

Guildhall Gainsborough
Lincolnshire DN21 2NA
Tel: 01427 676676 Fax: 01427 675170

AGENDA

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

Corporate Policy and Resources Committee
Thursday, 16th June, 2022 at 6.30 pm
Council Chamber - The Guildhall

PLEASE NOTE DUE TO CAPACITY LIMITS WITHIN THE GUILDHALL WE WILL BE OPERATING A REDUCED PUBLIC VIEWING GALLERY

Those wishing to simply view the meeting will be able to watch live via:
<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 Liz Clews
- Councillor Michael Devine
- Councillor Ian Fleetwood
- Councillor Paul Howitt-Cowan
- Councillor John McNeill
- Councillor Tom Regis
- Councillor Mrs Mandy Snee
- Councillor Robert Waller
- Councillor Trevor Young

1. Apologies for Absence

2. Public Participation Period

Up to 15 minutes are allowed for public participation. Participants are restricted to 3 minutes each.

3. Minutes of Previous Meeting/s

To confirm as a correct record the Minutes of the previous meeting.

i) For Approval

Corporate Policy and Resources Committee meeting 14 April 2022 (TO FOLLOW)

- ii) For Noting
Joint Staff Consultative Committee meeting on 24 March 2022 (PAGES 3 - 7)

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

- 5. **Matters Arising Schedule** (PAGE 8)
Setting out current position of previously agreed actions as at 8 June 2022

- 6. **Public Reports for Approval:**
 - i) Asbestos Management Policy (PAGES 9 - 23)
 - ii) Appointment of Shareholder Representative (PAGES 24 - 28)
 - iii) Annual Treasury Management Report 2021/22 (PAGES 29 - 42)
 - iv) Budget and Treasury Monitoring Final Outturn 2021/2022 (PAGES 43 - 64)
 - v) Progress & Delivery Quarter Four (PAGES 65 - 105)
 - vi) Committee Work Plan (PAGES 106 - 107)

- 7. **Exclusion of Public and Press**
To resolve that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 3 and 7 of Part 1 of Schedule 12A of the Act.

- 8. **Exempt Reports**
 - i) Levelling Up Fund Resources (PAGES 108 - 119)
 - ii) CCTV Service (PAGES 120 - 132)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Wednesday, 8 June 2022

WEST LINDSEY DISTRICT COUNCIL

MINUTES of a Meeting of the Joint Staff Consultative Committee held via MS Teams on Thursday, 24 March 2022 commencing at 4.00 pm.

Members: Councillor Matthew Boles
Councillor Mrs Jackie Brockway
Councillor Mrs Jessie Milne

Representatives of Union members: James Deacon (Vice Chairman, in the Chair)

Representatives of Non-union staff: Amy Potts

In attendance: Emma Redwood, Assistant Director People and Democratic Services
Robert Gilliot, Operational Services Manager
Ele Snow, Senior Democratic and Civic Officer
Andrew Warnes, Democratic and Civic Officer

Apologies: Councillor David Cotton (Chairman)

40 MEMBERS' DECLARATION OF INTEREST

There were no declarations of interest made at this point in the meeting.

41 MINUTES

RESOLVED that the minutes of the meeting of the Joint Staff Consultative Committee held on Thursday, 20 January 2022 be approved as a correct record.

42 MATTERS ARISING SCHEDULE

There were no outstanding matters arising.

43 DEPOT UPDATE

The Vice Chairman (who was taking the Chair for the meeting, and is referred to as Chairman from hereon in) invited the Operational Services Manager to present the first item, which was a verbal update on the new West Lindsey District Council depot. The Officer used several slides to present the information and photographs during this item.

Members heard that the depot had been 'live' for four months at the time of the meeting, which was operational from the 6th December 2021. The Officer reminded the Committee that the previous locations of the depots had now been handed back, and were at the time of the meeting being used for storage for the new purple lidded bins. The new depot was designed specifically for providing the operational service as a central location for the district, and for future food waste processing.

At this point in the item, the Officer presented several photos of the new depot, which included featured photos such as the entrance lobby, the operational kitchen, the entrance for the operational staff, the changing rooms and the upstairs office. There were also slides showing the equipment buildings and the vehicles yard, which included the storage of the vehicles.

The Officer then updated Members on the events since the site went operational on 6th December 2021. Members learnt that there were some minor 'teething' problems, which included the implementation of new rounds, and the changing of habits. Following consultation with the teams, by mid-January, the Officer felt that the operations were back to the usual operating standards. The Officer stated that staff were generally happy with the new site. The presentation concluded with highlights of the site issues since the opening, which included drainage issues, and pipes not working, which were now resolved and the site was operating normally.

With no further information or statements, the information presented by the Operational Services Manager was **NOTED**.

44 **UPDATE HGV DRIVER MARKET SUPPLEMENT**

The Operational Services Manager then moved on to present the second item, which was a short update on the HGV Market Supplement offered in the wake of the HGV driver crisis. Members learnt that the decision to offer a £500 market supplement due to West Lindsey losing drivers, with private HGV companies being able to 'poach' West Lindsey District Council drivers by offering higher salaries. Following a report to the Corporate Policy and Resources Committee being accepted, and that a supplement for three years would bring up wages to similar organisations in Lincolnshire of around an average of £27,000, West Lindsey District Council had not lost any more drivers. The Officer stated that these drivers were grateful and happy with the additional money.

The Officer concluded his remarks as he informed the Committee that in the January 2022 posting for HGV drivers, for the two posts, there were only three applicants. All of them agency staff, and no external applicants. Members also learnt that a Loader for the local authority had passed his HGV theory test, and was undertaking a full practical test shortly.

Further comments were made by Members and other Officers.

Comments included that this market supplement showed that West Lindsey District Council were willing to invest in their staff and give them their support. There was also reference to the delays in the DVLA issuing backlog that might have been avoided.

With no further information or statements, the report presented by the Operational Services Manager was **NOTED**.

45 **NATIONAL PAY AWARD UPDATE**

The Chairman invited the Assistant Director of People and Democratic Services to present the third item, which was an update to the discussions for the National Pay Award.

Members learnt that following an agreement in February 2022, after a prolonged, disappointingly lengthened discussion, an increase of 1.75% was agreed upon. This pay award increase was to apply for staff's pay for March 2022 in the form of a lump sum payment. Members also heard that the National Joint Council had started proceedings for the April 2022 reward, and that the Officer would keep the Committee updated with any updates.

In this item, comment was made that it was not within West Lindsey District Council's gift to make payment ahead of agreement being reached, with advice that organisations should not go out of the collective bargaining process.

With no further questions or comments, the contents of the report were duly **NOTED**.

46 **UPDATE ON SICKNESS ABSENCE**

The Chairman then invited the Officer to present the fourth report of the meeting, which was an update on sickness absences, up to the latest figures for March 2022.

Members learnt that the level of sickness had fluctuated, with a spike in absences in October/November, going down in December, and eventually stabilising in January/February.

In October, there were about four long term cases, in addition to the usual coughs and colds, with reference to a non-Covid virus being in transit. This was followed in November, where there were eight long term cases, an ill health retirement, and one Officer returning to work. Four other long-term staff absences returned to work.

The Committee learnt that barring any exceptional circumstances, the

absences for March 2022 were on par with January and February 2022, with the target of less than 7 days absence per FTE being achieved.

The Officer then reminded Members that the figures for Covid were tracked separately, as advised by the National Joint Council. There were quite a few cases, but with a number not experiencing significant illness many were able to work from home, despite the rise in the number of cases.

After the Officer presented the update, the following statements and comments were made.

Discussion ensued on the level of Covid related illnesses and absences generally. A question rose on the future picture. The Officer commented that with working from home, other Officers were able to keep on track with work. Reference was made to the situation in care homes by a different Member of the Committee, and that West Lindsey District Council's level was not as severe.

A Member of the Committee gave her thanks to the staff for carrying on with their work in the current situation.

With no further questions or comments, the update on Sickness Absence was **NOTED**.

47 **ANNUAL GENDER PAY REPORT**

The Chairman then invited the Assistant Director of People and Democratic Services to present the final item of the meeting, the Annual Gender Pay Report, which was a retrospective report based on figures on 31 March 2021.

This report is a requirement made by HM Government for organisations with over 250 staff members, acting as a 'snapshot in time'. The Officer stated that this was a long lag in the data, with the figures being skewed by the all-male staff in the operational delivery teams, whilst other organisations had their operational delivery outsourced.

The Officer stressed to the Committee that it was a snapshot on a single day, pointing to a theoretical example of 10 Officers leaving, recruiting ten different Officers the next. During this item, it was pointed out that West Lindsey District Council encouraged flexible working policies for all its employees, and this allowed a number of potential parents to come back to work.

Following no further statements or comments, the report was **NOTED**, and that contents would be publicised on the West Lindsey District Council website.

48 **WORK PLAN**

The Assistant Director of People and Democratic Services informed the Committee that the workplan for the 2022/23 council year had not yet been populated, but was able to confirm the items that were to come to the next Joint Staff Consultative Committee meeting.

These included:

- A full absence report for the 2021/22 council year;
- An item on attaining a new Staff Representative Member for the committee;
- An update on health and safety, and;
- An item on the staff survey regarding Covid-19. The Officer stressed that this report will be sent before then, with a discussion held beforehand.

During this item, Members requested several topics for JSCC consideration. The following topics were suggested.

Regarding the attaining a new Staff Representative, there was a consensus that the actions for this would start before the meeting.

Discussion on a potential future item to look at the effect of the cost of living crisis. The Officer informed the Committee that this was a possibility for a future meeting, and that the local authority were signposting employees for assistance. The Officer also commented that any useful resources could be sent to her.

There was also discussion about the rising costs of petrol and gas was made, about whether the claim rate actually covered the actual costs. The Officer stated that West Lindsey District Council were paying the HMRC rate, and that if the rate was increased above 45p, that would be taxed.

With no further comments from Members of the Committee, the Work Plan as at 16 March 2022 was **NOTED**.

49 **TO NOTE THE DATE OF THE NEXT MEETING**

The date and time of the next meeting of the Joint Staff Consultative Committee to be held at 4pm on Thursday, 26 May 2022, was **NOTED**.

The meeting closed at 4.27 pm.

Chairman

Corporate Policy & Resources Committee Matters Arising Schedule

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

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

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Uniform Approach to Review of Policies	To incorporate a uniform approach to review of existing policies and how to best present such reviews for approval,	To be included in the review of report writing as allocated under the Governance and Audit Committee	31/10/22	Emma Redwood



**Corporate Policy and
Resources Committee**

Thursday, 16 June 2022

Subject: Asbestos Management Policy

Report by:	Assistant Director of Finance and Property Services and Section 151 Officer
Contact Officer:	Gary Reeve Property & Assets Manager gary.reeve@west-lindsey.gov.uk
Purpose / Summary:	To present the Asbestos Management Policy

RECOMMENDATION(S):

- 1) That Members of the Corporate Policy and Resources Committee approve the Asbestos Management Policy**
- 2) That minor housekeeping amendments to the policy be delegated to the Director of Corporate Services in consultation with the Chairman of the Corporate Policy and Resources Committee**

IMPLICATIONS

Legal: Legislative requirements (details contained in Policy Guidance)

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/28/23/SJB

There are no financial implications arising from this report.

(N.B.) All committee reports **MUST** have a Fin Ref

Staffing :

(N.B.) Where there are staffing implications the report **MUST** have a HR Ref

Equality and Diversity including Human Rights : Not applicable

Data Protection Implications : None

Climate Related Risks and Opportunities : None

Section 17 Crime and Disorder Considerations : None

Health Implications: Risk of exposure to asbestos fibre if asbestos containing materials are unmanaged

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

Revision of existing Policy (amended and reformatted)

https://itshared.sharepoint.com/:w:/r/sites/Minerva/CorpDocs/_layouts/15/Doc.aspx?sourcedoc=%7B8620BB16-8645-4238-882A-82BAF048643C%7D&file=Asbestos%20Policy.docx&action=default&mobileredirect=true&DefaultItemOpen=1&web=1&cid=daf7d101-83df-4653-8f27-ca1c2b7673be

Risk Assessment :

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

Executive Summary

This Asbestos Management Policy and subsequent supporting guidance sets out West Lindsey District Councils procedures to ensure that the Authority actively manages the property estate and commits to compliance with all relevant Health and Safety legislation regarding the management of asbestos containing materials (ACM's).

This Policy, its procedures and approaches, is produced to ensure that the risk from known or suspected ACMs within West Lindsey District Council premises or controlled buildings is adequately managed, so that as far as is reasonably practicable so that no-one will come to any harm from the exposure to Asbestos Fibres.

The Policy's supporting guidance details the responsibilities of the Council, its employees, contractors and regular building users with regards to the legal duty to manage ACMs under regulation 4 of the Control of Asbestos Regulations 2012.

The description, identification and responsibilities of the "Dutyholders" are presented along with the 4 essential steps of compliance, the legislative framework and the emergency procedure to be taken should suspected ACMs be disturbed.

The guidance concludes with advice on Asbestos training, training regimes, guidance for the procurement of contractors and links to further external resource data/information

This document is relevant to our: Council Members, Chief Executive, Directors, Assistant Directors, Managers, Employees, Contractors, Tenants and other building users.

Asbestos Management Policy

Property & Assets

Policy, Guidance, Advice and Support to all Employees who may come into contact with Asbestos Containing Materials (ACMs)

Asbestos Containing Materials

Property and Assets

March 2022

Introduction

This purpose of this policy and subsequent guidance notes is to highlight the Council's approach to the effective management of all asbestos containing materials and to reduce the asbestos related risks to as low a level as is reasonably practicable.

The hazard associated with working with Asbestos Containing Materials (ACM) is that when disturbed, asbestos fibres are released. Asbestos Fibres are known to be the cause of asbestosis (asbestos induced lung fibrosis), mesothelioma (cancer of the pleura or lining of the lung) and bronchogenic carcinoma (lung cancer). It is therefore essential that all legislation and procedures are complied with fully in order to protect everyone

The presence of an asbestos containing material in itself does not constitute a danger. However, there is a potential risk to health if such material is disturbed and damaged. An isolated accidental exposure to asbestos fibres for a short duration is extremely unlikely to result in the development of asbestos related diseases. However, regular exposure – even at relatively low levels – can present a risk.

As well as people employed in the building trades, inadvertent exposure (and consequent risk) can occur in other groups of people e.g. installers of ICT, CCTV, Alarm, and Fire Detection systems etc.

Maintenance, Repair and Refurbishment contracts will also take place in West Lindsey District Council owned premises and it is important, therefore, to have a management system in place that minimises the potential for employee, contractor, tenant and visitor exposure to asbestos.

Signed:

Date:

Property and Assets

Asbestos Management Policy 2022

VERSION CONTROL

WEST LINDSEY DISTRICT COUNCIL

Date **March 2022**
Document **Asbestos Management Policy**
Version **V..1.0**
Status **Draft**
Author(s) **Team Manager of Property & Assets**
Approved **To Be Approved**

Document History:

Version	Status: Amendment	Responsible Officer	Date
V 1.0		Team Manager Property & Assets	March 22

Review Group:

Version	Review Group	Group Members [Responsibility]	Date of Review
V 1.0	Corporate Health & Safety	Simon Hunt	
	Land & Property Group		
	Management Team		
	CP&R Committee		

Approval

Version	Approved By:	Role	Date

Asbestos Management Policy

West Lindsey District Council

POLICY

March 2022

Policy Statement

This Asbestos Management Policy conforms with the Health and Safety at Work etc. Act 1974 and the Control of Asbestos Regulations 2012. The Policy will apply to all buildings and all individuals employed by West Lindsey District Council, to contractors/subcontractors engaged by West Lindsey District Council and to all West Lindsey District Council tenants.

Our commitment;

As an Authority, we will strive to ensure that we effectively manage asbestos containing materials. We will;

'..actively manage our property estate and commit to comply with all asbestos legislation, Approved Codes of Practice, Health and Safety Executive Guidance Notes and to commit to the safe disposal of any asbestos waste in accordance with the appropriate legislation'.

To achieve this, we will:-

prepare and maintain an Asbestos Register and Asbestos Management Plan on the Councils Computer Aided Assets Management System (CAAMS) ensuring all records are reviewed, kept up to date and accessible to employees and contractors

ensure that any asbestos containing materials that may be present in any West Lindsey District Council building will be maintained in a condition so as to prevent uncontrolled release of fibres and the possibility of any harm to health occurring

ensure that an appropriate asbestos surveying process remains in place, considering the need of asbestos management, refurbishment and demolition surveys in accordance with current legislation.

implement an effective asbestos management strategy in order that appropriate measures such as encapsulation, labelling, inspection, surveying, working with, or removal of, the material can be undertaken.

require tenants to seek advanced permission from West Lindsey District Council Property Services before starting any work which may interfere with the fabric and/or services of the property.

ensure that all contractors and sub-contractors engaged to carry out the removal of/or working on High Risk ACMs in any of the Councils buildings are fully licensed. If materials are lower risk then an unlicensed but competent contractor may be appointed.

ensure that all contractors and sub-contractors engaged to carry out works on any of the Councils buildings are provided with adequate information on asbestos which may be disturbed by their works

ensure that this policy is kept under review and revise in line with any legislative or significant changes

West Lindsey District Council
Guidance Notes
Asbestos Management Policy March 2022

Contents	Page
General Guidance	
Introduction	6
Legal Obligations	6
1. What is and who has the duty?	6
2. What premises are affected?	7
3. How do dutyholders comply?	7
4. Current Legislation	7
5. Removal and working on Asbestos Containing Materials	8
6. Emergency procedures if suspected ACMs are disturbed	8
7. Dutyholder responsibilities	9
8. Training and training regimes	10
9. Procuring Contractors including Consultants and Analysts	11
10. Further Health & Safety Executive Resources	11

General Guidance

Introduction

Asbestos is a naturally occurring silicate mineral found throughout the world. It was commonly used in building materials from the 1950's to the mid 1980's. The importation, sale and use in installations of asbestos was banned in the UK in 1999.

All asbestos has the potential to be hazardous to health if the asbestos fibres are released into the atmosphere and inhaled. The term asbestos is given to a group of minerals of which there are three main types:

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

There are four main diseases caused by asbestos:

- mesothelioma (which is always fatal)
- lung cancer (almost always fatal)
- asbestosis (not always fatal, but it can be very debilitating)
- diffuse pleural thickening (not fatal)

*'It is estimated that an average of 13 people a day in the UK die from conditions caused by previous exposure to asbestos – more than double the number of people who die on the roads'.
(Source National Asbestos Helpline – why is asbestos still causing thousands of deaths a year)*

Legal Obligations

1. What is and who has the 'Duty'

The duty to manage asbestos is contained in regulation 4 of the **Control of Asbestos Regulations 2012**. It requires the person who has the duty (ie the '**duty holder**') to:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in
- presume materials contain asbestos unless there is strong evidence that they do not
- make, and keep up-to-date, a record of the location and condition of the asbestos- containing materials - or materials which are presumed to contain asbestos
- assess the risk of anyone being exposed to fibres from the materials identified
- prepare a plan that sets out in detail how the risks from these materials will be managed
- take the necessary steps to put the plan into action
- periodically review and monitor the plan and the arrangements to act on it so that the plan remains relevant and up-to-date
- provide information on the location and condition of the materials to anyone who is liable to work on or disturb them

The **dutyholder** is the owner of the non-domestic premises or the person or organisation that has clear responsibility for the maintenance or repair of non-domestic premises, for example through an explicit agreement such as a tenancy agreement or contract.

The extent of the duty will depend on the nature of that agreement. In a building occupied by one leaseholder, the agreement might be for either the owner or leaseholder to take on the full duty for the whole building; or it might be to share the duty. In a multi-occupied building, the agreement might be that the owner takes on the full duty for the whole building. Or it might be that the duty is shared - for example, the owner takes responsibility for the common parts while the leaseholders take responsibility for the parts they occupy. Sometimes, there might be an agreement to pass the responsibilities to a managing agent.

In some cases, there may be no tenancy agreement or contract. Or, if there is, it may not specify who has responsibility for the maintenance or repair of non-domestic premises. In these cases, or where the premises are unoccupied, the duty is placed on whoever has control of the premises, or part of the premises. Often this will be the owner.

2. What premises are affected?

The duty to manage covers all non-domestic premises. Such premises include all industrial, commercial or public buildings such as factories, warehouses, offices, shops, hospitals and schools.

Non-domestic premises also include those 'common' areas of certain domestic premises, such as purpose-built flats or houses converted into flats. The common areas of these premises include foyers, corridors, lifts and lift-shafts, staircases, roof spaces, gardens, yards, outhouses and garages - but would not include the individual flats themselves.

Common areas do not include rooms within a private residence that are shared by more than one household, such as bathrooms, kitchens etc. in shared houses and communal dining rooms and lounges in sheltered accommodation

3. How do dutyholders comply?

There are four essential steps:

1. find out whether the premises contain asbestos, and, if so, where it is and what condition it is in. If in doubt, materials must be presumed to contain asbestos
2. assess the risk from asbestos present in the premises
3. make a plan to manage that risk and act on it
4. provide this information to other employers (eg building contractors) who are likely to disturb any asbestos present, so that they can put in place appropriate control while the work is being done.

There is also a requirement on others to co-operate as far as is necessary to allow the dutyholder to comply with the above requirements.

4. Current Legislation

Under the **Health and Safety at Work etc., Act 1974, (HASAWA)** employers have duties to ensure, as far as is reasonably practicable, the health, safety and welfare of employees and the health and safety of others that maybe affected by the employers undertaking.

The Management of Health and Safety at Work Regulations 1999 (MHSW 1999) requires employers and self-employed people to make an assessment of the risk to the health and safety of themselves, employees and people not in their employment arising out of or in connection with

the conduct of their business and to make appropriate arrangements for protecting these people's health and safety.

The Control of Asbestos Regulations 2012 (CAR 2012) requires that the main aim on the employer is to prevent exposure of asbestos to employees and others who may be affected by the work.

The Construction (Design and Management) Regulations 2015 (CDM 2015) requires the client to pass on information about the state or condition of any premises (including the presence of hazardous materials such as asbestos) before any work begins and to ensure that the health and safety file and asbestos register for the premises is available for inspection by any person who needs the information. It is not acceptable to make general reference to hazards that may exist

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) covers the accidental release or escape of any substance in a quantity sufficient to cause death, major injury or any other damage to health of any person and also includes the reporting of diseases associated with the release of asbestos.

The Carriage of Dangerous Goods and Use of Transportable Equipment Regulations 2009 (CDG 2009) implements the requirements of the European agreement concerning the carriage of dangerous goods (ADR). The regulations deal with dangerous goods carriage. Asbestos is classified as hazardous waste.

5. Removal and Working on Asbestos Containing Materials (ACMs)

Any ACMs that need to be sealed, encapsulated or removed must be done so by a licensed contractor if the materials are high risk (eg pipe insulation and asbestos insulating panels). If the materials are lower risk (eg asbestos cement sheets and roofing) then an unlicensed but competent contractors may carry out this work.

6. Emergency Procedures if suspected ACMs are disturbed

In the event of ACMs being suspected or known ACMs being disturbed:

- Stop work immediately.
- Prevent spread of asbestos (close windows/doors)
- Vacate and secure the area in order to minimise the risk of spread of materials
- Restrict access into area
- Immediately notify the building manager/responsible person
- Immediately notify West Lindsey DC's Health & Safety Co-ordinator
- Immediately notify West Lindsey DC Property & Assets team
- Notify your line manager/supervisor
- Decide if work is required to make area safe
- Appoint appropriate approved contractor to carry out investigation/remediation work
- Do not attempt to clear up suspect material or collect samples.
- Do not re-enter the area to collect tools or documents etc

The Health and Safety Co-ordinator and Property & Asset team will investigate incidents where there has been an accidental release of asbestos fibers. They will also determine if the release is reportable as a dangerous occurrence in accordance with Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

7. Dutyholder Responsibilities

6.1 Chief Executive

Will ensure that there is provision for adequate resources and support to enable:

- the services to comply with their duties and specific responsibilities
- the implementation of the policy
- the policy to be fully understood by all

6.2 Directors, Assistant Directors and Managers

Will ensure they:

- fully understand the policy
- identify employees who may come into contact ACMs and that they have a suitable level of information, training and supervision including emergency procedures and risk assessments and that this training, information and supervision is updated as often as is reasonably practicable
- make employees and others aware of the policy
- monitor, enforce and promote the policy
- report to property services any materials suspected of containing ACMs where the material has become disturbed and/or damaged or where staff, contractors and/or subcontractors are likely to undertake work, which may affect that material (with the exception of fly-tipping instances)
- carry out suitable and sufficient risk assessments
- keep all records of asbestos collections and disposal methods. (consignment notes for the hazardous waste must be kept for three years)

6.3 Health and Safety Co-ordinator

Will:

- review the policy annually or if there are significant changes in legislation
- consult with the safety champion group
- horizon scan for future changes to legislation, assess and advise on the impact to the organisation.

6.4 Site/Premise Managers and Responsible Persons

Will:

- be consulted on and assist in developing the policy and risk assessments
- support managers and colleagues in the implementation and adherence of the policy
- assist managers in investigation of work-related incidents

6.5 Employees

Will ensure they:

- recognise their responsibilities under the HASAWA
- avoid any work that may disturb or damage ACMs
- report any materials suspected of containing ACMs where the material has become disturbed and/or damaged or where staff, contractors and/or subcontractors are likely to undertake work, which may affect that material to their line manager.
- comply with the policy

6.6 Property Services

A corporate asbestos register will be maintained by WLDC and held by property services. It will be updated by a competent person on a regular basis or if there are any changes. Copies of asbestos locations will also be kept in relevant buildings.

The asbestos register will record:

- the address and use of the building or premises to which the record relates
- details of the location and type of asbestos
- the condition of the asbestos at the time
- the dates and results of any sampling or monitoring
- any remedial treatment or removal action as may be taken or proposed

If asbestos is found to be in good condition, a decision to leave it in situ will be taken and the asbestos register will be updated with the current information. This will be monitored regularly.

Tenants will be given a copy of the register for the building with regard to asbestos and be reminded of their duties under the Control of Asbestos Regulations.

6.7 Operational Services

Employees within the operational services team will:

- only collect fly tipped non-licensed asbestos waste
- be trained in accordance with regulation 10 of Control of Asbestos Regulations (CAR)
- Work in accordance with the Health and Safety Executive (HSE) Asbestos Essentials Guidance Notes

7.0 Training and Training Regimes

Workers, supervisors and employees must be able to recognise asbestos-containing materials (ACMs) and know what to do if they come across them in order to protect themselves and others.

The **Control of Asbestos Regulations 2012** covers the main laws concerned with controlling and preventing exposure to asbestos.

The regulations apply to anyone who is responsible for the maintenance and repairs of non-domestic premises. This means that the regulations apply to all building owners. Additionally, employers also have a legal duty under the regulations to oversee any work which is liable to expose their employees to asbestos.

Employers must carry out a risk assessment that identifies the presence of asbestos and they must implement adequate control measures. They must also have a written plan of work for any work that could see someone disturb asbestos

There are three main levels of information, instruction and training to consider which relate to:

- **Asbestos awareness** - is for any level of employee who might be exposed to asbestos as part of their job. It is the lowest level of safety training surrounding asbestos and it is intended to train people in the risks surrounding asbestos, how to avoid disturbing asbestos, and the nature of asbestos fibres.
- **Non-licensable work with asbestos including>NNLW** - is a training requirement for employees who work on or disturb asbestos, referred to as non-licensable asbestos work or minor works. Persons requiring this type of training would include those whose work will knowingly disturb Asbestos Containing Materials
- **Licensable work with asbestos** - Any persons carrying out licensable work with asbestos containing materials, as laid down in CAR 2012. This would normally include, but is not limited to, licensed asbestos removal contractors and ancillary trades such as scaffolders who undertake licensed asbestos ancillary work, companies maintaining negative pressure units and class "H" vacuums and those required to enter into enclosures to carry out other ancillary work.

Attending a training course on its own will not make a worker competent. Competence is developed over time by implementing and consolidating skills learnt during training, on-the-job learning, instruction and assessment.

It is important that the level of information, instruction and training is appropriate for the work and the roles undertaken by each worker (and supervisor). Using a training needs analysis

(TNA) will help to identify what topics should be covered to ensure workers have the right level of competence to avoid putting themselves or others at risk.

8.0 Procuring Contractors including Consultants and Analysts

Property services will ensure that:

- Only Health and Safety Executive (HSE) licensed asbestos contractors and United Kingdom Accreditation Services (UKAS) accredited HSE licensed consultants are used by WLDC.
- All relevant staff, contractors and sub-contractors are informed of the presence of any known asbestos, which may affect the works.
- Contractors are to be instructed to consult the Asbestos Register in order to familiarise themselves with the location of any known asbestos in the premises
- The Asbestos Registers are updated as soon as new or revised information is available.

The information held in the register will be used to inform council employees, contractors and others of the presence of ACMs. If a product has been identified as being an ACM and it is in poor condition, a property services officer or where appropriate, an asbestos specialist should carry out a visit to the premises and determine the control measures to be implemented. If a product is in good condition, a decision to leave it in situ is taken. In all situations the asbestos register is updated with the current information.

Where information is made specifically available for contractors, this information sharing exercise will be recorded and records kept on file.

Further Health & Safety Executive Resources

Managing asbestos in buildings - <https://www.hse.gov.uk/pubns/indg223.pdf>

Asbestos: The survey guide - <https://www.hse.gov.uk/pubns/priced/hsg264.pdf>

Managing and working with asbestos - <https://www.hse.gov.uk/pubns/priced/l143.pdf>

Checklist for 'Managing my asbestos' - <https://www.hse.gov.uk/asbestos/assets/docs/checklist.pdf>

Managing my asbestos 'A step by step guide' - <https://www.hse.gov.uk/asbestos/managing/index.htm>

Asbestos Essentials Guidance Notes - <https://www.hse.gov.uk/search/search-results.htm?gsc.q=asbestos%20essentials#gsc.tab=0&gsc.q=hse%20asbestos%20essentials>

Agenda Item 6b



**Corporate Policy and
Resources**

Thursday, 16 June 2022

**Subject: Appointment of Shareholder Representative
and trading companies Company Secretary**

Report by:

Chief Executive

Contact Officer:

Emma Foy
Director of Corporate Services (S151)

emma.foy@west-lindsey.gov.uk

Purpose / Summary:

To nominate the Shareholder Representative for the Council's company interests.
To nominate the Company Secretary of our commercial trading companies

RECOMMENDATION(S):

1. To approve the appointment of the Director of Corporate Services (S151) as the Shareholder Representative, for WLDC Trading Ltd and associated companies and to include Market Street Renewal Ltd
2. To appoint Peter Davy (Financial Services Manager (Deputy S151)) as Company Secretary for WLDC Trading Ltd, WLDC Staffing Services Ltd, and Surestaff (Lincs) Ltd from 1 August 2022.

IMPLICATIONS

Legal:

The Council has the legal power to establish and operate trading companies. These can be wholly owned by West Lindsey District Council in order to enable the Council to take advantage of the powers to trade for profit introduced under the Local Government Act 2003, where opportunities to do so arise and it is appropriate to use the company as a vehicle for the trading activity proposed.

In addition, under the “general power of competence” introduced by Section 1 of the Localism Act 2011 local authorities now have a general power that enables them to do anything that a private individual is entitled to do, subject to certain statutory limitations.

It should be noted that things done for a commercial purpose even under the Localism Act 2011 must be done through a company.

Under the Companies Act 2006 there is no legal requirement to have Company Secretary, however, the Council sees this as a role which will promote and ensure good governance and financial management.

Financial : FIN/36/23

None from this report.

The roles, of Director of Corporate Services (s151) nominated as the Shareholder Representative and the Financial Services Manager (Deputy S151) Peter Davy is nominated as Company Secretary, include these duties within their respective job descriptions.

The Council will recover costs at an agreed hourly rate for the Financial Services Manager for undertaking the role of Company Secretary from the relevant companies, as does the costs of Director Adrian Selby.

Staffing : The role is detailed with in relevant job descriptions of the nominees.

Equality and Diversity including Human Rights :

None from this report

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None from this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

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

The Sole Shareholders Agreement – reserved matters are held by Democratic Services

Risk Assessment :

Conflict of interest with Council priorities and resources – each business case evaluates the resourcing requirements needed to trade in the context of the Council’s statutory duties. Where a conflict occurs, the business plan will need to support any additional resources that are needed.

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1 Introduction

- 1.1 As the sole owner of the Group Holding Company (WLDC Trading Ltd) and its subsidiaries (Surestaff (Lincs) Ltd and WLDC Staffing Services Ltd), the Council ultimately governs the operations of these companies.

The Shareholders Agreement (Appendix 1) is a legally binding document that sets out the Council's expectations of its companies. The Council must approve the annual business plan and accounts for the Group Holding Company and its subsidiaries. The Shareholder Agreement also details a list of *Reserved Matters*, issues that must revert to the Council, as sole Shareholder, for decision-making. One of which is the nomination of a Shareholder Representative.

2. Council appointments:

- 2.1 The Council will appoint one or more directors to each subsidiary Board and, depending on the composition, may appoint a majority of directors. Legal advice recommended that the Council's nominated directors should be officers rather than elected members to avoid potential conflicts of interest and given that it is the Council (ie all elected members) which is the shareholder and owner.
- 2.2 The Nominated Director is Adrian Selby who is the Council's Director of Commercial and Operational Services.
- 2.3 With the resignation of Tracey Bircumshaw, Company Secretary, it is recommended that Peter Davy is nominated as Company Secretary upon his commencement on 1 August 2022.
- 2.4 The Director of Corporate Services is nominated as the appointed Shareholder Representative and that this appointment be recommended to Council for formal approval in line with the Shareholders Agreement - reserved matters.
- 2.5 Apart from the reserved matters, decisions which the Council (as member) is required to approve under the Companies Act 2006, and any matters which the Council directs a company's board to undertake (or not undertake), the day to day running of each subsidiary is left to the Company Director.

3. Market Street Renewal Ltd

- 3.1 The Shareholder Representative will also incorporate Market Street Renewal Ltd, our Joint Venture Company, within the remit of this role.
- 3.1 The Council's nominated Director for Market Street Renewal Ltd is Sally Grindrod-Smith, Director of Planning, Regeneration and Communities.

4. Recommendations

- 4.1 To recommend to Council, the appointment of the Director of Corporate Services (S151) as the Shareholder Representative, for WLDC Trading Ltd and associated companies and to include Market Street Renewal Ltd
- 4.2 To appoint Peter Davy (Financial Services Manager (Deputy S151)) as Company Secretary for WLDC Trading Ltd and associated companies from 1 August 2022.



**Corporate Policy and
Resources Committee**

Thursday, 16 June 2022

Subject: Annual Treasury Management Report 2021/22

Report by:	Director of Corporate Services (S151)
Contact Officer:	Paul Loveday Corporate Finance Team Leader paul.loveday@west-lindsey.gov.uk
Purpose / Summary:	To report on Annual Treasury Management activities and prudential indicators for 2021-22 in accordance with the Local Government Act 2003

RECOMMENDATION(S):

1. Members propose the Annual Treasury Management Report and actual Prudential Indicators 2021/22 to Full Council for approval.

IMPLICATIONS

Legal:

(N.B.) Where there are legal implications the report **MUST** be seen by the MO

Financial : FIN/39/23/PJL

Treasury Investment activities have generated £0.167m of investment interest at an average rate of 0.762%.

Non-Treasury investments (Investment Property Portfolio) have generated a gross yield of 6.79%

Financing activities has resulted in a total of £21.5m of external borrowing at a cost in year of £0.372m.

Staffing : None from this report

Equality and Diversity including Human Rights : None from this report

Data Protection Implications : None from this report

Climate Related Risks and Opportunities: None from this report

Section 17 Crime and Disorder Considerations: None from this report

Health Implications: None from this report

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

Treasury Investment activities have generated £0.167m of investment interest at an average rate of 0.762%.

Non-Treasury investments (Investment Property acquisitions) have generated a gross yield of 6.79%

Financing activities has resulted in a total of £21.5m of external borrowing at a cost in year of £0.372m.

Risk Assessment :

The Treasury Management Strategy sets out our assessment of treasury risks.

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

1. Executive Summary

The Council are required to receive as a minimum the following reports;

- an annual treasury strategy in advance of the year (March 2021)
- a mid-year, (minimum), treasury update report (November 2021)
- an annual review following the end of the year describing the activity compared to the strategy, (this report)

In addition, this Corporate Policy and Resources Committee has received quarterly treasury management update reports.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by either the Governance and Audit Committee who provide scrutiny of the Treasury Management Strategy and the Corporate Policy and Resources Committee who monitor in year performance and mid-year updates. Member training on treasury

management issues was undertaken during the year in order to support members' scrutiny role.

During 2021/22, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators	2020/21 Actual £000	2021/22 Original £000	2021/22 Actual £000
Capital expenditure	9,034	9,396	7,813
Capital Financing Requirement:	38,526	41,340	40,476
Of which – Investment Properties	20,959	22,999	20,585
Gross borrowing (External)	20,000	31,000	21,500
Finance Lease	0	0	0
Investments			
• Longer than 1 year	3,000	3,000	3,000
• Under 1 year	13,872	9,133	17,020
• Total	16,872	12,133	20,020
Net borrowing	3,128	18,867	1,480

Other prudential and treasury indicators are to be found in the main body of this report. The Assistant Director Property Services, Business Support and Finance (S151 Officer) also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached.

The financial year 2021/22 continued the challenging investment environment of previous years, namely low investment returns.

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness, (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed debt activity; and
- Detailed investment activity.

2. Capital Expenditure and Financing

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was

Capital and Financing	2020/21 Actual £000's	2021/22 Original Budget £000's	2021/22 Actual £000's
Capital expenditure	9,034	9,396	7,813
Financed in year by:			
Capital Receipts	2,519	542	441
Capital grants/contributions	3,314	2,860	1,087
Revenue	1,576	4,251	3,478
Leases	0	0	0
S106	17	0	33
Prudential Borrowing	1,608	1,743	2,774

3. The Council's overall borrowing need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2021/22 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLb], or the money markets), or utilising temporary cash resources within the Council.

Reducing the CFR – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements

which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2021/22 MRP Policy, (as required by DLUHC Guidance), was approved as part of the Treasury Management Strategy Report for 2021/22 on 1 March 2021. Due to a change in statutory guidance MRP will now also be charged on Commercial Investment Property for 2022/23 and future financial years. A voluntary revenue provision of £0.374m has been made for 2021/22

The Council has retained a Valuation Volatility Reserve with a minimum balance of 5% of purchase price of the portfolio. This Reserve will be utilised to mitigate any loss on the investment upon sale of the assets if the capital receipt does not meet the debt outstanding. With the introduction of the MRP for 2022/23, this reserve and minimum balance will be reviewed on an annual basis. This is considered a prudent approach for these specific assets.

The Council's CFR for the year is shown below, and represents a key prudential indicator.

Capital Financing Requirement (CFR)	31 March 2021 Actual £000's	31 March 2022 Actual £000's
Opening balance	37,905	38,525
Add adjustment for Prudential Borrowing	1,608	2,774
Less MRP/Finance Lease Repayments	(281)	(449)
Less VRP	(707)	(374)
Closing balance	38,525	40,476
<i>Movement on CFR</i>	<i>620</i>	<i>1,951</i>

Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council ensures that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2020/21) plus the estimates of any additional capital financing requirement for the current (2021/22) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate

capital needs in 2021/22. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	31 March 2021 Actual £000's	31 March 2022 Actual £000's
Prudential borrowing position	38,453	40,404
CFR	38,525	40,476

The Authorised Limit - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2021/22 the Council has maintained gross borrowing within its authorised limit.

The Operational Boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

	2021/22 £000's
Authorised limit	45,000
Operational boundary	40,476
Financing costs as a proportion of net revenue stream	9.60%

4. Treasury Position as at 31 March 2022

The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2021/22 the Council's treasury, (excluding borrowing and finance leases), position was as follows:

TABLE 1	31 March 2021 Principal £000's	Rate/ Return	Average Life yrs.	31 March 2022 Principal £000's	Average Rate/ Return	Average Life yrs.
Fixed rate funding:						
-PWLB	16,500	2.14%	27	16,500	2.14%	27
-Other LA	3,500	1.02%	1	5,000	0.15%	1
Total debt	20,000		22	21,500		21
CFR	38,525		-	39,734	-	-
Over / (under) borrowing	(18,525)	-	-	(18,234)	-	-
Investments:						
	16,872	0.896%	-	20,020	0.762%	-
Total investments	16,872	0.896%	-	20,020	0.762%	-
Net debt	3,128	-	-	1,480	-	-

Under borrowing reflects Internal Borrowing from the Council's cash balances.

The maturity structure of the debt portfolio was as follows:

	31 March 2021 Actual £000's	31 March 2022 Actual £000's	%
Less than 5 years	6,000	7,500	35
5 years and within 10 years	3,000	3,000	14
10 years and within 20 years	0	0	0
20 years and within 30 years	2,500	2,500	12
30 years and within 40 years	0	0	0
40 years and within 50 years	8,500	8,500	39

£16.5m of loans have been undertaken with the Public Works Loans Board at fixed rates on a maturity basis as detailed above.

One loan for £5m has been undertaken with another Local Authority at a fixed rate on a maturity basis for a period of 301 days.

Borrowing in advance of need

The Council has not borrowed more than, or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed.

The Council's capital investments and their subsequent financing costs as a % of the Net Revenue Stream is detailed below along with the impact on Council

Tax (all other things being equal). The indicators reflect our Borrowing Strategy, that we will only borrow where schemes are able to provide sustained support for the costs of borrowing and reflect new income generated is in excess of the cost of borrowing.

	31 March 2021 Actual	31 March 2022 Actual
Ratio of Financing Costs to Net Revenue Stream	7.41%	9.60%
Increase/(Reduction) in Council Tax	(£0.02)	£1.88

4.2 Investments

Investment Policy – the Council’s investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by the Council on 01 March 2021. This policy sets out the approach for choosing investment counterparties, and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties.

Resources – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources	31 March 2021 £000’s	31 March 2022 £000’s
General Fund Balance	7,338	5,406
Earmarked reserves	19,209	19,214
Provisions	1,045	1,582
Usable capital receipts	1,168	1,472
Capital Grants Unapplied	2,366	2,516
Total	31,126	30,190

Investments held by the Council

- The Council maintained an average balance of £23.681m of internally managed funds.
- The internally managed funds earned an average rate of return of 0.762%.
- The comparable performance indicator is the average 7-day LIBID rate, which was -0.07% (as at 31 December 2021). This indicator was discontinued at the end of December 2021. The new equivalent Sterling

Overnight Index Average (SONIA) showed a rate of 0.14% as at 31 March 2022.

- Total investment income was £0.167m compared to a budget of £0.125m.

Types of investments	31 March 2021 Actual £000	31 March 2022 Actual £000
Deposits with banks and building societies	9,052	2,070
Money Market Funds	4,820	14,950
Other Local Authorities	0	0
Property funds	3,000	3,000
TOTAL TREASURY INVESTMENTS	11,872	20,020

4.3 Non Treasury Investments

YEAR OF ACQUISITION	Commercial Property Portfolio	Sector	Total Acquisition Cost £'m
2017/18	Bradford Road, Keighley	Hotel	2.490
2018/19	43 Penistone Road, Sheffield	Leisure	2.700
2018/19	Unit 7 Drake House, Sheffield	Manufacturing	3.175
2018/19	5 Sandars Road, Gainsborough	Manufacturing	6.470
2018/19	Heaton Street, Gainsborough	Retail	1.150
2019/20	Wheatley Road, Doncaster	Commercial Unit	5.681
	TOTAL PORTFOLIO		21.666

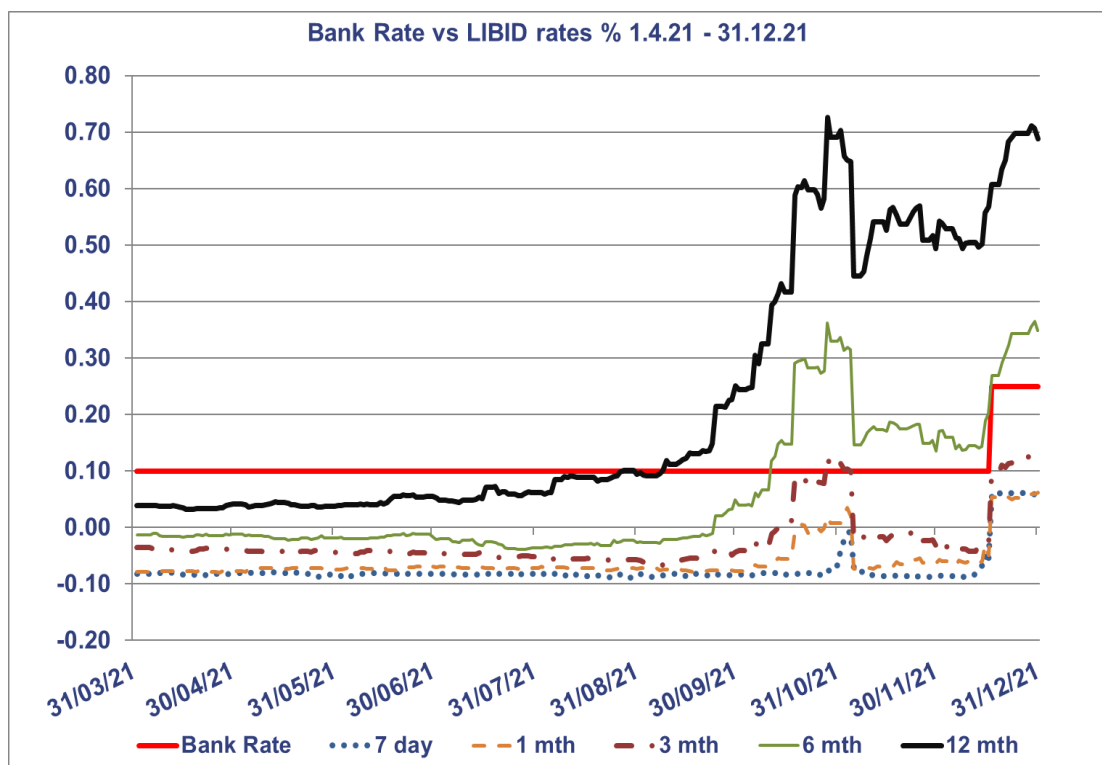
The investments are held on the balance sheet at their Fair Value (*the price expected to be received in current market conditions*). The Fair Value as at 31 March 2022 for the Commercial Property Portfolio is £21.754m, effectively reflecting an increase on the costs of purchase.

This investment portfolio is generating a gross yield of 6.79% and £1.418m in income relevant to the financial year.

The Council mitigates any loss on investment by holding a Valuation Volatility Reserve at a minimum of 5% of the purchase price of properties. The balance on this reserve as at 31 March 2022 is £1.084m.

5.0 The Strategy for 2021/22

5.1 Investment strategy and control of interest rate risk



	Bank Rate	7 day	1 mth	3 mth	6 mth	12 mth
High	0.25	0.06	0.06	0.14	0.36	0.73
High Date	17/12/2021	29/12/2021	31/12/2021	31/12/2021	30/12/2021	28/10/2021
Low	0.10	-0.09	-0.08	-0.07	-0.04	0.04
Low Date	01/07/2021	27/08/2021	17/09/2021	08/09/2021	27/07/2021	08/07/2021
Average	0.11	-0.07	-0.05	-0.01	0.09	0.31
Spread	0.15	0.15	0.14	0.20	0.40	0.68

Investment returns remained close to zero for much of 2021/22. Most local authority lending managed to avoid negative rates and one feature of the year was the continued growth of inter local authority lending. The expectation for interest rates within the treasury management strategy for 2021/22 was that Bank Rate would remain at 0.1% until it was clear to the Bank of England that the emergency level of rates introduced at the start of the Covid-19 pandemic were no longer necessitated.

The Bank of England and the Government also maintained various monetary and fiscal measures, supplying the banking system and the economy with massive amounts of cheap credit so that banks could help cash-starved businesses to survive the various lockdowns/negative impact on their cashflow. The Government also supplied huge amounts of finance to local authorities to pass on to businesses. This meant that for most of the year there was much more liquidity in financial markets than there was demand to borrow, with the consequent effect that investment earnings rates remained low until towards the turn of the year when inflation concerns indicated central banks, not just the Bank of England, would need to lift interest rates to combat the second-round effects of growing levels of inflation (CPI was 6.2% in February).

This authority does not have sufficient cash balances to be able to place deposits for more than three months so as to earn higher rates from longer deposits. While the Council has taken a cautious approach to investing, it is also fully appreciative of changes to regulatory requirements for financial institutions in terms of additional capital and liquidity that came about in the aftermath of the financial crisis. These requirements have provided a far stronger basis for financial institutions, with annual stress tests by regulators evidencing how institutions are now far more able to cope with extreme stressed market and economic conditions.

Investment balances have been kept to a minimum through the agreed strategy of using reserves and balances to support internal borrowing, rather than borrowing externally from the financial markets. External borrowing would have incurred an additional cost, due to the differential between borrowing and investment rates as illustrated in the charts shown above and below. Such an approach has also provided benefits in terms of reducing the counterparty risk exposure, by having fewer investments placed in the financial markets.

5.2 Borrowing strategy and control of interest rate risk

During 2021/22, the Council maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as investment returns were very low and minimising counterparty risk on placing investments also needed to be considered.

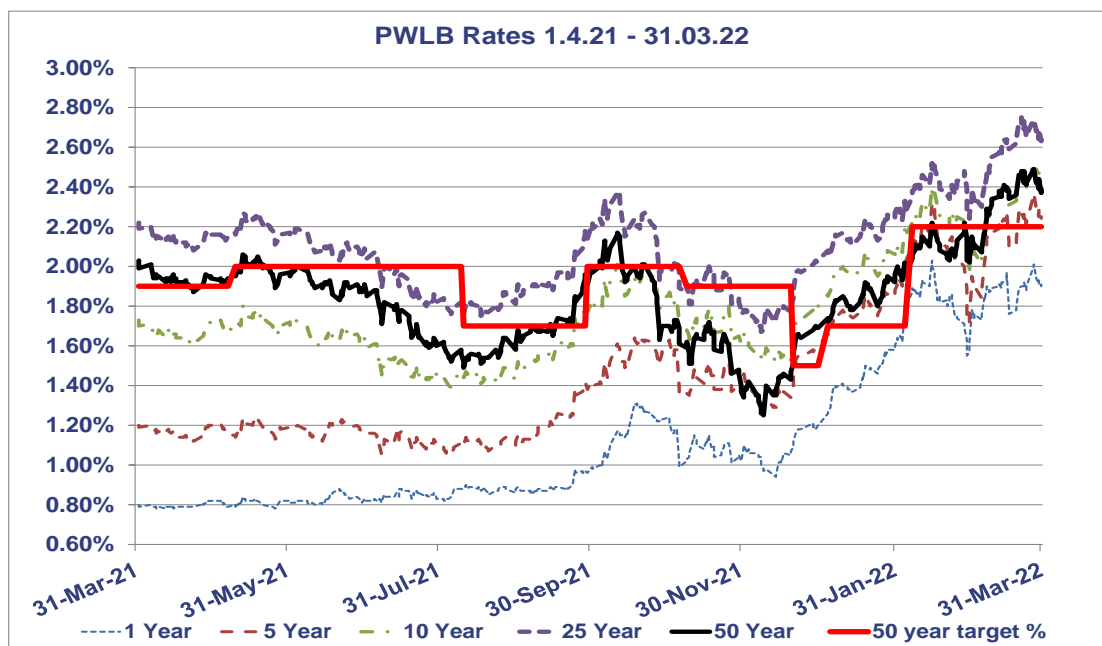
The policy of avoiding new borrowing by running down spare cash balances has served well over the last few years. However, this was kept under review to avoid incurring higher borrowing costs in the future when this authority may not be able to avoid new borrowing to finance capital expenditure and/or the refinancing of maturing debt.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Assistant Director of Property Services, Business Support & Finance therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks

- if it had been felt that there was a significant risk of a sharp FALL in long and short term rates, (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper RISE in long and short term rates than initially expected, perhaps arising from an acceleration in the start date and in the rate of increase in central rates in the USA and UK, an increase in world economic activity or a sudden increase in inflation risks, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts expected only gradual rises in medium and longer-term fixed borrowing rates during 2021/22 and the two subsequent financial years until the turn of the year, when inflation concerns increased significantly. Internal, variable, or short-term rates, were expected to be the cheaper form of borrowing until well in to the second half of 2021/22.

Link Group Interest Rate View		7.2.22											
	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25
BANK RATE	0.75	1.00	1.00	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
3 month av. earnings	0.80	1.00	1.00	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20	1.20
6 month av. earnings	1.00	1.10	1.20	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30	1.30
12 month av. earnings	1.40	1.50	1.60	1.70	1.70	1.60	1.60	1.50	1.40	1.40	1.40	1.40	1.40
5 yr PWLB	2.20	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30	2.30
10 yr PWLB	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40
25 yr PWLB	2.40	2.50	2.50	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60	2.60
50 yr PWLB	2.20	2.30	2.30	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40	2.40



	1 Year	5 Year	10 Year	25 Year	50 Year
Low	0.78%	1.05%	1.39%	1.67%	1.25%
Low date	08/04/2021	08/07/2021	05/08/2021	08/12/2021	09/12/2021
High	2.03%	2.37%	2.52%	2.75%	2.49%
High date	15/02/2022	28/03/2022	28/03/2022	23/03/2022	28/03/2022
Average	1.13%	1.45%	1.78%	2.10%	1.85%
Spread	1.25%	1.32%	1.13%	1.08%	1.24%

PWLB rates are based on gilt (UK Government bonds) yields through H.M.Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much

now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. We have seen, over the last two years, many bond yields up to 10 years in the Eurozone turn negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10 year yields have fallen below shorter term yields. In the past, this has been a precursor of a recession. Recently, yields have risen since the turn of the year on the back of global inflation concerns.

Gilt yields fell sharply from the spring of 2021 through to September and then spiked back up before falling again through December. However, by January sentiment had well and truly changed, as markets became focussed on the embedded nature of inflation, spurred on by a broader opening of economies post the pandemic, and rising commodity and food prices resulting from the Russian invasion of Ukraine.

At the close of the day on 31 March 2022, all gilt yields from 1 to 5 years were between 1.11% – 1.45% while the 10-year and 25-year yields were at 1.63% and 1.84%.

Regarding PWLB borrowing rates, the various margins attributed to their pricing are as follows: -

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **PWLB HRA Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB HRA Certainty Rate** is gilt plus 80bps (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60bps (G+60bps)

There is likely to be a further rise in short dated gilt yields and PWLB rates over the next three years as Bank Rate is forecast to rise from 0.75% in March 2022 to 1.25% later this year, with upside risk likely if the economy proves resilient in the light of the cost-of-living squeeze. Medium to long dated yields are driven primarily by inflation concerns but the Bank of England is also embarking on a process of Quantitative Tightening when Bank Rate hits 1%, whereby the Bank's £895bn stock of gilt and corporate bonds will be sold back into the market over several years. The impact this policy will have on the market pricing of gilts, while issuance is markedly increasing, is an unknown at the time of writing.

5. Other Issues

5.1 Counterparty Limits

There have been no breaches of Prudential Indicators.



**Corporate Policy and
Resources**

Thursday, 16 June 2022

Subject: Budget and Treasury Monitoring Final Outturn 2021/2022

Report by:	Director of Corporate Services (S151)
Contact Officer:	Sue Leversedge Business Support Team Leader sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	This report sets out the final budget outturn position for revenue and capital 2021/2022, and requests approval for transfer to General Fund working balances.

RECOMMENDATION(S):

- a) Members accept the out-turn position of £1.612m gross contribution to reserves against the revised budget for 2021/2022, which includes £0.828m of approved revenue carry forwards into 2022/2023. The remaining balance being a contribution to reserves of £0.784m.
- b) Members approve £0.25m be carried forward into 2022/2023 to support service resourcing.
- c) Members approve the remaining balance of £0.534m be transferred to the General Fund Working Balance.
- d) Members accept the use of Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (Section 2.3.1).
- e) Members accept the contributions to Earmarked Reserves (Section 2.3.2).

- f) Members approve the amendment to the fees and charges schedules (2.4) to be effective immediately.
- g) Members accept the final capital outturn position of £7.812m (Section 3).
- h) Members approve the amendments to capital schemes detailed at 3.1.4.
- i) Members accept the final treasury management indicators (Section 5).

IMPLICATIONS

Legal: None arising as a result of this report

Financial : FIN/30/23/SL

The Council approved a revenue budget, including Council Tax charges, for 2021/2022 of £13.279m at its meeting in March 2021 (£14.357m 2020/2021). There was no requirement to utilise the General Fund Balance to provide a balanced budget.

The actual outturn has realised a surplus of £1.612m, £0.828m of which relates to one off budget provision for the delivery of projects which span financial years and will therefore be carried forward. This leaves a remaining surplus budget of £0.784m (5.9% of the Revised Revenue Budget).

It is proposed to carry forward £0.25m of this balance into 2022/2023 to support service resourcing. The remaining balance of £0.534m to be transferred to the General Fund Working Balance which now stands at £5.406m.

The total amount of the General Fund Reserves is £28.622m (£26.546m 2019/2020).

The forecast outturn position for 2021/2022 was presented to this Committee on 14 April 2022 as part of the Budget and Treasury Management Monitoring report for Quarter 4 2021/2022.

The forecast outturn position at that time was a net contribution to reserves of £1.043m.

The purpose of this report is to present to Members the final outturn position for the year, following the closure of accounts. The final outturn position is a net contribution to reserves of £1.612m, an increase of £0.569m from the previous forecast, as detailed at 2.2.

CAPITAL

The capital outturn position for 2021/2022 has moved since the Quarter 4 reporting. The outturn is £7.812m which includes a provision of £0.742m for non-reclaimable VAT relating to capital investments in 2019/2020 which affected our Partial Exemption position. This is explained further at paragraph 3.1.2 of the report. It is hoped that our ongoing challenge with HMRC will result in recovery of this VAT in the future.

For comparison purposes the actual approved Capital Programme expenditure for 2021/2022 was £7.812m (£7.228m Quarter 4) against revised budget of £10.326m. Final net carry forwards total £2.838m (£2.399m Quarter 4) and final overspend of £0.324m (£0.204m underspend Quarter 4).

The main variation relates to carry forward of £0.337m the Cinema Land where only the land deposit has been paid in 2021/2022, and the increase in overspend due to the payment to HMRC of irrecoverable VAT of £0.742m.

Staffing :

Salary budgets for 2021/2022 were set based on an estimated 0% pay award. The actual pay award for the year has been confirmed at 1.75%, payable in March 2022 backdated to April 2021.

There is a forecast 1.35% (£0.176m) surplus for the year against revised employee budgets due to several vacancies across services, some of which have been covered by interim or agency staff.

This is after the 2% (£0.183m) Vacancy Factor included within the 2021/2022 Budget, which was applied to salary budgets for posts which are on our organisational establishment (basic pay, superannuation and national insurance).

Without the vacancy factor, there would be a 2.75% (£0.359m) surplus across all employee budgets.

Due to current high inflation rates, there is a risk of an increased pay award for 2022/2023 than the current budgeted increase of 2%. It is therefore proposed to carry forward £0.25m of the current year surplus to support the cost of service resourcing in 2022/2023. The carry forward would provide for a 4% pay award.

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 of 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

Key Decision:

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

Yes

No

1. EXECUTIVE SUMMARY

This report provides the oversight of financial performance for:

REVENUE

The Council set a budget of £13.279m at its meeting in March 2021. The final outturn position has realised a surplus of £1.612m.

Final movements against the revised budget are:

- 'Revenue Forecast Out-Turn (after carry forwards of £0.828m) – Net contribution to reserves £0.784m. (5.9% of Net Revenue Budget – see 2.1 for details of significant variances).
- £0.25m requested to be carried forward into 2022/2023 to support service resourcing, in addition to the £0.828m previously approved. Total carry forwards £1.078m.
- Remaining balance of £0.534m to be transferred to the General Fund Balance. This will result in a General Fund balance as of 31 March 2022 of £5.406m. This is £2.906m above the Minimum Working Balance of £2.5m.

CAPITAL

- Capital Actual Out-Turn – Final outturn £7.812m (Budget £10.326m), variance of £2.514m, of which £2.838m is requested for carry forward and £0.324m being net overspends on scheme budgets.
- It is requested that The Sun Inn Capital Grant Budget of £0.033m is reinstated in 2022/2023, to reflect the latest variation of the agreement, allowing for claims to be submitted up to August 2022. This will be funded from reserves.
- It is requested that £0.013m be transferred from capital to revenue in relation to the Thriving Gainsborough Grant for Cinema Development for Consultant/Legal Fees.

2. FINAL REVENUE BUDGET OUTTURN 2021/2022

The final Revenue outturn for 2021/2022 is a net contribution to reserves of £0.784m as detailed in the table below. This is after taking account of £0.828m of budget carry forwards.

SERVICE CLUSTER	2021/2022					
	Original Budget	Revised Budget	Actual Outturn	Outturn Variance before Cfws	Carry Forwards	Outturn Variance after Cfws
	£	£	£	£	£	£
Our People	1,529,000	2,803,800	1,931,300	(872,500)	298,600	(573,900)
Our Place	3,778,100	4,239,400	4,247,963	8,563	210,000	218,563
Our Council	6,372,700	6,463,000	5,937,931	(525,069)	319,000	(206,069)
Controllable Total	11,679,800	13,506,200	12,117,195	(1,389,005)	827,600	(561,405)
Corporate Accounting:						
Interest Receivable	(124,600)	(148,900)	(212,444)	(63,544)	0	(63,544)
Interest Payable	377,700	383,500	132,165	(251,335)	0	(251,335)
Investment Income	(1,434,900)	(1,378,200)	(1,377,405)	795	0	795
Precepts and Levies	2,574,700	2,574,700	2,572,242	(2,458)	0	(2,458)
Movement in Reserves:						
To / (From) General Fund	(1,943,700)	(3,497,400)	(3,543,200)	(45,800)	0	(45,800)
Use of Specific Reserves	(3,011,800)	(4,132,300)	(4,147,142)	(14,842)	0	(14,842)
Contribution to Specific Reserves	4,719,000	5,432,500	8,261,811	2,829,311	0	2,829,311
Repayment of Borrowing	442,900	637,100	823,027	185,927	0	185,927
Net Revenue Expenditure	13,279,100	13,377,200	14,626,250	1,249,050	827,600	2,076,650
Funding Total	(13,279,100)	(13,377,200)	(16,237,673)	(2,860,473)	0	(2,860,473)
NET SUBSIDY FROM / (CONTRIBUTION) TO RESERVES FOR THE YEAR	0	0	(1,611,423)	(1,611,423)	827,600	(783,823)

Carry Forwards - approved in year	55,100
Carry Forwards - approved at year end	399,400
Carry Forwards - use of Earmarked Reserves	373,100
Total Carry Forwards	827,600

2.1 The significant movements since our Quarter 4 reporting being;

Cluster	EXPENDITURE	Total £000	Direction of Travel
BUDGET UNDERSPENDS			
	Salary (savings) / pressure. Includes 2% vacancy factor £183k. Includes est. 1.75% pay award.	(£176)	↑
Interest Payable & Receivable	Reduction in the credit loss provision for Housing Benefit debt £210k, and Standard Sundry debt £32k	(£242)	New
Our Council	Corporate Contingency budget not required.	(£20)	↔
PRESSURES			
Movement in Reserves	Voluntary Revenue Provision - Commercial Properties.	£180	↔
Our Council	Software Licence Fee nationwide increase, and continued compliant connection to the Voter Registration Process and DWP Benefits System.	£26	↑
Our Council / Our Place	Fuel - increased costs.	£16	↑
	Various forecast outturn variances <£10k	£24	↑
		(£192)	

Cluster	INCOME	Total £000	Direction of Travel
BUDGETED INCOME EXCEEDED			
Corporate Accounting-Interest Received and Paid	Interest Receivable £64k, Interest Payable £9k.	(£73)	↓
Funding	Government Grants - Business Support Admin Grant to support costs of administering support schemes.	(£280)	↑
Our Council	Green Waste service income target exceeded - service subscriptions £46k, new bin sales £27k.	(£73)	↑
Our Council	Bulky Waste Collections income has exceeded the target for the year.	(£30)	↑
Our Place	Planning Pre Application advice income forecast above budget for the year.	(£27)	↔
Our Place	Planning Fee Income has exceeded budgeted levels.	(£68)	↓
Our Place	Shopping Trolley reclaimed income.	(£68)	↑
BUDGETED INCOME NOT ACHIEVED			
Our Place	Property Services - loss of rental income due to transfer of Housing Stock to P3.	£27	↔
		(£592)	
TOTAL VARIANCE		(£784)	

2.2 The movement of (£0.597m) from the Net Contribution to General Fund Balances of (£0.187m) reported on 14 April 2022 (Quarter 4) to this Committee is due to;

NET CONTRIBUTION TO RESERVES FOR THE YEAR:		£ 000
Reported at Qtr. 4 2021/2022		(187)
Final Outturn 2021/2022		(784)
Increase in Net Contribution to Reserves		(597)

Expenditure:		£ 000
Reduction in the credit loss provision for Housing Benefit Debt		(210)
Reduction in pressure on software licences and telephony costs		(49)
Reduction in the credit loss provision for Standard Sundry Debt		(32)
Increase in salary savings		(25)
Increased savings on outturn variances <£10k		(21)
Reduction on pressure on fuel costs		(7)
Increased spend on legal services		57
		(287)

Income:		£ 000
Government Grants- New Burdens Grants to support admin of Covid support grants		(327)
Increase in shopping trolley reclaimed income		(15)
Increase in bulky waste collection income		(6)
Green Waste Service - increase in sale of new bins		(3)
Reduction in civil parking enforcement fines received		11
Reduction in planning fee income		12
Reduction in interest receivable		18
		(310)

Increase in Net Contribution to Reserves		(597)
---	--	--------------

2.2.1 Government Grants

This is New Burdens grant funding issued by the Department for Levelling Up, Housing and Communities (DLUHC) in 2021/2022 to support the Council in the administration of Covid support. In the main services have been able to contain the delivery of the Covid Support grants within existing budget provision.

2.2.2 Reduction in the Credit Loss Provision for Housing Benefit Debt

The Benefits team have worked to reduce the outstanding total of overpaid Housing Benefit by just under £0.5m during 2021/2022.

This has been achieved by the team increasing their proactive work on finding the debtors' current employers and making attachments to their earnings, by referring debts promptly to the Department for Works and Pensions (DWP) for recovery from DWP benefits, and by contacting debtors to remind them that they have debt and re-negotiating monthly payment terms. All repayment plans are also closely monitored to ensure they are up to date.

As a result of this work by the Benefits team, the level of outstanding debt has significantly reduced, resulting in a reduction in the credit loss provision required for

the non-recovery of outstanding debt by £0.21m, contributing to the overall surplus position.

2.3 2021/2022 Use of and Contribution to Reserves

2.3.1 Use of Reserves

The Chief Finance Officer has used delegated powers to approve the use of earmarked reserves up to £0.05m – An additional £0.038m has been approved since the Q4 monitoring report presented to CP&R in April 2022 as detailed below;

- £0.005m from the Project Investment reserve. Upgrade of the income management system.
- £0.016m from Election's reserve. Spend on by-elections during the year 2021/2022.
- £0.017m from Maintenance of Facilities reserve. To meet budget shortfall for property repairs and maintenance works, and consultancy spend.

2.3.2 Contribution to Reserves

Additional contributions to reserves since the Quarter 4 monitoring report total £0.651m.

- £0.006m to Community Grant Scheme reserve. Funds generated from the Community Lottery scheme. The application of these funds to be determined by Members (£0.008m held in reserves in total).
- £0.005m to Maintenance of Facilities reserve. FITS income received during the year in excess of budgeted income (budget of £0.017m pa, income received 2021/2022 £0.022m).
- £0.089m to Construction Infrastructure Levy (CIL) reserve. Contribution to CIL of year end balances.
- £0.292m return Covid support grant to the Covid reserve. Previously drawn down for SLM Leisure support, but not required as funded from external grant.

Year-End Movement to Unapplied Grants Reserve

Unspent balance of grants received during 2021/2022, with no conditions to repay:

- £0.01m Defra – Biodiversity Net Gain Funding.
- £0.032m DLUHC - Statutory Domestic Abuse Duty grant.
- £0.028m Cabinet Office - Electoral Registration – District Elections (Covid).
- £0.008m HM Land Registry Activity grant.
- £0.122m Department Health & Social Care - Outbreak Prevention Grant.
- £0.007m DLUHC - Council Tax Hardship Grant.
- £0.052m DWP - Test and Trace Scheme Grant.

2.3.3 Covid Implications of Contribution to Reserves

The movement of £0.292m to the Covid reserve included above at 2.3.2 has increased the balance on the reserve to £0.691m at year-end 2021/2022. £0.232m has been committed in future years, leaving an unallocated balance of £0.459m.

2.4 Amendment to Fees and Charges 2022/2023

The DBS check included on the schedule for Licensing has reduced from £44 to £38, effective from 1st April 2022. This fee is set by the Disclosure and Barring Service, and Lincoln City Council undertake the checks on our behalf. We were notified of the amendment in April 2022.

2021/22	Proposed Increase / (Decrease)		2022/23	VAT Amount	2022/23 Charge Inc. VAT	VAT Rate
£	%	£	£	£	£	

Taxi Licensing (Including Horse Drawn Omnibus)								
	On New or Renewal							
DBS Check		£44.00	-13.6%	-£6.00	£38.00	£0.00	£38.00	OS

Other Items for Information

2.5 Grants – Successful Grant Bids and New Grant Determinations

The following grants have been received since the Quarter 4 monitoring report presented to this Committee in April 2022:

Grant Issued By	Name of Grant	£
Lincolnshire County Council	Household Support Grant	274,544
Department for Levelling Up, Homes and Communities	Sales Fees and Charges Support	85,204
Lincolnshire County Council	Waste Collection - Purple Bins	49,849
Department for Levelling Up, Homes and Communities	Neighbourhood Planning Grant	40,000
Department for Levelling Up, Homes and Communities	Welcome Back Fund	30,722
Heritage Lottery Fund	THI claims	25,440
Local Government Association	LGA Housing Advisers Programme 2021-22	25,000
Department for Levelling Up, Homes and Communities	Redmond Review Implementation Grant	17,228
Department for Levelling Up, Homes and Communities	Family Annexe Council Tax Discount	15,299
Department for Levelling Up, Homes and Communities	Lower Tiers Services Grant	10,735
Department for Work and Pensions	DWP - Verification Earnings & Pensions	8,993
Department for Levelling Up, Homes and Communities	Transparency Code - New Burdens	8,103
Nottingham City Council	PRS enforcement and Compliance	5,314
Department for Work and Pensions	Kickstart	4,895
		601,326

3 CAPITAL UPDATE – Final Outturn 2021/2022

3.1.1 The Capital Budget out-turn for schemes totals £7.812m against a revised budget of £10.326m. This has resulted in a variance of £2.514m, of which a net £2.838m is requested for carry forward into 2022/2023, and £0.324m being the net overspend on scheme budgets. The budget has been amended from Quarter 4 with the amounts requested and approved at the previous meeting of this committee.

3.1.2 Approvals to Carry Forward £2.838m, are requested as detailed in the table below, with the most significant being;

- £0.53m Local Authority Delivery Grant Phase 2 – Green Homes Grant – the grant has been extended to 30.6.2022.
- £0.057m Disabled Facilities Grant – Money is all allocated to projects but delays in getting the work completed before 31.3.2022.
- £0.05m Market Rasen 3 Year Vision – individual projects have not been able to complete prior to 31.3.2022.
- £0.05m Hemswell Masterplan Public Realm Improvements – project to spend in 2022/23.
- £0.05m Gainsborough Heritage Regeneration THI – spend anticipated in 2022/23 alongside the LUF Bid.
- £0.25m 5-7 Market Place Redevelopment – delays to the commencement of the building works.
- £0.697m Gainsborough Growth – Grant for Development Cinema – delays to the purchase of the land slip 2022/23.
- £0.046m CCTV Expansion – completion expected early 2022/23.
- £0.048m Income Management System work expected to commence in April 2022.
- £0.100m Hemswell Cliff Investment for Growth – to be a focus for 2022/23
- £0.091m Vehicle Replacement Programme – vehicles on order but to be delivered 2022/23
- £0.100m of the remaining Depot budget to be slipped to 2022-23 for the build of the Wash Bay – costings are still being obtained.
- £0.05m Carbon Efficiency – light replacement to be carried out in 2022/23
- £0.047m Document Management System – project to go live early 2022/23
- £0.203m Thriving Gainsborough LUF (various schemes) – slip to 2022/23.
- £0.337m – WLDC Purchase of Cinema Land – deposit paid in 2021/22.
- £0.02m Telephony – project to complete in 2022/23
- £0.042m – Website Replacement – to complete April 2022.

The remaining £0.07m is made up of small carry forward requests as detailed in the summary table below (individually less than £0.02m).

3.1.3 The net overspend position of £0.324m relates to schemes that have either underspent or overspent or schemes that are requesting amendments.

Scheme which has overspent;

- £0.002m Private Sector Renewal - this has been financed from Investment for Growth Reserve.

Schemes which have underspent are:

- Crematorium Phase 2 - £0.035m
- Property Flood Resilience - £0.005m
- Capital Enhancements to Council Owned Assets - £0.015m
- Additional Laptop Provision for Virtual Working - £0.022m
- New Depot £0.282m
- Riverside Walkway £0.045m
- Various small underspend £0.003m

3.1.4 Approval is sought for amendments to the following scheme:

- Thriving Gainsborough Grant for Cinema Development - £0.013m for Consultant/Legal Fees to be transferred to revenue.
- The Sun Inn Capital Grant – approval to reinstate the budget of £0.033m funded from reserves. This reflects the latest variation of the agreement, allowing for claims to be submitted up to August 2022.

Capital Financing – Irrecoverable VAT

Discussions have been ongoing with HMRC, with the support of our tax advisors PSTax, during the last 12 months regarding the impact of capital investment in 2018/2019 and 2019/2020 on the construction of assets which resulted in the Council exceeding the partial exemption calculation de minimis level of 5%.

In May 2022 we received an assessment from HMRC requesting the repayment of £0.742m of VAT relating to 2019/2020 only. For 2021/2022 this amount will be recognised as capital expenditure (provision) funded from borrowing as there remains uncertainty as we continue to appeal this decision.

The appeal is on the basis that this investment is a one-off project resulting in a partial exemption breach above the 5% de minimis. All years' prior being less than 1% and all years following below than 2.5%. This was a known risk but was considered unlikely due to the nature of the investment being a one off.

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

Corporate Priority / Scheme	Stage (1 April 2021)	Stage	Actuals to 31/03/2022	Original Budget 2021/22	Revised Budget 2021/22	Contingency Budget	Revised Budget Excluding Contingency Budget	Actual Outturn 2021/22	Over/ (Underspend) Against Revised Budget 2021/22	Carry Forward Requests/ Drawbacks	Contingency Budget Spent	Comments
			£	£	£	£	£	£	£	£	£	
Vulnerable Groups & Communities												
Extra Care Provision Scheme	Stage 1	Stage 1	0	1,500,000	0	0	0	0	0	0	0	
LEAP - Supported Accommodation	-	Stage 3	28,570	0	28,600	0	28,600	28,570	(30)	0	0	Scheme approved Sept 2021 it is anticipated this will be finalised in 22/23 - minor drawback from 22/23 anticipated.
Property Flood Resilience	-	Stage 3	28,909	0	34,200	0	34,200	28,909	(5,291)	0	0	Claims submitted in 21/22 - these will be funded from external grant - the claim will be made once all applications have been received.
Rough Sleeper Accommodation Project	-	Stage 2	42,000	0	42,000	0	42,000	42,000	0	0	0	The grant was to be paid on completion of a Grant Funding Agreement, it was finalised sooner than anticipated so the spend came out this financial year instead of the projected 2022/2023.
Local Authority Delivery Grant Phase 2 - Green Homes	-	Stage 3	30,497	0	560,000	0	560,000	30,497	0	(529,503)	0	Agreement took longer than anticipated to sign with Eon who are delivering the scheme on our behalf. Funding was due to all be spent by 31st March 2022 but Government extended the deadline of spend until 30th June 2022.
Health and Wellbeing			0	0	0	0	0	0	0	0	0	
Disabled Facilities Grants	BAU	BAU	920,323	857,714	977,140	0	977,140	920,323	0	(56,817)	0	All the DFG budget has been committed but due to a shortage of contractors not all work will be finalised before 31.3.2022.
Private Sector Renewal	Stage 3	Stage 3	46,000	98,547	43,842	0	43,842	46,000	2,158	0	0	Small overspend - project is now finished.
Market Rasen Leisure Centre	Stage 4	Stage 4	0	0	0	0	0	0	0	0	0	
Economy												
Market Rasen 3 year vision	Stage 3	Stage 3	0	200,000	50,000	0	50,000	0	0	(50,000)	0	Budget reapproved by PC & CPR in September for historic building grant scheme. Scheme developed and opened to applicants in Qtr. 3 21/22. A number of building owners have raised interest in the scheme since open, however due to individual project timelines none are expected to be in a position to draw down funds in this financial year.
Hemswell Masterplan - Public Realm Improvements	Stage 2	Stage 2	0	0	50,000	0	50,000	0	0	(50,000)	0	£10k of spend in April/May 2022 to purchase wet pour base for a play park and additional play equipment to aid the play parks adoption by Hemswell Cliff Parish Council to be slipped to 22/23. £40k to be carried over to 2022/2023 and spent in conjunction with the £100k Investment for Growth for Building Regeneration / Community Space.
Crematorium	Stage 4	Stage 4	0	0	0	0	0	0	0	0	0	
Crematorium Phase 2	Stage 3	Stage 3	119,173	154,000	154,000	0	154,000	119,173	(34,827)	0	0	May be a small underspend on this project need final confirmation on values due to contractor.
Gainsborough Heritage Regeneration - THI	Stage 2	Stage 2		402,000	50,400	0	50,400	0		(50,400)	0	Building owners have been withholding applications due a lack of confidence and uncertainty due to COVID and the announcement of LUF funding which is supplementary to this scheme. Interested building owners have started coming forward following the results of LUF bid have been communicated, however due to project timelines no applicants will be in the position to draw down funds in this financial year.
Gainsborough Shop Front Improvement Scheme	Stage 3	Stage 3	5,300	70,000	5,300	0	5,300	5,300	0	0	0	
5-7 Market Place - Redevelopment	Stage 3	Stage 3	0	342,300	250,000	0	250,000	0		(250,000)	0	Delays to start of building works due to limiting factors such as quantity surveyor availability and other professional services such as legal. Expecting to have paid out £40k preliminary costs and £150k relating to GLLEP LOTS grant and match funding before year end. Original scheme budget included contingency of £59.5k (10%), this has been slipped into 2022/23 as at Qtr. 1.
Trinity Arts Centre Improvement Projects	Stage 3	Stage 3	19,480	279,800	20,500	0	20,500	19,480	(1,020)	0	0	
Gainsborough Growth - Grant for development (Cinema)	Stage 2	Stage 2	8,625	2,390,000	718,916	0	718,916	8,625	(13,454)	(696,837)	0	£13k used to fund costs incurred in our revenue accounts
Riverside Walk Acquisition	Stage 3	Stage 3	370,211	0	415,000	0	415,000	370,211	(44,789)	0	0	
Saxilby Industrial Units	Stage 4	Stage 4	0	0	0	0	0	0	0	0	0	
The Sun Inn - Capital Grant	Stage 3	Stage 3	0	0	0	0	0	0	0	0	0	
Hemswell Cliff Investment for Growth	Stage 2	Stage 2	0	100,000	100,000	0	100,000	0	0	(100,000)	0	Focus for spend is to invest in rejuvenation of run down building to provide a community space. Its location can facilitate links with community and business park which is an aim of the Masterplan. Focus 2022/2023 is to gain funding agreement for community space within ex-sergeants mess (currently New Owners Charity). No spend to date due to no engagement with previous owner and no feasible opportunities within business park arose during this financial year.
Thriving Gainsborough - LUF Resources	-	Stage 3	53,292	0	259,300	0	259,300	53,292	0	(206,008)	0	LUF Budget needs to be slipped to 2022/23
WLDC - Cinema Land	-	Stage 3	37,500	0	375,000	0	375,000	37,500	0	(337,500)	0	Deposit paid for Land Purchase
Thriving Gainsborough - LUF Townhall THI	-	Stage 3	2,625	0	0	0	0	2,625		2,625	0	
Welcome Back Fund	-	Stage 3	30,722	0	30,000	0	30,000	30,722	722	0	722	Welcome back Fund has been approved to spend - this is the capital element which will be financed from Grant receipts.

Corporate Priority / Scheme	Stage (1 April 2021)	Stage	Actuals to 31/03/2022	Original Budget 2021/22	Revised Budget 2021/22	Contingency Budget	Revised Budget Excluding Contingency Budget	Actual Outturn 2021/22	Over/ (Underspend) Against Revised Budget 2021/22	Carry Forward Requests/ Drawbacks	Contingency Budget Spent	Comments
			£	£	£	£	£	£	£	£	£	
Public Safety & Environment												
Vehicle Replacement Programme	BAU	BAU	347,560	438,400	438,400	0	438,400	347,560	0	(90,840)	0	
Depot Review	Stage 3	Stage 3	2,085,709	1,650,000	2,467,607	500,000	1,967,607	2,085,709	(281,898)	(100,000)	218,102	Depot is now operational - still awaiting final invoices. The original scheme budget included £500k contingency budget (10%). £200k of the contingency has been spent. £100k requested to slip to 2022/23 for construction of wash bay
CCTV Expansion	Stage 3	Stage 3	120,929	0	167,265	0	167,265	120,929	(336)	(46,000)	0	The scheme is not quite complete as at 31.3.2022 carry forward is required at year-end due to contractor/supplier delays. £32k is to be reallocated to revenue to cover the cost of a 5 year line connection fee.
Housing Growth												
Unlocking Housing - Living over the Shop	Stage 3	Stage 3	30,409	0	30,400	0	30,400	30,409	9	0	9	
Housing Infrastructure (Southern SUE)	Stage 3	Stage 3	2,193,183	218,784	2,193,784	0	2,193,784	2,193,183	(601)	0	0	
Finances												
Financial Management System	Stage 3	Stage 3	179,302	145,000	198,150	0	198,150	179,302	0	(18,848)	0	
Capital Enhancements to Council Owned Assets	BAU	BAU	49,857	50,000	76,000	0	76,000	49,857	(15,143)	(11,000)	0	The budget is based on the Asset Management Plan, but, before work is undertaken external consultants are asked to review the life of an asset and if the works need undertaking or can be delayed and sometimes events occur outside of the Council's control that means some works are brought forward or may not have been on the plan i.e. death of a tenant and work required on a property to enable the property to be re let. Slippage of £11k for completion of Market electric sockets
Carbon Efficiency	Stage 3	Stage 3	0	210,000	50,000	0	50,000	0	0	(50,000)	0	Scheme for light replacement to be slipped to 2022/23.
Richmond House Conservatory	Stage 3	Stage 3	0	0	20,000	0	20,000	0	0	(20,000)	0	The works quote came in at £150k all parties agreed a total cost of £60k for the works, therefore, all 3 parties have had to reconsider the project.
Customer												
Telephony (incl. Contact Centre)	Pre-Stage 1	Pre-Stage 1	0	20,000	20,000	0	20,000	0	0	(20,000)	0	Work is ongoing and will slip into April 2022.
Income Management	Stage 1	Stage 1	38,590	0	86,240	0	86,240	38,590	0	(47,650)	0	Work commenced but due to complete August 2022.
3 D Secure Payment Software	Stage 3	Stage 3	2,500	0	12,000	0	12,000	2,500	0	(9,500)	0	Final implementation stage will be Summer 2022 with the system upgrade.
Customer Relationship Management System	Stage 3	Stage 3	5,144	0	16,700	0	16,700	5,144	0	(11,556)	0	Software costs - budget to be reduced to revenue.
Website Replacement	-	-	32,883	0	75,000	0	75,000	32,883	0	(42,117)	0	Reinstate budget previously agreed for 2022-23 in MTFP 2021-22. May be some slippage
Staff & Members												
ERP Systems (Phase 2)	Stage 2	Stage 2	0	200,000	0	0	0	0	0	0	0	
Document management system	Stage 3	Stage 3	28,563	70,000	75,000	0	75,000	28,563	0	(46,438)	0	
Storage Refresh	Stage 3	Stage 3	199,247	0	200,000	0	200,000	199,247	0	(753)	0	
Additional Laptop Provision for Covid Virtual Working	Stage 1	Stage 3	13,633	0	35,600	0	35,600	13,633	0	(21,967)	0	Number of laptops required is less than initially expected.
Total Capital Programme Gross Expenditure			7,070,734	9,396,545	10,326,344	500,000	9,826,344	7,070,734	(417,221)	(2,838,390)	218,832	
Capital Financing Irrecoverable VAT			0	0	0	0	0	741,759	741,559	0	0	Payment to HMRC re irrecoverable VAT - see narrative in report.
			7,070,734	9,396,545	10,326,344	500,000	9,826,344	7,812,493	324,338	(2,838,390)	218,832	

4 STATUTORY REQUIREMENTS TO PUBLISH;

SECTION 137 EXPENDITURE, BUILDING CONTROL ACCOUNT

We are required to publish the following data on our website as part of Statutory Requirements, annually each year. They are included in this report for information.

4.1 SECTION 137 EXPENDITURE

Section 137 of the 1972 Local Government Act (as amended) empowers local authorities to make contributions to certain charitable funds AND not for profit bodies providing a public service in the United Kingdom. For 2021/2022, the maximum amount allowable is £8.41 per head of population (94,869) which equates to £0.798m.

The Council's expenditure in 2021/2022 under this power was £0.316m (£0.268m in 2020/2021), being £0.482m below the maximum amount allowable.

4.2 BUILDING CONTROL ACCOUNT

The Building Control Regulations 2010 requires authorities to publish a financial statement relating to the building regulations chargeable and non-chargeable account. The following statement shows the deficit for the chargeable and non-chargeable work for the year 2021/2022.

	Chargeable 2021/22 £'000's	None Chargeable 2021/22 £'000's	Total 2021/22 £'000's
Expenditure for year	263	186	449
Income for year	(266)	0	(266)
(Surplus)/Deficit for year	(3)	186	183

4.3 Community Infrastructure Levy (CIL)

Following a change in the CIL Regulations 2010 (as amended). The Government have introduced a new reporting requirement called an Infrastructure Funding Statement (IFS), which includes Section 106 monitoring and must be published on or before the 31st of December of that year. The IFS for 2020/2021 is now published on the Council's website and the IFS for 2021/2022 will be published on or before 31st December 2022.

A summary of the CIL receipts and expenditure for financial year 2021/2022 is included at **Appendix 1**.

5 FINAL TREASURY MANAGEMENT POSITION

It is a statutory duty of the Council to determine and keep under review the affordable borrowing limits. The Councils' approved Treasury and Prudential Indicators (affordability limits) are included in the approved Treasury Management Strategy (TMS).

As of 31 March, the Council held treasury investments (principal only) of some £19.950m (£16.820m 2020/21), with the average daily investments for the year being £23.681m (£21.167m 2020/21). This reflects the significant grant income we received from Government in advance of distributions to businesses, and the vulnerable in addition to supporting our own additional costs and income losses. Interest from investment totalled £0.167m (£0.185m 2020/21) at a weighted average interest rate of 0.762% (0.896% 2020/21) reflecting the continued low interest rates over the financial year.

Borrowing rose to £21.5m (£20m 2020/21) with £16.5m being held with the PWLB and £5m held with Oxfordshire County Council. The average interest rate of the portfolio is 1.68% and cost £0.372m during the year.

The maturity analysis of borrowing is detailed below;

Maturity analysis of financial liabilities		31 March 2022 £'000
Less than 1 year		5,000
Between 1 and 2 years		2,500
Between 2 and 5 years		0
Between 5 and 25 years		5,500
Between 25 and 50 years		8,500
Total		21,500

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

	Original £'000	P1 £'000	Q2 £'000	Q3 £'000	Q4 £'000	Q4 £'000
Treasury Indicators						
Authorised limit for external debt	45,000	45,000	45,000	45,000	45,000	45,000
Operational boundary for external debt	40,062	32,500	30,000	30,000	39,425	40,476
External Debt Investments	31,000 (12,133)	27,500 (12,645)	27,500 (17,689)	25,000 (19,219)	21,500 (15,326)	21,500 (20,020)
Net Borrowing	18,867	14,855	7,311	5,781	6,174	1,480
Prudential Indicators						
Capital Expenditure	9,396	10,930	8,755	8,876	7,017	7,813
Capital Financing Requirement (CFR)	41,340	40,101	40,088	39,425	39,425	40,476
<i>Of which relates to Commercial Property</i>	<i>22,959</i>	<i>20,585</i>	<i>20,585</i>	<i>20,585</i>	<i>20,585</i>	<i>20,585</i>
Annual change in CFR	1,278	1,575	1,562	1,915	1,915	864
External Debt	31,000	27,500	25,000	25,000	21,500	21,500
Under / (Over) Borrowing	10,340	12,601	15,088	14,425	17,925	18,976
Ratio of financing costs to net revenue stream	7.12%	6.99%	7.98%	6.70%	7.82%	9.60%
Incremental impact of capital investment decisions:						
Increase / (Reduction) in Council Tax (band change per annum)	£0.00	-£0.15	£2.27	£2.27	£2.27	£1.88

Community Infrastructure Levy (CIL)

Following a change in the CIL Regulations 2010 (as amended). The Government have introduced a new reporting requirement called an Infrastructure Funding Statement (IFS), which includes Section 106 monitoring and must be published on or before the 31st December of that year. The IFS for 2020/2021 is now published on the Council's website and the IFS for 2021/2022 will be published on or before 31st December 2022.

Below is a summary of the CIL receipts and expenditure for financial year 2021/2022.

Community Infrastructure Levy (CIL): Annual report for the reported year 2021/2022

Section 1 - Receipts and expenditure

Receipts

Total receipts as at year end 20/21	£ 255,502.70
Total receipts received in year	£ 289,863.53
Total receipts as at year end 21/22	£ 545,366.23

Expenditure

Total expenditure on infrastructure (see section 2 for more information)	£ -
---	-----

Retained

Total infrastructure funding retained as at year end 20/21	£ 196,955.15
Total infrastructure funding collected in year	£ 221,175.30
Total infrastructure funding retained as at year end 21/22	£ 418,130.45

Section 2 - Items of Infrastructure funded with CIL

Infrastructure item	Recipient	Total CIL amount (a)	Amount allocated to repay money borrowed (b)	Amount of (b) that comprises interest on money borrowed (c)
None paid in 2021/22				

Section 3 - Administrative expenses

5% of CIL allocated

Total admin as at year end 20/21	£ 12,585.95
Total receipts received in year	£ 14,493.18
Total admin as at year end 21/22	£ 27,079.13

Section 4 - CIL passed to local councils

25% to Local Councils with Neighbourhood Plan, 15% to Local Councils without Neighbourhood Plan

Total CIL passed to local councils as at year end 20/21	£ 30,160.02
---	-------------

Name of local council	CIL amount	Percentage	Reference
Bardney Group	£ 441.75	15%	142530
Bishop Norton	£ 113.68	15%	140175
Brokenby Parish	£ 352.34	15%	142099
Caistor	£ 306.94	25%	140336
Glentworth	£ 90.95	15%	141174
Glentworth	£ 3,302.77	25%	141044
Kexby	£ 17.32	15%	138990
Market Rasen	£ 218.03	15%	138052
Middle Rasen	£ 2,493.77	15%	139845
Newton on Trent	£ 1,457.41	15%	141569
North Kelsey	£ 554.77	15%	141797
Osgodby	£ 553.25	25%	141424
Owersby	£ 966.15	25%	137069
Owmbly	£ 725.29	15%	141729
Saxilby with Ingleby	£ 1,147.31	25%	138811
Saxilby with Ingleby	£ 3,956.95	25%	137869/137902
Saxilby with Ingleby	£ 1,259.36	25%	142191
Scotter	£ 804.73	25%	142961
Stow	£ 1,887.13	15%	141882
Sturton-By-Stow	£ 2,097.62	15%	139820
Sturton-By-Stow	£ 807.14	15%	141028
Sturton-By-Stow	£ 643.78	15%	142814
Walesby	£ 180.07	15%	140256

Total CIL passed to local councils as at year end 21/22	£ 54,538.53
---	-------------

Total CIL due to local councils held over year end (To be paid April 2022)	£ 45,618.13
--	-------------

Total CIL collected on behalf of local councils as at year end 21/22	£ 100,156.66
--	--------------

Section 5 - Payments in kind passed to local councils

(No data)

Section 6 - CIL passed to other recipients

Name of recipient	CIL amount
N/A	N/A

Section 7 - CIL (including payments in kind) repaid due to being unspent within 5 years

(No data)

Section 8 - Infrastructure payments

(No data)



**Corporate Policy and
Resources Committee**

Thursday, 16 June 2022

Subject: Progress and Delivery Report Quarter Four, 2021-22

Report by:	Assistant Director – Change Management & Regulatory Services
Contact Officer:	Claire Bailey Change, Project and Performance Officer Claire.Bailey@west-lindsey.gov.uk
Purpose / Summary:	To consider the Progress and Delivery report for quarter four (January – March) and year-end 2021/22.

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

IMPLICATIONS

Legal:

There are no legal implications arising from this report.

Financial :

There are no financial implications arising from this report. The financial performance measures are reconciled to service performance reported through the quarterly budget monitoring process, which is reported alongside this report.

Staffing :

There are no staffing implications arising from this report.

Equality and Diversity including Human Rights :

N/A

Data Protection Implications :

N/A

Climate Related Risks and Opportunities:

N/A

Section 17 Crime and Disorder Considerations:

N/A

Health Implications:

N/A

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

Risk Assessment :

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

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

Yes

No

Key Decision:

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

Yes

No



Progress and Delivery Report

Quarter Four (Jan-Mar) 2021/22

Executive Summary

Introduction

This report presents a detailed summary of Council performance for quarter four, (January - March) of 2021-2022. In line with the Council's senior structure, performance information in this report is grouped by portfolio.

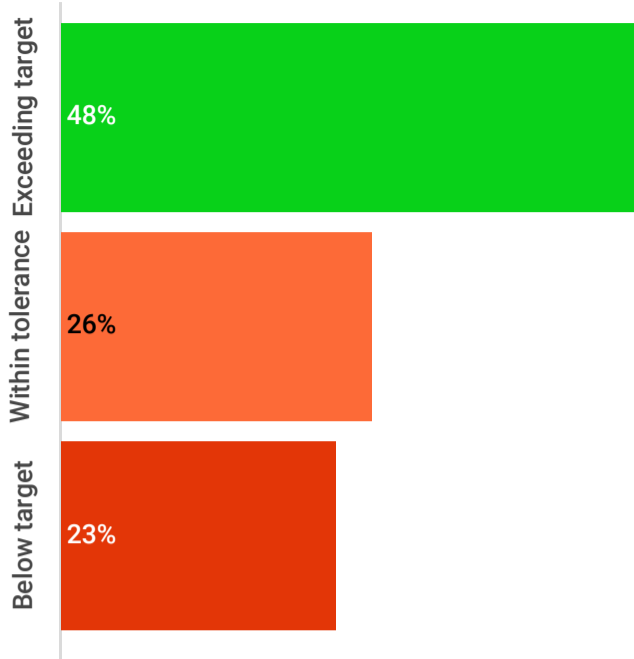
Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a one page performance summary for each service within that portfolio.

Key information includes performance by exception (above or below target) and narrative relating to service activity for the quarter. Where performance is below target, additional information has been included to explain: why this is the case, what remedial action is being taken to improve performance and when performance is expected to be back on track.

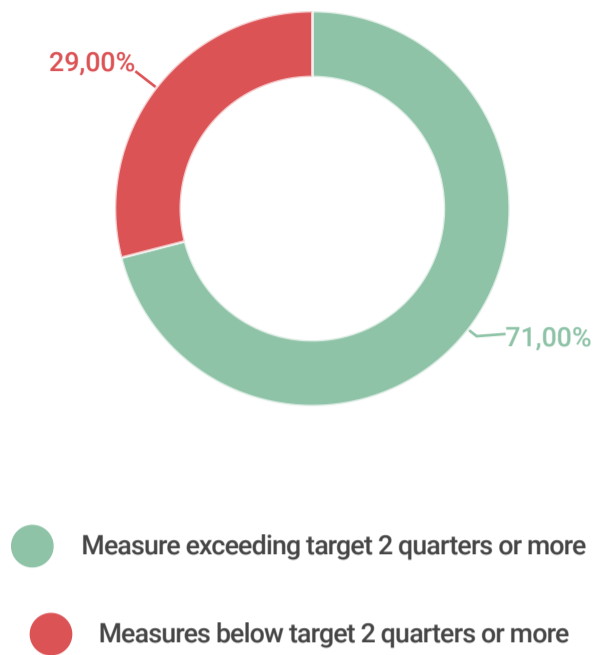
Attached as Appendix A, for information, is a summary of year-end performance for all of the Council's key performance indicators.

For those key performance indicators (KPIs) where it has been identified that significant remedial action is required to improve performance, action plans will be created. In order to monitor progress, any such action plans will be included in Progress and Delivery reports on a rolling basis until all actions have been completed. It has not been necessary to include any action plans within the quarter four report.

Overall Summary of Council Performance - Quarter 4



Overall Performance Summary - Q4



Quarter Four Performance by Portfolio

Portfolio	No of measures	Measures exceeding target	Measures within tolerance	Measures below target
Finance and Property	3	3	0	0
Homes and Communities	12	3	5	4
Operational and Commercial	16	6	3	7
People and Democratic Services	4	2	2	0
Planning and Regeneration	3	3	0	0
Regulatory Services and Change Management	24	13	6	3

Corporate Health

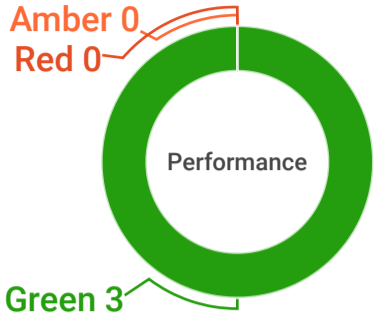
- CH01 - Compliments received have increased 19% when compared with quarter three (264 compliments received, compared with 324 in quarter four).
- CH02/03 – A reduction in complaints is also reported for 2021/22 with 155 being received in total compared to 178 the previous year. Complaints increased during quarter four to 45 of which 19 were upheld (44%). The increase in the number of complaints received is also linked to the introduction of the new paper and card collections and the advisory bin tagging that has been taking place since March 2022. An increase in complaints was expected during the introduction period and the team are working to mitigate wherever possible.
- CH12 - In response to Garden waste renewals, paper and card recycling roll out, Council Tax billing and calls in relation to the household support grants The average number of calls presented per month in quarter four was 17,072, when compared with 10,438 in quarter three, representing a 39% increase in calls received.

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
CH01- Compliments received	198	N/A	324	-	⬆️
CH02- Complaints received	35	N/A	45	-	⬇️
CH03- % of complaints where the Council is at fault	22%	45%	44%	🟢	⬇️
CH04- Average time taken to resolve a complaint	8 days	21 days	7 days	🟢	⬆️
CH05- Overall Council Budget Forecast Outturn	-	0%	-1.42%	🟢	-
CH07- Average number of days taken to pay invoices	9.1	14	18	🟡	⬇️
CH08- Annual Statement of Accounts	Unqualified	Unqualified	Unqualified	🟢	⬆️
CH09- Budget Variance	-£998,045	£0	-£186,542	🟢	-
CH10- Server and System Availability	100%	98%	100%	🟢	⬆️
CH11- Staff Absenteeism	0.3	0.6	0.49	🟢	⬇️
CH12- % of Calls answered within 21 Seconds	61%	85%	53%	🔴	⬇️
CH13- Employee Satisfaction	N/A	90%	88%	🟡	-
CH14- Health & Safety Incidents	15	N/A	6	-	⬇️
CH15- Customer Satisfaction	74%	75%	71%	🟡	⬇️
CH16- Data Breaches resulting in action by the ICO	0	0	0	🟡	⬇️

Finance & Property Performance Summary

Services included:

- Property and Assets



Measures where performance is above target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
PA04- Rental portfolio voids	5%	70%	3%	■

Measures where performance is above target for at least two consecutive quarters

There are no measures within this portfolio that have performed below target for two consecutive quarters.

Property and Assets

- PA02/PA03 – The breakdown of planned/responsive maintenance is positive with planned maintenance reported above target at 77% influenced by the delivery of the planned maintenance programme, undertaking capital works and closure of the North Warren Road Waste Services Depot. Whilst responsive maintenance is below target at 23% this is attributed to the reopening of premises after COVID.
- PA04 - Strong demand for rental property has continued during 2021/22 with a 3% void reported for quarter four, whilst this is on target it was hoped that the two vacant properties which remain - both of which are under offer, would have completed in time to report in this period, however they are expected to complete within the next quarter.
- PA05 - This year has seen an increase in daily use of car parks which has brought incomes levels closer to pre-COVID levels, with quarter four reporting a 30% increase in income (£220,860 compared with £155,273). Permit sales have reduced significantly due to new working arrangements/need, however this has been mitigated by increased day ticket sales which offsets the lost permit income as they are heavily cost incentivised.
- PA06 - Rental income has reduced by approximately £31k on the previous year however, this due to the disposal of most of 12 residential housing properties to P3 in 2021.

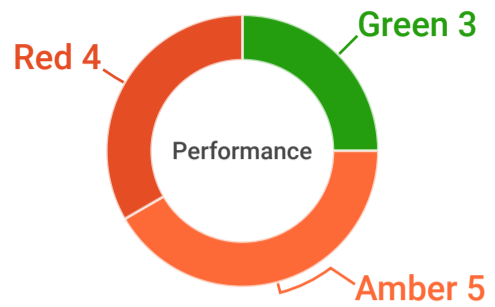
Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
PA02- Planned maintenance	75%	70%	77%	■	⤴
PA03- Responsive maintenance	25%	30%	23%	■	⤴
PA04- Rental portfolio voids	14%	12%	3%	■	⤴
PA05- Rental income- car parks	£22,467	N/A	£56,669	N/A	⤴
PA06- Rental income - received assets	£173,206	N/A	£135,464	N/A	⤵

Homes & Communities Performance Summary

Services included:

- Home Choices
- Housing
- Communities



Measures where performance is above target for at least two consecutive quarters

KPI	Q3(2021/22)	Target	Q4 (2021/22)	Perf
HSG03- Long-term properties as a % of all housing stock in the district	1%	2%	1.15%	Green
HC06- Number of households who have been housed from the Housing Register	83	3	60	Green
HC07- Homeless prevention	51	48	52	Green

Measures where performance is below target for at least two consecutive periods

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
HC05- Number of nights spent in Bed and Breakfast accommodation	288	0	471	Red
HC09- Homeless prevention cases as a % of total approaches	50%	65%	57%	Red
HSG01- Average number of days from DFG referral to completion	172	120	183	Red
HSG04- Long-term empty homes brought back into use	0	25	0	Red

Home Choices

- HC02 – Whilst number of households placed in temporary accommodation is above the target for quarter four, over the course of the year 2021/22 reports as within the agreed tolerance levels averaging 6 households.
- HC03/05 - All contracted temporary accommodation units have remained full during quarter four. Delays in move on due to issues with sign up for housing provider properties (new build handover pushed back, repairs, sourcing white goods and furniture before move in) contributed to an increase in B&B use. We are seeing the lowest ever levels of properties coming through our choice-based lettings system which is causing further issue and delays.
- Central Government issued “Protect and Vaccinate” guidance in December 2021 which required us to provide temporary accommodation to all homeless applicants, this is over and above our statutory duty with Central Government providing additional funding for this new burden which covered this whole period - this is reflected in the increased B&B use. This requirement ended on 31st March 2022.
- Securing successful move on from B&B is challenging and a number of B&Bs in the district will no longer accept bookings for homeless people. Supporting vulnerable customers is difficult when they are placed out of the district, sometimes in places with limited access to facilities. A planned review of temporary accommodation will identify and address these issues. Funding has been secured from the LGA and we now are in the process of procuring additional capacity to assist with this review. Steps are being taken to increase availability of temporary accommodation in the interim which could assist with reducing the costs incurred for B&B use.
- HC08 -Increased approaches from those with high and multiple support needs continue, but partnership working with Acis, Gainsborough Housing Related Support ServiceRSS and our housing benefit team assisting with achieving the highest number of successful prevention and relief outcomes of the last year during quarter four with 42.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
HC03- Number of nights spent in temporary accommodation	N/A	N/A	137	N/A	N/A
HC04- Number of households in Bed & Breakfast accommodation	N/A	N/A	11	N/A	N/A
HC05- Number of nights spent in Bed and Breakfast accommodation	512	0	471	■	⊕
HC06- Number of households who have been housed from the Housing Register	24	43	60	■	⊕
HC07- Homeless prevention	36	48	52	■	⊕
HC09- Homeless prevention cases as a % of total approaches	N/A	65%	57%	■	N/A

Housing

- HSG01 - DFG timeframes are steady with a slight increase at year end as the team work towards completing as many adaptations as possible within the financial year. Following the T24 review it is anticipated that these figures will start to reduce by the summer of 2022. A total of 131 DFG application completed within 2021/22 averaging 182.75 days to complete.
- HSG02 - Work continues with P3 to source empty properties for the VHS, P3 have 17 properties in the pipeline for purchase, a number of which are empty properties. Whilst the number of long-term empty properties has slightly increased during quarter four the numbers of complaints received has not increased and so these properties, although empty, are not translating into problematic empty properties.
- Work ongoing with the council tax team to try and work with a landlord who has a number of empty properties and high council tax debt to try and facilitate sale of those properties and a repayment of the council tax debt.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
HSG01 - Average number of days from DFG referral to completion	183 days	120 days	197 days	■	⊖
HSG02 - Long term empty properties in the district	501	N/A	491	N/A	N/A
HSG03 - Long term empty properties as a % of all housing stock	N/A	2%	1.1%	■	N/A
HSG04 - Long term empty properties brought back into use	0	25	0	■	⊙
HSG05 - Affordable housing completions	18	N/A	Awaiting information	N/A	

Communities



All KPIs within this service area are performing within expected tolerance levels.

CCTV:

During quarter four CCTV continued to monitor increasing levels of shoplifting incidents in Gainsborough town centre. The Gainsborough Shop Watch scheme has continued to operate during the pandemic with CCTV communicating directly with member stores via 2-way radio to prevent and detect incidents, however regular meetings and normal ban notices were paused. During quarter four the Shop Watch Meetings have now resumed and further promotion of the scheme will take place during 2022/23 quarter one.

Work to upgrade and expand CCTV coverage in Gainsborough continued during quarter four with a new installation completed to provide enhanced coverage of Roseway Car park.

Community Grants:

During quarter four we have seen a significant increase in applications to the Platinum Jubilee Community Fund. The total budget for this fund was increased following committee approval to meet the increased demand. Additional review panels are taking place to review and assess applications.

During 2021/22 the Councillor Initiative Fund has made 70 awards, the Matching Funding Grant made 18 awards and the Platinum Jubilee Community Fund made 24 awards.

Open and Green Spaces:

Tree planting has been completed on Council owned sites in Gainsborough with over 300 tree saplings provided by Lincolnshire County Council through the Treescapes Fund. This has included a range of tree species planted at locations within Mercer Wood, Theaker Avenue Nature Area and Pit Hills Plantation.

Employment and Skills:

The Kickstart Scheme has concluded during quarter four with additional in-house training provided to the young people appointed. Five places were awarded - two with Trinity Arts Centre, one at the Crematorium, one with Customer Services and one at Surestaff.

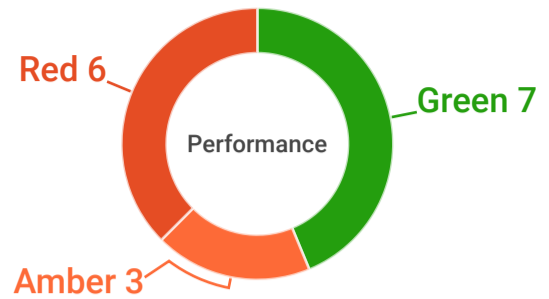
Household Support Fund:

During quarter four officers have continued to deliver the Household Support Fund which provided food and energy grants to households facing financial hardship. The scheme ran from December 2021 to March 2022 and has awarded 2,906 individual grants in the form of food and support vouchers. The total value of grants awarded was £331,058. Further reporting of the delivery of the fund will be produced during 2022/23 quarter one.

Operational & Commercial Performance Summary

Services included:

- Building Control
- Crematorium
- Garden Waste
- Leisure Contract
- Trinity Arts Centre
- Operational Services
- Street Cleansing
- Markets
- Contracts Management



Measures where performance is above target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
LEI01- % of customer reporting satisfaction with West Lindsey leisure events and facilities	96%	75%	96%	■
TAC04- Audience figures	4,095	234	1,638	■
SC03- Volunteer litter picks	14 (Red)	18	24 (Green)	-
SC04- % of fly-tipping collected within the SLA	99%	90%	99%	■
WC05- Missed bins collected in 5 days	96%	95%	97%	■

Measures where performance is below target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
LEI02a- Leisure Facilities Usage - Gainsborough	59,084	78,750	74,133	■
LEI05- Total number of outreach users	0	135	50	■
MKT02- Average number of stalls on a Tuesday	14 (Green)	14	10 (Red)	-
MKT03- Average number of stalls on a Saturday	29	37	25	■
WC04- Missed black and blue collections	310	285	331	■

Building Control

- BC02 – Income remains above the previous year for the fourth consecutive quarter with a 19% increase compared to 20/21.
- BC04 - Applications received increased towards the end of quarter four with an overall 17% increase for applications received reported at the end of 2021/22 compared to the previous year

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
BC02- Income received	£58,545	N/A	£61,856	N/A	⬆️
BC04- Applications received	204	N/A	178	N/A	⬇️

Crematorium

- Targets are not assigned for LFC01 / 02, with performance instead monitored against the direction of travel.
- LFC03 is a new measure introduced for 2021/22. As is standard practice, targets are not assigned for new measures, with performance included in all P&D reports for 2021/22 in order that members have the appropriate baseline data to agree a target for 2022/23.
- LFC02 – Quarter four has been a quiet period with the number of services down 34% (127 compared with 191) for the same period the previous year, however over the course of the year a 7% decrease is reported when compared with 20/21 (573 compared with 618). It is considered that the decrease in services in part is due to Lincoln Crematorium’s completion of improvement works and them now operating at full capacity.
- Quarter four saw an increase of memorial sales following the opening of the memorial garden for scatterings with families requesting to use Lea Fields as their preferred choice. To date we have carried out 26 strewing’s, 10 of which were from other crematoriums, generating additional income.

Crematorium Performance Measures

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
LFC01- Income received	£144,801	N/A	£109,618	N/A	⬇️
LFC02- Number of services held	191	N/A	127	N/A	⬆️
LFC03- % of total cremations that are direct funerals	N/A	N/A	9.45%	N/A	N/A

Garden Waste

- GW01 - 2022 subscriptions for green garden waste are currently lower than the previous year having sold 474 less bins than the previous quarter four. In addition to the service commencing two weeks later than the previous year the introduction of the additional purple lidded bin has in some instances caused residents to request retrieval of their green bins due to lack of space. It is expected that over the course of the year the sales will increase once residents begin to need the service. The subscription service started later in the year for 2022 resulting in a differing sales profile.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
GW01- Bins sold	25,095	25,095	24,621		

Leisure Contract

This last quarter has proved challenging to keep both the centres open with the rise and fall of COVID cases putting a strain on staffing levels. However, the use of the centres has continued to slowly increase reporting an increase in facility usage.




Outreach work as slowly begun to increase, with SLM making important strides in accessing and facilitating different sports and activities and engaging with community groups, voluntary sector and sporting governing bodies to enable exercise classes. The following are underway: Active Seniors classes which are stronger than ever; singing sessions with the Dementia group; young mum's sessions; social prescription; junior cricket and football for girls and boys.

Working with One You Lincolnshire has facilitated GP referral, health MOT's for staff and users, the GLOJI (One Lincolnshire weight loss programme) Stop Smoking training for staff with clinics. The Community Learning in Partnership group uses the WL centre weekly for sports activities in the main hall and are looking at the students putting on events and helping to organise charity fundraiser days supported by SLM.

Projects starting in April are the FA Wildcats launch on 20th April at Market Rasen with three coaches committed to lead the programme from Market Rasen Town FC. Then into May looking at Men's Mental Health with art classes commencing with Ali's Art.

Following concerns raised by members over lack of maintenance and cleanliness issues at the Gainsborough site the Council's Contract Manager is working with SLM to ensure cleanliness issues are resolved, completion of outstanding maintenance is undertaken and to implement an on-going maintenance plan - progress to be reported quarterly.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
LEI01- % of customers reporting satisfaction with West Lindsey leisure events and facilities	N/A	75%	96%		N/A
LEI02a- Leisure Facilities Usage - Gainsborough	N/A	78,750	74,133		N/A
LEI02b- Leisure Facilities Usage - Market Rasen	N/A	N/A	14,173	N/A	N/A
LEI03a- Number of individual users - Gainsborough	N/A	N/A	9,319	N/A	N/A
LEI03b- Number of individual users - Market Rasen	N/A	N/A	1,964	N/A	N/A
LEI04- Number of users who visit Gainsborough and Market Rasen Leisure centre at least 3 times per week	N/A	N/A	5,094	N/A	N/A
LEI05- Total number of outreach users	N/A	135	50		N/A
LEI06- Number of leisure centre users referred through participation in Healthy Lifestyle schemes	N/A	N/A	369	N/A	N/A

Trinity Arts Centre

- TAC05 and TAC06 are new performance measures for 2021/22. As is standard practice, new measures are not allocated targets with performance included in all P&D reports for 2021/22 in order that Members can agree targets for 2022/23 based on baseline data.
- TAC03 – Average spend per head is above target for the first quarter this year, with an average £2.75 being spent per head during quarter four.
- TAC04/05 - Despite a number of performances being cancelled and rescheduled to later in the the year due to COVID, 13 performances were held throughout quarter four with total audience figures of 1638.
- TAC06 – Community engagement activities increased over 20% when compared with quarter three holding 151 activities over the period when compared with 117 the previous quarter. Activities run on a daily basis and include show choirs; adult learning; dance classes and literacy projects with TAC being a firm fixture in the local community with a wide variety of activities to offer.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
TAC02- TAC income	£14,290	N/A	£39,108	N/A	⬆️
TAC03- Average spend per head (secondary sales)	N/A	£2.30	£2.75	🟢	⬇️
TAC04- Audience figures	N/A	234	1,638	🟢	⬆️
TAC05- Number of performances and screenings held	N/A	N/A	13	N/A	N/A
TAC06- Number of engagement activities held	N/A	N/A	151	N/A	N/A

Markets

- MKT01 -Stall rents have continued to be collected throughout quarter four and have generated an income of £5,418. January 2022 saw the rollout of the Market Trader Grant Scheme with a total of 46 grants being paid, 21 of which were for the Gainsborough Market Traders.
- MKT02/03 – During quarter four the Tuesday market has seen a take up of 327 paid for stalls and the Saturday market has seen a take up of 117 paid for stalls.
- Final negotiations are ongoing to extend the support package with Marshall Yard until 2023. The support package is for the General Market as well as the Farmers Market and aims to deliver two main events to run alongside the General Market and to deliver smaller events alongside the Farmers Market.
- For quarter four there has been an average of 11 traders per month attending the Farmers Market. The Barket – dog show took place Saturday 12th March 2022, The Barket ran alongside the Farmers Market within the town centre, positive feedback was received from Gainsborough market traders, reporting a busy market with increased footfall.
- Consultants Quarterbridge have undertaken a review of the market looking at options for the delivery of markets throughout the district i.e. Gainsborough, Market Rasen and Caistor – Phases 1, 2 & 3 of the market review have now been completed and presented to Members at Prosperous Communities Committee where Members agreed to move forward with the proposals.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
MKT01- Income received	£0	N/A	£5,681	N/A	⤴
MKT02- Average number of stalls on a Saturday	10	14	10	■	⤵
MKT03- Average number of stalls on a Tuesday	14	37	25	■	⤴

Street Cleansing

- SC03 - Quarter four saw an increase in volunteer litter picks with a total of 24 taking place over the three-month period, this due to the Great British Spring Clean starting in March 2022. 85 litter picks are reported in total for the year which is in excess of the target set at 72.
- SC04 - 547 instances of fly tipping were reported in quarter four of which 542 were collected and disposed of within their target time frame, this represents a collection/removal rate of 99.09%. Over the course of the year there has been a 34% reduction in the number of fly tipping instances, however the number remains high when compared to pre-COVID instances.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
SC03- Volunteer litter picks	26	18	24	■	⌵
SC04- % of fly-tipping collected within the SLA	98%	90%	99%	■	⌶

Waste Services

- WC03 -Communications regarding the new paper and card collection and the “right thing, right bin” campaign are ongoing, advising residents what is recyclable and what needs to go in the residual bin. Quarter four remains on target for residual waste however this will need to be monitored as the new collection regime is rolled out.
- WC04 – Missed black and blue collections are reported as under target for quarter four but remain within the agreed tolerance levels for 2021/22. Increased workloads due to new housing estates and weights of materials collected continues to be a factor with missed bins - this will be closely monitored once the new collection regime begins to become business as usual.

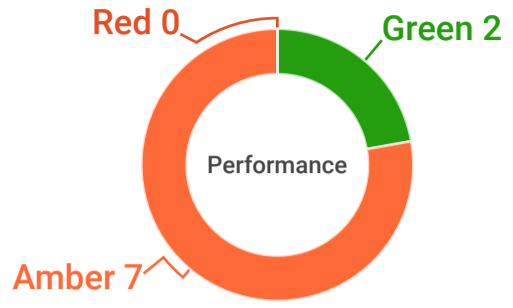
Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
WC03- Residual waste per household	43.01 kgs	45 kgs	40.13 kgs	■	⌶
WC04- Missed black and blue collections	300	285	331	■	⌵
WC05- Missed bins collected in 5 days	98%	95%	97%	■	⌵

People and Democratic Services

Services included:

- Democratic Services



Measures where performance is above target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
DS04- % of FoI turnarounds in statutory limit	100%	97%	99%	■
DS05- Number of subsequent FOI challenges upheld	0	5	0	■





Measures where performance is below target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

Democratic Services and Contracts Management

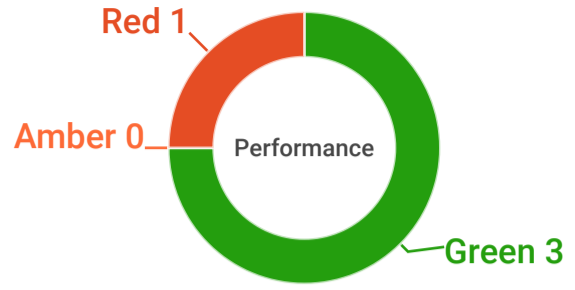
Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
DS03- Volume of Fol requests received	N/A	N/A	179	N/A	N/A
DS04- Percentage Fol turnarounds in statutory limit	100%	97%	99%		
DS05- Number of subsequent FOI challenges upheld	0	5	0		

Planning & Regeneration Performance Summary

Services included:

- Development Management



Measures where performance is above target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
DM04- Major Applications Determined In-time	100%	90%	100%	■
DM05- Non-major applications determined in-time	96%	80%	95%	■
DM07- Non-Major Appeals Allowed	1%	8%	1%	■

Measures where performance is below target for at least two consecutive quarters



There are no measures where performance is below target for two consecutive quarters.

Development Management

- DM02 – Quarter four reported the highest income of the year with £293k – with £144,911 received in January – the highest month of the year. Overall for 2021/22 planning fees brought in £968,498, comfortably above the £900k forecast, with an additional £89k in pre-application fees.
- DM03 - A total of 466 applications were received in quarter four, a 23% increase on quarter three and 1% increase on 2021/21. Of the applications received in quarter four 15 of these were major planning applications.
- DM04 - 16 applications for major planning applications were determined in quarter four and 58 major application determined in 2021/22 100% of which were determined within time or within the agreed extension of time.
- DM05 – The service also determined 194 applications for non-major development, of which 95% (184) were determined within time or within the agreed extension of time. Overall for 2021/22 97% of non-major applications (837 out of 860) were determined in time or within the agreed extension of time.
- DM06 - 3 appeal decisions were received against major developments in quarter four, two of which were upheld accounting for 13%. This relates to two appeals for the same site with the Inspector subsequently allowing the combined appeals. Overall in 2021/22 6 major development appeal decisions were received, 4 being dismissed and 2 allowed reporting 3% of all major decisions made.
- DM07 – 6 appeal decisions were received against non-major development in quarter four, 4 of which were dismissed and 1 being allowed, equating to 1% of all non-major decisions made. Overall in 2021/22 20 non-major appeal decisions were received, 15 being dismissed and 5 allowed reporting 2% of all non-major decisions made.

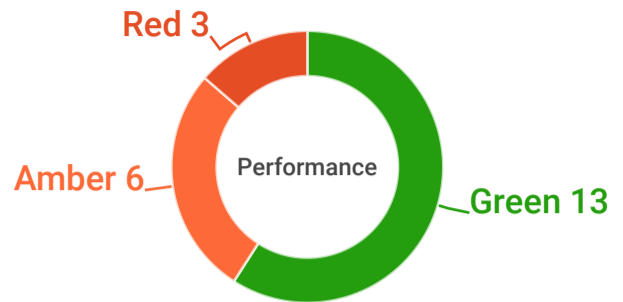
Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
DM02- Planning and Pre-App Income	£265,384	NTS	£293,025	N/A	⬆️
DM03- Received Planning Applications	508	NTS	466	N/A	⬇️
DM04- Major Applications Determined In-time	100%	90%	100%	🟢	⬆️
DM05- Non-major applications determined in-time	99%	80%	95%	🟢	⬇️
DM06- Major Appeals Allowed	N/A	8%	13%	🔴	N/A
DM07- Non-Major Appeals Allowed	N/A	8%	1%	🟢	N/A

Change Management & Regulatory Services Performance Summary

Services included:

- Council Tax and NNDR
- Enforcement
- Housing Benefit and Council Tax Support
- ICT
- Local Land Charges
- Licensing
- Regulatory Services
- Systems Development



Measures where performance is above target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
LI04 - % of licensing applications processed within target time	100%	96%	100%	■
CT02- Number of properties on the property tax base / FTE	5,474	5,000	5,711	■
BEN02- Cost per live claim	£4.71	£5.52	£4.11	■
BEN03- End to end processing times	7.4 (Red)	5	4.2 (Green)	-
SYS01- LLPG Standard	Gold	National Standard	Gold	■
SYS02- Website availability	100%	98%	100%	■
SYS04- % of systems development requests dealt with	100%	80%	99%	■
LC05- Time taken to process a search	7.0	10	8.1	■
REG02- % of registered food premises rated at 3* or above	98%	96%	98%	■
REG05- Environmental protection cases closed within six months	99%	75%	99%	■

Measures where performance is below target for at least two consecutive quarters

KPI	Q3 (2021/22)	Target	Q4 (2021/22)	Perf
EN03- Number of community safety cases closed following compliance	27	60	37	■

Council Tax and NNDR

- CT03 – A collection rate of 98.02% is reported for 2021/22 with the team collecting £59.1m - £3m (0.01%) more than last year. This put us 3rd in the Lincolnshire districts league table and is quite an achievement considering the economic recovery since the pandemic restrictions.
- CT04 - The collection rate for NNDR is down by 1.15% on last year (97.9% in 2020/21), reported at 96.75% this year. This mainly due to three companies having outstanding business rates for 2021/22 totaling over £500k, recovery of the rates owed is ongoing in all cases. One of the companies in High Court, one claiming relief and the third in court
- The council tax discretionary hardship fund has been successfully allocated which has enabled us to successfully support 70 households who were in financial hardship during 2020/21.
- The single person discount review has now successfully concluded with 414 accounts having their discount removed either due to another person being in occupation or due to the non-return of the review forms. This will result in net revenue of council tax for 2021/22 of £39,182, if all new council tax demands are paid,

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
CT02- Number of properties on the property tax base/FTE	5,247	5,000	5,707	■	⬆️
CT03- Council Tax in year collection rate	98.00%	98.01%	98.02%	■	⬆️
CT06- Council Tax collected	£8,228,491	N/A	£9,071,766	N/A	⬆️
CT04- NNDR in year collection rate	97.90%	97.90%	96.75%	■	⬇️
CT05- NNDR collected	£1,793,984	N/A	£2,927,960	N/A	⬆️

Housing Benefit and Council Tax Support

During 2021/22, 1,850 West Lindsey households were allocated an extra £200 Council Tax Reduction each which was distributed from the £262k Council Tax Reduction fund allocated by Government.

A breakdown of quarter four saw January claims reduce by 20 compared with December 2020. The number of claims outstanding in excess of 30 days, reduced to 14 at the end of January with processing times reduced to 5.7 days. During February new claims increased to 132 however processing times reduced further to 3.1 days with claims older than 30 days increase slightly to 15.

By the close of quarter four March reported good end to year processing times at 3.7 days whilst receiving the highest number of new claims for the year with 146; reporting an average of 4.2 days for quarter four and claims older than 30 days rising to 20 for March with a quarter four average of 16. So, we are starting to see a increase over the last two months of quarter four which reflects the ongoing hardship being experienced by residents

March saw the highest number of new claims received for any month in the year at 146 (average for 2021/22 is 122 per month) and the second highest month for changes at 4,517 changes received in one month (average for 2021/22 is 2,772 per month). During quarter four the Benefits team assisted with the Household Support Fund vouchers and over 270 staff hours were spent assessing and referring customers for financial support.

- BEN02 – Cost per live claim is the lowest it has been for the year with quarter four reporting £4.11 with an annual average of £5.08 and above target for the year.
- BEN03 – End to end processing times have improved for quarter four at 4.2 days and average processing times over the year are within target however Universal Credit changes and new Council Tax Reduction claims are affecting the ability to process claims as fast as we would like.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
BEN02- Cost per live claim	£3.20	£5.52	£4.11		
BEN03- End to end processing times	4.9 days	5 days	4.2 days		

Enforcement

- EN08 – High level of demand continues into quarter four with an unprecedented 296 planning enforcement cases received throughout 2021/22 (compared to 219, 2019/20), 67 of which were in quarter four. Alongside this, 297 cases were closed, however the caseload has still averaged 148 open at any one time. The high number of open cases continues to present a resource challenge for the Council however steps are in place to minimise this impact.
- The Housing Standards work area continues to perform well and there are currently 70 MEES (Minimum Energy Efficiency Standards) cases open. These are mainly seeking to address poor standards in rural areas, where properties are being let that do not meet the minimum legal MEES standards. WLDC served over 100 notices and the project is due to continue into 2022/23 until compliance is achieved across all properties.
- The number of housing enforcement notices served has reduced during this year, mainly due to the selective licensing scheme in Gainsborough coming to an end in July 2021. Work is ongoing to look at future options for the District.
- EN03 - This represents cases closed following a warning, fixed penalty notice or formal action. There were 16 cases issued with a warning in 2021 (calendar year) and three where a notice was served.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
EN03- Number of community safety cases closed following compliance	19	60	37	■	⤴
EN06- Planning enforcement cases closed within six months	78%	75%	78%	■	⤵
EN07- Housing enforcement requests received	72	N/A	48	N/A	N/A
EN08- Planning enforcement requests received	64	N/A	67	N/A	N/A

ICT

- ICT01 – The high volume of helpdesk calls continued into quarter four, with 2,202 calls received during 2021/22, which marks a 35% increase on the previous year.
- ICT02 – The average time taken to resolve helpdesk calls has reduced from the previous two quarters to 24 hours, which also is the annual average for 2021/22.







ICT Performance Measures

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
ICT01- Number of helpdesk requests received	469	N/A	570	N/A	N/A
ICT02- Average number of hours taken to action a helpdesk request	N/A	N/A	23.5	N/A	N/A
ICT03- Number of change management requests received	338	N/A	463	N/A	N/A
ICT04- Number of change management requests completed	113	N/A	154	N/A	N/A

Systems Development

Proactive monitoring of systems ensures targets are met. LLPG Standard is measured nationally against nine set criteria so we need to ensure each criteria are managed and provide accurate information. The council have managed to achieve the Gold Standard for each month in 2021/22.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
SYS01- LLPG Standard	Gold	National Standard	Gold		
SYS02- Website availability	100%	98%	100%		
SYS04- % of systems development requests dealt with	99%	80%	99%		

Local Land Charges

- LC02 – An increase in searches received has led to an uplift in income for quarter four. The average monthly income is returned as £11,381 for 2021/22. This is an increase of £2,313 from 2020/21. This increase is because of COVID restrictions regarding house moves in quarter one 2020/21.
- LC03 – March saw a peak in received searches due to a bulk submission from one search company, these have been processed within the service level agreement of 10 working days. Levels of average monthly received searches has increased from 2020/21.
- LC04 – Average market share for 2021/22 is returned as 34% and within agreed tolerance levels. The improved search turnaround time is to be used to maintain market share for 2022/23.
- LC05 - Quarter four performance continues to be returned under the agreed target of 10 days with 2021/22 performance for turnaround at 8.1 days which is 1.9 days below target. Annual performance for 2021/22 is also returned as 8.1 days which is a 62% improvement from 2020/21 levels of performance (21.2 days).

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
LC02- Income received	£32,339	N/A	£38,668	N/A	⬆️
LC03- Local Land Charges searches received	905	N/A	922	N/A	⬆️
LC05- Time taken to process a search (working days)	26.3	10	8.1	■	⬆️
LC06- % of searches processed within target time (10 days)	N/A	N/A	100%	■	N/A

Licensing

The number of applications received increased 46% (837 compared to 451) compared to the previous year and it is expected that the number of inspections will continue to increase and additional proactive compliance work will be reviewed and increased throughout 22/23. This work area is now fully resourced, with the new Senior Officer coming into post in January 2022. All additional work related to COVID has now ceased with many businesses in the sector returning to normal operating conditions.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
LI04 - % of licensing applications processed within target time	100%	96%	100%	■	⬆️

Regulatory Services

- RG02 -Due to the length of time between inspections, premises have required additional support, however overall the number of 3* or above premises remains at 98% for quarter four and 2021/22.
- RG03 - The number of food hygiene inspections undertaken during March recovered to 87%, which is beyond the initial expectation in the year due to the constraints from COVID. Additional resources have been brought in for a 6 month period to assist in ensuring that the target number is achieved and it is expected that this upward trend will continue into the early stages of 2022/23. The work plan due at Regulatory Committee in June 22 will outline the required number of inspections moving forward.
- RG04/05 - The one staff vacancy within Environmental Protection is expected to be filled and it is expected that this will be filled during the first quarter of 2022/23. The number of service requests gradually increase as we move into the spring and summer as outdoor and farming activities increase. This will be reflected in the performance figures within the next period.

Performance exceptions

KPI	Q4 (2020/21)	Target	Q4 (2021/22)	Perf	DoT
RG02- % of registered food premises rated at 3* or above	98%	96%	98%	■	⊸
RG03- % of Food Standards Agency inspections completed	6%	98%	87%	■	⊶
RG04- Number of Environmental Protection requests received	204	N/A	219	N/A	N/A
RG05- Environmental protection cases closed within six months	100%	75%	99%	■	⊷



Progress and Delivery

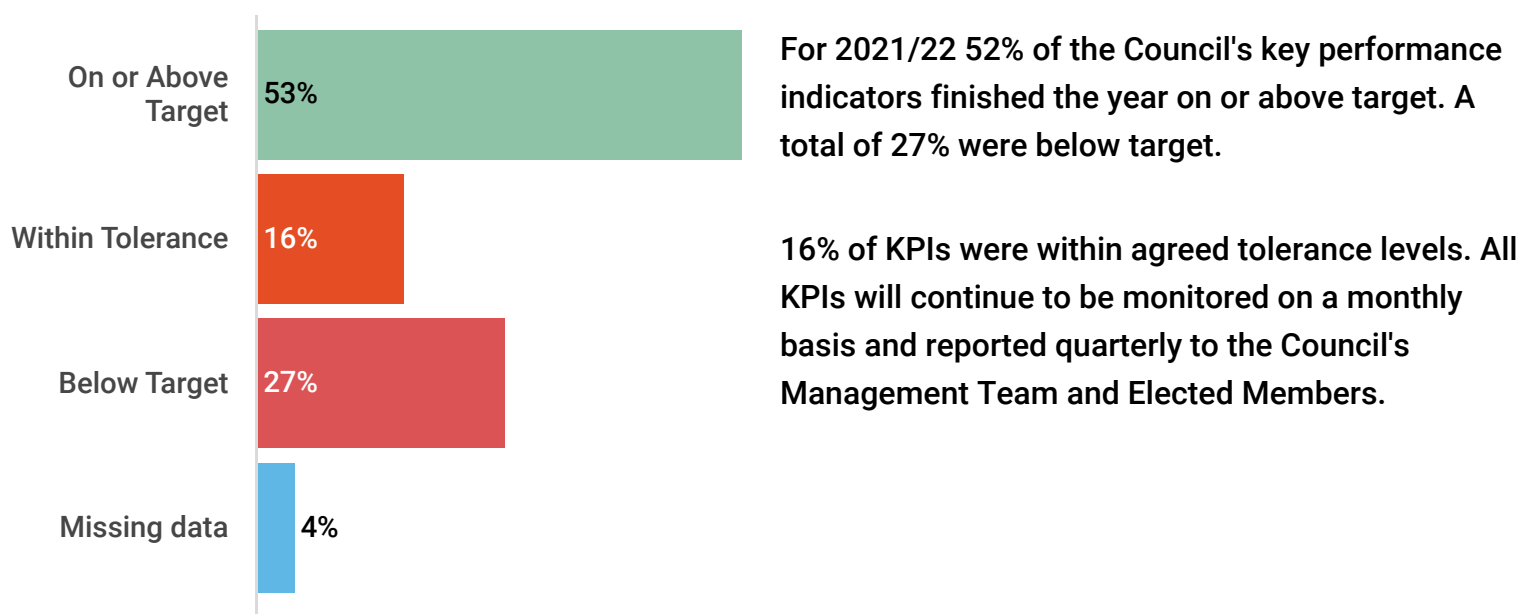
Appendix A

Summary of Year-End Performance 2021/22

Appendix A - Summary of Year-End Council Performance

Introduction

The following tables present for information the year-end performance out-turns for all of the Council's key performance indicators. In conjunction with the commentary provided in the main P&D report for quarter four, this information is designed to aid understanding of the impact that COVID-19 has had on Council services and performance. As the shift from COVID response to recovery progresses, this information can be used as a starting point to monitor progress and improvements in performance during 2021/22, particularly in those services most affected by the pandemic.









Corporate Health Year-End Performance

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
CH01- Compliments received	675	N/A	1,117	N/A	⬆️
CH02- Complaints received	178	N/A	155	N/A	⬇️
CH03- % of complaints where the Council is at fault	29%	45%	33%	🟢	⬇️
CH04- Average time taken to resolve a complaint	8.2 days	21 days	8.4 days	🟢	⬇️
CH05- Overall Council Budget Forecast Outturn	Awaiting information		-0.354975		
CH07- Average number of days taken to pay invoices	9.7	14	11	🟢	⬇️
CH08- Annual Statement of Accounts	Unqualified	Unqualified	Unqualified	🟢	➡️
CH09- Budget Variance	-£998,045	N/A	-£186,542	🟢	⬆️
CH10- Server and System Availability	100%	98%	100%	🟢	➡️
CH11- Staff Absenteeism	0.49	0.6	0.54	🟢	⬇️
CH12- % of Calls Answered Within 21 Seconds	73%	85%	64%	🔴	⬇️
CH13- Employee Satisfaction	N/A	90%	88%	🟡	N/A
CH14- Health & Safety Incidents	35	N/A	39	N/A	⬇️
CH15- Customer Satisfaction	75%	75%	74%	🟢	⬇️
CH16- Data Breaches resulting in action by the ICO	0	0	0	🟡	➡️

Finance and Property Services

Measures where performance is on or above target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
PA02- Planned maintenance	75%	70%	77%		
PA03- Responsive maintenance	25%	30%	23%		
PA04- Rental portfolio voids	10%	12%	7%		

Measures where performance is within agreed tolerance levels






There are no KPIs that fall within this category.

Measures where performance is below target



There are no KPIs that fall within this category.

Homes and Communities










Measures where performance is on or above target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
HC06- Number of households who have been housed from the Housing Register	125	172	255		
HC07- Homeless prevention	160	192	229		
HSG03- Long-term properties as a % of all housing stock in the district	N/A	2%	1%		N/A

Measures where performance is within agreed tolerance levels

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
HC02- Number of households in temporary accommodation	8	5	6		

Measures where performance is below target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
HC05- Number of nights spent in Bed and Breakfast accommodation	1,208	0	1,597		
HC08- Homeless Relief	149	175.2	114		
HC09- Homeless prevention cases as a % of total approaches	N/A	65%	58%		N/A
HSG01- Average number of days from DFG referral to completion	187	120	182.8		
HSG04- Long-term empty homes brought back into use	4	100	1		

Operational & Commercial Services

Measures where performance is on or above target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
LEI01- % of customer reporting satisfaction with West Lindsey leisure events and facilities	25%	75%	96%		⤴
TAC04- Audience figures	N/A	936	6,223		⤴
WC05- Missed bins collected in 5 days	98%	95%	96%		⤵
SC03- Volunteer litter picks	85	72	85		⤵
SC04- % of fly-tipping collected within the SLA	99%	90%	98%		⤵
WC03- Residual waste per household	42.39 kg	45 kgs	40.64 kgs		⤵

Measures where performance is within agreed tolerance levels




KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
BC03- Market Share	75%	78%	75%		⤵
MKT02- Average number of stalls on a Saturday	11	14	13		⤴
WC04- Missed black and blue collections	1,113	1,140	1,180		⤴

Measures where performance is below target





KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
LEI02a- Leisure Facilities Usage - Gainsborough	87,294	315,000	263,591		⤴
LEI05- Total number of outreach users	0	1,672	50		N/A
MKT03- Average number of stalls on a Tuesday	22	37	30		⤴
TAC03- Average spend per head (secondary sales)	N/A	£2.30	£1.59		⤵
WC02- Recycling rate	44%	45%	44%		⤵

People and Democratic Services



Measures where performance is on or above target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
DS01- Satisfaction with development and training events	N/A	90%	91%		N/A
DS04- Percentage FoI turnarounds in statutory limit	100%	97%	99.8%		

Measures where performance is within agreed tolerance levels







KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
DS02- Attendance at mandatory and non-mandatory Member training and development events	36%	45%	40%		
DS05- Number of subsequent FOI challenges upheld	0	5	3		

Measures where performance is below target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
CM01 - % of all contracts awarded to local suppliers	8%	20%	13%		

Planning and Regeneration

Measures where performance is on or above target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
DM04- Major Applications Determined In-time	100%	90%	100%		
DM05- Non-major applications determined in-time	99%	80%	97%		
DM06- Major Appeals Allowed	N/A	8%	3%		N/A
DM07- Non-Major Appeals Allowed	N/A	8%	2%		N/A

Measures where performance is within agreed tolerance levels

There are no KPIs that fall within this category.

Measures where performance is below target

There are no KPIs that fall within this category.

Change Management & Regulatory Services

Measures where performance is on or above target













KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
CT02- Number of properties on the property tax base / FTE	5,463	5,000	5,538		
CT03- Council Tax in year collection rate	98.00%	98.01%	98.02%		
LC05- Time taken to process a search	21.2	10	8.1		
LI04- % of licensing applications processed within the target time	100%	96%	100%		
RG02- % of registered food premises rated at 3* or above	98%	96%	98%		
RG05- Environmental protection cases closed within six months	99%	75%	99%		
BEN02 - Cost per live claim	£4.61	£5.52	£5.08		
EN05- Housing enforcement cases closed within six months	86%	75%	91%		
SYS01 - LLPG Standard	Gold	National standard	Gold		
SYS02- Website availability	100%	98%	100%		
SYS04- % of systems development requests dealt with	98%	80%	99%		

Measures where performance is within agreed tolerance levels

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
EN06- Planning enforcement cases closed within six months	80%	75%	73%		
BEN03- End to end processing times	4.5	5	5.4		

Regulatory Services & Change Management Continued

Measures where performance is below target

KPI	2020/21 Performance	Target	2021/22 Performance	Perf	DoT
BEN04- Claims older than 30 days	20	12	17		
CT04- NNDR in year collection rate	97.90%	97.90%	96.75%		
EN02- Planning enforcement cases given an initial response within 20 working days	78%	90%	74%		
EN03- Number of community safety cases closed following compliance	92	240	127		
LC04- Market share	64%	40%	34%		
RG03- % of FSA scheduled inspections completed	6%	98%	87%		

CP&R Work Plan (as at 8 June 2022)

Purpose:

This report provides a summary of items due at upcoming meetings.

Recommendation:

1. That Members note the contents of the work plan.

Date	Title	Lead Officer	Purpose of the report	Date First Published
16 JUNE 2022				
16 Jun 2022	Budget and Treasury Monitoring Final Outturn 2021/2022	Sue Leversedge, Business Support Team Leader	This report sets out the final budget outturn position for revenue and capital 2021/2022, and requests approval for transfer to General Fund working balances.	06 April 2022
16 Jun 2022	Progress & Delivery Quarter Four	Darren Mellors, Performance & Programme Manager	Progress & Delivery Quarter Four	06 April 2022
14 Apr 2022	Appointment of Shareholder Representative	Tracey Bircumshaw, Assistant Director of Finance and Property Services and Section 151 Officer	To propose the appointment of the Shareholder Representative of our subsidiary and joint venture companies	06 April 2022
4 Jul 2022	Annual Treasury Management Report 2021/22	Paul Loveday, Corporate Finance Manager	To report on the Treasury Management activities and prudential indicators for 2021/22 in accordance with the Local Government Act 2003	06 April 2022
16 Jun 2022	Asbestos Management Policy	Gary Reeve, Property & Assets Manager	Policy and subsequent guidance on the Council approach to the management of asbestos containing materials	
16 Jun 2022	Levelling Up Fund Resources	Amy Potts, Senior Project Support Officer	The report will provide a LUF update, spend to date, and seek approval for	

			officers to manage remaining expenditure. Follow up from 16th December 2021 CP&R report.
16 Jun 2022	CCTV Service	Grant White, Enterprising Communities Manager	To present options on CCTV Service structure.
28 JULY 2022			
28 Jul 2022	Legal Responsibilities Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	Policy lists and describes the legislation and regulations that govern information management and highlights the risks both to the organisation and to individuals for failing to comply.
28 Jul 2022	Information Sharing Policy	John Bingham, Assistant Data Protection and Freedom of Information Officer	<p>The information sharing policy provides a framework for the Council and those working on its behalf to provide information to deliver better services, consider the controls needed for information sharing; and make sure that partners sharing information are aware of the Council's Minimum Security Standards for securing information; the obligations of consent; and how to take appropriate account of an individual's objection to the sharing.</p> <p>The updates do not change the expectations of officers or the authority.</p>
28 Jul 2022	Development Management system	Darren Mellors, Performance & Programme Manager	Business Case to procure a new DM system to support a proposed new way of working
28 Jul 2022	Lea Fields Crematorium Business Plan	Ady Selby, Director of Commercial & Operational Services	For Members to approve a two year Business Plan for Lea Fields Crematorium

Agenda Item 8a

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

Document is Restricted

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

Document is Restricted

Agenda Item 8b

By virtue of paragraph(s) 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted