

Scrutiny Budget and Performance Panel

Monday, 12th September, 2022, 5.00 pm

Agenda

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|---|-----------------|
| 1 Apologies for absence | |
| 2 Declarations of interest | |
| 3 Minutes of the meeting Monday, 20 June 2022 of Scrutiny Budget and Performance Panel | (Pages 3 - 8) |
| To be approved as a correct record for signing by the Chair. | |
| 4 Matters Arising from previous Scrutiny Budget and Performance Panel meetings | (Pages 9 - 10) |
| Report attached. | |
| 5 Quarter One Performance Monitoring Report 2022-2023 | (Pages 11 - 32) |
| Report of the Deputy Chief Executive attached. | |
| 6 Capital and Balance Sheet Monitoring Report Q1 | (Pages 33 - 50) |
| Report of the Director of Finance attached. | |
| 7 Revenue Budget Monitoring Q1 | (Pages 51 - 70) |
| Report of the Director of Finance attached. | |

Gary Hall
Chief Executive

Electronic agendas sent to Members of the Scrutiny Budget and Performance Panel Councillors Angela Turner (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
5.00 pm Monday, 14 November 2022 -

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- Minutes of** **Scrutiny Budget and Performance Panel**
- Meeting date** **Monday, 20 June 2022**
- Committee members present:** Councillors Angela Turner (Chair), Will Adams, Colin Coulton, Colin Sharples and Karen Walton
- Committee members attended virtually (non-voting):** Councillors
- Officers present:** Gary Hall (Chief Executive), Louise Mattinson (Director of Finance and Section 151 Officer), Victoria Willett (Director of Change and Delivery), Asim Khan (Director of Customer and Digital), Darren Cranshaw (Shared Services Lead - Democratic, Scrutiny & Electoral Services), Coral Astbury (Democratic and Member Services Officer), Howard Anthony (Interim Shared Services Lead - Transformation and Partnerships) and Michael Johnson (Policy Officer (Engagement))
- Other attendees:** Councillors Aniela Bylinski Gelder, James Flannery, Mary Green, Michael Green, Margaret Smith and Mick Titherington and Harry Hancock, David Shaw, Phil Smith and Carol Wooldridge (attended virtually)
- Public:** 0
- 1 Apologies for absence**
- No apologies were received.
- 2 Declarations of interest**
- None.
- 3 Minutes of the meeting Monday, 21 March 2022 of Scrutiny Budget and Performance Panel**
- Resolved: (Unanimously)**
- That the minutes of the previous meeting of the Scrutiny Budget and Performance Panel, held on Monday, 21 March 2022, be approved as a correct record for signing by the Chair.
- 4 Matters Arising from previous Scrutiny Budget and Performance Panel meetings**
- Resolved: (Unanimously)**

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That

1. The Matters Arising from previous minutes of the Scrutiny Budget and Performance Panel be noted and
2. Any completed actions be removed from the report.

5 Quarter Four Performance Monitoring Report 2021-2022

The Leader of the Council (Councillor Foster) and the Director of Change and Delivery presented a report which outlined the Council's performance against the delivery of the Corporate Strategy projects and objectives during Quarter 4 (January – March 2022).

Overall, the majority of projects within the corporate plan were on-track, with one project (Worden Hall) forecast as having delays. The Leader of the Council advised the Worden Hall project would be complete within the next three to four weeks and invited the Committee for a site visit when completed.

The report referred to the Peer Review re-visit and members asked when feedback would be made available. The Leader of the Council explained that a report would be provided to full Council in July giving members a detailed update.

Members asked how the Chorley and South Ribble Partnership evaluated its effectiveness to ensure it was value for money. It was clarified, in response, the partnership had met three times and had agreed a strategy which covered three corporate priorities. The partnership were looking at economy and how they could work together post COVID to improve economic outcomes. A lot of work had been undertaken outside of the meeting, and work was underway to review the strategy ready to refresh in September. An update would be brought back to Scrutiny Committee.

In response to a question, the Leader of the Council confirmed that all community hubs should have confirmed their terms of reference and he would ask the Cabinet Member (Communities, Social Justice and Wealth Building) to meet with Councillors Turner and Adams to discuss Penwortham Community Hub.

Referring to the proposed Tourism Strategy, members queried the approach taken by the Council working with consultants before establishing a working group. The Leader of the Council explained that the tourism strategy was an important piece of work, the strategy would focus on the primary visitor attractions in Leyland such as Worden Hall and Hurst Grange and would look to advertise them. The strategy would be designed in conjunction with Chorley Borough Council so the authorities would not be competing with each other.

Members sought clarification on the number of new savers with Unify Credit Union and asked if there would be any outreach activity planned for the union. The Leader of the Council explained the report gave figures as at March, however he would write to members of the committee providing the most up to date figures.

The Chief Executive explained that the credit union operate a spoke model, with Leyland hosting the hub and the union working within local communities. The work

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within communities is primarily done by volunteers and there could be potential for the community hubs to assist with this.

Members suggested the credit union could utilise a mobile van which could move easily from one area within the borough to another. The Leader of the Council stated he would look further into this.

In response to a member query, the Director of Change and Delivery explained that community co-operatives bring communities together to deliver services that may be needed. It is a local model of working together collectively. Members asked that a register be kept of all community co-operatives as they appear. The Director of Change and Delivery agreed a register would be kept, but explained that it would take some time to establish community co-operatives.

Members requested an update on the progress of Worden Hall. The Leader of the Council explained that there had been delays due to difficulties sourcing materials, as Worden is a listed building only certain materials could be used. Lessons had been learnt for future projects such as the extra care facility, and individuals would be more diligent and responsive to challenges faced, materials would also be pre-ordered.

Members asked what was being done to improve the average call wait time, the Leader of the Council explained that positions were currently being recruited with a number of posts already filled. Additional IT hardware had been acquired and he was confident through summer the call wait times would reduce to a more acceptable time.

Members noted the issues faced with the customer service review implementation and delay in recruitment.

The Leader of the Council assured members that automation would be for those who wanted to use it, there would always be a gateway facility, telephone system and face to face options for those who require it.

Resolved: (Unanimously)

That the Scrutiny Budget and Performance Panel:

1. Thanks the Leader and Director for their detailed report and answering questions.
2. Looks forward to the Chorley and South Ribble Partnership presenting its draft action plan to the Scrutiny Committee later in the year.
3. Asks for more information on the number of credit union members and amount saved and loaned.
4. Welcomes the commitment to take the credit union out to local communities across the Borough linked to community hubs.

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5. Expresses concern at the customer service wait times and acknowledges the steps being taken to improve the situation and learn for the future.

6 Revenue Budget Outturn 2021/22

The Leader of the Council (Councillor Foster) and the Director of Finance and Section 151 Officer presented a report which set out the revenue and reserves provisional outturn for the Council as at 31 March 2022.

The Leader of the Council submitted apologies on behalf of the Cabinet Member for Finance, Property and Assets. Members noted that there was an underspend against the budget for 2021/22. Following the allocation to reserves and the agreed movement of £0.392m at quarter three to the Covid Recovery Reserve, there is no change to the general fund reserve.

Members sought clarification on the impact of rising fuel and inflation costs on the Council's budget and were advised that additional costs would be factored into the budget. The Leader of the Council explained that areas of significant cost could arise particularly in the leisure service.

Members asked for more information on the longest term deal the Council were contracted into for utilities. The Director of Finance agreed to provide this information outside of the meeting.

Members referred to the overspend of £47k due to agency and asked how reliant the authority is on agency staff and what had been done to reduce the premium paid. In response, the Leader of the Council explained that a number of vacancies had been open within the council and there was times where posts would need to be filled even on a temporary basis. The Chief Executive advised that within the labour market, individuals have determined that rates secured through agency work were higher than what local authorities could pay and it was difficult to compete.

Resolved: (Unanimously)

That the Scrutiny Budget and Performance Panel:

1. Thanks the Leader and Director for presenting the detailed report and answering questions.
2. Looks forward to the quarter 1 performance report updating on the impact of increased costs and cost of living crisis is having on our residents.

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3. Asks that the level reserves for planning appeals and inquiries be reviewed in the future.

7 Capital and Balance Sheet Outturn 2021/22

The Leader of the Council (Councillor Foster) and the Director of Finance and Section 151 Officer presented a report which outlined the outturn financial position of the Council in respect of the capital programme as at 31 March 2022, highlighting key issues and explaining key variances, and providing an overview of various elements of the Council's balance sheet as at 31 March 2022.

Members asked what the impact of recent increases in interest rates would have on the assumptions and budget position. The Leader of the Council explained that they would be reviewed, before an investment is made a bespoke business case has to be approved. Investments would need to be made soon as the continuing rise in business rates may make investments less affordable to the community.

In response to a member enquiry, the Leader of the Council explained the next 12 months would be significant for the Council in terms of project delivery.

In response to a member not on the Panel, the Chief Executive advised that the challenges faced with the delivery of disabled facility grants were due to delays in obtaining the occupational health assessment.

Resolved: (Unanimously)

The Panel:

1. Thanks the Leader and Director for presenting the detailed report and answering questions.
2. Asks that the capital programme be carefully monitored to ensure delivery of the planned schemes.

Chair

Date

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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
21/03/22 Min 58.4	Further ICT training be made available to Members	Communities, Social Justice and Wealth Building	Emma Marshall	Yes	Yes	Ongoing	Training sessions have been arranged for Members which are both hybrid and in person but turn out to these has been low. Additional iPad clinics prior to Council meetings have been arranged
20/6/22 Min 1.3	Asks for more information on the number of credit union members and amount saved and loaned	Leader of the Council, Cabinet Member (Strategy and Reform)	Victoria Willett	Yes	Yes	Yes	Information emailed to members on 4/7/22
20/6/22 Min 6.3	Asks that the level reserves for planning appeals and inquiries be reviewed in the future	Finance, Property and Assets	Louise Mattinson	Yes	Yes	Ongoing	This is addressed as part of the monthly budget monitoring process, in the quarterly reporting to Members and also as part of the Budget Setting and MTFS development process
20/6/22 Min 7.2	Asks that the capital programme be carefully monitored to ensure delivery of the planned schemes	Finance, Property and Assets	Louise Mattinson	Yes	Yes	Ongoing	This is monitored as part of the monthly budget monitoring process and in the quarterly reporting to Members

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Report of	Meeting	Date
Deputy Chief Executive (Introduced by Leader of the Council and Cabinet Member (Strategy and Reform))	Scrutiny Budget and Performance Panel Cabinet	Monday, 12 September 2022 Wednesday, 14 September 2022

Quarter One Performance Monitoring Report 2022-2023

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

Purpose of the Report

- To provide Cabinet with a position statement for the Corporate Strategy for quarter one (April – June) 2022/23

Recommendations to the Scrutiny and Budget Performance Panel

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

Recommendations to Cabinet

- Cabinet is asked to note the report.

Reasons for recommendations

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

Other options considered and rejected

- N/A

Corporate priorities

- The report relates to the following corporate priorities:

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

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Executive summary

7. This report presents the performance of the Corporate Strategy at the end of quarter one (1 April – 30 June 2022). This report provides an update on the current position for the 15 projects, 27 Corporate Strategy performance measures and 11 key organisational performance measures.
8. Of the 15 projects in the strategy: 93% (14) are rated green or complete; and 7% (one) are rated amber.
9. Of the 18 performance indicators used to monitor the Corporate Strategy, 10 can be reported at the end of the quarter. Of those with targets, 50% (five) are performing better than target; 10% (one) is performing worse than target but within a 5% tolerance of the target; 10% (one) is worse than target and outside the 5% tolerance of the target. One has no target and is monitored against its trend, and two are being baselined. (Resident survey indicators are excluded from the total number of indicators as these are reported biennially and have been reported in quarter three (2021/22).
10. Of the 11 key organisational performance measures, all can be reported at the end of the quarter. 73% (eight) are performing better than target; and 27% (three) are worse than target and outside the permitted 5% tolerance.




Background to the report

11. At council on 24th November 2021, the Corporate Strategy was updated and refreshed to ensure that the strategy remained fit for purpose and responsive to the needs of the borough.
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 targeted towards 15 priority projects which are delivered over a period of 12-18 months and measured using 27 performance indicators. This report provides the status of the projects and measures at the end of quarter one, 2022-23.
14. A colour rating system is used to indicate status whereby:

Projects

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

Performance Indicators

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



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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 council welcomed back the peer challenge team, for a six-month progress review in April 2022. They held a series of face to face meetings and workshops with employees including the senior management team to establish the progress made from the recommendations following their virtual review in 2021. The peer team acknowledged the robust action plan developed in response to their original recommendations and found that the council has responded positively and made several fundamental improvements across the themes of governance, performance improvement and people management. The peer team commended the council's relationship with communities and highlighted the Community Hubs model as a positive approach that should continue to be taken forward and developed further. A report went to Full Council in July 2022, highlighting the opportunities to continue the way in which the council looks to improve, which will form part of an ongoing commitment to deliver exemplary council services in line with the Corporate Strategy priorities.
16. Implementation of the Service Development Plans for phase two of shared services (ICT and Customer Services) commenced delivery in quarter one. The plans were agreed alongside the shared service structures as part of the service review. The aim of the plans are to strengthen the shared service arrangements in place and align the services into a single operating model by considering areas such as training and development, systems, structures, and process. This aims to deliver improvements to service provision, retain high performance, and ensure value for money. Over the last quarter, monitoring on the delivery of the plans and performance of shared services has taken place, with a refreshed monitoring report presented to the Shared Services Joint Committee on a quarterly basis.
17. Alongside the Service Development Plans, an induction and development programme was identified to support employees included in phase two of shared services. As part of this approach, one-to-one development discussions and service briefings have been hosted with those employees impacted within phase two. The focus has been to ensure that those employees are positively engaged and involved in the shared services implementation process with a commitment to transparency and using the engagement process for opportunities to identify areas for further development and support. Using the feedback that has been gathered in conjunction with assessments around capacity, the induction plan is now being refreshed which will help to reflect the increase in apprenticeships at the council, whilst strengthening the training process for new starters and facilitating new shadowing opportunities. Proposals for phase three of shared services have been proposed and approved by Council. This will involve a

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review of Property and Assets for future shared working opportunities with Chorley Council.

18. As part of the Workplace strategy, design consultants have produced concept design plans for improving the work environment at the Civic Centre. In quarter two, Civic Centre feasibility options will be considered and include, design plans, renovation and furnishing costs. Engagement will take place with staff to gather feedback and ensure a high-quality workspace that supports productivity and excellent customer service.
19. Work with partners through the Chorley and South Ribble partnership has focused this quarter on taking forward the development of the data and intelligence solution to better support sharing and decision making amongst partners. A number of initial key data sets have been identified, with work ongoing with partners in the health sector to develop robust information governance arrangements and the use of a digital platform to enable effective sharing of data and how it can be visualised and analysed to support decision makers. The round table discussions commissioned as an outcome from the Economic Summit in November 2021 have commenced with the first table taking place on 6th July. It included businesses from South Ribble and Chorley with valuable information and insight gained to shape and influence proposals around the United Kingdom Shared Prosperity Fund (UKSPF), and also key themes that will help strategic decision making around developing an Economic Strategy for South Ribble. The partnership has also agreed to host its annual summit on the Cost of Living Crisis which will take place later in the year and build on the outcomes of the conference to be held by South Ribble Borough Council in August.

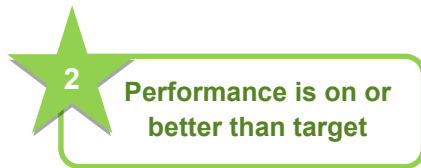
Performance of key projects



20. There are four key projects included in the 2022/23 Corporate Strategy under this priority and at the end of quarter one, and overall performance is good.
21. One project is rated as completed, meaning that all key milestones have now been delivered:
 - Deliver the peer challenge action plan to ensure continued improvement.
22. Three projects are rated as green, meaning they are progressing according to timescales and plan:
 - Deliver the shared services development plan to build a more resilient organisation,
 - Implement more efficient and effective working practices at the council through the WorkPlace Strategy,
 - Deliver more joined up public services through working with our partners.

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Key Performance Indicators



23. At the end of quarter one, two of the five corporate performance indicators under this priority are due to be reported.
24. Of the two indicators to be reported, both are performing on or better than target:
 - At least 40% of service requests will be received via self-service channels,
 - The percentage of households living in fuel poverty will be better than the North West average

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THRIVING COMMUNITIES

A PLACE WHERE:

Residents have positive mental health

People get involved and have a sense of belonging

Communities can access services and support when they need them

Achievements this quarter

25. To support the Youth Council, recruitment has been undertaken for a permanent full-time Youth Development Officer role. This investment will ensure that the Youth Council has a sustainable approach to the way the council involves young people in the way we work. The new officer is expected to commence in post in September 2022. Whilst just outside of the reporting quarter, an end of year celebration took place in July with the young people already engaged in the Youth Council. The event provided space to thank them for their involvement and to continue to develop the themes and scope of the work for the council, in preparation for the Youth Development Officer to take forward once in post.
26. To mark the Queen's Platinum Jubilee, the council hosted a weekend of entertainment over the long bank holiday in June 2022. The planned celebrations held in Worden Park, included a 'Great British' themed Leyland Festival, followed by the 80's themed 'Music in the Park' concert which was attended by 3,000 people. The extended bank holiday weekend was a major success with overall attendance for the events estimated to be between 15,000 and 20,000 people combined. In addition, the council supported local communities to celebrate with grants of over £9,300 to support community groups and street parties across the borough. The events provided a great opportunity to celebrate the Queen's Jubilee marking 70 years of service to the people and brought local communities together, as well as supporting the local economy following the pandemic and restrictions placed on everyone during that period.
27. The Community Hub action plans for 2022/23 were approved by Cabinet in June 2022. A summary of key outputs from the plans within the quarter are included at Appendix 3. A significant achievement over the quarter was the delivery of the council's ongoing commitment to invest in communities. Within quarter one a significant number of grants have been awarded through two key programmes. Cabinet approved and granted over £245k to 21 community groups/sports clubs as part of the 'Leisure Local Community Fund', focused on making recreation, leisure, and sport opportunities accessible to everyone. As part of the recovery from the pandemic and to support local communities to thrive, Cabinet further approved grant funding as part of the 'Boost Fund Plus'. In quarter one, over £283k of funding was awarded to 15 successful applicants.
28. The visitor offer in South Ribble has moved forward significantly with the Discover South Ribble brand developed and activities already taken forward to establish an active social media presence on Instagram, featured spots on Rock FM, and in the coming months the brand will be seen on video billboards around Preston station.

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Work has also started on a brand-new website which will be a hub for all things to see and do in South Ribble. A 'lite' version will be released ahead of the full site which is scheduled for go-live in September. The project will continue to work with local businesses and visitor attractions to share what is on offer and actively develop promotion for visitor experiences the council is developing such as events like Music in the Park, Leyland Festival, and the Christmas celebrations.

Performance of key projects



29. There are four key projects included in the 2022/23 Corporate Strategy under this priority and at the end of quarter one, and overall performance is good.
30. One project is rated as completed, meaning that all key milestones have now been delivered:
 - Deliver Music in the Park 2022 and Queen's Jubilee Celebrations.
31. Three projects are rated as green, meaning they are progressing according to timescales and plan:
 - Develop the Youth Council to make sure the views of young people are represented,
 - Review and enhance the community hubs as a primary way to work closely with residents,
 - Develop the visitor offer in South Ribble.

Key Performance Indicators



32. At the end of quarter one, three of the eight corporate performance indicators under this priority are due to be reported.
33. Two indicators are performing on or better than target:
 - Number of residents participating in activities delivered by the Council,
 - The number of claimants as a proportion of resident population of area aged 16-64 is better than North West average.
34. One indicator is rated off track and outside of the 5% threshold:

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- Number of new savers with Unify Credit Union in South Ribble

Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 1 2022/23	Symbol	Trend
Number of new savers with Unify Credit Union in South Ribble	Bigger is better	50	120 (19) (Q4 2021/22)	38	▲	New for 2022/23
Reason Below Target:	<p>This indicator is below the quarterly target of 50 savers, having achieved 38 in quarter one. The annual target for this indicator is to increase savers within the borough by approximately 200.</p> <p>The cost of living crisis will undoubtedly make it harder for individuals to save. The buy now and pay later culture is a risk to individuals becoming overcommitted and then unable to save or repay any credit taken.</p>					
Action Plan:	<p>During the last quarter there has been an increase in accounts being opened, with people accessing both savings and loans. Overall, membership of the credit union for South Ribble is healthy with membership numbers of approximately 510 adults and 37 juniors (based on those that are resident to South Ribble).</p> <p>Whilst the number of savers is important, the value and number of loans is also a critical element of the sustainability of the credit union. From the latest data available, the value of family loans has increased since the previous quarter as has the value of savings, providing a positive projection going forward.</p> <p>To encourage further membership of the credit union, targeted communications and further planned outreach will be developed jointly between the credit union and the council. This includes supporting introductions to local businesses for the purposes of enhancing the offer through payroll deductions.</p> <p>Work with the council will include action with the Communities Team to promote community engagement, and opportunities to link activities to proactive work on the cost of living.</p>					



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A FAIR LOCAL ECONOMY THAT WORKS FOR EVERYONE

A COUNCIL THAT:

Increases access to
training and jobs

Grows and supports
sustainable businesses

Invests in improving the
borough

Achievements this quarter

35. The council continues to progress the Town Deal, working with key stakeholders and partners. Stage 3 design works have moved forward significantly and are nearing completion as well as the undertaking of key actions for progressing land acquisitions essential to the plans. In May 2022, a key stakeholder drop-in event at the Civic Centre took place, which included engagement with market traders, Lancashire County Council Highways, the Town Deal Accessibility Group, Secure by Design and Counter Terrorism, a number of local business and residents. Despite this progress, the council still seeks a decision from central government to sign off the town deal business cases which were submitted in March 2022.
36. Ambitions to establish a food-based co-operative have moved forward with planned engagement having taken place within the quarter. The focus of the activities have been to engage with key stakeholders such as the Cooperative Councils Innovation Network (CCIN) and Preston City Council to understand best practise approaches that can enable the council to support and encourage the development of co-operative models of business. Engagement materials for residents have been developed to share the idea of a cooperative food network which will enable the council to raise awareness of cooperatives and identify any community-based needs that could be met through a cooperative approach. An officer training programme has been arranged to train staff to support employee owned business models in the community, which will provide the skills to support the formation of a resident cooperative. Engagement has already taken place with the local foodbank network about a co-operative model as part of measures to ease pressure on their services during the cost of living crisis. In the next quarter, a pilot of a cooperative foodbank will be established, and an offer of cooperative support will be developed for local businesses and residents.
37. Since establishing the project to support residents as part of recovery from the pandemic, delivery has been developed to reflect the emerging impacts of the cost of living crisis and potential increase in demand for support. The project is focused around developing interventions and support in partnership with key agencies and services in the local area. Over the quarter, preparations have been made to host a cost of living conference in August 2022. A wide number of partners have been invited to take part with the intended outcome to establish an effective cost of living crisis working group and development of an action plan to deliver support. Progress has also been made to develop the scope of the second round of the Household Support Fund, which is expected to commence delivery within quarter two. The fund will provide weekly vouchers for children in receipt of free school meals, provide £90 one off payments to pensioners in receipt of Council Tax Support and support to residents with:
 - Replacing items such as windows and boilers with more energy efficient models,
 - Step up grants to update to improve homes and make them warmer,

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- Slow cooker project to encourage healthy and energy efficient food preparation.

Performance of key projects



38. There are three key projects included in the 2022/23 Corporate Strategy under this priority.
39. Two projects are rated green, meaning it is progressing according to timescales and plan:
- Support communities to access community cooperatives in South Ribble as part of growing a fair local economy,
 - Support residents to recover from the pandemic with advice, support, and key services.
40. One project is rated amber:

Deliver transformational regeneration projects including the Town Deal		AMBER
Issue:	<p>The Leyland Town deal has been rated amber this quarter due to an outstanding decision from the department of Business, Energy, and Industry Strategy (BEIS) on the two business cases and project adjustment that were submitted in March 2022. The business case submissions were for the Town Centre Transformation (including Market Regeneration) and the Business Advice, Skills and Enterprise Hub (BASE 2) projects.</p> <p>The impact of delay in the decision could move the programme milestones.</p>	
Action Plan - What will be done:	<p>The outcome of the decision is largely out of the council's control; however, correspondence have been sent to BEIS from the council and the Town Deal Board to expedite an outcome in light of the potential implications to add delays the programme.</p> <p>Elements of the project are being progressed whilst a decision is pending such as the submission of the planning applications, RIBA design stages and preparations for land acquisitions.</p>	

Key Performance Indicators



41. At the end of quarter one, two of the five corporate performance indicators under this priority are due to be reported.
42. One indicator is worse that target but within a 5% threshold:
- % 16 -17year olds not in education or training (NEET).

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43. One indicator is currently being baselined:
 - The total social value delivered locally through the Social Value portal.



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GOOD HOMES GREEN SPACES HEALTHY PLACES

A BOROUGH WITH:

A choice of decent,
affordable housing

Commitment to protecting
the local environment

A choice of quality
recreational activities

Achievements this quarter

44. As part of the commitment to improve leisure facilities across the borough, the council approved an investment of £8.6 million to deliver improvements to Bamber Bridge, Leyland and Penwortham leisure centres and the South Ribble Tennis Centre. These improvements will be delivered in addition to the decarbonisation works already identified for those sites. The types of work to be undertaken as part of this programme include revamped pool side areas, refurbishing of wet side changing rooms, and remodelled reception areas allowing for a more welcoming entrance for members. In June, Cabinet approved the procurement strategy enabling the council to take forward a tender process to appoint a project manager and quantity surveyor, and the development of the high-level programme of works. It is expected that the process will be undertaken within quarter two.
45. Works to the iconic Worden Hall are mostly complete, with sign off from the contractor having recently been achieved just past the quarter end. The Folly Café was relocated from its temporary premises into the Hall and opened ahead of the Queen's Jubilee weekend celebrations. It is expected that the Hall will be fully open to the public from mid-September with private bookings being taken from Spring next year. The developments undertaken at Worden Hall will finally bring back into use a well-loved facility as an accessible flexible community and event space.
46. As part of the council's commitment to protecting the local environment, a consultation was undertaken from April to June 2022 on the South Ribble Biodiversity Strategy which received a total of 161 responses. The Biodiversity Strategy will be presented for adoption at Council in July 2022 and sets out ways to promote, conserve and enhance biodiversity across the Borough. Alongside the strategy a 12 month action plan is to be established to ensure progress is made towards the aims and objectives of the strategy. In quarter two, improvements to the green infrastructure will commence with the securing of grant funding and planning work for 19 electric vehicle charging points and development activities for the decarbonisation work will progress.
47. As part of the council's ambitions to provide affordable and safe housing, the two key schemes of McKenzie Arms and Jubilee Gardens Extra Care scheme have continued to progress as planned. At the McKenzie Arms site, work over the period has included the completion to the foundations and substructures of the town houses and apartments, drainage works, and the boundary wall. In quarter two, further construction work will be delivered towards the expected completion date for December 2022. These works include the timber framing, insulation, roofing, installation of windows and doors, utility works and the commencement of internal decorative and plastering activities. The Jubilee Gardens Extra Care scheme has moved forward at stage 3 design with submission of the planning application. Stage 4 (technical) design has commenced and will be finalised in quarter two. The main

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contractor for the scheme has been formalised. Next quarter the funding application to Homes England, which has now been drafted will be submitted.

Performance of key projects



48. There are four key projects included in the 2022/23 Corporate Strategy under this priority and at the end of quarter one, and overall performance is good.
49. All four projects are rated as green, meaning they are progressing according to timescales and plan:
- Improve leisure facilities in South Ribble to improve wellbeing,
 - Deliver the new Worden Hall complex as a flagship venue,
 - Lead action to address climate change for South Ribble,
 - Deliver affordable homes.

Key Performance Indicators



50. At the end of quarter, three of the eight corporate performance indicators under this priority are due to be reported.
51. One indicator is performing on or better than target:
- The number of individuals who complete a health check (screening) by a member of the Active Health Team.
52. One measure is being baselined:
- The number of wellbeing sessions delivered by the Active Health Team.
53. The following measure is monitored against their trend with an update provided below:
- The number of people who are prevented from becoming homeless or have had their homelessness relieved.

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Key Performance Indicator	Polarity	Previous Quarter	Quarter 1 2022/23	Trend
The number of people who are prevented from becoming homeless or have had their homelessness relieved	Bigger is better	290 (51) (Q4 2021/22)	38	Worse than Q1 2021/22
Trend:	<p>There were 190 homelessness presentations in quarter one. The main reasons contributing to presentations this quarter are:</p> <ul style="list-style-type: none"> • family and friends not willing to accommodate, • relationships breaking down, • domestic violence, • ending of assured shorthold tenancy in the private sector. <p>The service has experienced an increase in referrals (23) from statutory bodies such as DWP, Probation and Health. These individuals tend to have complex needs and cases are more difficult to resolve.</p> <p>Availability of suitable housing remains a challenge with the number of social housing allocations falling short of the numbers of people presenting to the service. Additionally, private sector housing is limited and largely unaffordable, as a result of private landlords choosing to sell or re-let their properties.</p> <p>These challenges are not unique to South Ribble but reflect the situation nationally where councils are experiencing higher demand and higher numbers in temporary accommodation.</p>			
Action Taken:	<p>External consultants are currently conducting a full-service review, and a review of the allocations policy. The council continues to provide floating support to individuals with issues not linked to accommodation such as budgeting and life skills to prevent tenancy failure and homelessness.</p> <p>Additionally, the council continues to work with Lancashire County Council to deliver accommodation for people with complex needs.</p> <p>To establish pathways into accommodation, the prevention of rough sleepers' co-ordinator has been working alongside the changing futures programme to support individuals with complex needs.</p>			

54. There is a change to the indicator 'The number of meals provided to school age children through holiday hunger offer'. The delivery model has now changed which means that the current indicator is no longer appropriate and will be discontinued. The government introduced a scheme providing directly to parents, £15 vouchers (per child, per week) to obtain food through the school holidays. The government recently announced that the voucher scheme would continue to be offered through Easter, May half term and summer holidays 2022. The Council has continued to work with schools and agreed for schools to refer directly through to South Ribble Together for any families requiring support. However, it has been appropriate to change the way in which the council delivers support to those impacted by holiday hunger. It has now

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moved away from direct delivery through schools to being delivered through the Holiday, Activities and Food (HAF) programme where food items are made available to families attending the 'Holiday Activity Programme'.

Key organisational performance measures

55. At the end of quarter one, there are 11 key organisational performance measures due to be reported. A full list of the performance indicators is included in Appendix 2.



56. Of the 11 key organisational performance measure, eight are on track and performing better than target:

- Number of households in temporary accommodation at the end of the quarter,
- Number of accidents reported to Health and Safety from work related activity,
- Number of RIDDOR incidents,
- The average number of working days from Disabled Facilities grant referral received from LCC to application approved,
- % planning applications decided within 8 weeks (minor / other applications),
- % planning applications decided within 13 weeks (major applications),
- Percentage of Business Rates (Cumulative YTD),
- Percentage of Council Tax collected (Cumulative YTD).

57. Three performance measure are rated off track and are performing worse than target, and outside the 5% threshold:

- % of telephone calls answered within 90 seconds,
- % of calls abandoned before being answered in a quarter,
- Number of families in B&B within the quarter and length of stay.

Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 1 2022/23	Symbol	Trend
% of telephone calls answered within 90 seconds	Bigger is better	40%	28.9% (Q4 2021/22)	11.43%	▲	Worse than Q1 2021/22
% of calls abandoned before being answered in a quarter	Smaller is better	15%	36.8% (Q4 2021/22)	37.13%	▲	Worse than Q1 2021/22
Reason Below Target	The performance for the two indicators above has been impacted by an unprecedented volume of calls in relation to central government's £150 tax rebate. In addition to the increase in demand, capacity within the service has been a challenge resulting in the measure being off track this quarter.					
Action Plan:	In response to the increase in volume of calls, the Council has provided additional capacity through arrangements with Capita, who on an interim basis are providing support to the Revenues and Benefits service.					

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	<p>To manage demand for the discretionary council tax rebate scheme, invitations to eligible residents will be staggered and dedicated resource made available with specific staff allocated to manage those calls.</p> <p>Additional hours continue to be offered to employees across both councils to further respond to the increase in demand.</p> <p>Recruitment has been accelerated to fill permanent vacancies and fix term posts across the service and interim resourcing opportunities are being progressed with partners. Appointments include a Customer Service Manager, 11 Customer Service Officers (9 full time and 4 fixed term) and 7 Apprentices. It is expected that the majority of the appointments will be in post in quarter two. There are an additional 9 vacant post within the service that are currently being advertised.</p> <p>The latest available data indicates a trend of positive improvement since the end of quarter one (June 2022). The percentage of calls answered within 90 seconds has increased by 5.96%. Furthermore, the percentage of calls abandoned has steadily decreased by 8.24%. It is anticipated that the volume of calls in quarter two should reduce overall and on completing further recruitment and implementation of service improvements, the council should see a steady improvement in performance.</p>
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Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 1 2022/23	Symbol	Trend
Number of families in B&B within the quarter and length of stay	Smaller is better	2	3 (Q4 2021/22)	11	▲	Worse than Q1 2021/22
Reason Below Target:	<p>There has been an increase in the number of families in temporary accommodation when compared to the previous quarter and the same time last year. The average length of stay was 26 days, with only one family being in temporary accommodation for more than six weeks.</p> <p>The increase in families in temporary accommodation can be attributed to the lack of suitable accommodation to move people onto, such as social housing and private rentals. Properties have long waiting times, are in short supply and have limited options for those with complex needs, resulting in more hotel accommodation being used as an alternative.</p> <p>It is anticipated that this situation will worsen with the cost of living crisis and the proposed changes to legislation around private renting. There is potential for increased presentations from the various schemes to support those fleeing the Ukraine war and asylum seekers when these schemes end or if placements breakdown.</p>					
Action Plan:	<p>The 'Everyone In' initiative scheme from central government ended in October 2021, but the council has made a policy decision to maintain the approach from Covid that everyone even if no legal duty exists will be supported, which will come with an additional cost to the council.</p>					

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Key Performance Indicator	Polarity	Target	Previous Quarter	Quarter 1 2022/23	Symbol	Trend
Number of families in B&B within the quarter and length of stay	Smaller is better	2	3 (Q4 2021/22)	11	▲	Worse than Q1 2021/22
	<p>Discussions are taking place with one of the council's main providers to secure temporary houses to support families. In addition, a scheme to provide supported shared accommodation to single individuals with complex needs is currently being explored.</p> <p>Regular meetings take place daily with our main local registered social landlord to discuss those in temporary accommodation and develop their personal housing plans to support them to move on. In addition, an external consultant has been commissioned to carry out a full-service review to undertake an end to end process analysis of the service including the quality of accommodation and identify any opportunities for improvements. The service review is due to conclude by the end of 2022; however, action plans are being developed as the review progresses.</p>					

Climate change and air quality

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

Equality and diversity

59. 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.

Risk

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

Comments of the Statutory Finance Officer

62. There are no direct financial implications arising from this report, however the performance information within it is integral to achieving the MTFS.

Comments of the Monitoring Officer

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63. There are no issues of concern to raise from a Monitoring officer perspective – there are no direct legal implications arising from this report. The report is for noting – the report is part of our commitment to be an open and transparent organisation.

Background documents

- Corporate Strategy, approved 21st November 2021




Appendices








- Appendix 1 - Performance of the Corporate Strategy Measures
- Appendix 2 - Key Organisational Performance Measures
- Appendix 3 - Quarter One Community Hub Action Plans Delivery Summary

Report Author:	Email:	Telephone:	Date:
Howard Anthony, Michael Johnson (Interim Shared Services Lead - Transformation and Partnerships, Policy Officer (Engagement))	howard.anthony@southribble.gov.uk, mjohnson@southribble.gov.uk	01772 62 5625	15/08/2022

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Appendix 1 – Performance of the Corporate Strategy Measures

 Worse than target, outside threshold (5%)	 Worse than target but within threshold (5%)	 Performance is better than target
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Indicator Name	Polarity	Target	Previous Quarter (Reported)	Quarter 1 2022/23	Symbol	Trend
An Exemplary Council						
At least 40% of service requests will be received via self-service channels	Bigger is better	40%	46.1% (Q4:2021/22)	41.8%		Better than Q1 2021/22
The percentage of households living in fuel poverty will be better than the North West average	Smaller is better	14.4%	10.8% (Q1 2021/22)	10.5%		Better than Q1 2021/22
Thriving Communities						
Number of new savers with Unify Credit Union in South Ribble	Bigger is better	50	120 (19) (Q4 2021/22)	38		New for 2022/23
The number of claimants as a proportion of resident population of area aged 16-64 is better than North West average	Smaller is better	4.3%	2.5% (Q4 2021/22)	2.3%		Better than Q1 2021/22
Number of residents participating in activities delivered by the Council	Bigger is better	100 (Annual)	N/A	2106		New for 2022/23
A fair local economy that works for everyone						
The total social value delivered locally through the Social Value portal*	Bigger is Better	Target to be set 2022/23	N/A	£63,430.94	N/A	New for 2022/23
% 16 -17year olds not in education or training (NEET)	Smaller is better	3.5%	3.1% (Q4 2021/22)	3.6%		Worse than Q1 2021/22
Good homes green spaces healthy places						
The number of wellbeing sessions delivered by the Active Health Team	Bigger is better	Target to be set 2022/23	2794 (825) (Q4 2021/22)	705	N/A	New for 2022/23
The number of people who are prevented from becoming homeless or have had their homelessness relieved	Bigger is Better	Monitor Trend	290 (51) (Q4 2021/22)	38	N/A	Worse than Q1 2021/22
The number of individuals who complete a health check (screening) by a member of the Active Health Team	Bigger is better	28	38 (Q4 2021/22)	52		New for 2022/23

***Note:** This is the first time reporting from the social value portal. The portal enables the council to measure procurement outcomes and benefits to the community. Since the portal was launched, three procurements have now been registered, the largest being Jubilee Gardens Extra Care. Further procurements to be registered include those connected with the Leyland Town Deal which will secure further added social and local economic value in the coming months.

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Appendix 2 – Key Organisational Performance Measures

Indicator Name	Polarity	Target	Previous Quarter	Quarter 1 2022/23	Symbol	Trend
Number of households in temporary accommodation at the end of the quarter	Smaller is better	45	36 (Q4 2021/22)	43	★	Better than Q1 2021/22
Number of families in B&B within the quarter and length of stay	Smaller is better	2	3 (Q4 2021/22)	11	▲	Worse than Q1 2021/22
Number of accidents reported to Health and Safety from work related activity	Smaller is better	8	7 (Q4 2021/22)	8	★	Better than Q1 2021/22
No. of accidents reported to Health Safety Executive for work related activity (RIDDOR)	Smaller is better	4	0 (Q4 2021/22)	4	★	Worse than Q1 2021/22
The average number of working days from Disabled Facilities grant referral received from LCC to application approved	Smaller is better	167 Days	138 days (Q4 2021/22)	101 days	★	Better than Q1 2021/22
% planning applications decided within 13 weeks (major applications)	Bigger is better	80%	85.7% (Q4 2021/22)	100%	★	Same as Q1 2021/22
% planning applications decided within 8 weeks (minor / other applications)	Bigger is better	85%	85.8% (Q4 2021/22)	87.2%	★	Better than Q1 2021/22
% of telephone calls answered within 90 seconds	Bigger is better	40%	28.9% (Q4 2021/22)	11.43%	▲	Worse than Q1 2021/22
% of calls abandoned before being answered in a quarter	Smaller is better	15%	36.8% (Q4 2021/22)	37.13%	▲	Worse than Q1 2021/22
Percentage of Council Tax collected (Cumulative YTD)	Bigger is better	28.83%	96.46% (Q4 2021/22)	29.01%	★	Better than Q1 2021/22
Percentage of Business Rates (Cumulative YTD)	Bigger is better	30.96%	96.14% (Q4 2021/22)	35.94%	★	Better than Q1 2021/22

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Appendix 3 – Quarter One Community Hub Action Plans Delivery Summary

Projects that have been successfully delivered include, but are not limited to:

- ‘Happy to Chat’ benches have been established in Leyland and Farrington. Five benches in total now have ‘Happy to Chat’ plaques.
- Phase 1 of the Broadfield Community Garden project with ‘Lets Grown Preston’ has now been completed. This included a consultation with residents and stakeholders to gather their aspirations for the garden and two clean up days where 20 volunteers attended.
- Love Where You Live campaigns (Leyland, Farington, Bamber Bridge, Lostock Hall, and Walton-le-Dale) have closed and the winning designs have been chosen by Councillors. Posters and banners are to be printed and displayed in July.
- The Boost Fund has provided St Mary’s Community Centre with £4,000 to fund new shelving for the foodbank, and an additional £2,500 for a commercial dishwasher to support community café events.
- Middleforth Skew bridge planters project has been completed.
- Successful delivery of Penwortham Live event.
- The Gregson Green changing room project has been completed.
- Delivery of a Neighbourhood Forum event in New Longton, where over 100 residents attended to consult on – a consultation on the New Longton Improvements project.

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Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance, Property and Assets))	Scrutiny Budget and Performance Panel Cabinet	Monday, 12 September 2022 Wednesday, 14 September 2022

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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2022/23 Capital Programme and Balance Sheet Monitoring Report – outturn position at 31st July 2022

Purpose of the Report

1. This report outlines the outturn financial position of the Council in respect of the capital programme at 31st July 2022, highlighting key issues and explaining key variances, and provides an overview of various elements of the Council's Balance Sheet as at 31st July 2022.

Recommendations to Cabinet

2. To approve the revised capital programme as attached at **Appendix A** which includes approved amendments to the programme, as detailed at point 11 of this report, since the last Capital Monitoring report was approved by Cabinet in June 2022;
3. To note the variations to the programme, (which are detailed, by scheme, at **Appendix B** and referenced within the body of the report);
4. To note the position in the Balance Sheet Monitoring section of the report in respect of cash, investment and loan balances and debtors as at 31st July 2022.

Reasons for Recommendations

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

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Alternative Options Considered and Rejected

6. None

Corporate priorities

7. The report relates to the following corporate priorities:

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

Background

8. The capital budget for 2022/23 was set at £29.194m in February 2022. It was increased following approval of the outturn in 2021/22 to £43.349m.

Section A: Capital Programme

Key Issues

9. The total cost of the Council's capital investment programme for 2022/23 has decreased from £43.349m, as approved by Cabinet in the 2021/22 Outturn report, to £42.765m at 31st July 2022; this includes the variations approved since the last report, along with those contained within in this report itself. A summary of the total costs of the programme, and the funding of this, is detailed at **Appendix A**.
10. The net variation of £0.584m is detailed by scheme in **Appendix B**. The net variation includes those variations approved since the previous monitoring report and variations in respect of the reprofiling of budgets within the existing programme.
11. Budget variations approved since the previous monitoring report are shown in the table below and have resulted in a increase of £0.398m in the 2022/23 budget. The increase constitutes two schemes at Fox Lane Sports and Social Club £218k and Penwortham Priory Academy £180k

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Scheme	Increase / (Reduction) 2022/23 £'000	Increase / (Reduction) 2023/24 and future years £'000	Approved by	Date Approved
Thriving Communities				
Fox Lane Sports and Social Club	218		Council	20/07/22
Penwortham Priory Academy	180		Council	20/07/22

12. Slippage and re-profiling of budgets from the programme in 2022/23 to 2023/24 since the previous report totals £0.982m, as detailed on the individual schemes in **Appendix B**. The largest movements are explained in the major variations section that follows.

Scheme	Slippage and Reprofiting From 2022/23 £'000
Sumpter Horse Site	(1,000)
Towns Fund Fees	(848)
Quin Street Residential	(563)
Vehicles and Plant replacement programme	(516)
Shaw Brook weirs and banking	(25)
Shaw Wood footpaths	(25)
Arboretum landscaping	(21)
Lighting upgrade to LED - Tardy Gate Playground & 3 other sites	25
Town Deal RIBA Stage 3	491
Demolition and Asbestos Removal	500
Balfour Court	500
Market	500
Total	(982)

13. At 31st July 2022 the capital expenditure across the programme was £3.634m. Whilst spend in relation to the overall programme is quite low a number of significant projects were awaiting final billing while several projects involve grants or acquisitions likely to be undertaken in a small number of transactions.

Major Variations in the Capital Programme since the previous report

Good Homes, Green Spaces and Healthy Places

14. Green Infrastructure – Allocations have been made to the budgets at Penwortham Holme £64k and Hurst Grange £19k to match likely expenditure.

15. Worden Park – the main refurbishment of the hall is nearing completion with the expenditure on landscaping and infrastructure due to start this financial year.

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16. Playgrounds and Open Spaces – the LED lighting upgrades have been brought forward to this financial year.
17. Sports Pitch Hub – The hub was handed over to the Council in August 2022 with the final expenditure expected shortly.
18. Leisure Centres /Decarbonisation Works– It is expected the programme will spend over 2022/23 and 2023/24 but we are currently awaiting a detailed cashflow at which point the scheme will be reprofiled at quarter two.
19. McKenzie Arms – work is well underway at the site with final expenditure expected this financial year.

A Fair Economy that works for everyone

20. Town Deal – Following a review of the anticipated timing of expenditure for the Town Deal, the budget has been reprofiled with £580k being brought forward into 2022/23 from future years. Spend will depend upon timing of acquisitions so may vary when further information is known.

Thriving Communities

21. Two new schemes were approved at July Council for Fox Lane Sports and Social Club and Penwortham Priory Academy.

An Exemplary Council

22. IT Schemes – significant purchases have been, and continue to be made. Exact timing of all expenditure is yet to be confirmed but the majority is expected this financial year.
23. Vehicle and Plant Replacement Programme – a revised plan of the timing of expenditure has been undertaken and allocated to correct years.

Section B: Balance Sheet

Overview

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

Non-current Assets

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

Borrowing and Investments

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

Both short and long-term borrowing interest rates have risen over the last few months, following the increases in the Bank of England Base Rate. Interest rates on investments have also increased in response to this. Debt interest payable is nil compared to a budget of £94k as the expected borrowing has not been required given the spend on the capital programme and the positive cash balances held by the council. Interest receivable on cash and investments is £255k compared to a budget of £150k due to interest rate increases.

	Budget at 31st July 2022 £'000	Forecast as at 31st July 2022 £'000
Interest and Investment Income	(150)	(255)
Debt Interest Payable	94	0
Minimum Revenue Provision (MRP)	320	358
TOTAL	264	103

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

	As at 31st July 2022 £'000	As at 31st July 2021 £'000
Short term borrowing	Nil	Nil
Long term borrowing	Nil	Nil
Total Borrowing	Nil	Nil
Investments made by the Council	33,500	32,000
Cash Balance	17,999	16,700

Debtors

28. The council has a corporate debt policy, as well as other specific policies for the management of debt in the key areas of council tax, business rates, and housing benefit overpayments. The table below summarises the collection performance of the various debts, and the total outstanding debt in the respective areas at 31st July 2022.

	Position at 31st July 2022 £'000	Position as at 31st July 2021 £'000
Council Tax		
Expected Council Tax Collectable 22/23 (21/22)	77,429	73,798
Current year balance outstanding	52,115	43,151
Previous years balance outstanding	5,333	4,930
Total Council Tax balance outstanding	57,448	48,082
Collection Rates	38.37%	38.05%
Business Rates		
Expected Business Rates Collectable 22/23 (21/22)	36,489	31,374
Current year balance outstanding	19,429	19,692

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	Position at 31st July 2022 £'000	Position as at 31st July 2021 £'000
Previous year balance outstanding	1,925	1,830
Total Business Rates balance outstanding	21,354	21,522
Collection Rates	43.11%	35.93%
Housing Benefit		
Overpayment balances outstanding	809	918
Sundry Debtors		
Balance outstanding	1,215	1,360

29. Business Rates collection can fluctuate month on month but collection is broadly in line with expectations.
30. For debts relating to Housing Benefit and Sundry Debtors, in line with accounting standards and practice, the Council holds a provision for bad debts.
31. In respect of the figures above, the Council's share represents 11.2% of Council Tax income and 16.4% of Business Rates Income.

Climate change and air quality

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

Equality and diversity

33. None

Risk

34. Risks are broadly addressed in the body of the report however recent tender results and cost changes have been seen due to inflationary pressures. These will be monitored on an individual project basis and any budget changes reported when necessary.

Comments of the Statutory Finance Officer

35. The financial implications are contained within this report.

Comments of the Monitoring Officer

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

Background documents

37. There are no background documents to this report

Appendices

- Appendix A – Capital Programme
Appendix B – Capital Programme Scheme Variations

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Report Author	Email	Telephone	Date
Neil Halton (Principal Management Accountant),	neil.halton@southribble.gov.uk,		19/08/22

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Capital Programme 2022/23 - position as at 31st July 2022

APPENDIX A

	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 21/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
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COSTS

Good homes, green spaces and healthy places	20,770	31,195	(1,046)	-	30,149
A fair economy that works for everyone	4,587	7,589	580	-	8,169
Thriving communities	846	1,448	-	398	1,846
An exemplary council	2,991	3,116	(516)	-	2,601
Total Forecast Expenditure	29,194	43,349	(981)	398	42,765

RESOURCES

Decarbonisation Grant	4,969	4,969			4,969
Disabled Facilities Grants	1,041	1,305	-		1,305
Homes England	675	3,675	-		3,675
Lottery Funding					-
EV Charging	158	181	-		181
Sport England				577	577
Town Deal		3,644	1,207		4,851
Government Grants	6,843	13,774	1,207	577	15,558
Capital Receipts					-
CIL	250	1,528	718	64	2,310
External Contributions	3,041		-	50	50
Revenue Contributions	-	41	-		41
Reserves	4,153	2,205	0	926	3,131
Section 106 - Affordable	3,531	3,821	-		3,821
Section 106 - Other	274	382	46		428
Unsupported Borrowing	11,102	21,598	(2,954)	(1,219)	17,426
Total Forecast Resources	29,194	43,349	(982)	398	42,765

Budget 2022/23 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 21/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
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26,613	7,625	1,046	-	8,670
1,000	32,119	(580)	-	31,539
-	-	-	-	-
1,038	1,038	516	-	1,553
28,651	40,781	981	-	41,763

		-		-
1,548	1,548	-		1,548
		-		-
		-		-
		-		-
	21,188	(1,207)	1,067	21,048
1,548	22,736	(1,207)	1,067	22,596
	4,838	-	-	4,838
	718	(718)		(0)
		-		-
		-		-
		(0)	2,282	2,281
		-		-
		(46)		(46)
27,103	12,490	2,954	(3,350)	12,094
28,651	40,781	982	(0)	41,763

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Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
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Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
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Good homes, green spaces and healthy places

Green Infrastructure

Green Infrastructure unallocated	275	275		(84)	191
Green Link - Penwortham Holme to Howick	250	246		64	310
Leyland Loop	26	63			63
Bridleway in western Leyland	-	18			18
Electric Vehicle Charging Points	180	203			203
Green Infrastructure Total	731	805	-	(19)	785

280	280	-		280
		-		-
		-		-
		-		-
		-		-
280	280	-	-	280

Worden Park

Arboretum landscaping		21	(21)		-
Craft Units Windows and Security Grills	40	40			40
Farmyard Cottages Windows and rendering		76			76
Farmyard Cottages - Heating	24	24			24
Ice House front façade	10	10			10
Sewerage pumping station and septic tanks	20	40			40
Shaw Brook weirs and banking	25	25	(25)		-
Shaw Wood footpaths	25	25	(25)		-
Walled garden pot house - replace the building frame and base walls	100	100			100
Worden Park fountain	80	80			80
Worden Park infrastructure and landscaping	250	250			250
Worden Hall refurbishment	598	1,736			1,736

		21		21
		-		-
		-		-
		-		-
		-		-
		-		-
25	25	25	50	100
25	25	25	(50)	-
		-		-
		-		-
250	250	-		250
		-		-

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
Sand/woodchip pit edge replacements - Withy Grove & Gregson Lane Playgrounds	40	40			40
Hurst Grange Park - New link path					-
Strawberry Valley Park, Bent Lane Phase 2	40	40			40
Hurst Grange Park - new signage	15	15			15
Farington Lodges - path improvements and dipping platform	41	41			41
Parks - Smaller parks and play areas	200	200			200
A tree for every resident	30	21			21
Withy Grove Park					-
Other Parks and Open Spaces Total	1,090	1,335	25	19	1,379

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
		-		-
45	45	-		45
		-		-
		-		-
		-		-
		-		-
		-		-
60	60	-		60
575	575	(25)	-	550

Sports and Leisure

King George V Playing Fields, Higher Walton		2			2
King George V Playing Fields, Higher Walton Additional works	25	25			25
Leisure Facility					-
Leisure Centre refurbishments	1,100	7,711			7,711
Tennis Centre car park		10			10
Leisure Centre receptions		377			377
Lostock Hall Football Facility (St Gerard's)		3			3
Sport Pitch Hub	800	1,964			1,964
Council Leisure Facilities other than Leisure Centres	175	183			183
Decarbonisation of Leisure Centres	5,269	5,269			5,269
Sports and Leisure Total	7,369	15,543	-	-	15,543

		-		-
		-		-
18,988		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
18,988	-	-	-	-

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
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Housing

Affordable Housing - former McKenzie Arms, Bamber Bridge	2,206	2,496			2,496
Disabled Facilities Grants	1,041	1,305			1,305
Extra Care scheme	6,000	6,084			6,084
Empty Homes grants	39	32			32
Private Sector home improvement grants	122	169			169
Sumpter Horse Site	1,000	1,000	(1,000)		-
Housing Total	10,408	11,085	(1,000)	-	10,085

Good homes, green spaces and healthy place	20,770	31,195	(1,046)	-	30,149
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Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
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		-		-
1,548	1,548	-		1,548
3,800	3,800	-		3,800
		-		-
122	122	-		122
1,000	1,000	1,000		2,000
6,470	6,470	1,000	-	7,470

26,613	7,625	1,046	-	8,670
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Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
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A fair economy that works for everyone

Car Park resurfacing, Ryefield Avenue, Penwortham		40			40
Church Road, Bamber Bridge		40			40
Leyland Train Station Ticket Office	60	60			60

Masterplanning & Regen - Penwortham	1,000	1,002			1,002
New Longton Regeneration		75			75
Parking Meters replacements		10			10
Quin Street Residential		1,063	(563)		500
Demolition and Asbestos Removal		144	500		644
Site Acquisitions		3,315			3,315
Commercial A - Market Square					-
BASE					-
Balfour Court			500		500
Market			500		500
Commercial B - Church Place					-
Public Realm		413			413
Fees		1,920	(848)		1,072
Masterplanning & Regen - Leyland	2,000	-			-
Town Deal RIBA Stage 3	1,527	(491)	491		-
A fair economy that works for everyone	4,587	7,589	580	-	8,169

Thriving communities

Leisure Local	310	310			310
Kingsfold Community Centre Improvements	100	100			100

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
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		-		-
		-		-
		-		-

	1,000	1,000	-		1,000
			-		-
			-		-
		4,121	563		4,684
		655	(500)		155
			-		-
		4,318	-		4,318
		4,356	-		4,356
		2,154	(500)		1,654
		2,918	(500)		2,418
		1,213	-		1,213
		11,384	-		11,384
			848		848
			-		-
			(491)		(491)
	1,000	32,119	(580)	-	31,539

		-		-
		-		-

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
Lostock Hall Academy Grant		300			300
Fox Lane Sports and Social Club				218	218
Penwortham Priory Academy				180	180
Gregson Lane Community Centre Grant		300			300
Neighbourhood Improvements	350	350			350
St Mary's, Penwortham - Churchyard wall repairs	86	88			88
Thriving communities	846	1,448	-	398	1,846

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
				-
				-
				-
				-
		-		-
		-		-
-	-	-	-	-

An exemplary council

Information Technology Programme

IT Unallocated Funding	383	383		(14)	368
Mobile Devices, Citrix, CCTV, Software and Cloud-based upgrades	870	970		(163)	807
Civic Centre conference centre hearing loop	35	35			35
Revenues and Benefits software		52			52
Single Sign On and Calendar Integration		(14)		14	-
ICT - Hardware		(163)		163	-
Network switching and wireless infrastructure		150			150
IT Programme Total	1,288	1,413	-	-	1,413

200	200	-		200
		-		-
		-		-
		-		-
		-		-
		-		-
		-		-
200	200	-	-	200

Other non-ICT projects

Air Quality Monitors		3			3
Corporate Buildings	200	147			147
Corporate Buildings - Civic Centre	50	100			100
Civic Centre 3rd Floor	50	50			50

		-		-
200	200	-		200
50	50	-		50
		-		-

Scheme Name	Budget 2022/23 Approved at Council Feb 2022	Budget 2022/23 Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budget (to)/from future years	Quarter 1 2022/23 Variations	Revised Budget 2022/23 as at 31st July 2022
Civic Centre New Entrance	150	150			150
Vehicles and Plant replacement programme	1,253	1,254	(516)		738
					-
An exemplary council	2,991	3,116	(516)	-	2,601
Total	29,194	43,349	(981)	398	42,765

Budget 2023/24 and Future Years Approved at Council Feb 2022	Budget 2023/24 and Future Years Approved by Cabinet for Outturn 2021/22	Slippage and reprofiling of budgets (to)/from 2022/23	Quarter 1 2022/23 Variations	Revised Budget 2023/24 and Future Years as at 31st July 2022
		-		-
588	588	516		1,103
				-
1,038	1,038	516	-	1,553
				-
28,651	40,781	981	-	41,763

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Report of	Meeting	Date
Director of Finance and Section 151 Officer (Introduced by Cabinet Member (Finance, Property and Assets))	Scrutiny Budget and Performance Panel Cabinet	Monday, 12 September 2022 Wednesday, 14 September 2022

Is this report confidential?	No
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Is this decision key?	Yes
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Savings or expenditure amounting to greater than £100,000	Significant impact on 2 or more council wards
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2022/23 Corporate Revenue Budget Monitoring Report and Reserves for the four months to 31st July 2022

Purpose of the Report

1. This report sets out the revenue and reserves forecast for 2022/23 for the Council, based on the position as at 31st July 2022.

Recommendations to Cabinet

2. To note the forecast outturn for revenue and the level of reserves based on the position as at 31st July 2022.
3. To note the virements made to and from the revenue budget during the period, as detailed in **Appendix 2** of the report.

Reasons for recommendations

4. To ensure the Council's budgetary targets are achieved.

Other options considered and rejected

5. None

Executive summary

6. Based on the position as at 31st July 2022, there is a forecast underspend of £0.276m however, based on the current position of the 2022/23 pay award negotiations, an

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unfunded budget pressure is anticipated of £0.447m; this has been built into the figures presented below and as such the revised forecast outturn is for an overspend of £0.171m; as detailed in **Appendix 1**.

- The council's Medium-Term Financial Strategy recommends that General Reserves are maintained at a minimum of £4.0m to mitigate against any unforeseen financial risks that may present in the future. Based on the above, the level of general fund balances as at 31st March 2023 will be £3.970m however we will monitor the position during the year, particularly given the lobbying by local government for additional funding from central government to meet the additional costs of the pay award; if necessary, drawdown will be recommended from ear-marked reserves to ensure general fund balances remain above £4.0m.

Corporate priorities

- The report relates to the following corporate priorities:

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

Background to the report

- The current net revenue budget for 2022/23 is £15.546m.
- Appendix 3** provides further information about the specific earmarked reserves that the Council holds at 31st July 2022.

Current Forecast Position – Revenue

- The forecast revenue outturn, based on the position at 31st July 2022, shows a provisional overspend against the Council's budgets of £0.171m. A breakdown of this by department within the various directorates is detailed in **Appendix 1**, and the movement on reserves, and reserve balances, are outlined in **Appendix 3**. The main variances by directorate are detailed below.
- The National Employers has made a pay offer of £1,925 on all NJC pay points 1 and above for period 01st April 2022 to 31st March 2023. The table below shows the overall implications of the proposed pay award for 2022/23 compared to the provision of 2% included in the base budget.

Directorates	Total Pay Award including NI & Pension	Pay Award Budget at 2%	Net increase in cost
Commercial & Property	40,976	14,924	26,052
Communities	125,072	42,848	82,224
Customer & Digital	255,766	100,044	155,722

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Governance	119,573	46,118	73,455
Planning & Development	83,543	29,542	54,001
Policy	75,376	20,178	55,198
Total	700,307	253,654	446,653

13. There are pressures on gas, electricity, and water across all of our properties resulting in a forecast overspend £179k. There are no other significant inflationary cost pressures identified at present, but this will be monitored and reported if such changes are identified.

Variations from Budget

Directorate	Budget 2022/23 £'000	Forecast 2022/23 31 st July 22 £'000	Variance (Under)/Overspend 2022/23 £'000
Commercial & Property	877	1,262	385
Communities	1,737	1,876	139
Customer & Digital	6,090	5,983	(107)
Governance	1,862	1,895	33
Planning & Development	1,313	1,259	(54)
Policy	2,795	2,772	(23)
Budgets Not In Directorates	872	797	(75)
Covid-19	-	-	-
Total Expenditure	15,546	15,844	298
Funding	Budget 2022/23 £'000	Forecast 2022/23 31 st July 22 £'000	Variance (Under)/Overspend 2022/23 £'000
Council Tax	(8,633)	(8,633)	-
Lower Tier Support Grant	(269)	(269)	-
New Homes Bonus	(802)	(802)	-
Reserves	127	-	(127)
Retained Business Rates	(3,201)	(3,201)	-
Section 31 Government Grants	(2,768)	(2,768)	-
Total Funding	(15,546)	(15,673)	(127)
Net Forecast	-	171	171

14. Commercial and Property – Overspend of £385k

The key variances to note are:

- £179k overspend due to increased gas, electricity and water costs, the forecast for which is based on the current price increases.

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- £180k net overspend on staffing costs across the directorate compared to the budget for 2022/23. This is mainly due to the additional costs of using agency staff, both those employed covering existing posts and those employed to provide additional support to the team. Given the recruitment difficulties in this area, e.g surveyors, and the review and move to the Shared Service model, agency staff are providing the necessary support to the team in the interim, however the market for such staff is challenging, with significant increases in the salaries required by available candidates. This is a national issue and is also being felt in other areas of operation across the council. This also includes the costs of the proposed pay award (£26k) for 2022/23 compared to the provision included in the base budget of 2%.
- £13k net increase in income streams within Commercial services; whilst some income streams have decreased, such as room hire and rental income, others have increased, such as that generated through fees and charges.
- £37k increase in repairs and maintenance costs within the Moss Side Depot and other small variances.

15. Communities – Overspend of £139k

The key variances to note are:

- £139k net overspend on staffing costs across the directorate compared to the budget for 2022/23. This is mainly due to additional non budgeted hours within the Community Involvement team and regrades and increases in hours within the Homelessness Team. The forecast also includes the impact of the proposed pay award over and above the budget provision already made of 2%.
- The costs of both statutory and non-statutory Homelessness provision is forecast to overspend by £97k, however this has been offset by specific reserves ear-marked for this purpose, being brought into the revenue account.

16. Customer and Digital – Underspend of £107k

The key variances to note are:

- £85k net overspend on staffing costs across the directorate compared to the budget for 2022/23. This is mainly due to the timing of various vacant post being filled within Customer Services, Revenue and Benefits and ICT Services, offset by the costs of agency staff deployed within ICT services, along with the forecast for the pay award for 2022/23 compared to the 2% budget already provided in the base budget.
- £57k surplus on the Housing Benefit Administration cost centre due to additional grant funding.
- £130k reduction in bad debt provision for Housing Benefit based upon reductions in the level of outstanding balances.
- £37k additional New Burdens grant income and DWP income received during the year, along with additional land charges income of £12k
- £80k forecast underspend within the ICT supplies and services budget.

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- £187k forecast overspend on waste and recycling. This reflects the increase in the hourly rates made by FCC just prior to the TUPE transfer. These were applied after the budget had been developed to support the recommendation to in-source the service and accounts for approximately £100k of the overspend, however given the savings made as a result of the in-sourcing, this can be accommodated in the budget moving forward. The forecast also reflects the increases in fuel costs accounting for approximately £50k of the overspend.
- £77k additional garden waste income if forecast to be achieved compared to the budget.

17. Governance – Overspend of £33k

- The underspend relates mainly due to underspends on staffing costs. This also includes the proposed pay award for 2022/23 compared to the provision included in the budget of 2%.

18. Planning and Development – Underspend of £54k

The key variances to note are:

- £125k net overspend on staffing costs across the directorate compared to the budget for 2022/23. This includes vacant posts within Licensing and Planning and vacant posts being covered by agency staff within Development Control Services. This also includes the proposed pay award for 2022/23 compared to the base budget of 2%.
- £245k increase in the forecast levels of income for planning applications.
- £35k reduced income on pre-plan applications, as the service is still suspended.
- £16k overspend across the Consultancy fees and the tools and equipment budget heads.

19. Policy – Underspend of £23k

The key variances to note are:

- £8k net staffing underspend across the directorate compared to budget for 2022/23. This is mainly due to higher level of staffing recharges compared to budget offset by the proposed pay award for 2022/23 compared to the provision in the base budget of 2%.
- £32k increase in leisure SLA recharge income compared to budget. This is linked to staff cost within the directorate.
- £22k overspend within the Corporate Management cost centre due to the increase in external audit fees, which has been reviewed and approved by Governance Committee.

20. Budgets Not In Directorates – Underspend of £75k

The key variances to note are:

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- £199k underspend, or over-recovery, of Net Interest Receivable/Payable for 2022/23. Due to rising interest rates the income from investments has recovered and is £105k above that forecast. In addition, due to the Council's favourable cash position no borrowing is anticipated in this financial year so it is forecast that the budget of £94k for interest payable is not currently required.
- £86k savings target to be delivered in Shared Services.
- £38k overspend in the forecast level of the Minimum Revenue Provision (MRP); this is higher than the budget due to the profile of scheme expenditure funded by borrowing which is anticipated to be earlier than that included in the budget and MTFS.

21. Covid-19

- Some residual Covid 19 and COMF funding is remaining in 22/23. It is expected that this will all be spent in line with the original approvals.

22. Planned reserves movement – £127k Underspend

- Back in February when the 2022/23 Budget was approved by Council, a slight surplus of £127k was forecast which it was intended would be transferred to reserves. However, given the issues outlined above, the forecast outturn at this point in time is for a slight deficit and therefore a transfer is no longer envisaged.

General Fund Resources and Balances

23. As detailed in **Appendix 3**, the Council holds a £4.141m General Fund reserves to manage budget risks not covered by earmarked reserves or provisions within the budget. The forecast outturn for 2022/23 identifies that the General Fund closing balance will be £3.970m as detailed below.

Movement in General Fund Reserves

Summary of Movement in General Reserves	£m
General Fund Reserves as at 1 st April 2022	(4.141)
Forecast outturn revenue budget (surplus) / deficit	0.171
Forecast General Reserve Closing Balance 2022/23	(3.970)

24. **Appendix 3** provides further information about the specific earmarked reserves and provisions available for use throughout 2022/23.

Movement in Earmarked Reserves

25. Taking account of the adjustments highlighted in **Appendix 3**, the level of Earmarked reserves held for discretionary use by the Council at 31st July 2022 is £13.183m compared to a balance of £20.280m at 31st March 2022.

Summary of Movement in Earmarked Reserves	£m
Earmarked Reserves as at 1 st April 2022	(20.280)

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Use of revenue reserves for capital financing	3.131
Release of S31 grant received in 2020/21 (and held in reserves) in respect of Business Rates reliefs provided to businesses by the government – this is offset against the deficit brought forward on the Collection Fund	2.024
Transfer to Reserves	-
Use of other specific Earmarked Reserves	1.942
Forecast Earmarked Reserves Closing Balance 2022/23	(13.183)

26. The £1.942m forecast use of other specific Earmarked Reserves shown in the table above includes the following items:

- £1.030k utilisation of approved reserves established in quarter 3 revenue monitoring report in 2021/22.
- £41k use of the Restructure reserve following the staff review in the Procurement Team.
- £177k use of Leisure reserves to fund the payment of the PAISA contract balance following the final contract reconciliation; this reserve included funding specifically earmarked for this purpose.
- £152k to fund costs associated with the Local Plan.
- £123k use of specific reserves within the Communities directorate.
- £80k use of specific reserves within the Customer and Digital directorate.
- £128k use of specific reserves within the Policy directorate.
- The remainder of the movements are various, smaller adjustments related to revenue spending.

27. There are no transfers to reserves reported in this period.

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

Climate change and air quality

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

Equality and diversity

30. None.

Risk

31. There is significant risks due to rising costs especially in relation to utility bills. This is likely to be felt most by the Council's Leisure company. Forecasting of costs across the year are underway and implications for the Council will be contained in future reports.

Comments of the Statutory Finance Officer

32. The financial implications are contained within this report.

Comments of the Monitoring Officer

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33. None.

Background documents

34. There are no background papers to this report.

Appendices

Appendix 1 – Revenue 2022/23 - position at 31st July 2022

Appendix 2 – Revenue Budget Movements at 31st July 2022

Appendix 3 – 2022/23 Reserves Programme position at 31st July 2022

Appendix 4 – Current Staffing Vacancies

Report Author:	Email:	Telephone:	Date:
Neil Halton (Principal Management Accountant), Hema Chevli (Senior Management Accountant)	Neil.Halton@southribble.gov.uk Hemangini.Chevli@southribble.gov.uk		19/08/22

APPENDIX 1

Revenue 2022/23 - position as at 31st July 2022

Directorate	Department / Section	Original Budget	Budget at 31st July 2022	Forecast Outturn based on position at 31st July 2022	Variance (Under) / Overspend
		£'000	£'000	£'000	£'000
Commercial & Property	Community Centres	28	28	38	10
	Departmental Costs	215	145	224	79
	Housing Delivery	(33)	(33)	(34)	(1)
	Investment Properties	(702)	(702)	(601)	102
	Leisure	703	703	701	(2)
	Property Services	737	737	935	198
Commercial & Property Total		947	877	1,263	385
Communities	Community Involvement	772	774	835	61
	Departmental Costs	50	50	55	5
	Environmental Health	662	662	692	30
	Homelessness	200	200	262	61
	Housing Support	52	52	33	(18)
Communities Total		1,735	1,737	1,876	139
Customer & Digital	Customer Services and Revenue and Benefits	705	669	380	(289)
	Departmental Costs	114	114	113	(1)
	Information Services	1,613	1,613	1,553	(60)
	Parks and Neighbourhoods	2,008	2,008	2,114	106
	Transport	336	336	350	14
	Waste Management	1,350	1,350	1,472	123
Customer & Digital Total		6,126	6,090	5,983	(107)
Governance	Civic Services	8	8	16	7
	Democratic Services	783	783	795	11
	Departmental Costs	253	253	250	(2)
	Legal	347	326	344	18
	Shared Assurance Services	492	492	490	(2)
Governance Total		1,884	1,862	1,895	33
Planning & Development	Building Control	34	34	53	19
	City Deal	310	310	310	-
	Departmental Costs	50	50	51	2
	Investment and Skills	-	-	-	-
	Licensing	9	9	11	2
	Parks and Neighbourhoods	421	421	438	17
	Planning	236	236	137	(99)
	Projects & Development	185	254	261	6
Planning & Development Total		1,244	1,313	1,260	(54)
Policy	Change & Delivery	437	437	382	(55)
	Communications & Visitor Economy	431	431	435	4
	Corporate	401	555	533	(22)
	Shared Financial Services	725	725	715	(9)
	Transformation & Partnerships	746	649	708	59
Policy Total		2,739	2,795	2,772	(23)
Budgets Not In Directorates	Covid-19	-	-	-	-
	Debt Repayment	320	320	358	38
	Interest	(56)	(56)	(255)	(199)
	Parish Precepts	469	469	469	0

Directorate	Department / Section	Original Budget	Budget at 31st July 2022	Forecast Outturn based on position at 31st July 2022	Variance (Under) / Overspend
	Pensions Costs	226	226	226	-
	Savings Targets	(86)	(86)	-	86
Budgets Not In Directorates Total		872	872	797	(75)
Funding	Council Tax	(8,634)	(8,634)	(8,634)	-
	Lower Tier Support Grant	(269)	(269)	(269)	-
	New Homes Bonus	(802)	(802)	(802)	-
	Reserves	127	127	-	(127)
	Retained Business Rates	(3,201)	(3,201)	(3,201)	-
	Section 31 Government Grants	(2,768)	(2,768)	(2,768)	-
Funding Total		(15,546)	(15,546)	(15,674)	(127)
Adjustments	Capital Income	-	-	-	-
Adjustments Total					
Grand Total		-	-	171	171

APPENDIX 2

Revenue Budget Movements as at 31st July 2022

Directorate	Commercial & Property	Communities	Customer & Digital	Governance	Planning & Development	Policy	Budgets Not In Directorates	Funding	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Budget approved by Council 23th Feb 2022	470	2,395	6,611	1,819	1,075	2,304	872	(15,546)	-
<i>Transfers between directorates</i>									
Realignment of shared services budgets			(58)			58			-
Transfer of Demetia Alliance budget		2				(2)			-
									-
<i>Realignment of budgets following Management changes</i>									
Realignment of staffing budgets following management changes	(70)		22	(22)	70				-
Realignment of budgets following management changes	477	(660)	(486)	65	168	435			-
									-
									-
<i>Transfers (to) / from Earmarked reserves</i>									
									-
									-
									-
<i>Transfers (to) / from General Fund reserves</i>									
									-
									-
									-
Revised Budget as at 31st July 2022	877	1,737	6,090	1,862	1,313	2,795	872	(15,546)	-

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APPENDIX 3

2022/23 Reserves Programme position as at 31st July 2022

Reserves	Balance at 1st April 2022 £'000	Forecasted Movements				Forecasted Balance 31st March 2023 £'000
		Capital Financing £'000	Movement Between Reserves £'000	Transfers From Reserves £'000	Transfers To Reserves £'000	
General Fund Balance	(4,141)		-	171	-	(3,970)
Corporate Reserves						
Borough Investment account	(3,466)	1,328				(2,138)
Brexit Preparation Grant	(36)					(36)
New Burdens Grant	(76)			6		(70)
Shared Services Implementation	(48)					(48)
Towns Fund	(55)	55				-
Queens Jubilee Celebrations	(30)			30		-
Business Support Advice and Grants	(200)			200		-
Grot Spots and Environmental Improvements	(200)			200		-
Apprentice, Graduate and Trainee Posts	(200)			200		-
Community Hub Boost	(200)			200		-
Sports Club and Community Organisations	(200)			200		-
Business rates retention reserve	(2,908)			15		(2,893)
IT Transformation Reserve	(713)	713				0
City Deal	(1,851)					(1,851)
Capital Funding Reserve	(484)	264				(221)
Climate Emergency	(250)	22		38		(190)
Section 106 Other Reserve	(242)					(242)
Community Wealth Building	(150)					(150)
Covid Recovery Fund	(1,067)	398		68		(601)
Covid Commitments Reserve	(50)					(50)
Income Equalisation Reserve	(150)					(150)
Income Investment Reserve	(250)			31		(219)
Business rates temporary surplus to be repaid	(4,149)			2,024		(2,125)

Reserves	Balance at 1st April 2022 £'000	Forecasted Movements				Forecasted Balance 31st March 2023 £'000
		Capital Financing £'000	Movement Between Reserves £'000	Transfers From Reserves £'000	Transfers To Reserves £'000	
Restructure costs	(200)			41		(159)
Commercial and Property						
Asset Management Reserve	(400)					(400)
Extra Care	(43)					(43)
Leisure Strategy	(15)					(15)
Stock condition surveys	(69)			5		(64)
Repairs and Maintenance Fund	(386)					(386)
Leisure Reserve	(529)	353		177		-
Communities						
Energy efficiency	(21)			11		(11)
Homelessness prevention grants	(176)			97		(79)
Housing Standards Enforcement	(43)					(43)
Sports Development	(291)					(291)
Mental Health for Young People	(44)			15		(29)
Community Hubs Reserve	(130)					(130)
Customer and Digital						
Grounds Maintenance	(7)					(7)
IT underspend non-staffing	(88)			80		(8)
Office supplies underspend	(36)					(36)
Governance						
Borough council elections	(160)			11		(149)
Internal Audit	(23)			23		-
Planning and Development						
Housing needs survey	(80)					(80)
Apprentice factory website	(15)					(15)
Business Support	(23)					(23)
Economic Development	(20)					(20)

Reserves	Balance at 1st April 2022 £'000	Forecasted Movements				Forecasted Balance 31st March 2023 £'000
		Capital Financing £'000	Movement Between Reserves £'000	Transfers From Reserves £'000	Transfers To Reserves £'000	
Planning Appeals	(92)			14		(79)
Local Plans	(208)			152		(56)
Policy						
Performance Reward Grant	(11)					(11)
Communications	(31)					(31)
Events	(23)			23		-
Music Festival	(48)			48		-
Leyland Festival	(8)			8		-
Credit Union	(83)			50		(33)
Total Earmarked Reserves	(20,280)	3,131	-	3,966	-	(13,183)
Total Reserves - General and Earmarked	(24,421)	3,131	-	4,137	-	(17,153)

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Posts held pending review

Post Description	Shared Services	Notes
Commercial and Property		
Leisure Partnership Development Manager		Vacant since April 2021 and no immediate plans for recruitment.
Communities		
Assistant Sports Development Officer (0.86 FTE)		A review of staffing across Sports Development is currently taking place. There are various temporary arrangements in place using different allocation grant funding.
Project Co-ordinator (Sports Development 0.4 FTE)		
Wellbeing Development Officer		
SR Leisure Partnership Manager		To be considered in context of South Ribble Leisure Limited Review
Policy and Governance		
Shared Service Lead – Transformation and Partnerships		This post is remaining vacant for 2022/23.

Posts where the post-holder has been seconded:

Post Description	Shared Services	Notes
Communities		Some of these posts may be filled temporarily until the post holder returns.
Senior Community Involvement Officer		
Community Coach Gymnastics		
Customer and Digital		
Waste Management Officer		
Neighbourhood Officer (0.5 FTE)		

Notes:

FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.

Other Vacancies

Post Description	Shared Services	Notes
Communities		
Project Co-ordinator (0.6 FTE)		Split post 0.6fte & 0.4FTE above - 1 FTE to be appointed – external funding to be secured.
Environmental Health Technician (0.6 FTE)		Vacant since July 2021
Environmental Health Officer		New starter in progress
Community Development Officer		New starter in progress
Youth Engagement Officer		New Starter in progress
Housing Options Officer		New starter in progress
Housing Options Officer (temp)		Out to advert
Assistant Sports and Active Coach		New starter in progress – Grant Funded
Customer and Digital		
ICT		
Software Developer	Y	Out to advert
Business Systems Officer	Y	Out to advert
ICT Apprentice	Y	New starter in progress
Cyber Security Officer	Y	Recruitment in progress
Helpdesk manager	Y	New starter in progress
Software Manager	Y	New starter in progress
ICT Technician	Y	New starter in progress
Network Officer	Y	New starter in progress
Senior Network Officer	Y	New starter in progress
Software Developer	Y	Out to advert
Neighbourhoods		
Team Operative (2 FTE)		Vacant since 10/09/21
Arborist		
Operations Supervisor		New starter
Administrative Officer		
Apprentice mechanic		Vacant since 01.09.2021
Waste Operatives x 2		Internal advert
Waste Driver		Internal advert
Customer Services		
Revenues Team Leader		
Customer Services Officer (level 5)		Out to advert
Customer Services Officer Level 5 – (NNDR and Sundry Debtors)	Y	Out to advert

Post Description	Shared Services	Notes
Customer Service Apprentice	Y	Out to advert
Customer Services Officer Level 5	Y	New starter in progress
Customer Services Officer Level 3	Y	New starter in progress
Customer Services Officer Level 6 x 2	Y	New starter in progress
Planning & Development		
Licensing Officer		Vacant since 31/12/21
Apprentice (3 FTE)		These will be recruited to in the next round of apprentices
Strategic Housing Officer		Vacant since May 2021
CIL and Section 106 Officer		New starter date to be confirmed
Senior Planning Officer		Vacant
Policy & Governance		
Museum Curator	Y	Vacant since May 2020 but the budget has been used to fund a temporary resource.
Astley Hall Attendant	Y	
Events Assistant	Y	
Business Development Officer		Vacant since April 2021
Democratic Services Assistant	Y	
Senior Communications Officer	Y	Out to advert
Communications Officer	Y	Recruitment in progress
Communications Intern	Y	Out to advert
Trainee Auditor	Y	Out to advert
Legal Executive	Y	Vacant since 23/01/22 and looking to recruit next financial year
Corporate Admin Assistant	Y	
Executive Assistant	Y	
Mayor Secretary	Y	New starter date to be confirmed
UNISON Branch Officer	Y	New starter date to be confirmed
Commercial Services		
Cleaner		Vacant since March 2022
Facilities Officer		Out to advert
Graduate Engineer		Part of shared review
Estates Surveyor		Funding temp post

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