

Corporate, Performance and Budget Scrutiny Committee

Wednesday, 8th November, 2023, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland PR25 1DH and
[Youtube](#)

Supplementary Agenda

I am now able to enclose, for consideration at the above meeting of the Corporate, Performance and Budget Scrutiny Committee, the following information:

- | | | |
|----------|--|-----------------|
| 6 | Quarter Two Performance Monitoring Report 2023-24 | (Pages 31 - 52) |
| | Report of the Chief Executive attached, with additional information regarding customer contact performance data. | |
| 7 | Capital and Balance Sheet Monitoring Report - Quarter 2 2023/24 | (Pages 53 - 70) |
| | Report of the Director of Finance attached. | |
| 8 | Revenue Budget Monitoring Report - Quarter 2 2023/24 | (Pages 71 - 88) |
| | Report of the Director of Finance attached. | |

Chris Sinnott
Chief Executive

Electronic agendas sent to Members of the Corporate, Performance and Budget Scrutiny Committee

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Report of	Meeting	Date
Chief Executive (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Corporate, Performance and Budget Scrutiny Committee	Wednesday, 8 November 2023
	Cabinet	Wednesday, 15 November 2023

Is this report confidential?	No
Is this decision key?	No

South Ribble Quarter Two Performance Monitoring Report 2023-24

Purpose of the Report

- To provide a position statement for the Corporate Strategy for quarter two (July – September) 2023/24.

Recommendations to the Corporate, Performance and Budget Scrutiny Committee

- The Corporate, Performance and Budget Scrutiny Committee are asked to consider the report and make comments and recommendations to Cabinet.

Reasons for recommendations

- The Council's performance framework sets out the process for reporting progress against the objectives of the Corporate Strategy. Robust monitoring ensures that the Council continues to deliver its priorities and achieves the best outcomes for residents.

Other options considered and rejected.

- N/A

Corporate priorities

- The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Executive summary

- This report presents the performance progress at the end of quarter two (1 July to 30 September 2023). The report provides an update on the current position for the 14 projects, 30 Corporate Strategy performance measures and 7 key organisational performance measures.
- The overall performance of the Corporate Strategy projects is good. Of the 14 projects in the strategy, 86% (12) are rated green or complete; and 14% (two) are rated amber.

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8. Of the 22 performance indicators used to monitor the Corporate Strategy, eleven can be reported at the end of the quarter two. Of those with targets, 70% (seven) are performing better than target; 10% (one) is performing worse than target and within the permitted 5% tolerance; 20% (two) are performing worse than target and outside the permitted 5% tolerance. One is being baselined. The 5% tolerance for performance indicators is in place to highlight that they are off-track, but to ensure that the focus of the report is on those indicators where performance needs to improve the most. Resident survey indicators are excluded from the total number of indicators as these are reported biennially and will be reported next in quarter one (2024/25).
9. Of the seven key organisational performance measures, all can be reported at the end of the quarter. 71% (five) are performing better than target; 29% (two) are performing worse than target and within the permitted 5% tolerance.




Background to the report

10. At Council on 23 November 2022, the Corporate Strategy was updated and refreshed to ensure that the strategy remained fit for purpose and responsive to the needs of the borough.
11. The four priorities identified in the strategy are:
 - An exemplary council,
 - Thriving communities,
 - A fair local economy that works for everyone,
 - Good homes, green spaces, healthy places.
12. Activity and resources are targeted towards 14 priority projects, which are delivered over a period of 12-18 months and measured using 30 performance indicators.
13. A colour rating system is used to indicate status whereby:

Projects

RED	Off track
AMBER	Forecast delays or concerns, an early warning of issues
GREEN	On track and progressing as planning

Performance Indicators

	Worse than target, outside threshold
	Worse than target but within threshold (5%)
	Performance is better than target

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THRIVING COMMUNITIES

A PLACE WHERE:

Residents have positive mental health

People get involved and have a sense of belonging

Communities can access services and support when they need them

Achievements this quarter

14. The social prescribing service was launched on the 1 September with the aim of reducing health disparities and improving outcomes for residents. Over the quarter, significant progress has been made, including the recruitment and onboarding of all social prescribers. The primary focus for the service has been refining the processes to ensure that the council can deliver a high-quality service to residents. Since the service launch, the South Ribble Together website has been updated and referrals have been received from both the local community and partners. A training programme has commenced to support social prescriber link workers, which includes Health Coach training and Benefits Initial Assessment training from Citizen Advice (CAB). Furthermore, the service has collaborated with South Ribble Together and the Leyland Hub to promote the service and increase awareness of the support available. Over the next quarter, a review of community focused services and referral pathways will be undertaken to ensure that the Social Prescribing service is fully embedded and aligned with Active Health, Community Hubs, and wider council services.
15. As part of the council's commitment to investing in the local community, work has progressed this quarter with the purchase completion for the South Ribble Family Wellbeing Centre (Green's Dance Centre) in Lostock Hall. A paper outlining the plans to develop the centre was approved at Council in July 2023 and included approval of £300k budget to purchase and renovate the building. Draft lease agreements have been produced and a tender for the renovation has been published, with the refurbishment work expected to commence in quarter three. In quarter three, the approach and criteria for the community grants scheme will be agreed. Working closely with the Chorley and South Ribble Partnership the community assets policy will be drafted, outlining the approach for assessing community assets that require investment from the council.
16. The project to deliver the cost of living action plan progressed this quarter with the successful delivery of the summer Holiday Activities and Food (HAF) programme. The programme provided access to free activity places and food to 11,025 young people over the summer period. The School Uniform Shop supported over 500 families and 1,000 young people with access to free school uniforms, food, practical advice, and support from partner agencies. In July 2023, the Council approved the grant allocation of £680k for round four of the Household Support Fund to support both vulnerable residents, and those who have been adversely financially affected by Covid and the Cost of Living crisis. Scoping work has been undertaken and support will include Household Support Payments (energy, water, and wider essentials), Step Up grants, Holiday Hubs, and providing targeted support via partner commissions. Looking ahead to quarter three, the project will deliver the winter Holiday Activities and Food (HAF) programme, School Uniform Swap, Pop-up Bike shop and commence the delivery of round four of the Household Support Fund.

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Performance of key projects



17. There are four key projects included in the 2023/24 Corporate Strategy under this priority at the end of quarter two and overall performance is good.
18. One project has been classified as complete, meaning that it has delivered its milestones:
 - Deliver Music in the Park 2023.
19. Two projects are rated as green, meaning they are progressing according to timescales and plan:
 - Develop social prescribing in South Ribble,
 - Deliver the Cost of Living action plan.
20. One project is rated amber:
 - Create community support spaces.

Create community support spaces		AMBER
Issue:	There has been considerable progress made this quarter in relation to the South Ribble Family Wellbeing Centre, however the project has been rated amber as an early indication of potential issues that may impact on the completion times. Delays within the purchase and tender processes may impact on the original programmed completion date of December 2023.	
Action Plan - What will be done:	<p>As reported last quarter, a report went to Council in July 2023, approving the budget of £300k to purchase and refurbish the building currently known as 'Greens Dance Centre' to create the South Ribble Family Wellbeing Centre. The building purchase and tender for the renovation work has now been completed. The renovation work will commence in October 2023, and it is expected that the South Ribble Family Wellbeing Centre will be open to the public in January 2024.</p> <p>The project task group, comprising of Legal, Property and Development and Communities will continue to meet on a regular basis to mitigate any risks, monitor, and action key stages of the project such as the lease, renovation works and the final handover.</p>	

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Key Performance Indicators



21. At the end of quarter two, five of the six corporate strategy performance indicators under this priority are due to be reported.
22. Three indicators are performing on or better than target:
 - Value of savings for Credit Union members with Family Loans,
 - Number of claimants as a proportion of resident population of area aged 16-64 in South Ribble will be lower than the North West average,
 - Number of residents participating in activities delivered by the Council.
23. One indicator cannot be reported this quarter as the data is currently unavailable from third party providers:
 - Number of people who have successfully completed basic digital skills training (The Council is working with partners to deliver basic digital skills training. Data was expected in quarter two, however due to some recording processes from partners the information is not available but will be available from quarter three),
24. One indicator is being baselined:
 - Number of people referred to social prescribing service.

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AN EXEMPLARY COUNCIL

A COUNCIL THAT:

Delivers high performing services that represent value for money

Understand the community and work with partners to make things better

Is open and transparent in its activities

Achievements this quarter

25. To support the delivery of high quality and responsive services, work has progressed to deliver the council's ambitious transformation programme. The focus this quarter has been on aligning new ways of working and processes within the pest control service, which is now a shared service across both councils. Delivery of the Property and Asset development plan has continued to enable a joint operating model. Over the next quarter a Customer Relationship Management (CRM) system will be procured, new external website forms will be developed, and the project will continue to deliver the Property and Asset development plan to support the delivery of exceptional services.
26. The project to deliver improvements to the Civic Centre workspace has progressed this quarter with ongoing feasibility work to bring forward an options paper in quarter three, which will outline how to make best use of the space and technology in the conference centre and also the currently vacant space on the top floor. An accommodation working group has been set up and is to have its first meeting in October 2023 to bring together different services across the council. The working group will oversee and progress the Civic Centre improvements to ensure a modern, fit for purpose environment and to support the wider deliver of the council's Workplace Strategy.
27. The Chorley and South Ribble Partnership has made progress this quarter in collaboration with partners to refine the requirements for the shared data and intelligence dashboard to improve the end users experience. Data sharing agreements have been established with Citizens Advice (CAB) and Runshaw College. Work has been undertaken to identify which data metrics will add the most value to partners and will inform service delivery. Over the next quarter, the focus will be to ensure that data is formatted consistently to facilitate sharing, progress the system design and engage with partners to gather their views and inputs for the system. Additionally, as part of the work with health organisations to implement the changes proposed by the Integrated Care Board, the council has undertaken a comprehensive mapping exercise to assess the impact of different hubs and new teams/structures. This is to ensure that there is no duplication, and that a place-based partnership model can be incorporated into its existing structures. The initial trial, which focuses on early years and family support, has progressed with the establishment of an Early Years Task Group which will have its first meeting in October 2023 to drive the project forward.

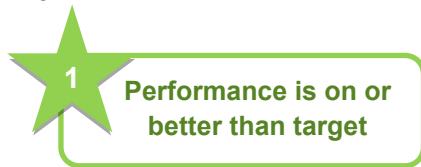
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Performance of key projects



28. There are three key projects included in the 2023/24 Corporate Strategy under this priority and at the end of quarter two, overall performance is good.
29. Three projects are rated as green, meaning they are progressing according to timescales and plan:
 - Continue to develop high quality and responsive council services,
 - Deliver improvements to the Civic Centre workspace,
 - Work with partners to improve services that are flexible and responsive to local need.

Key Performance Indicators



30. At the end of quarter two, three of the four corporate performance indicators under this priority are due to be reported.
31. One indicator is rated green and on track:
 - Percentage of calls to Gateway/Call Centre answered within 90 seconds.
32. Two indicators cannot be reported this quarter as the data is currently unavailable:
 - At least 40% of service requests will be received via self-service channels (The reporting processes for this indicator are being updated to ensure that it is reported year to date and will be reported again from the next quarterly report).
 - More than 80% of customers will be satisfied with the service (Work is underway to implement a system to collect customer satisfaction data and will be available to be reported from quarter three 2023/24).



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A FAIR LOCAL ECONOMY THAT WORKS FOR EVERYONE

A COUNCIL THAT:

**Increases access to
training and jobs**

**Grows and supports
sustainable businesses**

**Invests in improving the
borough**

Achievements this quarter

33. The council continues to support eligible local businesses through the Business Energy Efficiency (BEE) Scheme to reduce their energy usage, resulting in a reduction in their energy costs supporting business viability and contributing to the longer-term carbon reduction targets of the council by reducing their carbon footprint. At the end of quarter two, the delivery of the BEE grant scheme has continued with 88 applications being processed, of which 11 grant offers have been made to businesses and three grants have been paid for on the completion of the recommended energy saving (carbon reduction) measures. Applicants will continue to be processed as businesses complete energy audits and will progress to grant stage.
34. To support local businesses, people seeking jobs and careers information, the South Ribble Skills Factory has delivered a range of engagement activities over quarter two. Events to highlight include a careers event at Hutton Grammar and Sixth Form where impartial careers information advice and guidance was offered to young people in Years 8-12. To support residents into employment and training, the Recruitment Roadshow 2023 took place at the Civic Centre in July 2023. 45 businesses and support organisations looking to recruit to vacancies included Leyland Trucks, Progress Housing, Dr Oetker, NHS, Key Group, Tilemaster and BAE Systems attended the event. Other support available at the roadshow included CV writing, maths skills (Multiply) and the completion of job applications. The Recruitment Roadshow was a huge success with over 400 people attending and received positive feedback. Over the next quarter, the Skills Factory will continue to support careers delivery in schools and provide impartial advice, skills, training, and employment support to businesses and residents across South Ribble.
35. The council continues to progress the Leyland Town Deal with design development element of the programme and the completion of the first phase. Commencement of Phase two of the site investigation work, which once complete will lead on to the demolition of the former Iddons Factory. This will create space for the BASE 2 business and skills hub, residential development, and a new car park. To support landlords and businesses that will be impacted by the scheme, a drop in stakeholder engagement event took place and was attended by 14 businesses. Over the next quarter, the second phase of site investigations will conclude, site preparation and installation of hoarding for the Iddon Factory demolition will be undertaken. Further engagement with all impacted businesses and residents will take place with one to one sessions for those that couldn't attend the drop on

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36. Performance of key projects



37. There are four key projects included in the 2023/24 Corporate Strategy under this priority.
38. One project has been classified as complete, meaning that it has delivered its milestones.
- Deliver the Economic Strategy
39. Two projects are rated green, meaning they are progressing according to timescales and plan:
- Develop green energy schemes for local business,
 - Deliver the South Ribble Skills Factory.
40. One project is rated amber:
- Develop town centres as vibrant multi-use spaces.

Develop town centres as vibrant multi-use spaces		AMBER
Issue:	The Leyland Town Deal has been rated amber this quarter due to the ongoing risk implications connected to the finalisation of elements within the development design stage (RIBA 3). This includes work on site assembly, which continues but includes negotiations with multiple landowners. These implications could impact on the project milestones.	
Action Plan - What will be done:	Discussions are being progressed in relation to the development designs via the consultants appointed by the council to add resource capabilities and expedite a resolution. Elements of the project are still progressing while discussions are taking place to ensure minimal disruption and to maintain the schemes overall delivery timescales. It is anticipated that a resolution will be reached over quarter three 2023/24.	

Key Performance Indicators



41. At the end of quarter two, three of the six corporate performance indicators under this priority are due to be reported.
42. All three indicators are rated green and on track:
- Number of Business engagements / support provided by the Council,
 - Overall employment rate greater than North West average
 - % 16 -17year olds not in education, employment, or training (NEET)



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GOOD HOMES GREEN SPACES HEALTHY PLACES

A BOROUGH WITH:

A choice of decent,
affordable housing

Commitment to protecting
the local environment

A choice of quality
recreational activities

Achievements this quarter

43. Work has continued toward the council's commitment to delivering accessible, high quality affordable housing. The Jubilee Gardens project has progressed this quarter with a report going to Council to approve an increase of the budget to £20.5 million and approve the procurement strategy for the main contractor. The procurement and appointment of the main contractor was undertaken to deliver the 75-bed extra care facility scheme. Works on site began with early enabling works in August 2023, followed by a ground breaking event on the 13 September 2023 to officially launch the development works. Over the next quarter, groundworks on the site will be undertaken including works to the foundations and access roads.
44. As part of the council's continued investment into local green spaces and play areas, progress has been made this quarter with the consultations taking place for the improvement works to Longton and New Longton play areas. Work has started on site for the £95k refurbishment of Hutton Play area. The refurbishment will include a range of accessible equipment such as swings, climbing frames, slides, and rockers for toddlers as well as juniors. Over the next quarter, a tender process will be undertaken for the improvement works to King George V Playing Field Playground in Penwortham and Hutton playground is expected to complete in October 2023.
45. To tackle climate change and address the issues of the climate emergency work has progressed with a number of activities including Council approval of the Biodiversity Action Plan, which sets out clear actions that will be taken over the next five years to restore, conserve and enhance the biodiversity in the borough. The Defra funded Clean Air Crew website is now live and the project was launched at the council's Green Homes and Business event. The successful two day event was attended by over 200 people and provided the opportunity for businesses and the local community to contribute to the Air Quality Action Plan consultation. Following the successful grant application, contracts are being agreed for the installation of 21 on street electric vehicle resident charge points (OSRC) across the borough. Over the next quarter, a consultation will be undertaken as part of the review process for the Air Quality Action Plan, trees will be ordered in preparation for the planting season and the delivery of improvements to the green infrastructure will continue with the electric vehicle charging points.

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Performance of key projects



46. There are three key projects included in the 2023/24 Corporate Strategy under this priority.
47. All three projects are rated as green, meaning it is progressing according to timescales and plan:
- Complete a programme of improvements to local play areas across the borough,
 - Deliver the Climate Emergency Strategy,
 - Deliver affordable, quality homes to meet the needs of local communities.

Key Performance Indicators



48. At the end of quarter two, four of the six corporate performance indicators under this priority are due to be reported.
49. One indicator is performing worse than target but within of the 5% threshold:
- The number of wellbeing sessions delivered by the Active Health Team
50. Two indicators are performing below target and outside of the 5% threshold:
- The number of individuals who complete a health check (screening) by a member of the Active Health Team
 - Number of households in temporary accommodation at the end of the quarter

Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 2 2023/24	Symbol	Trend
The number of individuals who complete a health check (screening) by a member of the Active Health Team	Bigger is better	54	9 (Q1:2023/24)	9	▲	Worse than Q2 2022/23
Reason Below Target:	As reported in quarter one, the number of individuals who complete health check (screening) by a member of the Active Health Team is performing below the target this quarter as a result of the two year programme coming to an end of its implementation and Active Lancashire not presenting new businesses necessitating the screenings. Active Lancashire is responsible for sourcing the contracts for businesses, after which the council's Active Health Coaches are commissioned to provide health screening.					

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Action Plan:	<p>Over the duration of the programme, Active Health have successfully conducted over 200 Health Screenings. Additionally, the council has enhanced the capabilities of five Active Health Coaches to administer the screenings, creating the possibility for future commissions in health-related initiatives.</p> <p>As the service is aligned with Active Lancashire requests to engage businesses offering Health Checks and given the programmes current phase and decline in contract numbers, performance of this indicator is not expected to improve. A situation beyond the service's contractual responsibilities with Active Lancashire.</p> <p>As part of Active Lancashire's programme, a further initiative Workplace Health Champion Training, which focuses on delivering Workplace Health Champion Training to businesses in South Ribble at no cost to the businesses. Active Lancashire secures contracts and commissioning the Active Health service for delivery, mirroring the Health Checks model. An agreement has been reached with Active Lancashire, to focus on the delivery of these courses.</p>
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Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 2 2023/24	Symbol	Trend
Number of households in temporary accommodation at the end of the quarter	Smaller is better	44	59 (Q1:2022/23)	54	▲	Worse than Q2 2022/23

Reason Below Target:	<p>The Council is continuing to experience high caseloads and increased number of presentations to the service. This quarter there have been 203 new presentations to the service. More households and individuals presenting tend to have complex needs beyond just a housing need, which tends to be more difficult to resolve. The main contributing factors to the presentations received this period are:</p> <ul style="list-style-type: none"> • Relationships breaking down / domestic violence, • The ending of assured shorthold tenancy in the private sector, • Family and friends not willing to accommodate individuals. <p>The number of private landlords leaving the market has increased, reducing the availability of private rented sector properties, and increasing costs. Additionally, the number of households applying for social housing has increased.</p> <p>This is not unique to South Ribble, other Lancashire and wider Authorities are experiencing the same issue nationally.</p>
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Action Plan:	<p>To manage the number of households in temporary accommodation, close support is being provided to assist those in hotels / bed & breakfast as well as our usual temporary accommodation units to access select move as quickly as possible together with ongoing monitoring of bidding activity for placements and where needed ensure that appropriate bids are being made.</p> <p>Updates are provided weekly to senior management team to set out progress and review of all households in temporary accommodation and the action needed to support their match to appropriate placements and</p>
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	<p>or review of their priority need status. The council is working closely with partners and a biweekly operational meeting has been established with our partners at Progress Housing to support further management of temporary accommodation units.</p> <p>We currently have 12 households that have been matched to properties, however the move dates can be extended due to need to either ready the properties or wait for them to become available. Further requests for property matches have also been made through the partner organisations.</p> <p>On a longer-term basis, the new allocations policy has been out to consultation and the feedback was positive. The policy is subject to approval by the three local Authority partners with a planned implementation date of February / March 2024. The new policy strengthens local connection requirements and makes changes to the banding.</p>
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Key organisational performance measures

51. At the end of quarter two, all seven key organisational performance measures are due to be reported. A full list of the performance indicators is included in appendix 2.



52. Of the seven key organisational performance measures, five are on track and performing better than target:
- The average number of working days from Disabled Facilities grant referral received from LCC to application approved,
 - % planning applications decided within 13 weeks (major applications),
 - % planning applications decided within 8 weeks (minor / other applications),
 - Average working days per employee (FTE) per year lost through sickness absence,
 - Contact Centre inbound calls answered within wait time of < 5 minutes.
53. Two are performing worse than target and within the permitted 5% tolerance:
- Percentage of Council Tax collected,
 - Percentage of Business Rates collected.

Climate change and air quality

54. The work noted in this report will have a positive impact on climate change and air quality. This includes the corporate project to deliver early stage decarbonisation efforts and community engagement, which includes actions to improve our environmental performance and deliver decarbonisation initiatives.

Equality and diversity

55. Equality and Diversity is embedded within the corporate strategy and how the council acts. An equality impact assessment was undertaken as part of the corporate plan refresh.

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Risk

56. Risk registers are being completed for each project, which will inform the wider risk assessment on an ongoing basis for the corporate strategy.
57. In considering the risk to the overall corporate strategy programme, the number of green rated projects provides a positive outlook and confidence in delivery. Proactive management of risks around budgets and the impact of Covid recovery remain a focus of the programme board when reviewing progress each quarter.

Comments of the Statutory Finance Officer

58. There are no direct financial implications arising from this report. The impact of performance on the financial position of the Council is reflected in the relevant revenue and capital quarterly financial monitoring reports.

Comments of the Monitoring Officer

59. There are no concerns with the report from a Monitoring Officer perspective. The report is for noting and information – there are no direct legal implications.

Background documents

- Corporate Strategy, approved at Council on 23 November 2022




Appendices







- Appendix 1 - Performance of the Corporate Strategy Measures Outturn
- Appendix 2 - Key Organisational Performance Measures

Report Author:	Email:	Telephone:	Date:
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Appendix 1 – Performance of the Corporate Strategy Measures Outturn 2023/24

 Worse than target, outside threshold (5%)	 Worse than target but within threshold (5%)	 Performance is better than target
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Indicator Name	Polarity	Target	Previous Quarter (Reported)	Quarter 2 2023/24	Symbol	Trend
An Exemplary Council						
At least 40% of service requests will be received via self-service channels	Bigger is better	40%	52.57% (Q1:2023/24)	To be reported Q3 2023/24	-	-
The percentage of households living in fuel poverty will be better than the North West average	Smaller is better	14.6%	10.0% (Q1:2023/24)	To be reported Q1 2024/25	-	-
Percentage of calls to Gateway/Call Centre answered within 90 seconds	Bigger is better	40%	56.55% (Q1:2023/24)	61.61%		Better than Q2 2022/23
More than 80% of customers will be satisfied with the service	Bigger is better	80%	-	To be reported Q3 2023/24	-	-
Thriving Communities						
Value of savings for Credit Union members with Family Loans	Bigger is better	£7,500	¹ £60,968 (Q1:2023/24)	£69,537		New for 2023/24
Number of claimants as a proportion of resident population of area aged 16-64 in South Ribble will be lower than the North West average	Smaller is better	4.1%	2.4% (Q1:2023/24)	2.4%		Worse than Q2 2022/23
Number of residents participating in activities delivered by the Council	Bigger is better	4,000	2,951 (Q1:2023/24)	5,689		Better than Q2 2022/23
Number of people who have successfully completed basic digital skills training	Bigger is better	150	-	Data Unavailable	-	New for 2023/24
Number of people referred to social prescribing service	Bigger is better	Target to be set 2023/24	-	35	-	New for 2023/24
The percentage of the population with NVQ level 3 or above will increase	Bigger is better	Regional Average	53.1% (Q4:2021/22)	To be reported Q4 2023/24	-	-
A fair local economy that works for everyone						
Overall employment rate greater than north west average	Bigger is better	73.8%	84.5% (Q1:2023/24)	85.1%		Better than Q2 2022/23
Number of Business engagements / support provided by the Council	Bigger is better	420	209	453		New for 2023/24

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% 16 -17year olds not in education, employment, or training (NEET)	Smaller is better	3.5%	3.0% (Q1:2023/24)	1.5%	★	Better than Q2 2022/23
% Social and Local Economic Value Added (Avg. percentage value against contract)	Bigger is better	10%	-	To be reported Q4 2023/24	-	New for 2023/24
Median Workplace Earnings better than the National Average	Bigger is better	National Average	£620.20 (Q4:2022/23)	To be reported Q4 2023/24	-	-
Median Earnings by Residence (residents of South Ribble) will be better than the National Average	Bigger is better	National Average	£580.30 (Q4:2022/23)	To be reported Q4 2023/24	-	-
Good homes green spaces healthy places						
Number of improvements to parks and open spaces	Bigger is better	5	-	To be reported Q4 2023/24	-	New for 2023/24
The number of wellbeing sessions delivered by the Active Health Team	Bigger is better	1,390	633 (Q1:2023/24)	1,373	●	Better than Q2 2022/23
The number of individuals who complete a health check (screening) by a member of the Active Health Team	Bigger is better	54	9 (Q1:2023/24)	9	▲	Worse than Q2 2022/23
Number of households in temporary accommodation at the end of the quarter	Smaller is better	44	59 (Q1:2023/24)	54	▲	Worse than Q2 2022/23
Number of affordable homes delivered	Bigger is better	40	98 (Q4:2022/23)	To be reported Q3 2023/24	-	-
27,500 trees will be planted in the borough this year (Cumulative)	Bigger is better	27,500	28,586 (Q4:2022/23)	To be reported Q3 2023/24	-	-

1. As part of ensuring data quality, this indicator has been amended to correct information reported in quarter one.

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Appendix 2 – Key Organisational Performance Measures

Indicator Name	Polarity	Target	Previous Quarter	Quarter 2 2023/24	Symbol	Trend
The average number of working days from Disabled Facilities grant referral received from LCC to application approved	Smaller is better	167 days	108 days (Q1:2023/24)	106 days	★	Worse than Q2 2022/23
% planning applications decided within 13 weeks (major applications)	Bigger is better	80%	66.6% (Q1:2023/24)	85.7%	★	Worse than Q2 2022/23
% planning applications decided within 8 weeks (minor / other applications)	Bigger is better	85%	79.40% (Q1:2023/24)	97.2%	★	Better than Q2 2022/23
Average working days per employee (FTE) per year lost through sickness absence	Smaller is Better	4.87 days	1.86 days (Q1:2023/24)	4.13 days	★	Better than Q2 2022/23
Percentage of Council Tax collected	Bigger is better	57.10%	28.97% (Q1:2023/24)	56.94%	●	Worse than Q2 2022/23
Percentage of Business Rates	Bigger is better	57.05%	29.71% (Q1:2023/24)	56.14%	●	Worse than Q2 2022/23
Contact Centre inbound calls answered within wait time of < 5 minutes	Bigger is better	40%	80.23% (Q1 2023/24)	90.89%	★	New for 2023/24

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Further information on customer contact performance data (Supplementary Item)

Customer Access Charter:

In January 2023, the Council adopted a [Customer Access Charter](#). The Charter sets out how customers can contact the council, access its services and the standards of customer care that can be expected.

To achieve customer service excellence, our vision and priorities are to ensure that our services are up to date, easy to use and make the best use of technology to meet the needs of our customers which will continue to improve customer satisfaction levels.

When the Charter was approved new local performance indicators were established. These considered the many reasons that people calling the council may abandon their call part way. It was concluded that abandoned calls may not be an accurate reflection of calls performance. Members therefore agreed the following performance measures based largely on satisfaction and average wait times with an average threshold of 5 minutes wait:

Indicator	Target		
	23/24	24/25	25/26
% of customers satisfied with the service they received	60%	70%	80%
Average wait time <5 minutes	40%	55%	70%

Performance:

The table below shows a positive trend of improvements from quarter one in 2022/23 to quarter three 2023/24. Historic performance indicators which continue to be monitored locally and reported to the service director and portfolio holder are also included to provide comparable data:

	Total calls rec'd	Call ans'd	Calls ans'd < 20 seconds	Calls ans'd < 90 seconds	Calls ans'd < 5 minutes	Average wait time	Face to face contact	Email contact
Q1 22/23	33,977	20,932	Not available	11.43%	Not recorded	09:29	1,833	4,861
Q2 22/23	25,392	18,680	8.83%	21.35%	Not recorded	08:00	2,016	4,127
Q3 22/23	18,535	14,704	19.92%	36.97%	Not recorded	05:26	1,362	3,419
Q4 22/23	30,521	23,318	36.23%	54.35%	80.87%	02:31	1,979	3,906
Q1 23/24	26,731	20,933	36.67%	55.82%	82.05%	02:36	1,829	3,730
Q2 23/24	23,300	19,533	43.78%	61.61%	85.52%	02:10	1,583	3,334

South Ribble Corporate, Performance and Budget Scrutiny Committee

Call Centre performance has significantly improved during the last 12 months. This can be attributed to several measures which have been implemented, including:

Recruitment:

- The recruitment programme is almost complete with 86.7 full time equivalents (FTE) in post and only 2.5 vacancies across the service.
- Three new Customer Services Officer posts were created and appointed in September 2023 to provide additional capacity within the service to manage customer contacts successfully.

New telephony system:

- The new telephony system was implemented in January 2023 providing skills-based routing of calls to enable customer enquiries to be resolved at the first point of contact.
- In addition, the system increases resilience and enables virtual call handling.
- The new system provides improved visibility of calls waiting and better reporting to monitor corporate and individual performance levels along with call activity to enable future planning.

Automation:

- Further automation of council tax and housing benefits processes has been implemented improving processing times, aligning procedures, and reducing training time for new starters.
- A shared service desktop has been implemented allowing users to view records for both authorities within a single application. New automated modules have also been introduced for Housing Benefit reviews, Council Tax refunds and Council Tax Direct Debits to further align and speed up processes.
- In quarter three 2023/24, new technology to record and process changes of address will be implemented. An online form will bring significant efficiencies through automation freeing up staff time to focus on other service priorities.

Training and development:

- In March 2023, a Training and Development Officer was appointed to grow knowledge and skills across the service. The service-wide training is split into 3 key areas:
 - Apprentices,
 - Alignment training to enable staff to complete service-wide enquiries from both councils,
 - New skills and development for established staff following training needs analysis.

Year-Round Programme:

This programme provides an overview of historic council-wide activities which generated customer contact, the period of activity, the number of contacts and the resources required to manage demand.

This information is used to inform future planning alongside proactive contact with services to understand their upcoming activities. The resource required to manage demand is then forecasted and the required staff are trained on how to respond to enquiries so that service standards and response times are achieved.

Revenues and Benefits processing:

A backlog of outstanding customer requests in the Revenues and Benefits service has the knock-on effect of residents calling the contact centre for an update on progress.

A combination of investment in recruitment, automation and training has contributed to the outstanding number of requests reducing significantly from over 1,000 Benefits and 600 Revenues items in August 2022 to the current position of less than 150 outstanding items in each service area.

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Agenda Item 7



Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance and Public Protection))	Corporate, Performance and Budget Scrutiny Committee	Wednesday, 8 November 2023
	Cabinet	Wednesday, 15 November 2023

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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2023/24 Capital Programme and Balance Sheet Monitoring Report position as at 30th September 2023

Purpose of the Report

1. This report outlines the financial position of the Council in respect of the capital programme at 30th September 2023, highlighting key issues and explaining key variances, and provides an overview of various elements of the Council's Balance Sheet as at 30th September 2023.

Recommendations to Cabinet

2. To approve the revised capital programme as attached at **Appendix A** which includes approved amendments to the programme, as detailed at point 12 of this report, since the last Capital Monitoring report was approved by Cabinet in September 2023;
3. To note the variations to the programme, (which are detailed, by scheme, at **Appendix B** and referenced within the body of the report);
4. To note the position in the Balance Sheet Monitoring section of the report in respect of cash, investment and loan balances and debtors as at 30th September 2023;

Reasons for Recommendations

5. To ensure the Council's Capital Programme is monitored effectively.

Alternative Options Considered and Rejected

6. None

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Corporate priorities

7. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background

8. The capital budget for 2023/24 was set at £40.030m in February 2023. It was increased following approval of the outturn for 2022/23 to £51.161m, then further amended in the Capital Monitoring Report as at 31st July 2023 to £52.768m.

Section A: Capital Programme

Key Issues

9. The total cost of the Council's capital investment programme for 2023/24 has decreased from £52.768m, as approved by Cabinet in the report to 31st July 2023, to £27.280m at 30th September 2023; this includes the variations approved since the last report, along with those contained within this report itself. A summary of the total costs of the programme, and the funding of this, is detailed at **Appendix A**.
10. The net variation of £25.488m is detailed by scheme in **Appendix B**. This includes those variations approved since the previous monitoring report together with adjustments in respect of reprofiling budgets within the existing programme.
11. Budget variations approved since the previous monitoring report are shown in the table below; there has been an increase in the 2023/24 budget of £68k in respect of an additional Disabled Facilities Grant allocation from the Department of Levelling up.
12. Narrative is provided below to seek approval for the virements required in the table below.

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Scheme	Increase / (Reduction) 2023/24	Increase / (Reduction) 2024/25 and future years	Virement From	Virement To	Approve d by
	£'000	£'000			
Green Infrastructure				19	Subject to approval in this report
Hurst Grange Park Paths/Ponds			(18)		Subject to approval in this report
Playground Hurst Grange			(1)		Subject to approval in this report
Craft Units Windows and Security Grills				11	Subject to approval in this report
Ice House front façade				10	Subject to approval in this report
Worden Hall Remedial Wall Repairs				6	Subject to approval in this report
Worden Park infrastructure and landscaping			(27)		Subject to approval in this report
Disabled Facilities Grants	68				Subject to approval in this report
Leyland Town Deal Scheme:					
• Demolition and Asbestos Removal				115	Subject to approval in this report
• Site Acquisition s			(115)		Subject to approval in this report
• Fees			(335)		Subject to approval in this report

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• Town Deal RIBA Stage 3				335	Subject to approval in this report
	68	-	(497)	497	

13. Slippage and re-profiling of budgets from the programme in 2023/24 to 2024/25 since the previous report totals £25.556m, as detailed on the individual schemes in **Appendix B**. The largest movements are explained in the major variations section that follows.

Scheme	Slippage and Reprofiting From 2023/24 to 2024/25 £'000
Good Homes, Green Spaces and Healthy Places	
Worden Park Fountain	80
Worden Park Infrastructure and Landscaping	137
Hurst Grange Park drainage	9
Parks - Smaller Parks and Play Areas	120
Jubilee Gardens – Extra Care Scheme	10,585
A Fair Economy That Works For Everyone	
Leyland Train Station Ticket Office	60
Masterplanning & Regen - Penwortham	1,902
Town Deal	11,492
An Exemplary Council	
Vehicles and Plant Replacement Programme	1,171
Total	25,556

14. At 30th September, the capital expenditure across the programme was £7.572m. Whilst spend in relation to the overall programme is quite low at this point in the year, a number of significant projects have commenced and spend has been forecast and reprofiled as per contractor schedules of works.

Major Variations in the Capital Programme since the previous report

Good Homes, Green Spaces and Healthy Places

15. Green Infrastructure – Approval is requested to vire unspent budget of £18k on the Hurst Grant Park Paths/Ponds and £1k from Playground Hurst Grange to allow for planned works on the Green Infrastructure programme to be completed; these works may run into the new financial year.

16. Worden Park Infrastructure and Landscaping – A request to vire budget of £27k from this budget is made to cover the increase in costs as detailed in the table at point 12, on the

Agenda Item 7

Craft Units and Security Grills, Ice House Front Façade, Worden Hall Remedial Wall Repairs due to costs to complete the works being higher than those anticipated. All these schemes are within Worden Park.

£138k has also been reprofiled to 2024/2025 to match when this is likely to be spent.

17. Other Parks and Open Spaces – Budget totalling £209k has been reprofiled into future years as these works are not anticipated to commence in the current financial year.

A review of all the future works required on parks and open spaces is currently being undertaken and a separate report will be brought to Council to consider and approve any future changes and additional works identified.

18. Disabled Facilities Grant – On 7 September 2023 the Department for Levelling up Housing and Communities announced additional Disabled Facilities Grant funding for all Councils; the allocation awarded to South Ribble Borough Council was £67,551. It is requested that this increase is added to the capital programme.

19. Jubilee Gardens Extra Care Scheme – Work is now under way on this site. The contractor has provided a detailed cashflow for the scheme and the budget has been reprofiled on this basis. This results in £10.585m being reprofiled into future years.

A Fair Economy that works for everyone

20. Leyland Train Station– This budget has been reprofiled into 2023/24 as the details of the scheme works are not yet developed and no spend is expected in this financial year.

21. Masterplanning & Regen Penwortham – A consultant is to be employed to progress this project. Budget of £1.902m has been reprofiled into future years, to reflect when the costs to meet the scope of the scheme will be incurred.

22. Town Deal – As per table 1, there are a number of budget movements within the overall Town Deal scheme budget. Budget of £11.492m has also been reprofiled into future years as this will not be utilised in this financial year.

There are a number of variations coming through on the scheme for which a separate report will be presented to Council detailing these once the implications are fully understood.

An Exemplary Council

23. Vehicles and Plant Replacement Programme – A strategy is currently being drawn up in respect of the Vehicle and Plant Replacement Programme; this will be presented for approval in a separate report once completed. Spend is still to be incurred in this financial year of £386k in respect of the purchase of 10 ride on mowers. The remaining budget of £1.171m has been reprofiled into future years to match expected future spend.

Section B: Balance Sheet

Overview

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24. Strong balance sheet management assists in the effective use and control over the Council's asset and liabilities. Key assets comprise of the Council's tangible fixed assets, debtors, investments and bank balances. Key liabilities include long and short-term borrowing, creditors and reserves.

Non-current Assets

25. Tangible non-current assets include property, plant and equipment held by the Council for use in the production or supply of goods and services, for rental to others or for administrative purposes. One fifth of all assets are re-valued every year, and annual reviews are undertaken to establish whether any impairment or other adjustments need to be applied. New assets and enhancements to existing assets are managed through the Capital Programme as reported in Appendices A and B.

Borrowing and Investments

26. Long-term borrowing requirements flow from the capital programme. Regular dialogue and meetings take place between the Director of Finance, her staff and the Council's independent Treasury Consultants, Link Treasury Services, and options for optimising treasury management activities are actively reviewed.

Both short and long term borrowing interest rates have risen over the last twelve months following the increases in the Bank of England Base Rate. Interest rates on investments have also increased in response to this. Interest receivable on cash and investments is £1.2m compared to a budget of £0.772m due to interest rate increases. This forecast is being monitored closely to ensure that maximum returns are being achieved.

	Original Budget 2023/24 £'000	Forecast as at 30th Sep 2023 £'000
Interest and Investment Income	(772)	(1,200)
Debt Interest Payable	0	0
Minimum Revenue Provision (MRP)	346	346
TOTAL	(426)	(854)

27. The current borrowing and investment position is as follows;

	As at 30th Sep 2023 £'000	As at 30th Sept 2022 £'000
Short term borrowing	Nil	Nil
Long term borrowing	Nil	Nil
Total Borrowing	Nil	Nil
Investments made by the Council	30,000	33,000
Cash Balance	15,567	20,992

Debtors

28. The council has a corporate debt, policy, as well as other specific policies for the management of debt in the key areas of council tax, business rates, and housing benefit overpayments. The table below summarises the collection performance of the various debts and the total outstanding debt in the respective areas at 30th September 2023.

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	Position at 30 th Sep 2023 £'000	Position as at 30 th Sep 2022 £'000
Council Tax		
Expected Council Tax Collectable 23/24 (22/23)	81,479	77,521
Current year balance outstanding	31,821	29,511
Previous years balance outstanding	5,722	4,989
Total Council Tax balance outstanding	37,543	34,500
Collection Rates	56.94%	57.10%
Business Rates		
Expected Business Rates Collectable 23/24 (22/23)	39,196	36,453
Current year balance outstanding	17,208	14,706
Previous year balance outstanding	2,693	1,840
Total Business Rates balance outstanding	19,901	16,546
Collection Rates	56.14%	57.05%
Housing Benefit		
Overpayment balances outstanding	737	809
Sundry Debtors		
Balance outstanding	2,057	1,828

29. Business Rates collection can fluctuate month on month but collection is broadly in line with expectations.
30. For debts relating to Housing Benefit and Sundry Debtors, in line with accounting standards and practice, the Council holds a provision for bad debts. At Quarter 2 the balance outstanding on sundry debtors is £2.057m compared to £3.913m reported at Quarter 1. The reduction is mainly due to the settlement of invoices of £1.742m by both Chorley Borough Council and LCC.

Even though the overall debt has reduced, an increase in the bad debt provision of £60k is required. This is due to the ageing of a number of debts, as the older the a debt becomes, the likelihood of the debt being recovered reduces; as such a greater provision is required for this.

A review of all the Commercial and Property Team debts has been undertaken, resulting in a more pro-active approach to security recovery of these and, identification for write off if necessary, for example in cases where a debtor has gone into administration.

31. In respect of the figures above, the Council's share represents 10.1% of Council Tax income and 40% of Business Rates Income.

Climate change and air quality

32. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

33. None

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Risk

34. Risks are broadly addressed in the body of the report however recent tender results and cost changes have been seen due to inflationary pressures. These will be monitored on an individual project basis and any budget changes reported when necessary.
35. The VAT partial exemption calculation has been completed as at 30th September 2023, there are no expected issues as this is currently within the 5% threshold.

Comments of the Statutory Finance Officer

36. The financial implications are contained within this report.

Comments of the Monitoring Officer

37. There are no concerns with this report from a Monitoring Officer perspective.

Background documents

38. There are no background documents to this report.

Appendices

Appendix A – Capital Programme

Appendix B – Capital Programme Scheme Variations

Report Author	Email	Telephone	Date
Neil Halton (Principal Management Accountant), Gaynor Simons (Senior Management Accountant)	neil.halton@southribble.gov.uk ,		11/10/2023
	gaynor.simons@southribble.gov.uk		11/10/2023

Capital Programme 2023/24 - position as at 30th September 2023

APPENDIX A

	Budget 2023/24 Approved at Council Feb 2023	Budget 2023/24 Approved by Cabinet for 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 31st September 2023
	£'000	£'000	£'000	£'000	£'000

COSTS

Good homes, green spaces and healthy places	24,168	32,174	(10,931)	68	21,310
A fair economy that works for everyone	14,021	15,760	(13,453)	-	2,306
Thriving communities	88	1,571	-	-	1,571
An exemplary council	1,753	3,264	(1,171)	-	2,093
Total Forecast Expenditure	40,030	52,768	(25,556)	68	27,280

RESOURCES

Decarbonisation Grant		1,713	-	-	1,713
Disabled Facilities Grants	774	1,450		68	1,518
LCC Home Adaptations		-			-
Homes England	5,760	6,169	(1,500)		4,669
Lottery Funding		-			-
EV Charging		160	-	-	160
Sport England		82	-	-	82
Town Deal	10,000	11,550	(9,866)		1,684
Brownfield Grant - Town Deal		516	-	-	516
Other Grants		22	-	-	22
Government Grants	16,534	21,662	(11,366)	68	10,364
Capital Receipts	1,549	1,549	(1,549)	-	-
CIL	745	597	(597)	-	-
External Contributions		161	-	-	161
Revenue Contributions		-	-	-	-
Reserves	1,600	3,849	(1,238)		2,611
Section 106 - Affordable	1,413	3,268	(2,053)		1,215
Section 106 - Other	132	376	(56)		320
Unsupported Borrowing	18,057	21,306	(8,697)		12,609
Total Forecast Resources	40,030	52,768	(25,556)	68	27,280

Budget 2023/24 and Future Years Approved at Council Feb 2023	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
£'000	£'000	£'000	£'000	£'000

4,744	5,235	10,931	-	16,167
22,276	22,351	13,453	-	35,804
	-	-	-	-
	-	1,171	-	1,171
27,020	27,586	25,556	-	53,142

-	-	-	-	-
774	774			774
				-
		1,500		1,500
				-
				-
13,178	12,839	9,866		22,705
-				-
				-
13,952	13,613	11,366	-	24,979
3,289	3,289	1,549	-	4,838
1,064	1,714	597	-	2,310
	-	-	-	-
	-	-	-	-
100	100	1,238		1,338
		2,053		2,053
	1,135	56		1,191
8,615	7,736	8,697		16,432
27,020	27,586	25,556	-	53,142

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Scheme Name	Budget 2023/24 Approved at Council Feb 2023 £'000	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023 £'000	Slippage and reprofiling of budget (to)/from future years £'000	Quarter 2 2023/24 Variations £'000	Revised Budget 2023/24 as at 30th September 2023 £'000
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Budget 2023/24 and Future Years Approved at Council Feb 2022 £'000	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023 £'000	Slippage and reprofiling of budgets (to)/from 2023/24 £'000	Quarter 2023/24 Variations £'000	Revised Budget 2023/24 and Future Years as at 30th September 2023 £'000
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Good homes, green spaces and healthy places

Green Infrastructure

Green Infrastructure unallocated	280	29		19	48
Green Link - Penwortham Holme to Howick	310	-			-
Leyland Loop	47	-			-
Bridleway in western Leyland	15	14			14
Electric Vehicle Charging Points	-	193			193
Green Infrastructure Total	652	236	-	19	255

-	-	-	-	-
-	310	-	-	310
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	310	-	-	310

Worden Park

Craft Units Windows and Security Grills	-	15		11	26
Farmyard Cottages Windows and rendering	-	2			2
Farmyard Cottages - Heating	-	24			24
Ice House front façade	10	10		10	20
Sewerage pumping station and sceptic tanks	20	55			55
Shaw Brook weirs and banking	121	-			-
Walled garden pot house - replace the building frame and base walls	50	100			100
Worden Park fountain	-	80	(80)		-
Worden Hall Remedial Wall Repairs	45	45		6	51
Worden Park infrastructure and landscaping	350	903	(138)	(27)	737

-	-			-
-	-			-
-	-			-
-	-			-
-	-			-
-	121			121
-	-			-
-	-	80		80
-	-			-
-	-	138		138

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
Worden Hall refurbishment	-	263			263
Worden Park Total	596	1,496	(218)	-	1,279

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
-	-			-
-	121	218	-	338

Other Parks and Open Spaces

Hurst Grange Park drainage	9	9	(9)		-
Hurst Grange Park Paths	-	19		(18)	1
Hurst Grange Coach House Phase 2	-	55			55
Open Spaces - Bent Lane	-	2			2
Open Spaces - Balcarres Green	-	0			0
Open Spaces - Mounsey Road	-	80			80
Other Parks - Footpaths (Fossdale Moss, Priors, Valley Road)	-	45			45
Playground - Haig Avenue	-	0		(0)	-
Playground - Hurst Grange	-	1		(1)	-
Playground - Bellis Way	-	0			0
Playground - Bent Lane	-	0			0
Playground - The Holme, Bamber Bridge	-	-			-
Playground - Moss Side Village Green	-	4			4
Playground - Birch Avenue, Penwortham	-	1			1
Playground - Margaret Road, Penwortham	-	-			-
Playground - Ryden Avenue	-	70			70
Playground - Hutton	-	95			95
Playground - Longton	120	120			120
Playground - King George V, Penwortham	90	90			90
Playground - New Longton	135	135			135

-	-	9	-	9
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-	-	-	-	-
100	100	-	-	100
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
Lighting upgrade to LED - Tardy Gate Playground & 3 other sites	-	25			25
Sand/woodchip pit edge replacements - Withy Grove & Gregson Lane Playgrounds	-	28			28
Hurst Grange Park - New link path	45	45			45
Strawberry Valley Park, Bent Lane Phase 2	-	77			77
Hurst Grange Park - new signage	-	15			15
Farington Lodges - path improvements and dipping platform	-	41			41
Parks - Smaller parks and play areas	100	120	(120)		-
A tree for every resident	-	41			41
Withy Grove Park	60	110			110
Tardy Gate Play Area		275			275
Other Parks and Open Spaces Total	559	1,503	(129)	(19)	1,355

Sports and Leisure

Leisure Facility	-	20	-	-	20
Tennis Centre car park	-	10	-	-	10
Lostock Hall Football Facility (St Gerard's)	-	1	-	-	1
Sport Pitch Hub	-	321	-	-	321
Council Leisure Facilities other than Leisure Centres	-	183	-	-	183
Leisure Centre refurbishment and decarbonisation works	7,357	10,225	-	-	10,225
Sports and Leisure Total	7,357	10,760	-	-	10,760

Housing

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	120	-	120
-	-	-	-	-
-	60	-	-	60
		-	-	-
100	160	129	-	289

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Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
Affordable Housing - former McKenzie Arms, Bamber Bridge	-	583			583
Disabled Facilities Grants	774	1,450		68	1,518
Jubilee Gardens - Extra Care scheme	-	15,885	(10,585)		5,300
Empty Homes grants	14,000	20			20
Private Sector home improvement grants	231	215			215
Housing Total	15,005	18,154	(10,585)	68	7,636

Good homes, green spaces and healthy places	24,168	32,149	(10,931)	68	21,285
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Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
-	-	-	-	-
774	774	-	-	774
3,870	3,870	10,585	-	14,455
-	-	-	-	-
-	-	-	-	-
4,644	4,644	10,585	-	15,229

4,744	5,235	10,931	-	16,167
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Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
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A fair economy that works for everyone

Car Park resurfacing, Ryefield Avenue, Penwortham	-	-	-	-	-
Church Road, Bamber Bridge	-	4	-	-	4
Leyland Train Station Ticket Office	60	60	(60)	-	-

Masterplanning & Regen - Penwortham	1,902	2,002	(1,902)	-	100
New Longton Regeneration	75	-	-	-	-
Parking Meters replacements	-	2	-	-	2
Leyland Town Deal	-	-	-	-	-
Quin Street Residential	3,578	3,568	(3,561)	-	6
Demolition and Asbestos Removal	101	401	-	115	516
Site Acquisitions	1,000	2,186	(1,251)	(115)	820
Commercial A - Market Square	290	290	(290)	-	-
BASE	297	301	(186)	-	115
Balfour Court	493	493	(450)	-	42
Market	1,917	1,917	(1,717)	-	200
Commercial B - Church Place	761	761	(761)	-	-
Public Realm	2,691	2,691	(2,559)	-	132
Fees	857	1,056	(717)	(335)	5
Town Deal RIBA Stage 3		29	-	335	363
A fair economy that works for everyone	14,021	15,760	(13,453)	-	2,306

Thriving communities

Leisure Local		310	-	-	310
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Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
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-	-	-	-	-
-	-	-	-	-
-	-	60	-	60

-	-	1,902	-	1,902
-	75	-	-	75
-	-	-	-	-
-	-	-	-	-
2,000	2,000	3,561	-	5,561
-	-	-	-	-
-	-	1,251	-	1,251
4,016	4,016	290	-	4,306
4,051	4,051	186	-	4,236
1,654	1,654	450	-	2,104
1,000	1,000	1,717	-	2,717
449	449	761	-	1,210
9,106	9,106	2,559	-	11,666
-	-	717	-	717
-	-	-	-	-
22,276	22,351	13,453	-	35,804

-	-	-	-	-
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Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
Kingsfold Community Centre Improvements		82	-	-	82
Lostock Hall Academy Grant		300	-	-	300
Fox Lane Sports and Social Club		100	-	-	100
Penwortham Priory Academy		180	-	-	180
Gregson Lane Community Centre Grant		150	-	-	150
Neighbourhood Improvements		85	-	-	85
St Mary's, Penwortham - Churchyard wall repairs	88	88	-	-	88
South Ribble Family Wellbeing Centre		300			300
Thriving communities	88	1,596	-	-	1,596

An exemplary council

Information Technology Programme

IT Unallocated Funding	200	566	-	-	566
Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades	-	268	-	-	268
Civic Centre conference centre hearing loop	-	35	-	-	35
Revenues and Benefits software	-	52	-	-	52
Network switching and wireless infrastructure	-	72	-	-	72
IT Programme Total	200	993	-	-	993

Other non-ICT projects

Air Quality Monitors	-	3	-	-	3
Corporate Buildings	200	185	-	-	185

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
-		-	-	-
-		-	-	-
-		-	-	-
-		-	-	-
-		-	-	-
-		-	-	-
-		-	-	-
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-		-	-	-
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-		-	-	-
-	-	-	-	-

-		-	-	-
-		-	-	-

Scheme Name	Budget 2023/24 Approved at Council Feb 2023	Budget 2022/23 Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budget (to)/from future years	Quarter 2 2023/24 Variations	Revised Budget 2023/24 as at 30th September 2023
Corporate Buildings - Civic Centre	50	112	-	-	112
Civic Centre 3rd Floor	50	50	-	-	50
Civic Centre New Entrance	150	150	-	-	150
Vehicles and Plant replacement programme	1,103	1,771	(1,171)	-	600
An exemplary council	1,753	3,264	(1,171)	-	2,093
Total	40,030	52,768	(25,556)	68	27,280

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for the 4 months to July 2023	Slippage and reprofiling of budgets (to)/from 2023/24	Quarter 2023/24 Variations	Revised Budget 2023/24 and Future Years as at 30th September 2023
-		-	-	-
-		-	-	-
-		-	-	-
-		1,171	-	1,171
-	-	1,171	-	1,171
27,020	27,586	25,556	-	53,142

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Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance and Public Protection))	Corporate, Performance and Budget Scrutiny Committee Cabinet	Wednesday, 8 November 2023 Wednesday, 15 November 2023

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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2023/24 Corporate Revenue Budget Monitoring Report and Reserves for the 6 months to 30th September 2023

Purpose of the Report

1. This report sets out the revenue and reserves forecast for 2023/24 for the Council, based on the position as at 30th September 2023.

Recommendations to Cabinet

2. To note the 2023/24 forecast outturn for revenue and the level of reserves based on the position as at 30th September 2023.
3. To note the virements made to and from the revenue budget during the year, as detailed in **Appendix 2** of the report.

Recommendations to Scrutiny

4. To note the 2023/24 forecast outturn for revenue and the level of reserves based on the position as at 30th September 2023.
5. To note the virements made to and from the revenue budget during the year, as detailed in **Appendix 2** of the report.

Reasons for recommendations

Agenda Item 8

6. To ensure the Council’s budgetary targets are achieved.

Other options considered and rejected

7. None

Executive summary

8. Based on the position at 30th September 2023, the forecast outturn is for an underspend of £0.153m however based on the current position of the 2023/24 pay award negotiations, an unfunded budget pressure is anticipated of £0.212m; this has been built into the figures presented below and as such the revised forecast outturn is for an overspend of £0.059m, as detailed in **Appendix 1**.

9. The Council’s Medium-Term Financial Strategy reported that the minimum level of General Fund Reserves should be maintained at £4.0m to cushion against any potential, future risks that may face the Council.

10. Based on the above forecast overspend, and as detailed at point 24, the forecast level of General Fund balances is £4.479m at 31st March 2024.

Corporate priorities

11. The report relates to the following corporate priorities:

An exemplary council	Thriving communities
A fair local economy that works for everyone	Good homes, green spaces, healthy places

Background to the report

12. The current net revenue budget for 2023/24 is £16.184m.

13. **Appendix 3** provides further information about the specific earmarked reserves that the Council holds at 30th September 2023.

Current Outturn Position – Revenue

14. The forecast revenue outturn, based on the position at 30th September 2023, shows a forecast overspend against the Council’s budgets of £0.059m, which is an improvement on the level of overspend of £360k reported in September, which was based on the position at 31st July 2023. A breakdown of this by department within the various directorates is detailed in **Appendix 1**, and the movement on reserves and reserve balances, are outlined in **Appendix 3**. The main variances by directorate are detailed below.

Agenda Item 8

15. Variations from Budget

Directorate	Budget 2023/24 £'000	Forecast 2023/24 at 30 th September 2023 £'000	Variance (Under)/Overspend 2023/24 £'000
Property	415	644	229
Communities and Leisure	3,377	3,498	121
Customer & Digital	6,346	6,651	305
Planning	1,187	1,332	145
Policy and Governance	5,217	5,196	(21)
Budgets Not In Directorates	(358)	(976)	(618)
Total Expenditure	16,184	16,345	161
Funding	Budget 2023/24 £'000	Forecast 2023/24 at 30 th September 2023 £'000	Variance (Under)/Overspend 2023/24 £'000
Council Tax	(8,235)	(8,235)	-
Funding Guarantee	(632)	(632)	-
Lower Tier Support Grant	(95)	(197)	(102)
New Homes Bonus	(376)	(376)	-
Retained Business Rates	(3,396)	(3,396)	-
Section 31 Government Grants	(3,450)	(3,450)	-
Total Funding	(16,184)	(16,286)	(102)
Net Forecast	-	59	59

16. The National Employers have made a pay offer of £1,925 on all NJC pay points 1 and above for the period 1st April 2023 to 31st March 2024 which has been rejected by the Trades Union. As it is highly unlikely that the final pay award will be less than this amount, provision has been made in the forecast at this rate. The table below shows the overall implications of the proposed pay award for 2023/24 should the pay offer of £1,925 be accepted, compared to the provision of 5% included in the base budget.

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Directorates	Proposed Pay Award including NI & Pension	Pay Award Budget at 5%	Net increase in cost
Property	41,332	30,070	11,262
Communities and Leisure	134,797	119,546	15,251
Customer & Digital	471,515	329,903	141,612
Planning	105,107	94,462	10,645
Policy and Governance	213,701	180,520	33,181
Total	966,452	754,501	211,951

Explanation of Key Variances by Directorate are as follows:

17. Property – forecast overspend of £229k (Month 4 - £166k overspend)

The key variances to note are:

- £86k net overspends on staffing costs across the directorate compared to the budget for 2023/24. This is mainly due to the cost of using agency staff (£64k) and overtime within the Civic and Community Caretaking Cleaning Team, and also includes an overspend against the staff vacancy rate provision of 2.5% in several teams that are now fully staffed. This also includes the costs of the proposed pay award for 2023/24 compared to the provision included in the base budget of 5%.
- £26k underspend compared to budget for gas, electricity and water costs as a result of the budget transfer from Policy & Governance directorate in respect of the running costs of Worden Hall.
- £46k overspend due to an overall increase in spend on repairs and maintenance, including the leisure centres as the council is the landlord of the buildings. A review of the building repair and maintenance budget will be undertaken over the next few months based on the findings of the stock condition surveys that are currently underway to assess if there is an ongoing requirement for a budget increase in 2024/25.
- £30k overspend for non-domestic rates at the Civic Centre compared to budget following the national revaluation exercise of rateable values by the Valuation Office Agency (VOA).
- £61k overspend relating to professional fees, consultancy fees, service charges and minor improvement works at the Civic Centre, together with various other small variances.
- £32k net overspend due to various small variances within the directorate.

18. Communities and Leisure – forecast overspend of £121k (Month 4 - £143k overspend)

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The key variances to note are:

- Based on current levels of expenditure in the 6 months to 30th September 2023, the forecast spend on temporary accommodation in supporting Homelessness is £740k, which would result in an overspend of £616k. The Council is currently supporting far greater numbers of people than ever before, and the costs of accommodation and support are increasing. A high level of cost was anticipated, as this was the case in 2022/23, and as such an additional one-off budget of £150k was provided in 2023/24 for Homelessness. An additional, unbudgeted, Homelessness Prevention Grant of £79k, together with the recovery of additional housing benefit expenses of £75k, has assisted in bringing down the forecast overspend to £312k. The expectation was that the Council would benefit from a new formula introduced for allocating homelessness funding, however the government has applied a cap on the introduction of the new allocations, meaning that the level of increase in funding for South Ribble has not been as much as expected. Plans to address the overspend during the year are being implemented and as such it is highly likely that the level of forecast overspend will reduce over the coming months, which will be reflected in future Quarterly Corporate Revenue Monitoring reports. Actions taken are wide ranging and include;
 - a. A re-focus of the service on working to support residents on homelessness prevention by using the new social prescribing team and the household support fund;
 - b. A number of temporary accommodation units which have been closed for works are now reopen reducing our need to use Bed and Breakfast accommodation;
 - c. Two private sector leasing schemes are now up and running providing accommodation for vulnerable single couples with eight units available;
 - d. Working with Progress Housing to review the capacity of temporary accommodation and support provided.
- £65k net overspend on staffing costs across the directorate compared to the budget for 2023/24. This is mainly due staffing overspend within the Environmental Health and Homelessness Team offset by vacant posts within the Community Involvement, Community Development, and Housing Services Teams. This also includes the proposed pay award for 2023/24 which is more than the provision included in the base budget of 5%.
- £241k increase in various, unbudgeted, income streams including those from Sports England, Active Lancashire, ESC Lottery funding and income from schools. Work is to be taken over the coming months to better understand the long-term nature of these income sources to see if budgets should be put in place for them.
- £15k underspend due to various small variances within the directorate.
- The Communities directorate is carrying forward various significant grants, totalling £915k, either in revenue budgets for 2023/24 or in ear-marked reserves. At present, £64k of these grants have been utilised, although this figure is expected to rise throughout the year. It is important to note that some of these grants must be used by 31 March 2024 (e.g. the Homes for Ukraine Scheme ends in March 2024 - £388k), or they must be returned to the relevant awarding body.

19. Customer and Digital – forecast overspend of £305k (Month 4 - £441k overspend)

The key variances to note are:

Agenda Item 8

- £403k net overspend on staffing costs across the directorate compared to the budget for 2023/24. This is mainly due to five additional posts above the budgeted establishment (£141k), overtime (£26k) and an overspend on agency staff (£184k) all within the Waste Technical Team. A review is underway to establish the substantive resource required to meet operational service delivery. This net overspend also includes the proposed pay award for 2023/24 which exceeds the 5% provision included in the base budget by £142k and includes an overspend against the staff vacancy rate provision of 2.5% in several teams as these are fully staffed. These overspends are offset to some extent by underspends within the ICT Services Team as several vacant posts are in the process of being filled. £22k underspend due to additional, unbudgeted, New Burdens grant and an increase in Council Tax Rebate Burdens funding.
- £14k additional costs relating to traveller's encampments within the Neighbourhood Teams.
- £29k overspend in respect of external contractors within the Arborist Team; the costs have been funded by a vacancy within the team which has been accounted for in the net overspend on staffing cost above.
- £28k reduction in car park income compared to budget.
- £105k additional net income from FCC Environ for maintenance of the Chorley Council waste collection vehicles. This includes additional income of £164k, offset by £59k of additional third-party mechanics costs.
- £28k overspend due to shortfall in trade waste income compared to budget.
- £30K underspend relating to insourced fleet costs, including maintenance and diesel.
- £17k additional net income for household waste bins sales.
- £11k additional income for bulky waste collections.
- £12k underspend relating to various other smaller variances across the directorate.

20. Planning – forecast overspend of £145k (Month 4 £61k overspend)

The key variances to note are:

- £71k net overspend on staffing costs across the directorate compared to the budget for 2023/24. This includes the costs of agency staff within Development Control Services (178k) offset by underspends from vacant posts within the Building Control Service Unit team and the Parks and Green Infrastructure team. The position also reflects the proposed pay award for 2023/24 compared to the 5% provision included in the budget.
- £30k reduction in income on pre-plan applications. This service has now resumed however it is unlikely to achieve the full year budgeted level of income. This is a non-recurring issue for 2023/24 and it is expected income targets will be met in 2024/25 and beyond.

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- £32k reduction in income across Licensing income compared to budget, the main area being Building Control fees.
- £12k overspend on professional fees and various other smaller variances across the directorate.

21. Policy and Governance – forecast underspend of £21k (Month 4 - £133k overspend)

The key variances to note are:

- £263k net underspend on staffing costs across the directorate compared to the budget for 2023/24. The underspend is primarily due to the centralisation and movement of the budgets and expenditure for all Directors from the individual directorates above, to the Policy and Governance directorate; across the Director budgets there is an underspend of £150k due to vacant posts. In addition to this there are apprentice post vacancies (£102k) and vacancy savings due to the timing of recruitment into the Legal Services team and the Communications and Visitor Economy teams, offset by the costs of agency staff within the Procurement team. This also includes the proposed pay award for 2023/24 compared to the provision included in the base budget of 5%.
- £37k overspend on general insurance due to the forecast costs of the council's combined liability insurance compared to budget.
- £89k overspend on Worden Hall as due to contractor issues, there have been delays in the opening and full operation of the building; as such, it is forecast that income targets will not be achieved in 2023/24.
- £51k overspend in Human Resources due to the council wide increase in recruitment fees and the cost of IT recruitment systems following retender, which will require dual running of both the old and new systems for a period to maintain business continuity.
- £11k reduction in budgeted income as confirmation has been received from the Cabinet Office that Individual Electoral Registration (IER) funding will not be available from 2022/23 onwards.
- £24k reduction in budgeted income for Health and Safety as the Service Level Agreements with the Leisure companies is no longer required. There is also a £14k overspend on Consultancy fees compared to budget.
- £36k forecast overspend on External Audit Fees as the scale fee for 2023/24 has increased significantly, offset by additional income from the government of £18k following the Redmond Review of external audit.
- £2k underspend on various other smaller variances across the directorate.

22. Budgets Not In Directorates – forecast underspend of £618k (Month 4 - £624k underspend)

The key variances to note are:

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- Due to slippage in the 2022/23 capital programme and further Bank of England interest rate increases since the budget was set, the Net Interest Receivable/Payable budget is forecast to over-recover against the budget by £428k.
- £250k is due to the release of the contingency budget that was created to cushion the impact of inflationary increases, over and above those specifically budgeted for in relation to the council's energy costs, pay award, leisure services and other cost pressures.
- £60k overspend due to a required increase in the Bad Debt Provision in line with the council's accounting policy for bad debts.

23. Funding – forecast underspend of £102k

- £102k forecast in respect of Revenue Support Grant income compared to budget.

General Fund Resources and Balances

24. As detailed in **Appendix 3**, as at 1st April 2023 the Council held a £4.538m General Fund Reserve to manage budget risks not covered by earmarked reserves or provisions within the budget. The forecast outturn for 2023/24 identifies that the forecast closing balance on the General Fund Reserve will be £4.479m as detailed below.

Movement in General Fund Reserves

Summary of Movement in General Reserves	£m
General Fund Reserves as at 1 st April 2023	(4.538)
Forecast outturn revenue budget (surplus) / deficit	0.059
General Reserve Closing Balance 2023/24	(4.479)

25. **Appendix 3** provides further information about the specific earmarked reserves and provisions available for use throughout 2023/24.

Movement in Earmarked Reserves

26. Taking account of the adjustments highlighted in **Appendix 3**, the forecast level of Earmarked reserves held for discretionary use by the Council at 31st March 2024 is £12.252m compared to a balance of £16.633m at 31st March 2023.

Summary of Movement in Earmarked Reserves	£m
Earmarked Reserves as at 1 st April 2023	(16.633)
Use of revenue reserves for capital financing	2.611
Release of S31 grant received in 2020/21 (and held in reserves) in respect of Business Rates reliefs provided to businesses by the government – this is offset against the deficit brought forward on the Collection Fund	0.481
Transfers to reserves	(0.185)

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Use of other specific Earmarked Reserves	1.474
Earmarked Reserves Closing Balance 2023/24	(12.252)

27. The £1.474m use of other specific Earmarked Reserves shown in the table above includes the following items:

- £195k use of Capital Investment and Funding reserves.
- £212k use of Community Events reserves for Music in the Park and Leyland Festival.
- £44k use of Apprentice and Graduate reserves.
- £200k use of Business Support Advice and Grants reserves.
- £61k use of Environmental Improvements reserves.
- £80k use of Local plan reserves.
- £40k use of IT Transformation reserves.
- £246k use of City Deal reserves.
- £178k use of Climate Emergency reserves.
- £33k use of Credit Union reserves.
- £56k use of Community Wealth reserves.
- £28k use of Restructure reserves.
- The remainder of the movements are various, smaller adjustments related to revenue spending.

28. The movement of £2.611m in the table above is reflective of revenue reserve funding within the capital programme.

29. Transfers to reserves reported in the year to date are:

- £185k has been added to unallocated reserves in relation to Housing Benefit accrued but not required in 2023/24.

30. Movement in Reserves – the Business Rates Temporary Surplus To Be Repaid Reserve was created in 2020/21 to hold the specific funding provided by the Government during the Covid pandemic to offset the Business Rates deficit for 2020/21 that was brought forward on the Collection Fund into 2022/23. Adjustments for the smoothing of the 2020/21 deficit over a 3-year period have been made over the last couple of years, resulting in a balance on the reserve of £2.619m. Of this, it is estimated that £481k will be required to adjust for the final year of the smoothing adjustment, however a contingency has been retained in case of a variation of a further £238k, leaving a balance of £1.900m. It is proposed to reallocate this £1.900m to a Short Life Operational Assets reserve to support the funding of future costs in relation to plant, fleet and vehicles.

31. The use of earmarked reserves shown in the table above are reflected in the revenue budget monitoring position detailed in this report.

Climate change and air quality

32. The work noted in this report does not impact the climate change and sustainability targets of the Councils Green Agenda and all environmental considerations are in place.

Equality and diversity

33. None.

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Risk

34. The forecasts above are based upon six months of the financial year and contain significant assumptions around pay awards, homelessness pressures and interest rates. The volatility in such figures means it is likely there will be greater movement in financial figures between quarterly reports. These risks will be managed through budget monitoring and reporting, where necessary, on any specific issues arising.

Comments of the Statutory Finance Officer

35. The financial implications are contained within this report.

Comments of the Monitoring Officer

36. None.

Background documents

37. There are no background papers to this report.

Appendices

Appendix 1 – Revenue 2023/24 - position at 30th September 2023

Appendix 2 – Revenue Budget Movements at 30th September 2023

Appendix 3 – 2023/24 Reserves Programme position at 30th September 2023

Appendix 4 – Current Staffing Vacancies

Report Author:	Email:	Telephone:	Date:
Neil Halton (Principal Management Accountant), Hema Chevli (Senior Management Accountant)	Neil.Halton@southribble.gov.uk		16/10/23
	Hemangini.Chevli@southribble.gov.uk		16/10/23

APPENDIX 1

Revenue 2023/24 - Forecast position as at 30th September 2023

Directorate	Department / Section	Original Budget	Budget at 30th September 2023	Forecast Outturn based on position at 30th September 2023	Variance (Under) / Overspend
		£'000	£'000	£'000	£'000
Property	Community Centres	35	35	32	(3)
	Departmental Costs	203	198	351	153
	Housing Delivery	(98)	(98)	(81)	17
	Investment Properties	(632)	(583)	(622)	(39)
	Property Services	981	863	964	102
Property Total		488	415	644	229
Communities and Leisure	Community Involvement	803	873	617	(256)
	Departmental Costs	52	-	-	-
	Environmental Health	892	892	927	35
	Homelessness	378	381	748	367
	Housing Support	71	71	47	(25)
	Leisure	1,213	1,159	1,159	-
Communities and Leisure Total		3,410	3,377	3,498	121
Customer & Digital	Customer Services and Revenue and Benefits	837	837	842	5
	Departmental Costs	198	133	136	3
	Information Services	1,503	1,503	1,439	(63)
	Parks and Neighbourhoods	2,248	2,248	2,331	82
	Transport	400	400	332	(67)
Waste Management	1,225	1,225	1,571	346	
Customer & Digital Total		6,411	6,346	6,651	305
Planning	Building Control	143	139	105	(35)
	City Deal	(116)	(116)	(116)	-
	Departmental Costs	56	-	-	-
	Investment and Skills	-	-	-	-
	Licensing	24	24	17	(7)
	Parks and Neighbourhoods	501	742	738	(4)
	Planning	439	398	589	191
	Projects & Development	197	-	-	-
Planning Total		1,243	1,187	1,332	145
Policy and Governance	Change & Delivery	499	499	381	(118)
	Civic Services	18	18	24	6
	Communications & Visitor Economy	538	503	512	10
	Corporate	372	763	632	(132)
	Democratic Services	849	849	878	29
	Departmental Costs	274	219	226	7
	Legal	344	344	356	12
	Shared Assurance Services	578	578	664	86
	Shared Financial Services	765	725	709	(16)
	Transformation & Partnerships	752	719	813	94
Policy and Governance Total		4,991	5,217	5,196	(21)
Budgets Not In Directorates	Corporate	(157)	(157)	(407)	(250)
	Debt Repayment	346	346	346	-
	Interest	(772)	(772)	(1,140)	(368)
	Parish Precepts	-	-	-	-

Directorate	Department / Section	Original Budget	Budget at 30th September 2023	Forecast Outturn based on position at 30th September 2023	Variance (Under) / Overspend
	Pensions Costs	226	226	226	-
Budgets Not In Directorates Total		(358)	(358)	(976)	(618)
Funding	Council Tax	(8,235)	(8,235)	(8,235)	-
	Funding Guarantee	(632)	(632)	(632)	-
	Lower Tier Support Grant	(95)	(95)	(197)	(102)
	New Homes Bonus	(376)	(376)	(376)	-
	Retained Business Rates	(3,396)	(3,396)	(3,396)	-
	Section 31 Government Grants	(3,450)	(3,450)	(3,450)	-
Funding Total		(16,184)	(16,184)	(16,286)	(102)
Grand Total		-	-	59	59

APPENDIX 2

Revenue Budget Movements as at 30th September 2023

Directorate	Property	Communities and Leisure	Customer & Digital	Planning	Policy & Governance	Budgets Not In Directorates	Funding	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Budget approved by Council 1st Mar 2023	488	3,410	6,411	1,243	4,991	(358)	(16,184)	-
Transfers between directorates								
Miscellaneous correction of budgets		(51)			51	(0)		-
Movement of Directors budget to Policy & Governance	(109)	(52)	(64)	(56)	281			-
Realignment of Worden Hall Budget	36				(36)			-
								-
Realignment of budgets following Management changes								
								-
								-
								-
Transfers (to) / from Earmarked reserves								
								-
								-
								-
Transfers (to) / from General Fund reserves								
								-
								-
								-
Revised Budget as at 30th September 2023	415	3,307	6,346	1,187	5,287	(358)	(16,184)	-

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APPENDIX 3

2023/24 Forecast Reserves position as at 30th September 2023

Reserves	Balance at 1st April 2023 £'000	Forecasted Movements				Forecasted Balance 31st March 2024 £'000
		Capital Financing £'000	Movement Between Reserves £'000	Transfers From Reserves £'000	Transfers To Reserves £'000	
General Fund Balance	(4,538)			59		(4,479)
Corporate Reserves						
Capital Investment and Funding	(3,338)	1,945	(333)	195		(1,532)
Asset Management Reserve	(1,000)	133				(867)
Short Life Operational Asset			(1,900)			(1,900)
Borough council elections	(132)					(132)
Community Events	(200)		(19)	212		(7)
Apprentice, Graduate and Trainee Posts	(195)			44		(151)
Business Support Advice and Grants	(332)			200		(132)
Internal Audit	(23)			15		(9)
Energy efficiency	(21)					(21)
Sports Development	(291)					(291)
Social Prescribing	(375)			-		(375)
Planning Appeals	(44)					(44)
Sports Club and Community Organisations	(173)					(173)
Community Hub Boost	(80)					(80)
Housing Standards Enforcement	(55)					(55)
Inflationary Risk Reserve	(1,326)		(4)	51		(1,279)
Environmental Improvements	(200)			61		(139)
Business rates equalisation reserve	(2,470)			15		(2,455)
Local Plans	(229)			80		(149)
IT Programme Reserve	(371)	331		40		(0)
City Deal	(750)			246		(504)
Penwortham Mill Reservoir	(500)			3		(497)
Climate Emergency	(211)			178		(33)

Reserves	Balance at 1st April 2023 £'000	Forecasted Movements				Forecasted Balance 31st March 2024 £'000
		Capital Financing £'000	Movement Between Reserves £'000	Transfers From Reserves £'000	Transfers To Reserves £'000	
Credit Union	(33)			33		-
Community Wealth Building	(150)			56		(94)
Mental Health for Young People	(29)					(29)
Covid Recovery Fund	(296)			16		(280)
Leisure Reserve	(203)	203				-
Business rates temporary surplus to be repaid	(2,619)		1,900	481		(238)
Restructure costs	(615)			28		(587)
Community Hubs Reserve	(16)					(16)
Unallocated Reserves					(185)	(185)
Reserves used in year						
						-
						-
						-
						-
Transfers between reserves						
Queens Jubilee Celebrations	(19)		19			-
New Burdens Grant	(4)		4	-		-
Towns Fund	(55)		55			-
Leisure Strategy	(15)		15			-
Capital Funding Reserve	(264)		264			-
Total Earmarked Reserves	(16,633)	2,611	-	1,954	(185)	(12,252)
Total Reserves - General and Earmarked	(21,171)	2,611	-	2,013	(185)	(16,731)

Posts held pending review

Post Description	Shared Services	Notes
Deputy Chief Executive	Y	Filled October 2023, new employee to start in January 2024
Commercial and Property		
Director of Commercial and Property Services	Y	Filled October 2023, new employee to start in January 2024
Communities		
Sport Project Coordinator	N	A review of staffing across Sports Development is currently taking place. There are various temporary arrangements in place using different allocation grant funding.
Sport & Active Health Development Officer	N	
Policy and Governance		
Customer and Digital		

Posts where the post-holder has been seconded:

Post Description	Shared Services	Notes
Shared Health Protection Practitioner	Y	

Other Vacancies

Post Description	Shared Services	Notes
Communities		
Housing Options Team Leader	N	Recruitment process underway interviews being arranged
Duty Manager Leisure	N	Recruitment Process underway
Programme Delivery Co-ordinator	N	Recruitment complete awaiting references
Leisure Officer	N	Recruitment process underway
Active Health Coach	N	Recruitment Process underway
Customer and Digital		
Customer Services Officers Level 3	Y	Recruitment Process underway
Customer Services Officers Level 6	Y	Recruitment Process underway
Customer Services Officers Level 7	Y	Recruitment Process underway
ICT Apprentice x 2	Y	Recruitment Process underway
Digitisation Officer	Y	Recruitment Process underway
ICT Technician x2	Y	Recruitment Process underway
Senior Infrastructure Officer	Y	Recruitment Process underway
Business System Officer x 3	Y	Recruitment Process underway
Neighbourhoods		
Waste Services Manager	N	Recruitment Process Underway
Head of Neighbourhoods and Waste	N	Recruitment options being considered.
Communications		
Senior Comms Officer	Y	Recruitment Process Underway
Shared Assurance		
Planning & Development		
Policy & Governance		
Head of Transformation and Partnerships	Y	On hold