

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be recorded and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 25th July, 2019 at 6.30 pm
Council Chamber - The Guildhall

Members:

- Councillor Giles McNeill (Chairman)
- Councillor Mrs Anne Welburn (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Stephen Bunney
- Councillor David Cotton
- Councillor Michael Devine
- Councillor Ian Fleetwood
- Councillor Stuart Kinch
- Councillor John McNeill
- Councillor Mrs Mandy Snee
- Councillor Robert Waller
- Councillor Trevor Young
- Councillor Paul Howitt-Cowan

1. **Apologies for Absence**
2. **Public Participation Period**
Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.
3. **Minutes of Previous Meeting/s**
To confirm as a correct record the Minutes of the previous meeting.
 - i) For Approval
 - a) Corporate Policy and Resources Committee meeting 13 (PAGES 3 - 12) June;

Agendas, Reports and Minutes will be provided upon request in the following formats:

Large Clear Print: Braille: Audio: Native Language

b) Concurrent meeting 11 June

4. **Declarations of Interest**
Members may make declarations of Interest at this point or may make them at any point in the meeting.
5. **Matters Arising Schedule** (PAGE 13)
Setting out current position of previously agreed actions as at 17 July 2019.
6. **Public Reports for Approval:**
 - i) Progress and Delivery Report - Period 1 2019/20 (PAGES 14 - 40)
 - ii) Budget Monitoring and Treasury Performance Period 1 2019/20 (PAGES 41 - 65)
7. **Proposed change of meeting date - December 2019**
To agree to move the date of December's CPR committee from Thursday 12 December 2019 to Wednesday 4 December 2019.
8. **Committee Work Plan** (PAGES 66 - 68)
9. **Exclusion of Public and Press**
To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.
10. **Exempt record of Concurrent Meeting from 11 June 2019** (PAGES 69 - 74)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 17 July 2019

Corporate Policy and Resources Committee- 13 June 2019
Subject to Call-in. Call-in will expire at 5pm on 27 June 2019

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall on 13 June 2019 commencing at 6.30 pm.

Present: Councillor Stuart Kinch (Vice-Chairman)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Mrs Jackie Brockway
Councillor Stephen Bunney
Councillor David Cotton
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor John McNeill
Councillor Mrs Mandy Snee
Councillor Robert Waller
Councillor Mrs Anne Welburn
Councillor Trevor Young

In Attendance:

Councillor C McCartney
Ian Knowles

Ellen King
Sue Leversedge
Michael Marriot
Amy Potts
Ady Selby
James Welbourn

Executive Director of Resources, Head of Paid Service and S151 Officer
Senior Performance Officer
Principal Accountant
Interim Commercial Accounts
Senior Project Support Officer
Strategic Manager - Services
Democratic and Civic Officer

Apologies: Councillor Giles McNeill

Membership: Councillor Jackie Brockway substituted for Councillor Giles McNeill

1 PUBLIC PARTICIPATION PERIOD

There was no public participation.

2 MINUTES OF PREVIOUS MEETING/S

The minutes of the meeting held on 11 April 2019 were approved as a correct record.

3 DECLARATIONS OF INTEREST

There were no declarations of interests.

4 TREASURY MANAGEMENT ANNUAL REPORT 2018/19

Members considered a report on annual treasury management activities and prudential indicators for 2018/19 in accordance with the Local Government Act 2003.

Following discussions between Members and officers, the following points were highlighted:

- Treasury investment activities had generated £246,000 of investment interest at an average rate of 1.57%;
- There had been a good return on balances; the report showed that no regulatory limits had been broken;
- The valuation volatility reserve was set at 5%, and if used, could be rebuilt during the year;
- West Lindsey District Council's (WLDCs) purchased investments had long leases, and should lead to increases in values rather than decreases;
- Full due diligence was carried out on the occupants of properties that were being considered for purchase by WLDC. Professional advice would be sought from the relevant sectors;
- As an authority WLDC can borrow for the current year and two years ahead. Money cannot be borrowed and put into other investments for income generating purposes.

RESOLVED to accept the Annual Treasury Management Report and actual Prudential Indicators and **recommend to Full Council** for approval.

5 BUDGET MONITORING FINAL OUTTURN 2018/19

Members considered a report setting out the final budget outturn position for revenue and capital in 2018/19, as well as setting out a request to accept a grant and to incur expenditure to be claimed in arrears against the grant. The points highlighted were:

- There had been a £664,000 surplus, an increase of £30,000 from the Period 4 report in 2018/19;
- A grant of £100,000 had been awarded by One Public Estate (OPE) for project work in relation to the stabilisation of RAF Scampton following the closure announcement. WLDC was acting as the joint accountable body along with Lincolnshire County Council;
- A charging authority must prepare and publish a report detailing the amount of Community Infrastructure Levy (CIL) was attached at Appendix B.

- The position on car parking had worsened by £9000 but work was underway to improve this in 2019/20;
- The volatility reserve was voluntary to show that the authority was acting prudently. This cash would still be in the Authority's bank account, but was primarily to protect the revenue account from any variation in the value of market properties..

RESOLVED to:

- (1) accept the out-turn surplus position of £664k.
- (2) approve a contribution of £263k to the Valuation Volatility Reserve as per the Non-Treasury investment strategy.
- (3) approve the remaining £401k be transferred to the General Fund working balance.
- (4) accept the grant awarded by One Public Estate (OPE) of £100k and West Lindsey District Council (WLDC) acting as joint accountable body with Lincolnshire County Council (LCC), agreeing to incur expenditure to be claimed in arrears against the award.
- (5) note the items contained at Section 4;
 - a. Section 137 expenditure statement for 2018/19, showing contributions made to certain charitable funds and not for profit bodies providing a public service in the UK.
 - b. Building Control Account for 2018/19, showing the deficit for the chargeable and non-chargeable work for the year.
- (6) accept the final capital outturn position of £21.079m.
- (7) to note the Revenue Outturn Subjective Analysis
- (8) note the content of the Regulation 62 of the Community Infrastructure Levy (CIL) Regulations 2010 report.

6 PROGRESS AND DELIVERY REPORT - PERIOD 4 2018/19

Members considered a report on progress and delivery for period 4, 2018/19.

This report looked at how services were performing against key performance indicators. It revealed that 36% of indicators were exceeding their target, 48% were meeting their target, and 16% were below their target.

The following points were highlighted:

- A number of areas started the year below target and ended there too. There had been no upward shift in homelessness prevention, or the time taken to resolve housing enforcement. Community safety had moved from an amber target to a red target at month's end;
- For the first 2019/20 report there would be new performance measures. A performance workshop had taken place for enforcement; it was felt that the measures being used for this report were not reflective of the service;

- The Home Choices Manager was due to come to the next Corporate Policy and Resources meeting to give more information on their department;
- Markets was a volatile area, and the success or failure of it was reliant on the stallholders. A markets appraisal was underway;
- In some cases it was taking over 8 months to complete the process of Disabled Facilities Grants (DFGs). A new county-wide framework was being put in place from July 2019, combined with the six other districts in Lincolnshire. The current arrangement for DFGs had 8 suppliers; the new framework would have 28 suppliers;
- There had previously been a policy of renovating long-term empty properties and bringing them back into use; however this was a very costly process. The approach now was to make available grants and aids for landlords. There had currently not been a high level of appetite for these grants;
- The targets set in the progress and delivery report go through a robust process. The targets were subject to scrutiny from the Performance and Programmes Team, the Executive Directors of Resources and Operations, as well as the teams involved in the work;
- Members were also consulted for their comments on the targets being set;
- The figures used in the report regarding market stalls on a Saturday were an average for a three month period. This took into account the number of stalls that were paid for; there would be occasions where stalls had been paid for but the stallholder was not present on a Saturday. There were also some stallholders that paid for several pitches; this could appear to some as one stall, when in fact it was several.

RESOLVED to note the report.

7 BUDGET CONSULTATION PROPOSAL

Members considered a report containing a proposal to run the Budget Consultation in 2019, to inform the 2020/21 Budget.

The report was being seen earlier in the year than previous iterations. The previous three years had centred on cutting budgets; this time around it was being based on WLDC's Corporate Plan.

One Member raised a potential issue on section 3 of the survey, and a question on 'charging for food safety re-inspections'.

RESOLVED to agree the proposal for consulting on the 2020/21 budget.

8 COMMITTEE WORK PLAN

The Democratic and Civic Officer informed all present that the workplan would continue to

be populated throughout the year.

The workplan was then noted.

9 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 3 and 4 of Part 1 of Schedule 12A of the Act.

9a PROVISION OF OPERATIONAL DEPOTS

Members considered a report on options for the location of future operational depot facilities.

RESOLVED to approve the recommendations as written in the report.

9b ANNUAL REVIEW OF COMMERCIAL PROPERTY INVESTMENT PORTFOLIO

Members considered an annual report of the commercial property investment portfolio. The following points were highlighted:

- This was the second annual report; 4 properties had been acquired in the year, making five in total costing £15.95 million;
- A greater return had been made from the yield being in excess of the target;
- It was good to see that the portfolio included properties within the District as well as other properties across the East Midlands;
- Other purchases that had been worked on were not progressed if they were found to be unsuitable. There were other times when WLDC had been outbid;
- Some caution needs to be taken with the High Street and any potential purchases in this area;
- The Economic Development Strategy was about investing back into the District;
- Some authorities have invested large sums of money into commercial property; WLDC follows CIPFA recommendations.

RESOLVED to note the report.

The meeting concluded at 7.51 pm.

Chairman

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Concurrent Meeting of the Prosperous Communities and Corporate Policy and Resources Committees held in the Council Chamber - The Guildhall on 11 June 2019 commencing at 6.30 pm.

Present: Councillor Giles McNeill (Chairman)
Councillor Owen Bierley (Vice-Chairman)

Councillor Matthew Boles
Councillor Stephen Bunney
Councillor Liz Clews (from item 4)
Councillor David Cotton
Councillor Christopher Darcel
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Paul Howitt-Cowan
Councillor Stuart Kinch
Councillor John McNeill
Councillor Mrs Jessie Milne
Councillor Jim Snee
Councillor Mrs Mandy Snee
Councillor Robert Waller
Councillor Mrs Anne Welburn
Councillor Trevor Young

In Attendance:

Councillor Lesley Rollings
Eve Fawcett-Moralee
Ian Knowles

Alan Robinson
Elaine Poon
James Welbourn

Executive Director of Economic and Commercial Growth
Executive Director of Resources, Interim Head of Paid Service and S151 Officer
Strategic Lead Governance and People/Monitoring Officer
Local Development Order and Major Projects Officer
Democratic and Civic Officer

Apologies: Councillor Mrs Tracey Coulson
Councillor Tom Regis

Membership: Councillor Giles McNeill substituted for Councillor Tom Regis
Councillor Stuart Kinch substituted for Councillor Tracey Coulson

1 MEMBERS' DECLARATIONS OF INTEREST

Councillor David Cotton declared an interest in item 4, Development Partner, Growth Programme and Funding Strategy as his partner worked at one of the parties involved in negotiations and could stand to benefit from those negotiations.

Following his statement he left the Chamber and took no part in the debate or the vote.

Councillor Paul Howitt-Cowan declared an interest in item 4, Development Partner, Growth Programme and Funding Strategy as the Corringham Road junction was in his Ward. This did not preclude him from taking part in, or voting on that item.

2 PROCEDURE

The Democratic and Civic Officer outlined the procedure for Members, reminding them of the separate vote for Prosperous Communities and Corporate Policy and Resources Members.

3 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

4 DEVELOPMENT PARTNER, GROWTH PROGRAMME & FUNDING STRATEGY

Members considered a progress report on the overall growth and regeneration of Gainsborough, alongside:

- The delivery and funding strategy for the proposed leisure scheme within Gainsborough town centre;
- The delivery and funding strategy for a proposed housing scheme, public realm and riverside walkway at Bowling Green Road;
- The delivery of a new junction arrangement at the interchange between Corringham Road and the A631, to improve road safety and to unlock further growth of Gainsborough, including at the Northern Sustainable Urban Extension.

Debate between Members and officers then took place; this led to further information being provided by officers.

As the recommendations required approval from both Prosperous Communities and Corporate Policy and Resources Committees, recorded votes were taken separately, with Prosperous Communities being first, following the resolutions being moved and seconded by both Committees. The resolutions were taken en bloc (by each committee in turn):

Concurrent Meeting of the Prosperous Communities and Corporate Policy and Resources Committees- 11 June 2019

Subject to Call-in. Call-in will expire at 5pm on 25 June 2019

Following an alphabetical roll call, with a total of 15 votes cast in favour and 0 against it was **RESOLVED** by Prosperous Communities Committee to:

1. Note the progress which had been made in securing funds, market interest and a delivery strategy for the redevelopment of the identified sites and key infrastructure improvements in Gainsborough as part of the overall growth and regeneration programme;
2. Approve the delivery strategy for the proposed leisure scheme in Gainsborough Town Centre as outlined in the report; and;
3. Approve the delivery strategy for a proposed housing scheme, public realm and riverside walkway at Bowling Green Road, Gainsborough as outlined in the report.

Following an alphabetical roll call, with a total of 12 votes cast in favour and 0 against it was **RESOLVED** by Corporate Policy and Resources Committee to:

4. Approve Option 1 as the preferred funding strategy to deliver the leisure scheme in Gainsborough Town Centre, including the approval of a Grant Funding agreement to the operator (delegated to the Executive Directors of Resources and Growth in consultation with both the Chairman of Corporate Policy and Resources Committee and the Chairman of Prosperous Communities Committees) to be enacted by October 2019;
5. Approve Option 2 as the alternative funding strategy to deliver the leisure scheme in Gainsborough Town Centre in the event that Option 1 cannot be delivered (delegating the finalisation of the financial model to the Executive Directors of Resources and Growth in consultation with both the Chairman of Corporate Policy and Resources Committee and the Chairman of Prosperous Communities Committees);
6. Approve the funding strategy for a proposed housing scheme, public realm and riverside walkway at Bowling Green Road, Gainsborough as outlined in Section 4, including the sale of the Council's freehold interest in this site and a Grant Funding Agreement to ACIS and partners (delegating the finalisation of the disposal of the land and Grant Funding Agreement to the Executive Directors of Resources and Growth in consultation with both the Chairman of Corporate Policy and Resources Committee and the Chairman of Prosperous Communities Committees);
7. Approve expenditure of up to £1m of the approved Capital Budget for Corringham Road and the A631 Junction in Gainsborough to improve road safety and to unlock the further growth of the town including via the Northern Sustainable Urban Extension as outlined in Section 5 (with £0.5m from the Greater Lincolnshire Local Enterprise Partnership (GLLEP) grant and £0.5m from private sector contribution via Section 106 funding (if planning permission is granted) (delegating the finalisation of the Grant Funding Agreement to the Executive Directors of Resources and Growth in consultation with both the Chairman of Corporate Policy and Resources Committee and the Chairman of Prosperous Communities Committees);

Concurrent Meeting of the Prosperous Communities and Corporate Policy and Resources
Committees- 11 June 2019

Subject to Call-in. Call-in will expire at 5pm on 25 June 2019

8. Approve that the Council underwrites the £0.5m private sector contribution due to Lincolnshire County Council should the trigger date of March 2021 not be achieved;

9. Agree that all delegations granted by this report will be subject to a maximum 10% tolerance to allow for negotiations.

The meeting concluded at 7.32 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

Purpose:

To consider progress on the matters arising from previous Corporate Policy & Resources Committee meetings.

Recommendation: That members note progress on the matters arising and request corrective action if necessary.

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Details of Section 137 spend	Members requested a break down of the above figures to be emailed out to them following the CPR meeting on 13 June.	James Welbourn has emailed this to Members on 14 June.	25/07/19	Sue Leversedge
Black	Markets appraisal	During the Corporate Policy and Resources meeting on 13 June, Ellen agreed to circulate information on the markets appraisal to CPR members.		25/07/19	Ellen King
Black	Budget Consultation Video	Ian Knowles mentioned at the Corporate Policy and Resources meeting on 13 June that the video produced as part of the budget consultation would be available for CPR members to view before the official launch.	This was shared with Members directly on 9 July.	25/07/19	Katy Allen

Agenda Item 6a



**Corporate Policy and
Resources Committee**

25 July 2019

Subject: Progress and Delivery Report - Period 1 2019/20

Report by:

Executive Director of Operations

Contact Officer:

Mark Sturgess
Executive Director of Operations

mark.sturgess@west-lindsey.gov.uk

Purpose / Summary:

To consider the Progress and Delivery report for period one 2019-20.

RECOMMENDATION(S): To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.

IMPLICATIONS

Legal:
There are no legal implications as a result of this report

Financial : FIN/41/20/SL
There are no financial implications as a result of this report

Staffing :
There are no staffing implications as a result of this report

Equality and Diversity including Human Rights :

N/A

Risk Assessment :

N/A

Climate Related Risks and Opportunities :

N/A

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1.0 Introduction

Councillors have received Progress and Delivery (P&D) reports since 2012. These performance reports provide information on how the Council is performing using a balanced scorecard approach that measures performance of Council services based on the following perspectives:

- Customer
- Financial
- Process
- Quality




The purpose of the P&D reporting cycle is to provide Councillors on policy committees the opportunity to discuss service based performance with officers and for Councillors to be given assurance that proposed measures to remedy consistently below target performance are sufficient enough to allow for required improvements. Once the report has been received by each policy committee, the Council's Challenge and Improve Committee is given the opportunity to scrutinise any challenges made, thus feeding in to a cycle of continuous improvement of the Council's performance management processes.

As per the Council's Constitution, this report provides information on an exception basis, i.e. those performance measures that are performing above or below agreed targets for at least two consecutive periods. Where performance is below expected standards, Team Managers are required to provide explanatory commentary, including what remedial action is/will be taken to improve performance to the expected level. Performance measures that are performing within agreed tolerance levels are not included in this report, though all P&D performance measures continue to be monitored corporately, facilitated by the Performance and Programmes Team.




Performance measures for 2019/20 were agreed by a member steering group in February 2019.

How to use this report

Performance is assessed using the RAG traffic light system as follows:

	Performance is below agreed tolerance levels
	Performance is within agreed tolerance levels
	Performance is better than agreed tolerance levels.

The municipal year is divided into four periods in alignment with the Council's committee schedule. Period one covers April and May, period two runs from June – September, period three covers October – December and period four runs from January – March. As well as current performance, information for the preceding three periods is included in the report on a rolling basis to provide context and to allow for comparison. In addition, direction of travel is also included which compares performance for the current period to the same period the previous year, i.e. period one 2019/20 is compared to period one 2018/19.

	Performance has improved
	Performance has remained static
	Performance has declined

Contents

Executive Summary	2
Measures where performance is outside agreed tolerance levels for at least two consecutive periods	4
Corporate Health.....	8
Appendix A: Service Exceptions	10
Asset and Facilities Management	10
Benefits	11
Building Control.....	11
Contracts Management and Procurement	12
Council Tax and NNDR.....	12
Democratic Services	13
Development Management.....	14
Enforcement and Community Safety	14
Garden Waste Collection	15
Healthy District.....	16
Home Choices	17
Housing.....	18
ICT	19
Licensing.....	19
Local Land Charges.....	20
Regulatory Services	21
Street Cleansing	21
Systems Development	22
Town Centre Management.....	22
Trinity Arts Centre	23
Waste Collection	23

Executive Summary

1.0 Overall Summary of Performance

Table one shows a summary of service performance for period one (April-May) 2019/20 which also includes the preceding three periods for comparison. A total of 88.6% of the Council's key performance indicators are either meeting or exceeding target compared to 11.4% that are below target. Further information relating to those areas that have performed above target can be found in the 'commentary' column of [Table 2](#) (measures where performance is outside agreed tolerance for two periods or more), and in the associated tables in [Appendix A](#).

57.7% of all performance measures are outside agreed tolerance levels (red or green) for the period. Of these, 50% have been outside agreed tolerances for two periods or more. Of these indicators:

- 60.7% of indicators have been above target for two periods or more (green), equating to 17 indicators.
- 21.4% have been below target for two periods or more (red), equating to 6 indicators.
- The remaining 17.9% (or 5 indicators) have been outside tolerance for at least two periods but the position is mixed, i.e. performance has moved from above to below target (green to red); or from below to above target (red to green).

RAG	2018/19			2019/20
	Period Two	Period Three	Period Four	Period One
Exceeding target	43%	32%	36%	48%
Meeting target	30%	45.5%	48%	40.6%
Below target	23%	21.5%	16%	11.4%
Missing information	4%	1%	0%	0%

Table 1: Overall summary of performance

2.0 Identified Improvement Actions

[Table 2](#) identifies measures where performance is outside agreed tolerance (red or green) for two periods or more. Where remedial action has been identified to ensure underperformance is rectified, this has been included in the 'commentary' column.

Those measures where additional improvement action has been requested by Management Team have been highlighted below, Members will be kept informed of progress on a rolling basis through Progress and Delivery reporting.

[Home Choices](#)

A performance workshop was held on 10th April 2019 and the following improvement actions were identified.

Action(s)	Who	When	Updates
Temporary accommodation usage			
Understand funding opportunities from the burden budget for additional referrals	Home Choices Team Manager	Period 2 (2019/20)	
Bed and breakfast nights			
Identify escalation process to raise complex cases as soon as possible	Home Choices Team Manager / Executive Director of Resources	Period 2 (2019/20)	
Need to ensure potential long-term customers and reference in performance reports	Home Choices Team Manager	Ongoing	
Action(s)	Who	When	Updates
Average length of stay in temporary accommodation			
Need to understand maximum and minimum time in performance levels	Home Choices Team Manager /	Period 2 (2019/20)	

	Senior Performance Officer		
Make linkages with Enforcement Manager in regards to customers being made homeless due to arrange closure of housing as a result of sub-standard conditions	Home Choices Team Manager	Period 2 (2019/20)	
Homelessness Prevention			
Need to explore Discretionary Housing Payment (DHP) usage at WLDC; how are the payments used? What is the process and identify improvements	Home Choices Team Manager / Benefits Team Manager	Period 2	
Safeguarding			
Need to ensure measure sets are reflective of compliance measures	Home Choices Manager / Senior Performance Officer	Period 2	
Monitor performance at service level with annual report to Prosperous Communities Committee	Home Choices Team Manager	TBC	
Wellbeing			
Monitor performance at a service level with six monthly report to Prosperous Communities Committee	Home Choices Team Manager	TBC	
All Performance Measures			
Implementation of team training and development plan	Home Choices Team Manager	Ongoing	
Instigate benchmarking of measures	Home Choices Team Manager / Senior Performance Officer	Period 2 (2019/20)	The Senior Performance Officer is working with other local authorities to enable benchmarking to take place. A meeting is scheduled with South Kesteven DC in July 2019 specifically to focus on homelessness benchmarking.
Team Specific			
Development of operational risk register	Performance & Programmes Team Manager	Period 2 (2019/20)	

Measures where performance is outside agreed tolerance levels for at least two consecutive periods

Service	Measure	Preceding three periods			Current period		
		P2 (2018/19)	P3 (2018/19)	P4 (2018/19)	Current Target	P1 (2019/20)	Commentary
Asset and Facilities Management	Rental income – car parks	£67,616	£44,840	£45,620	£308,300	£120,588	The bulk of income for this period comes from car parking permits; sales of which always peak during period one. The annual target of £308,300 was set in line with the Medium-Term Financial Plan (MTFP) which assumes a buyer would be found for the former Lidl site. However, this hasn't been the case meaning it is unlikely the target will be met by year-end unless a buyer is found during period two or three.
	Rental income – received assets	£191,821	£130,033	£112,274	£671,700	£125,405	The target set is for the year as a whole. Current performance suggests this is on track to be met.
	Rental portfolio voids	8%	9%	8%	12%	7%	No issues noted.
Benefits	End to end processing times	4.5 days	5.2 days	3.7 days	5 days	3.9 days	Fewer new claims received as claimants are being transferred to UC meaning there are fewer transactions to process.
	Number of claims older than 30 days	20.0	14.3	9.0	20	15.5	There are fewer new claims received due to claimants transferring to UC. This makes it easier to manage the number of older claims.
Building Control	Income received	£78,632	£49,804	£51,365	£44,600	£55,025	There has been an unusually buoyant market and a greater focus by the service on marketing our core business with almost double the amount of quotations sent in April and May compared to the preceding two months. This has generated more applications.
Council Tax and NNDR	Number of properties on the tax base per FTE	5,528	5,798	5,737	5,000	5,384	369 fewer properties compared to last year due to a member of staff being on long-term sick leave and three staff members on maternity leave. All vacancies have been filled and staff training is ongoing which will lead to an improvement in performance during period 2. Performance remains above target, despite staffing issues.
	NNDR collection rate	58.39%	82.77%	98.63%	95.11%	25.81%	The target is set for the year as a whole and current performance suggests this will be met or exceeded. A total of £4,458,385.87 has been collected during period 1. The Inland Revenue paid its instalment earlier than usual (in April) which equates to 1.74% of the overall debt. The police headquarters have also paid instalments earlier than usual, equating to 0.4% of the total debt. Early payments are a one-off situation that may not be repeated next financial year.

		Preceding three periods			Current period		
Service	Measure	P2 (2018/19)	P3 (2018/19)	P4 (2018/19)	Current Target	P1 (2019/20)	Commentary
Democratic Services	% of FOIs turned around in the statutory time limit	99%	100%	100%	99%	100%	There have been 122 FOIs received during the period. The increase in requests can be linked to the implementation of GDPR which has increased people's awareness of their rights to access information. Information continues to be made publicly available where possible in an effort to reduce the number of requests received.
Development Management	% of major planning applications determined on time	100%	100%	100%	90%	100%	14 major applications were determined within statutory timescales during the period.
	% of non-major planning applications determined on time	99%	99%	99%	80%	99%	Of the 148 non-major applications during the period, 147 were determined on time.
	Planning appeals allowed as a % of all appeals	2%	2%	1%	9%	2%	During the period, 3 appeals were allowed and 2 were dismissed
Enforcement and Community Safety	% of licensed properties in Gainsborough south-west ward	77%	82%	82%	90%	95%	95% of properties in the south-west ward are now licensed which equates to 626 properties. Licensing of properties is ongoing where new landlords enter the market. There will always be a certain percentage of properties that are unlicensed as we are in an ongoing process of identifying new, unlicensed properties.
Healthy District	Customer satisfaction with West Lindsey leisure facilities	95%	95%	95%	80%	94%	Satisfaction levels remain consistently high and will continue to be monitored.
	Volume of people using the West Lindsey leisure centre	96,674	65,632	92,303	52,500	57,131	Usage has increased by 11.5% compared to the same period last year.
Home Choices	Number of households in temporary accommodation	23	23	34	12	20	High risk offenders and people with complex needs have been refused assistance from a number of move on projects. A new procedure has been established to ensure that exit plans are agreed before the customer moves in. Regular meetings are held with support staff and the customer with clear

Service	Measure	Preceding three periods			Current period		
		P2 (2018/19)	P3 (2018/19)	P4 (2018/19)	Current Target	P1 (2019/20)	Commentary
							guidelines set out from the start about what is acceptable behaviour and what is expected of the customer in finding future accommodation.
	Number of cases prevented from becoming homeless within the statutory target	80	57	58	60	48	Performance continues to decline. Explanation as above
	Number of nights spent in B&B accommodation	123	77	148	0	59	Performance has improved by 30 days compared to the same period last year. Three families were unable to be accommodated on police advice due to violence related issues. Performance has improved by 30 days compared to the same period last year but remains below target.
Housing	Average cost of Disabled Facilities Grants (DFGs)	£7,259	£7,094	£6,214	£7,500	£3,859	The average cost of a DFG has reduced by 60.9% compared to the same period last year. It is difficult to predict performance across periods as it depends on the type of work carried out.
	Average number of days from DFG referral to completion	124	132	133	120	199	The increase in days from referral to completion is due to long-term staffing absence. The staffing absence has now been resolved and performance is expected to come back on target during period 2.
Licensing	Income received	£51,804	£28,650	£31,278	£118,700	£22,476	The target is for the year as a whole and performance is measured against direction of travel. Income is up by 13.7% compared to the same period last year. This is a result of an increase in licensing applications received, in addition to the increase in animal welfare fees as a result of recent changes in legislation.
	% of licensing applications processed in the target time	96%	86%	86%	96%	99%	Performance has improved significantly from the last quarter of 2018/19.
	Number of licensing applications received	299	282	232	130	178	The number of applications has increased.

Service	Measure	Preceding three periods			Current period		
		P2 (2018/19)	P3 (2018/19)	P4 (2018/19)	Current Target	P1 (2019/20)	Commentary
Local Land Charges	Number of searches received	440	924	633	386	158	The number of searches received is impacted by the housing market and searches are lower than expected across the industry.
	Market Share	64%	65%	59%	65%	68%	Although the number of searches is lower than expected, the Council's market share has improved, showing confidence in the service provided by the Council.
Town Centre Management	Average number of paid for market stall - Tuesday	15.7	12.6	13	14	9.5	During the period, a total of 74 stalls have been paid for, compared to 129 for the same period last year, this represents a 43% decrease. This is due to traders giving notice, adverse weather and long-term sickness of traders. In house operational changes have been implemented which should lead to efficiency savings being made by the end of 2019/20. An interim arrangement is in place with Marshall's Yard in the meantime.
Trinity Arts Centre	Audience figures	6,414	5,747	4,548	2,400	3,136	Audience figures have increased by 2.89% compared to the same period last year
Waste Collection	Missed black and blue bin collections	318	255	198	95	105	There has been a high staff turnover during the period (leavers and new starters) which has affected performance. Missed bins collected within the service level agreement of 5 days remains within acceptable tolerance at 93% for the period. Regular crews will be kept together in order to reduce the number of missed collections. Further training is being provided for office staff following an office staff restructure.

Table 2: Measures performing outside agreed tolerance levels for at least two consecutive periods

Corporate Health

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Budget forecast outturn	0.31%	0%	2.35%	↑	Performance remains above target	Continue to monitor
Time taken to pay invoices	11.4 days	14 days	9 days	↑	The time taken to process invoices has improved by 21% compared to the same period last year	Continue to monitor
% of debtors that are late by 30 days or more	N/A	NTS	6.69%	N/A	This is a new measure for 2019/20.	2019/20 is a baseline year and a target will be set in 2020/21.
Average Customer satisfaction rating out of 5*	N/A	3.5*	3.8*	N/A	This is a new measure for 2019/20. Satisfaction is rated out five stars with a target of 3.5 stars which equates to a 75% satisfaction rating. This is based on baseline data gathered during 2018/19.	Further work has been carried out to enable additional services to collect customer satisfaction and these will be included in the results for period 2.
Complaints received	32	NTS	44	↓	Complaints have increased by 37.5% compared to the same period last year. The complaints received can be categorised into the following areas: quality of service (24), decision made (6), staff behaviour (4), manner of staff communication (1), incorrect information provided (3), lack of communication or response to the customer (1) and missed bins (2). The remaining 3 complaints were out of scope.	Detailed analysis will be undertaken to identify any trends. There has been an increase in complaints regarding missed garden waste collections. Customer Services is working with the garden waste service to ensure customer expectations are met.
% of complaints where the Council is at fault	44%	45%	46%	↓	Analysis of the complaints received during the period will be completed by the end of July with the findings to be discussed at Quality Monitoring Board where recommendations for improvement will be made.	The planned service redesigns will identify where improvements can be made to improve the customer's experience.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Average number of days to resolve a complaint	9 days	21 days	5.6 days	↑	The time taken to resolve complaints has improved by 3.4 days compared to the same period last year, despite the increased number of complaints.	Continue to monitor
Digital demand	44%	NTS	33%	↓	Demand has fallen compared to the same period last year as a result of the early launch of green waste subscriptions which resulted in a peak in digital demand in January.	Digital demand for services varies according to customer requirement and how services are delivered to customers. The same pattern is expected to emerge for 2020/21 garden waste subscriptions; therefore the expected peak will be captured in performance figures for period 4.
% of calls answered within 21 seconds	82%	80%	81%	↓	The volume of calls to the Council has decreased which is part of a wider trend for a reduction in customer contact across all channels	Continue to roll out the Customer First programme and embed the customer standards
Staff absenteeism	0.41 days	0.6 days	0.46 days	↓	Sickness absence remains consistently above target.	Continue to monitor
Server and system availability	100%	98%	100%	→	Performance remains consistently above target.	Continue to monitor
Number of data breaches resulting in action by the ICO	N/A	0	0	N/A	New measure for 19/20. There have been 20 data breaches reported during the period, all of which have been dealt with internally and did not require escalation to the ICO.	The majority of data breaches relate to user error. This is being mitigated through improved GDPR training and consistently reinforcing good practice to all staff.

Table 3: Corporate Health measures

Appendix A: Service Exceptions

Asset and Facilities Management

Despite an increase in rental income compared to the same period last year, it is not expected that the target for the year as a whole is likely to be met. As agreed by fees and charges, parking permits effectively doubled in price, accounting for the increased income during period one, however, the majority of permits have been purchased now and it is not expected that this increased income will continue. Although the income target has been reduced to account for the lack of income from the former Lidl site, it is still a stretch target and, unless the former Lidl site is occupied, it is not anticipated that the target will be met by year end.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Planned Maintenance	65%	70%	18%	↓	The planned works programme and general servicing contracts have not yet commenced. Responsive maintenance for the period stands at 82%	Most planned works are performed and paid for in the second half of the year. Condition surveys are due to be carried out in September 2019. Performance is therefore expected to meet the year-end target.
Rental income – car parks	£72,773	£308,300	£120,588	↑	The bulk of income for this period comes from car parking permits; sales of which always peak during period one. The annual target of £308,300 was set in line with the Medium-Term Financial Plan (MTFP) which assumes a buyer would be found for the former Lidl site. However, a buyer hasn't yet been identified.	Unless a buyer is found for the former Lidl site during period two or three, it is unlikely that the year-end target of £308,300 will be met.
Rental income – received assets	£123,542	£671,700	£125,405	↑	The target set is for the year as a whole. Current performance suggests this is on track to be met.	The circa £2,000 increase in income compared to the same period last year is a result of Retail Price Index rent reviews.
Rental portfolio voids	2%	12%	7%	↓	The number of voids has increased by 1 additional property (30 Church Street) but both this, and the former Lidl premises have offers currently out. There has also been interest received from 2 parties in relation to space at The Plough Business Hub.	Timelines are dependent on how the lease negotiations progress.

Table 4: Asset and Facilities Management performance exceptions

Benefits

April and May have been busy months for claim reviews but the team has seen a steady fall in New Claims received as most working age claimants now claim Universal Credit (UC) for help with housing costs. There has been a high demand for Discretionary Housing Payments (DHPs), with many applications received from people wishing to move house or finding that budgeting is a problem following the transfer to UC. End to end processing times for new claims and changes in circumstance have fluctuated during the period and this will continue to be monitored.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
End to end processing times	5.6 days	5 days	3.9 days	↑	Fewer new claims received as claimants are being transferred to UC meaning there are fewer transactions to process.	Continue to monitor
Number of claims older than 30 days	22	20	15.5	↑	There are fewer new claims received due to claimants transferring to UC. This makes it easier to manage the number of older claims.	Continue to monitor. The length of claims is affected by the customer's circumstances which are sometimes beyond the Council's control.

Table 5: Housing Benefit and Local Council Tax Support performance exceptions

Building Control

The service has seen a higher than expected number of applications during the period and this is reflected in the income figures, particularly in May. This is a result of the service placing a higher emphasis on core business. At 71%, market share is down compared to the same period last year (82%) although performance is still within agreed parameters. Of the applications received during the period, 72 were building notices, 35 were full plan applications, 2 were partnership applications, 10 were partnership applications from other authorities and 2 were regularisation applications. A member of staff has left during this period and the recruitment process is underway to fill this vacancy with a new officer expected to be in post by October 2019, pending a successful recruitment process.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Income received	£40,453	£44,600	£55,025	↑	There has been an unusually buoyant market and a greater focus by the service on marketing our core business with almost double the amount of quotations sent in April and May compared to the preceding two months. This has generated more applications.	Continue to monitor

Table 6: Building Control performance exceptions

Contracts Management and Procurement

It has been a busy start to the year, with a number of procurement exercises run to obtain support for the delivery of the Council's key capital projects. Across all work areas, nine contracts have been awarded in the period, of which three were awarded to local suppliers.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
% of contracts awarded to local suppliers	22%	20%	33%	↑	Local contractors were awarded three out of a possible nine contracts during the period.	Continue to monitor.

Table 7: Contracts Management and Procurement performance exceptions

Council Tax and NNDR

A total of 45,206 Council Tax bills were issued in March with 2,185 reminders issued during May in respect of unpaid April instalments. The new long-term empty property premium was implemented in April, including a policy for exceptions to be claimed providing certain criteria were fulfilled. Five such exception applications have been received so far, all of which have been awarded in line with the policy.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
No of properties on the Council Tax base per FTE	5,753	5,000	5,384	↓	369 fewer properties compared to last year due to a member of staff being on long-term sick leave and three staff members on maternity leave.	All vacancies have been filled and staff training is ongoing which will lead to an improvement in performance during period 2.
Council Tax in year collection rate	20.01%	98.08%	19.88%	↓	The target set is for the year as a whole and current performance suggests this target will be met or exceeded. A total of £12,882,516.10 has been collected during period 1. A total of 8,957 customers are paying over 12 instalments and there has been an increase in collectible debit from 2018/19 of £3.6 million.	The team rigorously pursue non-payment of Council Tax; with reminders being issued every month and summonses issued most months. Recovery action is taken in accordance with legislation.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
NNDR in year collection rate	25.70%	95.11%	25.81%	↑	The target is set for the year as a whole and current performance suggests this will be met or exceeded. A total of £4,458,385.87 has been collected during period 1. The Inland Revenue and Police headquarters have paid their instalments earlier than usual which equates to 2.14% of the total debt.	Early payments are a one-off situation that may not be repeated next financial year. NNDR continues to be monitored monthly, with regular monitoring meetings held with City Of Lincoln Council.
Cost of service per property tax base	£6.85	£9.10	£10.15	↓	The costs for May have not yet been posted.	Ensure costs are posted before the close of period going forward.

Table 8: Council Tax and NNDR performance exceptions

Democratic Services

Democratic Services have been busy following the local elections in May. New and returning Members have been inducted into the Council, with 19 training sessions and familiarisation events held during the period. The roll out of new equipment for Members has been positive with good feedback so far. The Council continues to receive increased volumes of Freedom of Information Requests (122 for period 1 compared to 120 in the same period last year) but has maintained a 100% response rate within statutory timescales. The increase in FOI requests can be linked to the implementation of GDPR which has increased awareness of people's rights to access information. FOI requests have been received across 39 different areas with the most frequent requests relating to Business Rates, Planning, Housing and ICT.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
% of FOIs turned around in the statutory time limit	100%	99%	100%	→	There have been 122 FOIs received during the period. The increase in requests can be linked to the implementation of GDPR which has increased awareness of people's rights to access information.	Information continues to be made publicly available where possible in an effort to reduce the number of requests received.
Number of FOI challenges that are subsequently upheld	0	5	0	→	No challenges upheld during the period	Continue to monitor

Table 9: Democratic Services performance exceptions

Development Management

The number of applications received during the period was above target, with a higher number of non-major planning applications received. This is reflected in the fee income for the period of £104,310 which is on track to meet the year-end target although income is £10,570 lower than the same period last year. Performance remains high for processing all types of planning applications and the quality of decisions made is reflected in the fact that only 2% of all appeals were allowed.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Received planning applications	259	230	278	↑	Applications for the period can be broken down as 4 majors, 61 minors, 85 other and 128 additional.	Continue to monitor
% of major planning applications determined on time	92%	90%	100%	↑	There were 14 major applications determined within statutory timescales during the period.	Continue to monitor
% of non-major applications determined on time	100%	80%	99%	↓	Of the 148 non-major applications during the period, 147 were determined on time.	Continue to monitor
Appeals allowed as a % of all appeals	0%	9%	2%	↓	During the period, 3 appeals were allowed and 2 were dismissed	Continue to monitor

Table 10: Development Management performance exceptions

Enforcement and Community Safety

Revised measures are in place for housing and planning enforcement that provide a more accurate reflection of performance across all aspects of the service's activity. It should be noted that significant progress has been made in regards to performance measures for planning and housing enforcement and officers should be commended for their work not only in regards to day to day cases, but also for the successful prosecution achieved during the period. There has been a significant improvement in the number of housing enforcement cases closed with 81% of cases being closed within six months. In May, 86% of cases were provided with an initial response within 20 working days. The time taken to resolve enforcement requests has reduced by 31 days which is a significant improvement and further demonstration of progress within the service. The licensing of properties in the South-West Ward continues to progress and it is estimated that 95% of eligible properties are now licensed, bringing the total to 626. Alongside this, compliance continues to be achieved for community safety notices and resolution of community based issues. There have been 12 formal notices served during the period alongside prosecutions being progressed and civil penalties being issued.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Average time before a community safety case is closed	10.5 days	15 days	8 days	↑	Work relating to community safety continues to achieve compliance with notices and resolution of community based issues.	Continue to monitor.
Number of community safety cases closed following compliance with Fixed Penalty Notices (FPN)	N/A	40	50	N/A	The average time taken to close a community safety case has reduced by 13.5% to 8 days. This is due to the reduction in longstanding cases and a now consistent and ongoing caseload for early presentation of waste offences in the south-west ward which, in most cases, are able to be closed within a week.	Continue to monitor.
% of licensed properties within the South-West ward	73%	90%	95%	↑	95% of properties in the south-west ward are now licensed which equates to 626 properties.	Licensing of properties is ongoing where new landlords enter the market. There will always be a certain percentage of properties that are unlicensed as we are in an ongoing process of identifying new, unlicensed properties.
% of housing enforcement cases closed within 6 months	N/A	75%	81%	N/A	There have been 12 formal notices issued during the period alongside prosecutions being progressed and civil penalties being issued.	Continue to monitor.

Table 11: Enforcement performance exceptions

Garden Waste Collection

The online subscription form was opened to customers in January, which was earlier than the previous year and ensured that customers were provided with as many opportunities to subscribe to the service as possible. A new system to allow repeat customers to renew their subscriptions online was rolled out this year. Some customers did report issues accessing the online form though these were satisfactorily resolved by Customer Services and frequent comms messages were put out to notify customers and keep them informed during periods of high demand. Negotiations are currently ongoing with the Council's payment provider to ensure these issues are resolved going forward. Problems with the production of bin subscription stickers, late subscribers to the scheme and new crews becoming acquainted with the collection rounds resulted in missed bins at a level anticipated by the service and plans are in place for next year to ensure that stickers are sent earlier in the year to new customers during year three to prevent repeat problems. Changes have been made to the round sheet to highlight new subscriptions/ renewals to assist crews on their rounds which will result in a reduction of missed collections.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Income generated by the Garden Waste service	£850,199	£780,615	£882,385	↑	A successful comms campaign during the period resulted in an increase in customers.	Some residents are presenting their bins without a subscription. The crews are placing hangers on these bins with instructions for customers of how to renew their subscription.
Subscription take up	N/A	58%	62%	N/A	This is a new measure for 2019/20. A total of 2,530 bins were sold during the period.	The service continues to be marketed to residents with a clear comms plan in place.
% of garden waste collections that were missed	N/A	0.2%	0.14%	N/A	This is a new measure for 2019/20. The volume of missed bins has reduced by 21 bins compared to last year. Collections have been missed as a result of problems with the production of bin subscription stickers, late subscribers to the scheme and new crews becoming acquainted with rounds.	Stickers will be sent earlier next year to prevent repeat problems. Changes have been made to the round sheet to highlight new subscriptions/renewals which will better assist crews on their rounds.

Table 12: Garden Waste performance exceptions

Customer satisfaction with the newly refurbished leisure centre remains high and issues surrounding the wet-side showers have been resolved, resulting in positive customer feedback. There have been 116 outreach users during the period and a total of 70 users referred by GPs through participation in the Healthy Lifestyle scheme. The Active Communities Manager position is currently vacant which has caused a delay in some activity. The position is currently being advertised and it is hoped that the vacancy will be filled during period 2. Interim arrangements are in place to cover this work in the meantime and the vacancy is not expected to have an impact on performance.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Customer satisfaction with West Lindsey leisure facilities	95%	75%	94%	↓	Customer satisfaction remains high and issues surrounding the wet-side showers have now been resolved.	Continue to monitor
Volume of people using the West Lindsey leisure centre	51,240	57,131	52,500	↑	Usage figures have increased by 11.5% compared to the same period last year.	Continue to monitor

Table 13: Healthy District performance exceptions

Home Choices

A performance workshop was held for this service on 10th April 2019 and the outcome of this is included for Member's attention in the [executive summary](#) of this report. A total of 12 people from the Housing Register have been supported with finding accommodation during the period. This is a new measure introduced for 2019/20 to show the proactive work being undertaken by the service to assist people in need of housing. The target for the number of nights spent in bed and breakfast accommodation is always set at zero in line with government recommendations, however, in reality it is difficult to achieve this target as complex cases require the use of B&B accommodation while suitable alternatives are found.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Number of households using temporary accommodation	15	12	20	↓	High risk offenders and people with complex needs have been refused assistance from a number of move on projects.	A new procedure has been established to ensure that exit plans are agreed before the customer moves in. Regular meetings are held with support staff and the customer with clear guidelines set out from the start about what is acceptable behaviour and what is expected of the customer in finding future accommodation.
The number of cases prevented from becoming homeless within the statutory target (56 days)	32	60	47	↑	Performance continues to decline though it has improved by 15 cases compared to the same period last year. Explanation as above. New measures imposed by the Homeless Reduction act means prevention and relief cases need more in depth work and so cases will take longer to achieve formal outcomes.	As above
Homeless Relief	N/A	30	18	N/A	This is a new measure for 2019/20. The number of preventions is higher than relief cases which shows that the team are becoming involved with cases earlier to prevent crisis situations. Referrals from Acis Group have been low due to their staffing issues.	Discussions with Acis have resumed re referrals of those at risk of eviction. The team have become involved in more strategic discussions with partner agencies to resolve complex issues for a number of households rather than deal with each case individually.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Number of nights spent in B&B accommodation	89	0	59	↑	Three families were unable to be accommodated on police advice due to violence related issues. Performance has improved by 30 days compared to the same period last year but remains below target.	As of 17 th June 2019, 2 out of 5 units of accommodation are available with clear plans in place to avoid further use of B&B accommodation for the remaining families in Cross Street. Plans have been put in place for single person households to be accommodated out of area but, due to the needs of the people involved, it hasn't been possible to find suitable accommodation that isn't B&B.

Table 14: Home Choices performance exceptions

Housing

The grant provided for Disabled Facilities Grants (DFGs) has increased again for 2019/20. In order to ensure that the grant is fully spent it is essential to ensure that timescales for completion improve. The work area is now fully resourced and a staff member on long-term absence has returned which is expected to have a positive impact on the timescales for completion in period 2. The volume of grant received to deliver these works has also increased, therefore the level of resource required to enable this will also be reviewed during 2019. With regards to empty properties, there were 573 empty properties at the end of period one which is within agreed tolerance levels. The focus has been on providing assistance via the empty property grant scheme for which there are 22 applications in progress and 9 grants that have been completed to a total value of £66,000. Indicatively, within the Gainsborough South-West ward, the number of long-term empty properties has reduced by 8% from 99 to 91.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Average cost of Disabled Facilities Grants (DFGs)	£9,863.50	£7,500	£3,859	↑	The average cost of a DFG has reduced by 60.9% compared to the same period last year.	Continue to monitor. It is difficult to predict performance across periods as it depends on the type of work carried out.
Average number of days from DFG referral to completion	127	120	199	↓	The increase in days from referral to completion is due to long-term staffing absence.	The staffing absence has now been resolved and performance is expected to come back on target during period 2.

Table 15: Housing performance exceptions

ICT

A performance workshop was held with the ICT service on 12th June which has identified an improved set of performance measures that will reflect activity across the service in a more meaningful way. These new measures are due to be signed off at the Partnership Board in September 2019, after which they will be rolled out through P&D. Baseline data will be gathered during period two and a request for ICT benchmarking data has been sent to the East Midlands Councils Performance Network. Benchmarking data will also be gathered through other available avenues.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Incident and problem management	106%	95%	105%	↓	These measures are being reviewed to ensure information provided is more meaningful and reflective of service activity.	A revised set of measures is due to be signed off at the Partnership Board in September 2019, after which time they will be incorporated into the P&D cycle.
Change management	100%	93%	115%	↑		

Table 16: ICT performance exceptions

Licensing

Period one has produced positive results with higher than expected income received. This has been generated by a 21% increase in applications (which equates to 31 applications) compared to the same period last year. The number and type of applications fluctuates from period to period, an example of this is applications made under the new animal welfare regulations for things like dog breeding/boarding, which has increased for P1 2019/20 when compared to P1 of 2018/19. There has also been an increase in the number of Temporary Event Notices in relation to alcohol and entertainment. In the main the number of applications received is demand led and to a great extent beyond our control.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Income received	£19,769	£118,700	£22,476	↑	The target is for the year as a whole and performance is measured against direction of travel. Income is up by 13.7% compared to the same period last year. This is a result of an increase in licensing applications received, in addition to the increase in animal welfare fees as a result of recent changes in legislation.	Continue to monitor
Number of applications received	147	130	178	↑	There has been an increase in applications of 21% compared to the same period last year. See service summary above for an explanation of the type of applications that have been received.	Continue to monitor

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
% of applications processed within the target time	100%	96%	99%	↓	Performance has improved significantly from the last quarter of 2018/19 (86%). Additional resource allocated to the team has contributed to this improvement.	Continue to monitor

Table 17: Licensing performance exceptions

Local Land Charges

Performance within the team has been negatively impacted as a result of a vacant post. Following successful recruitment, the post has been filled with the new officer due to start in early June 2019. It is therefore expected that the time taken to process a search will be back on target by the end of period 2 (September). Whilst the number of searches received is below target, this is largely dependent on the housing market and the number of searches received has dropped across the industry. Despite this, the Council's market share is above target which demonstrates confidence in the service provided by the Council.

Page 36

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Number of searches received	193	386	158	↓	This is impacted by the housing market and searches are lower than expected across the industry.	Proactively market the service to encourage new and repeat customers.
Market Share	64%	65%	68%	↑	Although the number of searches is lower than expected, the Council's market share has improved, showing confidence in the service provided by the Council.	Proactively market the service to encourage new and repeat customers.
Time taken to process a search	6.78 days	10 days	19 days	↓	There has been a loss of 12 working days during April due to staff absence, as well as two bank holidays which have impacted turnaround times.	The vacant post in the team has been filled with the new officer due to start in June. The team is now back to full capacity and it is expected that performance will be back on target by the end of period 2.

Table 18: Local Land Charges performance exceptions

Regulatory Services

Previous Progress and Delivery reports have highlighted the unsatisfactory volume of food inspections completed, which was due to the resources that have been available to undertake them. As a result, an additional resource for this work has been approved with the new post holder due to commence work during summer 2019. The level of service requests within the Environmental Protection work area is consistent and this is expected to continue over the course of the year.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
% of food premises rated at 3* or above	97%	95%	97%	→	Performance remains consistently above target. Of the premises that are rated 3* or above, 72% of these are rated 5*	Continue to monitor
Number of Environmental Protection requests received	N/A	82	110	N/A	This is a new measure for 2019/20. No performance issues noted during the period.	Continue to monitor
% Environmental Protection cases closed within 6 months	N/A	75%	97%	N/A	This is a new measure for 2019/20. For overall case closures, only three have taken longer than six months to deal with.	Continue to monitor

Table 19: Regulatory Services performance exceptions

Street Cleansing

The cost per household for period one 2019/20 is £12.69, this represents a 3.9% increase on last year (£12.21), mainly due to rising fuel costs, although it still places the Council in the top quartile of all local authorities when benchmarked through APSE. The service continues to have strong links with communities, the Great British Spring Clean initiative helped increase the number of voluntary litter picks in April/May and has helped in to keep communities engaged in further community tidy ups which is reflected in a higher target being set for the year. The numbers engaging in community tidy ups is ever increasing, with an increase of 20% compared to the same period last year. It is expected that that this trend will continue through further community engagement. Since the introduction of Schedule 4, the scheme to remove abandoned shopping trollies, there has been a 70% reduction in the amount of abandoned shopping trollies, as well as generating additional income for the service. The weed spraying Service Level Agreement with LCC is set to continue for 2019/20, this will generate an income of £18,000, which should be realised in period two. There were 132 instances of fly tipping in period one of which 125 were collected and disposed of within the Service Level Agreement, which represents a collection/removal rate of 95.5%. The street cleansing service continues to strive to deliver an excellent service to its stakeholders and again for period one compliments far exceed complaints.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Income generated	£5,043	£8,733	£9,037	↑	This figure includes income from collection of abandoned shopping trollies of £5,400	Continue to monitor
Volunteer litter picks	25	12	30	↑	The Great British Spring Clean continues to be promoted to positive effect.	Further community engagement is expected to lead to a continued increase in the number of litter picks and this is reflected in the higher target set for 2019/20

Table 20: Street cleansing performance exceptions

Systems Development

The change in service provider for the Local Land and Property Gazetteer during the period was successful and resulted in only minimal disruption to the service during the implementation phase. The silver LLPG award is therefore particularly positive given the scale of change during the implementation of the new system during April.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Level of LLPG standard achieved	Gold	National standard	Silver	↓	LLPG standards are measured from a minimum National Standard, progressing through to bronze silver and gold. Performance remains consistently above target	The new system is being monitored regularly and plans are in place to ensure export files are sent each working day in line with the Council's obligations.
Website availability	100%	98%	99%	↓	A planned maintenance outage in April led to a slight drop in performance.	Robust monitoring of the service ensures performance remains consistently high.

Table 21: Systems Development performance exceptions

Town Centre Management

The Council is now undertaking to monitor footfall in Gainsborough and Market Rasen, with Caistor to be included later in the year. 2019/20 is being used as a baseline year with footfall during the period standing at 7,257 for Gainsborough and 2,997 for Market Rasen. Gainsborough Market continues to underperform against targets, stall take up by traders on the Tuesday market has slowly declined, for period one there has been a take up of 291 stalls against 377 for the same period last year, representing a 23% decrease although the number of stalls for the period is within expected parameters. Stall take up for the Saturday market has also declined by 43% compared to the same period last year. The decline in the number of stalls is due to traders giving notice, adverse weather and long term sickness. In-house led operational changes have now been implemented which should lead to efficiency savings being made. Further options are to be viewed, the Council is seeking to understand options around different delivery methods for Gainsborough Market, and meanwhile an interim

arrangement with Marshalls Yard is in place. The Gainsborough Farmers Market has now been relocated onto Market Street, Gainsborough, this will forge a link with Marshalls Yard & the Gainsborough Market Place which is hoped will bring extra footfall into the Market Place. There is a new, three day event scheduled for 7th – 9th June 2019, The Gainsborough Food and Garden Festival which will be taking place mainly in the Town Centre will help support the local community/shops, charities and the general Market. After engagement with traders a new payment system has been implemented, as of December 2018 traders are required to pay their market rent via debit/credit card on a day by day basis. The new system has been well received by traders and is much preferred to the old invoicing system.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Average number of paid for market stalls - Saturday	16.5	14	9.5	↓	During the period, a total of 74 stalls have been paid for, compared to 129 for the same period last year, this represents a 43% decrease. This is due to traders giving notice, adverse weather and long-term sickness of traders.	In house operational changes have been implemented which should lead to efficiency savings being made by the end of 2019/20. An interim arrangement is in place with Marshall's Yard in the meantime.

Table 22: Town Centre Management performance exceptions

Trinity Arts Centre

The Arts Centre's financial performance has started off on a very strong footing, with box office income at £33,925.02 for the period. This allows for an optimistic outlook for the rest of the financial year. The new season brochure has now landed on the doorsteps of patrons and uptake of future shows demonstrates a positive start for the year. The Centre's new contracts are now in regular use meaning that TAC will begin to retain more income for visiting productions as a result of stronger deals being negotiated. May was a quieter month for the number of performances available to the public as a result of school holidays during the period which resulted in TAC programming additional performances specifically for young people.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Audience figures	3,048	2,400	3,136	↑	Audience figures have increased by 2.89% compared to the same period last year	Continue to monitor

Table 23: Trinity Arts Centre performance exceptions

Waste Collection

The recycling rate has risen as a result of the green garden waste collection service commencing again. A successful communications campaign at the beginning of the year has ensured a higher number of subscribers for the green garden waste service compared to the same period last year. We are working closely with the Lincolnshire Waste Partnership to be able to offer a more comprehensive recycling collection service and we are also working with Lincolnshire County Council to reduce the amount of contamination within the recycling stream. A communications plan is being developed to support this. The amount of residual

waste collected remains consistent and, while other local authorities are seeing a rise in residual waste, West Lindsey's approach to residual waste encourages recycling. Commercial waste continues to outperform predictions in the business case and there are now 350 customers signed up to the service.

Measure	Baseline Perf (P1 2018/19)	Target	Current Perf (P1 2019/20)	DOT	What is affecting performance?	What do we need to do to improve and by when?
Income generated by the trade waste scheme	N/A	£159,000	£33,220	N/A	This is a new measure for 2019/20. Larger contracts have been awarded and there are now 350 customers signed up to the scheme.	Improved advertising to continue to attract more customers
Missed black and blue bin collections	120	95	105	↓	There has been a high staff turnover during the period (leavers and new starters) which has affected performance. Missed bins collected within the service level agreement of 5 days remains within acceptable tolerance at 93% for the period	Regular crews will be kept together in order to reduce the number of missed collections. Further training is being provided for office staff following an office staff restructure.

Table 24: Waste Collection performance exceptions



**Corporate Policy and Resources
Committee**

25 July 2019

**Subject: Revenue and Capital Budget and Treasury Management
Monitoring – Period 1 2019/20**

Report by:

Executive Director of Resources
Ian Knowles

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Purpose / Summary:

This report sets out the revenue, capital and treasury management activity from 1 April 2019 to 31 May 2019.

RECOMMENDATION(S):

- a) That Members accept the forecast out-turn position of a £379k net contribution to reserves as at 31 May 2019, as at section 2.
- b) Members accept the use of Earmarked Reserves during the quarter approved by the Executive Director of Resources using Delegated powers (2.5.1)
- c) Members approve the introduction of new fees and charges for Street Naming and Numbering, as detailed in 2.4.3.
- d) Members approve the use of General Fund Balances of £16.5k for the High Street Community Clean Up, as detailed in 2.10;

- e) Members approve the Capital Budget amendments as detailed in 3.2.1 and accept the current projected Capital outturn as detailed in 3.1.1.
- f) That Members accept the Treasury Management and Prudential Indicators to 31 May 2019

IMPLICATIONS

Legal: None arising as a result of this report.

Financial: FIN/16/20/SL

The draft revenue forecast out-turn position for 2019/2020 is currently reflecting a net contribution to reserves of £379k as at 31 May 2019.

This is after taking account of an approved carry forward of £19k, detailed at Appendix A.

Summary of Out-turn Position 2019/20		
	£ 000	
FORECAST OUTTURN AS AT 31.05.19	(398)	BEFORE CARRY FORWARDS
CARRY FORWARDS:		
BASE BUDGET-APPROVED IN YEAR	19	ALREADY APPROVED
NET CONTRIBUTION TO RESERVES:	(379)	
TO VALUATION VOLATILITY RESERVE	361	
NET CONTRIBUTION TO GENERAL FUND BALANCES	(18)	

The items with significant variances are contained within this report at 2.1.

The capital out-turn position for 2019/20 is £31.813m. Removal of £0.25m for the Gainsborough Marina is requested for approval, along with capital scheme amendments as detailed in 3.2.1.

The Treasury Management activities during the reporting period are disclosed in the body of this report. In April 2019 the Council borrowed £2.5m for 45 years from the PWLB at an interest rate of 2.4%. In May a further £3.0m was borrowed for 8 years from the PWLB at an interest rate of 1.62% taking our external borrowing level to £16.5m. We are forecasting a £361k underspend on the cost of borrowing due to the use of internal cash balances for Treasury Management purposes.

There have been no breaches of Treasury or Prudential Indicators within the period of this report. Average investments for the period (Apr-May) was £16.612m which achieved an average rate of interest of 1.663% in Period 1 (1.592% Jan-Mar).

Staffing: None arising as a result of this report.

Equality and Diversity including Human Rights: None arising as a result of this report.

Risk Assessment: This is a monitoring report only.

Climate Related Risks and Opportunities: This is a monitoring report only.

Title and Location of any Background Papers used in the preparation of this report:

Call in and Urgency:

Is the decision one which Rule 14.7 of the Scrutiny Procedure Rules apply?

i.e. is the report exempt from being called in due to urgency (in consultation with C&I chairman)

Yes

No

Key Decision:

A matter which affects two or more wards, or has significant financial implications

Yes

No

1. Executive Summary

This report provides the oversight of financial performance for;

- Revenue Forecast Out-Turn - Surplus £379k (2.56% of Forecast Net Revenue Expenditure)
- Capital Forecast Out-Turn - £31.813m (Budget £32.063m)
- Treasury Management Report and Q1 monitoring
 - Average investment interest rate 1.663%
 - Total Investments at end Q1 £16.5m
 - New PWLB borrowing £2.5m @ 2.4% over 45 years
 - New PWLB borrowing £3.0m @ 1.62% over 8 years

The tables below reflect investment movements and prudential borrowing analysis;

	Q1
Investment Movements	£'000
Investments B/fwd (at 31.3.2019 incl. bank)	14,265
Less Capital expenditure	(1,423)
Add PWLB Borrowing in year	5,500
Less Net Revenue Expenditure	(3,261)
Add Net Collection Fund Movement (Council)	5,575
Add Working Capital Movement	3,063
Investments c/fwd (at 30.5.2019 incl. bank)	23,719

Our prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board and the amount of internal borrowing required to meet the actual costs of borrowing up to the 31.5.2019;

	Q1
Prudential Borrowing at 31.5.2019	£'000
Total External Borrowing (PWLB)	16,500
Internal Borrowing	7,889
Total Prudential Borrowing at year end	24,389

REVENUE BUDGET MONITORING PERIOD 1 (Forecast outturn for 2019/2020)

2. The Revenue Budget forecast outturn currently stands at a net contribution to reserves of £379k as detailed in the table below, this is after taking account of £19k of budget carry forwards, the details of which are provided at Appendix A.

SERVICE CLUSTER	2019/20		
	Budget £	Forecast Outturn £	Forecast Outturn Variance £
Our People	4,988,600	4,926,534	(62,066)
Our Place	1,130,200	1,239,300	109,100
Our Council	5,711,900	5,447,848	(264,052)
Controllable Total	11,830,700	11,613,682	(217,018)
Corporate Accounting:			
Interest Receivable	(242,100)	(242,100)	0
Interest Payable	773,900	412,787	(361,113)
Investment Income	(1,095,100)	(1,095,100)	0
Precepts and Levies	2,379,200	2,383,054	3,854
Movement in Reserves:			
To / (From) General Fund	(800,300)	(800,300)	0
Use of Specific Reserves	2,855,500	2,853,200	(2,300)
Contribution to Specific Reserves	2,560,800	2,760,800	200,000
Repayment of Borrowing	10,000	10,000	0
Net Revenue Expenditure	18,272,600	17,896,023	(376,577)
Funding Total	(14,800,100)	(14,802,207)	(2,107)
NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR	3,472,500	3,093,816	(378,684)
(Surplus)-to Valuation Volatility Reserve			361,100
Forecast (Surplus)/Deficit-to General Fund			(17,584)

Details of headline variances by Cluster can be found below at 2.1.

2.1 The significant movements being;

Cluster	EXPENDITURE	Total £000	Direction of Travel
	BUDGET UNDERSPENDS		
	Salary savings.	(£26)	new
Interest & Investment Income	Treasury management activities.	(£361)	new
	PRESSURES		
	Various forecast outturn variances <£10k	£41	new
		(£346)	

Cluster	INCOME	Total £000	Direction of Travel
	BUDGETED INCOME EXCEEDED		
Our People	Green Waste service income target exceeded.	(£69)	new
Our People	Housing Benefits - forecast net subsidy position.	(£14)	new
Our People	Trade Waste income - additional contract secured (£20k) plus increase in customer base.	(£46)	new
	BUDGETED INCOME NOT ACHIEVED		
Our Place	Impact of property not leased out until 15 July 19 at reduced rate - total pressure £73k (loss of rental income-£56k, plus NNDR-£17k). Balance of £23k due to loss of rental income resulting from voids and unexpected repairs and maintenance costs.	£96	new
		(£33)	

TOTAL VARIANCE	(£379)
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2.2 Significant items (>£10k) of note by Cluster:

2.2.1 Interest & Investment Income

£361k of the forecast contribution relates to interest payable on borrowing. We provide a base budget based on the capital financing of schemes from prudential borrowing and assume that this borrowing will be from the Public Works Loans Board. This ensures we have a sustainable base budget which provides for future interest and minimum revenue provision costs.

In reality we manage our actual borrowing through our Treasury Management function, utilising any surplus cash balances as internal borrowing, rather than taking on costly additional debt.

This committee have previously approved that any net surplus be set aside at the year end to the Valuation Risk Reserve should it be required to meet the policy requirement of a minimum 5% of our investment portfolio purchase price.

Approval to spend up to £30m on investment property (with £7m budgeted this financial year which was carried forward from 2018/19). The 2019/20 base budget assumed a net contribution of £563k in 2019/20 raising to £728k by 2020/21.

The Council continues to assess its options with regards to purchasing commercial investment properties and is in the process of acquiring one further property, which if successful, is due to complete during July and which would result in the budgeted targets being met.

2.2.2 Our People

- The 2019/20 budget for Green Waste Charging reflects a net contribution of £752k. With actual income at £886k from subscriptions achieved during this period the forecast net contribution is £821k, £69k above the prudent original forecast. (£69k additional income).
- Trade waste is reporting a £46k increase in income. This reflects an additional contract secured for the year, plus an increase in customer base.

2.2.3 Our Place

- A tenancy of a vacant property has been secured, with effect from 15th July 2019. A reduced rent has been agreed for 2 years from this date, resulting in a forecast loss of rental income of £56k for the year, plus NNDR costs incurred by the Council up to the commencement of the lease of £17k.

2.2.4 Our Council

- A Commercial Contingency budget of £200k was built into the 2019/20 base budget to mitigate a number of commercial risks, including investment

properties. If not required this Committee will be asked to approve the balance be transferred into reserves later in the year.

2.2.5 Establishment

Current vacancy levels after costs of interim staffing resources has achieved a £26k budget underspend this represents 0.23% of the overall employee budget. This is broken down by cluster as follows;

Cluster	Forecast Outturn £
Our People	36,000
Our Place	(400)
Our Council	(61,685)
Grand Total	(26,085)

2.3 Commercial Projects and Income Target

2.3.1 The Commercial Plan 2015/16 – 2019/20 was intended to be a proactive response in contributing to future financial sustainability. This was to be achieved through charging, trading and investment in order to reduce the net subsidy on services. A target contribution of £1m was set.

2.3.2 Progress against this target will deliver £1,700k of ongoing additional income which has been built into the Medium Term Financial Plan 2019/20-2023/24.

2.3.3 For 2019/20 the forecast net contribution totals £1,799k is detailed below;

- £563k Investment in Commercial Property (Target £600k by 2020/21)
- £172k Trade Waste Income
- £821k Green Waste
- £ 59k Pre-Application Planning Advice
- £ 13k Surestaff Lincs Ltd (Recruitment Agency)
- £ 37k Commercial Loan income
- £ 134k Leisure contract

2.4 Fees and Charges

2.4.1 £1,399k has been received in Fees and Charges up to the end of the period against a budget for the period of £1,327k, additional income to date of £72k. The significant variances are included in the table at 1.1.

2.4.2 The most significant areas of additional income being Garden Waste and Trade Waste (see 2.2.2).

2.4.3 Approval to Implement New Fees for Street Naming and Numbering

Formal approval is required for the introduction of new fees for Street

Naming and Numbering. By approving this change in year income will be maximized from future housing growth in the district.

It is anticipated, based on past experience, that these new charges could generate an additional £3.7k in year, and £6.5k per annum ongoing which will be built into the 2020/21 MTFP.

The details of charges are shown in the table below and the proposed fees for West Lindsey District Council have taken a mid-range figure from the other Councils' minimum and maximum fees.

All fees are outside the scope of VAT (0%).

Process	Minimum Fee	Maximum Fee	WL Fee
EXISTING STREETS/PROPERTIES:			
Renaming an existing property – proposed no change	£ 12.00	£ 80.00	£ 70.00
Renaming an existing street at resident request, per street	£ 25.00	£325.00	£250.00
Renumbering an existing street at resident request, per property	£ 10.00	£ 85.60	£ 50.00
NEW DEVELOPMENTS/PROPERTIES:			
Naming a new street	£ 79.00	£275.00	£100.00
Naming of additional streets on same applications	£ 30.00	£275.00	£ 30.00
Numbering new development (Plots 1-10), per plot	£ 25.00	£ 36.00	£ 30.00
Numbering new development (Plots 11+), per plot	£ 10.50	£ 36.00	£ 20.00
Numbering a block of flats, per block	£110.00	£115.00	£100.00
Renumbering due to change in layout plan by developer, (Plots 1-10), per plot	£ 6.00	£ 65.00	£ 20.00
Renumbering due to change in layout plan by developer, (Plots 11+), per plot	£ 6.00	£ 65.00	£ 15.00

2.5 Use and Contribution to Reserves

2.5.1 2019/20 Use of Reserves – Delegated Decisions

The Executive Director of Resources has used delegated powers to approve the use of earmarked reserves up to £50k, new delegated decisions totalled £6.7k;

- £5.1k from Unapplied Grants (RE13). Cabinet Office Electoral Registration Grant received in 2017/18. To cover an 11 week agency post in Elections, to provide additional staffing resource. (FIN/VAC/29/20).
- £1.6k from Project Investment Reserve (RE78). To cover the revenue support and maintenance cost of the Civica Icon 3D Secure Upgrade for 19/20 only. Remaining 2 years of contract to be built into the MTFP. (FIN/37/20 MT 10.06.19).

2.6 Grants

As at 1st April 2019 we had an amount of £521k relating to grants received which had yet to be expended. Budget provision will be created throughout the financial year as required to deliver projects in accordance with grant terms.

2.6.1 Successful Grant Bids and New Grant determinations

The following grants have been awarded during this period:

Grant Issued By	Name of Grant	Revenue/ Capital	£
DWP	New Burdens	Revenue	31,000
DWP	New Burdens - UC	Revenue	30,042
DWP	Verifying Pensions and Pensions Alerts	Revenue	23,198
DWP	Mixed age couples software	Revenue	5,146
DWP	Data Sharing	Revenue	9,576
Office for Low Emission Vehicles (OLEV)	On-street Residential Chargepoint scheme	Revenue	5,490
GLLEP	LLEP Grant	Revenue & Capital	2,800,000
Heritage Lottery Fund	HLF - national lottery heritage fund	Revenue & Capital	1,200,000
DCLG	Future High Street Fund	Revenue & Capital	300,000
Arts Council	Art Councils (Mayflower)	Revenue	100,000
HCLG	EU Exit Preparation	Revenue	17,500
TOTAL:			4,521,952

Other Items for information

2.7 Planning Appeals

In period 1 2019/20 there were 5 appeals determined, as follows;

Period	Number of Appeals	Allowed	Dismissed
April	2	1	1
May	3	2	1
Total for Period 1	5	3	2

There are no live applications for costs.

Two appeals had made cost applications against WLDC but were refused.

2.8 Aged Debt Summary – Sundry Debtors

Aged Debt Summary Period 1 Monitoring Report

At the end of May 2019 there was a total of £189k outstanding debt in the system over 90 days. The majority of this debt was over 150 days old and mainly comprised of:

Housing Benefits overpayments £69k the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.

Environmental Protection & Licensing £36k

Property Services £33k

Housing £22k

Month	90 – 119 days £	120 – 149 days £	150+ days £	Total £
April	619	13,997	185,047	199,663
May	13,566	1,371	174,136	189,073

2.9 CHANGES TO THE ORGANISATION STRUCTURE

There have been the following changes to the organisation structure during period 1;

2.9.1 Communities Service Restructure

- Full Time Community Support Officer
- Full Time Community Broadband Officer

The creation of a new Community Support Officer will provide additional administrative and project support capacity to community services and programmes. The role will increase service resilience and ability to meet customer needs.

The recruitment of an additional CCTV Operator is to ensure the service can meet basic level demand and provide resilience for staff leave.

2.9.2 Food Safety Resource

- Full Time Environmental Health Officer

Following on from the 2018 Audit into the Food Safety work area a number of recommendations were made in order to address specific challenges that were faced. One of these challenges related to the resources available to complete the required number of food inspections, for which additional staff resources were required.

These resources were agreed at Management Team in February 2019 and a new officer is due to commence in post during July 2019.

2.10 High Street Community Clean-Up Grant

DCLG issued A High Street Community Clean-Up Grant of £16,538 during March 2019 with a spending deadline of 31st March 2019.

In order to ensure we had the time to make plans for the most appropriate use of the funding and comply with our Procurement Policy we were unable to spend the grant prior to the year end, and the income was transferred to General Fund Balances.

During April and May 2019 Economic Regeneration has been working closely with Operational Services to identify the most appropriate spend for this funding in line with its objectives. We have now procured replacement bins for the high street, and a number of items that will benefit the residents of West Lindsey and those community groups that undertake litter picking and street clean up events.

The monitoring form detailing the application of the grant was submitted to the Ministry of Housing Communities and Local Government by the required deadline of 31st May 2019.

Members are asked to approve the use of General Fund Balances of £16.5k for the High Street Community Clean Up planned spend.

3.1 CAPITAL BUDGET MONITORING – Period 1

3.1.1 The Capital budget forecast out-turn for schemes approved for spend (includes Stage 3 and Business as Usual) totals £22.116m against a revised budget of £22.240m. Pipeline schemes (Pre Stage 1, Stage 1 and Stage 2) are expected to spend £9.696m (subject to formal approval). This gives an overall total spend of £31.812m as detailed in the table below:

Corporate Priority / Scheme	Actuals to 31/05/2019	Original Budget	Revised Budget 2019/20	Final Outturn 2019/20	Over / (Underspend)	Carry Forward Requests/ Drawbacks
	£	£	£	£	£	£
Total Capital Programme Gross Expenditure - Stage 3 and BAU	1,423,409	14,429,713	22,240,168	22,116,468	(123,700)	0
Stage 2	0	906,245	3,011,245	3,011,245	0	
Stage 1	0	6,361,160	6,811,160	6,684,860	(126,300)	
Pre-Stage 1	0	0	0	0	0	0
Total Capital Programme Gross Expenditure	1,423,409	21,697,118	32,062,573	31,812,573	(250,000)	0

3.1.2 There are no carry forward requests at this point.

3.1.3 There is a £250k reported underspend on the Gainsborough Marina Scheme (Stage1). This project is no longer viable and the budget is no longer required. New options are currently being explored which may result in a new capital bid in 2019/20.

3.1.4 The out-turn position for capital schemes is provided in the table below;

Capital Investment Programme 2019/20

Corporate Priority / Scheme	Actuals to 31/05/2019	Original Budget	Revised Budget 2019/20	Final Outturn 2019/20	Over / (Underspend)	Carry Forward Requests/ Drawbacks
	£	£	£	£	£	£
Open for Business						
Telephony	0	18,000	44,960	44,960	0	0
People First						
Disabled Facilities Grants	41,051	591,600	774,931	774,931	0	0
CCTV Expansion	2,200	0	27,265	27,265	0	0
Asset Management						
Assets	0	90,000	141,100	141,100	0	0
Carbon Efficiency Project	(5,633)	210,000	210,000	210,000	0	0
Commercial Investment - Crematorium	550,573	3,612,600	3,337,600	3,337,600	0	0
Car Park Strategy Investment	(13,500)	0	0	0	0	0
Leisure Facilities - Market Rasen	756,970	6,040,300	5,939,459	5,939,459	0	0
Portfolio	0	0	7,015,289	7,015,289	0	0
Central Lincolnshire Local Plan						
Saxilby Industrial Units	0	0	607,000	607,000	0	0
Unlocking Housing living over the shop	0	135,000	200,000	200,000	0	0
Gainsborough Regeneration Scheme	0	1,150,000	0	0	0	0
Viability Funding - Capital Grant	0	65,000	85,000	85,000	0	0
Rural Transport	0	0	278,610	278,610	0	0
Food Enterprise Zone	0	0	40,000	40,000	0	0
Private Sector Renewal	0	1,483,513	1,983,513	1,983,513	0	0
	37,800	475,000	588,547	588,547	0	0
Excellent, VFM Services						
Vehicle Replacement Programme	30,000	435,000	471,316	471,316	0	0
Control/Land Charges System	0	123,700	123,700	0	(123,700)	0
Desktop Refresh and experience	23,948	0	209,823	209,823	0	0
Commercial Loans	0	0	66,668	66,668	0	0
IT Infrastructure Refresh and Software Development	0	0	13,387	13,387	0	0
	0	0	82,000	82,000	0	0
Total Capital Programme Gross Expenditure - Stage 3 and BAU	1,423,409	14,429,713	22,240,168	22,116,468	(123,700)	0
Stage 2	0	906,245	3,011,245	3,011,245	0	
Stage 1	0	6,361,160	6,811,160	6,684,860	(126,300)	
Pre-Stage 1	0	0	0	0	0	0
Total Capital Programme Gross Expenditure	1,423,409	21,697,118	32,062,573	31,812,573	(250,000)	0

3.2 Capital Programme Update 2019/20

3.2.1 The report and financial position presented within this report assumes the following amendments to the capital programme, for which approval is requested at this committee:

- Trinity Arts Address System £0.035m, scheme approved to proceed in the quarter 4 report 2018/19, approval sought for financing from revenue contribution to capital. The scheme is ready to progress from Stage 2 to Stage 3 and approval is also sought to commence spend.
- 3D Secure Payment Software £0.020m financed from the Project Investment Earmarked Reserve.
- Replacement Planning/Building Control System (Stage 3) – scheme is on

hold indefinitely. It is therefore proposed to close this scheme and move the budget of £0.124m for the replacement planning/building control system into the Customer First Programme (Stage 1) for the new CRM system.

- Channel Optimisation (Stage 1) – this scheme now forms part of the Customer First Programme and CRM system, it is therefore proposed to move the budget of £0.050m and close the Channel Optimisation Scheme.
- Remove the Gainsborough Marina Scheme for 2019/20 (£0.250m) and 2020/21 (£0.232m) as the project is no longer viable.
- Depot Review – increase budget from £3.7m to £4.0m and amend financing from £3.7m borrowing to £3.0m borrowing and £1.0m capital receipts. Report previously agreed at Corporate Policy and Resources Committee 13th June 2019 (FIN/32/20).
- IT Infrastructure Refresh and Software Licences £13k financed from the I.T Reserve – Transactions have been identified as revenue therefore we request to transfer the budget from the capital programme to the revenue cost centre. There will be no further capital expenditure this financial year and therefore the scheme will be closed.

3.3 Commercial Investment Properties 2019/20

- 3.3.1 The Council continues to assess its options with regards to purchasing commercial investment properties and is in the process of acquiring one further property, which if successful, is due to complete during July.

3.4 Acquisitions, Disposal and Capital Receipts

- 3.4.1 The Council has acquired land for Market Rasen Leisure Centre during Period 1.
- 3.4.2 There have been no asset disposals during Period 1.
- 3.4.3 Capital Receipts - The total value of capital receipts at the end of period 1 was £4.k due to loan repayments.

4. TREASURY MONITORING – PERIOD 1 (April - March)

The CIPFA (Chartered Institute of Public Finance and Accountancy) Code of Practice for Treasury Management recommends that members be updated on treasury management activities regularly (TMSS, annual and midyear reports). This report, therefore, ensures this Council is implementing best practice in accordance with the Code.

4.1 There have been no breaches of Prudential Indicators as detailed at 4.7 below.

4.2 Interest received has been in excess of the 7 day average libid (0.537%) with an average yield of 1.663% (including CCLA) and 0.807% (excluding CCLA)

4.3 Interest Rate Forecasts

The Council's treasury advisor, Link Asset Services, has provided the following forecast:

Bank Rate													
	NOW	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Link Asset Services	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%	1.25%	1.50%	1.50%	1.50%	1.75%
Capital Economics	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	-	-	-	-	-
5yr PWLB Rate													
	NOW	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Link Asset Services	1.38%	1.80%	1.80%	1.90%	2.00%	2.10%	2.20%	2.20%	2.30%	2.40%	2.50%	2.50%	2.60%
Capital Economics	1.38%	1.50%	1.60%	1.60%	1.70%	1.80%	2.00%	2.10%	-	-	-	-	-
10yr PWLB Rate													
	NOW	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Link Asset Services	1.65%	2.10%	2.20%	2.30%	2.40%	2.50%	2.50%	2.60%	2.70%	2.80%	2.90%	2.90%	3.00%
Capital Economics	1.65%	1.80%	1.80%	1.80%	2.00%	2.10%	2.20%	2.30%	-	-	-	-	-
25yr PWLB Rate													
	NOW	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Link Asset Services	2.26%	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.20%	3.30%	3.30%	3.40%	3.50%	3.50%
Capital Economics	2.26%	2.20%	2.20%	2.20%	2.40%	2.50%	2.60%	2.60%	-	-	-	-	-
50yr PWLB Rate													
	NOW	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22
Link Asset Services	2.12%	2.40%	2.50%	2.60%	2.70%	2.80%	2.90%	3.00%	3.10%	3.10%	3.20%	3.30%	3.30%
Capital Economics	2.12%	2.20%	2.20%	2.20%	2.40%	2.50%	2.60%	2.70%	-	-	-	-	-

4.4 Investment in Local Authority Property Fund (CCLA)

The total the Council has invested now stands at £3m [of an approved £4m]. Interest is receivable on a quarterly basis with Q1 due during July.

4.5 New External Borrowing

The Council has taken out two further loans in period 1:

- £2.5m on 24/04/2019 for 45 years at an interest rate of 2.40%
- £3.0m on 30/05/2019 for 8 years at an interest rate of 1.62%.

Total borrowing now stands at £16.5m.

4.6 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31 May 2019

4.7 Compliance with Treasury and Prudential Limits

It is statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) are included in the approved TMSS.

During the financial year to date the Council has operated within the treasury and prudential indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices.

The prudential and treasury Indicators are shown below.

Treasury Indicator Forecasts	Original £'000	P1 £'000
Treasury Indicators		
Authorised limit for external debt	48,519	48,519
Operational boundary for external debt	43,184	42,810
External Debt	33,863	30,292
Long term Leases	0	0
Investments	(9,527)	(9,258)
Net Borrowing	24,336	21,034
Prudential Indicators		
Capital Expenditure	21,698	32,062
Capital Financing Requirement (CFR)*	43,184	42,810
Annual change in CFR*	13,672	18,367
In year borrowing requirement	33,863	30,292
Under/(over)borrowing	9,321	12,518
Ratio of financing costs to net revenue stream*	4.00%	1.69%
Incremental impact of capital investment decisions:		
Increase/Reduction (-) in Council Tax (band change per annum)	(£0.31)	(£3.30)

4.8 The Monthly Investment Review report for May is attached below;



West Lindsey District Council

Monthly Investment Analysis Review

May 2019

General Economy

May's economic data began with April's Manufacturing Purchasing Managers Index (PMI), coming in slightly lower at 53.1 from the previously recorded figure of 55.1; this was broadly in line with forecasts as stockpiling that occurred before the potential Brexit date has subsequently slowed. However, Construction PMI moved out of contraction territory (ie a reading below 50) to a 3 month high of 50.5. The return to expansion was thanks to a pickup in housebuilding. To round the PMI figures off, Services also rose out of contraction territory, rising from 48.9 to 50.4 in April. Despite the overall improvement, underlying data within the survey showed new orders contracted for a fourth month in a row, the longest such run since the global financial crisis. Combined, the surveys left the Composite figure at 50.9, indicative of modest economic growth in the early stages of the second quarter.

The Bank of England's Monetary Policy Committee (MPC) voted unanimously to keep interest rates on hold at 0.75% in May. Despite this, Governor Mark Carney did use his press conference to warn that markets were underestimating the speed of potential hikes in the near future, but he also warned that Brexit uncertainty was still weighing on business investment.

The UK's trade deficit fell in March, from an upwardly revised £6.22bn to £5.41bn. Exports rose 2.7% m/m to £54.57bn while imports grew at a slower pace, rising 1.1% to £59.97bn. Meanwhile, Britain's economy registered a sharp boost in the first three months of 2019, rising at a quarterly rate of 0.5% in Q1, with y/y growth rising to 1.8%, up from 1.4% in the last 3 months of 2018 – this was the highest reading since Q3 2017. Part of this improvement was caused by manufacturers' stock building for a potential no-deal Brexit, which is expected to be reversed in Q2 and thus act as a drag.

The UK's labour market remains very tight, as the unemployment rate fell to 3.8% in the 3 months to March, from 3.9% previously, with the data release also showing that 99,000 more people gained employment. However, wage growth also fell slightly; average earnings "excluding bonuses" dropped from 3.4% to 3.3%, whilst the "including bonuses" figure showed a greater fall from 3.5% to 3.2%.

CPI inflation rose back above the Bank of England's 2% target in April, increasing from 1.9% y/y to 2.1%. The main reasons for this were cited as an increase in electricity and gas prices, whilst computer game and package holiday prices acted as a modest offset. The Core CPI figure (which strips out the more volatile components of inflation) remained at 1.8%, signalling that underlying inflationary pressures have not risen. The m/m CPI figure rose to 0.6% from 0.2% in the previous month.

British shoppers paused for breath in April after months of strong spending; retail sales remained flat in April m/m, and fell to 5.2% y/y from 6.7% in March. Consumer spending has generally been a bright spot for the UK economy, contrasting with falling investment by businesses. Surveys from the British Retail Consortium suggested that Britons spent more money in bars and restaurants at the expense of retailers last month.

May's Confederation for British Industry (CBI) and GfK surveys produced mixed results; the CBI's Distributive Trades Survey

(covering retailing) fell to -27 from a previous figure of +13, and its Industrial Trends survey also showed a drop, from -5 to -10. Contrasting these releases, the GfK Consumer Confidence reading showed a rise from -13 to -10, suggesting a rise in economic sentiment among consumers.

The government's public finances figures showed a deficit of £4.97bn in April, little different to £5bn in the same month last year, but the lowest April net borrowing figure since 2007. Excluding state-controlled banks, the deficit came in at £5.8bn, less than the £5.83bn a year earlier. The UK's government debt is £1.8trn as of the end of April, equivalent to 82.7% of GDP, a figure which has been falling over the last year.

In the USA, Nonfarm Payrolls came in at 263,000 in April, up from 189,000 in March and suggested lasting rigour in the US economy, combined with earnings remaining at 3.2% y/y and 0.2% m/m. The unemployment rate dropped to 3.6% to 3.8%, showing yet more tightening of the labour market. The second estimate of US GDP growth came in at 3.1%, above Q1's 2.2% figure, but slightly short of forecasts. Meanwhile, in the Eurozone, GDP growth remained at 1.2% in Q1, as the effects of the global slowdown, particularly in China, have taken hold. Unemployment fell to 7.6% from 7.7% last month, the lowest jobless rate since August 2008.

Housing

According to Nationwide, house prices increased by 0.9% y/y in April, and 0.4% on the month, both figures coming in above estimates. Meanwhile, Halifax's 3-month y/y figure increased dramatically to 5% from 2.6% previously, above estimates of a 4.5% jump. On the month, they increased from a previously negative figure of -1.3%, to +1.1%, also above forecasts.

Currency

Over the month of May, the pound eased against the dollar from \$1.312 to \$1.265. It was a similar story against the euro, beginning at €1.17 and ending at €1.133.

Forecast

Link Asset Services currently forecast the next rate rise to come in Q1 2020, followed by further rises in Q3 2020, and reaching 1.75% by Q1 2022. This forecast is scheduled to be reviewed following the release of the Bank of England Quarterly Inflation Report in August. Capital Economics have cut back their forecasts, not predicting a rate rise until Q3 2020.

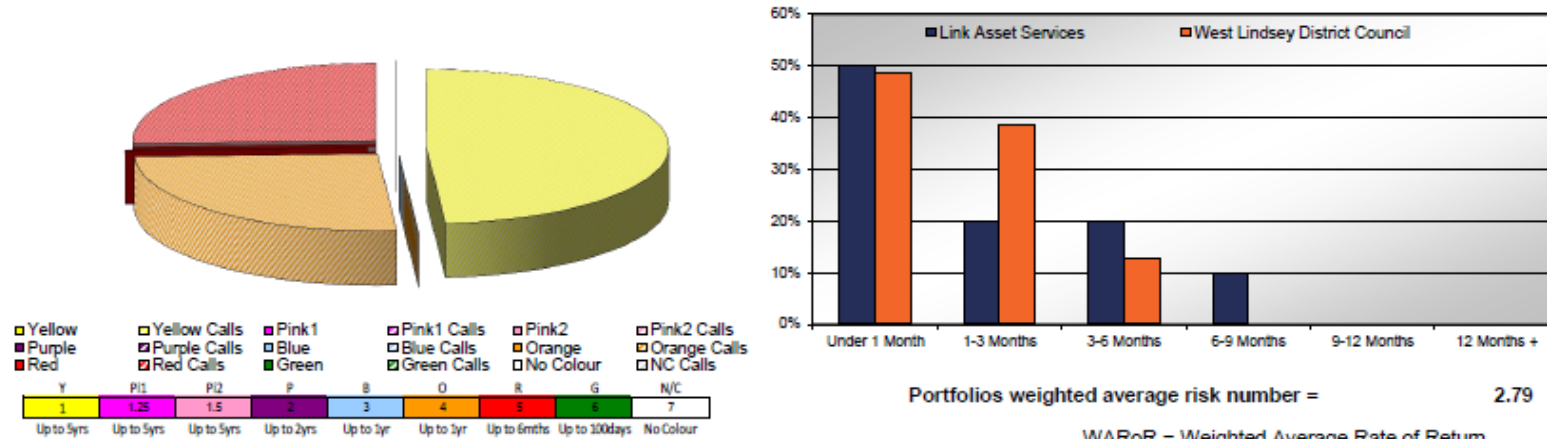
Bank Rate								
	Now	Jun-19	Sep-19	Dec-19	Mar-20	Jun-20	Sep-20	Dec-20
Link Asset Services	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%	1.25%	1.25%
Capital Economics	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	1.00%	1.00%

West Lindsey District Council

Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest Long Term Rating	Historic Risk of Default
MMF CCLA	3,950,000	0.77%		MMF	AAA	0.000%
MMF LGIM	3,650,000	0.73%		MMF	AAA	0.000%
Lloyds Bank Plc (RFB)	4,000,000	0.80%		Call32	A+	0.005%
Santander UK Plc	2,000,000	0.75%		Call35	A	0.005%
Santander UK Plc	2,000,000	0.90%		Call95	A	0.014%
Borrower - Funds	Principal (£)	Interest Rate	Start Date	Maturity Date		
CCLA Property Fund	3,000,000					
Total Investments	£18,600,000					
Total Investments - excluding Funds	£15,600,000	0.78%				0.004%
Total Investments - Funds Only	£3,000,000					

Portfolio Composition by Link Asset Services' Suggested Lending Criteria



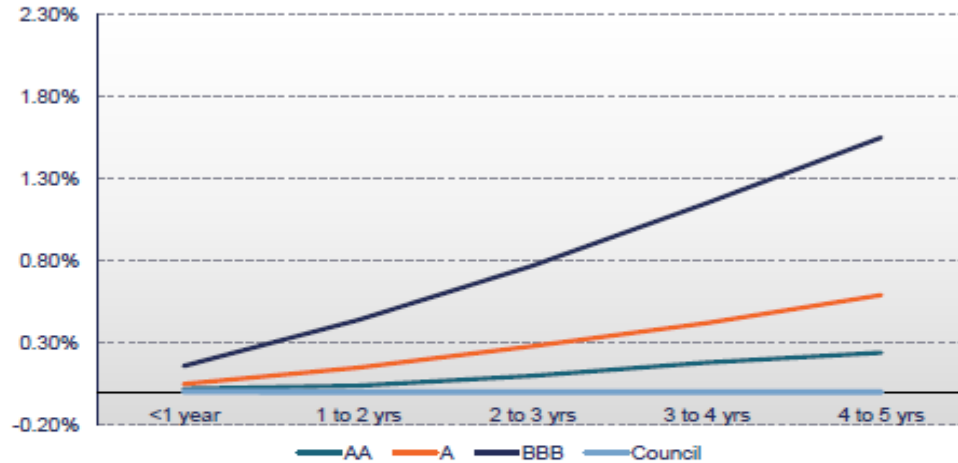
WARoR = Weighted Average Rate of Return
 WAM = Weighted Average Time to Maturity

	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	WAM at Execution	Excluding Calls/MMFs/USDBFs	
									WAM	WAM at Execution
Yellow	48.72%	£7,600,000	100.00%	£7,600,000	48.72%	0.75%	0	0	0	0
Pink1	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Pink2	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Purple	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Blue	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Orange	25.64%	£4,000,000	100.00%	£4,000,000	25.64%	0.80%	32	32	0	0
Red	25.64%	£4,000,000	100.00%	£4,000,000	25.64%	0.83%	65	65	0	0
Green	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
No Colour	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Total	100.00%	£15,600,000	100.00%	£15,600,000	100.00%	0.78%	25	25	0	0

West Lindsey District Council

Investment Risk and Rating Exposure

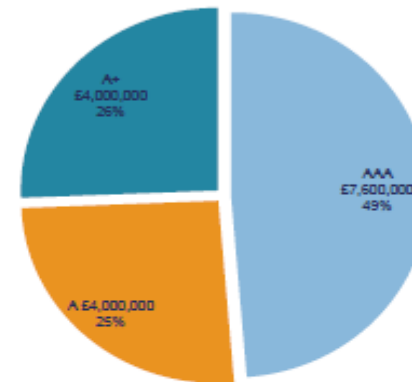
Investment Risk Vs. Rating Categories



Historic Risk of Default

Rating/Years	<1 year	1 to 2 yrs	2 to 3 yrs	3 to 4 yrs	4 to 5 yrs
AA	0.02%	0.04%	0.10%	0.18%	0.24%
A	0.05%	0.15%	0.28%	0.42%	0.59%
BBB	0.18%	0.44%	0.77%	1.15%	1.55%
Council	0.004%	0.000%	0.000%	0.000%	0.000%

Rating Exposure



Historic Risk of Default

This is a proxy for the average % risk for each investment based on over 30 years of data provided by Fitch, Moody's and S&P. It simply provides a calculation of the possibility of average default against the historical default rates, adjusted for the time period within each year according to the maturity of the investment.

Chart Relative Risk

This is the authority's risk weightings compared to the average % risk of default for "AA", "A" and "BBB" rated investments.

Rating Exposures

This pie chart provides a clear view of your investment exposures to particular ratings.

West Lindsey District Council

**Monthly Credit Rating Changes
FITCH**

Date	Update Number	Institution	Country	Rating Action
				No Rating Changes to Report.

West Lindsey District Council

**Monthly Credit Rating Changes
MOODY'S**

Date	Update Number	Institution	Country	Rating Action
17/05/2019	1683	Barclays Bank Plc (NRFB)	United Kingdom	The Outlook on the Long Term Rating was changed to Positive from Stable.
17/05/2019	1683	Goldman Sachs International Bank	United Kingdom	The Outlook on the Long Term Rating was changed to Stable from Negative.

West Lindsey District Council

**Monthly Credit Rating Changes
S&P**

Date	Update Number	Institution	Country	Rating Action
16/05/2019	1682	Natwest Markets Plc (NRFB)	United Kingdom	The Long Term Rating was upgraded to 'A-' from 'BBB+' and the Outlook on the Long Term Rating was changed to Stable from Positive.
16/05/2019	1682	National Westminster Bank Plc (RFB)	United Kingdom	The Long Term and Short Term Ratings were upgraded to 'A' from 'A-' and 'A-1' from 'A-2' respectively. At the same time, the Outlook on the Long Term Rating was changed to Stable from Positive.
16/05/2019	1682	The Royal Bank of Scotland Plc (RFB)	United Kingdom	The Long Term and Short Term Ratings were upgraded to 'A' from 'A-' and 'A-1' from 'A-2' respectively. At the same time, the Outlook on the Long Term Rating was changed to Stable from Positive.
21/05/2019	1684	Credit Suisse AG	Switzerland	The Long Term Rating was upgraded to 'A+' from 'A' and the Outlook on the Long Term Rating was changed to Stable from Positive.

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REVENUE CARRY FORWARDS – BASE BUDGET ALREADY APPROVED

Budget underspends to be carried forward into 2020/21 which have been approved during the year are provided below for information only.

*please note the figures quoted are forecast as at May 2019 out-turn monitoring. The final carry forward figures will reflect the actual out-turn position at year end.

BASE BUDGET C/FWDS APPROVED IN YEAR			May-19	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our People	Housing Strategy	19	Selective Licensing - to fund fixed term posts.
		TOTAL	19	

CPR Workplan to May 2020

Purpose:

This report provides a list of reports due to come to Corporate Policy and Resources Committee in the 2019/20 municipal year.

Recommendation:

1. That members note the CPR workplan for 2019/20.

Date	Title	Lead Officer	Purpose of the report
19 SEPTEMBER 2019			
19 Sep 2019	5-7 Market Place Refurbishment	Wendy Osgodby, Senior Growth Strategy & Projects Officer	The refurbishment of 5-7 Market Place, including significant structural works.
19 Sep 2019	Caistor Southdale Development	Karen Whitfield, Communities & Commercial Programme Manager	To approve plans for GP and residential development
19 Sep 2019	To introduce a Data Protection Appropriate Policy Document	Steve Anderson, Data Protection Officer	To introduce a Data Protection Appropriate Policy Document to comply with the Data Protection Act 2018
19 Sep 2019	Review of Recruitment & Selection Policy	Emma Redwood, People and Organisational Development Manager	To review the council's recruitment & selection policy and update as required
19 Sep 2019	Introduction of a Privacy Management Framework	Steve Anderson, Data Protection Officer	Introduction of a Privacy Management Framework to demonstrate compliance with the GDPR principle of accountability
7 NOVEMBER 2019			
7 Nov 2019	Progress and Delivery Report - Period 2 2019/20	Executive Director of Operations	To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to

Page 66

the remedial action set out in the report.

7 Nov 2019	Proposed Fees & Charges 2020/21	Sue Leversedge, Business Support Team Leader	proposed fees and charges for CP
7 Nov 2019	Budget and Treasury Monitoring Mid Year Review 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	Forecast outturn position as at 30th September 19
12 DECEMBER 2019			
12 Dec 2019	National Non Domestic Rates, Sundry Debtors, Council Tax and Housing Benefit Overpayments Write Offs	Alison McCulloch, Revenues Manager	Report detailing debts which are irrecoverable
10 Jan 2020	Local Council Tax Support Scheme for 2019/20	Alison McCulloch, Revenues Manager	To determine the local council tax support scheme for 2019/20
JANUARY 2019			
9 Jan 2020	Whistleblowing Policy	Emma Redwood, People and Organisational Development Manager	To review the council's Whistleblowing Policy
9 Jan 2020	Review of Earmarked Reserves and Revenue Grants Unapplied	Sue Leversedge, Business Support Team Leader	To consider the proposals informed through the annual review of reserves process.
6 FEBRUARY 2020			
6 Feb 2020	Corporate Policy & Resources Committee Draft Budget 2020/21 & estimates to 2024/25	Sue Leversedge, Business Support Team Leader	draft budget for PC & CPR budgets 2020/21 - 2024/25
6 Feb 2020	Progress and Delivery Report - Period 3 2019/20	Executive Director of Operations	To present performance of the Council's key services against agreed performance measures and indicate where improvements should be made, having regard to

the remedial action set out in the report.

6 Feb 2020	Compassionate Leave Policy	Emma Redwood, People and Organisational Development Manager	To write a Compassionate Leave Policy for the council
6 Feb 2020	Budget and Treasury Monitoring Period 3 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	forecast outturn position as at 31st December 2019
9 APRIL 2020			
9 Apr 2020	Budget and Treasury Monitoring Period 4 2019/20	Tracey Bircumshaw, Strategic Finance and Business Support Manager, Sue Leversedge, Business Support Team Leader	to report final outturn position 2019/20
9 Apr 2020	Stress Management Policy	Emma Redwood, People and Organisational Development Manager	To review the council's stress management policy and update as required
9 Apr 2020	Officer Code of Conduct	Emma Redwood, People and Organisational Development Manager	To review the officer code of conduct and update as required

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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