

Guildhall Gainsborough  
Lincolnshire DN21 2NA  
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**AGENDA**

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

**Corporate Policy and Resources Committee**

Thursday, 20th July, 2023 at 6.30 pm

Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA

**Members:**

Councillor Trevor Young (Chairman)  
Councillor Mrs Lesley Rollings (Vice-Chairman)

Councillor Owen Bierley  
Councillor Matthew Boles  
Councillor Frazer Brown  
Councillor Stephen Bunney  
Councillor Ian Fleetwood  
Councillor Roger Patterson  
Councillor Mrs Lesley Rollings (Vice-Chairman)  
Councillor Tom Smith  
Councillor Mrs Mandy Snee  
Councillor Paul Swift  
Councillor Trevor Young (Chairman)

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**

(PAGES 3 - 12)

To confirm as a correct record the minutes of the meeting held on 7 June 2023.

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** (PAGES 13 – 15)  
Setting out current position of previously agreed actions as at 12 July 2023.
  
6. **Public Reports for Approval:**
  - i) Annual Equality Report and revised Equality Policy (PAGES 16 – 41)
  - ii) Close Personal Relationships Policy (PAGES 42 – 58)
  - iii) Budget and Treasury Monitoring – Quarter 1 2023/2024 (PAGES 59 – 98)
  - iv) Operational Services Fleet Update and Vehicle Procurement Request (PAGES 99 – 111)
  - v) Committee Work Plan (PAGES 112 – 114)
  
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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.
  
8. **Exempt Report(s)**
  - i) Leisure Contract: Deed of Variation (PAGES 115 - 122)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Wednesday, 12 July 2023

Corporate Policy and Resources Committee – 7 June 2023  
Subject to Call-in. Call-in will expire at 5pm on 17 June 2023

## WEST LINDSEY DISTRICT COUNCIL

MINUTES of the Meeting of the Corporate Policy and Resources Committee held in the Council Chamber - The Guildhall, Marshall's Yard, Gainsborough, DN21 2NA on 7 June 2023 commencing at 6.30 pm.

**Present:** Councillor Trevor Young (Chairman)  
Councillor Mrs Lesley Rollings (Vice-Chairman)

Councillor Owen Bierley  
Councillor Frazer Brown  
Councillor Stephen Bunney  
Councillor Ian Fleetwood  
Councillor Roger Patterson  
Councillor Tom Smith  
Councillor Mrs Mandy Snee  
Councillor Emma Bailey  
Councillor Baptiste Velan

**In Attendance:**  
Emma Foy Director of Corporate Services and Section 151  
Angela Matthews Benefits Manager  
Sarah Elvin Homes, Health & Wellbeing Team Manager  
Darren Mellors Performance & Programme Manager  
Claire Bailey Change, Projects and Performance Officer  
Peter Davy Financial Services Manager (Deputy Section 151 Officer)  
Sue Leversedge Business Support Team Leader  
Ele Snow Senior Democratic and Civic Officer

**Apologies:** Councillor Matthew Boles  
Councillor Paul Swift

**Membership:** Councillor Emma Bailey sat as substitute for Councillor Paul Swift  
Councillor Baptiste Velan sat as substitute for Councillor Matthew Boles

### 1 PUBLIC PARTICIPATION PERIOD

There was no public participation.

### 2 MINUTES OF PREVIOUS MEETING/S

The Chairman explained there were two sets of minutes, one for approving and one for noting. Having been moved and seconded it was

**RESOLVED** that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on 8 March, 2023 be confirmed and signed as a correct record.

With no requirement for a vote, the minutes of the Joint Staff Consultative Committee held on 30 March 2023 were **NOTED**.

### **3 DECLARATIONS OF INTEREST**

Councillor O. Bierley declared a non-pecuniary interest in respect of the report relating to the Household Support Fund by virtue of being a trustee of Age UK. Whilst the organisation was not specifically mentioned in the report it did refer to the voluntary sector and charity partners.

### **4 MATTERS ARISING SCHEDULE**

The Senior Democratic and Civic Officer introduced the report and outlined that the schedule was a list of items that had been raised at previous meetings of the Committee and had associated actions required. The status of the actions and the black, green or amber status of each one was explained. It was highlighted that the report was for noting, unless Members had comments or questions regarding any idea on the schedule.

A Member of the Committee referred to the item relating to the lobbying of Lincolnshire County Council in respect of further funding from the better Care Fund. He explained it had been considered at a meeting of the housing, health and care delivery group. It was indicated that dates were to be diarised to take that further.

With no further comments or questions from Members, the Matters Arising Schedule was **DULY NOTED**.

### **5 HOUSEHOLD SUPPORT FUND 4**

The Committee heard from the Benefits Manager regarding the latest allocation of the Household Support Fund. It was explained that The Household Support Fund (HSF) was first introduced in October 2021 and had been renewed every 6 months since then. West Lindsey had been successful in distributing £908k by way of over 6,500 awards of either a food parcel, a voucher for food or utilities, or a BACS payment into a resident's bank account.

Members heard that the Household Support Fund 4 (HSF4) was announced in November 2022 and the details of the fund were clarified in February 2023. The fund would run for the full financial year 2023-24 and Lincolnshire County Council (LCC) had been awarded £10.9m. The funding would be received from the Department for Work and Pensions (DWP) who issued guidance on how the money may be spent. LCC had agreed that each District would receive a percentage of the fund to distribute to its residents and it was estimated that West Lindsey would receive funding of approximately £160,000.

Using the learning from the previous three HSF distribution methods, it had been established that to reach as many residents as possible, the Council needed to involve partner organisations such as food banks and charitable organisations. Previous administration of HSF had proved both costly and time consuming, relying on a high-volume of administrative hours from existing officers, if each Local Authority chose to accept direct applications from residents wishing to apply for funding.

It was highlighted that the report under consideration recommended that, to reach as many residents as possible whilst keeping the administration costs of the Local Authority as small as possible, funding be distributed via food banks and voluntary organisations with at least one of the voluntary organisations administering an application-based process.

The Chairman thanked the Officer and expressed his support for the scheme, and invited comments from the Committee.

Councillor S. Bunney enquired as to how it was ensured those third party organisations were sustainable and effective, and also highlighted how important it was for members of the public to be aware of this available funding and how to access support. On this point, he proposed an additional recommendation specifically regarding the communication plan for the scheme. That being:

“That the Communications Team promote West Lindsey District Council’s involvement with the distribution of the Household Support Fund thru the open application process and via food banks and voluntary organisations; that we ensure the public are aware of how they can access the funds and what they are entitled to.”

In response to the comment regarding the use of third party organisations, the Benefits Manager confirmed that all partner agencies were well established and also needed to meet set criteria in order to receive such funding. It was also clarified that, in recognition of administration costs involved, funding did consist of a 10% allowance for administration.

There was further discussion amongst Members of the Committee praising the scheme and the work of the Officers involved in it. It was recognised that communication of the schemes available was key, and a Member of the committee duly seconded the proposed additional recommendation. On taking the vote, it was

**RESOLVED** that an additional recommendation be made as follows:

“That the Communications Team promote West Lindsey District Council’s involvement with the distribution of the Household Support Fund thru the open application process and via food banks and voluntary organisations; that we ensure the public are aware of how they can access the funds and what they are entitled to.”

There were further comments of support amongst Members. Confirmation was given that individual payments could be made to those people who may otherwise not benefit from the funds available, as had been actioned under the third allocation of funding.

Stating his thanks again, the Chairman read aloud the two original recommendations, stating they would be taken en bloc with the additional third recommendation. Having been moved and seconded, it was unanimously

**RESOLVED** that:

- a) the delivery process of the Lincolnshire District Councils' Household Support Fund 4, which runs to March 2024, be **approved** to be distributed to residents most in need as follows:
  - 40% via food banks and voluntary organisations (to include 10% administration costs)
  - 50% via an open application process that will be administered until March 2024 via a 3rd part charitable organisation (to include 15% administration costs)
  - 10% to be retained by WLDC for internal administration of the fund and contingencies.
- b) where there are minor amendments made to the scheme, unless these are considered 'significantly material', the Benefits Manager, in consultation with the Director of Change Management, ICT and Regulatory Services, be delegated to implement these changes after consultation with the Committee Chair; and
- c) the Communications Team promote West Lindsey District Council's involvement with the distribution of the Household Support Fund thru the open application process and via food banks and voluntary organisations; that we ensure the public are aware of how they can access the funds and what they are entitled to.

## **6 HOME ENERGY UPGRADE GRANT (HUG2)**

Members of the Committee heard from the Homes, Health & Wellbeing Team Manager regarding a report detailing the Home Energy Upgrade Grant, advising that the Committee was being requested to authorise the signing of the grant funding agreement which accepted the allocated £10.268m from Midlands Net Zero Hub to the Central and South Lincolnshire Consortium which included West Lindsey, City of Lincoln, North Kesteven and South Kesteven.

It was clarified that the recommendation had been slightly amended from the one published to read: Corporate Policy and Resources Committee agree to accept the award of funding for HUG2 from Midlands Net Zero Hub (MNZH) and authorise signing of the grant funding agreement by Section 151 Officer, for return to Midlands Net Zero Hub.

The paper set out some of the background to the Home Upgrade grants and the mechanism for delivery up to this point on previous schemes. It was explained Home Upgrades Grants provided energy efficiency upgrades and low carbon heating solutions to low-income households who were living in some of the worst quality, off-gas homes in the district. Eligible measures for installations under the Home Upgrade Grants included, wall, loft and underfloor insulation, low carbon heating technologies (excluding those that contained a fossil fuel component) and solar panels. Both homeowners and landlords were eligible to apply for grant assistance under this scheme, landlords were however required to make a contribution towards any installations.

As lead authority, West Lindsey had agreed to host an Officer post that would be able to assist officers to deal with the day to day administration of the energy efficiency work along with submitting monthly reports to the Midlands Net Zero Hub and be a point of contact for the consortium for any questions or queries. The post would be a two-year fixed contract and funded through the administration budget provided as part of the grant funding. The project would be delivered with a partner who be procured in the same way as previous grant funding schemes.

It was confirmed that once the grant funding agreement was signed and the delivery plan in place, Officers would provide a briefing note on the grants to Members to ensure all were aware of the available grants for residents in their constituencies.

The Chairman thanked the Officer for a clear and positive report. Members requested clarity as to what could be considered ‘extreme examples’ of properties needing assistance and it was confirmed that there were clear guidelines to be followed and criteria to be met, meaning some of the more ‘extreme examples’ may never come to pass as they would not meet either the guidelines or improvement criteria.

Further clarification was sought regarding additional input from landlords, whether that same expectation was on homeowners, to which it was confirmed to be landlords only, tenants and homeowners were not required to contribute. In response to a query regarding the suitability of low carbon options for older properties, it was confirmed that any works would be technically assessed and appraised by expert in the field before being recommended, ensuring any alterations would be the best solution for each property. In response to a query regarding high carbon fuel sources, the Officer undertook to clarify that information and share details with Committee Members.

Further discussion took place regarding the need to widen energy efficiency in new builds, as well as trying to ‘back-fill’ older properties. There was wide spread agreement and, in relation to the application process regarding any grant funding, it was suggested the Overview and Scrutiny Committee could be requested to have further input. This was suggested to be via an invite to the delivery partner.

Having been moved and seconded, the Chairman took the vote and it was unanimously

**RESOLVED** that Corporate Policy and Resources Committee agree to accept the award of funding for HUG2 from Midlands Net Zero Hub (MNZH) and authorise signing of the grant funding agreement by Section 151 Officer, for return to MNZH.

## **7 PROGRESS AND DELIVERY QUARTER FOUR REPORT AND SUMMARY OF YEAR END PERFORMANCE 2022/23**

The Committee heard from the Change, Projects and Performance Officer regarding the quarter four and year end performance reporting. It was explained that, as it had been presented to the Prosperous Communities Committee the previous week, and there were several Members who had already had the full introduction to the report, the presentation at this Committee would focus on the data rather than the background information.

Therefore, the Officer presented the report as follows.

**Overall Summary of Council Performance.** Over 84% of all measures were either exceeding or within agreed tolerance of their targets, showing a strong end to the year.

**Performance Improvement Plan.** It was explained that this highlighted the measures under target, with the plan adding further context and providing the extra level of assurance that Members had previously requested. This was then scrutinised alongside the P&D report by Management Team before being presented to the committees. This was introduced in October for Quarter two last year and had been well received.

There were eight measures which were included in the plan currently and these would remain going into 2023/24 with the exception of COF02 – average time taken to pay invoices. It was explained that this measure had been amended following approval at committee in February to reflect the contractual payment terms.

The Officer then presented the portfolio summaries.

The first portfolio was Change Management, ICT and Regulatory Services. Out of a possible 18 measures, 16 were above target within the portfolio. The measure below target related to Local Land Charges Market Share, which was included within the Performance Improvement Plan.

All measures within the Finance, Business and Property Services Portfolio were within target. The Homes and Communities Portfolio saw one measure reporting below target which related to the average days taken to complete a Disabled Facilities Grant. Extra information had been included for DFGs this quarter to round up following inclusion within the performance improvement plan. It was an opportunity highlight the positive work and the impact this had had. The graph within the report detailed the measure compared with the number of referrals received, with the table highlighting the increase in referrals over the past six years.

The Operational and Commercial Services portfolio saw five of its measures reporting above target, with the measures below target relating to average number of market stalls on both a Tuesday and a Saturday, and the recycling weights, all of which were included within the Performance Improvement Plan.

The Planning and Regeneration Portfolio saw all the measures continue to report above target.

On concluding the presentation of the quarterly report, Members were referred to Appendix A, the Year End report. It was explained this was presented annually, in the same format as the quarterly reports, but detailed performance cumulatively over the year rather than the quarter.

The Officer offered to meet with any Member on a 1-2-1 basis to go through any aspect of the report in further detail, and she highlighted that training was to be planned for all Councillors on performance management, with the plan to deliver this prior to the next P&D report coming to Committee. The Officer concluded her presentation and sought questions or comments.



The Chairman thanked the Officer for her presentation and sought confirmation that the details provided verbally at the Prosperous Communities Committee had been updated for the current version of the report, this was confirmed.

A Member of the Committee expressed his thanks and highlighted the reason for the Committee meeting on a Wednesday rather than a Thursday was due to the Council having been nominated for the LGC 'Council of the Year', with the winner to be announced the following evening, all being part of the demonstrable success of the Council. He further commended the work and success of the community grants match funding, noting that there was no way of capturing the invaluable asset volunteer time and input. He enquired as to whether there was a district wide launch of the grant funding scheme planned, this was confirmed to be the case.

There was wide spread support for the layout and presentation of the report, as well as praise for those involved in not only providing service improvements but also maintaining service performance. The specifics of setting the measure sets were discussed, with Officers confirming they were regularly reviewed, with some amended if necessary whilst others remained the same. It was explained that where there were service areas regularly underachieving, these were subject to the performance improvement plans as well as reviewing the measure sets in case the targets were unrealistic.

A Member of the Committee enquired as to whether there was scope for conducting polls of those attending the Trinity Arts Centre, for example to ascertain where they had come from and whether they planned further activities in Gainsborough, such as going out for a meal or similar. It was agreed that swift 'exit-poll' style questions could be used and the Director of Corporate Services undertook to raise this with the directorate.

With further thanks to all involved, and having been moved and seconded, it was unanimously

**RESOLVED** that

- a) the Committee had assessed the performance of the Council's services through agreed performance measures and had indicated areas where improvements should be made, having had regard to the remedial measures set out in the report; and
- b) the Progress and Delivery Performance Improvement Plan for Quarter Two (January-March) 2022/23 be approved.

## **8 ANNUAL TREASURY MANAGEMENT REPORT 2022/23**

The Committee gave consideration to the Annual Treasury Management Report 2022/23, as presented by the Financial Services Manager. He explained that it provided the Committee with an update on progress against the treasury strategy which was approved by Council in March 2022 for the 2022/23 financial year.

The report was required to comply with the CIPFA code of practice on treasury management

and also to keep Members updated with the current situation. The update contained commentary on the Council's treasury position, and on the economy, by the Council's treasury advisors Link Asset Services.

The report demonstrated that interest rates had been rising and therefore the Council had benefited from increased interest rates on its investments, generating £544k during 2022/23. Through closely monitoring cashflow and the capital programme underspending in year, external borrowing had not been increased during the year.

It was reported that the Council's Capital financing requirement had reduced during 2022/23, mainly due to setting aside Minimum Revenue provision in the year which was in line with the treasury management strategy. The Treasury management indicators were detailed and confirmation was provided that there had been no breaches of the prudential indicators during 2022/23.

The final part of the report provided an economics update which had been supplied by the treasury advisors and was useful in understanding the national and international context in which the Council was operating when undertaking its treasury activities.

The Chairman and Members of the committee expressed their thanks to the Officer for his work and presentation. A Member of the Committee highlighted that the report demonstrated the long-term successful management of the Council's finances up to this point, and stated that wise investments had obviously tracked well over the years. He noted it would be important to maintain that stability moving forward.

On being moved, seconded and put to the vote, it was unanimously

**RESOLVED** that the Annual Treasury Management Report and actual Prudential Indicators 2022/23 be **recommended** to Full Council for approval.

## **9 BUDGET AND TREASURY MONITORING FINAL OUTTURN 2022/23**

The Committee heard from the Business Support Team Leader regarding the Budget and Treasury Monitoring Final Outturn 2022/23. She highlighted it was the final report for 2022/23, subject to the audit of the statement of accounts.

In summarising the report it was explained that, in relation to revenue budgets, the forecast outturn position was a net contribution to reserves of £564,000. Members were being asked to approve that the balance be transferred to a number of areas. This would mean the balance held to £4.153m, which was £1.653m above the minimum working balance of £2.5m previously agreed by Members. The outturn position was an increase in surplus of £445,000 from the forecast outturn reported at quarter three.

In addition to the allocation of the year end surplus, Members were being asked to approve £0.364m from the investment for growth reserve which were the revenue costs incurred during the year in relation to RAF Scampton. The authority would seek to recover costs up to a maximum value of £0.3m.

In relation to capital, schemes were reporting a £3.054m underspend against the revised

budget, of which £2.565m was requested for carry forward into 2023/24 and £0.022m was requested to be drawn back into 2022/23. The details of the amendments were included in the report at sections 3.1 and 3.3. There were three amendments to fees and charges also being requested.

Members expressed their thanks to the Officer for a clear and detailed report and presentation. A Member of the Committee enquired as to whether there was any income report provided for the crematorium and the depot, and also whether further financial details could be provided regarding the costings of work in relation to the site at the former RAF Scampton. It was confirmed these would be shared with Members, as would an efficiencies report regarding the depot. In relation to the Crematorium, it was highlighted that the business plan came through the Committee and provided the information requested.

The Chairman confirmed that the recommendations had been moved and seconded en bloc and, on taking the vote, it was unanimously

**RESOLVED** that:

#### **REVENUE**

- a) the out-turn position of a £1.094m gross contribution to reserves against the revised budget for 2022/2023, be **accepted**, which includes £0.53m of approved revenue carry forwards into 2023/2024. **The remaining balance being a net underspend and contribution to reserves of £0.564m.**
- b) the balance of £0.564m be transferred as follows:
  - £0.364m to the General Fund Working Balance
  - £0.1m to the Communities at Risk Reserve
  - £0.1m to the Cultural Strategy Reserve
- c) the use of Earmarked Reserves - £0.364m (2.4.1) be **approved**.
- d) the use of Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (Section 2.4.2) be **accepted**;
- e) the contributions to Earmarked Reserves (Section 2.4.3) be **accepted**;
- f) the amendments to the fees and charges schedules for 2023/2024 (2.3.2) be **approved**, and **recommend to Council** any new Fees and Charges be implemented.

#### **CAPITAL 2022/2023**

- g) the final Capital Outturn position of £4.851m (Section 3) be **accepted**;
- h) the amendments to the Capital Schemes as detailed in 3.1 be **approved**

#### **CAPITAL 2023/2024**

- i) the additions to the Capital Budget as detailed in 3.3 be **approved**

#### **TREASURY**

- j) the report, the treasury activity and the prudential indicators (Section 4) be **accepted;**

#### **10 COMMITTEE WORK PLAN**

The Senior Democratic and Civic Officer explained the purpose of the work plan, for those Members who may not have had experience of the report previously. It was explained that the document provided a summary of items due at upcoming meetings of the Committee, and, unless there were comments or questions, the item was for noting only. It was highlighted that, as the first meeting since the change of administration for the Council, the work plan was not as populated as it ordinarily would have been, however Members would start to see items of work being programmed in over the coming months.

With no comments or questions, the work plan was **DULY NOTED**.

The Chairman thanked all present for their time, the standard of Officer reports and noted the importance of the decisions made through the course of the meeting, the first of the new Civic Year. In repeating his thanks, the Chairman brought the meeting to a close.

The meeting concluded at 7.46 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.

Meeting	Policy and Resources Committee				
Status	Title	Action Required	Comments	Due Date	Allocated To
Black	<b>To be shared: Strategic Asset Plan</b>	CP&R 15 Dec 2022: Following discussions re works required at Trinity Arts Centre, it was requested that the Strategic Asset Plan be shared with Members of the Committee in order to understand the programme of works required.	<b>Due date extended for info to be shared with new Cllrs as well.</b>  <b>Info sent by e-mail July 12 2023</b>	30/06/23	Emma Foy
Black	<b>Additional Information - HUG2 - high carbon fuel sources</b>	CP&R 07.06.23: A Member of the Committee requested additional information regarding what would constitute a 'high carbon fuel source'. Information to be shared after the meeting.	<b>Please share info with CP&amp;R cttee Members and update matter arising once complete.</b>  <b>oil, gas and coal are defined as high carbon fuel sources</b>  <b>The burning of these high-carbon fuels in combustion engines, boilers, and power stations is responsible for the majority of the UK's territorial emissions of climate-changing greenhouse gases (source House of Commons Environmental Audit Committee</b>	30/06/23	Sarah Elvin

<b>Black</b>	<b>Public Launch of Grant Funding</b>	CP&R 07.06.23: Cttee requested that a full launch of the new grant funding schemes be undertaken, following the 'soft launch' pre-election	<b>Community Funding Event planned for Thursday 10th August 18:00-20:00 at Hemswell Court. Full details including invites for groups/organisations due to go out before 17/07/23.</b>	30/06/23	Grant White
<b>Green</b>	<b>Lobbying of LCC re further funding from the Better Care Fund</b>	extract from mins of mtg 10/11/22  further lobbying take place with Lincolnshire County Council to obtain both further funding from the Better Care Fund for the current year and a larger allocation in future years due to the demographic pressures West Lindsey faced;	<b>this has been allocated a matters arising as Members wanted assurance lobbying was happening . - Any progress can be reported against this action</b>  <b>LONGER TERM ACTION</b>	31/08/23	Sally Grindrod-Smith
<b>Green</b>	<b>UKSPF Reporting to Members</b>	CP&R 9 Feb '23: resolved that approval be given to quarterly and annual reporting arrangements as identified in the report, these being quarterly updates on expenditure and an annual report on progress of the programme being given to the Prosperous Communities Committee: to be programmed into forward plan	<b>Logged here to ensure future items are included in the work plan, responsible Officer may need updating depending on workstream. - financial info reported to CPR July 23</b>  <b>LONGER TERM ACTION</b>	31/07/23	Sally Grindrod-Smith
<b>Green</b>	<b>Exit Poll of TAC Users</b>	CP&R 07.06.23: Members enquired whether users of the Trinity Arts Centre could be surveyed as to their other interactions in Gainsborough whilst visiting the TAC. Suggested a form of 'exit poll'.	<b>Allocated to Emma F for discussions with Ady S. Please discuss and update matter arising.</b>	20/07/23	Emma Foy

Green	<b>Additional Financial Information Requested</b>	CP&R 07.06.23: Members requested further cost breakdown regarding RAF Scampton as well as a benefit vs cost assessment of the depot.	<p><b>Please share info with Members of the Committee / request same of Ady S and update matter arising.</b></p> <p><b>RAF Scampton breakdown costs are included in the Q1 budget report on Julys agenda.</b></p> <p><b>As at 12/7/2023 depot assessment awaited.</b></p>	20/07/23	Emma Foy / Ady Selby
Green	<b>Promotion of Household Support Fund / Distribution of ...</b>	CP&R 07.06.23: Resolved that ... "the Communications Team promote West Lindsey District Council's involvement with the distribution of the HSF thru the open application process and via food banks and voluntary organisations; that we ensure the public are aware of how they can access the funds and what they are entitled to."	<b>Please see details of resolution above and action accordingly.</b>	20/07/23	Julie Heath

# Agenda Item 6a



Corporate Policy and  
Resources

20<sup>th</sup> July 2023

**Subject: Annual Equality, Diversity and Inclusion Report and New  
Equality, Diversity and Inclusion Policy**

Report by:

Katy Allen – Corporate Governance Officer

Contact Officer:

Katy Allen Corporate Governance Officer  
Katy.allen@west-lindsey.gov.uk

Purpose / Summary:

To consider the Annual Equality, Diversity and  
Inclusion report and agree the new Equality,  
Diversity and Inclusion Policy

## **RECOMMENDATION(S):**

### **That Committee:**

- 1. Note the Annual Equality, Diversity and Inclusion Report**
- 2. That Committee agree the new Equality, Diversity and Inclusion policy**
- 3. That Committee agree with the actions to take the agenda forward.**



## IMPLICATIONS

**Legal:**

The Monitoring Officer is content with the report.

**Financial: None**

FIN/42/24/VA

**Staffing: None**

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

**Equality and Diversity including Human Rights:**

West Lindsey District Council has a commitment to equality and diversity. It seeks to ensure that no one receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. This report is part of the work to ensure this is the case.

**Data Protection Implications: None**

**Climate Related Risks and Opportunities: None**

**Section 17 Crime and Disorder Considerations: None**

**Health Implications: None**

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

None.

**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

## 1. Introduction

- 1.1. This Annual Equality, Diversity and Inclusion report is for Members, Management Team and Staff. This report provides Members with information on how our work around equalities is progressing within West Lindsey District Council and the next steps to be taken including adoption of the amended Equality, Diversity and Inclusion Policy.

## 2. Background

- 2.1. As a local authority, the Council has a responsibility to meet the Equality Duty which is set by law as part of the Equality Act 2010. The duty gives protection for all persons who might be discriminated against because of their age, race, sex, gender reassignment, disability, sexual orientation, religion or belief, pregnancy and maternity, marriage and civil partnership. These 9 areas of protection are called the protected characteristics. The duty requires us have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

These are also classed as the aims of the general equality duty. The specific duties placed on public bodies are to:

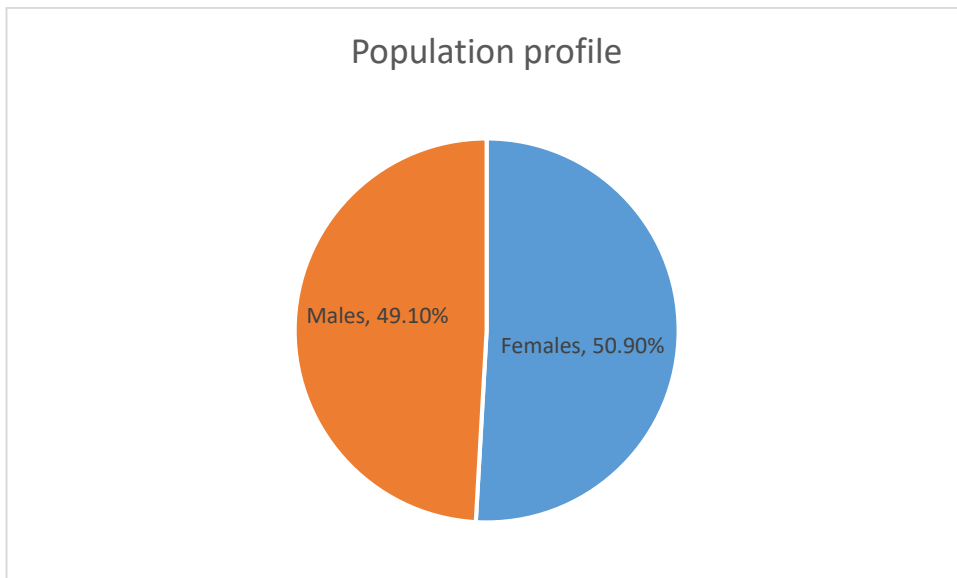
- Publish information to show our compliance with the Equality Duty – including information relating to employees who share protected characteristics and information relating to our service users.
- Set and publish equality objectives, at least every four years.

3.1. Information is available on both the make-up of our district through the census 2021 data and on our staff through data submitted on appointment of a post. Work is being undertaken to ensure that staff can amend and update their equality information if there are any change during their employment at WLDC.

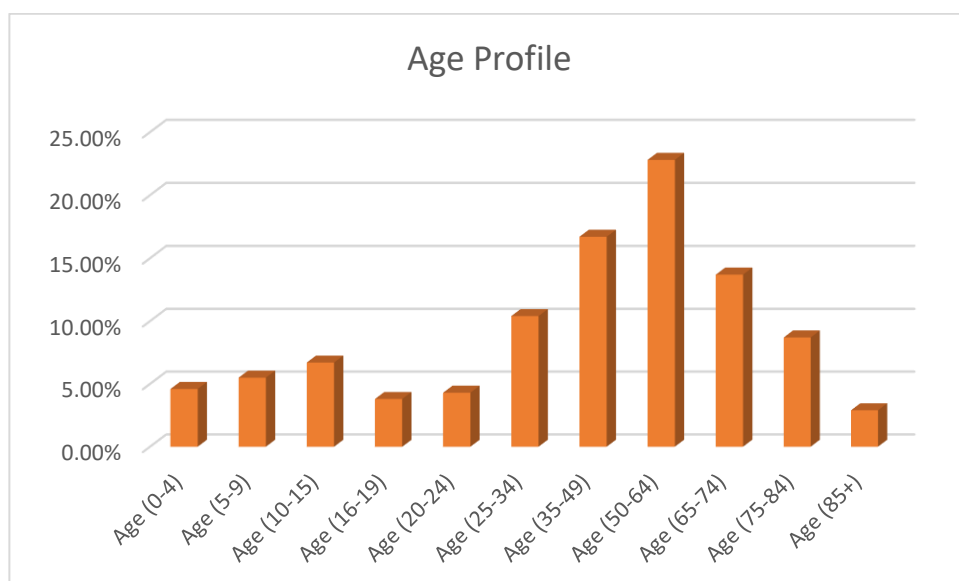
3.2. District information

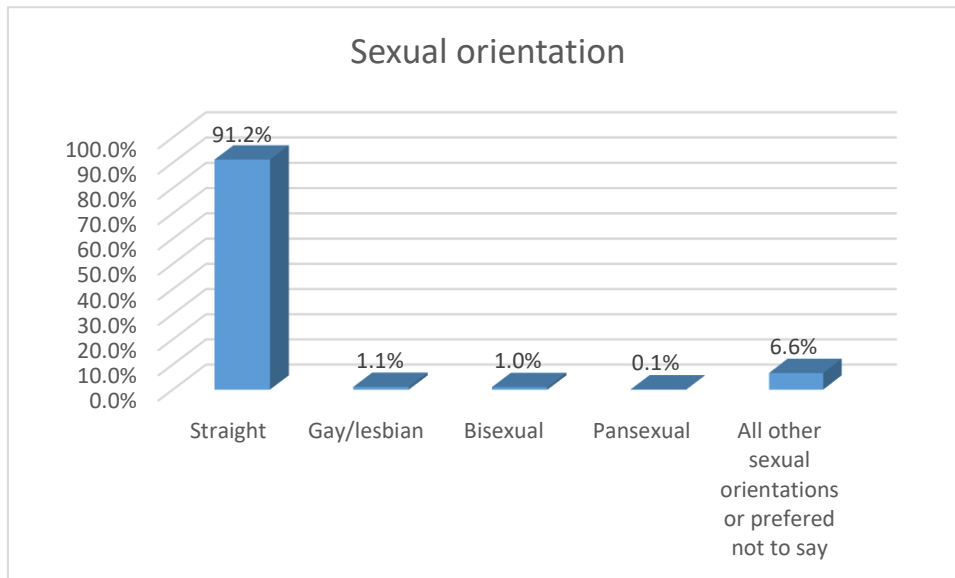
The following information has been taken from the last census undertaken in 2021.

Within West Lindsey the population, as per the census 2021, was 95,200.

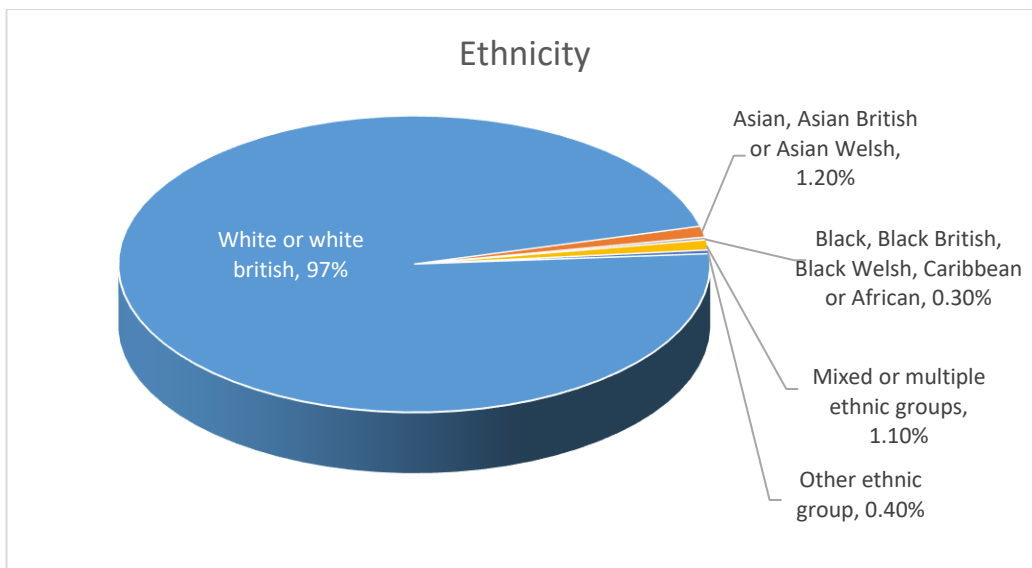


From this census 28.8% of the population said that they were disabled or had a long-term health condition.



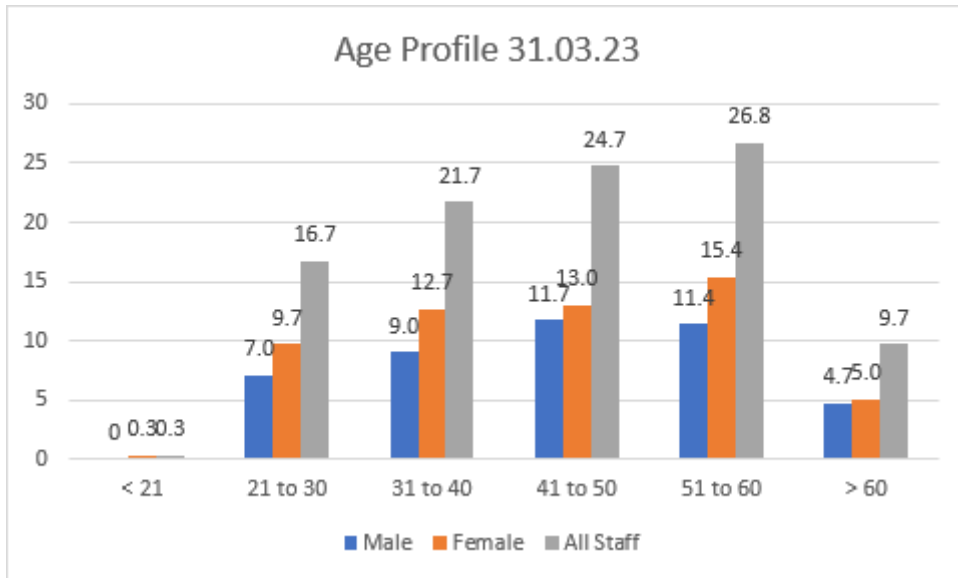


Out of the population of West Lindsey 94.9% have the gender identity which they were registered with at birth whilst 0.1% have a different gender but did not specify, 0.1% are Trans-women and 0.1% are Trans-men.

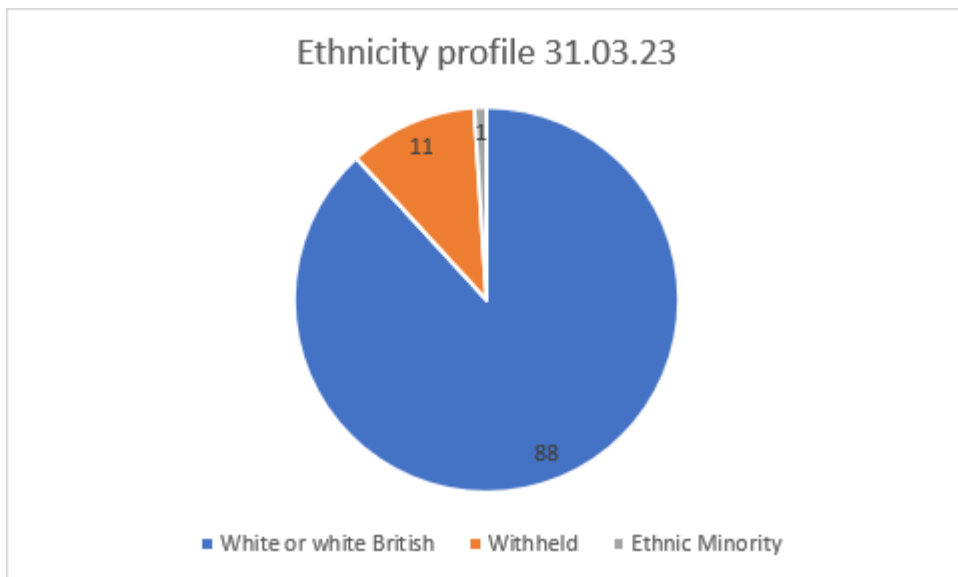


### 3.3. Staff information

As at 31<sup>st</sup> March 2023, WLDC had 299 members of staff. It is worth noting that this is members of staff and not roles as some do have more than 1 role and therefore other reports if looking at roles may have a different figure.



Just over half (56%) of our staff are female and 38% of them work part time (less than 37 hours) whilst the male members of staff only 11% of those work part time.



**4. Current Position**

4.1. Currently WLDC have a number of documents in place for the Equality agenda. These are the Strategy, the Statement, EIA templates, Embedded within the Code of Conduct for Members and training for new staff.

4.2. WLDC Equality Strategy 2020-24

The Equality Strategy currently in place runs from 2020 to 2024. Work is beginning on developing the Equality objectives for the next strategy which will cover 2025-2029. As part of this work, consultation will take place with residents and members and then a strategy will be presented to JSCC and Prosperous Communities Committee.

#### 4.3. WLDC Equality Statement 2022-23

The Equality Statement for 2022/23 has been published on the website in line with our legislative requirements. Work has started on the Equality Statement for 2023/24.

#### 4.4. Equality Impact Assessments (EIA)

As a council we have a duty to have due regard to the aims of the general equality duty when making decisions and setting policies. To show this we use the EIA. All committee reports have a section to show whether equality and diversity has an implication to the report. To find this implication then a EIA is undertaken. Since April 2022 several EIAs have been undertaken including:

- Digital ICT Strategy
- Budget Report 2023/4 – Proposed Council Tax increase
- Zivver project
- UK Shared Prosperity Fund
- T24 – Customer Contact Centre
- Close Personal Relationships Policy
- Disciplinary Policy
- Retirement Policy

#### 4.5. Code of Conduct

All Councillors sign up to the Member Code of Conduct. As part of this the 'standards of councillor conduct' includes a section on bullying, harassment and discrimination. This sections outlines:

As a councillor:

- I do not bully any person.
- I do not harass any person.
- I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

## **5. Way forward**

5.1. A number of actions are currently in place to ensure this area of work is moving forward. These are training for Officers and Members, continuation of the action plan attached to the Strategy, an audit by Internal Audit and work on the website.

5.2. New WLDC Equality, Diversity and Inclusion Policy

The current WLDC Equality Policy was adopted by JSCC and CP&R in 2018. This Policy has been updated to include Diversity and Inclusion and how these are important to West Lindsey. The New Policy is attached as Appendix A for Management Team to review and accept.

5.3. Action Plan

An updated action plan for 2023/24 has been attached as Appendix B. Once agreed at this committee this will be updated on the West Lindsey District Council website.

5.4. Officer Equality, Diversity, Inclusion and Belief Training

As part of our staff induction process, all new starters receive Equality training within the first month. A new Equality, Diversity, Inclusion and Belief Training module has been set up on the Learning Platform and all staff will complete this during June and July 2023.

5.5. New EIA process

To refresh the work we undertake on Equality Impact Assessments, it is recommended that the EIA documentation is reviewed and updated and then all of Wider Management Team and Management Team undertake EIA training to ensure they are able to undertake the assessments. Once this training has taken place then a timescale of reviews will be developed to ensure our Services and policies are compliant with the legislation.

5.6. Member Training

All members will receive Equality, Diversity and Inclusion training on the Learning Platform during 2023.

5.7. Website update

Work was undertaken during 2022/23 to ensure that our equalities page on the website is updated and this work will continue during 2023/24. Once the EIA training has taken place then all new EIAs undertaken will be added onto Minerva.

5.8. Accessibility Wording

The Census data identifies the top 10 languages other than English which have been accessed and this has been used to update the accessibility wording for the end of WLDC documents. These are:

Polish
Lithuanian
Romanian
Russian
Spanish
All Other Chinese
Bulgarian
Latvian
Arabic
Portuguese

The Equality, Diversity and Inclusion Policy has the updated wording attached at Appendix A as well as the large print details.

5.9. Equality Audit

An Audit on Equality for West Lindsey District Council has been agreed to be undertaken as part of the Audit Plan for 2023/24 by Governance and Audit Committee. A copy of the draft scope of this audit is included as Appendix C.

**6. Recommendations**

- 6.1. That Committee note the Annual Equality, Diversity and Inclusion Report
- 6.2. That Committee agree the new Equality, Diversity and Inclusion Policy
- 6.3. That Committee agree with the actions to take the agenda forward.





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# Equality, Diversity and Inclusion Policy

JSCC Approved: 00/00/0000  
CP&R Approved: 00/00/0000

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## Policy Statement

West Lindsey District Council values all of its employees, councillors and residents and recognises the importance of equality, diversity and inclusion. It aims to achieve this by ensuring equality of opportunity and valuing the strength of diversity.

The council will promote equal treatment in accordance with legislation and will strive to provide an environment free of prejudice and unlawful discrimination. Senior management will be responsible for ensuring that this is understood and adhered to by all employees of the council.

We work to the following principles:

- We recognise nine main equality strands as recognised in UK law, giving all equal importance. These are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- We will recognise and treat people with the protected characteristic of gender reassignment according to the gender in which they present unless it is necessary, in exceptional circumstances, to use the services and employment exceptions as a proportionate means to achieve a legitimate aim in line with the Equality Act 2010.
- We aim to eliminate unlawful discrimination and to promote equality of opportunity and good relations between people of different and diverse communities.
- We support the progressive approach of promoting good relations between different groups in order to tackle prejudice and end discrimination and apply this to all equality strands.
- We are committed to developing and promoting an anti-discriminatory environment within the Council and City as a whole and will reflect this in our policies and practices.
- We are committed to improving our equalities practice at corporate, departmental, service and individual levels throughout the council and want to maintain a positive and inclusive workplace culture that values all employees equally.
- We aim to identify and eliminate barriers in our own systems and procedures, training staff and managers to enable them to help make this happen.
- We will actively engage with the local community through communication and consultation to ensure that our services meet the needs of and are fully accessible to our diverse population.
- We recognise the value of an energetic and creative voluntary/community sector and will work with groups, individuals and organisations to provide culturally specific services, with equalities firmly embedded in those relationships and projects.

- We will ensure a commitment to equalities and diversity in our commissioning and procurement arrangements and expect suppliers and contractors to fully comply with this equalities and diversity policy.
- We encourage real participation in local democracy and representation on various bodies and in our processes, from people who may normally feel excluded from decision-making processes.
- We will comply with all our legal obligations and follow best practice guidance.

### **Scope of Policy**

All Councillors, employees and others who work on behalf of the council are expected to carry out their responsibilities under this policy and to follow relevant policies and procedures. All employees have a role to play in ensuring fairness towards colleagues and to all sectors of the community we serve.

This policy applies to all aspects of the Council's functions including:

- Provision of services
- Commissioning and purchasing of goods and services
- Recruitment, employment, training and development of staff
- Grants to voluntary and community organisations
- Landlord functions in respect of housing and other property
- Exercise of statutory powers and responsibilities
- Partnerships with other organisations
- Community involvement
- Consultation with local people
- Promotion and publicity

Any breach of this policy by employees may result in action being taken under the Disciplinary Policy. Volunteers and contractors may be excluded from further involvement with provision of council services.



## **Valuing our Employees – As an Employer**

The Council aims to provide a safe and accessible working environment for existing and potential employees, one that is free from harassment and discrimination, where individuals' values, beliefs, identities and cultures are respected. All Council employees are responsible for complying with this policy and must follow it as part of their conditions of service.

Council staff must not discriminate against anyone, persuade another employee to discriminate, tolerate or condone discriminatory practices, harass or abuse other employees or members of the public – for any reason. In return we expect our staff to be treated with respect and we will not tolerate discriminatory or abusive behaviour towards our staff from members of the public.

The Working Environment:

- We aspire to being an employer for whom local people will want to work.
- We have a staff code of conduct in order to ensure we act professionally and treat others with dignity and respect.
- We run equality and diversity training for staff, including as part of our induction training for all new starters.
- We ensure that we consider individuals' needs and make reasonable adjustments where appropriate in order to remove barriers for disabled people and resolve issues relating to disability.
- We will implement and review our policies to support the health and wellbeing of our staff.
- We take action to protect employees who are at risk of violence while carrying out their duties.
- We are committed to safeguarding and promoting the welfare of children, young people and adults. Staff are aware that safeguarding is everyone's responsibility.
- We have a domestic abuse policy to ensure that every employee who is experiencing or has experienced domestic abuse has the right to raise the issue with their employer in the knowledge that we will treat the matter effectively, sympathetically and confidentially.
- Where there is demand for them, we facilitate and support staff networks for those from minority groups or those who face disadvantage or discrimination in society.

Recruitment practices and career development:

- We aim to eliminate any unfair or unlawful bias in our pay systems and practice that impact on pay. We believe that all employees should receive equal pay for the same or broadly similar work, for work rated as equivalent and for work of equal value.
- We aim to make sure that advertised jobs with the council are accessible to all sections of the community, and that our recruitment policies and practices do not indirectly discriminate against any equality groups.
- We promote opportunities to ensure that not only is the Council's workforce representative of the local community, but that this representation is also reflected across all levels and grades.
- We are a Disability Confident employer and are committed to recruiting, retaining and supporting disabled employees. The Council aims to remove barriers, resolve issues relating to disability and consider individual needs. This includes taking positive steps towards promoting equality of opportunity, inclusion for all and promoting positive attitudes towards disabled people.

#### **Valuing our Customers - Delivering Services**

It is our aim that:

- Service users receive fair, sensitive and equal treatment when accessing services, and are treated with dignity and respect.
- Services are relevant and responsive to the changing and diverse needs of our local population, and are delivered without discrimination, prejudice or bias.
- Services, buildings and information are fully accessible, particularly to those groups or individuals who face disadvantage or discrimination.
- We provide clear and understandable information about services and policies in accessible formats and languages.
- All external contracts comply with the council's equality policy.
- Service users are aware of their rights and entitlements when receiving services.
- We will ensure that all job applicants, employees and service users have access to this policy.

## **Training, Communications and Resources**

We provide equality and diversity training for staff and managers including mandatory equalities training within induction programmes for new staff.

## **Consultation and Involvement**

The Council undertakes regular consultation with service users to ensure that the views of all communities are heard.

## **Equality Impact Assessments (EIAs)**

EIAs are a mechanism to equality check council functions and policies to ensure they do not discriminate or cause any adverse impact relating to equalities and diversity. The Council will undertake EIAs on all relevant policies and functions.

## **Monitoring**

Monitoring is an essential and integral element of the Council's equalities performance and is a requirement of the revised Equality Standard. We also monitor our services to meet the specific duties as set out in The Equality Act 2010 (Specific Duties) Regulations 2011, which support the general equality duty of the PSED.

## **Legislation**

We are committed to complying fully with our legal obligations under equality laws and guidance, and to responding to these speedily and thoroughly. The main UK law relating to equality and diversity is the Equality Act 2010.

## **Equality Act 2010**

The Equality Act brought together all the previously existing strands of equality and discrimination legislation, with the aim of clarifying existing law and extending it to cover some anomalies in existing discrimination law.

The nine main pieces of legislation that have merged are:

- The Equal Pay Act 1970
- The Sex Discrimination Act 1975
- The Race Relations Act 1976
- The Disability Discrimination Act 1995
- The Employment Equality (Religion or Belief) Regulations 2003
- The Employment Equality (Sexual Orientation) Regulations 2003
- The Employment Equality (Age) Regulations 2006
- The Equality Act 2006, Part 2
- The Equality Act (Sexual Orientation) Regulations 2007

For full information on the Equality Act see:

[www.legislation.gov.uk/ukpga/2010/15/contents](http://www.legislation.gov.uk/ukpga/2010/15/contents)



### **The Public Sector Equality Duty (Section 149 of the Equality Act 2010)**

The broad purpose of the equality duty is to integrate consideration of equality and good relations into the day-to-day business of public authorities. Those subject to the equality duty must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

These are sometimes referred to as the three aims or arms of the general equality duty. The Act explains that having due regard for advancing equality involves:

- Removing or minimising disadvantages suffered by people due to their protected characteristics.
- Taking steps to meet the needs of people from protected groups where these are different from the needs of other people. Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

**If you would like a copy of this in large, clear print, audio, Braille or in another language, please call 01427 676676**

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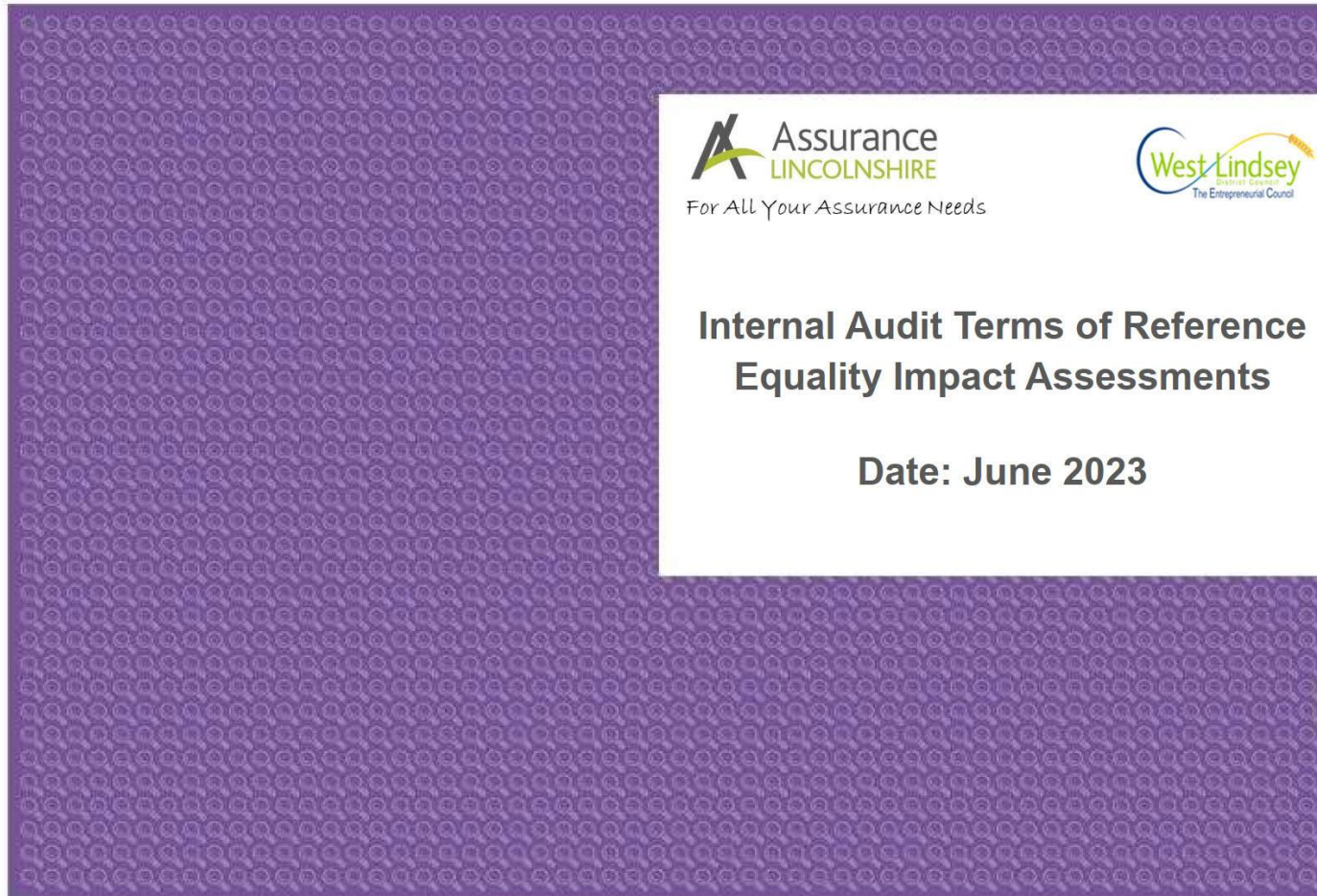




## Appendix B: Action Plan 2023-24

Key Outcome	Actions Required	Performance Measures	Target Date	Lead Officer
E1	Update of internal equalities page for staff	Minerva equalities page updated	April 2023	Corporate Governance Officer
E2	Update of external equalities webpage	Website equalities page updated	April 2023	Corporate Governance Officer
E3	Review of Equality Policy	Equality Policy confirmed at Management Team, JSCC and CP&R	July 2023	Corporate Governance Officer
E4	All Members to sign up to Code of Conduct	100% of Members achieved	June 2023	Committee Admin
E5	Update of Equalities Statement for 2023-24	Equalities Statement published on website	July 2023	Corporate Governance Officer
E6	All Members to undertake Equality Training	100% of Members achieved	September 2023	Committee Admin
E7	Awareness raising of equalities for all staff through Learning Platform	100% of staff achieved	August 2023	Corporate Governance Officer
E8	Raise awareness of internal equalities page through use of Minerva	Information available to through different sources for all staff	March 2024	Corporate Governance Officer
E9	Additional Equality Training for all Team Leaders and Management Team through Learning Platform	100% of team leaders and Management Team achieved	March 2024	Corporate Governance Officer

Key Outcome	Actions Required	Performance Measures	Target Date	Lead Officer
E10	For all external documents to have the accessibility wording on	100% of relevant documents to have the accessibility wording included	July 2023	Katy Allen with support from the Communications Team





### Background



The Equality Act of 2010 brought together various anti-discrimination laws into one single act. Section 149 of the Equality Act 2010 requires that public authorities have due regard to several equality considerations when exercising their functions. This is referred to as the Public Sector Equality Duty (PSED). Public bodies subject to the Act must assess the likely impacts of proposed policies or practices or proposed changes to existing policies or practices on their ability to meet the PSED. In doing so, they must comply with specific requirements to engage with groups likely to be impacted and monitor actual impacts.

Whilst not a legal requirement of the act, Equality Impact Assessments (EIAs) are an important part in helping public authorities meet their responsibilities. They can provide evidence that the authority has met the PSED and can also support good policy and decision making by confirming that decisions, which impact protected groups, are done in a fair way and in a transparent manner.

### Purpose and Scope



The review will provide independent assurance that, following corporate Policy and Process, equality impact assessments are understood and undertaken by the Council and that equality impact assessment documentation is completed and submitted to support decision making so that due consideration is given to the impacts of decisions on those with protected characteristics.



**Key Risks**



The Key Risks identified at this early stage of the process are listed below:

- A lack of understanding of Equality and Diversity and the Corporate Policy can lead to behaviour outside of the expected standard.
- Decisions taken without consideration of an effective EIA by the Council may adversely impact one or more protected groups.
- Decisions that may affect one or more protected groups, and the equality considerations that support them, are not transparent.



Approach



Considering the risks highlighted, this audit will;

- Review whether a corporate policy is in place to manage equality and diversity in the workplace including the requirement to complete EIAs.
- Review a sample of equality and diversity training, for both staff and members of the Council, that informs the completion and consideration of EIAs.
- Review a sample of decisions taken by Council and Officers to ensure that EIAs have been undertaken, EIA documentation has been completed and that these have been considered when making the decisions.

Our approach to completing this audit to meet the objectives above will include;

- Meeting with appropriate officers to obtain all appropriate documents
- Agreeing a sample of decisions to assess the completion of EIAs.
- Agreeing a sample of training records to assess the awareness and training of equality and diversity and the completion of EIAs
- Meeting with appropriate officers to discuss and test the samples selected.
- Preparing a findings report with various progress meetings throughout.
- Discussing recommendations in draft stages before final reports are issued
- Conduct closure meeting with all appropriate stakeholders

Following a closure meeting we will issue a final report.

Any agreed actions contained in the report will be monitored for implementation.





**Management  
Comments**



**Documentation  
request**



To meet the audit objectives the following information will be required by the senior auditor at the outset of the audit;

- A copy of the corporate equality and diversity policy
- A copy of any associated policy or processes for EIAs
- A copy of the EIA template
- Corporate training material or access to training modules, that inform both staff and members or the E&D policy and, in the completion, and consideration of EIAs.

As the audit progresses the senior auditor will require access to data sets from which to select a sample for testing. We anticipate that this will include:

- Officer and member training records
- Officer and council decisions

For this audit to be successful and maintain an effective timescale we also require the primary contact of this audit to communicate internally at the outset of the audit to all expected stakeholders so that senior auditors can schedule meetings with those who are aware of the scope of the audit and expected outcomes.



Key Contacts



**Assurance Lincolnshire**

Tony Maycock – Principal Auditor – [tony.maycock@lincolnshire.gov.uk](mailto:tony.maycock@lincolnshire.gov.uk)  
 Rachael Grattrick – Senior Auditor – [Rachael.grattrick@lincolnshire.gov.uk](mailto:Rachael.grattrick@lincolnshire.gov.uk)  
 Sam Parker – Senior Auditor – [sam.parker@lincolnshire.gov.uk](mailto:sam.parker@lincolnshire.gov.uk)

**Client**

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 Jeanette McGarry – Interim AD & Monitoring Officer – [jeanette.mcgarry@west-lindsey.gov.uk](mailto:jeanette.mcgarry@west-lindsey.gov.uk)  
 Emma Foy – Director of Corporate Services – [emma.foy@west-lindsey.gov.uk](mailto:emma.foy@west-lindsey.gov.uk)

Proposed timetable



The dates provided below are indicative and will be confirmed in more detail by the senior auditor as part of the planning stage. The outcome of the audit will form part of the next most appropriate progress report and audit committee.

Audit Stage	Date
Commence Fieldwork	16 <sup>th</sup> June 2023
Planned date for receipt of Management responses	Tbc – w/c 24 <sup>th</sup> July 2023
Planned date for issue of final report	4 <sup>th</sup> August 2023
Planned Audit Committee date for presentation of report	26 <sup>th</sup> September 2023
Number of days planned	9 days

Sign off



On Behalf of Client	On Behalf of Assurance Lincolnshire
Name:	Name:
Date:	Date:





Assumptions



Initial research has provided us with a lot of information that has helped inform this scope, but there are a number of assumptions we have made in order to deliver the proposed timetable.

*Availability of your staff for key meetings.* We have assumed that all relevant management and staff are aware of the scope and timing of the audit prior to our fieldwork commencing.

*Timely assistance to requests for information.* It is important to achieving the proposed timeline that where information or assistance is needed this is provided on a timely basis.

# Agenda Item 6b



**Corporate Policy &  
Resource Committee**

**Thursday, 20 July 2023**

**Subject: Approval of the Close Personal Relationships Policy**

Report by:

Director of Corporate Services

Contact Officer:

Michelle Thompson  
Human Resources Manager (Temporary)

michelle.thompson@west-lindsey.gov.uk

Purpose / Summary:

To approve the Close Personal Relationships  
Policy

**RECOMMENDATION(S):**

1. That members support the recommendation from the Joint Staff Consultative Committee and approve the policy for immediate adoption; and
2. That any future minor housekeeping amendments be delegated to the Director Corporate Services in consultation with the Chairs of Joint Staff Consultative Committee and Corporate Policy and Resources Committee

## IMPLICATIONS

### Legal:

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

### Financial :

No financial implications - FIN/43/24/VA

### Staffing :

HR REF - HR/43/24/EVF

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

### Equality and Diversity including Human Rights :

*West Lindsey District Council has a commitment to equal opportunities.*

*It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

*Please note: This policy has had an equality impact assessment completed.*

### Data Protection Implications :

### Climate Related Risks and Opportunities:

### Section 17 Crime and Disorder Considerations:

### Health Implications:

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

**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**

**x**

**Key Decision:**

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

**Yes**

**No**

**x**

## **Executive Summary**

**Introduction:** This policy sets out the West Lindsey District Council (WLDC) approach to close personal relationships at work. The Council recognises that individuals who work together may already have or form close personal relationships at work and respects employees right to a private life. This needs to be balanced with a working environment based on dignity, trust and respect where employees behave in an appropriate, professional and responsible way at work and that any close personal relationships do not compromise this. This policy aims to support managers in dealing sensitively but effectively where employees have or form close personal relationships at work.

**Purpose:** To provide guidance on close personal relationships, in order to avoid any potential conflicts of interest or misuse of authority.

**Scope:** This policy applies to all employees of West Lindsey District Council (WLDC) including those on temporary or fixed term contracts.

**Engagement:** The policy has been reviewed by the HR team and sent to Unison, GMB and staff representatives for comment.

**Training and Awareness:** This policy will be made available to view on the Minerva site and hard copies available at the depots once formally agreed. A clear communication will be sent to Managers to make them aware of the policy and of their responsibilities. Training and support will also be offered by HR in the implementation and application of this policy.

**The Joint Staff Consultative Committee** considered this Policy at its July meeting and recommended that reference to stepfamilies be included in section 2.1 *Definition of a close personal relationship*.

The policy has been updated to reflect this change, see Appendix 1.

# Close Personal Relationships Policy

## Version Control

Version number	Purpose /change	Amends	Author	Date
0.1	New policy draft		Michelle Thompson	29/06/2023

## 1.1 Introduction

This policy sets out the West Lindsey District Council (WLDC) approach to close personal relationships at work. The Council recognises that individuals who work together may already have or form close personal relationships at work and respects employees right to a private life. This needs to be balanced with a working environment based on dignity, trust and respect where employees behave in an appropriate, professional and responsible way at work and that any close personal relationships do not compromise this. This policy aims to support managers in dealing sensitively but effectively where employees have or form close personal relationships at work.

## 1.2 Scope

This policy applies to all employees of West Lindsey District Council (WLDC) including those on temporary or fixed term contracts. It does not apply to contractors or consultants external to the Council.

## 1.3 Key Principles

- WLDC recognises that close personal relationships may exist or form between employees during the course of their employment and will manage these situations with care and sensitivity in the interests of all concerned
- We expect any employees in a close personal relationship to be transparent about any relationship and to behave with the upmost professionalism
- We understand that close personal relationships can affect the trust and confidence of colleagues and the public in relation to actual or perceived conflicts of interest, fair treatment, ability to raise issues openly within a team or with their line manager and will seek to minimise these issues
- Employees must not be involved in any decisions relating to recruitment, discipline, promotion or pay adjustments where there is a close personal relationship
- Employees must declare all close personal relationships as they develop and on an annual basis

## 2.0 Definitions

### 2.1 *Definition of a close personal relationship*

Close personal relationships are defined as:

- Employees who are married, dating, in a partnership or co-habiting arrangement or other similar arrangement.
- Immediate family / Stepfamily members e.g. grandparents, parents, children or siblings
- Other extended family relationships e.g. aunts, uncles, cousins, nieces, nephews, in-laws
- Close friendships
- Business associates (outside of the Council)



This list aims to cover all eventualities but is not exhaustive.

### 2.1 *Definition of a team*

A team or work area will usually be self-evident e.g. working under the same direct line management arrangement. However, there may be situations where the relationship involves a senior manager and the definition and potential for conflict of interest may be wider.

## **3.0 Recruitment and appointment of employees**

### 3.1 *Participation in the recruitment process*

An employee (or Councillor) must not be involved in any appointment process where they have a close personal relationship with any applicant or the recruiting manager.

### 3.2 *Requirement to disclose a close personal relationship*

All applicants for roles at WLDC are required to disclose and provide details on their application form any close personal relationships with any employee of the Council or elected member. Failure to disclose so may disqualify the applicant from employment. Likewise, any applicant who seeks the support for employment of an elected Member will also be disqualified.

### 3.3 *When a relationship is declared during the application process*

The employee concerned must not be involved in any part of the recruitment process. The implications of the relationship should be discussed during the selection process and to ensure that the applicant is the most suitable person for the role, and any issues surrounding the relationship can be addressed. The recruitment panel would consider operational issues and standards, such as but not limited to:

- Provision for alternative supervision / management arrangement to avoid any conflict of interest on appraisal, pay, promotion and discipline issues (if there is a close personal relationship between the applicant and potential line manager or senior reporting manager)
- Any impact on operational issues that could arise and how they could be managed such as shift or working patterns or annual leave
- Any impact on financial regulations
- Any impact on other team members and the public, including issues relating to trust and confidence and the Council's public image

### 3.4 *Authority to recruit*

Where, the recruiting manager considers that an applicant could properly be recruited and has a declared close personal relationship, with the factors at 3.3 fully considered, the appointment must be cleared by the Chief Executive.

A written record of the authorisation and the rationale will be kept with the candidate's original application on their personal file.

## **4.0 Close Personal relationships formed during employment**

### *4.1 Requirement to disclose a close personal relationship*

Where a close personal relationship is formed between members of the same team, this should be disclosed immediately using the declaration of interest process. Failure to disclose could leave employees open to allegations of misconduct should subsequent issues arise.

It is acknowledged that friendships naturally form in the workplace. Employees are expected to use their judgement as to whether a friendship has developed to the extent that it could be described as a close personal relationship which could give rise to the issues that this policy seeks to address. In these circumstances the relationship should be disclosed.

### *4.2 Relationship between employee and manager*

*If a close personal relation develops or exists between an employee and manager, both must ensure that essential standards of professionalism and impartiality are maintained. The appropriate Senior Officer in consultation with HR must be made aware.*

*The appropriate Senior Officer must carry out a risk assessment and put in place steps to mitigate any risks identified, including any potential conflicts of interest, based on the roles of the employees concerned.*

*Mitigating steps could include:*

- a) Arrangements for different day to day supervision*
- b) Changes to normal reporting line*
- c) Additional supervision of review meetings, i.e. probation, appraisal review, with either HR or another manager from a separate service in attendance*
- d) Changes to the recruitment process*
- e) Additional finance checks*

### *4.3 Relationship between employee and team colleagues*

Where a close personal relationship is formed between two team members (with no line management or supervisory relationship). Their line manager should explore relevant issues with both employees including:

- Any impact on operational issues that could arise and how they could be managed such as shift or working patterns or annual leave
- Any impact on financial regulations
- Any impact on other team members and the public, including issues relating to trust and confidence and the Council's public image
- Considering if it is appropriate to communicate any agreed adjustments to other team members to manage any concerns

Expectations should be clearly defined and managed appropriately

#### 4.4 *Relationship between employee and members*

Where a close personal relationship exists between an employee and member. The appropriate senior officer in consultation with HR should be made aware.

If an employee has any questions or concerns, these should be directed to the Monitoring Officer or Head of Paid Service.

*Further guidance can be found in the Members Code of Conduct.*

#### **5.0 When issues cannot be managed effectively, or a relationship breaks down**

When any issues identified cannot be managed effectively, or a relationship breaks down the line manager should contact HR. The situation will be addressed sensitively with both employees with a view to resolving the issues. Care will be taken to avoid discrimination, ensuring the views of the employees concerned are balanced with issues presenting and the needs of the service.

#### **6.0 Impact on other colleagues**

Employee who feels they are affected by a close personal relationship at work involving other colleagues, can approach in confidence their line manager or the HR team to explain their concerns.

#### **7.0 Financial Regulations**

Where a close personal relationship exists between two employees involved in financial transactions, the Council's Financial Regulations should be followed to ensure appropriate separation of duties, probity and other financial safeguards are followed.

#### **8.0 Relationships with Contractors or Suppliers**

In accordance with the Council's Code of Conduct, any relationship between an employee and contractor or supplier with whom they are involved at work must be declared to their line manager and recorded in the Register of Interest and they must not be involved in award of contracts or orders with any contractor or supplier with whom they have a close personal relationship.

#### ***Policy Statement***

*West Lindsey District Council has a commitment to equal opportunities. It seeks to ensure that no potential or current employee receives less favourable treatment than another on the grounds of age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*

If you would like a copy of this document in large print, audio, Braille or in another language:

Please telephone 01427 676676

or email [customer.services@west-lindsey.gov.uk](mailto:customer.services@west-lindsey.gov.uk)



West Lindsey District Council  
Guildhall, Marshall's Yard  
Gainsborough  
Lincolnshire, DN21 2NA

**Part 1: Equality Impact Screening/Pre-Assessment\***

Name of Policy/Function/Strategy to be assessed: Close Personal Relationship Policy	Section/Directorate: HR		
Name of person responsible for assessment: Michelle Thompson	Date of Screening:  6/6/23		
<b>Policy Aims</b>			
What is the purpose of the policy/function/strategy? What are its intended outcomes?			
<ul style="list-style-type: none"> <li>• WLDC recognises that close personal relationships may exist or form between employees during the course of their employment and will manage these situations with care and sensitivity in the interests of all concerned</li> <li>• We expect any employees in a close personal relationship to be transparent about any relationship and to behave with the upmost professionalism</li> <li>• We understand that close personal relationships can affect the trust and confidence of colleagues and the public in relation to actual or perceived conflicts of interest, fair treatment, ability to raise issues openly within a team or with their line manager and will seek to minimise these issues</li> <li>• Employees must not be involved in any decisions relating to recruitment, discipline, promotion or pay adjustments where there is a close personal relationship</li> <li>• Employees must declare all close personal relationships as they develop and on an annual basis</li> </ul>			
Who are the main stakeholders in relation to the policy/function/strategy?			
HR, Management Team, Officers, Cllrs, Unions			
Do the identified stakeholders stand to be positively or negatively affected by the policy/function/strategy?			
Positively as it sets out guidance and standards			
Does this policy/function/strategy support the Council's stated equality objectives? (see overleaf.) Does it serve to impede them? Please explain.			
Yes transparent in how the policy is used			
<b>Preliminary Impact Assessment</b>			
	Yes	No	Unsure
1. Will this policy or function have an impact on:			
a. How services are delivered to the public?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Human Resources Policies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* Part 1 should be completed by the Lead Officer and signed by the Service Manager. Refer to the [Internal EIA Guidance](#) for more information on what EIAs are, why they are important, when they should be completed, who should be involved, and how they should be done.

2. Have any aspects of your policy/strategy already been covered by other EIAs?     
a. If yes, please indicate which ones and the dates. Also indicate which new/additional aspects would be covered under this EIA.

If you answered Yes or Unsure for question1 please proceed to Part 2 of the EIA, which is to be completed with a small team of people.

Otherwise, if you are satisfied that there would be no additional benefit to completing a full impact assessment (noting that many issues with no apparent relevance may have hidden impacts) then please have your Service Manager sign and date this sheet to indicate that the EIA has been fully completed at this stage.

Manager's Signature:



This document may be published on the website

## **Equality Objectives**

1. Review Corporate Plan and Equality objectives to ensure links are clear and objectives are evidence based
2. Ensure that all our staff, elected members and volunteers are aware of our responsibilities under the Equality Act 2010 and the Public Sector Equality Duty
3. Engage our communities to participate in the determination of our priorities and decision making
4. Ensure we are transparent in decision making

## Part 2: Equality Impact Assessment\*

### Identifying Potential Equality Issues

Use the information in Part 1, any other supporting documents, and the questions below to aid the group's discussion on the presence of potential equality issues.

- What do you know already about equality impact or need?
- Is there any indication that particular features of this policy/function will create problems for specific groups?
- Is there any indication that particular features of this policy/function will benefit specific groups or advance equality between different groups of people?

### Evidence†

It is difficult to achieve an effective EIA without good evidence. Answer the questions below about the evidence relating to the project/policy/function.

What are the existing sources of evidence and mechanisms for gathering data?

Recruitment Process – declaration of relationships

Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to the particular policy or function?

No

Is there any evidence, or other reason to believe, that there is a higher or lower level of participation or uptake among different groups?

No

Does this policy/project impact a particular area of the District? Have there been any demographic changes or trends locally?

No

\* Part 2 should be completed by the Policy/Project Lead with the help of a team of people invited to assist.


† See the "Evidence Collection and Data Use" section of the [Internal EIA Guidance](#).



Is there any informal feedback from managers, staff or voluntary organisations?  
 Feedback from Management Team, Unions (Unison and GMB), JSCC and CP&R.

Are there gaps in the data or our knowledge? What further evidence is needed to understand the impact upon equality?  
 Any changes in new relationships since an employee started is currently not captured.

<b>Impact</b>			
Based on the identification of potential equality issues and the supporting evidence, the team can try to determine the impact of the policy/project/service/function on different groups.			
Does the data show different impact upon different groups?			
Yes <input type="checkbox"/>			
No <input checked="" type="checkbox"/>			
If yes, which groups are affected?			
Group	May particularly benefit	May adversely impact	No impact anticipated
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Men	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maternity/pregnancy impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled people or carers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People from different faith groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lesbian, gay or bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Older or younger people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
People in rural locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Married people or people in civil partnerships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Group cont'd	May particularly benefit	May adversely impact	No impact anticipated
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Please explain the potential benefits or adverse impacts listed above.</p>			
<p><b>Recommendations</b> Please select a recommended course of action and, where appropriate, explain your choice.</p>			
<p>No major change needed <input checked="" type="checkbox"/></p> <p>Adjust the policy <input type="checkbox"/></p> <p>Adverse impact but continue <input type="checkbox"/></p> <p>Stop and remove the policy <input type="checkbox"/></p>			
<p>Future actions: Annual declaration of interest to be undertaken</p>			
<p>Lead Signature: </p> <p>Date‡: 08.06.23</p>			

‡ What happens next? – See the “Understanding the EIA process” section of the [Internal EIA Guidance](#).



**Corporate Policy and  
Resources Committee**

**Thursday, 20 July 2023**

**Subject: Budget and Treasury Monitoring - Quarter 1 2023/2024  
(1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023)**

Report by:

Director of Corporate Services

Contact Officer:

Sue Leversedge  
Business Support Team Leader

sue.leversedge@west-lindsey.gov.uk

Purpose / Summary:

This report sets out the revenue, capital and treasury management activity from 1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023.

## **RECOMMENDATION(S):**

### **REVENUE**

- a) Members accept the forecast out-turn position of a £0.057m net contribution to reserves as of 31<sup>st</sup> May 2023 (see Section 2) relating to revenue activity.
- b) Members approve the use of Earmarked Reserves - £0.057m (2.4.1)
- c) Members accept the use of Earmarked Reserves during the quarter approved by the Chief Finance Officer using Delegated powers (2.4.2).

### **CAPITAL**

- d) Members accept the current projected Capital Outturn as detailed in 3.1.1.
- e) Members approve the adjustments to the Capital Budget as detailed in 3.2.
- f) Members approve the revised Capital Budget of £23.853m (3.1).

**TREASURY**

- g) Members accept the report, the treasury activity and the prudential indicators.

**IMPLICATIONS**

**Legal:** None arising as a result in this report.

## Financial : FIN/29/24/CPR/SL

### REVENUE

The draft revenue forecast out-turn position for 2023/2024 is a net contribution to reserves of £0.057m relating to revenue activity as of 31<sup>st</sup> May 2023.

A summary of the forecast out-turn position:

Summary of Out-turn Position 2023/2024		
	£ 000	
OUTTURN AS AT 31.05.23	(79)	BEFORE CARRY FORWARDS
<b>CARRY FORWARDS : USE OF EARMARKED RESERVES</b>	22	ALREADY APPROVED
<b>NET CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES:</b>	<b>(57)</b>	
<b>TOTAL CARRY FORWARDS:</b>	<b>22</b>	

The forecast General Fund Balance as of 31 March 2024 is £3.266m (excluding carry forwards). This is £0.766m above the minimum working balance of £2.5m agreed by this Committee and is before any contribution approved to support the Cost of Living, or any further proposed use of General Fund Balances pending decisions taken on this agenda.

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

### CAPITAL

The Capital Forecast Out-Turn for 2023/2024 is £23.853m, a variance of £0.595m against the revised budget of £24.448m.

The amendments to the scheme are requested at 3.2.

### TREASURY

The Treasury Management activities during the reporting period are disclosed in the body of this report. Total external borrowing is currently £21.5m; however, further additional borrowing may be required this financial year, our prudential indicators have been set to allow this.

There have been no breaches of Treasury or Prudential Indicators within the period of this report.

Average investments for Quarter 1 (April – May 2023) were £18.889m, which achieved an average rate of interest of 4.402%.

**Staffing:**

Salary budgets 2023/2024 were based on a 2% pay award. An additional £0.2m was approved as a pay award contingency budget as part of the 2023/2024 Medium Term Financial Plan (MTFP), which will allow for up to a 3% increase.

Agreement was reached in May 2023 for the Chief Officer pay at 3.5%.

For NJC local government staff, a proposed increase of £1,925 pa at each scale point is pending agreement. This offer equates to pay rises of between 9.42% at the bottom of the pay spine to 3.88% at the top of band 13 (average of 6.27%).

The Chief Executive pay offer of 3.5% has been rejected and is pending further discussions.

Unison, GMB and Unite are balloting their members, with results expected in due course.

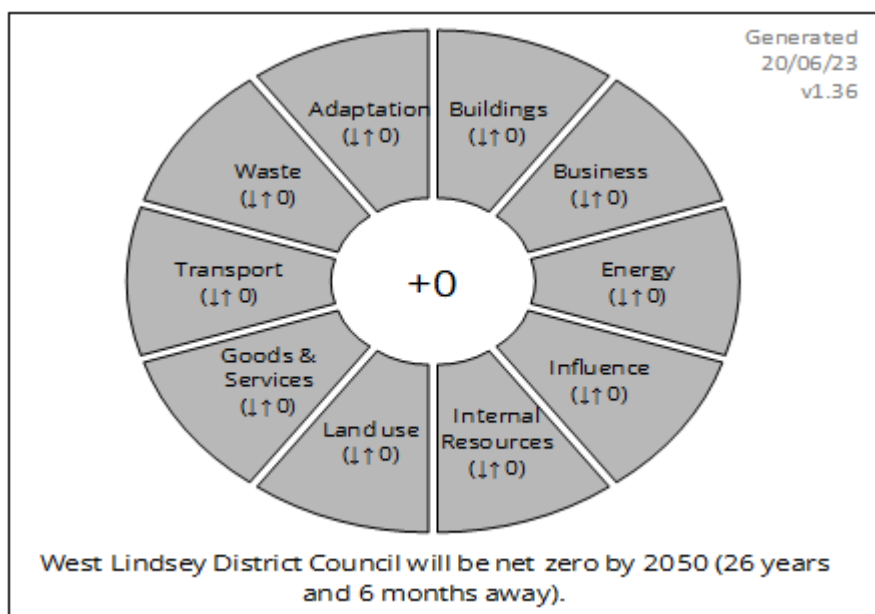
Based on the latest offer, there will be an additional pressure of £0.3m in 2023/2024, which is not included in the forecast outturn provided pending the final agreement, at which point a request for use of General Fund Balances is anticipated.

On the same basis, there is an ongoing budget pressure from 2024/2025 to be considered through the MTFP and budget setting process of c£0.5m per year ongoing.

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

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

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



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

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

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

**Risk Assessment:** This is a monitoring report only.

**Call in and Urgency:**

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

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

**Yes**

**No**

**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 at the end of Quarter 1 2023/2024 for:**

### **REVENUE**

- Revenue Forecast Out-Turn (after carry-forwards) – Contribution to Reserves £0.057m. (-0.34% of Net Revenue Budget – see 2.1 for details of significant variances).
- Carry forwards (see **Appendix 2** for details) – total £0.022m
  - Previously approved use of reserves £0.22m
- **Budget risks:**
  - Fluctuations in fuel costs (2.9)
  - Impact of inflation at unprecedented levels on day-to-day costs
  - Impact of movement in interest rates
  - Impact of the uncertain economic position (War in Ukraine, cost of living issues and government policy changes)

### **Members are asked to approve:**

The use of Earmarked Reserves - £0.057m from the Finance Budget Risks Reserve to correct budget oversights identified within the 2023/2024 MTFP (2.4.1).

### **Appendices included within the report:**

1. Link Asset Services detailed commentary on Interest Rate Forecasts (Quarter ended 30th June 2023).
2. Details of revenue carry forwards.
3. Link Asset Services detailed economic commentary on developments during period ended 30<sup>th</sup> May 2023.
4. UK Shared Prosperity Fund (UKSPF) Update Qtr. 1 2023/2024.
5. RAF Scampton Expenditure Update Qtr.1 2023/2024.

### **CAPITAL**

- Capital Forecast Out-Turn: £23.853m, a variance of £0.595m against current budget £24.448m.

**Members are asked to approve the revised Capital Budget of £23.853m** which include the following amendments:

- The Council has received a VAT refund of £0.742m on the Crematorium Capital Scheme after a successful bid to HMRC.
- Drawback £0.06m from 2024/2025 into 2023/2024 for the Vehicle Replacement Programme due to two electric vans which have been procured earlier than anticipated and are expected to be delivered in July 2023.



- Reinstated a budget of £0.037m for Income Management due to receiving late invoices for implementation costs for the e-store upgrade.
- Reinstated a budget of £0.05m for Riverside Walk due to receiving the final invoice of £0.044m, plus a final retention of £0.006m due to be paid out later this year. The project was delivered within the budgeted amount.
- Transfer of budgets between Levelling Up Fund (LUF) schemes due to realigning of salary budgets.

## **TREASURY MANAGEMENT**

Treasury Management Report and monitoring:

- Investments held as of 31<sup>st</sup> May 2023 were:
  - Average investment interest rate for April to May was 4.402%.
  - Total Investments as of 31<sup>st</sup> May 2023 was £15.53m.

The tables below reflect investment movements and prudential borrowing analysis:

Investment Movements	Qtr. 1 £'m
Investments B/fwd. (at 01.04.2023 incl. bank)	<b>18.583</b>
(Less) Net Capital expenditure	(1.251)
Add PWLB/Other LA Borrowing in year	0
Add/(Less) Net Revenue Expenditure	(1.761)
Add/(Less) Net Collection Fund Movement (Ctax/NNDR)	0.042
<b>Investments (Incl. Bank) carried forward (at Period end)</b>	<b>15.613</b>

Our prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board/Other Local Authorities and the amount of internal borrowing required to meet the actual costs of borrowing up to the 31<sup>st</sup> of March 2024.

	Qtr.1
<b>Prudential Borrowing</b>	<b>£'000</b>
Total External Borrowing (PWLB)	16,500
Other Local Authorities	5,000
Projected Additional Borrowing Required	5,000
Internal Borrowing	10,861

**REVENUE BUDGET MONITORING QUARTER 1**  
**(1<sup>st</sup> April 2023 to 31<sup>st</sup> May 2023)**  
**Forecast Outturn for 2023/2024**

2. The Revenue Budget forecast out-turn currently stands at a net contribution to reserves of £0.057m as detailed in the table below.

This is after taking account of £0.022m of revenue budget carry forwards. The details of which are provided at **Appendix 2**.

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

Cluster	Base Budget £	Revised Budget £	Forecast Outturn £	Outturn Variance before Cfws £	Carry Forwards £	Outturn Variance after Cfws £
Our Council	7,785,400	8,435,800	8,433,483	(2,317)	0	(2,317)
Our People	1,832,400	1,849,900	1,865,125	15,225	7,400	22,625
Our Place	4,726,400	4,589,600	4,595,225	5,625	14,900	20,525
Covid 19 Business Support Grants	0	0	3,700	3,700	0	3,700
<b>Grand Total</b>	<b>14,344,200</b>	<b>14,875,300</b>	<b>14,897,533</b>	<b>22,233</b>	<b>22,300</b>	<b>44,533</b>
Interest Receivable	(577,300)	(577,300)	(611,375)	(34,075)	0	(34,075)
Investment Income - Property Portfolio	(1,576,700)	(1,577,400)	(1,587,204)	(9,804)	0	(9,804)
Drainage Board Levies	459,200	474,100	474,129	29	0	29
Parish Precepts	2,577,100	2,577,100	2,577,073	(27)	0	(27)
Interest Payable	794,400	794,400	794,400	0	0	0
MRP/VRP (repayment of borrowing)	906,100	906,100	906,100	0	0	0
<b>Net Revenue Expenditure</b>	<b>16,927,000</b>	<b>17,472,300</b>	<b>17,450,656</b>	<b>(21,644)</b>	<b>22,300</b>	<b>656</b>
Transfer to / (from) General Fund	(684,400)	(1,214,800)	(1,214,800)	0	0	0
Transfer to / (from) Earmarked Reserves	496,600	496,600	496,600	0	0	0
<b>Amount to be met from Government Grant or Council Tax</b>	<b>16,739,200</b>	<b>16,754,100</b>	<b>16,732,456</b>	<b>(21,644)</b>	<b>22,300</b>	<b>656</b>
<b>Funding Income</b>						
Business Rate Retention Scheme	(4,633,200)	(4,633,200)	(4,633,200)	0	0	0
Collection Fund Surplus - Council Tax	(290,000)	(290,000)	(290,000)	0	0	0
Parish Councils Tax Requirement	(2,577,100)	(2,577,100)	(2,577,100)	0	0	0
New Homes Bonus	(561,500)	(561,500)	(561,500)	0	0	0
Other Government Grants	(1,243,300)	(1,258,200)	(1,315,485)	(57,285)	0	(57,285)
<b>Council Tax Requirement</b>	<b>(7,434,100)</b>	<b>(7,434,100)</b>	<b>(7,434,100)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNDING</b>	<b>(16,739,200)</b>	<b>(16,754,100)</b>	<b>(16,811,385)</b>	<b>(57,285)</b>	<b>0</b>	<b>(57,285)</b>
<b>Balanced Budget / Funding Target</b>	<b>0</b>	<b>0</b>	<b>(78,929)</b>	<b>(78,929)</b>	<b>22,300</b>	<b>(56,629)</b>

## 2.1 The significant movements being:

Cluster	EXPENDITURE	Total £000	Direction of Travel
<b>BUDGET UNDERSPENDS</b>			
	Salary ( <b>savings</b> ) / pressure. Budget includes 2% vacancy factor £226k and pay award contingency (£200k). (£46k) is further savings on vacant posts above the budgeted vacancy factor.	(£20)	<b>New</b>
<b>PRESSURES</b>			
Our Council / Our Place	Fleet repairs and maintenance (PAYG contract).	£95	<b>New</b>
	Various forecast outturn variances <£15k.	£10	<b>New</b>
		<b>£85</b>	

Cluster	INCOME	Total £000	Direction of Travel
<b>BUDGETED INCOME EXCEEDED</b>			
Corporate Accounting- Interest Received and Paid	Interest Receivable increased due to rising interest rates.	(£34)	<b>New</b>
Funding	Government Grants - <b>DLUHC</b> - Transparency Code and Internal Drainage Board Levies Support .	(£57)	<b>New</b>
Our Council	Refund of interest charged by HMRC in 2022/2023 on the VAT Partial Exemption Breach assessment.	(£51)	<b>New</b>
		<b>(£142)</b>	
<b>TOTAL VARIANCE</b>		<b>(£57)</b>	

## 2.2 Significant items (>£15k) of note by Cluster:

### 2.2.1 Our Council

- **Crematorium** – As stated at 3.2.1 the Council has received a VAT refund on the Crematorium Capital Scheme after a successful appeal to HMRC.

The interest of £0.05m which was paid in 2022/2023 on the original assessment has also been refunded.

### 2.2.2 Our People

- There are £0.007m proposed carry forwards into 2024/2025 (see **Appendix 2** for details).

### 2.2.3 Our Place

- There is £0.015m proposed carry forwards into 2024/2025 (see **Appendix 2** for details).
- The vehicle repairs and maintenance contract is on a Pay As You Go basis (PAYG) and is forecast to incur additional costs of **£0.095m** in the current financial year, partly due to the increased cost of parts and labour in the industry, and the age profile of the fleet. The costs are difficult to predict and are responsive to fleet issues.

The Director of Operational and Commercial Services and the Operational Services Manager are reviewing options to address this issue.

### 2.2.4 Corporate Accounting

- **Interest Receivable** - Income for interest receivable is forecast to be **£0.034m** above the current budget. This is due to the current base rate being higher than the peak expected when the budget was set, and this combined with pro-active treasury management has meant that the Council is forecast to exceed its interest receivable budget.

### 2.2.5 Funding

- Windfall grants received from Government which have not been budgeted for total **£0.057m**.
  - **£0.008m** Transparency Code grant from the Department for Levelling Up, Housing and Communities (DLUHC) to enable Authorities to become web-enabled and compliant with the Transparency Code.
  - **£0.064m** from the DLUHC to support Authorities with the budgetary pressure resulting from Internal Drainage Board Levies (DBL), being 13.5% of our total DBL liability for 2023/2024. £0.015m has been applied to offset the pressure on our DBL budget in 2023/2024, leaving a balance of **£0.049m**.

### 2.2.6 Establishment

- Salary budgets 2023/2024 were based on a 2% pay award. An additional £0.2m was approved as a pay award contingency budget as part of the 2023/2024 Medium Term Financial Plan (MTFP), which will allow for up to a 3% increase.
- Agreement was reached in May 2023 for the Chief Officer pay at 3.5%.
- For NJC local government staff, a proposed increase of £1,925 at each scale point is pending agreement. This offer equates to pay rises of between 9.42% at the bottom of the pay spine to 3.88% at the top of band 13 (average of 6.27%).
- The Chief Executive pay offer of **3.5%** has been rejected and is pending further discussions.

- Unison, GMB and Unite are balloting their members, with the outcome expected in due course.
- Based on the latest offer, there will be an additional pressure of £0.3m in 2023/2024, which is not included in the forecast outturn provided pending the final agreement, at which point a request for use of General Fund Balances is anticipated.
- On the same basis, there is an ongoing budget pressure from 2024/2025 to be considered through the MTFP and budget setting process of c£0.5m each year.

## 2.3 Fees and Charges

- 2.3.1 £1.641m has been received in Fees and Charges up to the end of the period against a budget of £1.718m, a shortfall of **£0.077m**.

There are no significant variances forecast for the year at this stage.

## 2.4 2023/2024 Use of Reserves

### 2.4.1 Use of Reserves – Member Approval Required - £0.057m

The following use of Earmarked Reserves is greater than £0.05m and requires the approval of Corporate Policy and Resources committee:

- £0.057m from the Finance Budget Risks reserve. Budget oversights identified within the 2023/2024 MTFP during Qtr. 1 budget monitoring:
  - £0.052m grant income budget which was to offset a funded post within the establishment. This post was built into the establishment as non-funded during 2022/2023 and income budget should have been removed.
  - £0.005m honorarium budget for the Health & Safety team is needed for the Health & Safety Champions.

### 2.4.2 Use of Reserves – Delegated Decision

The Chief Finance Officer has used delegated powers to approve the use of earmarked reserves up to £0.05m – total approved £0.042m.

- £0.011m from Revenue Grants Unapplied. Use of District Elections Covid grant for general expenses i.e., postal votes/stationery.
- £0.031m from Revenue Grants Unapplied. Use of Outbreak Prevention Fund for agency Spend.

## 2.5 Grants

As of 1st April 2023, we had an amount of £0.682m relating to grants received which had yet to be expended. Budget provision will be created throughout the financial year as required to deliver projects in accordance with grant terms. The forecast balance as of 31<sup>st</sup> March 2024 is £0.42m.

## 2.5.1 Successful Grant Bids and New Grant determinations

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

Grant Issued By	Name of Grant	£
Department for Work & Pensions (DWP)	Rent Allowance	2,618,728
Department for Levelling Up, Homes and Communities (DLUHC)	Homelessness	193,511
Department for Levelling Up, Homes and Communities (DLUHC)	New Home Bonus	140,372
Department for Levelling Up, Homes and Communities (DLUHC)	Ctax Rebate	102,605
Department for Work & Pensions (DWP)	Housing Benefit Admin Grant	54,120
Department for Levelling Up, Homes and Communities (DLUHC)	Elections new Burdens	48,391
HM Land Registry	Land Registry	48,000
Department for Work & Pensions (DWP)	Discretionary Housing Payment	35,085
Department for Levelling Up, Homes and Communities (DLUHC)	New Burdens Accommodation	33,540
Department for Work & Pensions (DWP)	Misc Housing Benefit Grants	29,463
Department for Levelling Up, Homes and Communities (DLUHC)	Levy Account Surplus	25,350
Nottingham City Council	Homes Upgrade Grant (HUG)	20,000
Lincolnshire County Council (LCC)	Sweeper Bay	20,000
Department for Levelling Up, Homes and Communities (DLUHC)	Redmond Review	17,746
Department for Work & Pensions (DWP)	Rent Rebate	10,094
Department for Levelling Up, Homes and Communities (DLUHC)	Transparency Code New Burdens	8,103
Department for Levelling Up, Homes and Communities (DLUHC)	Taxi Checks	4,153
Arts Council England	Townscape Heritage (THI)	2,599
		<b>3,411,860</b>

Income and expenditure budgets will be created to reflect the grant being received and spend activity where applicable.

### Other Items for information

## 2.6 Planning Appeals

In Quarter 1 2023/2024, to the end of May 2023, there were 5 appeals determined – 3 of which were dismissed, 2 allowed.

There are 2 live applications for costs.

Period	Number of Appeals	Allowed	Dismissed
April	2	0	2
May	3	2	1
<b>Total for Quarter 1</b>	<b>5</b>	<b>2</b>	<b>3</b>

## 2.7 Aged Debt Summary – Sundry Debtors Aged Debt Summary Quarter 1 2023/2024 Monitoring Report

At the end of May 2023, there was a total of £0.233m outstanding debt over 90 days. The majority of this debt was over 150 days old (94%) and mainly comprised of:

- Housing £0.075m
- Environmental Services £0.043m
- Building Control £0.016m
- Property Services £0.015m

payment plans are being put in place where possible.

- Housing Benefits overpayments £0.033m the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.

The level of outstanding debt for the same period 2022/2023 is provided below for information:

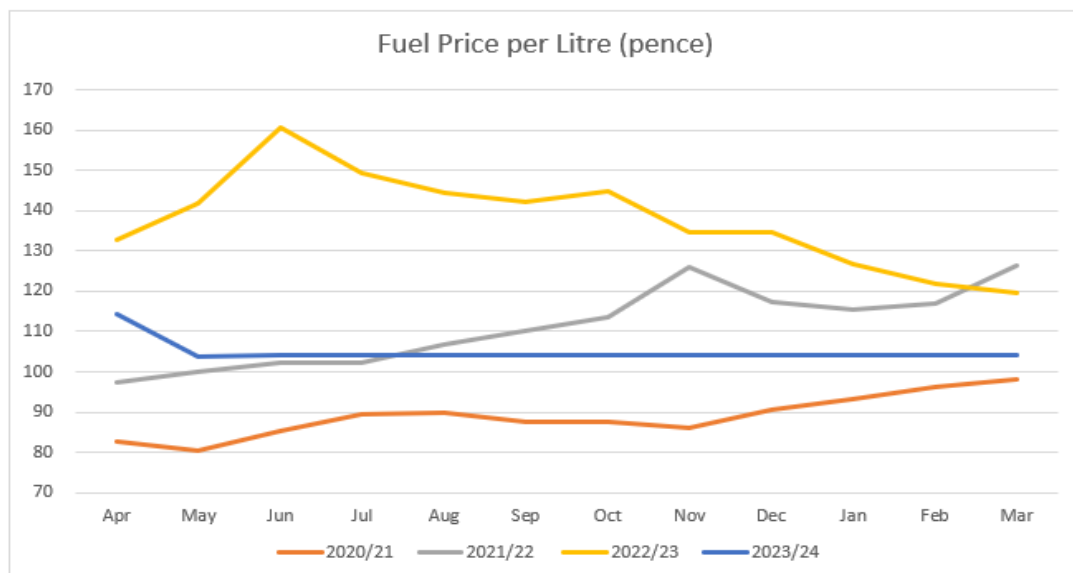
2022/2023 Total £	Month	90 – 119 days £	120 – 149 days £	150+ days £	2023/2024 Total £
230,041	Quarter 1 - ending May 2023	12,860	1,385	219,003	233,249

## 2.8 Changes to the Organisation Structure

There have been no changes to the organisational structure during the period.

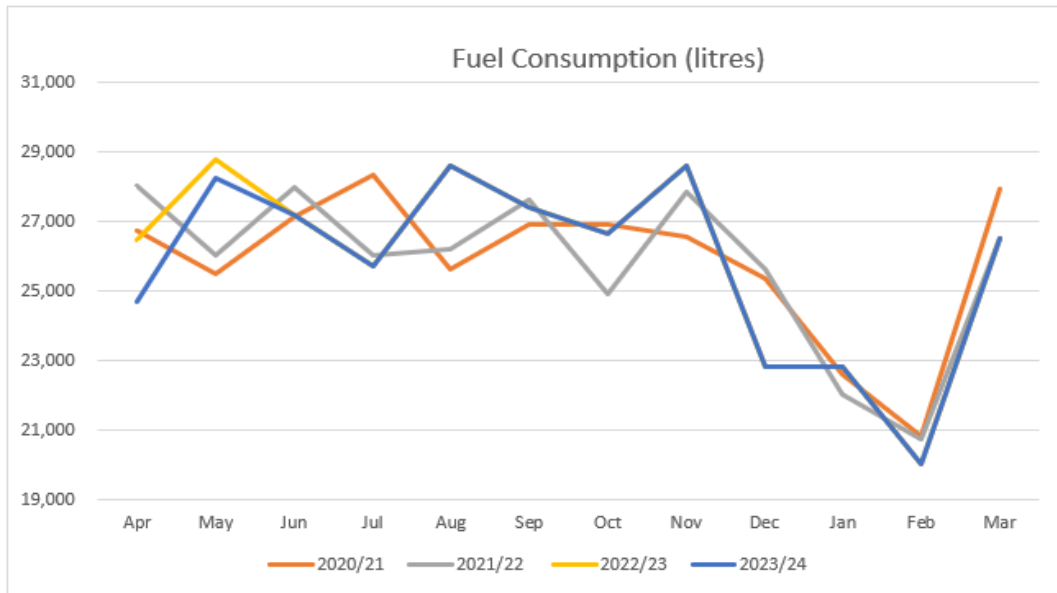
## 2.9 Fuel

2.9.1 The chart below shows the actual price paid per litre of fuel, in pence, during 2020/2021, 2021/2022 and 2022/2023. The prices shown for 2023/2024 are actuals to date, for the period April to May 2023 and forecast from June 2023 to the year end. The average price paid per litre during 2022/2023 was £1.38. The average price paid per litre to date during 2023/2024 to date is £1.09.



2.9.2 The chart below show the actual volume of fuel purchased, in litres, during 2020/2021, 2021/2022 and 2022/2023. The volumes shown for 2023/2024 are actuals to date, for the period April to May 2023, and forecast from June 2023 to the year end.

There is a drop in fuel purchased December to February, which reflects the pause in Garden Waste collections





### 3.1 CAPITAL BUDGET MONITORING – Quarter 1 2023/2024

3.1.1 The Capital Budget forecast out-turn is £23.853m against a revised budget of £24.448m. This results in a variance (underspend) of £0.595m.

This is made up of:

- £0.655m net underspend
- £0.060m requested drawback from 2024/2025 into 2023/2024

3.1.2 Subject to Committee approval, the Capital Programme will be reduced in this financial year with £23.853m being the new Revised Budget for future monitoring purposes. See 3.2 for adjustments requested at this committee.

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

## Capital Investment Programme 2023/2024

Corporate Priority/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Forecast Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£		£	£
<b>Corporate</b>										
Commercial Property	Pre Stage 1	0	3,000,000	3,000,000	3,000,000	0	0		0	0
<b>Customer</b>										
Income Management	Stage 3	0	0	0	36,500	36,500	0	Underspend reported in 2022/2023. Late invoices have now been received from Civica totalling £36.5k for implementation costs relating to the upgrade of the estore from Version 1 to Version 2. Request to be funded from Project Investment Reserve as per the original budget in 2022/2023.	0	0
Telephony (Equipment)	Stage 3	0	0	1,800	1,800	0	0		0	0
CRM System	Stage 3	0	50,000	95,400	95,400	0	0		0	0
Replacement Planning System	Stage 2	0	135,000	135,000	135,000	0	0		0	0
<b>Economy</b>										
Crematorium Phase 2	Stage 4	0	0	0	(741,600)	(741,600)	0	Refunded VAT previously paid in 2021/2022 following a successful appeal to HMRC.	0	0
Trinity Arts Centre Improvements	Pre Stage 1	0	2,500,000	2,500,000	2,500,000	0	0		0	0
Hemswell Cliff Investment for Growth	Stage 2	0	100,000	100,000	100,000	0	0		0	0
Market Rasen 3 year vision	Stage 2	0	200,000	200,000	200,000	0	0		0	0
Gainsborough Heritage Regeneration	Stage 3	24,393	435,200	418,200	418,200	0	0		0	0
Shop Front Improvement	Stage 3	0	52,413	52,413	52,413	0	0		0	0
5-7 Market Place Redevelopment	Stage 3	0	0	44,900	44,900	0	0		44,900	44,900
Thriving Gainsborough - Cinema	Stage 3	1,204	5,078,987	5,212,687	5,212,687	0	0		0	0
Hemswell Masterplan Public Realm	Stage 3	0	40,000	50,000	50,000	0	0		0	0
Riverside Walk	Stage 3	0	0	0	49,816	49,816	0	Works completed and Riverside Walk opened in July 2022, delayed final invoice of £44k received with a further retention of £6k due later in the year to finalise scheme. Budget had previously reported as underspent - to be added back into capital programme for 2023/2024 and funded from S106.	0	0
WLDC - Cinema Land Purchase	Stage 3	83,155	0	60,800	60,800	0	0		0	0
Thriving Gainsborough - Pocket Park	Stage 3	2,832	313,200	318,400	318,400	0	0		0	0
Thriving Gainsborough - Market Place/Streetscape	Stage 3	7,021	748,000	754,100	754,100	0	0		0	0
Thriving Gainsborough - Townhall THI	Stage 3	9,755	2,090,600	2,105,200	1,957,000	(148,200)	0	Underspend is due to realigning salary budgets which need to be moved to Levelling Up Fund (LUF) resources project 500021 within LUF programme. One building owner has already obtained planning permission, three owners have submitted planning applications and ten have already appointed architects.	0	0
Thriving Gainsborough - Whitton Gardens	Stage 3	12,577	1,383,030	1,427,730	1,427,730	0	0		0	0
Thriving Gainsborough - Bus Station	Stage 3	0	130,300	125,600	125,600	0	0		0	0
Thriving Gainsborough - Living Over The Shops	Stage 2	0	1,151,660	1,151,660	1,074,960	(76,700)	0	Underspend is due to realigning salary budgets which need to be moved to Levelling Up Fund (LUF) resources project (500021) Current pipeline of 31 units expected for application in year, totalling a potential £775k. This is to be split funded with the existing Living Over the Shops (LOTS) Scheme funded by Greater Lincolnshire Local Enterprise Partnership (GLLEP)	0	0
Thriving Gainsborough - Wayfinding Strategy	Stage 3	0	6,100	10,800	10,800	0	0		0	0
Thriving Gainsborough - Resources	Stage 3	10,000	377,294	567,194	792,094	224,900	0	Overspend is due to realigning salary budgets which need to be moved from Levelling Up Fund (LUF) Living Over the Shops (LOTS) project (500019) and Townscape Heritage Initiative (THI) project (500016)	0	0
1.4 Multi Year Signature Events Programme	Stage 3	12,987	0	20,300	20,300	0	0		0	0
2.1 Flagship West Lindsey Business Support Programme	Stage 3	0	321,700	321,700	321,700	0	0		0	0

## Capital Investment Programme 2023/2024

Corporate Priority/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Forecast Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£		£	£
<b>Finances</b>										
Capital Enhancements to Council Properties	BAU	0	395,000	461,200	461,200	0	0		0	0
Carbon Efficiencies - Street Lights	Stage 3	0	157,500	210,000	210,000	0	0		0	0
Richmond House Conservatory	Stage 3	0	30,000	50,000	50,000	0	0		0	0
Saxilby Footbridge	Stage 3	1,215	250,000	250,000	250,000	0	0		0	0
<b>Health &amp; Wellbeing</b>										
Disabled Facilities Grants	BAU	30,099	674,900	901,100	901,100	0	0		0	0
<b>Housing Growth</b>										
Unlocking Housing (LoS)	Stage 3	0	69,600	69,600	69,600	0	0		0	0
<b>Public Safety &amp; Environment</b>										
Vehicle Replacement Programme	BAU	0	360,000	360,000	420,000	0	60,000	Two electric vans have been procured earlier than anticipated, resulting in a draw down request from 2024/2025 into 2023/2024 of £60k. Both vehicles are due to be delivered during July 2023.	0	0
Solar Replace Fleet	Stage 3	0	0	24,000	24,000	0	0		0	0
Depot	Stage 3	(80,554)	0	29,000	29,000	0	0		0	0
CCTV Expansion	Stage 3	4,433	0	39,800	39,800	0	0		0	0
<b>Staff &amp; Members</b>										
Member ICT Provision	Stage 3	3,695	0	43,000	43,000	0	0		0	0
ERP Systems Phase 2	Stage 2	0	200,000	200,000	200,000	0	0		0	0
Document Management System	Stage 3	2,370	0	25,500	25,500	0	0		0	0
Desktop Refresh	BAU	0	10,000	10,000	10,000	0	0		0	0
<b>Vulnerable Groups and Communities</b>										
Extra Care Provision	Stage 3	750,000	0	1,661,000	1,661,000	0	0		0	0
Supported Accommodation (LEAP)	Stage 3	0	0	42,800	42,800	0	0		0	0
Ongo - Stow Road Marton	Stage 3	0	203,625	226,225	226,225	0	0		0	0
Lace Housing - Romangate Court	Stage 3	0	0	90,000	90,000	0	0		0	0
Local Authority Delivery Grant Phase 3	Stage 3	32,113	0	159,400	159,400	0	0		0	0
Homes Upgrade Grant Phase 1	Stage 3	69,697	0	415,100	415,100	0	0		0	0
High Street Scampton	Stage 2	0	0	35,000	35,000	0	0		0	0
1.2 Supporting our Town, Village & Neighbourhood Centres	Stage 3	0	60,000	60,000	60,000	0	0		0	0
1.1 Flagship Community Grants Programme	Stage 3	0	363,700	363,700	363,700	0	0		0	0
Scouts Hill Project	Stage 3	0	0	47,500	47,500	0	0		0	0
<b>Total Capital Programme Gross Expenditure</b>		<b>976,993</b>	<b>20,887,809</b>	<b>24,447,809</b>	<b>23,852,525</b>	<b>(655,284)</b>	<b>60,000</b>		<b>44,900</b>	<b>44,900</b>

### 3.2 Capital Programme Update 2023/2024

3.2.1 The amendments to the following schemes are requested:

#### Net Underspend Position - £0.655m

- **Crematorium** - The Council has received a VAT refund of £0.742m on the Crematorium Capital Scheme after a successful appeal to HMRC. The expenditure was funded from internal borrowing, and this will now be repaid and therefore reduce the Council's Capital Financing Requirement.
- **Income Management** – Late invoices have now been received from Civica totalling £0.037m for implementation costs relating to the upgrade of the e-store from Version 1 to Version 2. Budget had previously been reported as underspent in 2022/2023. Request for budget to be added back into the capital programme for 2023/2024 and funded from Project Investment Reserve as per the original budget in 2022/2023.
- **Riverside Walk** – The Riverside Walk was completed and opened in July 2022. The final invoice of £0.044m is the final works payment plus final retention payment of £0.006m which was negotiated post year-end - totalling £0.050m. Request for budget to be added back into the capital programme for 2023/2024 and funded from S106 as per original budget in 2021/2022. The project was still delivered within the budgeted amount.

#### Drawback request from 2024/2025 into 2023/2024 - £0.060m

- **Vehicle Replacement** – Two electric vans have been procured earlier than anticipated, resulting in a drawback request from 2024/2025 into 2023/2024 of £0.060m. Both vehicles are due to be delivered during July 2023.

#### Transfer of Budgets between LUF schemes due to realigning of salary budgets:

- Thriving Gainsborough – Townhall THI £0.148m
- Thriving Gainsborough – Living Over the Shops £0.077m
- Thriving Gainsborough - Resources £0.225m

### 3.3 Acquisitions, Disposals and Capital Receipts

3.3.1 The Council has made no land acquisition during Quarter 1.

3.3.2 The Council has not made any asset disposals during Quarter 1.

3.3.3 Capital Receipts - The total value of capital receipts at the end of Quarter 1 total £0.245m:

- £0.234m from the Housing Stock Transfer Agreement share of Right to Buy receipts
- £0.008m Loan repayments
- £0.003m repayments of DFG Grants

#### 4. TREASURY MONITORING – Quarter 1 (April – May 2023)

The Treasury Management Strategy Statement (TMSS) for 2023/2024, which includes the Annual Investment Strategy, was approved by the Council on 6<sup>th</sup> March 2023. It sets out the Council’s investment priorities as being:

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

The Council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with highly credit rated financial institutions, using our suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

4.1 Officers can confirm that there have been no breaches of Prudential Indicators as detailed at 4.7 below.

4.2 Interest received (April - May) has been more than the average 7-day Sterling Overnight Index Average (SONIA) (4.27%) with an average yield of 4.402% (including CCLA) and 4.265% (excluding CCLA). The Council budgeted to receive £0.577m of investment income, the forecast outturn is now £0.611m.

#### 4.3 Interest Rate Forecasts

The Council’s treasury advisor, Link Group, have provided the following forecasts on 26<sup>th</sup> June 2023:

Link Group Interest Rate View 26.06.23													
	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26
<b>BANK RATE</b>	5.00	5.50	5.50	5.50	5.25	4.75	4.25	3.75	3.25	2.75	2.75	2.50	2.50
3 month ave earnings	5.30	5.60	5.50	5.30	5.00	4.50	4.00	3.50	3.00	2.70	2.60	2.50	2.50
6 month ave earnings	5.80	5.90	5.70	5.50	5.10	4.60	4.00	3.50	3.00	2.70	2.60	2.60	2.60
12 month ave earnings	6.30	6.20	6.00	5.70	5.30	4.80	4.10	3.60	3.10	2.80	2.70	2.70	2.70
5 yr PWLB	5.50	5.60	5.30	5.10	4.80	4.50	4.20	3.90	3.60	3.40	3.30	3.30	3.20
10 yr PWLB	5.10	5.20	5.00	4.90	4.70	4.40	4.20	3.90	3.70	3.50	3.50	3.50	3.40
25 yr PWLB	5.30	5.40	5.20	5.10	4.90	4.70	4.50	4.20	4.00	3.90	3.80	3.80	3.70
50 yr PWLB	5.00	5.10	5.00	4.90	4.70	4.50	4.30	4.00	3.80	3.60	3.60	3.50	3.50

Link Asset Services detailed economic commentary on developments during quarter ended 31 May 2023 is included in **Appendix 3**.

#### 4.4 Investments

The Council held investments of £15.53m on 31<sup>st</sup> May 2023. The table below details these investments for Quarter 1:

	Qtr. 1
Investments at Qtr. 1	£'000
Standard Chartered	1,000
LGIM Money Market Fund	4,030
CCLA Property Fund	3,000
Insight Money Market Fund	7,500
<b>Total</b>	<b>15,530</b>

#### 4.5 Investment in Local Authority Property Fund (CCLA)

The total the Council has invested now stands at £3m (of an approved £4m). Interest is receivable on a quarterly basis with Qtr. 1 due in the latter part of June.

#### 4.6 New External Borrowing

The Council's total external borrowing stands at £21.5m, some of which is due to be re-financed later in the year. Depending on cashflow the Council may need additional borrowing in early 2024.

#### 4.7 Total Prudential Borrowing at Quarter 1 2023/2024

	Qtr. 1
Prudential Borrowing	£'000
Total External Borrowing	21,500
Total Internal Borrowing	15,861
<b>Total Prudential Borrowing</b>	<b>37,361</b>

#### 4.8 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31st May 2023.

#### 4.9 Compliance with Treasury and Prudential Limits

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

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

The prudential and treasury Indicators are shown below and consider the revisions to the Capital Programme as detailed in section 3 of this report.

	Original £'000	Qtr. 1 £'000
<b>Treasury Indicators</b>		
Authorised limit for external debt	43,000	43,000
Operational boundary for external debt	38,321	37,361
External Debt	26,500	26,500
Investments	(13,000)	(13,000)
<b>Net Borrowing</b>	<b>13,500</b>	<b>13,500</b>
<b>Prudential Indicators</b>		
Capital Expenditure	20,888	23,853
Capital Financing Requirement (CFR)	38,321	37,361
<i>Of Which is Commercial Property</i>	<i>19,837</i>	<i>19,837</i>
Annual change in CFR*	(770)	(2,076)
External Debt Forecast	26,500	26,500
Under/(over)borrowing	11,821	10,861
Ratio of financing costs to net revenue stream*	10.04%	10.16%
<b>Incremental impact of capital investment decisions:</b>		
Increase/Reduction (-) in Council Tax (band change per annum)	£0.00	£2.73



## Appendix 1 (provided by the Council's Independent Treasury Advisors, Link Asset Services)

### Interest Rate Forecast

- The central forecast for interest rates was previously updated on 25<sup>th</sup> May and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by delivering a succession of rate increases. This has happened to a degree, especially as it moved to a more aggressive 0.5% hike in June but, with inflation remaining elevated, it is anticipated that Bank Rate will need to increase to at least 5.5%, if not higher, to sufficiently slow the UK economy and loosen the labour market.
- Moreover, it is also still anticipated the Bank of England will be keen to loosen monetary policy when the worst of the inflationary pressures are behind us – but timing on this will remain one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged. The current thought is that rates will have to increase and stay at their peak until the second quarter of 2024 as a minimum.
- In the upcoming months, the forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but also international factors such as policy development in the US and Europe, the provision of fresh support packages to support the faltering recovery in China as well as the on-going conflict between Russia and Ukraine and whether there are any further implications for Russia itself following the recent aborted mutiny by the Wagner group.
- On the positive side, consumers are still estimated to be sitting on excess savings left over from the pandemic, which could cushion some of the impact of the above challenges and may be the reason why the economy is performing somewhat better at this stage of the economic cycle than may have been expected. However, most of those excess savings are held by more affluent people whereas lower income families already spend nearly all their income on essentials such as food, energy, and rent/mortgage payments.

### **PWLB RATES**

- Gilt yield curve movements have shifted upwards, especially at the shorter end of the yield curve since the previous forecast but remain relatively volatile. PWLB 5 to 50 years Certainty Rates are, generally, in the range of 4.90% to 5.60%.
- It is viewed that the markets have built in, already, nearly all the effects on gilt yields of the likely increases in Bank Rate and the elevated inflation outlook.

### **The balance of risks to the UK economy: -**

- The overall balance of risks to economic growth in the UK is to the downside.

### **Downside risks to current forecasts for UK gilt yields and PWLB rates include: -**

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, the rising gilt yields we have seen of late).

- **The Bank of England** increases Bank Rate too fast and too far over the coming months, and subsequently brings about a deeper and longer UK recession than we currently anticipate.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, China/Taiwan/US, Iran, North Korea, and Middle Eastern countries, which could lead to increasing safe-haven flows.
- **A broadening of banking sector fragilities**, which have been successfully addressed in the near-term by central banks and the market generally, but which may require further intervention if short-term interest rates stay elevated for longer than is anticipated.

#### **Upside risks to current forecasts for UK gilt yields and PwLB rates: -**

- Despite the recent tightening by 0.5%, the **Bank of England proves too timid** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to remain elevated for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project.
- **The pound weakens** because of a lack of confidence in the UK Government's fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer-term **US treasury yields** rise strongly if inflation remains more stubborn than the market currently anticipates, pulling gilt yields up higher consequently.
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields compensating.

## APPENDIX 2

### REVENUE CARRY FORWARDS – USE OF EARMARKED RESERVES

Budget underspends to be carried forward into 2024/2025, which have been approved during the year are provided below for information only.

The following carry forwards are approved use of Earmarked Reserves where the project has slipped into future years.

• *Please note the figures quoted are as forecast at May 2023 out-turn monitoring. The final carry forward figures will reflect the actual outturn position at year-end.*

USE OF EARMARKED RESERVES			Qtr 1 2023/2024	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our People	Parks & Open Spaces	7	Due to delay in recruiting Green Spaces Officer. Funding 50/50 UKSPF grant and General Fund Balances match funding.
Prosperous Communities	Our Place	Development Management	15	Two year fixed term post to assist with planning system implementation - delayed recruitment.
TOTAL			22	



# West Lindsey District Council

## Monthly Investment Analysis Review

May 2023

## Monthly Economic Summary

**General Economy**

The preliminary (i.e. Flash) UK Manufacturing PMI fell to 46.9 in May from 47.8 in April, and below market expectations of 48. The latest reading pointed to the steepest deterioration in activity in the sector for five months, as output declined for a third consecutive month due in part to subdued order books and customer destocking. The UK Services PMI also fell, to 55.1 in May from 55.9 in April and below the market consensus of 55.5. However, by remaining above 50, the survey indicated that service sector activity grew in May – with respondents also noting that they experienced the fastest rise in their cost burdens for three months. The UK Construction PMI (which is released one month behind) meanwhile, edged higher to 51.1 in April from 50.7 in March, marking a third consecutive increase in construction activity, and compared to forecasts of 51. Rising volumes of commercial work and civil engineering activity helped to offset the steepest decline in residential construction output since May 2020.

The UK economy's GDP shrank 0.3% m/m in March, following a flat reading in February and worse than market forecasts of no growth. Details of the report revealed that government spending, foreign trade and inventory destocking drove the contraction, whilst consumer spending (in real terms) was unchanged on the month. Considering the three months to March, GDP grew by 0.1%. Whilst foreign trade acted as a break on growth, the UK trade deficit actually shrank to £2.86 billion in March from a downwardly revised £3.35 billion in February. This was the smallest trade shortfall in four months, as imports slipped 1.8% m/m to a 15-month low of £69.8 billion while exports fell at a slower 1.2% rate to a nine-month low of £66.9 billion. Goods imports fell 2.8% due to a decline in purchases from non-EU countries.

UK employment rose by 182,000 in the three months to March, more than market forecasts of 160,000 growth and up from a 169,000 rise in the previous period. Although this marked the highest advance in ten months, employment in March as a single month fell by 444,000, reversing much of February's huge 504,000 gain. Vacancies also fell slightly to 1.083m from 1.114m in February. Ultimately, a decline in inactivity (which sees people look for work) caused the unemployment rate to rise by 0.1%, reaching 3.9% in the first quarter of 2023. This marked the highest level since the period between November 2021 and January 2022, and slightly higher than the consensus forecast of 3.8%. Alongside this marginal loosening of the labour market, average weekly earnings, including bonuses in the UK, rose 5.8% y/y in the three months to March, the same as in January and in line with market forecasts. Meanwhile, regular pay which excludes bonus payments, rose 6.7%, slightly higher than 6.6% in the previous period but below forecasts of 6.8%.

The annual consumer price inflation rate in the UK fell to 8.7% y/y in April, the lowest since March 2022, due to a sharp slowdown in electricity and gas prices. Still, the inflation rate exceeded both market expectations of 8.2% and the Bank of England's forecast of 8.4% - and remained well above the Bank of England's target of 2.0%. Meanwhile, the core inflation rate, which excludes food and energy, jumped to 6.8%, the highest since March 1992 and well above consensus forecasts of 6.2%. Although the Bank of England had matched expectations by raising Bank Rate to 4.5% earlier in the month, the market responded to this data by pencilling in further rate rises across the bulk of the remainder of this year.

Retail sales volumes in the UK rose by 0.5% m/m in April, partly reversing March's weather related 1.2% decline and exceeding market expectations of 0.3% growth. The improvement in retail sales was mirrored in the GfK Consumer Confidence indicator, which rose to -27 in May from -30 in April, matching consensus forecasts. This represented the fourth consecutive rise in the series as British households became more optimistic about the economy and their finances, despite elevated inflation pressures.

Public sector net borrowing (PSNB ex) was £25.6 billion in April, £11.9 billion more than in April 2022 and the second-highest April borrowing since monthly records began in 1993. Although receipts rose, spending grew by 14.1% courtesy of the additional costs of the energy support schemes, increases in benefit payments and higher debt interest payable.

The US economy unexpectedly added 253,000 jobs in April, above forecasts of 180,000 and following a downwardly revised 165,000 gain in March. As a result, the US unemployment rate fell to 3.4% compared to 3.5% in March. Q1 GDP growth, meanwhile, was revised to a 1.3% annualised rate compared to 1.1% according to the preliminary (advance) estimate. The inflation rate eased to 4.9% y/y in April compared to 5% in March as a result of further falls in energy prices and slower growth in food prices. However, the Federal Reserve raised the Fed Funds Rate by 0.25% to a range of 5%-5.25% during its May meeting, bringing borrowing costs to their highest level since September 2007.

The initial reading of the Eurozone's quarterly economic growth was confirmed at 0.1% during the first quarter of 2023, matching market expectations. The annual inflation rate in the Euro Area was confirmed at 7% in April compared to 6.9% in March. With inflation still above the central bank's 2% target, it was no surprise to see the European Central Bank raise their key interest rate by 0.25% to 3.75% during their May meeting.

### Housing

According to the Nationwide House Price Index, UK house prices fell for the third consecutive month in April, leaving them 2.7% lower than a year ago. Although house prices also fell during April according to the Halifax House Price Index, they remain 0.1% higher twelve months ago.

### Currency

Sterling fell slightly against the Dollar but rose marginally against the Euro over the month.

May	Start	End	High	Low
GBP/USD	\$1.2521	\$1.2394	\$1.2630	\$1.2333
GBP/EUR	€1.1403	€1.1626	€1.1626	€1.1339

### Forecast

Both Link and Capital Economics revised their Bank Rate forecasts in the wake of the stronger than expected UK inflation data, raising the forecast peak in Bank Rate to at least 5%.

Bank Rate													
	Now	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26
Link Group	4.50%	4.75%	5.00%	5.00%	4.75%	4.50%	4.00%	3.50%	3.25%	2.75%	2.50%	2.50%	2.50%
Capital Economics	4.50%	4.75%	5.25%	5.25%	5.25%	5.25%	4.75%	4.50%	4.00%	3.50%	3.25%	3.00%	-

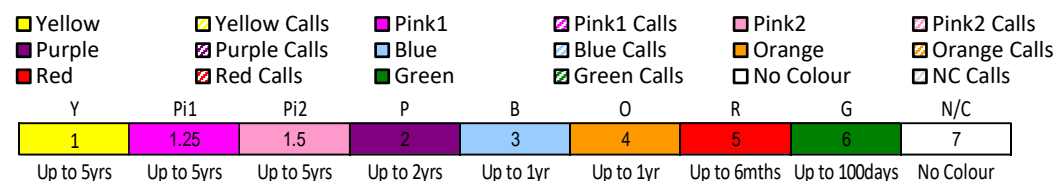
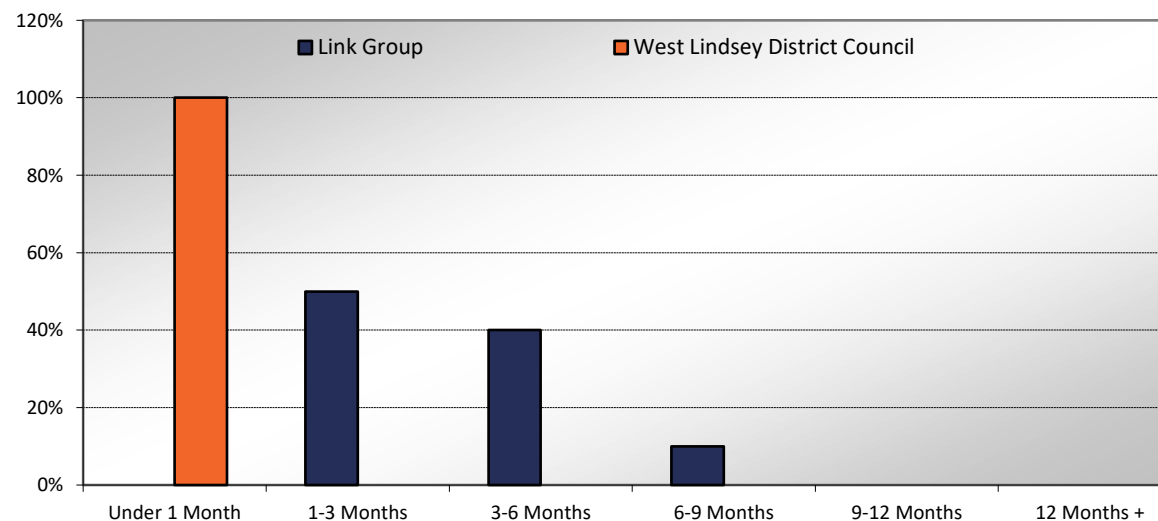
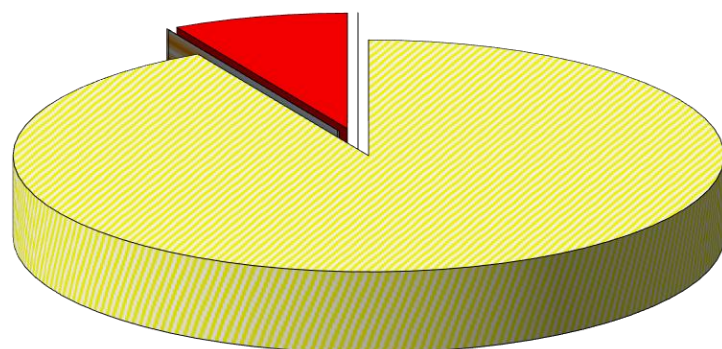
## West Lindsey District Council

### Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest LT / Fund Rating	Historic Risk of Default
MMF Insight	7,500,000	4.28%		MMF	AAAm	
MMF LGIM	4,030,000	4.33%		MMF	AAAm	
Standard Chartered Bank (ESG)	1,000,000	4.45%	26/05/2023	26/06/2023	A+	0.003%
<b>Borrower - Funds</b>	<b>Principal (£)</b>	<b>Interest Rate</b>	<b>Start Date</b>	<b>Maturity Date</b>		
CCLA Local Authority Property Fund	3,000,000	-13.30%				
<b>Total Investments</b>	<b>£15,530,000</b>	<b>0.91%</b>				
<b>Total Investments - excluding Funds</b>	<b>£12,530,000</b>	<b>4.31%</b>				<b>0.003%</b>
<b>Total Investments - Funds Only</b>	<b>£3,000,000</b>	<b>-13.30%</b>				

Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

Portfolio Composition by Link Group's Suggested Lending Criteria



Portfolios weighted average risk number = **1.32**

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

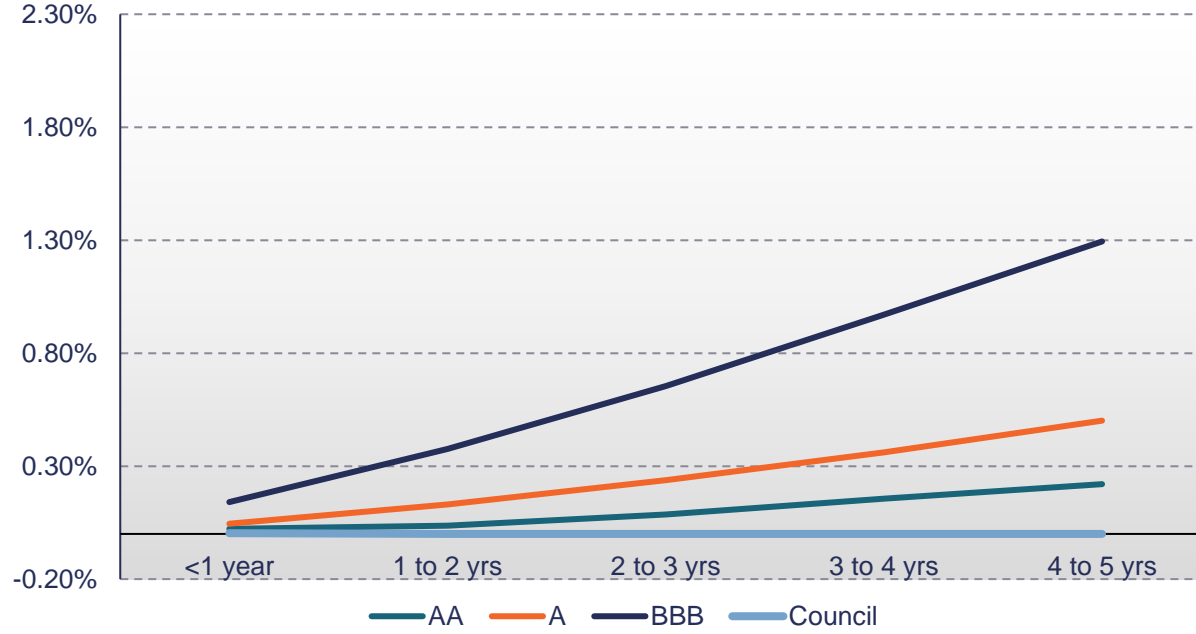
	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	WAM at Execution	Excluding Calls/MMFs/USDBFs	
									WAM	WAM at Execution
Yellow	92.02%	£11,530,000	100.00%	£11,530,000	92.02%	4.30%	0	0	0	0
Pink1	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Pink2	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Purple	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Blue	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Orange	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Red	7.98%	£1,000,000	0.00%	£0	0.00%	4.45%	26	31	26	31
Green	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
No Colour	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
<b>Total</b>	<b>100.00%</b>	<b>£12,530,000</b>	<b>92.02%</b>	<b>£11,530,000</b>	<b>92.02%</b>	<b>4.31%</b>	<b>2</b>	<b>2</b>	<b>26</b>	<b>31</b>



# West Lindsey District Council

## Investment Risk and Rating Exposure

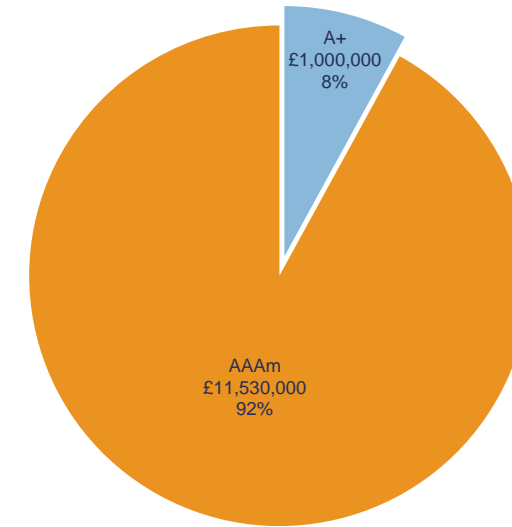
Investment Risk Vs. Rating Categories



Historic Risk of Default

Rating/Years	<1 year	1 to 2 yrs	2 to 3 yrs	3 to 4 yrs	4 to 5 yrs
AA	0.02%	0.04%	0.09%	0.16%	0.22%
A	0.05%	0.13%	0.24%	0.36%	0.50%
BBB	0.14%	0.38%	0.65%	0.97%	1.29%
Council	0.00%	0.00%	0.00%	0.00%	0.00%

Rating Exposure



### Historic Risk of Default

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

### Chart Relative Risk

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

### Rating Exposures

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

Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to those investments for which a counterparty has a counterparty credit rating and also does not include investments which are not rated.

## West Lindsey District Council

### Monthly Credit Rating Changes MOODY'S

Date	Update Number	Institution	Country	Rating Action
04/05/2023	1969	Bank of America N.A.	United States	The Long Term Rating was upgraded to 'Aa1' from 'Aa2' and the Outlook on the Long Term Rating was changed to Stable and removed from Positive Watch.

## West Lindsey District Council

### Monthly Credit Rating Changes FITCH

Date	Update Number	Institution	Country	Rating Action
02/05/2023	1968	France (Sovereign Rating)	France	The Sovereign Rating was downgraded to 'AA-' from 'AA' and the Outlook on the Sovereign Rating was changed to Stable from Negative.
25/05/2023	1972	United States (Sovereign Rating)	United States	The Sovereign Rating was placed on Negative Watch and removed from Stable Outlook.
31/05/2023	1973	United Overseas Bank Ltd.	Singapore	The Outlook on the Long Term Rating was changed to Stable from Negative.

## West Lindsey District Council

### Monthly Credit Rating Changes S&P

Date	Update Number	Institution	Country	Rating Action
17/05/2023	1970	Deutsche Bank AG	Germany	The Outlook on the Long Term Rating was changed to Positive from Stable.
19/05/2023	1971	Barclays Bank UK PLC (RFB)	United Kingdom	The Long Term Rating was upgraded to 'A+' from 'A' and the Outlook on the Long Term Rating was changed to Stable from Positive.
19/05/2023	1971	Barclays Bank PLC (NRFB)	United Kingdom	The Long Term Rating was upgraded to 'A+' from 'A' and the Outlook on the Long Term Rating was changed to Stable from Positive.

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## APPENDIX 1

UKSPF Quarterly Monitoring as of 31<sup>st</sup> May 2023 (Qtr. 1)

Cost Center	Intervention	Total Project Budget	22/23 QTR4 £	23/24 Qtr1 £	23/24 Qtr2 £	23/24 Qtr3 £	23/24 Qtr4 £
<b>Revenue</b>	5022	1.1 Flagship Community Grants Programme	630,000	215,500	14,497		
	5017	1.2 Supporting our Town, Village & Neighbourhood Centres	130,000	0	0		
	5019	1.3 Safer Streets West Lindsey	167,000	6,100	10,394		
	5020	1.4 Multi Year Signature Events Programme	229,186	25,900	4,884		
	5021	1.5 West Lindsey Walking, Cycling and Wayfinding	60,000	0	0		
	5018	1.6 Green Space Management & Community Project Development	197,600	0	0		
	5026	2.1 Flagship West Lindsey Business Support Programme	545,000	0	3,375		
	5024	2.2 Maximising the Visitor Economy Offer	50,000	0	1,100		
	5025	2.3 Growing Innovation	400,000	50,000	0		
	5023	2.4 Supporting our Markets & Retail Centres	250,000	8,600	17,986		
	5028	3.1 Local Skills Programme	158,000	0	0		
	5029	3.2 Skills for the Future	250,000	0	NO SPEND PLANNED 23/24		
	5030	UKSPF Admin	108,017	4,500	0		
		Capacity Funding	20,000	20,000	0		
			<b>3,194,803</b>	<b>330,600</b>	<b>52,236</b>	<b>0</b>	<b>0</b>
<b>Capital</b>	500027	1.1 Flagship Community Grants Programme	702,490	0	0		
	500023	1.2 Supporting our Town, Village & Neighbourhood Centres	60,000	0	0		
	500025	1.3 Safer Streets West Lindsey	84,370	10,000	NO SPEND PLANNED 23/24		
	500026	1.4 Multi Year Signature Events Programme	31,464	11,163	12,987		
	500028	2.1 Flagship West Lindsey Business Support Programme	643,331	0	0		
			<b>1,521,655</b>	<b>21,163</b>	<b>12,987</b>	<b>0</b>	<b>0</b>
		<b>TOTAL UKSPF SPEND (GRANT/WLDC MATCH/OTHER)</b>		<b>351,763</b>	<b>65,223</b>		
<b>Funding</b>	UKSPF	2,700,437					
	UKSPF CAPACITY	20,000					
	REPF	795,821					
	WLDC MATCH	1,200,200					
		<u>4,716,458</u>					
<b>Notes:</b>	<p>Most interventions are now incurring spend with the main grant schemes going live in May 2023.            £252,060 of UKSPF grant has been requested to be rolled from 22/23 to 23/24 due to delays in project spend on interventions 1.1, 1.2, 1.4, 1.5, 1.6, 3.1 and admin            The above actuals do not include commitments.            Intervention 2.3 - £200k grant not yet secured (LEP/University/Private sector match)</p>						

Intervention	Update as at 31/05/23	Project Manager
1.1 Flagship Community Grants Programme	Community Grants Programme has launched and over 20 expressions of interest received as of 31/05/23. Various organisations now applying and expecting first grant panel to sit in early July. Further promotion of the fund will continue including funding events in July 2023.	Grant White
1.2 Supporting our Town, Village & Neighbourhood Centres	Selected areas have been sent letters inviting them to submit applications and a webinar was held to provide further details and support to Parish Councils.	Grant White/Wendy Osgodby
1.3 Safer Streets West Lindsey	Upgrade of 2-way radio system for Shop/Pub Watch due to be completed early June 2023. Other elements of this intervention will begin later in 2023.	Grant White
1.4 Multi Year Signature Events Programme	Spend to date covers the salary costs for the Mayflower Officer. Trinity on Tour is scheduled for the last bank holiday in August in Market Rasen. Cost are expected to be within project budget.	Cara Markham/Wendy Osgodby
1.5 West Lindsey Walking, Cycling and Wayfinding	This intervention work will begin later in 2023. Further engagement with key stakeholders such as Members, parish councils and Lincolnshire County Council due to begin in August 2023.	Grant White
1.6 Green Space Management & Community Project Development	This intervention work is due to begin in June 2023 with recruitment beginning for the new Green Space Officer role. Further green space works will begin later in 2023 once this new role is appointed.	Grant White
2.1 Flagship West Lindsey Business Support Programme	<p><b>2.1.1: Business Lincolnshire Growth Hub:</b> Comprehensive shared-service business support model live and accessible to West Lindsey businesses via: <a href="https://www.businesslincolnshire.com">https://www.businesslincolnshire.com</a></p> <p><b>2.1.2: West Lindsey tailored advice and guidance linked to local town, village and neighbourhood retail centres and the visitor economy:</b></p> <p>Following procurement exercise – Business Advisor has been appointed, 12 businesses are currently being supported. We continue to promote the service.</p>	James Makinson-Sanders/Wendy Osgodby

	<p><b>2.1.3: Sustainability Grant:</b> Grant Fund live and accepting Expressions of Interest (EOI's) and Full Applications (17 EOI's received to date).</p> <p><b>2.1.4: Agri-Tech/Non-Agri Farm Diversification Grants:</b> Grant Fund live and accepting EOIs and Full Applications (3 EOIs received to date).</p>	
2.2 Maximising the Visitor Economy Offer	<p>-Currently updating the Aviation Heritage Guide.</p> <p>-Carrying out procurement exercise for wayfinding strategy development.</p> <p>-Supported County-wide Destination Management Plan process.</p>	Wendy Osgodby
2.3 Growing Innovation	First payment made to the GLLEP of £50k in 22/23 to support in the delivery of this intervention. Next payment expected in Qtr3. The interim role is carrying out a scoping exercise that is mapping out existing evidence base and identifying possible gaps in the market analysis that may inform work to be procured.	Marina Di-Salvatore
2.4 Supporting our Markets & Retail Centres	Most of the costs to date are related to events and the handing over of the Farmers Markets. We are moving forward with legacy events (Revive Festival 17 <sup>th</sup> June) which delivers against outcome and outputs as per business case. Invested in bunting in Gainsborough town centre, carrying out some rebranding for Farmers market in Gainsborough, supported the Market Rasen Town Council with their food festival and contributed towards the workshops linked to that fair. Also contributed towards a live show for the coronation event that happened in Caistor. Officers meeting regularly with Town Councils to support outcomes and outputs from this intervention.	Cara Markham/Wendy Osgodby
3.1 Local Skills Programme	<p>£137k has been commissioned of £150k budget.</p> <p>Project 1 – Extend the Career Net programme run by CLiP - £107k.</p> <p>Project 2 – Employment &amp; Skills Research Project to understand skills base and local needs - £30k.</p>	Amanda Bouttell
3.2 Skills for the Future	Nothing commissioned under this intervention.	Amanda Bouttell



UKSPF Admin	No admin spend on Business strand to 31/05/23.	Grant White/James Makinson-Sanders
Capacity Funding	Funding spent in 22/23 to support the work on the UKSPF business cases.	Sally Grindrod-Smith

## **APPENDIX 5: RAF SCAMPTON UPDATE**

On 9th February 2023 Corporate Policy and Resources took the decision to progress with the acquisition and subsequent development partner arrangements to drive forward the regeneration and redevelopment of RAF Scampton. Committee were advised that the costs of delivering the project to this point, which included the cost of managing the compliant procurement exercise were £0.37m and this would be funded by the development partner on conclusion of the development agreement.

A fund of £0.475m was approved by committee to further develop this work and to cover ongoing costs associated with achieving the regeneration outcomes.

Shortly after the committee had taken this decision the Home Office intervened and set out plans to utilise the site as a location for non-detained asylum seekers. This proposal has meant that it is not possible to conclude the development agreement at this time.

At an urgent delegated decision meeting held on 28th March 2023 it was agreed that the Council would commence legal action to challenge the decision of the Home Office to utilise RAF Scampton for asylum accommodation and that any associated legal costs would be funded from the £0.475m allocation. At the time of writing the report on the 20th of June 2023; legal costs to date were £0.005m.



**Corporate Policy and  
Resources Committee**

**Thursday, 20 July 2023**

**Subject: Operational Services Fleet Update and Vehicle Procurement  
Request**

Report by:	Director of Commercial & Operational Services
Contact Officer:	Ady Selby Director - Operational & Commercial Services  ady.selby@west-lindsey.gov.uk
Purpose / Summary:	To update members on current Operational Services fleet issues and request a capital investment to reduce pressure on vehicle maintenance budgets.

**RECOMMENDATION(S): Members approve a capital investment of £440k to be added to the Vehicle Replacement Reserve to fund two new vehicles from 2024. To fund this recommendation the estimated balance in the vehicle replacement reserve at the end of 2024/25 is £270k, which would be used along with internal borrowing of £170k.**

## IMPLICATIONS

### **Legal:**

Operators licencing forms the backbone of commercial road transport rules in the UK. The rules are designed to mean businesses taking unnecessary risks by not complying with their operators licensing requirements will see action being taken against them. In order to hold an Operator's Licence, businesses must demonstrate that the fleet operator is professionally competent. Currently the Operator Licence holder for the Council is the Director of Commercial and Operational Services, two other officers have passed exams which demonstrates their professional competence. Operators are regularly assessed and graded on a traffic light system based on their compliance and safety standards. The Council has achieved green status for a number of years and continually strives to improve further.

## FINANCIAL IMPLICATIONS:

A review of the current waste collection fleet has taken place. To complete daily collection rounds the service requires a maximum of thirteen vehicles a day to complete all waste collections. At present we are running with 16 large Refuse Collection Vehicles (RCVs). Six of the 16 RCVs are over six years old. These older vehicles are requiring high levels of maintenance resulting in high costs and being out of service.

The recommendation is to change the fleet by increasing the number of RCVs under six years old and disposing of the oldest vehicles requiring high maintenance. To do this, we need to purchase two additional vehicles in 2024/25 at a cost of £440k. To achieve delivery next year, we would have to make the commitment in 2023/24 due to the extensive lead time.

The RCVs over six years old are requiring high levels of maintenance. Average cost of fleet maintenance for these vehicles is £27.9k a year in comparison to those under six years old average of £12.1k. In 2022/23 the pressure for fleet maintenance for Waste collection vehicles was £88.2k. This was mainly due to the RCVs over six years old.

The reduction in old RCVs should produce a large reduction in the fleet maintenance costs. From 2025/26 we are proposing an ongoing saving of £33k per year in the MTFP

The proposal to fund the additional capital spend of £440k is to use the remaining balance of the Vehicle replacement reserve of £270k, which would be used along side the internal borrowing of £170k.

	2023/24	2024/25
Vehicle Replacement Reserve opening Bal	(330,300)	(258,100)
Capital spend as per MTFP	420,000	440,000
Contribution to EMR in MTFP	(347,800)	(451,800)
<b>Revised balance</b>	<b>(258,100)</b>	<b>(269,900)</b>
Two additional vehicle replacements	0	440,000
Internal borrowing		(170,000)
<b>Vehicle Replacement Reserve closing Bal</b>	<b>(258,100)</b>	<b>100</b>

As part of the Budget setting process for 2024/25 a review of vehicle replacements will be undertaken which will encompass a review of the reserve balance and the amounts contributed to it throughout the MTFP period.

**FIN REF: FIN/33/24/CPR/SSc**

**Staffing:**

No staffing implications

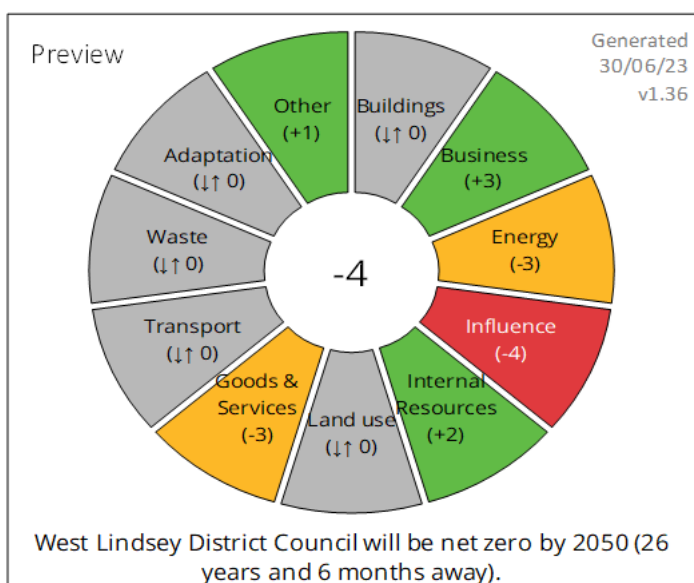
**Equality and Diversity including Human Rights:**

Not applicable for this report

**Data Protection Implications:**

Not applicable for this report

**Climate Related Risks and Opportunities:**



The recommendation is to change the fleet by increasing the number of RCVs under six years old and disposing of the oldest vehicles requiring high maintenance. To do this, we need to purchase two additional vehicles in 2024/25.

Analysis relating to this decision has reinforced the view that reinforcement of the grid connection network is the biggest technological impediment to Electric HGV's. In due course, a depot electrification project group will be set up, resourced, and supported by the Director of Commercial & Operational Services and included in the Operational Services Business Plan. This activity will support WLDC in applying best practice and sustainable solutions our in our business model and represents our intention to make a quantifiable shift in business practice to reduce climate impact.

**Section 17 Crime and Disorder Considerations:**

Not applicable for this report

**Health Implications:**

Not applicable for this report

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

Wherever possible please provide a hyperlink to the background paper/s  
If a document is confidential and not for public viewing it should not be listed.

**Risk Assessment:**

Continuing to operate older spare vehicles could bring risks around compliance with Operator Licencing rules. In addition, it is likely that operating older vehicles will increase the financial burden on maintenance budgets as they are increasingly expensive to maintain. It is proposed that the recommendations of this report will mitigate these 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**

- 1.1. This report proposes introduces the current position regarding the Operational Services fleet and seeks a capital investment in two new vehicles, whilst reducing the total fleet size by two vehicles.
- 1.2. A significant increase in the amount of residual waste collected for the reasons set out below has resulted in a reliance on using spare vehicles on front line duties. This has brought about a sharp rise in maintenance costs as spare, older vehicles require more maintenance when in regular use.
- 1.3. The current vehicle replacement strategy does not account for the need for increased capacity, therefore a further capital investment is proposed. However, within the report Members will note that this revised strategy will result in a revenue benefit for maintenance lines.
- 1.4. Of course, whilst a reduction in fleet size and the use of newer vehicles with the latest powertrains will bring environmental benefits, it remains the case that there are significant carbon implications resulting from procuring new vehicles.
- 1.5. The conclusion to all this is that we remain committed to delivering carbon net zero across Council services and will strive to achieve this wherever possible using innovative & new technologies. However, we also need to balance this with delivering and maintaining services for our customers and in some circumstances, such as these, maintaining key services has to be the priority.

## 2. **Background**

- 2.1. Operational Services currently operate a fleet of vehicles which service the needs of waste collection and street cleansing in the District. It is critical that the fleet is operated and maintained in line with Operator Licence regulations.
- 2.2. Three factors have impacted the waste collection service in recent times. Firstly, the pandemic meant many people were choosing to spend more time in, and in many cases work from, home. This has resulted in an increase in waste collected from domestic properties.
- 2.3. In addition, a subscription-based garden waste collection service was introduced in West Lindsey in 2018, this has gradually grown in popularity meaning more collections are required.
- 2.4. Finally, there has been substantial growth within the District. All new properties within the District require waste collections in line with service standards.
- 2.5. All these factors have combined to put additional pressure on collection rounds. Additional rounds have been rolled out, however the lack of capital investment in vehicles has meant there is an increased reliance on spare vehicles. Additionally, the cost to maintain these spare vehicles has increased as they are being used on a daily basis, this has coincided with a significant increase in the cost and availability of spare parts and labour.

- 2.6. This report will also update members on the latest environmentally beneficial improvements made to the wider fleet, including the procurement of Supervisor’s vans. There is an intention to rationalise this part of the fleet by reducing the number in use from five to three. In addition, in line with the Council’s carbon reduction ambitions, two of these vans will be fully electric.
- 2.7. All this means it is timely to review the profile and replacement strategy of the Council’s fleet.

**3. Fleet Profile – Large Goods Vehicles (LGVs)**

3.1. The Council’s Operator Licence specifies it has sixteen 26 tonne Refuse Collection Vehicles (RCV’s) on its fleet. There are also two smaller 18 tonne vehicles used for difficult to reach areas such as the South West Ward, which are also spares, but mostly discounted for the main discussion within this report. The normal operational life of an RCV is six years, however it is common for vehicles to be operated as spare lorries beyond that parameter. Due to increased collection rounds for the reasons outlined above, a number of these older vehicles are now performing front line duties on a daily basis. Table 1 below demonstrates;

*Table 1 Collection rounds vs vehicles*

Number of collection rounds	Number of vehicles under six years old	Number of vehicles on front line duty over six years old	Number of spare vehicles over six years old
16*	10	4	2

\*whilst there are sixteen collection rounds, there are a maximum of thirteen rounds out on any one day because staff operate a four day week.

**4. Maintenance**

4.1. The cost of vehicle maintenance has grown significantly in recent times. This has been due to increased costs for staff and parts; in addition the ageing profile of the fleet means more breakdowns and more downtime. Table 2 below shows the average annual maintenance spend on older vehicles compared with RCV’s under six years old.

*Table 2 Comparison of maintenance spend*

Average annual maintenance spend	RCV under six years old	RCV over six years old
	£12.1k	27.9k

**5. Garden Waste**

5.1. Since a subscription based service was introduced in 2018, the popularity of the offering has increased. In 2018/19, 25,911 subscriptions were received, gradually rising to over 28,000 in 2022/23. This has required an extra (spare) vehicle to be utilised to service this increased demand.

**6. Growth**

6.1. There has been significant growth in new homes in the District over the last five years. Table 3 below shows that 2,313 new collections have been implemented between 2017 and 2022. For context, depending on the rurality of the collection round, operatives normally collect around 800 bins per day.

*Table 3 Growth*

Gross Completions	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
New Build	267	402	564	495	566
Other	13	16	30	40	31
<b>Gross Total</b>	<b>280</b>	<b>418</b>	<b>594</b>	<b>535</b>	<b>597</b>
Losses	21	11	21	50	8
<b>Net Total</b>	<b>259</b>	<b>407</b>	<b>573</b>	<b>485</b>	<b>589</b>

**7. Pandemic Impact**

7.1. The pandemic resulted in residents spending considerably more time at home, this trend has continued post-pandemic as new ways of working continue to be developed. This has contributed to a steep increase in the amount of residual (black bin) waste which is being presented. Table 4 below demonstrates;

*Table 4 Impact of pandemic on residual waste*

Year	Residual Waste collected (tonnes)
2018/19	20099.66
2019/20:	20538.82
2020/21	22532.66
2021/22	22195.38
2022/23	22279.97

- 7.2. It can be seen that almost 2,200 more tonnes of residual waste was collected in 2022/23 than in 2018/19, in that time there has been no increased investment in new vehicles. As an indication, the average collection round picks up 21.42 tonnes of residual waste per day.

## **8. The Future**

- 8.1. The full implications of the Environment Bill (2021) are yet to be confirmed by Government. It is highly likely that all Councils will be required to provide separate food waste collections for all residents from 2025. It is also possible, although less likely, that all authorities will be required to provide free garden waste collections for all. The Government has committed to part-funding these new collections through new burdens funding, Officers will bring further reports to Members as and when more details become available.
- 8.2. Growth in households will continue, with an average of 813 new properties per year predicted. Whilst this will increase pressure on collection rounds, it is also relevant that the impending introduction of food waste collections will reduce the weight of residual waste collected. It is anticipated the net impact will be zero.
- 8.3. It is envisaged that collected residual waste weights will flatline now the new burdens resulting from the pandemic are fully understood.

## **9. Proposal**

- 9.1. Have undertaking a full analysis of collection rounds schedules, officers consider that the size of the fleet can be reduced by two vehicles, however an investment in two new vehicles would be required to enable this to happen. In essence, investing in two new vehicles to work on front line duties would reduce reliance on spare vehicles, hence the four of the oldest vehicles could be disposed of and the total fleet size reduced by two. Table 5 below demonstrates how collection rounds could be serviced if all vehicles were available every day with no breaks in service.

Table 5 Collection Round Schedule

Round/Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Refuse 1</b>	Lorry a	Lorry a	Lorry a	Lorry a	Day off
<b>Refuse 2</b>	Lorry b	Lorry b	Lorry b	Day off	Lorry b
<b>Refuse 3</b>	Lorry c	Lorry c	Day off	Lorry c	Lorry c
<b>Refuse 4</b>	Lorry d	Day off	Lorry d	Lorry d	Lorry d
<b>Refuse 5</b>	Day off	Lorry d	Lorry c	Lorry b	Lorry a
<b>Refuse 6</b>	Lorry e	Lorry e	Lorry e	Lorry e	Day off
<b>Refuse 7</b>	Lorry f	Lorry f	Lorry f	Day off	Lorry f
<b>Refuse 8</b>	Lorry g	Lorry g	Day off	Lorry g	Lorry g
<b>Refuse 9</b>	Lorry h	Day off	Lorry h	Lorry h	Lorry h
<b>Refuse 10</b>	Day off	Lorry h	Lorry g	Lorry f	Lorry e
<b>Refuse 11</b>	Lorry j	Day off	Lorry j	Lorry j	Lorry j
<b>Green 1</b>	Lorry k	Lorry k	Lorry k	Lorry k	Day off
<b>Green 2</b>	Lorry l	Lorry l	Lorry l	Day off	Lorry l
<b>Green 3</b>	Lorry m	Lorry m	Day off	Lorry m	Lorry m
<b>Green 4</b>	Lorry n	Day off	Lorry n	Lorry n	Lorry n
<b>Green 5</b>	Day off	Lorry n	Lorry m	Lorry l	Lorry k

- 9.2. Of course, it isn't reasonable to expect all vehicles to be roadworthy at all times, allowances should be made for breakdowns (MOT's are undertaken in winter months when garden waste isn't running and routine servicing is undertaken in evenings). Discussions with the Vehicle Maintenance Contractor suggest that one spare vehicle in good condition, alongside the two smaller vehicles mentioned above, should be a proportionate level to keep the fleet in operational condition.
- 9.3. In order to deliver the regime in Table 5, thirteen front line vehicles and one spare would be required (plus the two smaller 18 tonne vehicles). Whilst this is two fewer vehicles than is in the fleet now, a capital investment would be required to invest in two new vehicles as currently only ten vehicles are in the vehicle replacement programme. The spare vehicle would come from a rolling programme of choosing the best six year old vehicle to undertake a further one year's service. The overall objective is to reduce reliance on expensive to maintain, old vehicles and reduce downtime by investing in new fleet. This proposal would result in the oldest vehicle in the fleet being seven years old, currently the oldest vehicle is ten years old.

## 10. Impact on Maintenance Budgets

10.1. In 2022/23 the vehicle maintenance budget for RCV's incurred a pressure of £87k. Table 6 below shows the projected spend using average data for vehicles over the past year. The guiding principle is that operating less and newer vehicles will reduce the level of maintenance required.

Table 6 Maintenance Budget

	Projected 2023/24 maintenance spend			Projected 2024/25 maintenance spend		
	Number of vehicles	Average spend	Total spend	Number of vehicles	Average spend	Total spend
Spend on vehicles under 6 years old	10	£12,109	£121,090	12	£12,109	£145,308
Spend on vehicles over six years old	6	£27,853	£167,118	2	£27,853	£55,706
		<b>Total</b>	<b>£288,208</b>		<b>Total</b>	<b>£201,014</b>

10.2. The current budget for vehicle maintenance is £234k, so this new proposal should bring an efficiency saving of c£33k. That said, it should be noted that maintenance procedures are extremely dynamic, vehicles increasingly rely on new technologies to become more environmentally friendly meaning more expensive repair bills. However, it should be assumed that the current pressure on budgets would be significantly reduced or eradicated. The £33k proposed saving can be included in the MTFP from 2025/26 – the first full year of new vehicle operation.

## 11. Carbon Impact

11.1. Operational Services has the biggest impact of any service on the Council's carbon emissions. Through its Business Planning process, the service aspires to reduce this impact wherever possible. A new vehicle replacement strategy is being procured which will deliver an action plan including consideration of the options when procuring new vehicles. Arrangements were in place for the Energy Saving Trust to work with officers to deliver this strategy, unfortunately the Trust was unsuccessful in securing future Government funding for their work, therefore officers are sourcing a new supplier and will deliver a strategy to Members in due course.

11.2. Aside from a strategy being approved, it is clear through research that neither electric nor alternative fuel driven RCV's are suitable for the Council's fleet at the present time. Current variations have neither the range or capacity to adequately undertake the work required of them; in addition, the infrastructure required to service these vehicles is some way from being deliverable in the District.

- 11.3. It is however relevant to consider that procuring two new RCV's, including the very latest Euro 6 Step E Volvo powertrains, will deliver environmental benefits when compared to the proposed disposal of four 2016 versions. The new lorries will be specified with electric bin lifts and solar panels to power other ancillary equipment. The impact of fleet emissions is measured annually and the full impact of this proposal will be reported in due course.
- 11.4. Members will be aware that solar panels have been fitted to six of our newest RCV's. It is estimated that these solar panels will reduce the CO2 usage by a tonne for each vehicle per year. Also, they will reduce fuel usage, it isn't possible to provide accurate estimates for this at this time, as any saving will be unique to each vehicle's usage, however it will be monitored and reported in the coming months.
- 11.5. Due consideration is also being given to improving the environmental impact of the smaller fleet vehicles. Changes to the way Supervisors work means that the current range of five Supervisor vans can be reduced to three. Two of these three vehicles will be bought new and will be fully electric, existing charging points at the new Depot at Caenby Corner mean these new vehicles can be charged when not in use. The remaining van will remain diesel powered as it covers out of hours operational demands and needs to be based at the home of the out of hours duty officer. It is anticipated that the cost of the two new electric vehicles will be similar to replacing the five existing vans, so there are no capital financing implications from that initiative.
- 11.6. Officers will continue to monitor advances in vehicle technologies and align vehicle procurement strategies with advances in the alternative fuels market.

## **Recommendation**

**For a capital investment of £440k to be added to the Vehicle Replacement Reserve to fund two new vehicles from 2024. To fund this recommendation the estimated balance in the vehicle replacement reserve at the end of 2024/25 is £270k, which would be used along with internal borrowing of £170k.**

**CP&R Committee workplan (as at 12 July 2023)**

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**Purpose:**

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

**Recommendation:**

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>CORPORATE POLICY &amp; RESOURCES</b>				
<b>20 JULY 2023</b>				
20 Jul 2023	Review Close Personal Relationships Policy	Michelle Thompson, Human Resources Manager (Temporary)	New policy - To review and approve the Close Personal Relationships Policy.	
20 Jul 2023	Annual Equality Report and revised Equality Policy	Katy Allen, Corporate Governance Officer	2022/23 review of equality including revised equality policy	
20 Jul 2023	Operational Services Fleet Update and Vehicle Procurement Request	Ady Selby		
20 Jul 2023	CLOSED SESSION – Leisure Contract	Emma Foy		
<b>21 SEPTEMBER 2023</b>				
21 Sep 2023	Private Rented Sector Housing - Proposals	Andy Gray, Housing & Environmental Enforcement Manager	To present initial proposals for delivering the preferred options for improving standards in the PRS.	



21 Sep 2023	Levelling Up Fund Public Realm Options	Sally Grindrod-Smith, Director Planning, Regeneration & Communities, Amy Potts, Programme Manager, Matthew Snee, Project Officer	A report detailing the business case and options for Public Realm interventions (Market, Park and Pocket Park) for member approval following on from recommendation in report from 1st June 2022.	26 September 2022
21 Sep 2023	Body Worn Video Policy	Grant White, Enterprising Communities Manager	To approve updated Body Worn Video Policy.	11 January 2023
21 Sep 2023	Retirement Policy	Michelle Thompson, Human Resources Manager (Temporary)	This policy has been reviewed and requires sign off for the suggested changes.	
21 Sep 2023	Review Lone Working Policy	Michelle Thompson, Human Resources Manager (Temporary)	To review and agree the updated changes to the Lone Working Policy.	
21 Sep 2023	Review of the Disciplinary Procedure	Michelle Thompson, Human Resources Manager (Temporary)	To review the current Disciplinary procedure.	
21 Sep 2023	Replacement of the Contact centre	Lyn Marlow, Customer Strategy and Services Manager	The report discuss the need to replace the current contact centre with one that provides customer with a choice about how they wish to contact the council, using supporting technology to enable us to deal with more enquiries and the ability to using chat and social media as a way of receiving and dealing with customer enquiries	
21 Sep 2023	Market Street Renewal - Share Purchase Agreement	Emma Foy		

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**9 NOVEMBER 2023**

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9 Nov 2023	Mid-Year Treasury Update 2023/24	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	This report provides the Mid-Year update for Treasury Management Indicators in accordance with the Local Government Act 2003
9 Nov 2023	Progress and Delivery Quarter Two (2023/24)	Claire Bailey, Change, Projects and Performance Officer	Progress and Delivery Quarter Two (2023/24)

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

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