provisions within the Council's Constitution with the aim of improving the accessibility, and quality, of public engagement in scrutiny.

6. Implications

6.1. Financial Implications

There are no financial implications contained within the recommendations of this report. Expert witnesses give their time free of charge.

6.2. Legal Implications

There are no legal implications contained within the recommendations of this report.

6.3. Equalities Implications

There are no equalities implications contained within the recommendations of this report.

6.4. Section 17 of the Crime and Disorder Act 1998 Implications

There are no Section 17 implications contained within the recommendations of this report.

7. Link to Corporate Priorities

Quality of Life	
Efficient Services	The use of the Scrutiny Witness Guide will increase transparency at scrutiny leading to better quality scrutiny through the involvement of expert witnesses. The outcome of better scrutiny will be more efficient Council services and there may also be improvements in other corporate priorities depending on the topic being scrutinised.
Sustainable Growth	
The Environment	

8. Recommendation

It is RECOMMENDED that the Corporate Overview Group approves the Scrutiny Witness Guide at Appendix One.

For more information contact:	Charlotte Caven-Atack Service Manager – Corporate Services 0115 914 8278 ccaven-atack@rushcliffe.gov.uk
Background papers available for Inspection:	
List of appendices:	Appendix One – Draft Scrutiny Witness Guide

This page is intentionally left blank

Rushcliffe Borough Council - Scrutiny Witness Guide

Introduction

Rushcliffe Borough Council recognises the valuable contribution that can be made by witnesses to the scrutiny process, be this in the form of expert opinion from professionals in a particular discipline, the views of town and parish councils and community groups, or residents who are directly affected by a particular service. We also value hearing from our own councillors where they have felt compelled to submit a topic for scrutiny so that we can best understand their concerns.

This Witness Guide seeks to ensure that there is a positive and clearly defined relationship between the scrutiny process and witnesses to support the effective delivery of scrutiny. Further information about scrutiny at Rushcliffe Borough Council can be found at the end of this Guide and in our Constitution online.

Who can be asked to speak at scrutiny as a witness

Topics for consideration by the Corporate Overview Group can be submitted by both councillors and officers. Once approved, these are allocated to one of our three themed scrutiny groups – Governance Scrutiny Group, Communities Scrutiny Group or Growth and Development Scrutiny Group. The Corporate Overview Group is responsible for deciding who it would be beneficial to hear from as part of the debate at scrutiny; however, the chairman of the relevant scrutiny group can request additional witnesses be invited, in conjunction with the relevant lead officer, as a result of investigative work undertaken in advance of the scrutiny meeting. Each scrutiny group has a lead officer; it is their responsibility to contact, secure the attendance of, and brief any witnesses before the scrutiny meeting.

The following people may be invited to speak at scrutiny as a witness:

- The councillor who submitted the scrutiny matrix (our mechanism for raising topics of concern for consideration by the Corporate Overview Group)
- An expert in a relevant field of research or occupation – for example, a university professor specialising in environmentally friendly energy sources to contribute to an investigation into the Council's generation and use of energy
- Officers from the Council – this is often a useful way of understanding the Council's current policy or activity in relation to a particular topic
- Professionals from other organisations such as another public sector organisation or the County Council can be asked to speak on a topic that affects the residents of the Borough but is not necessarily the responsibility of the Borough Council
- Representatives from town and parish councils, community groups or special interest groups can also provide very valuable insight into the impact of Council policy or activity on the residents of the Borough.

Members of the Council's Cabinet can be asked by the relevant chairman to attend scrutiny to answer questions about a recent decision (holding the Cabinet to account) or where the insight of the Cabinet member would be beneficial to the topic under discussion.

It is not necessary to invite representatives from all of the above categories to each scrutiny meeting – neither would it be desirable. The purpose of inviting witnesses to scrutiny is to inform the debate and increase understanding; therefore, a balance between information gathering and discussion must be maintained.

What to expect at Scrutiny

The agenda for scrutiny meetings is published five clear working days in advance of the meeting on the Council's website. This will include any reports that have been written in advance about the topics under discussion at that meeting.

The Council holds all scrutiny meetings in the Council Chamber at Rushcliffe Arena (Rugby Road, West Bridgford, NG2 7YG). The building is fully accessible, and the chamber has a built-in hearing loop. Meetings usually start at 7pm, though the Chairman can start earlier if there are many items to discuss (this will be made clear in your invitation and on the agenda for the meeting). All scrutiny meetings are live streamed to the Council's YouTube channel. To ensure you can be heard both within the room and on the live stream, we use table-top microphones – a full demonstration will be provided before the meeting starts.

If you would like to use an MS Powerpoint presentation during your witness statement, this needs to be provided to Democratic Services the working day before the meeting – you will need to share your presentation with the lead officer in advance of this so please arrange this with them directly. Your presentation will be set up and tested before the meeting starts and a handheld device provided to enable you to move your own slides forward.

Other people present in the chamber include the scrutiny committee members, the lead officer who you will have been in touch with, and at least one democratic services officer who is responsible for minuting the meeting. Other witnesses may also be present to talk on the same item or other areas of the agenda. The lead officer will ensure you are introduced to the Chairman and Vice Chairman before the meeting starts. It would be advisable to arrive at the meeting 10-15minutes before the official start time so that we can help you get settled.

When it is time for you to speak, you will be invited to do so by the Chairman. Once all witnesses have spoken, the committee will debate the issue – they may have questions for you so please stay in the meeting until the discussion on your topic has finished. You may stay for the rest of the meeting if you wish to.

The main aim of inviting witnesses to scrutiny meetings is to gain access to relevant expertise, new perspectives and practical experiences which will help the scrutiny process to deliver well informed recommendations. You have an important role to play in providing the committee with an insight into the issue or service which is under investigation that we might not otherwise achieve.

Guidance for the Council

In managing an effective scrutiny process, the lead officer will seek to:

- Provide all witnesses with details of the time, date and place of the scrutiny session at which they have been invited to speak

- Ensure that witnesses are advised about why they have been invited to attend a scrutiny session and the matters which they will be asked to comment upon including the key lines of enquiry documented in the scrutiny matrix
- Ensure all witnesses are provided with this guide to ensure they are prepared for the meeting and feel supported in their attendance
- Ensure that all witnesses are treated with courtesy and respect.

Quick reference table

Who can be a witness?	How long can they speak for?	Where can they speak?	Nature of involvement in debate
Topic Originator (Councillor)	5 minutes	Corporate Overview Group and / or relevant scrutiny group	None
Expert Witness	15 minutes	Relevant scrutiny group	To answer relevant questions
RBC Officer	15 minutes	Relevant scrutiny group	To answer relevant questions
Professional from another organisation	15 minutes	Relevant scrutiny group	To answer relevant questions
Town and Parish Councils, community groups or special interest groups	15 minutes	Relevant scrutiny group	To answer relevant questions
Cabinet Members	As required	Relevant scrutiny group	To answer relevant questions

Timings for presentations can be extended at the discretion of the Chairman in advance of the meeting should the complexity of the topic require it.

If you have any comments about your experiences as a witness or scrutiny in general, please contact:

Charlotte Caven-Atack
 Service Manager – Corporate Services
 Lead Officer for Corporate Overview Group
Ccaven-attack@rushcliffe.gov.uk
 0115 9148278

Date published: September 2022

Appendix: What Is Scrutiny?

The dictionary defines scrutiny as critical observation or examination.

In terms of local government, a scrutiny committee can influence the policies and decisions made by the council and other organisations involved in delivering local public services. The scrutiny committee gathers evidence on issues affecting local people and makes recommendations based on its findings. It is one of the ways in which the council can find out how it is performing and if it is meeting customer expectations. Scrutiny can consider issues in relation to Council services, services provided by other public sector organisations and any issue of concern identified by the public, where the Council can have an influence.

Within Rushcliffe, scrutiny is carried out by four committees. The overarching Corporate Overview Group is responsible for issues which affect the whole Council or Borough (such as performance, health and safety, and customer feedback) and also considers topics put forward for consideration at one of the three themed scrutiny groups: Governance Scrutiny Group, Communities Scrutiny Group or Growth and Development Scrutiny Group.

Within their terms of reference, scrutiny committees will:

- review and/or scrutinise decisions made, or actions taken in connection with the discharge of any of the Council's functions
- make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions
- consider any matter affecting the area or its inhabitants where it can influence the outcomes for local residents
- exercise the right to call-in decisions made but not yet implemented by the Cabinet.

Effective scrutiny should:

- provide constructive 'critical friend' challenge
- amplify the voices and concerns of the public
- be led by independent people who take responsibility for their role
- drive improvement in public services.

Further information about scrutiny at Rushcliffe can be found in the Council's Constitution [\[link to document online\]](#).



Corporate Overview Group

Tuesday, 6 September 2022

Consideration of Scrutiny Group Work Programmes

Report of the Director – Finance and Corporate Services

1. Purpose of report

- 1.1. The terms of reference for the Corporate Overview Group accepted at Council in May 2019 clearly state that a key responsibility of this Group is to:
 - Create and receive feedback on work programmes for the Growth and Development, Communities, and Governance Scrutiny Groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation Plan.
- 1.2. Each meeting of the Corporate Overview Group considers the work programmes for the Growth and Development, Communities, and Governance Scrutiny Groups as well as any new Scrutiny Matrices put forward by Councillors and Officers. Those items that are agreed for scrutiny are included on a future work programme for one of the four Scrutiny Groups.
- 1.3. Work programmes for each of the groups moving forward into 2022/23 were reviewed in June 2022 to ensure they reflected the current priorities of the Council.

2. Recommendation

It is RECOMMENDED that the Corporate Overview Group:

- a) consider any additional items for scrutiny from the current Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation Plan (Appendix One)
- b) consider the scrutiny matrices submitted by Councillors and officers (Appendix Two)
- c) determine any additional topics to be included in a scrutiny group work programme for 2022/23 for each of the scrutiny groups
- d) review the current work programme for each of the scrutiny groups (Appendix Three).

3. Reasons for Recommendation

- 3.1. To fulfil the requirements of the terms of reference for the Corporate Overview Group and ensure effective scrutiny of decisions.

4. Supporting Information

- 4.1. In March 2019, Council adopted a new structure for scrutiny comprised of one Corporate Overview Group and three additional Scrutiny Groups focused on Growth and Development, Communities, and Governance. The Corporate Overview Group is responsible for setting the work programmes for all scrutiny groups based on the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation Plan. Links to these documents can be found at Appendix One.
- 4.2. The Corporate Overview Group considers potential items for scrutiny (submitted by officers and Councillors on a Scrutiny Matrix) at each meeting of the Corporate Overview Group. These submissions are included at Appendix Two.
- 4.3. No scrutiny matrices have been submitted for consideration this time.
- 4.4. Appendix Three shows the work programmes for all scrutiny groups as agreed in June 2022 by the Corporate Overview Group. The Group is asked to consider if the work programmes remain appropriate and achievable for the current year.
- 4.5. Any additional items identified from the Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation Plan, highlighted by members of the Group, or raised by officers, should be assessed against the scrutiny matrix to inform the decision to include them on a scrutiny group work programme.
- 4.6. It is important to note that the purpose of scrutiny is to:
 - scrutinise a topic in more depth than the Cabinet can in advance of a Cabinet decision with the purpose of informing the decision to be made by Cabinet
 - investigate topics of concern to residents resulting in recommendations to Cabinet with the purpose of improving Council services
 - monitor the progress of the Corporate Strategy to ensure the Council is meeting its stated priorities accepting that this may require more in-depth scrutiny of specific strategic projects at appropriate times
 - hold the Executive to account on behalf of the residents of the Borough to ensure sound decisions are made.
- 4.7. The Group is reminded that there will be cases in which scrutiny is not necessary or appropriate at this time. Officers will be clear in providing reasons where they feel this is the case. Councillors are also asked to be mindful of the resources available for scrutiny and listen to the advice of officers present in the meeting.

5. Risks and Uncertainties

- 5.1. There are no direct risks associated with this report.

6. Implications

6.1. Financial Implications

There are no direct financial implications arising from the recommendations of this report.

6.2. Legal Implications

This report supports effective scrutiny. There are no direct legal implications arising from the recommendations of this report.

6.3. Equalities Implications

There are no direct equalities implications arising from the recommendations of this report.

6.4. Section 17 of the Crime and Disorder Act 1998 Implications

There are no direct Section 17 implications arising from the recommendations of this report.

7. Link to Corporate Priorities

Quality of Life	Scrutiny of issues of concern to residents can lead to improvements in their perceived Quality of Life.
Efficient Services	Scrutiny of issues of concern to residents can lead to more efficient services.
Sustainable Growth	Scrutiny of issues of concern to residents can lead to Sustainable Growth.
The Environment	Scrutiny of issues of concern to residents can lead to improvements in the Environment.

8. Recommendations

It is RECOMMENDED that the Corporate Overview Group:

- a) consider any additional items for scrutiny from the current Cabinet Forward Plan, Corporate Strategy, Medium Term Financial Strategy, Capital and Investment Strategy and Transformation Plan (Appendix One)
- b) consider the scrutiny matrices submitted by Councillors and officers (Appendix Two)
- c) determine any additional topics to be included in a scrutiny group work programme for 2022/23 for each of the scrutiny groups
- d) review the current work programme for each of the scrutiny groups (Appendix Three).

For more information contact:	Charlotte Caven-Atack Service Manager – Corporate Services 0115 9148 278 ccaven-atack@rushcliffe.gov.uk
Background papers available for Inspection:	None
List of appendices:	Appendix One – Document Links Appendix Two – Potential Scrutiny Items for Consideration Appendix Three – Work Programmes 2022/23

Links

Cabinet Forward Plan

Cabinet, Forward Plan - [Council and Democracy - Rushcliffe Borough Council](#)

Corporate Strategy

<https://www.rushcliffe.gov.uk/media/1rushcliffe/media/documents/pdf/publicationscheme/3whatourprioritiesareandhowwearedoing/Corporate%20Strategy%202019-23.pdf>

***Medium Term Financial Strategy, Investment Strategy, Transformation Plan
Council – March 2022***

Appendix

This page is intentionally left blank

Rushcliffe Borough Council – Scrutiny Matrix

No matrices have been submitted for consideration at this meeting.

Appendix

This page is intentionally left blank

Work Programme 2022-23 – Corporate Overview Group

6 September 2022	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Health and Safety Annual Report
15 November 2022	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Customer Feedback Annual Report
21 February 2023	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Review of 2019-23 Strategic Tasks ○ Review of the draft Business Continuity Strategy
May 2023	<ul style="list-style-type: none"> • Standing Items <ul style="list-style-type: none"> ○ Feedback from Scrutiny Group Chairmen ○ Feedback from Lead Officer ○ Consideration of Scrutiny Group Work Programmes ○ Financial and Performance Management • Rolling Items <ul style="list-style-type: none"> ○ Diversity Annual Report and update on the Equality and Diversity Strategy

Draft Work Programme 2022-23 – Governance Scrutiny Group

15 September 2022	<ul style="list-style-type: none"> • Risk Management • Going Concern • Asset and Investment Outturn 2021/22 • Treasury Management Update
24 November 2022	<ul style="list-style-type: none"> • Internal Audit Progress Report • Annual Audit Report 2021/22 • Statement of Accounts • Streetwise Annual Report • Treasury and Asset Investments – 6 monthly update • Asset Management Plan
23 February 2023	<ul style="list-style-type: none"> • Internal Audit Progress Report • Internal Audit Strategy • Risk Management – Update • Treasury and Asset Investments Strategy 2023/24
June 2023	<ul style="list-style-type: none"> • Internal Audit Progress Report • Internal Audit Annual Report • Annual Governance Statement (AGS) • Treasury Management Update • Constitution Update • Code of Conduct • External Audit Annual Plan • Annual Audit Letter and Value for Money Conclusion

Appendix Three

Work Programme 2022-23 – Growth and Development Scrutiny Group

	Items / Reports
21 September 2022	<ul style="list-style-type: none">• Covid-19 Business Recovery Update• Sewerage infrastructure and discharge within Rushcliffe
4 January 2023	<ul style="list-style-type: none">• UK Shared Prosperity Fund•
8 March 2023	<ul style="list-style-type: none">••
July 2023	<ul style="list-style-type: none">•

Work Programme 2022-23 – Communities Scrutiny Group

	Items / Reports
6 October 2022	<ul style="list-style-type: none">• Council's External Communications Strategy• Customer Access Strategy
19 January 2023	<ul style="list-style-type: none">• Establishment of a Youth Council• Corporate Enforcement Policy
16 March 2023	<ul style="list-style-type: none">• Carbon Management Plan• Environment Policy
July 2023	<ul style="list-style-type: none">•

This page is intentionally left blank