

Guildhall Gainsborough
Lincolnshire DN21 2NA
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AGENDA

This meeting will be recorded, streamed live (at the below link) and the video archive published on our website

Corporate Policy and Resources Committee
Thursday, 15th April, 2021 at 6.30 pm
Virtual - MS Teams

<https://west-lindsey.public-i.tv/core/portal/home>

Members:

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

1. **Register of Attendance**
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** (PAGES 3 - 11)
To confirm as a correct record the Minutes of the previous meeting held on 11 February 2021.
4. **Declarations of Interest**

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

Large Clear Print: Braille: Audio: Native Language

Members may make declarations of Interest at this point or may make them at any point in the meeting.

5. **Matters Arising Schedule** (PAGES 12 - 13)
Setting out current position of previously agreed actions as at 7 April.
6. **Public Reports for Approval:**
 - i) Information Management and Protection Policy (PAGES 14 - 34)
 - ii) Budget and Treasury Monitoring Period 4 2020/21 (PAGES 35 - 69)
7. **Committee Work Plan** (PAGES 70 - 72)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 7 April 2021

Corporate Policy and Resources Committee- 11 February 2021
Subject to Call-in. Call-in will expire at 5pm on 16th March 2021

WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Virtual - MS Teams on 11 February 2021 commencing at 6.30 pm.

Present: Councillor Mrs Anne Welburn (Chairman)

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Stephen Bunney
Councillor Michael Devine
Councillor Ian Fleetwood
Councillor Giles McNeill
Councillor John McNeill
Councillor Mrs Mandy Snee
Councillor Jeff Summers (from item 76)
Councillor Robert Waller
Councillor Trevor Young

In Attendance:

Alan Robinson	Director of Corporate Services and Monitoring Officer
Tracey Bircumshaw	Assistant Director of Finance and Property Services and Section 151 Officer
Ady Selby	Assistant Director of Commercial and Operational Services
Ellen King	Senior Performance Officer
Steve Leary	Commercial Waste Manager
Sue Leversedge	Business Support Team Leader
Cara Markham	Commercial Development Manager
Katie Storr	Senior Democratic & Civic Officer
James Welbourn	Democratic and Civic Officer

Apologies: Councillor Paul Howitt-Cowan
Councillor David Cotton

70 PUBLIC PARTICIPATION PERIOD

There was no public participation.

71 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 14 January 2021 were approved as a correct record.

72 DECLARATIONS OF INTEREST

There were no declarations of interests.

73 MATTERS ARISING SCHEDULE

It was confirmed to members that the matter on Disabled Facility Grants (DFGs) had been discussed with the Overview and Scrutiny Chairman.

The matters arising were then duly noted.

74 PROGRESS AND DELIVERY MEASURES AND TARGETS 2021/22 - CHANGE AND REGULATORY SERVICES

Members considered a report on the Council's proposed 2021/22 Progress and Delivery measures and corresponding targets for Change Management and Regulatory Services.

The following information was highlighted by the Change and Performance Officer:

- Measures and targets for other areas of the Authority were covered in the January meeting of the Corporate Policy and Resources Committee;
- The only changes proposed as part of this report were to Land Charges, specifically:
 - Time taken to process a search (average number of days);
 - Percentage of searches processed within target time (10 days);
 - Market Share.
- Some searches can be complex and would impact on the average number of days taken to process a search, therefore a new measure on 'percentage of searches' was proposed so that Members could see the share of searches that were meeting the 10 day turnaround target.

The next 12 months would be used to baseline performance;

- The target for market share was recommended to be changed. Under the current definition Environmental Information Regulation (EIR) searches were included within the market share, however only Councils could fulfil this function so it could not form part of the market base. It was proposed that only paid-for searches form part of a market base.

This target had been benchmarked with other local authorities.

The recommendations were moved, seconded, and following a vote it was **RESOLVED** to approve the proposed set of 2021/2022 Progress and Delivery measures and targets for the Change Management and Regulatory Services portfolio.

75 COMMITTEE TIMETABLE 2021-2022

Members were requested to consider approving the committee timetable for 2021-2022, and were asked to note the indicative dates for 2022-2025.

The timetable remained the same as the one approved under the urgent delegated decision making process on 23 April 2020, with the following exceptions:

- Full Council, originally scheduled for 5 July was proposed to move to 28 June;
- The new date for Annual Council was proposed as being 17 May, due to a scheduled by-election taking place on 6 May;
- As Annual Council was due to move, this impacted on the Overview and Scrutiny meeting due to be held on 17 May. Therefore it was proposed to remove that meeting and re-insert it on April 26;
- To avoid the half-term holidays, the Prosperous Communities Committee due to be held in October was proposed to move to November 2.

An amendment to printed recommendation 1 was moved and seconded, this amendment read:

“Members are asked to approve the timetable for 2021/2022 civic year and note the indicative committee dates for the years 2022-23, 2023-24 and 2024-25, subject to the inclusion of an extra meeting for Governance and Audit Committee in 2021/2022 and future years.

The date and time of this extra meeting in 2021/2022 is to be determined by the Head of Paid Service in consultation with the Chairman of the Governance and Audit Committee.”

This amended recommendation was put to the vote, and was agreed. It therefore became the substantive recommendation 1.

The new recommendation, and the existing recommendation 2 were then moved and seconded, and following a vote it was **RESOLVED** to:

- (1) Approve the timetable for 2021/2022 civic year and note the indicative committee dates for the years 2022-23, 2023-24 and 2024-25, subject to the inclusion of an extra meeting for Governance and Audit Committee in 2021/2022 and future years.

The date and time of this extra meeting in 2021/2022 is to be determined by the Head of Paid Service in consultation with the Chairman of the Governance and Audit Committee.

- (2) Agree the attached indicative committee dates on a yearly basis, and each subsequent report will note any changes proposed.

76 BUDGET AND TREASURY MONITORING PERIOD 3 202/21

Members considered a report setting out the revenue, capital and treasury management activity from 1 April 2020 to 31 December 2020.

Note: Councillor Jeff Summers joined the meeting at the start of this item.

The following points were highlighted by the Business Support Team Leader:

- The revised Budget report on November 5 2020 approved a net movement to general

Fund Balances of £783,000;

- Forecast movements against the revised budget are:
 - Business as usual revenue forecast outturn surplus of £223,000;
 - Pressure above Covid-19 Local Authority Support Grants of £384,000 – this was a reduction of £64,000 against the pressure forecast for the revised budget;
 - ‘Carry forwards’ approved during the year of £53,000, alongside those pending officer approval of £40,000;
 - The remaining net surplus of £380,000 was proposed to be transferred to the General Fund Balance, in addition to the £783,000 movement approved for the Revised Budget 2020/2021 resulting in a total of £1,163,000. This would result in a forecast Fund balance as at 31 March of £5,148,000.
- In terms of Capital, there was anticipated slippage of £4,375,000, comprised of £4,344,000 being re-phased at the financial year end, and £31,000 of projected underspends on the vehicle replacement programme, the telephony scheme and capital enhancements to Council owned assets;
- Total investments at the end of Quarter 3 stood at £20,931,000.

Following questions and comments from members, further information was provided:

- The Match Funding Grant pot was currently in a healthy position. In accordance with financial regulations Members needed to have sight of grant funding bids of over £50,000, hence why the grant application to FCC was part of this report’s recommendations;
- Bad debt provision had been increased by around £60,000 to make allowance for Covid-19;
- The CCLA property fund investments were achieving 3.46%. This was a long term investment of £3m and It was anticipated that cash flows would be robust in terms of balances. Whilst money market funds can go into negative interest rates, currently these stood at 0%.

The report was moved, seconded, and it was unanimously **RESOLVED** to:

- (a) Accept the forecast out-turn position of a £223,000 net contribution to reserves as at 31 December 2020 (see section 2 of the report) relating to ‘business as usual’ activity;
- (b) Accept the use of Earmarked Reserves during the quarter approved by the Chief Finance Officer using delegated powers (2.4.1 of the report) and the contribution to Earmarked Reserves (2.4.2 of the report);
- (c) Approve the grant application for the FCC Communities Foundation’s Community Action Fund of up to £100,000, and to approve the allocation of up to £11,000 from the Match Funding Grant, in addition to the National Leisure Recovery Fund Bid for £209,000. Details of this are in the report at 2.5.3;

- (d) Accept the current projected Capital Outturn as detailed in 3.1.2 of the report;
- (e) Accept the report, the treasury activity and changes to the prudential indicators.

77 CORPORATE POLICY AND RESOURCES COMMITTEE DRAFT BUDGET 2021/22 AND ESTIMATES TO 2025/26

Members considered details related to the overall draft revenue budget for Corporate Policy and Resources and those recommended by Prosperous Communities Committee for the period 2021/2022.

The key highlights were as follows:

- The budgets for consideration excluded central support and capital charges;
- The net movement from the base budget was an increase of £743,000;
- The Corporate Management finance costs of Covid-19 were offset by grant income budgets;
- A vacancy factor of 2% of total establishment salary budgets had been built into base budgets. The 2% vacancy factor of £184,400 was held within Corporate Management finance;
- Investment property rental income had been reduced by £203,000. No further acquisitions were expected;
- The 2021/2022 base budget for Prosperous Communities Committee showed a budget increase of £114,600. The major variances to the 2020/2021 base budget were detailed in the report, but included green waste charging and the re-profiting of planning fee income.

Following this introduction, Members asked questions of officers. Further information was provided:

- The reintroduction of Town centre market rents decision to be considered by Prosperous Communities Committee had been deferred and could not be reintroduced until June at the earliest. The £6,000 financial pressure of this could be offset by Covid-19 grants;
- Where town centre markets were referred to in the report, it specifically meant Gainsborough Market.

Members then discussed an additional recommendation to the printed set. This additional recommendation was moved and seconded, and following a vote it was **RESOLVED** to add this recommendation for consideration under a final vote.

Following this vote, the 5 recommendations were moved and seconded, and following a vote it was **RESOLVED** to:

- (a) Accept the Corporate Policy and Resources Committee budget 2021/22 and **recommend to Council** for inclusion in the overall Council budget 2021/22.
- (b) Accept the Prosperous Communities Committee Budget 2021/22 and **recommend to Council** for inclusion in the overall Council budget for 2021/22.

- (c) Approve any minor changes be delegated to the Chief Finance Officer in consultation with the Chairman of the Corporate Policy and Resources Committee.
- (d) **Recommend to Council** the 2022/23 to 2025/26 estimates for both this Committee and those of Prosperous Communities Committee for inclusion in the Medium Term Financial Plan 2021/22 to 2025/26.
- (e) Recommend that a future strategic forum or workshop, in advance of setting the budget, take place, for members to discuss and debate the contents of any future budget.

78 EXECUTIVE BUSINESS PLAN AND MEDIUM TERM FINANCIAL PLAN 2021/22 - 2025/26 AND 2021/22 BUDGET

Members considered the Executive Business Plan and Medium Term Financial Plan for 2021/2022-2025/2026 including the 2021/2022 budget.

The report proposed a balanced Budget for 2021/2022 and a Budget requirement of £13,270,500. The one year Local Government financial settlement had provided additional resources to those previously forecast.

The General Fund working balance, forecast in excess of the £2.5 million minimum balance along with the gain on the financial settlement provided the opportunity to create new earmarked reserves, in addition to setting aside resources through the Local Government review.

The proposed 2021/2022 Budget assumptions included a Council Tax increase of £5 which was the maximum allowed within the Government's referendum limits; for future years a 0.75% increase in the tax base and a 3% increase in Council Tax had been applied.

No pay award had been included for the 2021/2022 Budget, however 2% had been applied for future years.

The Treasury Management Strategy had been scrutinised by the Governance and Audit Committee and would be presented to Full Council for approval.

Members were informed that the Environment and Sustainability Strategy was under review and an action plan was anticipated. It was hoped this plan would be able to attract grant funding.

Note: Following it being moved, seconded, and voted upon members agreed to go into private session at 1941 to consider exempt financial information.

Committee came back into open session at 1944.

The recommendations were moved, seconded, and following a vote it was unanimously **RESOLVED** to:

- (a) **Recommend to Council** the approval of the DRAFT: Executive Business Plan and

Medium Term Financial Plan 2021/22 to 2025/26.

- (b) **Recommend to Council** the Revenue Budget 2021/22.
- (c) Approve the creation of new Earmarked Reserves, the use of and contributions to existing Earmarked Reserves.
- (d) Accept the Statement of the Chief Finance Officer on the Robustness of Estimates and Adequacy of Reserves.
- (e) **Recommend to Council** the Capital Investment Programme 2021/22 to 2025/26.
- (f) Delegate any housekeeping changes to the Draft Executive Business Plan and the Draft Medium Term Financial Plan to the Assistant Director of Finance, Business Support and Property Services (S151 Officer) in consultation with the Chairman of this Committee prior to the final consideration by Council on 1 March 2021.

79 COMMITTEE WORK PLAN

The workplan was noted.

80 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.

81 2021/22 BUSINESS PLANS FOR COMMERCIAL WASTE AND LEA FIELDS CREMATORIUM

Members considered a proposal for business activity in the 2021/2022 financial year for Commercial Waste and Lea Fields Crematorium.

The Assistant Director for Operational and Commercial Services introduced the report, and highlighted the following points related to the Crematorium:

- The aim was to have the same look and feel to all business plans;
- The Crematorium had had a positive start, and had come to the aid of Boston Crematorium when it was needed;
- There was a landscaping plan in place for the Crematorium;
- Much business intelligence had been gained with a range of services available. However, with their being no full understanding of the post-Covid world there may be a period of uncertainty.

Members then asked questions related to the Crematorium; further information was provided:

- Everybody who visited the site was impressed by the peace and views. The main challenge has been the amount of people currently able to attend funerals;
- There were three staff at the Crematorium, but some of the newer staff had gained professional qualifications;
- It was felt that Crematoria who offered direct cremations only were not equal competitors;
- Committee placed on record their congratulations to the Crematorium team for winning their award;
- Issues with original landscaping had been put right by contractors.

Committee then moved onto the business Plan for Commercial Waste, and it was outlined to them by the Assistant Director for Operational and Commercial Services. Staff were thanked for their flexibility during the times of Covid.

The recommendation was then moved, seconded, and it was **RESOLVED** to:

- (1) Approve the 2021/2022 Commercial Waste Business Plan;
- (2) Approve the 2021/2022 Lea Fields Crematorium Business Plan.

82 SURESTAFF BUSINESS PLAN 2021/22

Members considered a proposal on business activity in the 2021/2022 financial year for Surestaff and West Lindsey Staffing Services.

The Shareholder Representative praised the staff involved with the Business Plan as well as thanking them for their work on Surestaff. The plan for the ensuing year was outlined to Members.

The paper was moved, seconded and it was **RESOLVED** to approve the 2021/2022 Surestaff Business Plan.

83 EXECUTIVE BUSINESS PLAN AND MEDIUM TERM FINANCIAL PLAN 2021/22 - 2025/26 AND 2021/22 BUDGET - EXEMPT APPENDIX

This item had previously been approved in public session.

The meeting concluded at 8.21 pm.

Corporate Policy and Resources Committee- 11 February 2021

Subject to Call-in. Call-in will expire at 5pm on 16th March 2021

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.

Meeting	Policy and Resources Committee
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Status	Title	Action Required	Comments	Due Date	Allocated To
Black	DFG referral to Overview and Scrutiny	A recommendation was agreed at CPR to ask Overview and Scrutiny committee to look at Disabled Facility Grants: "That the committee requests that the Overview and Scrutiny Committee look in detail at the DFG scheme that affects West Lindsey's residents and look for appropriate ways of monitor outcomes; whilst looking at the ways in which the Council can ensure the best possible outcomes for our residents, and report back to this committee: a matter arising to be included on the Matters Arising Schedule for future meetings.	Relayed to O&S Committee 19 Jan 2021 and to be added to work plan when discussed at Chair's Briefing 3 Feb. To be added to O and S workplan for the 2021/22 civic year.	15/04/21	Ele Snow
Black	Explanation of Aged Debt	One Member requested further information on where aged debt arose during the meeting on 11 February.	Sue agreed to circulate this information to CPR Members. Email sent 19 February	15/04/21	Sue Leversedge
Green	Home Choices P and D	At the committee meeting on 5 November, the Senior Performance Officer informed Members that a supplementary paper on Home Choices would be submitted for the next P and D report. The Home Choices Manager to be invited to committee to answer any questions.		17/06/21	Ellen King

Green

CPR Budget recommendation

At the meeting in February the following extra recommendation was agreed as part of the CPR budget paper:

"Recommend that a future strategic forum or workshop, in advance of setting the budget, take place, for members to discuss and debate the contents of any future budget."

Could this be scheduled in for next year prior to the Budget in February?

01/06/21 Tracey Bircumshaw

Agenda Item 6a



**Corporate Policy and
Resources committee**

Thursday, 15 April 2021

Subject: Information Management and Protection Policy

Report by:

Monitoring Officer

Contact Officer:

John Bingham
Freedom of Information Officer

John.Bingham@west-lindsey.gov.uk

Purpose / Summary:

This report introduces minor changes to the Information Management and Protection Policy to ensure continued compliance with the regulations and legislation governing the Authority and provides updated guidance on Data Breach Reporting.

RECOMMENDATION(S):

1. That Corporate Policy and Resources Committee approve the reviewed Information Management and Protection Policy.
2. Delegated authority be granted to the Chief Executive to make minor housekeeping amendments to the policy in future, in consultation with the Chairman of the Corporate Policy and Resources Committee and the Chairman of the Joint Staff Consultative Committee.

IMPLICATIONS

Legal: There are no legal implications to the changes of this policy

Financial :

FIN/158/21/A

No financial implications arising due to this report.

Staffing :

Equality and Diversity including Human Rights :

Data Protection Implications: This report introduces minor changes and housekeeping work carried out on the Information Management and Protection Policy to comply with legislation and current working practices.

Climate Related Risks and Opportunities: Nil

Section 17 Crime and Disorder Considerations: Nil

Health Implications: Nil

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

Risk Assessment :

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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

x

Key Decision:

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

Yes

No

x

1. Introduction

The council currently has an Information Management and Protection Policy. The Policy has been reviewed by the Corporate Information Governance Group (CIGG) and changes have been recommended. The main areas of change are to terminology throughout the policy and changes to breach reporting.

There have been no specific legislative changes impacting the review.

2. Purpose

It is the policy of the Council to set out the principles of information management and data protection, our responsibilities, the access rights of individuals, information sharing and complaints.

3. Scope

This policy applies to all employees of West Lindsey District Council

4. Changes

All changes recommended in the Policy are listed below:

- General Data Protection Regulations (GDPR) changed to UK GDPR
- Changes to Terminology throughout document – no change to guidance
- Section 11: Change to job roles – Remove Director of Resources.
- Change to Section 2.4 (appendix 2 of the policy) regarding breach description

5. Engagement

Following support from the Joint Staff Consultative Committee (JSCC) the report will proceed to the Corporate Policy and Resources (CP&R) Committee. The Policy will be updated on the Minerva (intranet) site and a communication will be sent to all staff to inform of the change if the Policy is formally adopted by Committee.



Information Management and Protection Policy

Information Governance Policy

November 2020

Version Number	5.0
Approved by	Corporate Policy and Resources Committee
Date approved	9/2/2017
Authorised by	Director of Resources
Contact Officer	Information Governance Officer

Revision History

Revision Date	Revised By	Previous Version	Description of Revision
29/9/2011	S M Anderson	Draft V0.3	Adopted by Policy and Resources Committee
1/9/2012	S M Anderson	Version 1.0	Reviewed – Sponsor Approval removed pending restructure.
6/2/2014	S M Anderson	Version 2.0	Reviewed and amended to incorporate changes to IG organisation (Paras 10.2 and 10.4). Amended to include references to Public Service Network (PSN). Minor changes and corrections.
23/6/2014	S M Anderson	Version 3.0	Reviewed by Corporate Information Governance Group. Minor changes and corrections. Approved by CMT.
9/2/2017	Corporate Information Governance Group (CIGG)	Version 4.0	Amendments resulting from review: New Government Classifications included; organisation changes included; job titles updated; 5 new risks added; review period extended to 2 years; paras renumbered and minor typographical corrections.
15/10/20	J I Bingham	Version 5.0	Change to terminology throughout document Section 11: Change job roles and responsibilities Section 2.4: Change of Breach Description in line with the UK GDPR

Contents

1. Foreword by the Chief Executive	4
2. Policy Statement.....	4
3. Key Messages	4
4. Purpose	5
5. Scope	5
6. Risks.....	6
7. Principles of the Information Management and Protection Policy	6
8. Information Management and Protection Framework.....	7
9. Applying the Policy	7
10. Desired Outcomes.....	8
11. Policy Governance.....	8
12. Policy Compliance	9
13. Training and Education.....	9
14. Review.....	9
Appendix 1 – Information Management and Protection Framework	10
Appendix 2 – Guidance for Applying this Policy.....	11
2.1 Information Asset Management.....	11
2.1.1 Identifying Information Assets	11
2.1.2 Classifying Information Assets	11
2.1.3 Key Classification Principles	13
2.1.4 Personal Information	13
2.1.5 Assigning Asset Owners	14
2.1.6 Information of Limited or No Practical Value	14
2.1.7 Information Assets with Short Term or Localised Use.....	14
2.1.8 Corporate Information Assets.....	14
2.1.9 Acceptable Use of Information Assets.....	14
2.2 Information Storage	15
2.3 Disclosure of Information	15
2.3.1 Freedom of Information and Environmental Information Regulations.....	15
2.3.2 Sharing OFFICIAL-SENSITIVE Information with other Organisations.....	15
2.4 Breaches of the Data Protection Act.....	16
2.5 Information Security Incident Management.....	17

1. Foreword by the Chief Executive

Information is the life blood of West Lindsey District Council. Without it, our jobs would be impossible to do.

To operate efficiently, we must collect and use information about people with whom we work. This may include members of the public, current, past and prospective employees, elected members, clients and customers, and suppliers. In addition we may be required by law to collect and use information in order to comply with the requirements of central government.

All personal information must be handled and dealt with properly, no matter how it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means. We all have a responsibility for its safe handling.

This document sets out the principles of information management and data protection, our responsibilities, the access rights of individuals, information sharing and complaints. I endorse it wholeheartedly.

Ian Knowles
Chief Executive
West Lindsey District Council

2. Policy Statement

2.1 West Lindsey District Council (the Council) will create an environment where:

- information, in any form, is valued as a corporate asset;
- organisational boundaries are invisible and information is freely shared in a way that preserves the context, integrity, sensitivity and security of the information asset while making sure that all staff have access to accurate and appropriate information that they need for their job; and
- Information that has reached the end of its useful life is either kept permanently in a secure archive or is destroyed in accordance with the Council's Retention and Disposal Schedule.

3. Key Messages

- The Council must draw up and maintain inventories of all important information assets.
- All information assets, where appropriate, must be assessed and classified by the owner in accordance with the Council's Protective Marking Scheme.
- All personal information must be collected, processed and protected in accordance with the General Data Protection Regulations.

- Access to information assets, systems and services must be conditional on acceptance of the appropriate Acceptable Usage Policy.
- Users should not be allowed to access information until the Team Manager, People and Organisational Development is satisfied that they have read all relevant Information Governance Policy documents, have completed relevant awareness training, and understand and agree the legislated responsibilities for the information that they will be handling.
- Personal, confidential or sensitive information must be classified OFFICIAL-SENSITIVE in accordance with the Council's Protective Marking Scheme and must not be disclosed to any other person or organisation unless an appropriate Information Sharing Agreement is in place.
- OFFICIAL-SENSITIVE information must not be shared via any insecure methods including unencrypted email, USB sticks, CD/DVDs or by paper based methods, fax and telephone.
- The disclosure of personal, confidential or sensitive classified information in any way other than via Secure email or other approved secure transmission method may result in disciplinary action.
- Data breaches and information security incidents must be reported and managed immediately in accordance with the Information Security Incident Management Policy to minimise the effect on the affected subject and the Council and its partners.

4. Purpose

- 4.1 Information is a principal asset of the Council. This Policy is the foundation on which all information-related activity is built. It aims to allow information to be managed and protected from creation or acquisition to destruction or permanent archive, taking into account its security, storage, access, distribution, use, presentation and retention.
- 4.2 Implementation of the Information Management and Protection Policy will make sure the Council complies with all relevant legal requirements and provide a framework for the use and protection of information in line with good practice.

5. Scope

- 5.1 This Policy applies to all full time and part time employees of West Lindsey District Council, elected members, partners, contracted employees, third party contracts (including agency employees), volunteers, and students or trainees on placement with the Council.
- 5.2 The Policy applies to all information created or held by the Council, in whatever format (e.g. paper, electronic, email, microfiche, film) and however it is stored (for example ICT system/database, shared drive

filing structure, email, mobile devices, removable media, filing cabinet, shelving and personal filing drawers).

6. Risks

6.1 The Council recognises that there are risks associated with users accessing and handling information when carrying out official Council business.

6.2 This Policy aims to mitigate the following risks:

- Sensitive and confidential data security breaches caused by failure to properly classify and handle information could result in distress to individuals, regulatory fines and damage to the Council's reputation.
- Personal, sensitive, or bulk information is released into the public domain through a failure to properly protect OFFICIAL-SENSITIVE information could result in distress to individuals, regulatory fines and damage to the Council's reputation.
- Information disclosed, stolen, misused or lost when being passed between Council departments or to partners through a lack of information sharing control could result in distress to individuals, regulatory fines and damage to the Council's reputation.
- Failure to report data protection breaches and information security incidents could result in missed opportunities to correct inadequate processes leading to repeat incidents and possible regulatory fines and damage to the Council's reputation.;
- Inadequate destruction of data through lack of training and awareness could result in distress to individuals, regulatory fines and damage to the Council's reputation.

6.3 Non-compliance with this Policy could have a significant effect on the reputation and efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

7. Principles of the Information Management and Protection Policy

7.1 The information collection, storage, analysis and exchange processes within the Council should embody the following principles:

- **We treat information as a West Lindsey District Council resource.** Information, regardless of where it is held, is a corporate resource and hence the property of the Council and not the property of individuals. All information resources and processes must add value to the work of the Council and demonstrate value for money;

- **We are all responsible for the Council's information assets.** Those with specific responsibility for managing information assets must be clearly identified. However, all users are accountable for their use of information;
- **We will share information (responsibly) with our colleagues, partners and customers.** Staff should be able to access information for the effective performance of their job and there should be the opportunity for the free flow of information, as appropriate, across the Council;
- **We keep records of what we do and retain them in the most cost effective way;**
- **The information we produce must be accurate and meet our customers' expectations.** Information must be timely, relevant and consistent, with duplication of information kept to a minimum; and
- **Our information complies with our statutory obligations.** Information management and protection must comply with current legislation, information must be managed in accordance with Council policies, standards and procedures and information must be kept secure as appropriate.

8. Information Management and Protection Framework

8.1 This Policy should be read in conjunction with the following related policies. The interrelationship of these policies and other corporate policies and frameworks is shown at Appendix 1:

- Legal Responsibilities Policy;
- Information Security Policy;
- Information Security Incident Management Policy;
- Data Protection Policy;
- Data Breach Policy;
- Freedom of Information and Environmental Information Policy;
- Information Sharing Policy; and
- Data Quality Policy.

9. Applying the Policy

9.1 The Council will develop effective procedures and processes to comply with this Policy. In particular, the Council will manage and protect information assets by:

- detailing how information assets should be identified;
- specifying how information assets should be classified and protectively marked;

- assigning information asset owners;
- defining the acceptable use of information assets;
- specifying how information should be stored;
- specifying how information should be disclosed or shared;
- requiring personal information to be identified and protected; and
- detailing the steps to be taken in the event of personal information being lost or compromised.

9.2 For further information on how to apply this Policy, refer to Appendix 2.

10. Desired Outcomes

10.1 The Council will have a comprehensive system of integrated policies, standards and procedures in respect of information, supported by information capture, storage, analysis and exchange systems that will allow all Council staff to:

- conduct their daily business efficiently and effectively;
- have timely access to meaningful and appropriate information;
- operate within the requirements of current legislation;
- support and inform Council decision-making; and
- Respond appropriately to information and data requests.

11. Policy Governance

11.1 It is for Members to approve the Information Management and Protection Policy and for the Senior Management Team to approve and implement the procedures underpinning the Policy.

11.2 The Monitoring Officer is the nominated board-level person responsible for information governance.

11.3 The Senior Information Risk Owner (SIRO) is a member of the Management team and is responsible for managing the Council's information risks.

11.4 The Data Protection Officer is responsible for setting and implementing the Council's Data Protection Policy and determining complaints relating to requests for information and is responsible for co-ordinating implementation of the Policy. The Legal Responsibilities Policy summarises the legislation relevant to the Council's information assets.

11.5 The Corporate Policy Manager is responsible for managing the day-to-day activities around data protection and freedom of information.

11.6 Team Managers are responsible for determining and signing-off requests under the Freedom of Information Act 2000 and the Environmental Information Regulations that relate to their service area. The Council's

policies for providing information under these regulations are detailed in the Freedom of Information and Environmental Information Policy.

- 11.7 Team Managers are also responsible for making sure their staff are aware of their responsibilities with regard to the management and protection of information and comply with all relevant policies listed at paragraph 5.
- 11.8 All employees are responsible for following the procedures underpinning this Policy relating to requests for information and the daily management of the information and records which they generate in the course of their work.

12. Policy Compliance

- 12.1 If any user is found to have breached this Policy, they may be subject to the Council's disciplinary procedure. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s).
- 12.2 If you do not understand the implications of this Policy or how it may apply to you, seek advice from the People and Organisational Development Team.

13. Training and Education

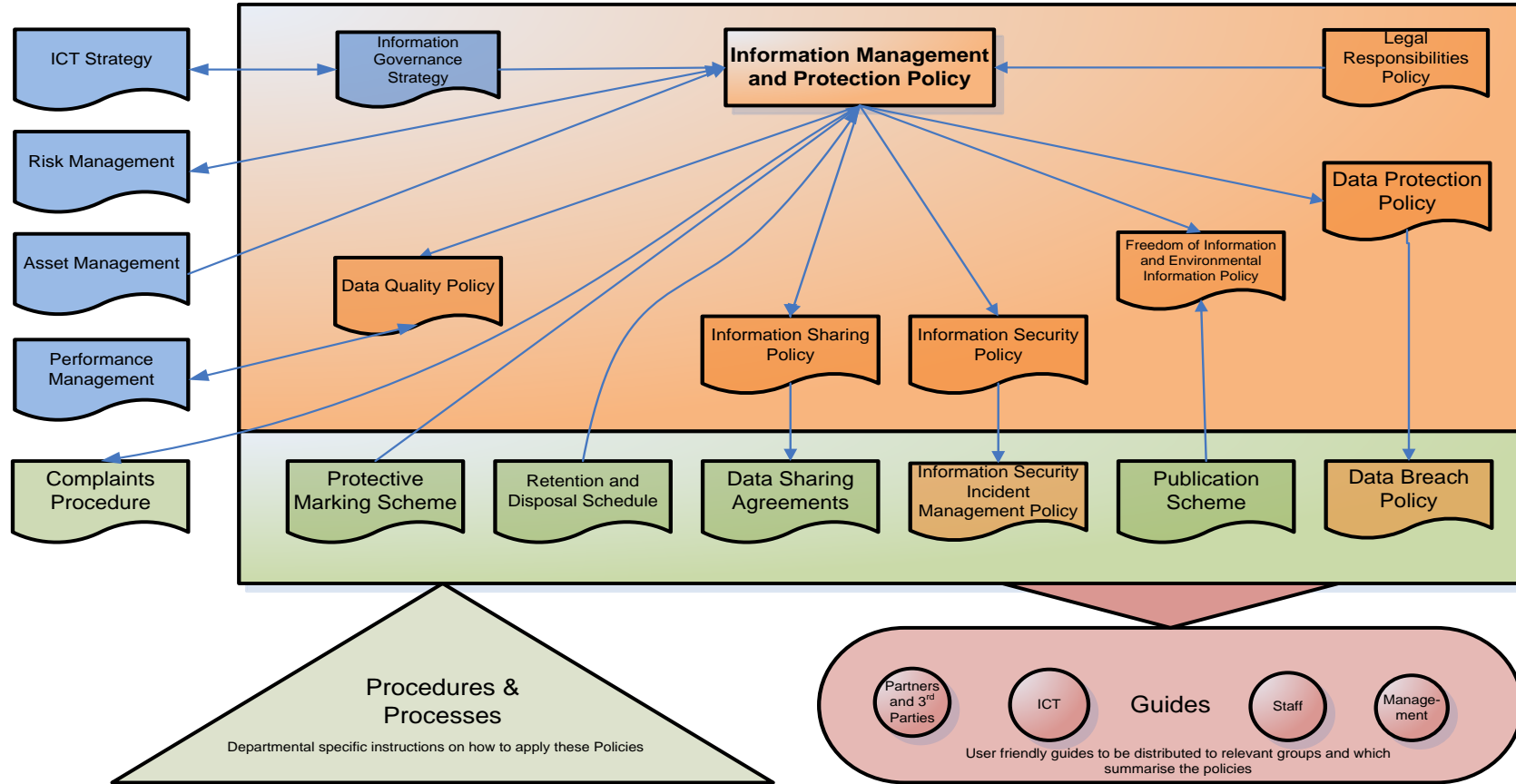
- 13.1 Standards, procedures and guidance will be developed as appropriate to support this Policy. The Council will provide staff with the necessary information based skills and training required for them to undertake their roles effectively, efficiently and in accordance with this and other supporting policies, standards and procedures.

14. Review

- 14.1 This Policy will be reviewed every two years from the date of its adoption.

Appendix 1 – Information Management and Protection Framework

Page 27



Appendix 2 – Guidance for Applying this Policy

2.1 Information Asset Management

2.1.1 Identifying Information Assets

The process of identifying important information assets should be sensible and pragmatic.

Important information assets will include, but are not limited to, the following:

- Filing cabinets and stores containing paper records
- Computer databases
- Data files and folders
- Software licenses
- Physical assets (computer equipment and accessories, personal digital Assistants, mobile and smartphones)
- Key services
- Key people
- Intangible assets such as reputation and brand

The Council must draw up and maintain inventories of all important information assets that it relies upon. These should identify each asset and all associated data required for risk assessment, information/records management and disaster recovery. At minimum it must include the following:

- Type
- Location
- Designated owner
- Security classification
- Format
- Backup
- Licensing information

2.1.2 Classifying Information Assets

On creation, all information assets must be assessed and classified by the owner according to their content. At minimum all information assets must be classified and labelled in accordance with the Council's Protective Marking Scheme (PMS). The classification will determine how the document should be protected and who should be allowed access to it. Any system subsequently allowing access to this information should clearly indicate the classification.

The Council's PMS formally adopts the Government Security Classifications issued on 1 Oct 2014. This describes how to classify information and apply

protective markings. The way the protectively marked document is handled, published, moved and stored will depend on this scheme.

The three classifications are:

- OFFICIAL
- SECRET
- TOP SECRET



A limited subset of OFFICIAL information could have more damaging consequences (for individuals, an organisation or government generally) if it were lost, stolen or published in the media. This subset of information should still be managed within the “OFFICIAL” classification tier, but may attract additional measures (generally procedural or personnel) to reinforce the “need to know”. In such cases where there is a clear and justifiable requirement to reinforce the “need to know”, assets should be conspicuously marked: “OFFICIAL–SENSITIVE”.

A district council is only normally authorised to handle OFFICIAL and OFFICIAL-SENSITIVE material.

Within the **Official-Sensitive** classification, there are three additional descriptors which can be used:

- 1) **Personal**: The information relates to an individual or group, and inappropriate access to this documentation could have damaging consequences.
- 2) **Commercial**: The information is commercially sensitive and includes statutory or regulatory requirements.
- 3) **LocSen** (Locally Sensitive): The information is sensitive to a specific region and shouldn't be accessed by users in other geographic regions (unlikely to be relevant to a district council).

While these descriptors are not mandatory, it is best practice to apply them where necessary.

2.1.3 Key Classification Principles

There are four key principles that govern classification:

- 1) **All government information has intrinsic value and should be classified.**

The onus should be on the document creator/owner to prove that the information is useful, required, and in regular use. If it isn't, it should be removed from the repository.

- 2) **Everyone who has access to government information has a duty of confidentiality and should protect it regardless of classification.**

Although the GSC categorises public sector documents as Official by default, your information will be more secure if you treat it as being at the highest level of security that your repository allows, unless specifically marked. For example, if the repository is selected as being suitable for Secret documents, then all documents should default to Secret unless specifically classified otherwise. It is also recommend checking the classifications on a regular basis to ensure that appropriate security it provided.

- 3) **Access should only be granted on the basis of a genuine “need to know.”**

When managing permissions, think about why each user needs access to the information. Permissions should only be granted when absolutely necessary, then revoked once the need is gone.

- 4) **All information exchanged between internal and external partners should undergo the same protection and conform to the relevant legislative and regulatory requirements.**

If you share information, you must take responsibility to ensure you are aware of and follow required rules, policies, and processes. Also, organisations should take steps to make it possible for parties to safely share information externally without breaking those rules. The organisation's infrastructure should be flexible enough to allow you to do this without compromising the security of the environment.

2.1.4 Personal Information

Personal information is any information about any living, identifiable individual. The Council is legally responsible for it. Its storage, protection and use are governed by the General Data Protection Regulations. For the purposes of

the Regulations, the Chief Executive is the “Data Controller” and further details and specific requirements can be found in the Data Protection Policy.

2.1.5 Assigning Asset Owners

All important information assets must have a nominated owner and should be accounted for. An owner must be a member of staff whose seniority is appropriate for the value of the asset they own. The owner’s responsibility for the asset and the requirement for them to maintain it should be formalised and agreed.

2.1.6 Information of Limited or No Practical Value

Items of information that are of limited or no practical value should not be assigned a formal owner or inventoried. Information should be destroyed if there is no legal or operational need to keep it and temporary owners should be assigned within each department to ensure that this is done. Guidance on the retention and disposal of information can be found in the Retention and Disposal Schedule.

2.1.7 Information Assets with Short Term or Localised Use

For new documents that have a specific, short term localised use, the creator of the document will be the Document Owner. This includes letters, spreadsheets and reports created by staff. All staff must be informed of their responsibility for the documents they create.

2.1.8 Corporate Information Assets

For information assets whose use throughout the Council is widespread and whose origination is as a result of a group or strategic decision, a corporate owner must be designated and the responsibility clearly documented. This should be the person who has the most control over the information.

2.1.9 Acceptable Use of Information Assets

The Council must document, implement and circulate Acceptable Use Policies (AUP) for information assets, systems and services. These should apply to all full time and part time employees of West Lindsey District Council, elected members, partners, contracted employees, third party contracts (including agency employees), volunteers, and students or trainees on placement with the Council. Use of the system must be conditional on acceptance of the appropriate AUP. This requirement must be formally agreed and auditable.

As a minimum this will include:

- Email Policy.
- Internet Acceptable Usage Policy.
- Computer, Desk and Telephone Policy.

- Remote Working Policy.
- Removable Media Policy.

2.2 Information Storage

All electronic information will be stored on centralised facilities to allow regular backups to take place.

Records management and retention guidance will be followed.

Staff should not be allowed to access information until their line manager is satisfied that they understand and agree the legislated responsibilities for the information that they will be handling. The legislated responsibilities of elected members' are detailed in the Member Code of Conduct.

Databases holding personal information will have a defined security and system management procedure for the records and documentation.

This documentation will include a clear statement as to the use, or planned use of the personal information.

Files which are identified as a potential security risk should only be stored on secure network areas (contact the ICT help-desk for advice).

2.3 Disclosure of Information

2.3.1 Freedom of Information and Environmental Information Regulations

The Council takes its responsibility to promote open and transparent government seriously. Wherever possible, and subject to relevant legislation, the Council will provide ready access to the information it holds.

The Council's Policy on providing information is detailed in the Freedom of Information and Environmental Information Policy.

2.3.2 Sharing OFFICIAL-SENSITIVE Information with other Organisations

OFFICIAL-SENSITIVE information must not be disclosed to any other person or organisation via any insecure method including, but not limited to, the following:

- Paper based methods.
- Fax.
- Telephone.

Where information is disclosed/shared it should only be done so in accordance with a documented Information Sharing Protocol and/or Data Sharing Agreement.

Disclosing OFFICIAL-SENSITIVE information to any external organisation is also prohibited, unless via a secure email. Emails sent between west-lindsey.gov.uk addresses are held within the same network and are deemed to be secure. However, emails sent outside this closed network travel over the public communications network (Internet) and are liable to interception or loss. There is a risk that copies of the email are left within the public communications system.

Secure email accounts must be used for communicating OFFICIAL-SENSITIVE material. For further information see the Email Policy.

An official email legal disclaimer must be contained with any email sent. This can be found in the Email Policy.

The disclosure of OFFICIAL-SENSITIVE information in any way other than via Secure email is a disciplinary offence. If there is suspicion of a councillor or employee treating OFFICIAL-SENSITIVE information in a way that could be harmful to the Council or to the data subject, then it is to be reported in accordance with the Information Security Incident Management Policy, and the person may be subject to disciplinary procedure.

Any sharing or transfer of Council information with other organisations must comply with all legal, regulatory and council policy requirements. In particular this must be compliant with the Data Protection Act 1998, The **UK GDPR**, The Human Rights Act 1998 and the Common Law of Confidentiality.

2.4 Breaches of the **UK GDPR**

A breach of the **UK General Data Protection Act (GDPA)** is defined as:

“A breach of security that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.”

The Council will always treat any data breach as a serious issue, potentially warranting a disciplinary investigation. Each incident will be investigated and judged on its individual circumstances, addressed accordingly and carried out in line with the employee code of conduct.

All breaches of the **UK GDPR** must be investigated. Serious breaches must be reported to the Information Commissioner’s Office (ICO) in line with ICO guidance.

The procedure to be followed on discovering a breach of the **UK GDPR** is detailed in the Data Protection Breach Policy. To minimise the effect of the

breach on both the affected party and the Council it is essential that the actions detailed in the Policy are carried out immediately.

2.5 Information Security Incident Management

An information security incident includes, but is not restricted to, the following:

- the loss or theft of data or information;
- the transfer of data or information to those who are not entitled to receive that information;
- attempts (either failed or successful) to gain unauthorised access to data or information storage or a computer system;
- changes to information or data or system hardware, firmware, or software characteristics without the Council's knowledge, instruction, or consent;
- unwanted disruption or denial of service to a system; and
- the unauthorised use of a system for the processing or storage of data by any person.

All information security incidents must be reported and investigated in accordance with the Information Security Incident Management Policy which is a supporting policy of the Information Security Policy.



Corporate Policy and
Resources

Thursday, 15 April 2021

**Subject: Budget and Treasury Monitoring - Period 4 2020/2021
(1st April 2020 to 31st March 2021)**

Report by:	Assistant Director, Finance, Business and Property Services
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	This report sets out the revenue, capital and treasury management activity from 1 April 2020 to 31 March 2021.

RECOMMENDATION(S):

REVENUE

- a) Members accept the forecast out-turn position of a £0.54m net contribution to reserves as at 31st March 2021 (see Section 2) relating to business as usual activity.
- b) Members approve the use of Earmarked Reserves of £0.683m and £0.024m from in year surpluses (2.4.1) for the purpose of making a voluntary revenue provision – total £0.707m.
- c) Members accept the contribution to General Fund Balances (2.4.2), and Earmarked Reserves (2.4.3).
- d) Members approve the amendment to the Fees and Charges schedule for the Crematorium (2.3.2), to be effective immediately and **recommend to Council** that any new Fees and Charges be implemented immediately.
- e) Members accept the Revenue budget carry forwards of £1.033m approved in year (Appendix 2).
- f) Members to note the commitment of £125k to support the development

of a bid to the Levelling Up Fund, as approved by Delegated Decision (2.5.2).

CAPITAL

- g) Members accept the current projected Capital Outturn as detailed in 3.1.2.
- h) Members approve the capital budget carry forwards of £5.442m detailed at 3.1.3.

TREASURY

- i) Accept the report, the treasury activity and the prudential indicators.

IMPLICATIONS

Legal: None arising as a result in this report.

Financial : FIN/1/22/SL

On the 5th November 2020, this Committee approved the revised budget for 2020/2021, which resulted in a transfer of £0.783m to the General Fund Balance:

Movement (To) / From GFB £ 000	
Will Bequest - set aside for agreed purpose	(46)
Business as Usual	(859)
Covid-19 Implications	448
Carry Forwards	(326)
	(783)

This report identifies variances against that revised budget, and is therefore forecasting additional movement (to) / from General Fund Balances.

The draft revenue forecast out-turn position for 2020/2021 is currently reflecting an additional net contribution to reserves of £0.54m from business as usual activity as at 31st March 2021 (£0.223m as at 31st December 2020).

However, a further £0.157m of carry forwards has been approved by the Management Team from the overall surplus position (as detailed at Appendix 2), therefore, £0.383m will be the contribution to the General Fund Working Balance. This is in addition to the service revenue carry forwards of £0.876m previously approved within the Revised Budget.

When then considering the impact of Covid-19 we are assuming that all grant funding towards additional expenditure will be utilised, and there will be a £0.222m pressure in relation to income losses, which we will have to bear. A £0.448m pressure was forecast for the revised budget – this pressure has reduced by £0.226m.

Within this figure, there is £0.461m of unallocated LA Covid Support Grant (£1.496m received during 2020/2021). This balance is to be held within the Covid reserve to support ongoing costs of the pandemic.

Summary of Out-turn Position 2020/21		
	£ 000	
FORECAST OUTTURN AS AT 31.03.21	(1,417)	BEFORE CARRY FORWARDS
CARRY FORWARDS : BASE BUDGET-APPROVED IN YEAR	281	ALREADY APPROVED
CARRY FORWARDS : USE OF EARMARKED RESERVES	151	ALREADY APPROVED
SUB-TOTAL:	(985)	
SERVICE CARRY FORWARD REQUESTS	445	Approved by Management Team 29.03.21
NET CONTRIBUTION (TO) / FROM RESERVES:	(540)	
CARRY FORWARD REQUEST FROM IN YEAR SURPLUS	157	Approved by Management Team 29.03.21
FORECAST NET IMPACT ON GENERAL FUND BALANCES-COVID19	(226)	
NET CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES:	(609)	

The forecast total movement to General Fund Balances (including carry forwards) is;

TOTAL CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES FOR THE YEAR 2020/2021		£'000
Business as Usual (less cfwd request from in-year surplus)		(1,244)
Will Bequest - set aside for agreed purpose		(46)
Covid Implications		222
Carry Forwards		(1,360)
		(2,426)
(Increase) / Decrease from Mid-Year Review Revised Budget 2020/2021		(1,643)

The forecast General Fund Balance as at 31 March 2021 is £6.523m. Excluding carry forwards, and will bequest, the forecast balance is £5.118m (£2.618m above the minimum working balance of £2.5m agreed by this Committee).

The items with significant variances are contained within this report at 2.1 and 2.2.

The forecast financial implications of Covid-19 are contained within this report at 2.2.6.

The anticipated capital out-turn position 2020/2021 is £8.653m. This is a variance of £5.46m on the approved budget. The variances and requests for slippage are detailed at 3.1.2.

The Treasury Management activities during the reporting period are disclosed in the body of this report. Total external borrowing is currently £20m.

There have been no breaches of Treasury or Prudential Indicators within the period of this report. However, to enable us to maintain effective cash management during a period of uncertainty on future cash flows, including the receipt of significant Government Grant Funding and anticipated variations on our income and expenditure levels as a consequence of the Covid-19 pandemic, on the 30 March 2020 an urgent Delegated Decision approved an increase to our Treasury Counterparty limits:

- Upper investment limits with AAA rated Money Market Funds raised to £7.5m from £5m
- Lloyds Bank, our bankers, raised to £2m current account, £7.5m deposit account (increased from £1m and £5m respectively)

Average investments for the period (Jan-Mar) was £23.752m, which achieved an average rate of interest of 0.763% (Oct-Dec £22.724m, 0.745%).

Staffing: Salary budgets for 2020/2021 were set based on an estimated 2% pay award. The actual pay award for the year is 2.75%.

There is an estimated 2.1% surplus (£0.061m at mid-year review plus £0.149m at period 4. Total £0.21m) for the year against original salary budgets as a result of staff turnover. This is comparable to the 2% (£0.184m) Vacancy Factor included within the 2021/2022 Budget.

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

Data Protection Implications: None arising as a result of this report.

Climate Related Risks and Opportunities: None arising as a result if this report.

Section 17 Crime and Disorder Considerations: None arising as a result of this report.

Health Implications: None arising as a result of this report.

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

Risk Assessment: This is a monitoring report only.

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

X

Key Decision:

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

Yes

No

X

Executive Summary

This report provides the oversight of financial performance for;

REVENUE

- Revised Budget 2020/2021 report on the 5th November 2020 approved a net movement to General Fund Balances of £0.783m. Forecast movements against the revised budget are;
- 'Business as Usual' Revenue Forecast Out-Turn (after carry forwards) - Surplus £0.54m. However, a further £0.157m of carry forwards has been approved by the Management Team from the overall surplus position (as detailed at Appendix 2), therefore, £0.383m will be the contribution to the General Fund Working Balance (2.06% of Net Revenue Budget – see 2.1 for details of significant variances).
- Forecast pressure above Covid-19 LA Support Grants £0.222m. This is a reduction of £0.226m against the pressure forecast for the revised budget at the mid-year point (see 2.2.6 for details).

Within this figure, there is £0.461m of unallocated LA Covid Support Grant (£1.496m received during 2020/2021). This balance is to be held within the Covid reserve to support ongoing costs of the pandemic.

- Carry forwards approved during the year of £1.033m (see Appendix 2 for details). This is in addition to the £0.326m approved at the mid-year review. Total carry forwards for the year £1.359m.
- Remaining net surplus of £1.643m (including carry forwards) to be transferred to the General Fund Balance, in addition to the £0.783m movement approved for the Revised Budget 2020/2021 – a total of £2.426m. This would result in a forecast Fund balance as at 31 March 2021 of £6.523m.

CAPITAL

- Capital Forecast Out-Turn: £8.653m, a variance of £5.46m against current budget £14.113m, this is made up of:
- Anticipated Slippage of £5.442m (see section 3.1.2).
- Bring forward from 21/22 budget of £0.104m in relation to Private Sector Renewal and Disabled Facilities Grant (see section 3.1.2).
- Underspend of £0.011m on two schemes (see section 3.1.2):

- Vehicle Replacement Programme £0.010m
- Capital Enhancements to Council Owned Assets £0.001m
- Overspend on two schemes of £0.007m (see section 3.1.2)
 - Flooding resilience £0.005m
 - Leisure facilities-Market Rasen £0.002m
- Schemes that have now closed £0.0194m (Telephony)
- Approval is also sought to transfer £0.0146m from Trinity Arts Centre capital scheme to the revenue budget and a request is made for £0.020m of funding to be made available from reserves for the contribution to Richmond House Conservatory.

TREASURY MANAGEMENT

- Treasury Management Report and monitoring:
- Average investment interest rate for Jan to March was 0.763%
- Total Estimated Investments at the end of Quarter 4 £19.69m

The tables below reflect investment movements and prudential borrowing analysis:

Investment Movements	P1 £'000	P2 £'000	P3 £'000	P4 £'000
Investments B/fwd (at 31.3.2020 incl. bank)	11,670	13,490	19,122	20,931
(Less) Capital expenditure	-1,811	-1,313	-2,201	-1,575
Add PWLB/Other LA Borrowing in year	0	0	0	0
Add/(Less) Net Revenue Expenditure	4,931	-1,026	159	4,629
Add/(Less) Net Collection Fund Movement (Ctax/NNDR)	-1,171	7,637	371	-1,870
Add Working Capital Movement	-129	334	3,480	-2,425
Investments c/fwd (at Period end)	13,490	19,122	20,931	19,690

Our prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board (PWLB)/Other Local Authorities and the amount of internal borrowing required to meet the actual costs of borrowing up to the 31.03.2021.

	Period 4
Prudential Borrowing	£'000
Total External Borrowing (PWLB) and Other Local Authorities	16,500 3,500
Internal Borrowing	18,080
Total Prudential Borrowing at 31.03.2021	38,080

REVENUE BUDGET MONITORING PERIOD 4
(1st April 2020 to 31st March 2021)
Forecast Outturn for 2020/2021

2. The Revenue Budget forecast for 'business as usual' outturn currently stands at a net contribution to reserves of £0.383m as detailed in the table below. This is in addition to the £0.905m movement to reserves approved as part of the revised budget in November 2020, a total of £1.288m for the year.

This is after taking account of £1.033m of revenue budget carry forwards. This is in addition to the £0.326m carry forwards approved through the revised budget in November 2020, a total of £1.359m for the year. The details of which are provided at Appendix 2.

Details of headline variances by Cluster can be found below at 2.1 and 2.2.

Details of the Covid-19 financial implications and forecast net impact on the General Fund Balances can be found at 2.2.6.

SERVICE CLUSTER	Budget £	2020/2021 Actual Outturn £	Outturn Variance £
Our People	2,470,800	2,211,328	(259,472)
Our Place	4,578,464	4,130,641	(447,823)
Our Council	7,281,100	6,603,886	(677,214)
Controllable Total	14,330,364	12,945,855	(1,384,509)
Corporate Accounting:			
Interest Receivable	(194,700)	(236,100)	(41,400)
Interest Payable	465,600	468,100	2,500
Investment Income	(1,260,100)	(1,273,304)	(13,204)
Precepts and Levies	2,508,400	2,508,400	0
Movement in Reserves:			
To / (From) General Fund	564,200	564,200	0
Use of Specific Reserves	(1,734,935)	(1,734,935)	0
Contribution to Specific Reserves	5,113,071	5,113,071	0
Repayment of Borrowing	243,700	267,900	24,200
Net Revenue Expenditure	20,035,600	18,623,187	(1,412,413)
Funding Total	(20,035,600)	(20,039,870)	(4,270)
NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR	0	(1,416,683)	(1,416,683)

Carry Forwards - approved in year	280,900
Carry Forwards - approved at year end	601,500
Carry Forwards - use of Earmarked Reserves	151,400
Net Contribution (To) / From Reserves	(382,883)
Forecast Net Impact on General Fund Balances-COVID19	(225,600)
Net Contribution (To) / From General Fund Balances	(608,483)

2.1 The significant movements being;

Cluster	EXPENDITURE	Total £000	Directio n of Travel
BUDGET UNDERSPENDS			
	Salary (savings) / pressure.	(£149)	↑
Our Council	Crematorium - savings on operational costs i.e. promotional and marketing project postponed to 21/22.	(£32)	New
Our Place	Fuel - impact of low fuel prices.	(£26)	New
PRESSURES			
Movement in Reserves-MRP	Voluntary Revenue Provision of £707.2k - £683k from Valuation Volatility Reserve and £24.2k from in year surplus.	£24	New
Our People	Installation of barriers at the 2 leisure centre sites.	£17	New
	Various forecast outturn variances <£10k	(£54)	↓
		(£220)	

Cluster	INCOME	Total £000	Directio n of Travel
BUDGETED INCOME EXCEEDED			
Corporate Accounting-Interest Received	Interest Receivable.	(£41)	↑
Our Council	Increase in bulky waste collections, and sale of new/replacement bins.	(£34)	↑
Our People	Trinity Arts Centre - Cultural Recovery Fund.	(£106)	↑
Our Place	Building Control - Increase in applications in final quarter.	(£24)	New
Our Place	Street naming and Numbering income.	(£13)	New
Our Place	Planning Fee income - large planning applications received earlier than anticipated.	(£110)	New
Our Place	Recharge to Outbreak and Prevention grant for officer time.	(£35)	↑
Our Place	Shopping Trolley reclaimed income.	(£26)	↑
BUDGETED INCOME NOT ACHIEVED			
Our People	Housing Benefits - forecast net subsidy position.	£69	↓
		(£320)	

Page 44
TOTAL VARIANCE (£540)

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

2.2.1 Interest & Investment Income

- Interest receivable on investments is forecast to be £0.041m above budget for the year.

2.2.2 Our Council

- £0.466m - approved carry forwards into 2021/2022 (see Appendix 2 for details).
- The crematorium has £0.032m of savings against several operational budget lines, including reduced contract values and promotional activities which have been deferred to 2021/2022.
- Income from bulky waste collection has increased by £0.025m, and income from the sale of new and replacement wheeled bins has increased by £0.009m.
- Fuel costs within this cluster are £0.007m below revised budget, due to reduced fuel prices during the year.

2.2.3 Our People

- £0.227m - approved carry forwards into 2021/2022 (see Appendix 2 for details).
- £0.017m for the installation of barriers at the entrance to the two leisure centres, to enable control of access to the sites.
- £0.106m of the £0.177m Cultural Recovery Fund bid by the Trinity Arts Centre has contributed towards the core costs of the centre, resulting in a saving on the base budget.
- A pressure of £0.069m reflects the Housing Benefits forecast net subsidy position.

2.2.4 Our Place

- £0.183m - approved carry forwards into 2021/2022 (see Appendix 2 for details).
- £0.035m of officer time has been recharged to the Outbreak and Prevention grant, resulting in a saving on the base budget.
- £0.026m of income has been received for the Shopping Trolley scheme. This scheme was not introduced to generate income but to help keep communities free of abandoned shopping trolleys, and we anticipate the number of reclaimed trolleys to reduce as supermarkets take action.
- A large planning fee application has been received earlier than anticipated, resulting additional income of £0.11m in the current financial year.

- Fuel costs within this cluster are £0.019m below revised budget, due to reduced fuel prices during the year.
- Income streams in the following areas have increased in the final quarter above the levels anticipated at the mid-year budget review;
 - Building control income - £0.024m
 - Street naming and numbering - £0.013m

2.2.5 Establishment

Current vacancy levels after costs of interim staffing resources is forecast to achieve a £0.149m budget underspend for the year, this represents 1.48% of the overall employee revised budget (1.49% against the original budget). This is broken down by cluster as follows;

Cluster	Sum of variance £
Our Council	(80,884)
Our People	(11,600)
Our Place	(56,700)
Grand Total	(149,184)

2.2.6 Financial Implications of Covid-19

We are monitoring the ongoing financial implications of the Covid-19 pandemic and will update Members regularly.

The Government have issued/allocated the following grant funding to date which are expected to be fully expended or any remaining funds returned to Government;

Revenue Grants to WLDC	£
Covid Support Grant Tranche 1-4	1,496,322
Hardship Fund	793,388
Sales Fees and Charges Grant Support - claim 1 & 2	322,215
Sales Fees and Charges Grant Support (estimate claim 3)	213,985
National Leisure Recovery Fund	181,542
Cultural Recovery Fund (incl for some Covid expenses and sustainability)	177,021
New Burdens from BEIS re: Business Grants	130,000
Outbreak Prevention Fund (via LCC)	100,000
New Burdens BEIS Discretionary Fund Admin	58,500
Surge Outbreak Funding	48,888
Local Authority Compliance and Enforcement Grant	46,233
Elections - additional funding allocations to support Returning Officers in delivering the May 2021 local elections in a covid secure way	36,250
High Street Recovery Grant	34,995
New Burdens Test and Trace Admin Grant	25,729
New Burdens Business Rate Relief Admin Grant	11,700
New Burdens Hardship Funds	11,160
Self-Isolation Payments Funding (test & trace) admin	7,126
Next Steps Accommodation Programme	5,063

Rough Sleeping Contingency Fund	1,650
Total WLDC Grants	3,701,767
Government Grants to our Communities	£
Business Rate Support Grant	16,810,000
Lockdown One Off Top Up	3,987,000
S31 Business Rates Reliefs top-up (estimate)	2,241,515
LRSG CLOSED Addendum 16 Feb to 31 March	2,089,239
Local Restrictions Support Grant Additional Top Up	1,994,274
Additional Restrictions Grant	1,913,340
Local Restrictions Support Grant	1,329,516
Business Rates Discretionary Fund	927,490
Additional Restrictions Grant Top Up	849,815
S31 Local restrictions support grant Post 2 closed second allocation	547,730
S31 Business Rates Reliefs (estimate)	523,000
S31 Local Restrictions Support Grant Post 2 Closed initial allocation	243,595
Self-Isolation Payments Funding (test & trace) parent & guardian	79,000
S31 Christmas Support Payments - Wet Pubs	64,000
Test and trace Support Payments £500	38,500
Discretionary Test and Trace Support Payments	23,131
S31 Local Restrictions Support Grant Post 2 Open initial allocation	22,837
S31 Local restrictions support grant Post 2 open second allocation	16,120
S31 Test and Trace support	12,500
Discretionary Test and Trace Support	9,500
Discretionary Test and Trace Support Payments top-up	7,369
Total WLDC Grants	33,729,471

In relation to direct support to WLDC towards the impact of Covid-19 we have been allocated £1.496m to cover additional expenditure. Forecast expenditure at this time is £1.035m. There remains £0.461m of this grant and this is to be transferred to the Covid Reserve, to support the ongoing costs of the pandemic.

The Government are also supporting Councils for losses of sales, fees and charges income, but not commercial property income. This is based on the premise that Council's will bear the first 5% of all budgeted income and the Government will support 75% of net losses thereafter. Based on Current estimations this grant will be £0.536m and we will need to absorb the pressure of £0.222m.

Detailed below are the financial impacts of Covid-19 on our Business Units;

Business Unit	Description	Variance (saving) / pressure £
Health & Wellbeing	Leisure Management Contractor support.	485,782
Local Tax Collection	Court costs summonses and virtual mail.	179,576
Car Parks	Income losses - reduced demand.	159,597
Delayed Capital Schemes	MR Leisure Centre and ERP implementation.	132,938
Net Investment Interest	Interest rate reductions.	127,228
Investment Properties	Rental Income reduction due to CVA.	113,477
Land Charges	Personal Searches and EIR requests income losses.	112,117
Housing Benefits	Reduction in overpayments, overtime and virtual mail.	91,619
Economic Development-High Street Recovery	High Street Recovery costs.	84,598
Commercial Waste Services	Trade Waste Income losses.	72,700
Town Centre Markets	Income loss in support of recovery of the High Street. Consultant for long term proposals.	62,920
Waste Management	Additional resources and PPE.	62,300
ICT Services	Costs of ICT firewalls etc. for working from home.	53,256
Financial Services	Bad debt provision and transactional banking costs.	47,584
Building Control	Income losses reduced demand for service.	44,834
Economic Development	Consultancy spend to scope next phase on growth projects. High Street business advisor. Grants administrator.	43,136
Street Cleansing	Additional fly tipping collection costs.	42,307
Community Safety	CCTV commercial customers, and Shopwatch customers may be unable to pay.	30,366
Systems Development	System updates and virtual mail costs.	24,178
Crematorium	Estimated increase in direct funerals (less income).	22,800
General Grants etc.	Contribution to community centre may increase.	20,000
Communications	Communications support - capacity required to deliver.	19,500
Licences - Community	Reduced income as licences not renewed for some premises.	14,600
Customer Services	Increase in cardnet charges.	14,000
Homelessness & Housing Advice	Costs of assisting homeless.	10,378
Elections	Postal vote application costs	10,000
Democratic Representation	Civic events cancelled, and Members expenses.	(23,200)
Legal Services	Reduced costs of legal as service not working as usual.	(25,000)
Trinity Arts Centre	Various net impact after £35k Arts grant & Cultural Recovery Grant support.	(77,362)
Car Allowances & Mileage	Savings in employee travel costs.	(78,115)
Grand Total:		1,878,114

Forecast Grant Funding not yet Allocated	461,400
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Covid Pressure - Contribution (To) / From Reserves	222,394
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Movement from Reserves - Mid Year Review	448,000
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Forecast Additional Movement (To) / from Reserves	(225,600)
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2.3 Fees and Charges

2.3.1 £3.655m has been received in Fees and Charges up to the end of the period against a budget for the period of £3.181m, £0.474m above budget for the period.

The most significant areas of additional income forecast for the year being:

- Planning Fee Income £0.110m
- Bulky Waste Collections £0.025m
- Building Control income £0.024m

- Street Naming and Numbering £0.013m
- Sale of New and Replacement Wheeled Bins £0.009m

2.3.2 Amendment to Fees and Charges Schedule

- **Crematorium**

A memorial service or memory service can be held at Lea Fields Crematorium, before or sometimes instead of a funeral service.

This could be just a memorial service or used as an alternative location for people to deliver eulogies, read passages from scripture or literature, or sing songs.

Typically, if prior to a burial the coffin will be placed on the catafalque whilst the service takes place. At the end of the service, the coffin is taken back out of the chapel to its final resting place.

Lea Fields Crematorium offer a 45 minute service hourly at 10:30: 11:30: 12:30: 13:30: 14:30 and 15:30.

The cost of the memorial service is equal to the charge within the current schedule for 'Chapel Fee (extension 40 minutes)'.

Prosperous Communities Committee				Crematorium				
2020/21 Excl. VAT	2020/21 Inc. VAT	Proposed Increase		2021/22	VAT Amount	2021/22 Charge Inc. VAT	VAT Rate	
£	£	% Type	or £	£	£	£		
Memorial or Memory Service (45 minutes)	£0.00	£0.00	3%	£232.00	£232.00	£0.00	£232.00	X

2.4 2020/2021 Use of and Contribution to Reserves

2.4.1 Use of Reserves – Member Approval Required

The following use of Earmarked Reserves is greater than £0.050m and requires the approval of Corporate Policy and Resources committee:

- **£0.683m Voluntary Revenue Provision**

A Voluntary Revenue Provision of £0.707m will be made to reduce outstanding prudential borrowing (Capital Financing Requirement) which has been used to finance the capital programme and which has included the investments in commercial property. The consideration to provide for a voluntary contribution is deemed prudent for 2020/2021, as part of the annual review. A voluntary contribution allows for amounts to be withdrawn at a future date, should it be deemed appropriate. This contribution will be funded from the Valuation Volatility Reserve £0.683m and £0.024m being funded from in year surpluses.

The balance of the Valuation Volatility Reserve will reduce to £1.084m, the minimum balance requirement of 5% of the purchase price.

The overall investment totalled £21.666m. The portfolio's current valuation is £20.727m, an increase of £0.272m on the purchase price. By making this voluntary revenue provision, should all assets be sold at their current valuation and proceeds be used to repay borrowing, a balance of £0.232m would remain outstanding which would be met from the Valuation Volatility Reserve, and the balance of which could be returned to the General Fund. However, the revenue impact would be a net ongoing pressure of £0.784m being the amount of income which is being utilised to support ongoing service delivery and would therefore need to be replaced.

2.4.2 Contribution to General Fund Balances

£0.012k – Corporate Policy and Resources committee has previously approved (meeting date 05.11.20) the use of £0.023k from General Fund Balances for legal costs in relation to Business Rates status. The final costs are lower than anticipated resulting in a return of funds to General Fund Balances.

2.4.3 Contribution to Reserves

- £0.033m to Neighbourhood Planning Grant reserve. Grant received in excess of the costs incurred to be transferred to the reserve to support future cost of service delivery.
- £0.002m to the Community Grant Scheme. Funds generated from the Community Lottery scheme. The application of these funds to be determined by Members.
- £0.461m to the Covid reserve. Unallocated LA Covid Support Grant received during 2021/2022 to support the ongoing costs of the pandemic.
- £0.001m to Trinity Arts Centre reserve. Proceeds from sale of obsolete equipment transferred to reserve to support future reinvestment in the centre.
- £0.583m to Unapplied Grants reserve:
 - £0.227m Council Tax Hardship Grant
 - £0.124m DCLG Homelessness Grant
 - £0.008m Outbreak Prevention Grant (OPG)
 - £0.086m Self Isolation Funding (Test & Trace)
 - £0.138m National Leisure Recovery Fund (NLRF)

2.5 Grants

As at 1st April 2020 we had an amount of £0.575m 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. The forecast balance as at 31st March 2021 is £0.885m (including the £0.583m contribution to Unapplied Grants detailed at 2.4.3).

2.5.1 Successful Grant Bids and New Grant determinations

The following grants have been received/awarded during this period:

Grant Issued By	Name of Grant	£
Ministry of Housing, Communities & Local Government	Covid - Lockdown Payment Scheme	3,987,000
Ministry of Housing, Communities & Local Government	Covid - Local Restrictions Support Grant (Addendum Loc	1,994,274
Ministry of Housing, Communities & Local Government	Business Rates Relief Grant	1,255,270
Ministry of Housing, Communities & Local Government	Covid - Additional Restrictions Grant Tranche 2	849,815
Ministry of Housing, Communities & Local Government	Covid - Local Restrictions Support Grant (Closed)	547,730
Taylor Lindsey	S106 Taylor Lindsey	500,000
Ministry of Housing, Communities & Local Government	Covid - Local Restrictions Support Grant (Closed) 02/12 t	243,595
Ministry of Housing, Communities & Local Government	Rural Services Grant	237,125
Ministry of Housing, Communities & Local Government	New Homes Bonus	184,076
Sport England	National Leisure Recovery Fund	180,000
Ministry of Housing, Communities & Local Government	Covid - Christmas Support Payment (CSP) Wet Led Pub	64,000
Ministry of Housing, Communities & Local Government	Covid - BEIS New Burdens	58,500
Cabinet Office	Covid - Funding for May 2021 Local Elections	36,250
Ministry of Housing, Communities & Local Government	Covid - Local Restrictions Support Grant (Open) 02/12 to	22,837
Ministry of Housing, Communities & Local Government	Neighbourhood Planning Grant	20,000
Department for Work and Pensions	HB Admin Grant	19,192
Department for Work and Pensions	HB Admin Grant	19,192
Department for Work and Pensions	Additional Benefit Admin Subsidy	16,910
Ministry of Housing, Communities & Local Government	Covid - Local Restrictions Support Grant (Open)	16,120
Department for Work and Pensions	Contribution towards Customer Services Security	8,095
Ministry of Housing, Communities & Local Government	Self Isolation Payments	7,369
Office for low Emission Vehicles - Dept for Transport	Onstreet Residential Chargepoint Scheme	4,720
Department for Work and Pensions	NNDR Contributions	2,785
Gainsborough Town Council	Contribution to food and garden festival	2,308
Office for National Statistics	ONS New burdens	1,445
Ministry of Housing, Communities & Local Government	19/20 Cold Weather Fund	TBC
		10,278,608

2.5.2 Grant Bid and Funding Approved Under Delegated Decision

- Levelling Up Fund Bid

On the 3rd of March the Chancellor announced two new government funding mechanisms, the Levelling Up Fund (LUF) and the Community Renewal Fund (CRF).

The LUF is a £4.8bn fund that is targeted at support for town centres and high street regeneration, local transport projects and cultural/heritage assets. Bids are invited up to £20m and there is a maximum of 1 bid per MP for the area or part thereof.

As we endeavour to ensure that our bid was strong, this is a competitive process and even a quality bid may be unsuccessful. It is therefore imperative that any work done in preparation for this bid is reusable.

The bids are due to be submitted by the 18th June. This provides a window of 10 weeks to develop a quality bid from West Lindsey. It is this timescale that required that an emergency decision was made.

The outline business case around which our work would focus includes:

1. Regeneration of vacant retail space
2. Site acquisition and clearance
3. Delivery of multi-screen cinema leisure offer
4. Repurposed retail/commercial/leisure space with potential to include food market/hall

5. Incubator business units
6. Community green space and enhanced public realm
7. Improved connectivity to town centre

Quotes have been provided and a budget of £125k has been approved for this work and support which is to be funded from the Investment for Growth Reserve.

2.5.3 Grant Bid Update – Cultural Recovery Fund (Round 2)

The Council received a grant allocation of £177,021 for the bid submitted in Round 1 to support recovery and sustainability of the Trinity Arts Centre which has been significantly affected by Covid-19 restrictions. Unfortunately we were not successful in our bid for funding from Round 2.

Other Items for information

2.6 Planning Appeals

In period 4 2020/2021 there were 7 appeals determined – 0 allowed and 7 dismissed.

There are 3 live application for costs.

Period	Number of Appeals	Allowed	Dismissed
January	5	0	5
February	2	0	2
March	0	tbc	tbc
Total for Period 4	7	0	7

2.7 Aged Debt Summary – Sundry Debtors Aged Debt Summary Period 4 Monitoring Report

At the end of March 2021, there was a total of £0.225m 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 £0.036m the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.
- Property Services £0.057m – £0.038m is due to deferred rent payment and company voluntary agreements (CVA) to support businesses during the pandemic.
- Housing £0.038m
- Environmental Protection & Licensing £0.053m

The level of outstanding debt for the same period 2019/2020 is provided for information. Provision has been made to increase the contribution to bad debt provision by £0.070m for 2020/2021, due to the impact of Covid-19. The final provision required will be reported in the final outturn report presented to Corporate Policy and Resources committee in June 2021.

2019/2020 Total £	Period	90 – 119 days £	120 – 149 days £	150+ days £	2020/2021 Total £
156,073	Period 1 - ending May 2020	79,469	6,064	142,405	227,938
181,880	Period 2 - ending Sept 2020	102,986	55,375	211,905	370,266
189,056	Period 3 - ending Dec 2020	9,434	42,203	294,203	345,840
180,831	Period 4 - ending Mar 2021	47,439	27,401	149,763	224,602

2.8 Changes to the Organisation Structure

There were no approved changes to the organisation structure during this period.

3.1 CAPITAL BUDGET MONITORING – Quarter 4

3.1.1 The Capital Budget forecast out-turn for schemes totals £8.653m against a revised budget of £14.113m. This has resulted in a variance of £5.46m, of which a net £5.442m is requested for carry forward/claw back and £0.018m being net underspends on scheme budgets.

3.1.2 Approvals to Carry Forward £5.442m, are requested as detailed in the table below, with the most significant being;

- £0.050m Hemswell Masterplan Public Realm Improvements.
- £0.170m Gainsborough Heritage Regeneration – THI delays on scheme due to Covid 19.
- £0.610m Gainsborough Growth –Grant for development (Cinema) – delays with the purchase of land.
- £0.450m Riverside Walkway Acquisition – construction works to commence in 2021/2022
- £1.241m Depot – due to be operational November 2021.
- £0.199m CCTV Expansion – expenditure to be incurred in 2021/2022
- £0.175m Living Over the Shop – applications received but spend anticipated 2021/2022.
- £1.975m Housing Infrastructure (Southern SUE) – Work is on track but payment expected 2021/2022
- £0.071m ERP System – Implementation planned for November 2021
- £0.206m Customer Relationship Management System
- £0.210m Carbon Efficiency – Parish Street Lighting. Due to Covid 19 delaying the procurement process this will now be carried out in 2021/2022

The remaining £0.189m is made up of small carry forward requests as detailed in the summary table below.

Included in the net carry forward amount are claw backs totaling £0.104m. Approval is sought to bring forward this funding from 2021/2022 for the following schemes:

- £0.056m Disabled Facilities Grant
- £0.048m Private Sector Renewal

The net underspend position of £0.018m relates to schemes that have either underspent/overspent/schemes that are closed or schemes requesting approval/amendments.

Schemes which overspent:

- £0.002m Market Rasen Leisure Centre, this has been financed from borrowing
- £0.005m Flooding Resilience Grant – This will be financed from additional grant claims.

Schemes that have underspent are:

- Vehicle Replacement Programme - £0.010m
- Capital Enhancements to Council Owned Assets - £0.001m

The following scheme has been closed

- Telephony - £0.02m budget to be removed and new bid submitted for 2021/2022

Approval is sought for amendments/additions to the following schemes

- Transfer £0.0146m from Trinity Arts Centre Improvement Projects capital scheme to revenue. This relates to money received as part of the Cultural Recovery Fund Grant.
- There is a request for £0.02m funding from the Facilities Maintenance Reserves for the Council's contribution to Richmond House Conservatory, which will enhance our asset, but will provide better facilities for civil marriages. The overall scheme is £0.06m and is also being funded by Lincolnshire County Council and Gainsborough Town Council in equal shares. Due to timing this funding will not be expended until 2021/2022.

All amendments to the schemes will be made at the year end when the capital schemes have closed and the final outturn has been confirmed. The position reported reflects the estimated outturn at this point and will be subject to further change.

3.1.3 Individual schemes are detailed in the table below with commentary provided on performance.

Corporate Priority / Scheme	Stage (1 April 2020)	Stage	Actuals to 28/2/2021	Original Budget 2020/21	Revised Budget 2020/21	Forecast Outturn 2020/21	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
			£	£	£	£	£	£	
Vulnerable Groups & Communities									
Flooding Resilience	Stage 3	Stage 3	20,449	0	50,000	54,949	4,949	0	increase of budget required - will be offset by flooding grant claimed from DEFRA
Health and Wellbeing									
Disabled Facilities Grants	BAU	BAU	442,224	840,631	500,000	555,731	0	55,731	clawback from 21/22 required - was slipped earlier in the year
Private Sector Renewal	Stage 3	Stage 3	169,991	100,000	141,640	189,991	0	48,351	If all planned individual schemes are completed in 20/21 a clawback of budget from 21/22 will be required
Social Housing Scheme	Stage 3	Stage 3	0	300,000	1,000,000	1,000,000	0	0	agreement received from secretary of state agreement with solicitor so may complete this year or slip to 21/22
Leisure Facilities - Market Rasen	Stage 3	Stage 3	1,013,537	0	1,104,182	1,106,389	2,207	0	potential small overspend re officers time
Economy									
Market Rasen 3 year vision	Stage 2	Stage 2	0	200,000	0	0	0	0	
Hemswell Masterplan - Public Realm Improvements	Stage 2	Stage 2	0	150,000	50,000	0	0	(50,000)	Scheme slipped to 21/22 report going to MT Feb 2021
Food Enterprise Zone infrastructure	Pre-Stage 1	Pre-Stage 1	0	1,983,513	0	0	0	0	
Crematorium	Stage 3	Stage 3	(10,920)	0	0	0	0	0	
Gainsborough Heritage Regeneration - THI	Stage 2	Stage 2	0	332,775	170,000	0	0	(170,000)	Delays on scheme due to covid, resulting in slippage to 21/22
Gainsborough Shop Front Improvement Scheme	Stage 3	Stage 3	0	40,000	15,000	10,000	0	(5,000)	Delays to scheme slip to 21/22
5-7 Market Place - Redevelopment	Stage 1	Stage 1	0	352,300	45,000	0	0	(45,000)	Costs committed to spend Q1 21/22
Trinity Arts Centre Improvement Projects	Stage 3	Stage 3	63,191	250,000	102,800	63,200	(14,600)	(25,000)	£14k to transfer to revenue - £25k to slip if grant conditions allow - awaiting clarification if not will be repaid and shown as underspend
Gainsborough Growth - Grant for development (Cinema)	Stage 2	Stage 2	0	2,350,000	610,000	0	0	(610,000)	Slippage to 21/22 delays with land purchase
Gainsborough Regeneration - Corringham Road Junction (Refcus)	Stage 2	Stage 2	0	1,010,000	1,010,000	1,010,000	0	0	Works completed end of January 2021 with claim submitted and paid over before year end.
Riverside Walk Acquisition	Stage 3	Stage 3	13,000	0	493,500	43,000	0	(450,500)	Riverside Walk acquisition nearing completion anticipated March 2021 but may slip with works on construction expected start of 2021/22 slip remaining budget.
Saxilby Industrial Units	Stage 3	Stage 3	(15,000)	0	0	0	0	0	
Riverside Gateway (CPO)	Pre-stage 1	Pre-stage 1	0	1,460,000	0	0	0	0	
Made in Gainsborough	Stage 3	Stage 3	60,041	0	60,000	60,000	0	0	
The Sun Inn - Capital Grant	Stage 3	Stage 3	25,413	0	58,269	25,413	0	(32,856)	Slippage to 21/22
Public Safety & Environment									
Vehicle Replacement Programme	BAU	BAU	79,000	0	89,000	79,000	(10,000)		The final vehicle has now been delivered and was secured for a lower cost than anticipated
Depot Review	Stage 3	Stage 3	1,028,657	4,600,000	3,269,527	2,028,657	0	(1,240,870)	Land purchased at the end of August, work on site commenced in early November and site should be fully operational from November 2021. Slippage due to delays and review of cash flow to 21/22
CCTV Expansion	Stage 3	Stage 3	0	0	199,265	0		(199,265)	plan of spend to be provided to PCC before 31.3.21 to spend in 21/22

Capital Investment Programme 2020/21

Corporate Priority / Scheme	Stage	Actuals to 28/2/2021	Original Budget 2020/21	Revised Budget 2020/21	Forecast Outturn 2020/21	Over/ (Underspend)	Carry Forward Requests/ Drawbacks	Comments
		£	£	£	£	£	£	
Housing Growth								
Unlocking Housing - Living over the Shop	Stage 3	0	100,000	175,000	0		(175,000)	Applications have been received but spend is not anticipated to commence until 21/22
Gainsborough Regeneration - Bowling Green Road (Refcus)	Stage 3	1,975,030	2,162,000	2,162,000	2,162,000	0	0	
Housing Infrastructure (Southern SUE)	Stage 2	0	0	1,975,000	0	0	(1,975,000)	Work is on track - there are still some pre conditions to be signed so payment expected to slip until 21/22
Finances								
Car Park Strategy Investment	Stage 3	0	0	0	0	0	0	
Financial Management System	Stage 3	30,275	220,000	125,000	54,000	0	(71,000)	Work is underway. slippage to 21/22
Capital Enhancements to Council Owned Assets	BAU	13,580	110,000	15,000	13,580	(1,420)		underspend
Bus Station	Pre-stage 1	0	60,000	0	0	0	0	
Carbon Efficiency	Stage 3	0	0	0	0	0	0	
Richmond House Conservatory	Stage 2	0	0	0	0	20,000	(20,000)	Establish budget for Richmond House Conservatory and slip to 21/22
Customer								
Telephony (incl. Contact Centre)	Stage 3	0	19,400	19,400	0	(19,400)	0	Stage 4 submitted to ICT board - new bid for 21/22
Customer Relationship Management System	Stage 3	144,500	280,000	366,000	159,950	0	(206,050)	Planning/AI/CRM projects to slip to 21/22
3 D Secure Payment Software	Stage 3	0	0	12,000	0	0	(12,000)	slip to 21/22 - expected May 2021
Performance Management System	Stage 1	0	0	0	0	0	0	
Income Management	Stage 3	0	0	48,650	0	0	(48,650)	Slipped 2021
Staff & Members								
Public Sector Hub - Property	Stage 3	0	100,000	0	0	0	0	
Storage Refresh	BAU	0	80,000	210,000	0	0	(210,000)	Due to covid delaying the procurement process this expenditure will now be 21/22
Firewall Update	BAU	36,789	17,000	36,789	36,789	0	0	
Project Management Software	Stage 1	0	0	0	0	0	0	
Investment								
Commercial Investment - Property Portfolio	Stage 3	0	7,000,000	0	0	0	0	
Total Capital Programme Gross Expenditure		5,089,755	24,117,619	14,113,022	8,652,648	(18,265)	(5,442,109)	

Commercial Investment Properties 2020/2021

3.1.4 The Council has not invested in any commercial property during the year.

3.1.5 The portfolio has generated a 6.34% gross return on purchase price, and £1.428m in income relevant to the financial year.

3.1.6 All lease payments are up to date.

3.2 Acquisitions, Disposals and Capital Receipts

3.2.1 The Council has made no acquisitions in Quarter 4 to date.

3.2.2 The Council has made the following disposals in Quarter 4.

12 properties have been transferred on the 31st March 2021, as part of a funding agreement with P3 our viable social housing partner, as previously agreed by this Committee.

3.2.3 Capital Receipts - The total value of capital receipts for the year to date total £0.187m relating to;

- £0.125m from the Housing Stock Transfer Agreement share of Right to Buy receipts,
- £0.033m Loan repayments
- £0.029m Repayment of DFG Grants

There is a further £0.008m due to be received before the end of March relating to the Council's share of the proceeds of a plot of land.

4. TREASURY MONITORING – PERIOD 4 (Jan - Mar)

The Treasury Management Strategy Statement (TMSS) for 2020/2021, which includes the Annual Investment Strategy, was approved by the Council on 02 March 2020. It sets out the Council's investment priorities as being:

- Security of capital;
- Liquidity; and
- Yield.

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with highly credit rated

financial institutions, using our suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

- 4.1 Officers can confirm that there have been no breaches of Prudential Indicators as detailed at 4.7 below.
- 4.2 Interest received (Jan-Mar) has been in excess of the 7 day average libid (-0.07%) with an average yield of 0.763% (including CCLA) and 0.089% (excluding CCLA). It is now impossible to earn the level of interest rates commonly seen in previous decades as all investment rates are barely above zero now that Bank Rate is at 0.10%. Given this risk environment and the fact that increases in Bank Rate are unlikely to occur before the end of the current forecast horizon of 31st March 2024, investment returns are expected to remain low. The Council budgeted to receive £0.211m of investment income, the forecast outturn is now £0.183m.

4.3 Interest Rate Forecasts (Further Detail Appendix 1)

The Council's treasury advisor, Link Group, have provided the following forecasts:

Link Group Interest Rate View		8.3.21											
	Mar-21	Jun-21	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
3 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
6 month ave earnings	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10	0.10
12 month ave earnings	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
5 yr PWLB	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.30	1.30	1.40	1.40	1.40	1.40
10 yr PWLB	1.60	1.60	1.60	1.60	1.70	1.70	1.70	1.80	1.80	1.90	1.90	1.90	1.90
25 yr PWLB	2.10	2.10	2.10	2.20	2.30	2.30	2.30	2.40	2.40	2.50	2.50	2.50	2.50
50 yr PWLB	1.90	1.90	1.90	2.00	2.10	2.10	2.10	2.20	2.20	2.30	2.30	2.30	2.30

4.4 Investments

The Council is anticipated to hold investments of £19,690m at 31/03/2021. The table below details these investments for Q4:

	P1	Q2	Q3	Q4
Investments at Q4	£'000	£'000	£'000	£'000
Lloyds Deposit Account	0	0		0
Lloyds (32 Day Notice	0	2,000	2,000	5,000
Lloyds (95 Day Notice	1,000	3,000	3,000	0
Santander (35 Day Notice	0	1,000	4,000	5,000
Account)				
Santander (95 Day Notice	0	1,000	1,000	0
Account)				
Lloyds Bank Account	368	62	81	40
LGIM Money Market Fund	7,500	1,560	930	0
CCLA Property Fund	3,000	3,000	3,000	3,000
Aberdeen Liquidity Fund	1,990	7,500	6,920	6,650
Total	13,858	19,121	20,931	19,690

4.5 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 Q4 due during April. The effects of Covid-19 (coronavirus) has resulted in a sharp fall in economic activity and in significant declines in the value of many assets.

Investments and redemptions from the property fund were placed on hold in the first half of the financial year. From the 28 September 2020 the fund re-opened for transactions, however redemptions are now subject to a 90 day notice period.

It is anticipated the fund value will drop this financial year by circa 6%-10% however, there are already signs of some recovery. A review of this investment is currently being undertaken.

4.6 New External Borrowing

No new borrowing was undertaken in the final quarter of the financial year.

The Council's total external borrowing stands at £20m.

4.7 Total Prudential Borrowing at Q4

	P1	Q2	Q3	Q4
Prudential Borrowing	£'000	£'000	£'000	£'000
Total External Borrowing	20,000	20,000	20,000	20,000
Total Internal Borrowing	17,209	17,948	17,919	18,080
Total Prudential Borrowing	37,209	37,948	37,919	38,080

4.8 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31 March 2021.

4.9 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 Treasury Management Strategy (TMS).

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

The prudential and treasury Indicators are shown below and take into account the forecast outturn of the Capital Programme as detailed in section 3 of this report.

	Original £'000	P1 £'000	Q2 £'000	Q3 £'000	Q4 £'000
Treasury Indicators					
Authorised limit for external debt	55,307	55,307	55,307	55,307	55,307
Operational boundary for external debt	38,189	28,229	25,004	23,074	21,235
External Debt Investments	38,189 (13,321)	24,220 (12,066)	23,004 (14,726)	20,000 (16,481)	20,000 (19,690)
Net Borrowing	24,868	12,154	8,278	3,519	310
Prudential Indicators					
Capital Expenditure	24,118	14,028	14,023	9,738	8,653
Capital Financing Requirement (CFR)*	50,307	45,862	40,146	38,701	38,155
<i>Of Which Commercial Property</i>	30,000	21,666	21,666	21,666	21,666
Annual change in CFR*	9,937	7,956	2,240	795	249
External Debt Forecast	38,189	24,220	23,004	20,000	20,000
Under/(over)borrowing	12,118	21,642	17,142	18,701	18,155
Ratio of financing costs to net revenue stream*	8.89%	6.07%	4.78%	4.84%	3.63%
Incremental impact of capital investment decisions:					
Increase/Reduction (-) in Council Tax (band change per annum)	£1.25	£0.74	£0.13	£0.01	£0.01

4.10 Due to the timing of this report the Monthly Investment Review report is not yet available.

APPENDIX 1: Interest rate forecasts

The balance of risks to the UK

- The overall balance of risks to economic growth in the UK is now probably to the upside but is subject to major uncertainty due to the virus - both domestically and its potential effects worldwide.
- There is relatively little domestic risk of increases or decreases in Bank Rate in the near-term, nor significant changes in shorter-term PWLB rates. The Bank of England has effectively ruled out the use of negative interest rates anytime soon but increases in Bank Rate are likely to be some years away given the underlying economic expectations. However, it is always possible that safe haven flows, due to unexpected domestic developments and those in other major economies, could impact gilt yields, (and so PWLB rates).

Downside risks to current forecasts for UK gilt yields and PWLB rates currently include:

- **Mutations** of the virus render current vaccines ineffective, and tweaked vaccines to combat these mutations are delayed, resulting in further national lockdowns or severe regional restrictions i.e. economic recovery and growth is slower than expected.
- **UK - Bank of England** takes action too quickly, or too far, over the next three years to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- **UK government** takes too much action too quickly to raise taxation or introduce austerity measures that depress demand and the pace of recovery of the economy.
- **UK / EU trade arrangements** – if there was a major impact on trade flows due to complications with customs paperwork or lack of co-operation in sorting out significant issues. A resurgence of the **Eurozone sovereign debt crisis**. The ECB has taken monetary policy action to support the bonds of EU states, with the positive impact most likely for “weaker” countries. In addition, the EU agreed a €750bn fiscal support package. These actions will help shield weaker economic regions for the next two or three years. However, in the case of Italy, the cost of the virus crisis has added to its already huge debt mountain and its slow economic growth will leave it vulnerable to markets returning to taking the view that its level of debt is unsupportable. There remains a sharp divide between northern EU countries favouring low debt to GDP and annual balanced budgets and southern countries who want to see jointly issued Eurobonds to finance economic recovery. This divide could undermine the unity of the EU in time to come.
- Weak capitalisation of some **European banks**, which could be undermined further depending on extent of credit losses resultant of the pandemic.
- **German minority government & general election in 2021**. In the German general election of September 2017, Angela Merkel’s CDU party was left in a vulnerable minority position dependent on the fractious support of the SPD party, as a result of the rise in popularity of the anti-immigration AfD party. Angela Merkel has stepped down from being the CDU party leader but she will remain as Chancellor until the general election in 2021. This then leaves a major question mark over who will be the major guiding hand and driver of EU unity when she steps down. The latest regional elections in two states in March 2021 have placed a big question mark over whether the CDU will win sufficient votes to even be part of a coalition government when the general election takes place later this year.

- **Other minority EU governments.** Italy, Spain, Austria, Sweden, Portugal, Netherlands, Ireland and Belgium also have vulnerable minority governments dependent on coalitions which could prove fragile.
- **Austria, the Czech Republic, Poland and Hungary** now form a strongly anti-immigration bloc within the EU, and they had threatened to derail the 7 year EU budget until a compromise was thrashed out in late 2020. There has also been a rise in anti-immigration sentiment in Germany and France.
- **France.** The French general election is coming up in spring 2022.
- **Geopolitical risks,** for example in China, Iran or North Korea, but also in Europe and other Middle Eastern countries, which could lead to increasing safe haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates

- **UK** - a significant rise in inflationary pressures e.g. caused by a stronger than currently expected recovery in the UK economy after effective vaccines are administered quickly to the UK population, leading to a rapid resumption of normal life and return to full economic activity across all sectors of the economy.
- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly within the UK economy, which then necessitates a rapid series of increases in Bank Rate to stifle inflation.

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

Budget underspends to be carried forward into 2021/22 which have been approved during the year are provided below for information only.

*please note the figures quoted are as forecast as at March 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

BASE BUDGET C/FWDS APPROVED IN YEAR			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Council	Corporate Management - Finance	190	Any Board Budget savings (business case development) will be carried forward. Original funding from Earmarked Reserves.
Corporate Policy & Resources	Our Council	Financial Services	26	ERP finance implementation - £75k approved budget from Business Planning budget, balance to be carried forward.
Prosperous Communities	Our People	Community Action	9	Employment & Skills budget £10k 2019/2020 - from Business Planning budget. Balance to be carried forward approved by MT 25.11.19 FIN/126/20.
Prosperous Communities	Our People	Housing Strategy	56	Selective Licensing - balance carried forward to fund fixed term posts.
		TOTAL	281	

APPENDIX 2

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USE OF EARMARKED RESERVES			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our People	General Grants etc.	12	Rural Transport Programme balance carried forward.
Prosperous Communities	Our People	General Grants etc.	16	Balance on Member Local Grants budget (£144k approved over 4 years 2019/2020 - 2022/2023).
Prosperous Communities	Our People	General Grants etc.	112	Balance on Community Grants budget. Reduction in grants issued during 2020/2021 due to focus on Covid Support grants.
Prosperous Communities	Our People	General Grants etc.	1	Community Lottery promotional and marketing remaining budget.
Prosperous Communities	Our People	General Grants etc.	5	Defibrillator scheme - new equipment budget to be carried forward to replace stock in 2021/2022.
Prosperous Communities	Our People	Community Action	5	Hemswell Cliff Regeneration - capital scheme spend delayed due to Covid-19. Revenue spend to be carried forward to support project work in 2021/2022.
TOTAL			151	

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

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*please note the figures quoted are as forecast as at March 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

BASE BUDGET C/FWDS APPROVED BY MT 29.03.21			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Council	Systems Development	18	Extension to temporary posts - Enabling Technology Project Officer & Data Migration Technical Officer.
Corporate Policy & Resources	Our Council	Corporate Management - Finance	60	Syncity commitment funded from management restructure savings 2020/2021. Remaining balance to support interim arrangements and support for Senior Management Team.
Corporate Policy & Resources	Our Council	Corporate Management - Finance	31	Corporate contingency budget carried forward to support implementation of ERP.
Corporate Policy & Resources	Our Council	Register of Electors	3	Unspent agency budget due to postponed elections in 2020/2021, to be utilised in 2021/2022.
Corporate Policy & Resources	Our Council	Elections	10	Postal Vote increased cost for May 2021 Elections-£10k budget-remaining balance at year-end to be carried forward.

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

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BASE BUDGET C/FWDS APPROVED BY MT 29.03.21			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Council	Communications	10	Cartwright Communications not spent in year but ongoing support required into 2021/2022 - Funded from COVID recovery Grant.
Corporate Policy & Resources	Our Council	Corporate Systems	26	Revenue project budget to support telephone and CRM projects taking place in 2021/2022.
Corporate Policy & Resources	Our Place	Climate Change	5	Carbon Trust - Development of a Carbon Management Plan.
Prosperous Communities	Our Council	Commercial Waste Services	28	There have been no HGV MOT's for 12months due to Covid. It is likely that when they resume there will be higher maintenance cost than normal.
Prosperous Communities	Our People	Parish Lighting	11	Parish Lighting-Significant number of maintenance orders pending, delayed due to Covid. Work expected to take place 2021/2022.
Prosperous Communities	Our Place	Culture & Heritage	55	Mayflower Project - Project spend slipped to 2021/2022 due to Covid.

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

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*please note the figures quoted are as forecast as at March 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

BASE BUDGET C/FWDS APPROVED BY MT 29.03.21			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our Place	Environmental Initiatives	13	Project spend - Woodland nature reserves delayed to 2021/2022.
Prosperous Communities	Our Place	Cemeteries and Churchyards	18	Planned maintenance of cemetery walls delayed due to Covid-19 - in response to condition surveys.
Prosperous Communities	Our Place	Cemeteries and Churchyards	10	Memorial testing and repairs delayed due to Covid. Still required to meet Health and Safety requirements.
Prosperous Communities	Our Place	Strategic Manager-Services	20	Project budget - carry forward to cover Market consultancy in 2021/2022.
Prosperous Communities	Our Place	Development Management	5	Agency Budget (CAPITA and Vivid Resourcing) not spent in year but requiring ongoing support.
Prosperous Communities	Our Place	Economic Development	14	Miscellaneous ongoing Economic Regeneration legal project budget not spent in year (no base budget).

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

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*please note the figures quoted are as forecast as at March 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

BASE BUDGET C/FWDS APPROVED BY MT 29.03.21			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our Place	Economic Development	15	Miscellaneous ongoing Economic Regeneration project budget not spent in year (no base budget).
Prosperous Communities	Our Place	Economic Development	157	Planning and Regeneration restructure FIN/163/21 MT 15.03.21-To support costs in the first year. FROM THE OVERALL SURPLUS POSITION 2020/2021.
Prosperous Communities	Our Place	Community Safety	15	Budget to purchase radios-was not able to purchase in 2020/2021 due to Covid.
Prosperous Communities	Our Place	Waste Management	5	Service specific training budget slipped to 2021/2022 due to Covid.
TOTAL			582	

APPENDIX 2

REVENUE CARRY FORWARDS - ALREADY APPROVED

Budget underspends to be carried forward into 2021/22 which have been approved during the year are provided below for information only.

*please note the figures quoted are as forecast as at March 2021 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.

CORPORATE TRAINING C/FWDS APPROVED BY MT 29.03.21			Mar 21	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Council	Customer Services	5	Corporate Training - K Umpleby £0.4K, J Nixon £2.5k, L Hart-Thompson £2.5k
Corporate Policy & Resources	Our Council	Financial Services	3	Corporate Training - J Alcock - CIMA £3.4k
Prosperous Communities	Our Council	Commercial Waste Services	3	Corporate Training - S Leary - pending Sept 2021 enrolment.
Prosperous Communities	Our Place	Community Safety	1	Corporate Training - L Thomson - BTEC Level 5 Management Diploma £0.8k
Prosperous Communities	Our Place	Development Management	4	Building Better Business Cases Training (Delayed to 2021/2022) Corporate Training Budget £3.5k
Prosperous Communities	Our Place	Pollution Control	3	Corporate Training - S Gamble Acoustics Diploma £2.5k
TOTAL			19	

CPR Workplan as at 7 April

Purpose:

This report provides a summary of reports due at committee through the 2021/2022 civic year.

Recommendation:

1. That members note the report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
17 JUNE 2021				
17 Jun 2021	Capability Policy	Emma Redwood, Assistant Director People and Democratic Services	To review the council's capability policy and update	19 November 2019
17 Jun 2021	Budget and Treasury Monitoring Final Outturn 2020/21	Sue Leversedge, Business Support Team Leader	this report sets out the final revenue, capital and treasury management activity from 1 April 2020 to 31 March 2021.	22 January 2021
17 Jun 2021	Recruitment & Selection Policy	Emma Redwood, Assistant Director People and Democratic Services	Recruitment and selection policy	24 March 2021
17 Jun 2021	Saxilby Footbridge Stage One	Liz Gabey, Senior Facilities Officer, Gary Reevell, Property & Assets Manager	Stage one documentation regarding the repairs and maintenance of Saxilby Footbridge	24 March 2021
17 Jun 2021	Progress and Delivery Report Quarter Four, 2020-21	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter four (January - March) 2020-21.	24 March 2021
17 Jun 2021	Budget Consultation 2021	Tracey Bircumshaw, Assistant Director of Finance and Property	To present the proposals for the 2021 Budget consultation exercise	22 January 2021

Page 70

Services and Section 151
Officer

22 JULY 2021

22 Jul 2021	Annual Treasury Report	Caroline Capon, Corporate Finance Team Leader	Annual Treasury Review	22 January 2021
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11 NOVEMBER 2021

11 Nov 2021	Mid Year Treasury Report 2021-22	Caroline Capon, Corporate Finance Team Leader	Review of Prudential indicators	22 January 2021
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11 Nov 2021	Progress and Delivery Quarter 2, 2021-22	Ellen King, Senior Performance Officer	This report presents performance against the Council's key performance indicators for quarter two (July - September), 2021-22.	24 March 2021
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23 JANUARY 2022

23 Jan 2022	Progress and Delivery Measures and Targets 2022-23	Ellen King, Senior Performance Officer	This report presents for approval the Council's proposed performance measures, and corresponding targets for 2022-23.	24 March 2021
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10 FEBRUARY 2022

10 Feb 2022	Executive Business Plan and Medium Term Financial Plan 2022/23	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To present the Executive Business Plan, Budget 2022/23 and the Medium Term Financial Plan 2022/23-2026/27	22 January 2021
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10 Feb 2022	Committee Timetable 2021-2022	Katie Storr, Senior Democratic & Civic Officer	To follow the format of previous years	24 March 2021
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14 APRIL 2022

14 Apr 2022	Lindsey Centre update	Sally Grindrod-Smith, Assistant Director of Planning and	An update on the leisure scheme.	24 March 2021
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Regeneration, Elaine
Poon, Local Development
Order and Major Projects
Officer
