

Scrutiny Budget and Performance Panel

Monday, 22nd March, 2021, 5.00 pm

Accessible via Microsoft Teams and YouTube

Agenda

Important information regarding COVID-19

In response to the current government guidance surrounding the COVID-19 pandemic, this meeting will be held remotely via Microsoft Teams.

[Any elected member not on the committee or member of the public may watch the proceedings via a YouTube livestream which can be accessed by clicking here.](#)

[If you wish to speak on any item contained within this agenda, you should register by email to democraticservices@southribble.gov.uk FAO Charlotte Lynch by noon on Thursday 18 March.](#)

Registered speakers will be required to dial into the meeting remotely.

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|----------|--|-----------------|
| 1 | Apologies for absence | |
| 2 | Declarations of Interest | |
| 3 | Minutes of meeting Monday, 9 November 2020 of Scrutiny Budget and Performance Panel | (Pages 3 - 8) |
| | To be approved as a correct record. | |
| 4 | Matters Arising from previous Scrutiny Budget and Performance Panel meetings | (Pages 9 - 12) |
| | Report attached. | |
| 5 | Quarter 3 (October - December) Performance Monitoring Report 2020-21 | (Pages 13 - 28) |
| | Report of the Chief Executive attached. | |
| 6 | Budget Monitoring 2020-21 Quarter 3 | (Pages 29 - 70) |
| | Report of the Section 151 Officer attached. | |

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Scrutiny Budget and Performance Panel
Councillors David Howarth (Chair), Will Adams, Colin Coulton, Colin Sharples and
Karen Walton

The minutes of this meeting will be available on the internet at
www.southribble.gov.uk

Forthcoming Meetings
6.00 pm Monday, 14 June 2021



MINUTES OF SCRUTINY BUDGET AND PERFORMANCE PANEL

MEETING DATE Monday, 9 November 2020

MEMBERS PRESENT: Councillors David Howarth (Chair), Will Adams, Colin Coulton, Colin Sharples and Karen Walton

CABINET MEMBERS: Councillors Paul Foster (Leader of the Council), Mick Titherington (Deputy Leader of the Council and Cabinet Member (Health, Leisure and Wellbeing)) and Matthew Tomlinson (Cabinet Member (Finance, Property and Assets))

OFFICERS: Gary Hall (Interim Chief Executive), James Thomson (Deputy Director of Finance), Victoria Willett (Service Lead - Transformation and Partnerships), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services) and Charlotte Lynch (Democratic and Member Services Officer)

OTHER MEMBERS: Councillor Jacky Alty (Member Champion (Social Justice and Equality)) and Councillor Michael Green

PUBLIC: 0

22 Apologies for absence

None.

23 Declarations of Interest

None.

24 Minutes of meeting Monday, 14 September 2020 of Scrutiny Budget and Performance Panel

RESOLVED: (Unanimously)

That the minutes of the previous meeting, held on Monday 14 September 2020, be approved as a correct record.

25 Matters Arising from Previous Scrutiny Budget and Performance Panel Meetings

RESOLVED: (Unanimously)

That

1. the matters arising from previous meetings of the Scrutiny Budget and Performance Panel be noted; and

2. those completed actions be removed from the report.

26 Period 2 (July - September) Quarterly Performance Monitoring Report 2020/21

The Panel considered a report of the Interim Chief Executive which outlined the Council's performance against the delivery of the Corporate Plan projects and objectives during Period 2 (July-September 2020).

Overall, performance of the projects was good, with 8 out of 14 projects marked as on-track. The remaining projects were either still being developed or scoped before commencement.

The report presented a position statement on the Corporate Strategy adopted in September 2020 and members queried how other performance indicators, such as resident satisfaction, council tax collection rates and missed bins, would be monitored. Assurances were provided that this information was still being monitored and would be incorporated into individual directorate performance reports to be presented to future Panel meetings.

Members acknowledged the wide-ranging and ambitious nature of the Council's priorities but offered a contrast with the projects within the 'Exemplary Council' priority, which were felt to be narrow in focus.

In response to this and a query regarding how the link between projects and priorities could be strengthened, members were informed that all projects were scoped to ensure clarity and a more streamlined approach. It was suggested, however, that the project mandates could be supplied to members to provide further detail and the Panel welcomed this.

A period of positive change for the Council was noted and members queried other methods of transformation besides Shared Services with Chorley Council, which was highlighted in the report. In response, members were informed that every directorate would undertake a review of their service; significant work on digital inclusion was being performed, with a new website set to launch; and organisational development was underway with staff.

Members expressed their interest in work on organisational development and requested that this be looked at in more detail at a future meeting.

Clarification was sought on the 'One Front Door' model and it was explained that this would incorporate a range of services, such as Citizen's Advice, to improve accessibility for residents and those presenting themselves to the council for support. Some aspects of the model were already in operation and it was anticipated that the full model would be rolled out by the end of November 2020.

The work of the South Ribble Together Hub and the Holiday Hunger Scheme was queried with members seeking further information on any financial implications for the Council.

In response, members were informed that the Holiday Hunger Scheme was introduced in summer 2019 and currently provides food for children during all school holidays. Assistance is also now offered to all self-identifying low-income families, with approximately 2000 families helped during the October 2020 half term.

A budget of approximately £90,000 had been allocated to the project for a three-year period and some government funding was included in this. However, the Leader of the Council acknowledged that the COVID-19 pandemic meant that a significant amount of this budget had been used.

Members also queried the timeline for the delivery of mental health support for young people, given how COVID-19 had exacerbated mental health issues for many people. Assurances were provided that a review of the recommendations made by the MH2K project would be developed by April 2021 with support launched in September 2021.

Some interim support work had been undertaken at Runshaw College in addition to the production of helpful videos. Members were assured that there were other support mechanisms in place for young people struggling with their mental health and that the project was a key priority.

Members also welcomed the availability of support for those aged up to 24 years and the interim measures in place but requested that the timescales for delivery of the project be reviewed.

The Council's role in tackling the percentage of 16- and 17-year olds not in education, employment or training (NEET) was questioned. In response, members were advised of Council-supported opportunities through the Apprentice Factory; partnerships with schools and local businesses to provide opportunities for young people; requirements within the procurement process for contractors to employ local apprentices; and the Community Wealth Building Action Plan initiative.

RESOLVED: (Unanimously)

That

1. the Panel thanks the Leader, Chief Executive and Shared Services Lead – Partnerships and Transformation for presenting such a detailed report and answering questions;
2. the Panel looks forward to the directorate performance indicators being presented to future meetings;
3. the Panel welcomes the offer of the corporate strategy project mandates being provided to panel members;
4. the Panel asks that that a future meeting takes a 'deep dive' into the organisational development strategy; and
5. the timeframes involved in the project to deliver a mental health programme for young people be reviewed.

27 Corporate Performance Framework Review

The Panel considered a report of the Shared Services Lead for Transformation and Partnerships which presented the outcomes of a review into the Council's Corporate Performance Framework.

The need for sound and robust performance monitoring data was acknowledged in order to promote confidence in the operation of the Council.

Members queried if performance information on other Council services, such as missed bin collections, could be more explicitly reflected in the Framework and were advised that detailed breakdowns of performance in each service could be provided to the Scrutiny Budget and Performance Panel to allow members to decide what to assess further.

Assurances were sought regarding the quality of data with members querying accuracy and reliability. In response, members were informed that all performance measures were reviewed by officers and subject to sign-off by senior officers. Workshops would also be held for those who collect data to ensure sufficient training and knowledge.

RESOLVED: (Unanimously)

That

1. the Panel thanks the Leader of the Council, Interim Chief Executive and Shared Services Lead – Transformation and Partnerships for presenting their report and answering questions; and
2. the Panel asks that consideration be given to being explicit on the level of performance information being reported.

28 Budget Monitoring 2020-21 Quarter 2

The Panel considered a report of the Section 151 Officer which provided an update on the Council's overall financial position at the end of Quarter 2 of the 2020-21 financial year.

Members acknowledged the impact of the COVID-19 pandemic on the Council's finances and requested an update on the current budgetary implications of support provided by the council. In response, the Cabinet Member for Finance, Property and Assets (Councillor Matthew Tomlinson) advised that the situation was ever-changing but that £20 million had been provided to support businesses during the initial lockdown earlier in the year and additional funding from central government was anticipated to cover the second lockdown period.

Members welcomed the Cabinet Member's suggestion of incorporating all COVID-19-related financial information into one report in the interests of transparency and ease of monitoring.

A savings target of £187,000 was identified in the report and the Panel queried how this would be achieved. This figure was noted as target savings from Shared Services but members were informed that, due to issues in Human Resources, these savings would not be met. A report detailing proposals for further savings would be considered at the next Full Council meeting.

Queries were also raised regarding the garden waste scheme which had achieved a surplus income. As the income was more than expected, members enquired if a further cut could be made to charges but were advised that, although the reduced charge had led to an increase in subscriptions, the Cabinet Member was confident in the appropriacy of the current £25 fee.

Similarly, members noted a deficit in income from court summons and were informed that this was a result of courts being closed due to the pandemic but also because of the need for sensitivity and compassion during the COVID-19 outbreak.

Discussion largely focused on staff vacancies and the progress of recruiting a second Enforcement Officer and Head of Licensing was queried. Work was underway to ascertain whether there was sufficient workload to justify employing an additional Enforcement Officer. A consultant was currently commissioned by the Council to handle complex cases with the permanent Officer working on day-to-day cases and there was an option to continue with this model if considered suitable going forwards.

The Head of Licensing position remained vacant due to progress with Shared Services and members were assured that interim management arrangements would be confirmed within the second phase.

In response to a query regarding the replacement of the South Ribble Museum Curator, who had recently retired, it was explained that this was a Shared Services post within the Visitor Economy directorate and that a temporary 12-month arrangement was in place with the intention to review after this period.

Assurances were also sought on the number of vacancies within the Governance directorate. Some concern was acknowledged but it was felt that there was no impact on ability to deliver services.

An update on the progress of the review of reserves was requested and members were informed that this was ongoing and would form part of the next year's budget process, which members welcomed.

The Panel was also pleased to note the Cabinet Member's confidence in the current delivery of the capital programme.

RESOLVED: (Unanimously)

That

1. the Panel thanks the Cabinet Member for Finance, Property and Assets and Deputy Director of Finance (Section 151 Officer) for their detailed report and answering questions;
2. the Panel welcomes the relatively small variance in budget so far in the year;
3. the Panel supports the Cabinet Member's proposal to bring together all COVID-19 related financial information into the one report for monitoring purposes;
4. the Panel looks forward to the results of the review of reserves as part of next year's budget process; and
5. the Panel is encouraged with the delivery of the capital programme at this stage in the year.

Chair

Date

Scrutiny Budget and Performance Panel
Update on Recommendations made at previous Scrutiny Panel Meetings

Date & Min	Recommendation	Lead Member	Lead Officer	Accepted?	Implemented?	Completed?	Progress/Comments
02/07/20 Min 8.2	A review of the process for bidding for and accepting external funding takes place to ensure that approvals are in place and risks are effectively managed.	Finance, Property and Assets	James Thomson	Yes	No	No	An update will be provided to the next Panel meeting
02/07/20 Min 8.6	Greater links are established between the new My Neighbourhood Forums model and key projects as part of the Council's commitment to putting communities at the heart of everything we do.	Community Engagement, Social Justice and Wealth Building	Jennifer Mullin	Yes	Yes	No	The new model was agreed at Cabinet and the new governance procedure agreed at Council. Meetings have not been held yet of the new hubs but it is agreed to establish greater links with key projects.
02/07/20 Min 8.8	Any items committing the Council to significant costs or expenditure be approved by Cabinet or Council as appropriate.	Finance, Property and Assets	James Thomson	Yes	No	No	This process is being reviewed as part of the review of the constitution that will be taken to November Governance committee. The process is not simple as some grant bids require urgent sign off with others allowing more time to be taken through committees where applicable.
14/09/20 Min 19.2	The Panel looks forward to receiving a copy of the Benefits Realisation Plan once complete.	Leader of the Council	Paul Hussey	Yes	Yes	No	The Draft Digital Strategy Benefits Realisation Action Plan is going to Leader's brief on 28 th September.
09/11/20 Min 26.2	The Panel looks forward to the directorate performance indicators being presented to future meetings	Leader of the Council	Vicky Willett/Howard Anthony	Yes	Yes	Yes	Directorate and service level performance monitoring information will be included with the Business Plan Monitoring Statements to be presented twice yearly.

Scrutiny Budget and Performance Panel

Update on Recommendations made at previous Scrutiny Panel Meetings

Date & Min	Recommendation	Lead Member	Lead Officer	Accepted?	Implemented?	Completed?	Progress/Comments
09/11/20 Min 26.3	The corporate strategy project mandates being provided to panel members	Leader of the Council	Vicky Willett/Howard Anthony	Yes	Yes	No	Project mandates will be available on request to members following completion of the process of their development and approval. They will be available by end of January 2021.
09/11/20 Min 26.4	The Panel asks that that a future meeting takes a 'deep dive' into the organisational development strategy	Leader of the Council	Vicky Willett	Yes	Yes	No	The strategy and progress can be presented as an attached report to the meeting of the panel on 22nd March 2021
09/11/20 Min 26.5	The timeframes involved in the project to deliver a mental health programme for young people be reviewed.	Health, Wellbeing and Leisure	Jennifer Mullin	Yes	Yes	Yes	The project mandate has been amended and the milestones for the project have been brought forward with the commission brief being developed and approved Feb 21 and Commissioning of provider in April 21.
09/11/20 Min 27.1	The Panel asks that consideration be given to being explicit on the level of performance information being reported.	Leader of the Council	Vicky Willett/Howard Anthony	Yes	Yes	Yes	The approved Performance Management Framework will be reviewed and updated to reflect the request made with additional examples and more detail as an appendix.
09/11/20 Min 28.3	The Panel support the Cabinet Member's proposal to bring together all COVID-19 related financial information into the one report for monitoring purposes	Finance, Property and Assets	James Thomson	Yes	Yes	Yes	The quarter 3 monitoring report includes in the main report all the expenditure and income that we have spent and received relating to Covid-19. In addition, the report also includes a separate appendix to explain all the funding streams.

Scrutiny Budget and Performance Panel
Update on Recommendations made at previous Scrutiny Panel Meetings



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Report to	On
Cabinet	Wednesday, 24 March 2021

Title	Portfolio Holder	Report of
Corporate Strategy Performance Report - Quarter 3, 2020/21	Leader of the Council	Deputy Chief Executive

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	No
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

Purpose of the Report

1. To provide Cabinet with a position statement for the Corporate Strategy for quarter three (October – December) 2020/21.

Recommendations

2. The Scrutiny Budget and Performance Panel are asked to consider the report and make comments and recommendations to the Cabinet.
3. Cabinet is asked to consider and comment on the report.

Reasons for recommendations

4. 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

5. N/A

Executive summary

6. This report presents the performance of the Corporate Strategy at the end of quarter three (October – December 2020). This report provides an update on the current position for the 14 projects, 24 key corporate strategy performance measures and 13 key organisational performance measures.

7. Of the 14 projects in the strategy: nine are rated green and on-track; three are rated amber, two are planned to commence later in the programme.
8. Of the 24 performance indicators used to monitor the Corporate Strategy, nine can be reported at the end of the quarter three with seven rated green and two providing a baseline position.
9. Of the 13 key organisational performance measures; ten are performing better than target; two are performing worse than target but within a 5% tolerance of the target; and one is significantly worse than target.

Corporate outcomes

10. The report relates to the following corporate priorities: (tick all those applicable):

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




Background to the report

11. At Council on 30th September 2020, the Corporate Strategy was updated and refreshed to ensure that the Council can continue to meet the needs of the borough given recent changes, the impact of Covid-19 and future priorities.
12. 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.
13. Activity and resources are now targeted towards 14 priority projects which are a combination of new and existing activity to be delivered over the next 12-18 months and measured using 24 revised performance indicators. This report provides the status of the projects and measures at the end of quarter three
14. A red, amber, green rating system is used to indicate status whereby:
Projects

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



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:

- 15.** The project to transform the way the council operates has progressed well this quarter with the further development of shared services with Chorley Council. Cabinets at both councils approved the Phase 1 service reviews in October, which were then subsequently implemented with the new structures and appointments completed by November 2021. The impact of implementing phase 1 will ensure that shared services can operate consistently across both authorities, securing efficiency and value for money. An online shared services organisational development package has been delivered to provide key training and induction to staff on common areas for development and understanding, which was followed by a 'thank you' celebration event that was hosted to identify key successes, thank staff for their contribution to shared services, and discuss key learning and experiences from the programme. This will ensure shared services has an engaged workforce that is supported to grow and improve. Proposals for the business case for Phase 2 of shared services to review ICT and customer services were presented to the Shared Services Joint Committee and approved by both councils in November 2020.
- 16.** Looking forward into the next quarter, development of the Joint Digital Strategy action plan will progress to enable this project to commence following the appointment of the Shared Director of Customer and Digital. Work will continue on the joint ICT procurement timetable, shared HR policies and delivery of service review development plans.
- 17.** Work to develop more effective public services has been taken forward this quarter. In December 2020, South Ribble Partnership and Chorley Public Service Reform Board agreed to a roadmap which sets out a programme of development towards a shared partnership. The purpose is to build on the strengths of each partnership by combining knowledge, resources and expertise to deliver bigger improvements and better outcomes for residents. Over the coming quarter discussions will be progressed to identify shared priorities across the two partnerships and opportunities to work together on joint initiatives including a proposal to undertake a joint piece of work with partners from across Central Lancashire. This will look to support vulnerable residents during the pandemic, making better use of partnership intelligence to understand wider and non-medical needs and provide targeted support and services.
- 18.** The Annual Governance Statement (AGS) action plan has progressed well, to ensure internal governance controls are robust, with several actions being completed in quarter three. These actions include an update to the Constitution, Governance and HR policies, delivery of ethical training and the launch of a new communication strategy. Going forward the council will continue to deliver the actions on the AGS action plan, which include the development of a Key Partnerships Framework and Consultation Strategy.

19. Of the four projects within this priority, three are green and on track and one has not yet started.

Projects	2020-21 Quarter 3 (Oct – Dec)
Deliver the Annual Governance Statement Action Plan	GREEN
Transform the way the council operates	GREEN
Work with partners to design and deliver better public service:	GREEN
Deliver year one of the joint digital strategy	NOT YET STARTED

Key Performance Indicators

20. Of the five performance measures reported under this outcome, two are due to be reported this quarter, both are rated green.

- ▶ At least 40% of service requests will be received via self-service channels
- ▶ More than 80% of customers will be satisfied with the service they receive from the council

21. A full list of the performance indicators is included in Appendix 1.



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:

22. Further scoping of the Mental Health Support Programme for young people was carried out in quarter three to determine the project design and to undertake in-depth research with partners. Over the next quarter a project team will be established, and work will also be undertaken with community-based organisations that support young people to define the provision that will be available. The priorities will include building skills and understanding in mental health, raising awareness of issues faced by young people as highlighted through the MH2K initiative and strengthening the council's capacity around mental health support as community leaders.
23. The project to deliver the Youth Council has used research from Co-operative Council Innovation Network (CCIN) to develop a strategy to support the link with schools and youth groups. Whilst progress during quarter three has been good, the project will require access to young people which has been restricted due to the pandemic. Options will be developed to enable the project to progress through to the establishment of the Youth Council. This preparation work will engage with key stakeholders by the end of quarter one to inform the structured consultations and engagement work that will commence with young people in September 2021.
24. Planning has been completed and initial priorities for the Community Hubs have been agreed and translated into action plans for 2021/22. Community development officers have been assigned thematic and geographical remits. The area profiles have been compiled and shared with members, these will support decision making and the resource allocation for each hub area.
25. The South Ribble Together Hub (previously One Front Door) continues to provide support, with Citizens Advice Bureau (CAB) receiving all Covid support requests at the first point of contact. Work to support and enhance South Ribble food banks has progressed well with the development of a foodbank network. Options are being explored for a common referral mechanism with a central record of customer details, which has been requested by all foodbanks. Looking forward to next quarter, foodbanks will complete registration with Environmental Health, further support will be provided to support Covid safe operations and there will be wider exploration into a community shop model

26. Of the three projects within this priority, one is rated green; and two are rated amber.

Projects	2020-21 Quarter 3 (Oct – Dec)
Establish South Ribble Together Hubs	AMBER
Deliver a mental health support programme for young people	GREEN
Establish a Youth Council	AMBER

Establish South Ribble Together Hubs: Agreeing plans for neighbourhood areas and a borough food bank network		Amber
Issue:	Consultation opportunities with stakeholders to develop action plans for each neighbourhood hub area have been impacted by the ongoing restrictions. Public meetings which were forecast to take place in February 2021 have been delayed. Members have re-visited projects contained in action plans to ensure that progress can be made in compliance with COVID restrictions.	
Actions Plan - What will be done:	<p>There are no public meetings being planned for 2021, therefore alternative methods of communication and engagement to be used include:</p> <ul style="list-style-type: none"> ▶ The distribution of an e-newsletter via email, social media or printed (where necessary); ▶ Facebook page for each Community Hub area; ▶ Local Facebook groups (e.g. Leyland Hub, Proud to be a Brigger, etc) 	

Establish a Youth Council: By working with schools to promote democracy and design a model that works for young people.		Amber
Issue:	In quarter three a project team has been established and best practice research has been undertaken. However, the current restrictions have created additional challenges with the logistics of engaging young people in the design of the Youth Council model, particularly within schools.	
Actions Plan - What will be done:	To bring the project back on track other options are being developed with preparatory work to take place over the summer so that engagement work can start within schools from September 2021. This focussed activity will bring the project back on track and ensure that the project achieves its overall objective of encouraging democratic awareness and participation amongst young people.	

Key Performance Indicators

27. Of the eight performance measures reported under this outcome, two are due to be reported this quarter as baseline measures. A full list of the performance indicators is included in Appendix 1 and an explanation of performance provided below.

Key Performance Indicator	Target	Q3 2019/20	Quarter 3 2020/21	Symbol	Trend
Number of meals provided to school age children through holiday hunger offer	Target to improve trend	2,065 (Q3:2019/20)	15,685	-	-
Commentary	<p>During 2020, the holiday hunger scheme was widened, with more schools being engaged. In quarter three 2019, 16 schools were eligible to participate in the scheme. However, by quarter three 2020 all 51 of South Ribble's schools were included. The delivery model for holiday hunger has changed during COVID-19, as the pop-up shop / voucher system was not feasible. The Council has continued to work with teachers to identify the most vulnerable children, and food parcels have been provided for schools to distribute to ensure that all children are able to access food where the need exists. After the pandemic, delivery methods will again be reviewed for effectiveness.</p>				

Key Performance Indicator	Target	Comparable Period	Quarter 3 2020/21	Symbol	Trend
Number of residents benefiting from opportunities created by the communities' team	To be baselined 2021/22	Data Unavailable (New Measure)	138	-	-
Commentary	<p>There have been 138 individuals that have been supported through the Communities team via 'South Ribble Together'. Support has been provided to individuals through:</p> <ul style="list-style-type: none"> ▶ The provision of food parcels, foodbank referrals and assisting people to secure priority online shopping slots ▶ Collection of medication from Pharmacies and Hospitals, including referral to NHS responders where possible ▶ Welfare calls and visits to vulnerable/isolated residents ▶ Help with accessing support and enablement schemes (e.g. DWP mobile phone programme) ▶ Liaison with other Council services such as housing and benefits to remove any barriers that may exist. <p>The delivery model for the communities team will be developed in line with the emerging and future needs of residents.</p>				



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:

- 28.** The Community Wealth Building Action Plan was presented to Cabinet in November 2020. It has been agreed that a delivery plan for the period up to March 2022 will be prepared including officer resource to coordinate the programme and lead on specific actions such as stakeholder engagement. A detailed programme will be prepared in quarter one incorporating ongoing activity to develop a social value policy and procurement portal to help measure outcomes and quantify benefits for the community such as job creation and local spend.
- 29.** The project to establish a business support programme has not yet started. The focus has been on providing support for general business enquiries and delivering a comprehensive national programme of business support in response to the Covid-19 pandemic. This programme includes local restrictions support grants, additional restriction grants, Christmas support payments and lockdown payments. There has been over £20 million paid out in Business Grants and Discretionary grants. During quarter three, over £1 million has been paid to approximately 800 businesses for the local restrictions support grants and the discretionary additional restrictions grant. The implementation of the South Ribble business support scheme will start in quarter one 2021/22 as the government support grant is likely to be coming to an end. The project will be scoped in consultation with local businesses and active business support partners to understand the needs and develop an appropriate grant support package. Through the delivery of the grant programme, it should reduce the potential for business failures, support viable businesses, safeguard jobs and support economic recovery following the impact of the pandemic.
- 30.** In quarter three, the Town Investment Plan bid, and accompanying evidence base was formally submitted to the second tranche of the Government £3.6 billion Town Fund to improve Leyland as a place to live, work and enjoy leisure time. If successful, the town will receive £25 million to invest in existing and new buildings with proposals put forward around three key project areas, which are Leyland town centre improvements, Leyland Market improvements and a business hub development for business for workspace, events and skills. The plans being considered going forward include a business case and what level of support will be required. The Council are awaiting feedback and a decision from Government on Stage 1 Town Investment Plan which is expected to be made in February 2021.

31. Of the three projects within this priority, all three are green and on track.

Projects	2020-21 Quarter 3 (Oct – Dec)
Implement the community wealth building action plan	GREEN
Establish a business support programme	NOT YET STARTED
Deliver year 1 of the Town Deal	GREEN

Key Performance Indicators

32. Of the four performance measures reported under this priority, two measures are due to be reported this quarter and both are currently green:

- ▶ Overall employment rate greater than north west average
- ▶ % 16 -17year olds not in education or training (NEET)



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:

- 33.** There has been good progress made at the end of quarter three toward the building of affordable homes within the borough. Planning approval was reported to Cabinet in September 2020 and work has been underway to identify a recommended procurement route for the construction of the 15 affordable homes on the McKenzie Arms site to deliver the scheme requirements. Procurement has also been undertaken for site enabling works which will be completed over the next quarter. Work has also progressed on Pearson House, Station Road with the development to provide nine new affordable flats.
- 34.** Work to deliver a project to support the green agenda has progressed including the improvements to Shruggs Wood, Western Park Drive, Moss Side and Melling Grove. Going forward, work will be carried out on the creation and improvement of footpath/cycle links along the River Ribble, Penwortham subject to approvals from Lancashire County Council and landowners. There were no trees planned to be planted in quarter three, within the quarter the focus has been on planning work that includes preparation to identify sites, ordering trees and preparing the labour. Looking forward to the next quarter, the majority of tree planting contributing towards the target for this year will commence at various sites across the borough (Hoole, Samlesbury, Longton, Shruggs Wood). A significant portion of trees to be planted is dependent on Lancashire County Council (LCC) providing the permission to plant trees on their land.
- 35.** The project to improve leisure facilities has made good progress. The Pitch Hub at Bamber Bridge Leisure Centre has achieved full planning, which includes two 3G pitches and a new sports pavilion. An application for additional funding has been submitted to the Football Foundation to contribute to the overall cost of the scheme. Progress is also being made with the existing Leisure Centre refurbishment work and the sports hall floor has been re-surfaced at Penwortham Leisure Centre.

36. Of the four projects within this priority, three are green and one is rated as amber.

Projects	2020-21 Quarter 3 (Oct – Dec)
Bring Worden Hall back into use	GREEN
Deliver a project to support the green agenda	AMBER
Deliver a leisure improvement project	GREEN
Commence building of affordable homes within the borough	GREEN

Deliver a project to support the green agenda: To support the council's commitment to carbon neutral		AMBER
Issue:	There has been a delay to the creation of a new cycle storage facility at Moss Side depot and the installation of the second tranche of Solar Panels at Civic Centre. The delay to installation of the solar panels is due to the Council submitting a bid (Central Government Low Carbon Skills Fund and Public Sector Decarbonisation Scheme) in quarter three for external funding for the second tranche of solar panels, along with several potential other heat decarbonisation works. A condition of the grant funding was that no works (installation of solar panels) related to the bid could commence, therefore works have been temporarily postponed until a decision on the bid is announced.	
Actions Plan - What will be done:	<p><u>Creation of a new cycle storage facility at Moss Side Depot –</u> Final quotations to be attained with a decision and order anticipated to be placed at the end of March 2021.</p> <p><u>Installation of the second tranche of Solar Panels at Civic Centre –</u> It is expected that a decision on the grant funding bid will be announced in quarter four, and if successful the funding received will be used to commence the project from quarter one 2020/21. If the bid is unsuccessful then work will commence as originally planned.</p>	

Key Performance Indicators

37. Of the seven performance measures reported under this outcome, three performance measures are due to be reported at the end of this quarter and all are rated green:

- ▶ The number of people who are prevented from becoming homeless is increased
- ▶ Total number of young people's physical activity courses delivered
- ▶ 27,500 Trees will be planted in the borough this year (Cumulative)

Key Organisational performance measures

38. At the end of quarter three, there are 13 key organisational performance measures due to be reported. A full list of the performance indicators is included in Appendix 2.

39. Of the 13 key organisational performance measures, ten are rated as green:

- ▶ % of complaints upheld
- ▶ Number of households in temporary accommodation at the end of the quarter
- ▶ Number of Accidents reported to Health and Safety from work related activity
- ▶ No. of accidents reported to Health Safety Executive for work related activity (RIDDOR)
- ▶ % planning applications decided within 13 weeks (major applications)
- ▶ % planning applications decided within 8 weeks (minor / other applications)
- ▶ % of telephone calls answered within 90 seconds
- ▶ % of calls abandoned before being answered in a quarter
- ▶ Average days to process a new Housing Benefit claim
- ▶ The average number of working days from Disabled Facilities grant referral received from LCC to application approved

40. Of the 13 key organisational performance measures, two measures are performing below target but within threshold:

- ▶ Percentage of Council Tax collected (Cumulative YTD)
- ▶ Percentage of Business Rates (Cumulative YTD)

41. Of the 13 key organisational performance measures, one is rated as red:

Key Performance Indicator	Target	Comparable Period	Quarter 3 2020/21	Symbol	Trend
Number of near miss incidents reported to Health and Safety	Target to improve trend	97 (Q2:2020/21)	18	▲	Worse than Q2 20/21
Commentary	There has been a reduction of 79, in the amount of near miss incidents being reported to Health and Safety compared to the previous period (Q2:2020/21). The reason for this change in near miss reports may be a result of the Covid-19 government restrictions and having fewer employees in work to report any near misses. It is expected that once the once restrictions are eased, there should be an increase in the of reports made.				

Risk

42. Risk registers are being completed for each project which will inform the wider risk assessment on an ongoing basis for the corporate strategy.

Equality and diversity

43. 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 and each individual project will have its own equality impact assessment which are being revised and reassessed during quarter three.

Air quality implications

44. N/A

Comments of the Statutory Finance Officer

45. The relevant projects outlined in this report have budgets set aside to deliver the proposed outcomes.

Comments of the Monitoring Officer

46. There are no issues of concern to raise from a Monitoring Officer perspective.

Background documents

- ▶ Corporate Plan, approved 30th September 2020

Appendices

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

Chris Sinnott
Deputy Chief Executive

Report Author:	Email:	Telephone:	Date:
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Appendix 1 – Performance of the Corporate Strategy Measures

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

Indicator Name	Polarity	Target	Comparison	Quarter 3 2020/21	Symbol	Trend
An Exemplary Council						
At least 40% of service requests will be received via self-service channels	Bigger is better	29% (2020/21)	19.7% (Q3:2019/20)	31%	★	Better than Q3 19/20
More than 80% of customers will be satisfied with the service they receive from the council	Bigger is better	80%	83.33% (Q2:2020/21)	100%	★	Better than Q3 19/20
Thriving Communities						
Number of meals provided to school age children through holiday hunger offer	Smaller is better	Target to improve trend	2065 (Q3:2019/20)	15,685	-	-
Number of residents benefiting from opportunities created by the communities team	Bigger is better	To be baselined 2021/22	Data Unavailable (new measure)	138	-	-
A fair local economy that works for everyone						
Overall employment rate greater than north west average	Bigger is better	74.9%	84.8% (Q2:2020/21)	82%	★	On track but worse than Q2 20/21
% 16 -17year olds not in education or training (NEET)	Smaller is better	3.5%	1.3% (Q2:2020/21)	3.0%	★	On track but worse than Q2 20/21
Good homes green spaces healthy places						
Total number of young people's physical activity courses delivered (Academic Year)	Bigger is better	Target to improve trend	0 (Q2:2020/21)	369	★	Better than Q2 20/21
27,500 Trees will be planted in the borough this year (Cumulative)	Bigger is better	27,500 (Annual)	3,059 (Q2:2020/21)	3,059	★	Same as Q2
The number of people who are prevented from becoming homeless is increased	Bigger is better	Target to improve trend	85 (Q3:2019/20)	98	★	Better than Q3 19/20

Appendix 2 – Key Organisational Performance Measures

Indicator Name	Polarity	Target	Comparison	Quarter 3 2020/21	Symbol	Trend
% of complaints upheld	Smaller is better	Target to improve trend	38.9% (Q3:2019/20)	13.9%	★	Better than Q3 19/20
Number of households in temporary accommodation at the end of the quarter	Smaller is better	Target to improve trend	37 (Q3:2019/20)	37	★	Same as Q3 19/20
Number of Accidents reported to Health and Safety from work related activity	Smaller is better	Target to improve trend	35 (Q2:2020/21)	26	★	Better than Q2 20/21
No. of accidents reported to Health Safety Executive for work related activity (RIDDOR)	Smaller is better	Target to improve trend	0 (Q2:2020/21)	0	★	Same as Q2 19/20
Number of near miss incidents reported to Health and Safety	Bigger is better	Target to improve trend	97 (Q2:2020/21)	18	▲	Worse than Q2 20/21
The average number of working days from Disabled Facilities grant referral received from LCC to application approved	Smaller is better	Target to improve trend	157 (Q3:2019/20)	155	★	Better than Q3 19/20
% planning applications decided within 13 weeks (major applications)	Bigger is better	75%	100% (Q3:2019/20)	88.88%	★	Worse than Q3 19/20
% planning applications decided within 8 weeks (minor / other applications)	Bigger is better	85%	96.17% (Q3:2019/20)	91.79%	★	Worse than Q3 19/20
% of telephone calls answered within 90 seconds	Bigger is better	40%	79.7% (Q2:2020/21) 77.6% (Q3:2019/20)	94.2%	★	Better than Q3 19/20
% of calls abandoned before being answered in a quarter	Smaller is better	15%	5.7% (Q2:2020/21) 5.6% (Q3:2019/20)	2.0%	★	Better than Q3 19/20
Average days to process a new Housing Benefit claim	Smaller is better	19 days	16.36 days (Q2:2020/21) 14.08 days (Q3:2019/20)	15.57 Days	★	Better than Q3 19/20
Percentage of Council Tax collected (Cumulative YTD)	Bigger is better	85.62%	85.62% (Q3:2019/20)	84.64%	●	Worse than Q3 19/20
Percentage of Business Rates (Cumulative YTD)	Bigger is better	83.08%	83.08% (Q3:2019/20)	80.64%	●	Worse than Q3 19/20

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Report to	On
Executive Cabinet	Wednesday, 24 March 2021

Title	Portfolio Holder	Report of
Budget Monitoring 2020/21 Quarter 3	Cabinet Member (Finance, Property and Assets)	Deputy Director of Finance (Section 151 Officer)

Is this report confidential?	No
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Purpose of the Report

1. This report explains the Council's overall financial position for quarter 3 of the financial year 2020-21.

Recommendations

2. Cabinet notes, reviews and comments on the contents of this report.
3. Cabinet approves the re-profiled budgets for the capital programme, which reflects forecasted underspend against the existing budgets, as detailed in Appendix C.

Reasons for recommendations

4. To allow Cabinet to consider the financial position of the council

Other options considered and rejected

5. None as this report is a requirement of the council's constitution

Executive Summary

6. The overall forecast for 2020/21 for the revenue budget is a net deficit of £9,000. A summary of the variances by directorate is shown in Table 1, and a detailed list of the main variances within each directorate is shown in Table 2.
7. The report outlines the impact Covid-19 has had on the budget in 2020/21 including the additional grant funding received and the management of the business grant schemes.
8. The total capital spend including commitments in 2020/21 is £5.380m, which is 62% of the current 2020/21 capital budget of £8.737m. Appendix C gives the details for individual schemes and the revised forecasts, both for 2020/21 and the following 3 years.

Corporate outcomes

9. 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	✓

Revenue Budget and Forecast Summary

10. Table 1 below summarises by directorate the revenue budgets and forecasts.
11. The overall forecast is a deficit of £9,000 against the funding requirement. Table 2 below lists the main variances within particular service areas for each directorate.

Table 1: Revenue Budget Summary

	Original Budget £'000	Current Budget £'000	Forecast at Quarter 3 £'000	Forecast Variance £'000
Corporate	496	344	449	105
Neighbourhoods & Development	7,230	7,261	7,331	70
Planning & Property	701	738	972	234
Customer & Digital	2,394	2,420	2,451	31
Governance	1,757	1,697	1,703	6
Finance	754	717	701	(16)
Communications & Visitor Economy	203	278	268	(10)
Transformation & Partnerships	512	638	545	(93)
Pensions Deficit Contributions	25	25	(25)	(50)
Savings Targets	(305)	(187)	0	187
Net Cost of Services	13,766	13,932	14,395	464
Provision for repayment of debt	649	649	619	(30)
Interest payable / (receivable)	(170)	(170)	(79)	91
Parish Precepts	432	432	432	-
Funding Requirement	14,677	14,843	15,368	525
<u>Funding:</u>				
Council Tax	(8,596)	(8,596)	(8,596)	-
New Homes Bonus – City Deal	(601)	(601)	(601)	-
New Homes Bonus – SRBC	(59)	(59)	(59)	-
Retained Business Rates	(3,715)	(3,715)	(8,852)	(5,137)
Surplus business rates set aside for deficits in future years			5,137	5,137
Section 31 grants (mainly business rates)	(1,595)	(1,595)	(1,595)	-
Total Funding	(14,566)	(14,566)	(14,566)	-
Government covid support for income deficits			(386)	(386)
Covid new burdens business grants			(130)	(130)
Net Contribution (To) / From Reserves	111	277	286	9

Table 2: Revenue Forecasted Variations Within Directorates

Details	Forecasted Over / (Under-) Spend or Income Deficit / (Surplus) £'000
Corporate	
Staffing Costs	51
Fees regarding governance reviews	54
	105
Neighbourhoods & Development	
Staffing Costs	(96)
Repairs and maintenance of properties	13
Underspends funding replacement parking P&D machines	40
NNDR on empty investment properties	14
Vehicle repairs and hiring of temporary replacements	102
Waste contract refund re overcharge in previous years	(37)
Income (Surplus) / Deficit	34
	70
Planning & Property	
Staffing Costs	(74)
Planning professional fees	55
Homelessness temporary accommodation	(20)
Agency fee for Estates Surveyor	14
Income (Surplus) / Deficit	259
	234
Customer & Digital	
Staffing Costs	(197)
Court Summons income deficit	228
	31
Governance	
Staffing Costs	(123)
Legal fees	90
Income (Surplus) / Deficit	39
	6
Finance	
Staffing Costs	(43)
External Audit Fees	27
	(16)
Communications & Visitor Economy	

Details	Forecasted Over / (Under-) Spend or Income Deficit / (Surplus) £'000
Events budget underspend	(10)
Transformation & Partnerships	
Staffing Costs	(84)
Training	(9)
	(93)
Budgets Not In Directorates	
Pension Contributions	(50)
Provision for repayment of debt (MRP)	(30)
Interest on short-term investments	91
Savings Target	187
Subtotal	525
Government covid support for income deficits	(386)
Covid new burdens business grants	(130)
Overall (Surplus) / Deficit	9

Revenue Budget Requested Changes

12. There are currently no requests for changes to revenue budgets.

Staffing Costs

13. The table below lists the main variances within particular services areas. Appendix A shows the posts that were vacant at 31st December 2020.
14. Several posts, across various services, have become vacant during quarter 3 because staff have been redeployed to new roles created specifically to respond to the pandemic.

Table 3: Staffing Costs Main Variations

Service Area	Over / (Under-) spend £	Reasons and notes
Corporate		
Chief Executive	47,000	The costs of implementing a new shared Chief Executive on top of the cost already incurred for the previous Chief Executive who left in July have created an overspend.
Neighbourhoods & Development		
Street Cleansing	(19,000)	Once post has been vacant since May and another became vacant in September
Community Involvement	(63,000)	Several members of the team have been redeployed to work in Covid-specific roles.
Community Safety	17,000	A new post Early Intervention Coordinator has been created.
Youth Support	(54,000)	The newly created Youth Support Officer posts were not filled until quarter 3
Environmental Health	(43,000)	A new Housing Enforcement Officer post was created in the budget setting process but has not yet been filled.
Grounds Maintenance	14,000	Additional overtime costs
Engineers	(53,000)	Two posts have been vacant all year - a Graphic Designer and an Engineering Assistant.
Sports Coaching	87,000	Additional funding was secured, which has enable additional staff to be hired.
Museum	(31,000)	The curator post became vacant in May. The budget will be realigned in 21/22 to reflect revised structure for delivering this service.
Parking and Highways	(14,000)	An employee has reduced their hours to part time
Mechanics and Transport	17,000	The budget is set based on actual SCPs of the post-holders. A HR review resulted in several staff being increased to a higher SCP within their grade. There are also some additional overtime costs.
Waste Management	27,000	One-off funding was secured that enable two temporary roles to be created.
Senior Management	15,000	The cost of the shared Director of Commercial Services
Planning & Property		
Building Control	23,000	Upgrades to two staff following Job Evaluation reviews.
Senior Management	(38,000)	The Assistant Director of Housing and Property has been vacant all year.
Housing Services	(18,000)	One person is on maternity leave

Service Area	Over / (Under-) spend £	Reasons and notes
Development Control	(18,000)	One Enforcement post was vacant for part of the year. The other has been vacant since May. However, more complex work is being picked up via a retained specialist consultant on a case by case basis. There were severance cost for one person leaving, which reduce the overall underspend.
Planning Support	25,000	As part of a restructure, new roles were created which will be funded by CIL Admin funding.
Apprentices	(49,000)	Three posts are now vacant - one person was promoted to a new role in IT, another has been redeployed to a covid-specific role, and the third post has been vacant all year. The budget was created with the intention of recruiting additional support in Gateway but no suitable candidates were available.
Customer & Digital		
Gateway	(54,000)	Three posts were vacant for the first half of the year but are now filled. A further 3 people have recently been redeployed to covid-specific roles.
Senior Management	(6,000)	The budget is based on the structure before the new shared service arrangements. There saving from the previous Director leaving is offset by the costs of the new shared director.
IT	(51,000)	Two posts are currently vacant. Some posts were vacant earlier in the year but are now filled.
Revenues and Benefits	(87,000)	There are 3 vacancies. In addition two staff were on adoption or maternity leave.
Governance		
Democratic Services	(25,000)	Two posts were vacant earlier in the year but are now filled
Licensing	(59,000)	The Head of Licensing post has been vacant all year.
Assurance	(12,000)	The team has been restructured and new posts have been recruited to.
Corporate Admin	(14,000)	The Corporate Support Apprentice role is vacant because the post-holder was promoted to fill a vacancy.
Finance – Employed by Chorley Council		
Financial Services	(43,000)	Timing of significant vacant posts (now recruited to) offset by agency costs in year to create underspend.
Transformation & Partnerships – Employed by Chorley Council		
HR	14,000	Some one-off staffing payments in year.
Transformation & Partnerships	(98,000)	Following service reviews underspends have been created due to timing of recruitment to revised structure.

Non-Staffing Costs

15. There has been one-off expenditure of £54k in 2020/21 relating to a HR investigation.
16. Pay and display machines – underspends previously reported are being utilised to fund the purchase of new pay and display machines following the Review of Car Parking at 25 November 2020 Council.
17. There is a £102k overspend relating to vehicle repairs and hiring of temporary replacement vehicles. One vehicle was written off as a result of fire damage resulting in additional hire costs some of which was offset by insurance claim (£23k). There was also additional vehicle hire required over Christmas due to additional waste demands with people working from home. Vehicle maintenance costs are overspent due to major work on bin collection wagons as the purchase of new vehicles was delayed.
18. There is a forecast £55k overspend in planning relating to legal costs on challenges to developments within the Borough. It is not forecast that these costs will be recovered and the council will review its reserves at year-end with the view of creating a reserve to manage any future costs of planning appeals.
19. Homelessness temporary accommodation budgets are £20k underspent largely because while there has been significant increases in these costs they have been covered by various grant schemes and other funding opportunities.
20. External audit fees have increased by £27k as a result of the additional work required to be undertaken on the 18/19 and 19/20 audits. This additional work was both due to the impact that Covid-19 had on delaying the audits as well as the additional value for money work that was required to be undertaken. Both sets of accounts have now been signed off.
21. The Pension Contributions budget represents the difference between the actual pension contributions that have been incurred and the notional charges against individual services. The actual costs are £1.171m and were paid in a lump sum at the start of the year, this resulted in an underspend against the original budget of £50k.
22. There is a significant reduction of £91k in income received as interest on cash investments due to historically low interest rates. This is being addressed as part of the 21/22 budget setting process where the budget has been reduced by £100k in 21/22 onwards. Offsetting this shortfall in income in 20/21 is an underspend in the budgets for repayments of debt totalling £30k

Income from Fees and Charges

23. Income from fees and charges has been significantly impacted as a result of Covid-19. For some fees and charges the Council can access government support of 75% of losses against 95% of the original income budget. As a result, the Council is forecasting to receive £386k in Government Support.

24. The most significant reductions have been in car parking, investment property and Court Summons as detailed in table 4 below. These have all been as a direct result of Covid-19 with reduced usage, rental reliefs and the closure of courts meaning income cannot be recovered as normal.
25. There have been some increases in income in relation to Sports Coaching, Garden Waste and Planning applications. The Sports Coaching is due to a confirmation of grant funding of which there was some uncertainty previously whereas Garden Waste and Planning Applications are as a result of unbudgeted increases in demand for these services.

Table 4: Income from Fees and Charges

Service Area	Income 2019- 20 £'000	Budget £'000	Actual to 31/12 £'000	Forecast £'000	Forecast (Surplus) / Deficit £'000
Neighbourhoods & Development					
Car Parking charges and fines	(141)	(145)	(35)	(50)	95
Civic Centre banqueting suite income	(26)	(36)	-	-	36
Dog impounding, littering and dog fouling	(4)	(18)	(2)	(3)	15
Environmental Permits	(23)	(19)	(19)	(19)	0
Grounds Maintenance	(156)	(155)	(151)	(153)	2
Licensing - Piercings & Tattoos and Animals	(9)	(7)	(4)	(6)	1
Licensing - Street Traders	(23)	(25)	(18)	(17)	8
Open Spaces (sports pitches, fairs, etc)	(33)	(18)	(5)	(12)	5
Pest Control	(46)	(50)	(36)	(41)	9
Property rental - Civic Centre	(67)	(50)	(52)	(52)	(2)
Property rental - Market	(126)	(142)	(53)	(96)	45
Property rental - Moss Side Depot	(43)	(43)	(32)	(43)	-
Property rental - Worden Craft Centre	(11)	(15)	(14)	(14)	1
Sports Coaching	(279)	(120)	(273)	(237)	(118)
Waste Collection - Garden waste	(809)	(683)	(746)	(756)	(73)
Waste Collection - New bins	(56)	(45)	(101)	(64)	(19)
Waste Collection - Special collections	(40)	(40)	(36)	(50)	(10)
Waste Collection - Trade Waste	(445)	(481)	(441)	(442)	39
Vehicle Maintenance for FCC	(120)	(101)	-	(101)	(0)
	(2,456)	(2,189)	(2,018)	(2,155)	34
Planning & Property					
Building Control	(177)	(191)	(122)	(162)	28
Planning application fees	(436)	(505)	(568)	(600)	(95)
Planning pre-application fees	(31)	(40)	(17)	(25)	15
Investment property rental	(950)	(1,105)	(738)	(795)	311

Service Area	Income 2019- 20 £'000	Budget £'000	Actual to 31/12 £'000	Forecast £'000	Forecast (Surplus) / Deficit £'000
	(1,593)	(1,841)	(1,445)	(1,582)	259
Governance					
Land Charges	(90)	(80)	(58)	(65)	15
Legal fees recovered	(13)	(15)	(10)	(15)	-
Licensing - Alcohol	(78)	(76)	(61)	(63)	13
Licensing - Gambling	(10)	(12)	(8)	(12)	-
Licensing - Taxis	(84)	(90)	(69)	(79)	10
	(275)	(273)	(206)	(234)	39
Customer & Digital					
Court summons costs recovered	(219)	(228)	-	-	228
	(219)	(228)	-	-	228
Government Support				(386)	(386)
	(4,543)	(4,531)	(3,670)	(4,357)	174

Covid-19

26. The impact of Covid-19 on the Council's budgets is varied and includes delays to recruitment and restructuring, reduction in income and additional expenditure. The major impacts on the budget are summarised below. This includes the various grant funding streams received to help the council manage the transition back to business-as-usual.

Income

27. It has been well documented that the country has undergone a significant reduction in economic activity pushing the economy into temporary recession. The impact on local residents and businesses is potentially vast, especially in the service industries. Two areas this may significantly affect the council's finances is the impact on its business rates and council tax collection funds.

Business Rates

28. The original gross (including amounts paid over to the Government and other preceptors) collectable business rates for South Ribble was budgeted at £36.7m for 20/21. As part of the budget on 11 March 2020 the Government announced that it would increase the discount on business rates liability for businesses in the retail, hospitality and leisure industry to 100% for 20/21. This has reduced the council's gross collectable to an estimated £24.5m. The council and other preceptors will receive compensatory grant payments, known as S31 grants, in 20/21 for this extended relief.

29. After adjusting for this reduction in collectable business rates the analysis below gives the forecast outturn position for South Ribble's business rates collection fund.

	Cumulative Income									
	Apr £m	May £m	Jun £m	Jul £m	Aug £m	Sep £m	Oct £m	Nov £m	Dec £m	Forecast Total 20/21 £m
Forecast	3.858	5.671	7.899	9.893	12.563	14.692	16.784	18.965	20.644	24.475
Actual	3.132	4.746	6.64	8.782	11.295	13.719	15.945	18.253	20.038	23.854
Deficit	0.726	0.925	1.259	1.111	1.268	0.973	0.839	0.712	0.606	0.621

30. Based on current collection rates it is estimated the gross shortfall of business rates income could be £0.621m. South Ribble's share of this deficit would be approximately £0.248m meaning the council would be £0.248m short of its budgeted business rates income in 20/21. This is a further reduction of £0.141m from reported at Quarter 2. Although this figure seems large it should be noted:

- The forecast deficit has improved significantly since August and the Government has announced that councils will be able to spread out the loss of business rates and council tax income over the next three years, rather than in one year. A deficit of £248,000 may therefore only result in a £83,000 impact for the council per year.
- The council holds a business rates retention reserve of £3m to fund one-off shortfalls in the business rates it collects. This includes managing downward revaluations, the risk surrounding this has however now been reduced as the scheduled 2021 national revaluations have been put back to 2023. The reserve is therefore considered more than sufficient to manage the risk surrounding business rates income.

31. The forecast business rates income has not been adjusted in Table 1 due to the uncertainty regarding the final shortfall in businesses rates income and that, due to the complexities of the business rates system, any shortfall is likely to be recognised in 2021/22 rather than this financial year. In addition, due to the 100% reliefs offered by the Government to the retail, hospitality and leisure industry the council will receive £5.1m additional business rates income in 2020/21. The shortfall in income from these reliefs won't be realised until 2021/22 onwards and so this £5.1m 'surplus' is moved into a reserve to offset against these future deficits.

Council Tax

	Cumulative Income									
	Apr £m	May £m	Jun £m	Jul £m	Aug £m	Sep £m	Oct £m	Nov £m	Dec £m	Forecast Total 20/21 £m
Forecast	7.384	13.927	20.499	27.178	33.748	40.136	46.723	53.296	59.744	68.02
Actual	7.083	13.403	19.869	26.401	32.942	39.465	46.025	52.599	59.06	67.322
Deficit	0.301	0.524	0.63	0.777	0.806	0.671	0.698	0.697	0.684	0.698

32. Based on current collection rates it is estimated that the gross shortfall of council tax income could be £0.698m in 20/21. South Ribble's share of this deficit would be approximately £84,000 meaning the council would be £84,000 short of its budgeted council tax income in. This is a

slight increase in deficit of £3k from Quarter 2 however still represents a good rate of council tax collection.

CV-19 Grant Funding Support

33. Further detail on individual grant schemes is provided in Appendix D to this report detailing the requirements of each funding stream. A summary of the grants is provided below:

Grant	Allocation 20/21	Allocation 21/22
Initial Covid Funding - General	1,481,167	504,532
New Burdens Funding - Business Grants	130,000	
New Burdens Funding - Business Grants	58,500	
New Burdens Funding - Business Grants	22,345	
Trace Support Payments - Admin	25,654	
LA Compliance & Enforcement Grant	45,740	
Unringfenced Grants Sub-Total	1,763,406	504,532
Trace Support Payments - Discretionary	22,884	
Trace Support Payments - Individuals (£500) - top up to 31/1/21	22,000	
Trace Support Payments - Discretionary - top up to 31/1/21	9,115	
Trace Support Payments - Individuals (£500)	38,000	
Health Protection Project (Part 1)- Test & Trace Staff	72,850	
Health Protection Project (Part 2) - Test & Trace Staff & Non Staff	45,989	
Health Protection Project (Part 3) - Food & Essential supplies	99,245	
Next Steps Accommodation Programme (NSAP)	30,000	
Containing Outbreak Management Fund (COMF)	1,218,668	
Sales Fees and Charges	386,000	
Clinically Extremely Vulnerable People (CEV)	57,000	
National Leisure Relief Funding	210,000	
Extending Council Tax Support	707,201	
Reopening High Streets - to be spent to June 21	97,965	
Ringfenced Grants Sub-total	3,016,917	0
Total	4,780,323	504,532

34. South Ribble's total unringfenced Covid-19 funding for 20/21 was £1.481m. No specific grant guidance has been provided regarding this funding and so it is assumed to be un-ringfenced. The budget announcement for 2021/22 also allocated an additional £500k of unringfenced Covid-19 funding to the council.
35. The council received £707k grant allocation to reduce the council tax liability of individuals in their area. As per Government expectations, the council allocated this hardship fund to provide residents, who are of working age and already receive council tax support, with up to £150 off their council tax bills over the 2020 to 2021 financial year. The council awarded this relief to 2,220 working age claimants totalling £468k and has since awarded a further £152k of reliefs to 778 additional claimants.

36. The council also received £98,000 '**Reopening High Streets Safely Fund**'. This grant is ERDF funding and as such the restrictions as to how this can be spent are extremely prohibitive. The possibility of what may be eligible to be reclaimed is still being explored however nothing has been committed to date. This project has been extended to June 2021 so can be spent across financial years.
37. The council's **Test and Trace Support Payments** have already paid out in excess of £90k payments to individuals who are required to self-isolate. Any allocations above the initial awarded amount will be reclaimed from Government.
38. Through LCC, the council has received a grant allocation from Government that will be used to fund support for the Government's **Test & Trace** scheme. The council has utilised the fund to recruit additional staff who will chase up the contacts that the national scheme have been unable to contact.
39. The Local Authority **Emergency Assistance Grant for Food and Essential Supplies** is a one-off contribution to upper tier local authorities in England to use to support people who are struggling to afford food and other essentials due to COVID-19. The grant must be, and will be, spent within this financial year and South Ribble's allocation is £99,245.
40. The council will fully commit its **Next Steps Accommodation Programme** funding to provide short-term accommodation and immediate support to those that require it.
41. The council has received confirmation of its successful application to the DCMS for funding to support its **leisure services** provider during the Covid-19 pandemic. The council received £210k to provide support to its leisure provider during the second and third lockdown periods. The council has already approved up to £240k to provide support as a result of Covid-19.

Expenditure

42. The table below details the spend to date on Covid-19 related funding streams. It should be noted there is significant uncertainty around the **Containing Outbreak Management Funding** (COMF). The funding was incorrectly paid to Lower Tier authorities and we are uncertain as to whether some of this should be paid to Lancashire County Council. Should this funding remain with the Council it is anticipated much of these costs were via redeployment of existing Council resources so the funding may create an underspend of £1.2m in the General Fund. However, until there is certainty over this funding it is suggested the money should be held until further notice is given.

Spend Area	Spend to Date	Committed 20/21	Spend repurposed from Existing Budgets	Total 20/21 Spend	21/22 Spend Committed
Unringfenced Grant Spend Elements					
Staffing	67,601	111,592	762,941	942,135	301,743
Premises Improvements	12,453	2,692		15,144	
Transport Related Costs	1,824			1,824	
Community Hub Costs	33,284	1,799		35,083	
Information Technology	29,747	2,000		31,747	
Operation tools & equipment	27,862	1,576		29,438	
Postage	4,317			4,317	
Publicity & Promotion	554			554	
Temporary Accommodation	57,255	94,685		151,940	
Expenses Recovered	-5,574			-5,574	
Other Costs - inc Leisure	12,760	242,295		255,055	
Unringfenced Grants Spend Sub-Total	242,083	456,639	762,941	1,461,662	301,743
Ringfenced Grant Elements					
Track and Trace Payments	91,999			91,999	
Extending Council Tax Support	602,000	105,201		707,201	
Sales Fees and Charges	386,000			386,000	
National Leisure Relief Funding		210,000		210,000	
Containing Outbreak Management Funds			1,218,668	1,218,668	
Next Steps Accommodation Programme (NSAP)		30,000		30,000	
Health Protection Project (Part 1)- Test & Trace Staff		72,850		72,850	
Health Protection Project (Part 2) - Test & Trace Staff & Non Staff		45,989		45,989	
Health Protection Project (Part 3) - Food & Essential supplies	99,245			99,245	
Clinically Extremely Vulnerable People (CEV)			57,000	57,000	
Reopening High Streets				0	97,965
Ringfenced Grants Sub-total	1,179,244	464,040	1,275,668	2,918,952	97,965
Grand Total	1,421,327	920,679	2,038,609	4,380,614	399,708

43. With regard to unringfenced grants, it is forecast that the Council will spend and commit £1.461m on Covid-19 related expenditure in 20/21 and £0.301m in 21/22. Of this £0.762m relates to budgeted costs, such as staffing costs, that have been used to manage the various services that have supported Covid-19 recovery and Government initiatives.
44. All ringfenced grants are forecast to be fully committed in 2020/21 or 2021/22.
45. It is likely there may be some more commitments that are not currently on the financial system but at the moment it is forecast there is £0.819m of existing resources which have been redeployed on Covid-19 work creating a potential General Fund underspend in 2020/21 of £0.819m. In order to be prudent, we would suggest providing £0.300m of funding for any committed expenditure that is not yet showing on the financial system, this would be in addition to the £301k of commitments outlined in the table above. In addition to this, should the COMF also be available, there would be an additional £1.218m of funding available.

Business Grants

46. A summary of the business grants to be received and paid out to date is below. It is assumed all business grant allocations will be either spent or returned to government. There is significant expenditure in process as payments go out for the more recent 'lockdown' periods. As a result, spend can increase significantly from day to day.

Grant Name	Allocation	Spend to Date	Committed/To Be Repaid	Total
Business Grants - 1st Lockdown	20,888,000	20,192,470	695,530	20,888,000
Local Restrictions Support Grant (LRSg) - Open 1 - To 5/11/20	194,486	8,902	185,584	194,486
Local Restrictions Support Grant (LRSg) - Open 2 - 2/12/20 to 18/12/20	19,342		19,342	19,342
Local Restrictions Support Grant (LRSg) - Open 3 - 19/12/20 to 30/12/20	13,653		13,653	13,653
Local Restrictions Support Grant (LRSg) - Closed 1 - To 5/11/20	87,598	67,770	19,828	87,598
Local Restrictions Support Grant (LRSg) - Closed 2 - 2/12/20 to 18/12/20	126,962	126,962	0	126,962
Local Restrictions Support Grant (LRSg) - Closed 3 - 19/12/20 to 30/12/20	112,025	109,749	2,276	112,025
Local Restrictions Support Grant (LRSg) - Closed (Addendum) - 5/11/20 to 2/12/20	1,398,510	804,212	594,298	1,398,510
Local Restrictions Support Grant (Closed Addendum Tier 4) - 30/12/20 to 4/1/21	0	124,481	-124,481	0
Local Restrictions Support Grant (LRSg) - Closed (Addendum) - 5/1/21 to 15/2/21	2,097,765	1,048,374	1,049,391	2,097,765
Closed Businesses Lockdown Payment - 5/1/21 - 15/2/21	4,194,000	2,094,761	2,099,239	4,194,000
Additional Restrictions Grant (ARG) - share of Lancs £30m - to 31/3/21	2,215,760	7,779	2,207,981	2,215,760
Additional Restrictions Grant (ARG) - Top Up - to 31/3/21	984,136		984,136	984,136
Wet Pubs	38,400	46,000	-7,600	38,400
Total	32,370,638	24,631,460	7,739,177	32,370,638

47. The Council received an initial total funding allocation of £20.888m of which the following was allocated by the Government in May 2020:
- £19,896,000 maximum allocation for Small Business & Retail, Hospitality & Leisure grants
 - £992,500 maximum allocation for Discretionary Grants

The initial Government allocation was an estimate of the likely business need for grants however and, like many other councils, South Ribble were not able to fully commit the grant allocation. The council was proactive in extending application deadlines and contacting businesses that it believed to be still eligible however it was not possible to fully commit the funding and it is forecast that the £695k will be returned to the Government.

48. All other grants are assumed to be fully committed depending upon how long lock-down restrictions continue or are brought back in the future.

Summary

49. As a result of the commitments against unringfenced grants identified above, a reserve for £500k Covid-19 Recovery has been created from within the forecast budget underspends.
50. In addition, a Covid-19 reserve of £600k has been created from carried forward of Covid-19 grants to cover existing Covid-19 commitments which will only be incurred in 21/22.

Reserves

51. The total balance on reserves at the beginning of the financial year was £20.813m. Table 5 below shows the expected movements in the reserves for 2020-21.

Table 5: Reserves Summary

Reserve Name	Opening Balance £'000	Transfers In £'000	Transfers Out £'000	Capital Financing £'000	Movemnt Between Reserves £'000	Closing Balance £'000
Earmarked Reserves						
Borough Council Elections	(160)	-	-	-	-	(160)
Borough Investment Account	(4,576)	-	-	170	-	(4,406)
Business Rates Retention	(3,309)	(4,987)	65	-	-	(8,231)
Capital Funding	(3,514)	-	24	2,074	-	(1,416)
CIL Admin	(248)	-	-	-	248	-
City Deal	(1,851)	-	-	-	-	(1,851)
Climate Change	(250)	-	-	-	-	(250)
Credit Union	(150)	-	1	-	-	(150)
Housing Needs Surveys	(100)	(20)	-	-	40	(80)
Local Plans	(255)	-	-	-	62	(193)
My Neighbourhoods	(67)	(46)	-	2	-	(111)
Performance Reward Grant	(27)	-	27	-	-	-
Repairs and Maintenance	(500)	-	-	-	-	(500)
Restructure Costs	(200)	-	-	-	-	(200)
Transformation Fund	(415)	-	-	269	-	(146)
Business Grants	-	-	-	-	(150)	(150)
Community Wealth Building	-	-	-	-	(150)	(150)
Mental Health for Young People	-	-	-	-	(50)	(50)
Covid Recovery Fund	-	(500)	-	-	-	(500)
Covid Commitments Reserve	-	(600)	-	-	-	(600)
Income Equalisation Reserve	-	(150)	-	-	-	(150)
Other Earmarked Reserves:						-
Ring-fenced grants	(488)	-	231	-	-	(257)
Sports Development income	(337)	-	220	-	-	(117)
Carried forward underspends	(126)	-	126	-	-	-
	(16,574)	(6,303)	694	2,514	-	(19,669)
General Reserve	(4,239)	(11)	96	-	-	(4,154)
Total	(20,813)	(6,314)	790	2,514	-	(23,823)

52. The details of the purposes of each earmarked reserve and the movements in the balances are as follows:

- Borough Council Elections – The original budget included a £40,000 top up of this reserve every year to build up a fund for local elections that take place every 4 years. In the Outturn 2019-20 it was approved to top up the reserve for a full £160,000 using the surplus in 2019-20 so that no contributions are needed over the next 3 years.
- Borough Investment Account – This reserve is to be used for the Worden Hall and Hoole Village Hall capital projects. £2m of the reserve has been potentially committed towards the Leyland Town Deal project.
- Business Rates Retention – This reserve exists as a contingency to cover any unexpected shortfalls in business rates funding that may occur within a one- or two-year period to allow time for the council's budgets to be realigned. There is a significant in-year increase in this reserve which will be repaid to government in future years and is not available to the Council for use.
- Capital Funding – This is the main reserve used for funding the capital programme.
- City Deal – This reserve exists as a contingency to fund any unexpected costs that arise in relation to City Deal.
- Climate Change – The approved budget for 2020/21 included the creation of a Climate Change reserve of £250,000.
- Credit Union – As part of the budget monitoring report for quarter 3 of 2019-20, Cabinet approved the creation of a Credit Union reserve of £150,000 using the surplus in 2019/20.
- Housing Needs Surveys – This reserve is topped up each year so that when housing surveys are needed to be carried out there is funding available.
- Local Plans – The purpose of this reserve is to meet the forecasted expenditure requirements in relation to the Local Development Framework.
- My Neighbourhoods – This is the balance of unspent funding for the My Neighbourhoods forums.
- Performance Reward Grant – This is the balance of unspent PRG funding.
- Repairs and Maintenance – This reserve exists as a contingency to fund unexpected costs for repairs and maintenance of council properties that cannot be covered by existing revenue budgets. The approved capital programme for 2020/21 onwards allocates this reserve to the leisure centres refurbishments scheme, which has a total budget of £2.1m.
- Restructure Costs – This reserve was increased at Outturn 2019-20 to £200,000 as a provision for potential cost relating to the expansion of shared services.
- Transformation Fund – This reserve is being used to fund the IT Digital Strategy costs in the capital programme.
- As part of the budget setting for 2021/22 a number of new reserves have been created from released of existing reserves which can be released. These are reserves for Community Wealth Building, Business Grants, Mental Health for Young People.
- Two new reserves are being created as a result of the Covid funds described above for £500k and £600k.
- An Income Equalisation Reserve of £150k has been created from the to cover any potential temporary reliefs and losses on investment income over the recovery period from Covid 19.

- Other Earmarked Reserves – This reserve comprises three elements: approved carry forwards of underspends that have not yet been allocated, surplus income relating to Sports Development, and miscellaneous ring-fenced grant income specific to certain service areas.

53. Appendix B shows the planned movement in reserves over this year and the next 3 years.

Capital Programme

54. Appendix C lists all the capital schemes within the programme and the detail regarding budgets, spending and forecasts.

55. Table 6 below shows the movements in the balances of capital funding streams.

- Community Infrastructure Levy (CIL) – Funding has been steadily building up over the last 5 years. The balance in shows the net funding available to the Council after deducting payments made, or due, to Parish Councils and LCC as part of the arrangements for City Deal.
- Land Release Fund – The grant was received a couple of years ago in relation to the house-building project. That project has seen been terminated and the money cannot be repurposed so is now in the process of being repaid.
- Section 106 – The majority of the balance of Section 106 funding is allocated to schemes within the capital programme. Several receipts totalling £523,000 have stipulations that they must be used for highways work and have been earmarked to be paid to LCC once the relevant works are completed. There are three large value affordable housing schemes that will use all the affordable housing funding: Tom Hanson House Bamber Bridge, McKenzie Arms Bamber Bridge, Sumpter Horse and an Extra Care facility. The other Section 106 funding is allocated mostly to parks and open spaces schemes within the programme.

Table 6: Capital Financing

Funding Stream	Opening Balance £'000	Receipts £'000	Release to Revenue £'000	Capital Financing £'000	Closing Balance £'000
Capital Grants and Contributions					
City Deal capital funding	-	-	-	-	-
Community Infrastructure Levy (CIL)	(2,029)	-	-	100	(1,929)
Disabled Facilities Grant (DFG)	(314)	(688)	-	750	(253)
External Contributions	-	(29)	-	29	-
Housing grants repaid	-	-	-	-	-
Land Release Fund	(362)	362	-	-	-
Lottery Funding (Hurst Grange Park)	-	(180)	-	180	-
Section 106 Affordable Housing	(5,044)	-	-	758	(4,285)
Section 106 Other	(2,391)	-	-	1,087	(1,304)
Town Deal Funding	-	(750)	-	750	-
Other grants and contributions	(25)	-	-	-	(25)
	(10,165)	(1,285)	-	3,654	(7,796)

Comments of the Statutory Finance Officer

56. The contents of the report outline the financial implications for the council.

Comments of the Monitoring Officer

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

Background documents

There are no background papers to this report

Appendices

Appendix A – Staffing Vacancies at 31st December 2020

Appendix B – Capital Programme

Appendix C – Reserves Planned Movements

Appendix D – Glossary of Covid Schemes

James Thomson

Deputy Director of Finance (and Section 151 Officer)

Report Author:	Email:		Date:
Neil Halton (Principal Management Accountant) / James McNulty (Senior Management Accountant)	Neil.halton@southribble.gov.uk James.McNulty@southribble.gov.uk		22 nd February 2021

Post	Already Shared	To be considered in relation to shared services	Notes
Neighbourhoods & Development			
Arborist			The post holder has been seconded to work in a covid-specific role.
Neighbourhoods Team Operative 2 FTE			One post has been vacant since 31/05/20. Another is vacant due to the post-holder being seconded to a covid-specific role.
HGV Mechanic			The post became vacant at the end of December and is being recruited to.
Depot Support Operative			The post holder was seconded to another role in the waste management team in September.
Neighbourhoods Officer			The post holder has been seconded to work in a covid-specific role.
Waste Monitoring Officer			The post holder has been seconded to work in a covid-specific role.
Engineering Technician			Vacant since 14/09/19. The post was created by upgrading an apprentice role but the person in post then left the organisation. The team is able to function without this role and so there are plans to delete it and create an additional Facilities Management role to bolster that service.
Graphic Designer		Y	Vacant since 30/11/19
Planning & Property			
Assistant Director of Housing & Property			Vacant since 22/03/20. The post is being kept vacant pending a potential restructure within this directorate and the Neighbourhoods & development directorate to align services and reporting lines better. In the short-term, the saving is being used to fund part of the costs of a new Surveyor role for 18 months.
Apprentice (generic role)			There is one budget within the Planning & Property directorate that covers all apprentice roles within the organisation. The post-holders are assigned to various teams across multiple directorates. There is one vacancy, which was also vacant all throughout 2019-20. The post was intended to be used for the Gateway team. It was advertised twice but there were no suitable candidates. Now that all posts within Gateway are filled, this apprentice post is no longer considered necessary and will not be recruited to.
IT Apprentice			The post-holder was promoted to fill a vacancy within the IT team.

Post	Already Shared	To be considered in relation to shared services	Notes
Estates Officer			Vacant since 05/04/20. The saving has been used to fund an additional Surveyor resource. From April to October this was via an agency arrangement but from November onwards a temporary post has been created in the establishment for an 18 month period. The saving from the vacant Estates Officer and Assistant Director posts have funded the new role.
Museum Curator			Vacant since 31/05/20. This post is now rolled into an interim operating model with the Museums service for Chorley.
Planning Enforcement Officer			The post became vacant on 31/05/20. More complex work is being picked up via a retained specialist consultant on a case by case basis. There are two enforcement posts, the other being recently filled in September, and the need for both is not certain.
Customer & Digital			
Gateway Officer 3 FTE			Two people have been seconded to covid-specific roles. Another post became vacant in December.
IT Security Support Officer		N	Vacant since 01/07/19, when a restructure was implemented. The post has been advertised twice but there have not been suitable candidates to appoint. The service is confident that it can attract a suitable applicant for this post. Recruitment is due to start imminently with the post being filled within before Christmas.
IT Senior Network Support Analyst		Y	Vacant since 14/02/20. The post holder retired, and the post will be kept vacant during 2020/21 to fund the severance costs.
IT LLPG Officer			The post-holder was recently promoted to fill a different vacancy within the team.
Revenues & Benefits Officer 1.7 FTE		N	One post has been vacant since 29/02/20 and another became vacant on 26/07/20. Options are being considered regarding potential automation of processes that may result in at least one post not being required.
Revenues and Benefits Visiting Officer			Vacant since 18/12/20
Revenue and Benefits Assessor			Vacant since 28/2/21
Revenues and Benefits Clerical Assistant		Y	Vacant since 12/08/20
Governance			
Head of Licensing		Y	Vacant since 23/02/20
Corporate Support Apprentice	Y	Y	The post-holder has been acting up since October to fill a vacant Executive Assistant role.

Post	Already Shared	To be considered in relation to shared services	Notes
Insurance Officer	Y	Y	Vacant since 13/10/19. Another officer has been acting up to this role but their substantive role is not currently back-filled.
Communications & Visitor Economy			
No vacancies			
Transformation & Partnerships			
HR Advisor	Y	Y	Vacant since 29/02/20. The post was incorporated into the phase 1 service review
Business Support Officer 2 FTE	Y	Y	One post was vacant since 31/12/19 and the other since 01/11/20. The posts were incorporated into the phase 1 service review

Notes:

1. FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.
2. MTFS stands for Medium Term Financial Strategy, which is the annual document that outlines the Council's detailed budget for the following financial year and planned budgets for the next few years after that.

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Reserves Planned Movements 2020-2024

Note: All figures are in £'000

Appendix B

Reserve Name	19/20 C/F	2020-21			2021-22			2022-23			2023-24		
		In	Out	C/F	In	Out	C/F	In	Out	C/F	In	Out	C/F
Earmarked Reserves													
Borough Council Elections	(160)	-	-	(160)	-	-	(160)	-	-	(160)	-	160	-
Borough Investment Acct	(4,576)	-	170	(4,406)	-	1,450	(2,956)	-	600	(2,356)	-	-	(2,356)
Business Rates Retention	(3,309)	(4,987)	65	(8,231)	-	4,295	(3,936)	-	177	(3,759)	-	177	(3,582)
Capital Funding	(3,514)	-	2,098	(1,416)	(250)	1,321	(345)	(250)	-	(595)	(250)	-	(845)
CIL Admin	(248)	-	248	-	-	-	-	-	-	-	-	-	-
City Deal	(1,851)	-	-	(1,851)	-	-	(1,851)	-	-	(1,851)	-	-	(1,851)
Climate Change	(250)	-	-	(250)	-	-	(250)	-	-	(250)	-	-	(250)
Credit Union	(150)	-	1	(150)	-	66	(84)	-	50	(34)	-	34	-
Housing Needs Surveys	(100)	(20)	40	(80)	(20)	-	(100)	-	-	(100)	-	-	(100)
Local Plans	(255)	-	62	(193)	-	26	(167)	-	25	(142)	-	44	(99)
My Neighbourhoods	(67)	(46)	2	(111)	-	-	(65)	-	-	(65)	-	-	(65)
Performance Reward Grant	(27)	-	27	-	-	-	-	-	-	-	-	-	-
Repairs and Maintenance	(500)	-	-	(500)	(250)	500	(250)	(250)	-	(500)	(250)	-	(750)
Restructure Costs	(200)	-	-	(200)	-	100	(100)	-	100	-	-	-	-
Transformation Fund	(415)	-	269	(146)	-	146	-	-	-	-	-	-	-
Community Wealth Building	-	(150)	-	(150)		150	-			-			-
Business Grants	-	(150)	-	(150)		150	-			-			-
Mental Health for Young People	-	(50)	-	(50)		50	(0)			(0)			(0)
Covid Recovery Fund	-	(500)	-	(500)		500	-			-			-
Covid Commitment Reserve	-	(600)	-	(600)			(600)			(600)			(600)
Income Equalisation Reserve	-	(150)	-	(150)			(150)			(150)			(150)
Other Earmarked Reserves:				-			-			-			-
Ring-fenced income	(488)	-	231	(257)	-	44	(213)	-	44	(169)	-	-	(169)
Sports Dev income	(337)	-	220	(117)	-	85	(32)	-	-	(32)	-	-	(32)
Carried fwd underspends	(126)	-	126	-	-	-	-	-	-	-	-	-	-

	(16,574)	(6,653)	3,558	(19,669)	(520)	8,883	(11,260)	(500)	996	(10,765)	(500)	414	(10,851)
General Reserve	(4,239)	(11)	96	(4,154)	-	-	(4,154)	-	-	(4,154)	-	-	(4,154)
Total	(20,813)	(6,664)	3,654	(23,823)	(520)	8,883	(15,414)	(500)	996	(14,919)	(500)	414	(15,005)

Capital Programme 2020-21 Quarter 3

Note: All figures are in £'000s

Appendix C

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24	
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24		
Good homes, green spaces and healthy places													
Green Infrastructure													
Green Infrastructure unallocated	-	-	-	-	-	-	This is the general budget for green infrastructure works. When specific schemes are designed and brought forward, a budget is then transferred from 'unallocated'.	-	189	200	200	589	
Green Link - Penwortham Holme to Howick	125	-	100	(25)	(25)	-	This project involves improves to, and creation of, environmental footpaths and meadows etc, between the two locations. The project has been held up due to Covid-19. Planning is now underway with LCC and the EA on work that can be done this financial year that complements imminent EA flood prevention scheme.	100	150	-	-	250	
Green Link - Shruggs Wood	44	58	61	17	-	17	The original budget for 20/21 was based on the c/f amount of an original £200k for works planned in conjunction with the leisure facility development on the nearby site. However significant work has now been completed, including the creation of a new footpath link, opening up a new part of the wood.	61	-	-	-	61	
Leyland Loop	91	10	91	-	-	-	Work is underway with LCC and land owners to develop a further 7km of the proposed 10km route planned for this financial year. The forecast and budget were reprofiled in the previous report due to delays caused by Covid.	91	100	-	-	191	
Total Green Infrastructu	260	68	252	(8)	(25)	17		252	439	200	200	1,091	

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Worden Park												
Arboretum landscaping	30	0	30	-	-	-	On track	30	-	-	-	30
Craft Units Windows and Security Grills	40	-	40	-	-	-	Contractors are expected on site in March. Depending on availability and the weather, this scheme may slip into April.	40	-	-	-	40
Farmyard Cottages Windows and rendering	50	-	50	-	-	-	As above	50	-	-	-	50
Farmyard Cottages - Heating	50	-	50	-	-	-	As above	50	-	-	-	50
Ice House front façade	10	-	10	-	-	-	On track	10	-	-	-	10
North Lodge	4	4	4	-	-	-	Additional damp protection work and further work to the garden was required.	4	-	-	-	4
Overflow Car Park	120	115	120	-	-	-	Contractors on site. On track	120	-	-	-	120
Sewerage pumping station and sceptic tanks	20	-	20	-	-	-	The Worden sewerage pumping station is about improving the appearance of the site whereas the improvements relating to the septic tanks are essential due to non-compliance issues. Additional drainage works may be required around the tank sites.	20	20	-	-	40
Shaw Brook weirs and banking	-	-	-	-	-	-	Previously this was scheduled for 21/22 but the profile has been moved back to 22/23 to align better with work to and around Worden Hall.	-	-	40	-	40
Shaw Wood footpaths	-	-	-	-	-	-	As above	-	-	33	-	33
Walled garden pot house - replace the building frame and base walls	-	-	-	-	-	-	Budgeted to start in 21/22. The profile has been adjusted to reflect a later expected start.	-	50	50	-	100
Worden Park fountain	-	-	-	-	-	-	Budgeted to start in 21/22	-	80	-	-	80
Worden Park infrastructure and landscaping	-	-	-	-	-	-	Budgeted to start in 21/22, to coincide with the Worden Hall refurbishment	-	120	200	112	432
Worden Hall refurbishment	120	107	120	-	-	-	Work is underway to take project through to planning stage. Will be not on site until next financial year.	120	1,450	600	-	2,170
Total Worden Park	444	226	444	-	-	-		444	1,720	923	112	3,199

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Other Parks and Open Spaces												
Hurst Grange Park drainage	25	-	-	(25)	(25)	-	Due to other projects happening on site, this scheme, which is a lower priority, will be rescheduled to 21/22.	-	25	-	-	25
Hurst Grange Coach House Phase 2	300	89	180	(120)	(120)	-	Work started in Nov and will continue to June.	180	553	-	-	733
Hurst Grange Park Paths	-	-	-	-	-	-	Budgeted to start in 21/22	-	40	-	-	40
Open Spaces - Bent Lane	68	7	68	-	-	-	Unfortunately, ground investigations revealed that the land is contaminated. Remediation will be required before any works can be undertaken. We are awaiting an assessment from a specialist regarding the price of remediation. A specific report will be prepared regarding this scheme when the costs are known. For now the forecast is unchanged.	68	-	-	-	68
Open Spaces - Balcarres Green	24	25	26	2	-	2	Work complete	26	-	-	-	26
Other Parks - Footpaths (Fossdale Moss, Priory, Valley Road)	15	-	-	(15)	(15)	-	This project is a lower priority and has been moved back to 21/22.	-	45	-	-	45
Playground - Worden Park	50	45	50	-	-	-	Work complete	50	-	-	-	50
Playground - Leadale Green	33	33	35	3	-	3	Work complete	35	-	-	-	35
Playground - Seven Stars	173	172	175	2	-	2	Work complete	175	-	-	-	175
Playground - Haig Avenue	175	-	-	(175)	(175)	-	Start on site was subject to a ground investigation report, which required additional analysis. This has now been received and a tender process can begin. Approval to appoint will be sought from Cabinet in March, with start on site in April.	-	175	-	-	175

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Playground - Hurst Grange	225	65	190	(35)	(35)	-	Construction will commence this financial year but it might be difficult to complete all the work before year-end, depending on weather conditions and the other projects happening on site. The forecast has been reduced to allow for this.	190	35	-	-	225
Playground - Bellis Way	59	-	49	(10)	(10)	-	On track. Additional funding of £29k has been secured, meaning the scope of the project has widen and the budget increased. The playground will be completed in 20/21 but some landscaping works are likely to carry over to 21/22.	49	10	-	-	59
Playground - Bent Lane	-	-	-	-	-	-	See Open Spaces – Bent Lane (above). Work on a playground cannot commence until remediation work is carried out, hence the budget has been rephased for next financial year. It is requested to increase the budget for this scheme to allow for a suitable scheme to be developed.	-	175	-	-	175
Tarn Wood, Penwortham	30	30	31	1	-	1	On track. The actual cost was slightly more than budgeted due to some additional work being required.	31	-	-	-	31
A tree for every resident	43	17	35	(8)	(8)	-	The forecast has been reduced slightly to reflect what is likely to be achievable in 20/21.	35	53	48	-	136
Withy Grove Park	-	-	-	-	-	-	This scheme had been pushed back to 22/23. Work is dependent on Network Rail completing a foot bridge.	-	-	60	-	60
Total Other Parks & Op	1,219	483	839	(381)	(388)	8		839	1,111	108	-	2,058

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Sports and Leisure												
King George V Playing Fields, Higher Walton	75	-	50	(25)	-	(25)	On track. The work planned has been procured for a cheaper price, meaning £25k of the budget is available for additional works. The funding for this scheme is a specific Section 106 receipt that must be used for public open space on the site. A separate scheme will be developed in future years to use the remainder of the funding.	50	-	-	-	50
King George V Playing Fields, Higher Walton Additional works	-	-	-	-	-	-	As above	-	-	25	-	25
Leisure Facility	12	12	12	-	-	-	Spend so far is on fees. No more spend is planned for this year.	12	-	-	18,988	19,000
Leisure Centre refurbishments	250	-	-	(250)	(250)	-	A Facilities strategy has identified a list of work required across the sites. Work has not yet started due to the impact of Covid-19. At the latest forecast it was hoped that some work could begin in 20/21 but it is now clear that this won't be possible until 21/22. The budget has been reprofiled across 21/22 and 22/23 to reflect the latest work plan.	-	500	1,600	-	2,100
Lostock Hall Football Facility (St Gerard's)	146	1	90	(56)	-	(56)	Work has begun on site to create a new football pitch for St Gerard's in line with the Section 106 agreement. Work is expected to be complete by March. The forecast has been reduced to match the tender price, which was much lower than the initial budget estimate.	90	-	-	-	90

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Sport Pitch Hub	70	102	102	32	-	32	Background work been done with FA and Football foundation to agree project and funding on the chosen Bamber Bridge site. Should be on site in 21/22. Options are being explored to access grant from Football Foundation. This would be a bonus as the scheme is budgeted to use existing resources. The budget in future years has been reduced to £3.2m to reflect the estimated cost.	102	3,200	-	-	3,302
Total Sports and Leisure	1,257	399	734	(523)	(478)	(45)		734	4,148	1,733	18,988	25,603
Housing												
Affordable Housing - former McKenzie Arms, Bamber Bridge	100	37	100	-	-	-	Procurement options will be reported to Cabinet for a decision on which route to take. The budget profile has been amended to reflect and expected completion in June 2022.	100	1,700	453	-	2,253
Affordable Housing - Pearson House, Station Road, Bamber Bridge	588	296	588	-	-	-	On track	588	-	-	-	588
Disabled Facilities Grants	1,003	243	750	(253)	(253)	-	The total value of work committed is £1.014m. However, this is dependant on covid guidance and applicants wanting and being able to have the work completed. The forecast has been reduced to allow for any unforeseen circumstances. Any unspent funding can be carried forward to 21/22.	750	1,027	682	682	3,141
Empty Homes grants	39	-	-	(39)	(39)	-	The policy is being reviewed following the collapse of Methodist Action. There is not going to be any take up in 20/21.	-	39	-	-	39
Extra Care scheme	-	-	-	-	-	-	Cabinet approved in September the site location (West Paddock), and to carry out preparatory work using revenue funding. The capital budget profile has been updated to reflect the latest project schedule.	-	200	6,000	3,800	10,000

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Next Steps Accom - Purchase 2 houses	140	-	140	-	-	-	This scheme was approved by Cabinet in December. It is funded by £70k grant and £70k Section 106.	140	-	-	-	140
Private Sector home improvement grants	75	6	6	(69)	(69)	-	A revised policy is being taken to Cabinet for approval, which should encourage a much greater take up in future years. The profile has been amended to spread the £00k total across the next 3 financial years.	6	98	98	98	300
Total Housing	2,497	697	1,838	(659)	(611)	(48)		1,838	6,764	8,858	23,568	41,028
Good homes, green spa	4,421	1,474	3,374	(1,048)	(1,024)	(24)		3,374	10,033	10,090	23,880	47,376
A fair economy that works for everyone												
Car Park resurfacing, Ryefield Avenue, Penwortham	-	-	-	-	-	-	Budgeted to start in 21/22	-	40	-	-	40
Church Road, Bamber Bridge	-	-	-	-	-	-	Budgeted to start in 21/22. The scheme relates to a specific Section 106 receipt that must be used at the Church Road site. The Council does not own the land so progress is likely to be slow.	-	40	-	-	40
Land Acquisition Croston Road	77	30	30	(47)	-	(47)	On track. The price has been negotiated down so there will be a saving against the budget.	30	-	-	-	30
Leyland Train Station Ticket Office	15	-	15	-	-	-	Initial plans include a new staircase, bike secure storage and improvements to the entrance. Only the staircase is expected to be completed in 20/21. Also, this project is now linked to Town Deal.	15	45	-	-	60

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Masterplanning & Regen - Leyland	750	-	750	-	-	-	£750k has been received in September 2020 as an initial payment towards the Town Deal as per the urgent decision on 13th August 2020. This will be used to purchase sites within the development areas. The rest of the programme Budgeted to start in 21/22. This is now one of the 3 main projects which form the Town Deal investment plan.	750	2,000	-	-	2,750
Masterplanning & Regen - Penwortham	50	-	50	-	-	-	Tenders are being prepared to appoint consultants to carry out initial masterplanning exercise. Those works are expected to be completed this financial year.	50	-	2,000	-	2,050
New Longton Regeneration	-	-	-	-	-	-	A consultation has been undertaken with the local community on potential projects. Most of the suggestions relate to road safety. However, we need to agree what is possible with the local ward members since the Section 106 money earmarked for this scheme is largely for public open space and only £20k is available for road safety improvements. Work is not expected to take place until 21/22.	-	75	-	-	75
A fair economy that wor	892	30	845	(47)	-	(47)		845	2,200	2,000	-	5,045

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Thriving communities												
Hoole Village Hall Grant	200	-	100	(100)	(100)	-	The scheme involves a loan of £150k and a grant of £50k. The agreements for these are being finalised. The first tranche of the loan and grant payment are forecasted to be made before year end. The grant will be funded by the Borough Investment Reserve.	100	100	-	-	200
St Mary's, Penwortham - Churchyard wall repairs	30	18	40	10	10	-	Progress on this scheme has been very slow because the decision making processes within the church organisations are very slow moving. We are also still awaiting burial records from the church before the main work can take place. Urgent works costing £40k are planned for Q4.	40	100	-	-	140
Thriving communities	230	18	140	(90)	(90)	-		140	200	-	-	340
An exemplary council												
IT Programme												
IT Unallocated Funding	62	-	-	(62)	(62)	-	This is the general budget for IT projects. When specific schemes are brought forward, a budget is then transferred from 'unallocated'. A joint Digital Strategy is being developed and will inform how this budget will be used in future years. The remaining £62k will be carried forward to assist with this.	-	262	200	200	662
Capita Software Upgrade (c/f)	5	2	5	-	-	-	On track	5	-	-	-	5
Civic Centre conference centre hearing loop	35	-	-	(35)	(35)	-	Due to covid, the civic centre has been closed off for large periods preventing work being done. It is highly likely the project will not be able to be done until 21/22.	-	35	-	-	35
HFX Upgrade (c/f)	4	4	4	-	-	-	Complete	4	-	-	-	4
Idox (c/f)	147	110	147	-	-	-	On track	147	-	-	-	147

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Single Sign On and Calendar Integration	33	8	33	-	-	-	On track	33	-	-	-	33
Members tablet refresh	52	52	52	-	-	-	Complete	52	-	-	-	52
Mobile phone upgrade	12	9	12	-	-	-	On track	12	-	-	-	12
Front to Back Office Automation	17	-	17	-	-	-	On track. This is dependent on the Single Sign-On project.	17	-	-	-	17
Help Desk System	5	-	-	(5)	(5)	-	The project has been postponed while shared services arrangements are being reviewed.	-	5	-	-	5
Tablet refresh (agile working)	35	-	-	(35)	(35)	-	As above	-	35	-	-	35
Total IT Programme	405	185	269	(137)	(137)	-		269	337	200	200	1,005
Other non-ICT projects												
Corporate Buildings Unallocated	100	-	-	(100)	(100)	-	The budget for 20/21 is earmarked for fire safety work in the Civic Centre and the Depot. For future years, stock condition surveys are being carried out which will result in a list of work required, and the budget can be profiled accordingly.	-	250	200	200	650
Corporate Buildings - Civic Centre	75	1	40	(35)	(35)	-	The budget for 20/21 is earmarked for contributing to fire safety work plus an upgrade of building maintenance systems. The forecasted cost is expected to be £35k less than the current budget. In future years, the budget has been increased by £50k in both 22/23 and 23/24. As with the line above, the budget is likely to need refoiling once the stock condition surveys are completed.	40	50	50	50	190
Civic Centre emergency lighting	7	9	9	2	-	2	Complete	9	-	-	-	9
Civic Centre Dementia Garden	12	11	12	-	-	-	On track	12	-	-	-	12

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Civic Centre LED Lighting	45	-	45	-	-	-	On track	45	-	-	-	45
Civic Centre New Entrance	-	-	-	-	-	-	The scheme has been postponed due to the impact of Covid-19 both currently and in not knowing what services and the building environment might look like afterwards.	-	150	-	-	150
Civic Centre Solar Panels	31	31	31	-	-	-	Complete	31	-	-	-	31
Civic Centre 3rd Floor	-	-	-	-	-	-	This work is being held up because fire safety works must be completed first. The main thing is the compartmentalisation of the central staircase.	-	50	-	-	50
Polling Booths	22	22	22	-	-	-	On track	22	-	-	-	22
Vehicles and Plant replacement programme	2,497	1,313	1,530	(967)	(967)	-	Due to delays in procurement for several waste collection vehicles, a large proportion of the budget in 20/21 has been moved to next year. The budgets in future years have been updated to reflect latest price estimates.	1,530	2,189	490	54	4,263
Miscellaneous Costs	-	(2)	-	-	-	-	This line is used for accounting purposes to show any small variances in retention costs for completed schemes between what is accrued and what costs are actually incurred. minor variances.	-	-	-	-	-
An exemplary council								1,956	3,026	940	504	6,426
New Schemes for the MTFS												
Open Spaces - Mounsey Road	-	-	-	-	-	-		-	50	-	-	50

Scheme Name	Current Budget 20/21	Spend	Forecast	Forecast Variance	Variance split		Notes	Revised Budgets				Total 2020-24
					Re-profile	Extra Cost / (Saving)		20/21	21/22	22/23	23/24	
Playground - The Holme, Bamber Bridge	-	-	-	-	-	-		-	175	50	-	225
Playground - Moss Side Village Green	-	-	-	-	-	-		-	125	50	-	175
Playground - Birch Avenue, Penwortham	-	-	-	-	-	-		-	75	-	-	75
Playground - Margaret Road, Penwortham	-	-	-	-	-	-		-	-	100	-	100
Kingsfold Community Centre Improvements	-	-	-	-	-	-		-	-	150	-	150
Neighbourhood Improvements	-	-	-	-	-	-		-	-	350	-	350
Leisure Local	-	-	-	-	-	-		-	250	250	-	500
Sumpter House Site	-	-	-	-	-	-		-	-	2,000	-	2,000
Total New Schemes	-	-	-	-	-	-		-	675	2,950	-	3,625
Grand Total	8,737	3,092	6,315	(2,422)	(2,353)	(69)		6,315	16,133	15,980	24,384	62,812

Glossary of Funding Streams

Initial Covid Funding

1. No specific grant guidance has been provided regarding this funding however it is currently assumed to be un-ringfenced.

New Burdens Funding - Business Grants / Council Tax / Business Rates

2. Broadly, a new burden is defined as any policy or initiative which increases the cost of providing local authority services and where central government requires local authorities to do something new or additional.
3. In respect of COVID-19, this funding will be utilised for administering, processing, monitoring and reporting the various grant schemes.
4. The funding will also be used to undertake Pre & Post assessment checks in respect of grant applications – as required by Government guidance.

Extending Council Tax Support

5. The Government has recognised that COVID-19 is likely to cause fluctuations in household incomes and recognises that, as a result, some individuals may struggle to meet council tax payments. As Councils have already established their local council tax support schemes for 2020-21, it is expected that billing authorities will primarily use their grant allocation to reduce the council tax liability of individuals in their area, using their discretionary powers.
6. Councils may also use this funding to deliver increased financial assistance through other local support mechanisms, having considered local circumstances.

Reopening High Streets

7. This Fund is for Council's to support their business communities with measures that enable safe trading in public places. The fund focuses on high streets, as well as other public places gearing up to reopen as safe, welcoming spaces. The fund supports four main strands of activity:
 - Support to develop an action plan for how the local authority may begin to safely reopen their local economies.
 - Communications and public information activity to ensure that reopening of local economies can be managed successfully and safely
 - Business-facing awareness raising activities to ensure that reopening of local economies can be managed successfully and safely.
 - Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.

Trace Support Payments - £500 payment to individuals

8. This allocation is to provide a £500 Test and Trace Support Payment to people who:

- have been told to stay at home and self-isolate by NHS Test and Trace, either because they have tested positive for coronavirus or have recently been in close contact with someone who has tested positive;
 - are employed or self-employed;
 - are unable to work from home and will lose income as a result; and
 - are currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit.
9. The programme costs will be subject to reconciliation, which could mean an authority may need to return funding if the number of payments made is less than their allocation. Other local authorities may need a top up payment where they make payments that exceed their initial allocation.

Trace Support Payments – Admin

10. This funding is to support local authorities in implementing the Test and Trace Support Payment scheme. This includes both administrative costs (set-up costs and running costs) and the costs of the payments made under the scheme.
11. The funding is not subject to a reconciliation process. Additional funding may be provided as necessary, informed by the experience of the programme. The administrative funding has been designed to cover the estimated costs of both setting up the scheme and running the scheme, but it will not be possible to match funding to the specific costs incurred by individual local authorities.

Trace Support Payments – Discretionary

12. This funding is to enable Authorities to make discretionary payments for people:
- who are not currently receiving Universal Credit, Working Tax Credit, income-based Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Housing Benefit and/or Pension Credit; and
 - who are on low incomes and will face financial hardship as a result of not being able to work while they are self-isolating.
13. Local authorities can introduce additional criteria to determine eligibility for discretionary payments in their area, as long as these operate in addition to, rather than instead of, the criteria set out above.
14. For both the Test and Trace Support Payment and discretionary payments, eligible individuals will receive their £500 payment on top of any benefits and Statutory Sick Pay (SSP) that they currently receive.

Health Protection Project (Part 1)- Test & Trace Staff

15. This allocation is for the provision of staffing resource contributing to the day to day health protection capacity of the Council.

Health Protection Project (Part 2) - Test & Trace Staff & Non Staff

16. This allocation is for the provision of staffing and non-staffing resource to support a preventive and responsive approach to the current COVID-19 outbreak, working with wider statutory and non-statutory partners to help prevent and reduce the spread of COVID-19 infection in local communities and settings.

Health Protection Project (Part 3) - Food & Essential supplies

17. The intended focus of the fund is the direct provision of food and other essential supplies. The Government recommends consideration of the provision of cash or vouchers for this. However, it is at the discretion of local authorities to use the fund to meet the greatest need.
18. The Government has confirmed that funding can be passed onto others to support existing schemes that deliver the grant objectives. Schemes will need to assess claims and consider individual circumstances when making decisions to support claims. They will need to accept referrals from across the district.

Next Steps Accommodation Programme (NSAP) Short Term

19. This programme is to provide short-term / interim accommodation and immediate support.
20. The funding can cover a range of interventions, from moves into the private rented sector, to extending or procuring interim accommodation such as hotels or student accommodation and supporting individuals to reconnect with friends or family.

LA Compliance & Enforcement Grant

21. This allocation is to enable practical support to aid and encourage compliance, such as;
 - dedicated staff in public areas, business support, or support for individuals:
 - Measures to aid public and business awareness and understanding of regulations and guidance:
 - Any activity associated with enforcement of COVID-19 regulations or guidance:

Containing Outbreak Management Fund (COMF)

22. This funding is to facilitate;
 - Targeted testing for hard-to-reach groups out of scope of other testing programmes.
 - Additional contact tracing.
 - Enhanced communication and marketing e.g. towards hard-to-reach groups and other localised messaging.
 - Delivery of essentials for those in self-isolation.
 - Targeted interventions for specific sections of the local community and workplaces.
 - Harnessing capacity within local sectors (voluntary, academic, commercial).

- Extension/introduction of specialist support (behavioural science, bespoke comms).
- Additional resource for compliance with, and enforcement of, restrictions and guidance
- Measures to support the continued functioning of commercial areas and their compliance with public health guidance.
- Funding Military Aid to the Civil Authorities (marginal costs only).
- Targeted support for school/university outbreaks
- Community-based support for those disproportionately impacted such as the BAME population.
- Support for engagement and analysis of regional areas to assess and learn from local initiatives.
- Providing initial support, as needed, to vulnerable people classed as Clinically Extremely Vulnerable who are following tier 3 guidance.
- Support for rough sleepers.

Sales Fees and Charges

23. This is income which provides for 75% of relevant income loss of 95% of the allocated budget. Submissions are made via the Delta system and calculated from Council populated figures.

Clinically Extremely Vulnerable People (CEV)

24. This funding relates to the second period of national lockdown.
25. The Government has provided councils with funding equivalent to £14.60 per CEV individual on the Shielded Patient List (SPL) for the 28-day period that restrictions are in force.
26. The funding is unringfenced, but is expected to be used to deliver the activities and outcomes outlined in the Shielding Framework. This includes the overheads of setting up and managing the local system, contacting CEV individuals within the area of intervention, assessing the food and basic support needs of CEV individuals and facilitating the delivery of that support where necessary, and reporting on the level of support provided.

National Leisure Relief Funding

27. This is funding which required a bid from the relevant leisure provider. Bid submissions included plans for spending this allocation which covers the period December 2020 to March 2021.

Local Restrictions Support Grant (LRSG) – Open 1; Open 2

28. This strand of LRSG support was announced 22 October 2020 to help kickstart recovery for businesses that are not legally required to close but are severely impacted by the restrictions.
29. The funding is discretionary, and as being a local scheme has been developed in line with Government guidance.
30. Round 1 funding relates to the period 9/9/20 to 5/11/20

- 31. Round 2 funding relates to the period 2nd December onwards
- 32. The LRSG - Closed (Addendum) Grant covers the period between these dates
- 33. Whilst data is reported on a weekly basis, it is understood that this grant is cash limited – and will not be topped up if the allocation is exceeded.

Local Restrictions Support Grant (LRSG) – Closed 1; Closed 2

- 34. This support is for businesses that were required to close because of the formal publication of local restrictions.
- 35. Round 1 funding relates to the period 9/9/20 to 5/11/20
- 36. Round 2 funding relates to the period 2nd December onwards
- 37. The LRSG -Closed (Addendum) Grant covers the period between these dates
- 38. Each eligible Local Authority has been issued funding allocations that are calculated using Valuation Office Agency (VOA) data, based on the categories of business relevant to the closures imposed by Government, and monitored through weekly returns submitted by Local Authorities.
- 39. If the allocation proves insufficient for all eligible businesses, top-up funding will be provided.

Local Restrictions Support Grant (LRSG) - Closed (Addendum)

- 40. This grant covers the period of the second lock-down; 5th November to 2nd December
- 41. Businesses that are eligible are those that have been mandated to close by Government and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses.
- 42. Each eligible Local Authority has been issued funding allocations that are calculated using Valuation Office Agency (VOA) data, based on the categories of business relevant to the closures imposed by Government, and monitored through weekly returns submitted by Local Authorities.
- 43. If the allocation proves insufficient for all eligible businesses, top-up funding will be provided.

Additional Restrictions Grant (ARG) - share of Lancs £30m

- 44. This funding is based upon a notional £20 per head
- 45. The funding is discretionary and Local Authorities can determine how much funding to provide to businesses from the ARG funding provided, and exactly which businesses to target.
- 46. A scheme has been developed a scheme to help those businesses which – while not legally forced to close – are nonetheless severely impacted by the restrictions put in place to control the spread of Covid-19, including businesses which supply the retail, hospitality, and leisure sectors, and businesses in the events sector.

Christmas Support Payments (Wet Led Pubs)

47. On 1 December 2020, the Government announced the introduction of additional support over the festive period for wet-led pubs in areas under Tier 2 or 3 restrictions.
48. Qualifying businesses are entitled to a one-off grant of £1,000 payable in 2020/21
49. Local Authorities will receive 80% of the estimated grant funding based on an initial Government estimate. When this threshold of funding has been spent, Government will top up funding to Local Authorities if required.