

AGENDA

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

**Corporate Policy and Resources Committee
Thursday, 9th January, 2025 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 Paul Swift (Vice-Chairman)
Councillor Owen Bierley
Councillor Matthew Boles
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Ian Fleetwood
Councillor Paul Key
Councillor Roger Patterson
Councillor Tom Smith
Councillor Mrs Mandy Snee

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 and sign as a correct record the Minutes of the Meeting of the Corporate Policy and Resources Committee held on Thursday, 12 December 2024.
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

As at 31 December 2024, there are no outstanding matters arising from previous meetings.

6. Public Reports for Approval:

- i) 2025/26 Measure and Target Setting for Progress and Delivery (PAGES 13 - 39)
- ii) High Level MTFP Update post-draft Local Government Financial Settlement (PAGES 40 - 45)
- iii) Review of Earmarked Reserves (PAGES 46 - 53)
- iv) Amendments to the Approved Committee Timetable: Change of Meeting Date – Corporate Policy & Resources Committee, March 2025 (PAGES 54 - 57)
- v) Committee Work Plan (PAGES 58 - 60)

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 Reports

- i) Banking and Merchant Acquiring Contracts (PAGES 61 - 79)

Ian Knowles
Head of Paid Service
The Guildhall
Gainsborough

Tuesday, 31 December 2024

Corporate Policy and Resources Committee – 12 December 2024
Subject to Call-in. Call-in will expire at 5pm on 8 January 2025

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 12 December 2024 commencing at 6.30 pm.

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

Councillor Owen Bierley
Councillor Matthew Boles
Councillor Frazer Brown
Councillor Stephen Bunney
Councillor Ian Fleetwood
Councillor Paul Key
Councillor Roger Patterson
Councillor Tom Smith
Councillor Mrs Mandy Snee

In Attendance:
Ian Knowles Chief Executive
Emma Foy Director of Corporate Services and Section 151
Sally Grindrod-Smith Director Planning, Regeneration & Communities
Alison McCulloch Revenues Manager
Sarah Elvin Homes, Health & Wellbeing Team Manager
Cara Markham Commercial Development Manager
Katie Storr Democratic Services & Elections Team Manager

74 PUBLIC PARTICIPATION PERIOD

There was no public participation.

75 MINUTES OF PREVIOUS MEETING/S

Councillor I. Fleetwood reiterated his thanks and acknowledgement to the Democratic Services Officers for their work over the past year.

RESOLVED that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on 14 November 2024 be confirmed and signed as a correct record.

76 DECLARATIONS OF INTEREST

Councillor T. Smith declared a non-pecuniary interest in relation to agenda item 6d, Review

of Cultural Events 2024 and Provision for 2025/26, as he volunteered with the Caistor Food Bank, which had received grant funding. Additionally, relating to agenda item 6c, the Wellbeing Lincs Service, he declared a non-pecuniary interest in that he was a County Councillor and the item related to a Lincolnshire County Council contract.

Councillor M. Snee declared a non-pecuniary interest in relation to agenda item 6c, Wellbeing Lincs Service, as she occasionally made referrals to the service as a part of her work.

In the spirit of declaring membership of Lincolnshire County Council, this was also relevant for Councillors I. Fleetwood, S. Bunney, T. Young and M. Boles.

77 MATTERS ARISING SCHEDULE

The Democratic Services Manager noted there had been a request at the previous meeting for the cost of blue waste sacks to be shared with the Committee. She confirmed this had been circulated via email. A Member of the Committee sought additional information, the Chairman noted this would be communicated with the Councillor separately.

With no further comments or questions, the Matters Arising Schedule, setting out the position of previously agreed actions as at 4 December 2024, was **NOTED**.

78 LOCAL COUNCIL TAX SUPPORT SCHEME 2025/26

The Committee gave consideration to a report presented by the Revenues Manager, seeking to adopt a Local Council Tax Support Scheme for 2025/26. It was explained that the Local Government Finance Act 2012 placed a legal requirement on every billing authority to adopt a Localised Council Tax Support (LCTS) scheme. Since the inception of the LCTS scheme on 1 April 2013, relatively minor changes had been made which had enabled claimants to receive a similar level of support each year and enabled the council to maintain an annual council tax collection rate of around 98%.

In 2020, 2021, 2022 and 2023, following the Covid-19 pandemic, the Government awarded a grant to all local authorities for a payment to be paid to all working aged council tax support claimants. This was paid directly to council tax accounts and it also permitted the use of any surplus to support economically vulnerable people and households. No such grant had been made available for 2024/25 and therefore those struggling financially had not had this assistance during the current financial year. A significant change to the LCTS scheme for 2025/26 was likely to have a negative impact on the collection rate and reduce the yield over the year. It was explained that Full Council must approve and adopt the finalised LCTS scheme by 31 January 2025 at the latest.

Members heard that some potential changes to the current scheme had been modelled but the only group of claimants affected were those on the working age scheme. Many of those people fell into the vulnerable group so were therefore unaffected. When modelled the changes were also found to be more expensive than the current scheme, and, with the budget constraints moving forward, this was not considered appropriate.

Consultation had taken place with the Citizens Panel, via the website, with Lincolnshire County Council, and the Lincolnshire Police & Crime Commissioner. The majority had voted in favour of a no change scheme apart from to apply any new legislative changes and increase the Department for Works and Pensions annual upratings in accordance with their annual increases. It was also suggested that a full Universal Credit claim, received via the Department for Works and Pensions, be accepted as a claim for Council Tax Support. This would avoid the requirement for those claimants to apply separately for Council Tax Support and would ensure financially vulnerable residents received any entitlement to which they were due which, in turn, should improve the council tax collection rate.

Members of the Committee expressed their support for the paper and thanked the Manager and team for their work. It was noted that the scheme had proven successful to date, and therefore Members were content to continue as detailed.

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

RESOLVED that

- a) the contents of the report be noted; and
- b) the adoption of Option 1 of the report for the Local Council Tax Support Scheme for West Lindsey District Council for 2025/26 be **recommended to Full Council**. That being:
 - to make no changes to the current council tax support scheme apart from to apply any new legislative requirements and the uprating of the non-dependent charges, applicable amounts, and household allowances and deductions, used in the calculation of the reduction in accordance with the Department for Works and Pensions (DWP) annual ‘up-ratings’;
 - to apply any additional changes to government welfare benefit regulations during the year which were intended to increase the income of benefit recipients to avoid unintended consequences to customers; and
 - to accept a Full Universal Credit claim received via the Department for Work and Pensions as a claim for Council Tax Support.

**79 RECOMMENDATION FROM PROSPEROUS COMMUNITIES COMMITTEE:
RESPONSE TO MOTION - INCREASED STREET SWEEPING CAPACITY**

Members were presented with a recommendation from the Prosperous Communities Committee that street sweeping capacity be increased. It was explained that, following a Motion to Full Council in March 2024, work had been undertaken to ascertain how capacity could be increased, the outcome of which had been presented to the Prosperous Communities Committee at their meeting on 3 December 2024. The Committee had supported the Motion and recommended that option three, to employ an additional HGV Driver to work a four day on, four day off rota with current sweeper driver, be approved.

It was highlighted that whilst there were no financial implications in terms of increased costs associated with option three, in fact there was a small amount of savings, it was considered prudent for the Corporate Policy and Resources Committee to maintain the final approval level, in view of recent, and upcoming, budget discussions.

Members of the Committee echoed the thoughts of the Prosperous Communities Committee, recognising that it was an unexpected outcome that capacity could be increased whilst achieving a small saving. Some Members of the Committee noted that the sweeper had not been seen in their wards for some time, and they welcomed the fact that increased capacity would lead to a greater presence across the district. In particular, it was noted that Nettleham had been visited that week however Bardney had not been visited for some time.

In response to a question as to whether increased running time would lead to increased maintenance costs, it was explained that the costings had been undertaken based on the present rates of use, however the predominant change was to employ a second driver, rather than run the vehicle with one driver on overtime, meaning there was likely to be lower risk involved.

With Members of the Committee voicing their support, and having been proposed and seconded, the Chairman took the vote, and it was

RESOLVED that the implementation of option three within the report be approved, that being: to employ an additional HGV Driver to work a four day on, four day off rota with current sweeper driver.

80 WELLBEING LINCS SERVICE

The Committee gave consideration to a report presented by the Homes, Health & Wellbeing Team Manager, seeking approval for the establishment of the budget for the new Wellbeing Lincs service. It was noted that a decision was made by the Corporate Policy and Resources Committee on 11 April 2024 to submit a partnership bid for the new Wellbeing Service contract with East Lindsey as host organisation and North Kesteven and City of Lincoln also making up the partnership. A bid was submitted to Lincolnshire County Council for the new contracted Wellbeing Service on 15 July 2024, and, after a number of delays through the system, a decision was received on 24 August 2024 that the partnership had been successful in obtaining the new Wellbeing Service contract. The contract was due to start on 13 January 2025 and would run for a period of five years with potential extensions thereafter of up to a further five years.

Members were provided with a summary of the new contract arrangements, including the transfer of staff members to West Lindsey District Council, the updated collaboration agreement and the budgetary implications. It was explained that a report had also been presented to the Prosperous Communities Committee at their meeting on 3 December, where it had been approved for the signing of the agreement to be delegated to the Director of Planning, Regeneration and Communities, in consultation with the Chairman of the Prosperous Communities Committee.

The Chairman thanked the Homes, Health and Wellbeing Team Manager for a

comprehensive report and invited comments from the Committee. Members expressed their support for the proposals, and extended thanks to the team for their work over the previous five years. The importance of promoting the service throughout the district was highlighted, with Members noting that the more rural communities may not be as aware of the service opportunities as those living in towns. It was also requested that Members be provided with an information session to raise awareness and understanding which they could then take out into their wards.

It was confirmed there would be such a session for all Members, and there would also be a comprehensive approach to communications and engagement across the district and county.

With Members of the Committee reiterating their support, and having been proposed, seconded, and voted upon, it was

RESOLVED that the establishment of the revenue budget in the MTFP for the delivery of the Wellbeing Lincs Service, to commence on 13 January 2025, be approved.

81 REVIEW OF CULTURAL EVENTS 2024 AND PROVISION FOR 2025/26

Members heard from the Commercial Development Manager who provided a review of the cultural events programme delivered during 2024, and explained the report was to seek approval for use of the Cultural Reserve to support the cultural events programme in line with the Cultural Strategy and Action Plan. It was explained that for the previous 18 months, the cultural events programme had been delivered in-house, covering the delivery of events including the market in Gainsborough. In that time, the team had overseen delivery of two Christmas lights festivals, the Revive Festival, the Go Festival, two Word Fests, one in Gainsborough and one in Market Rasen, three Trinity on Tours and the continuation of the highly popular illuminate event, which was centred around the Mayflower heritage.

It was highlighted that the wider district had been supported, working with the parish and town councils, and had included support from the Cultural Events and Marketing Officer, the Towns Manager, and the Cultural Support Officer. Community support and engagement had progressed, and the team continued to work on strengthening the development with partners, community organisations, and colleagues across the district who wanted to be involved in the cultural delivery. It was planned to increase workshops, activities, events, and become more sustainable in the long-term delivery, having those partners on board across the district.

The Committee heard that, to date, success had been evidenced through workshops and collaboration with schools, community and cultural groups, Gainsborough Hall, libraries, the parish church, extra church, connections, ACES and many local businesses. Most recently, the Advocate Arms had been a great support with some of the events that had been delivered in Market Rasen, alongside the town council. Additionally, Alfie's coffee shop in Gainsborough had been fully supportive, helping make local links into the town centre. There had been sponsorship money received from a few local businesses, although the team were aiming to approach more businesses for similar opportunities.

It was explained that the report as presented to the Committee was asking for the continuation of the service for 2025/26. The figure proposed was for a drawdown from the cultural reserve of £65,500, to maintain the current programme of cultural activity whilst recruitment was underway for the Cultural Development Manager, who would help lead the Council forward with the Arts Council applications for further funding, as well as other organisations and funding bodies which had not yet been explored. The aim was to continue build the portfolio whilst maintaining delivery.

The Officer was thanked for providing a greater amount of detail regarding district-wide offerings, as it was noted this had been missing in previous reports. Members were encouraged by the spread of support on offer across the district, whilst recognising there was further work to be done to extend and maintain the cultural programme outside of the main towns.

In relation to funding opportunities, a Member of the Committee enquired as to whether there were assurances available for achieving outside funding, rather than relying on drawdowns from the reserve funds. It was explained that there were ongoing conversations with the Arts Council, the Greater Lincolnshire Cultural Network, and Lincolnshire County Council, all with the aim of building relationships and securing onward funding in the future. The role of the Cultural Development Manager would be to seek external funding for the continuity and development of the cultural offering in the district, and it was imperative that the Council was in a position to showcase the cultural strategy in order to be successful in those funding bids.

Members of the Committee highlighted the aspiration for the Council to be a conduit for communities to facilitate their own events and programmes, and for funding to be used to support those community groups and organisations in those endeavours. The role of volunteers was recognised as being key in the success of any events, with Members praising the Council Officers who regularly volunteered for the events such as the Christmas lights and Illuminate. The need to involve grass-roots organisations was emphasised, with events such as the Churches Festival, which brought visitors into the district, being supported by those smaller groups as well as receiving additional funding.

Members expressed thanks and recognition for the events and work which had taken place over the previous 18 months, whilst accepting there was further work to be done to extend the reach and type of cultural opportunities across the district.

Having been proposed, seconded, and voted upon, it was

RESOLVED that

- a) the delivery of the 2024 cultural events programme be noted; and
- b) the draw down of £65,500 from the Cultural Reserve as a contribution to the cultural events programme for 2025/26 be approved.

82 AMENDMENT TO APPROVED COMMITTEE TIMETABLE: CHANGE OF TIME FOR GOVERNANCE & AUDIT COMMITTEE 21 JANUARY 2025

The Committee heard from the Director of Corporate Services regarding a request to approve amendments to the agreed Committee Timetable in relation to the meeting of the Governance and Audit Committee scheduled in January 2025. It was explained that due to the delay in approval of the statutory accounts, in excess of 10 items of business were expected at the January meeting of Governance and Audit Committee. In recognition of the detailed discussions that will be required for the scheduled business, it was requested that an earlier start time be approved.

Members were understanding of the request, and recognised there would also be a training session taking place ahead of the meeting. Having been moved, seconded and voted upon, it was

RESOLVED that, for reasons of volume of work programmed for the January Governance and Audit Committee, the following change to the 2024/25 Committee Timetable be approved:

- a) the meeting of the Governance and Audit Committee currently scheduled for Tuesday 21 January at 2pm, be brought forward to 1pm.

83 COMMITTEE WORK PLAN

With no comments or questions, the Committee Work Plan was **DULY NOTED**.

84 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under Section 100 (A)(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 5 of Part 1 of Schedule 12A of the Act.

Note: The meeting entered closed session at 7.26pm

85 COUNCIL DEBTS FOR WRITE OFF 2024/25

Members considered a report which detailed debts in respect of Council Tax, National Non-Domestic Rates and Housing Benefit Overpayments which were now deemed irrecoverable, and for which approval was being sought for the debts to be written off.

All the accounts listed for write off had been through a rigorous collection process and/or trace enquiries prior to the submission for write off. Details of the recovery action taken were included at point 6 in the report, along with an explanation of the Insolvency Act 1986.

None of the accounts listed currently had any possibility of payment. However, assurance was given that in the event of any dividends or other payments being received, debts could and would be written back onto the accounts.

Members asked a number of questions of Officers, and it was stressed that Officers could

only collect data legally required to perform the task, additional fields could not be introduced, and any data collected could only be used for the purpose it was collected. Any deviation from this would see the Council's access to DWP data removed.

Assurance was offered that due diligence was undertaken to ensure no grants/assistance payments were made to previous/current debtors with Officers undertaking to double check the debtor referred to in the meeting.

It was confirmed that a single person discount review was undertaken approximately every two years, and an outline of the process was provided.

Noting that some accounts to be closed occasionally had positive credits, Officers confirmed monies from these accounts was transferred back to the collection fund once all avenues to return the money to the relevant estate had been exhausted.

Having been proposed, seconded, and voted upon it was

RESOLVED that the following arrears be approved for write off:

- a) Council Tax arrears to the value of £152,536.45; and
- b) National Non-Domestic rates arrears to the value of £106,329.13; and
- c) Housing Benefit Overpayments arrears to the value of £20,722.80

86 AMENDMENT TO BUILDING CONTROL FEES AND CHARGES 2024/2025 AND 2025/2026

Corporate Policy and Resources Committee at their meeting on 14 November 2024 considered two reports, namely, Budget and Treasury Monitoring – Quarter 2 2024/2025; and Proposed Fees and Charges 2025/2026

Both reports had included proposed amendments to the fees and charges schedule for Building Control however the schedules which were reported in November had been found to contain an error on some of the charging lines (seven lines for 2024/2025 and four lines for 2025/2026).

The report before Members therefore sought to amend the schedules to enable the correct fees, in respect of Building Control, to be applied in both financial years.

Members were content and, on taking the vote it was

RESOLVED that

- a) the proposed Fees and Charges at Appendix 1 of the report be **RECOMMENDED** to Council for approval and inclusion within the 2025/2026 Revenue Budget; and
- b) the amendments to the Fees and Charges Schedules for 2024/2025 at

Appendix 1 of the report be approved.

87 THURROCK/APSE LITIGATION UPDATE

Members considered a report which sought to update the Committee on the current position relating to the legal action being pursued by Thurrock Borough Council.

In presenting the report the Section 151 Officer outlined why West Lindsey had been named as one of the 23 Councils against which action was been filed.

Debate ensued and Members asked a number of questions pertinent to the matter. Members thanked Officers for a clear precise report for what was a legally complex matter. The merits or otherwise of the action being taken by Thurrock Borough Council were debated, as were the merits of APSE.

All were supportive of the action taken to-date by Officers which sought to provide additional time and keep any costs to a minimum. Recognising the multiple litigations which were ongoing, and the challenges being made, the final outcome was difficult to predict. Costs were currently being shared equally amongst the 23 named Councils and spend to date was clearly set out in the report provided.

Members suggested that all Member appointments should be reviewed to ensure the Council was not open to similar risks going forward. It was also suggested that there should be thorough scrutiny of APSE and its role.

Given the report was for information and noting purposes, with no requirement for a vote, the Committee formally received the information and **NOTED** the current deadlines.

Members further **NOTED** that if further funding was required between now and the next Committee meeting, up to £10K would be vired (under delegated powers of the Section 151 Officer) from the forecast year end underspend to fund further advice.

Further reports would be submitted to the Committee as the matter progressed.

88 SCAMPTON UPDATE

Members considered a report which sought to provide an update on the latest position in respect of the former RAF Scampton and approval to submit an expression of interest to the Home Office for the potential acquisition of the site.

Following the Governments announcement on 5 September to reverse the decision to use the site for asylum accommodation, The Home Office had now declared the site as surplus to their operational requirements and listed the site on the governments Electronic Property Information System (ePIMS), triggering a 40-day expression of interest period, during which time any public sector organisations could set out their case for acquisition.

The report set out the proposed expression of interest submission, the related legal and financial matters, an updated masterplan and information on the contractual matters and

planning position.

In presenting the report Officers stressed that a joint fresh valuation of the site would be critical, and the development needed to be affordable to progress. The work to be undertaken post submission was outlined and the timelines were unclear, however given the holding costs been incurred by the Government, there was an expectation that they would wish to resolve the matter swiftly. If the submission was not successful, the site would go on to the open market. The masterplan and other planning documents provided some safeguards around future usage.

Further updates would be provided to Committee. A Communications strategy had been developed and Officers would be meeting with parish councils in the area early in the new year and hosting a number of drop-in sessions.

Members thanked Officers for their continued hard work in respect of RAF Scampton.

Members asked a number of questions pertinent to the matter, including the status of the SDO, the implications of discharging the conditions, current interest in the site and the position of the Council's development partner.

The Local Ward Member expressed his thanks to the Leader for the support he had shown his local community, through what he described had been a nightmare. The Council still had a real opportunity to change the local area, with developments that would have both county and regional impact, and he hoped the Home Office could recognise this and look favourably on the submission made.

RESOLVED that

- a) the updated position with matters relating to the former RAF Scampton be noted; and
- b) the submission of the expression of interest, detailed at appendix 2 of the report (with attachments), to the Home Office, for the potential acquisition of the land at former RAF Scampton be approved and delegated authority be granted to the Director of Planning, Regeneration and Communities in consultation with the Chairman of Corporate Policy and Resources Committee, to make any final amendments required to the document.

89 CLOSING REMARKS

This being the last meeting before the festive period the Chairman extended Season's Greetings and good wishes for the New Year to all.

The meeting concluded at 8.41 pm.

Chairman



Corporate Policy & Resources

Thursday, 9th January 2025

Subject: 2025/26 Measure and Target Setting for Progress and Delivery

Report by:

Director of Change Management, ICT & Regulatory Services

Contact Officer:

Claire Bailey

Change, Projects and Performance Officer

claire.bailey@west-lindsey.gov.uk,

Darren Mellors

Change, Performance & Programme Manager

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Purpose / Summary:

To present for approval the Council's proposed 2025/26 Progress and Delivery measures and corresponding targets.

RECOMMENDATION(S):

1. Approval of 2025/26 Progress & Delivery measure set.

IMPLICATIONS

Legal: N/A

Financial : N/A

Staffing : N/A
(N.B.) Where there are staffing implications the report MUST have a HR Ref

Equality and Diversity including Human Rights : N/A

Data Protection Implications : N/A

Climate Related Risks and Opportunities: N/A

Section 17 Crime and Disorder Considerations: N/A

Health Implications: N/A

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

Risk Assessment :

Call in and Urgency:

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

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

Yes

No

Key Decision:

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

Yes

No

Executive Summary.

Effective performance management is integral to the on-going success of West Lindsey District Council (WLDC) and plays a pivotal role in ensuring that our services are delivered efficiently and effectively and continue to meet the needs of our customers. A full review of WLDC Progress & Delivery (P&D) measures has been completed with Team Managers, Directors and a Member working group in preparation for the financial year of 2025/26.

The following elements were considered when identifying appropriate measures and targets:

1. **Relevance.** Would it make a difference if we didn't report against this measure?
2. **Statutory requirement.** Do we have a statutory obligation to report performance against this measure?
3. **Strategic alignment.** Does the measure align with the Corporate / WLDC strategies?
4. **Purpose.** Why should we measure this? If we deliver against the target, what is the benefit? *The so what factor*
5. **Impact of underperformance.** What is the impact if we fail to meet our target?
6. **Learn and improve.** Does the measure provide information to learn and improve?
7. **Understandable.** Is the measure easy to understand by all stakeholders (members, residents, and officers)
8. **Ease of collection.** Is it easy to collect the required performance data?

The measures recommended within the report are made up of either statistics or Key Performance Indicator's (KPI). A statistic is a measure where performance is outside of our control e.g. PLG02 - Received planning applications, for statistics like these we don't assign a target.

Statistics are used alongside the KPIs to provide further context to the service performance. A KPI however is a measure deemed within the control of the council, an example would be how long did it take us to process an application e.g. PLG04 - Non-major applications determined in-time. Targets are assigned to KPIs and show performance against red, amber, or green (commonly known as RAG rating).

Both KPIs and statistics are important in tracking progress of performance, this in turn with the support of performance improvement plans when required supports the Council to monitor performance levels, whilst providing context and extra assurance to members.

Member Focus Group.

Following approval at Overview and Scrutiny Committee in October, a Member focus group was held on 4th November 2024 to review the proposed P&D measures and targets. This was facilitated by the Change, Performance and Programmes Team Manager and the Change, Project and Performance Officer. The Focus Group consisted of Councillor M Snee, Councillor T Bridgewood, Councillor M Palmer, Councillor P Howitt-Cowan and Councillor M Westley.

In addition, the proposed 2025/26 measure set was issued to all Councillors, with feedback gathered and considered by officers and Members of the focus group.

To provide background information and support this report, there are a series of bitesize training videos which are available via the member development teams channel, these focus on introducing members to performance management, the P&D framework and understanding the progress and delivery report itself.

The below tables set out the measures proposed to be introduced, amended, and removed for the 2025/26 P&D framework.

Culture and Leisure measures

Work is planned to identify appropriate P&D measures for culture and leisure, it is anticipated that these will be included in the quarter two P&D report for review and formal approval from Corporate Policy and Resources.

New Measures

The measures shown in the below table will not have targets assigned for 2025/26, these will be baselined over the course of the year. Following this, a target will be assigned based on their performance in preparation for the following years measure and target setting.

Service	Measure	Reason for Inclusion
Corporate Health	Value of savings identified	New measure to cover all saving identified within the wider Council rather than Together 24 identified savings. Reporting performance against this KPI will monitor the organisation's ability to identify and deliver savings to achieve a future balanced budget.
	Value of savings delivered	New measure to cover all saving delivered within the wider Council rather than Together 24 delivered savings. Reporting performance against this KPI will monitor the organisation's ability to identify and deliver savings to achieve a future balanced budget.
	Number of data breaches reported internally	Measure replaces 'Number of data breaches resulting in action from the Information Commissioners Office' this will provide the visibility on the internal monitoring and actions to prevent data breaches occurring.
	Number of formal notifications received from the Information Commissioners Office (ICO) in relation to information requests.	Measure replaces 'Number of FOI challenges upheld' to provide assurance to members that the Councils internal reviews of any FOI challenges received is working and therefore do not require escalation to the ICO.
	% of staff turnover	Measure replaces 'Employee satisfaction'. % of staff turnover is comparative with other councils and can be benchmarked. Employee satisfaction surveys will still be undertaken and considered through JSCC.
	% of contracted spend	Measure replaced 'Number of expired contracts' to provide better visibility to members of the percentage of spend undertaken within the contracts register.
Property and Assets	% of void property (by rental income)	Measure replaces 'Rental portfolio voids' to provide better weight to the measure in relation to the size of the rental void and the financial impact on the Council.
	% of the planned annual maintenance programme delivered in year.	Measure replaces '% of all maintenance that is planned/responsive' to highlight performance delivering our planned maintenance as shows the effectiveness of our maintenance delivery. Ensuring that members have visibility on the statutory maintenance of the building to ensure safety.
Leisure Centre	% of the contractual annual maintenance plan delivered in year.	To provide a measure to monitor Everyone Actives contractual requirement against their maintenance plan. The annual plan is set and delivery against the plan is a contractual requirement.

	Number of complaints received – Gainsborough Leisure Centre	Measure replaces 'Customer Satisfaction' to provide members visibility around the number and nature of the complaints received. The supporting narrative will identify the type and frequency of the complaints.
	Number of complaints received – Market Rasen Leisure Centre	
Crematorium	% of all types of services	Measure replaces '% of services that are direct' and 'Direct funerals held' to provide the breakdown as per the business plan of full services, direct, attended direct and early start services.
Market	Average number of farmers market traders on a Saturday market	New measures proposed to break down the market stalls and traders by farmers market and special event stalls.
	Average number of special event market traders on a Saturday market	
	Average number of farmers market stalls on a Saturday market	
	Average number of special event market stalls on a Saturday market	

Amended Measures

Service	2024/25 Measure	From	To	Proposed Change
Corporate Health				
Finance and Property	Budget variance (£) Tolerance change.	£0	£500k above or below	Current tolerance presents a less is better position, however a balanced budget is the target. A balanced budget shows accurate forecasting and budgeting to ensure best use of the available set budget. Tolerance to be amended to no more than 3% (£500k) variance either above or below.
	Overall Council budget forecast outturn variance (%) Tolerance change.	0%	£500k (% equivalent) above or below	Current tolerance presents a less is better position, however a balanced budget is the target. A balanced budget shows accurate forecasting and budgeting to ensure best use of the available set budget. Tolerance to be amended to no more than 3% (£500k) variance either above or below.
	% of invoices paid within 30 days from date of receipt of invoice Target change.	97%	98%	Increase target due to exceeding target for 2023/24 and 2024/25 to date.
People and Democratic Services	Staff absenteeism (The average number of sickness absence)	0.6	1.5	Target has not been reviewed for a number of years, with WL target low compared to other local authorities when compared on the LGA website.

Service	2024/25 Measure	From	To	Proposed Change
	days per month per FTE) Target change.			Recommend increase the target, however, still remain below other local authorities.
Change Management, ICT and Regulatory Services				
Local Land Charges	Market Share Remove target	30%	None	Keep in as a statistic to maintain the visibility, however this measure is considered out of our control, due to undercutting on fees. Focus to continue maintaining high-performance in-service delivery.
Operational and Commercial Services				
Markets	Average number of general market traders on a Tuesday market Target change & Description change.	No target	20	New measure last year, performance was baselined over the first year and stretched to reflect ambition of the town centre and a target set for 2025/26.
	Average number of general market traders on a Saturday market Target change & Description change.	No target	10	New measure last year, performance was baselined over the first year and stretched to reflect ambition of the town centre. and a target set for 2025/26. This measure will no longer include farmers markets and special event stalls.
	Average number of general market stalls – Saturday Description change.	14	14	This measure will no longer include farmers markets and special event stalls.
Trinity Arts Centre	Total number of live performances and screenings held Target change. QTR	24	35	Changed the description to be explicit in that it includes only those performances and screening held at TAC and not outside of the building. Increase target due to exceeding target to date and to align to the Business Plan.
	Live theatre audience figures as a % of capacity Target change.	No target set	60%	New measure last year, performance was baselined over the first year and a target set for 2025/26 and aligned to the Business Plan.

Measures Removed

Service	Measure	Reason for Non-inclusion
Corporate Health		
Finance and Property	Annual Statement of Accounts Outcome	To be removed as reported elsewhere. The Council would never expect to be issued with a qualified accounts decision.

Service	Measure	Reason for Non-inclusion
	Value of savings identified (T24)	The measure initially focussed on the Together 24 programme savings however KPI to be replaced to cover all saving identified within the wider Council
	Value of savings delivered (T24)	The measure initially focussed on the Together 24 programme savings however KPI to be replaced to cover all saving delivered within the wider Council
	Number of expired contracts	To be replaced with '% of contracted spend' to provide better visibility to members of the percentage of spend undertaken within the contracts register.
People and Democratic Services	Number of data breaches resulting in action from the Information Commissioners Office	To be replaced with 'Number of data breaches reported internally' to provide the visibility on the internal monitoring and actions to prevent data breaches occurring.
	Number of FOI challenges upheld	To be replaced with 'Number of formal notifications received from the Information Commissioners Office (ICO) in relation to information requests' to provide assurance to members that the Councils internal reviews of any FOI challenges received is working and therefore do not require escalation to the ICO.
	Employee satisfaction	To be replaced with '% of staff turnover' % of staff turnover is comparative with other councils and can be benchmarked. Employee satisfaction surveys will still be undertaken and considered through JSCC.
Operational and Commercial Services		
Crematorium	Direct funerals held	To be replaced with % breakdown of all types of service, standard, early start, direct and farewell.
	% of services that are direct	To be replaced with % breakdown of all types of service, standard, early start, direct and farewell.
	Market Share	To be removed due to data not being available within the required timeframe.
Leisure Centre	Customer Satisfaction	To be replaced with 'Number of complaints received' to provide members visibility around the number and nature of the complaints received.
Finance and Property		
Property and Assets	% of all maintenance that is planned	Both measures to be replaced with '% of the planned annual maintenance programme delivered in year' to highlight performance delivering our planned maintenance as shows the effectiveness of our maintenance delivery. Ensuring that members have visibility on the statutory maintenance of the building to ensure safety.
	% of all maintenance that is responsive	
	Rental portfolio voids	To be replaced with '% of void property (by rental income)' to provide better weight to the measure in relation to the size of the rental void and the financial impact on the Council.

2025/26 Proposed Measure Set

Service	Measure	Freq.	2024/25 Target	Proposed Target
ance and Property	CH01. Value of savings identified. The cumulative value of cashable savings identified and monitored through budget setting and monitoring. New	Monthly	New	N/A - Statistic
	CH02. Value of savings delivered. The cumulative value of cashable savings delivered. New	Monthly	New	N/A - Statistic
	CH03. Budget variance (£). £ variance between the Council's budget compared to actual. No Change	Annual	0	0
	CH04. % of invoices paid within 30 days from date of receipt of invoice. % of invoices paid within 30 days from date invoice received (not including invoices in dispute). Target increased.	Monthly	97%	98%
	CH05. Overall Council budget forecast outturn variance (%). % of forecast outturn variance against the approved budget for the year. No Change	Quarterly	0%	0%
	CH06. Draft Annual Statement of Accounts Published by Deadline. Publication date of the draft Statement of Accounts to auditors with a deadline date of 31st May (date subject to change). No Change	Annual	Yes	Yes
	CH07. % of contracted spend. % of spend undertaken within the contracts register. New	Quarterly	New	N/A - Statistic
Operational and Commercial Services	CH08. Volume of face-to-face demands received into the Customer Contact Centre. The face-to-face demands received by the Customer Contact Centre. No Change	Monthly	N/A – Statistic	
	CH09. Volume of telephone demands received into the Customer Contact Centre. The volume of telephone demands received by the Customer Contact Centre via 01427 676676. No Change	Monthly	N/A – Statistic	
	CH010. % of abandoned calls. The percentage of inbound calls into the Customer Contact Centre where the customer hangs up before their call is answered. No Change	Monthly	N/A – Statistic	
	CH011. % of on-line demands received. The percentage of service requests	Monthly	N/A – Statistic	

Service	Measure	Freq.	2024/25 Target	Proposed Target
	received through on-line methods. No Change			
	CH12. Overall Customer Satisfaction. The percentage of customers that have given a satisfaction score of four stars or above. No Change	Monthly	75%	75%
	CH13. Compliments received. The total number of compliments received in the reporting period. No Change	Monthly	N/A – Statistic	
	CH14. Complaints received. The total number of complaints received in the reporting period. No Change	Monthly	N/A – Statistic	
	CH15. % of complaints where the Council is at fault. The percentage of complaints following investigation that have found the Council at fault. No Change	Monthly	40%	40%
	CH16. Average number of calendar days taken to resolve a complaint. The average number of days taken to resolve a complaint. No Change	Monthly	14	14
	CH17. Number of FOI and EIR requests received. The total number of FOI or EIR requests received via email or online form (verbally EIR) during the reporting period No Change	Monthly	N/A – Statistic	
	CH18. % of FOIs and EIRs completed within the statutory timeframe. % of FOIs completed within the statutory timeframe, this includes the 20 working days statutory timeframe and where the timeframe is paused to request additional information. No Change	Monthly	97%	97%
People and Democratic Services	CH19. Number of data breaches reported internally. The number of data breaches reported through internal Council reporting procedures. New	Monthly	New	N/A - Statistic
	CH20. Number of formal notifications received from the Information Commissioners Office in relation to information requests. Total number of challenges relating to FOI, SAR, EIR that have been received from the ICO via formal notification. New	Monthly	New	N/A - Statistic
	CH21. % of staff turnover. The % of staff who have left the authority compared to total number of employees, includes employees who left voluntarily or involuntarily. New	Monthly	New	N/A - Statistic

Service	Measure	Freq.	2024/25 Target	Proposed Target
	CH22. Staff absenteeism. The average number of sickness absence days per month per FTE. Target increased.	Monthly	0.6	1.5
	CH23. Health & Safety incidents. The number of health & safety incidents reported within the reporting period. Covers all staff and customers. No Change	Monthly	N/A – Statistic	
ICT	CH24. % of time that the Council's server and systems are operating as planned. % of time that the Council's server and systems are operating as planned. No Change	Monthly	98%	98%

Recommended Measures to be Removed.

Measure	Reason for Non-inclusion
Annual Statement of Accounts Outcome	To be removed as reported elsewhere and doesn't add value. The Council would never expect to be issued with a qualified accounts decision.
Value of savings identified (T24)	The measure initially focussed on the Together 24 programme savings however KPI to be replaced with CH01 to cover all saving identified within the wider Council
Value of savings delivered (T24)	The measure initially focussed on the Together 24 programme savings however KPI to be replaced with CH02 to cover all saving delivered within the wider Council
Number of expired contracts	To be replaced with 'CH07 - % of contracted spend' to provide better visibility to members of the percentage of spend undertaken within the contracts register.
Number of data breaches resulting in action from the Information Commissioners Office	To be replaced with 'CH19 - Number of data breaches reported internally' to provide the visibility on the internal monitoring and actions to prevent data breaches occurring.
Number of FOI challenges upheld	To be replaced with 'CH20 - Number of formal notifications received from the Information Commissioners Office (ICO) in relation to information requests' to provide assurance to members that the Councils internal reviews of any FOI challenges received is working and therefore do not require escalation to the ICO.
Employee satisfaction	To be replaced with 'CH21 - % of staff turnover' % of staff turnover is comparative with other councils and can be benchmarked. Employee satisfaction surveys will still be undertaken and considered through JSCC.

Change Management, ICT and Regulatory Services

Director Nova Roberts

Council Tax and NNDR

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
LOT01. Number of properties on the Council Tax Valuation List. The total number of properties that the Valuation Office has determined a council tax band in WLDC. No Change	Monthly	N/A – Statistic	
LOT02. Amount of Council Tax collected. The total amount of Council Tax collected in £ during the reporting period. No Change	Monthly	N/A – Statistic	
LOT03. Council Tax in-year collection rate. The amount of Council Tax collected during the reporting period as a percentage of total available to collect during the reporting period. No Change	Monthly	TBC - based on 2024/25 collection rate	
LOT04. Number of businesses on the Non-Domestic Rating list. The total number of businesses on the Non-Domestic Rating List. No Change	Monthly	N/A – Statistic	
LOT05. Amount of NNDR collected. The total amount of NNDR collected in £ during the reporting period. No Change	Monthly	N/A – Statistic	
LOT06. NNDR In-year collection rate. The amount of NNDR collected during the reporting period as a percentage of total available to collect during the reporting period. No Change	Monthly	TBC - based on 2024/25 collection rate	

Recommended Measures to be Removed. None

Enforcement

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
ENF01. Number of planning enforcement requests received. The total number of planning enforcement requests received during the reporting period. No Change	Monthly	N/A – Statistic	
ENF02. % Planning enforcement cases given an initial response within 20 working days. % of all planning enforcement cases during the reporting period where the customer is given an initial response within 20 working days. (For any case that is not high impact it is our aim to inform customers of our likely	Monthly	90%	90%

course of action within 20 working days of receiving a report - set out in the Local Enforcement Plan). No Change			
ENF03. % of planning enforcement cases closed within 6 months. The number of planning enforcement cases that are closed within 6 months of receipt as a percentage of all planning enforcement cases. No Change	Monthly	75%	75%
ENF04. Number of housing enforcement requests received. The total number of housing enforcement requests received during the reporting period. No Change	Monthly	N/A – Statistic	
ENF05. % of housing enforcement cases closed within 6 months. The number of housing enforcement cases that are closed within 6 months of receipt as a percentage of all housing enforcement cases. No Change	Monthly	75%	75%
ENF06. Number of fly-tipping cases attended for investigation. The total number of fly tipping cases attended for investigation over the reporting period. No Change	Monthly	N/A – Statistic	
ENF07. Number of Fixed Penalty Notices (FPN) issued for fly tipping offences. The number of Fixed Penalty Notices that have been issued for fly tipping offences. No Change	Monthly	N/A – Statistic	
ENF08. Number of new community safety complaints. The number of new community safety complaints received including early presentation of waste, fly tip, abandoned vehicles, ASB, dog fouling, littering, PSPO breaches and graffiti. No Change	Monthly	N/A – Statistic	
ENF09. Number of community safety cases closed following intervention. The number of community safety closed following intervention including informal warning, formal warning, and formal action -FPN/CPN interventions. No Change	Monthly	N/A – Statistic	
ENF10. Number of community safety complaints that result in formal action. The number of community safety complaints that result in either the issue of a Fixed Penalty Notice or a Community Protection Notice during the reporting period. No Change	Monthly	N/A – Statistic	

Recommended Measures to be Removed. None

Housing Benefit and Local Council Tax Support

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
BEN01. End to end processing times. The average number of calendar days taken to process a benefit claim or change of circumstances during the reporting period. No Change	Monthly	7	7

BEN02. Claims older than 50 calendar days. The number of new benefit (Housing Benefit and Council Tax Support) claims that have been open for more than 50 calendar days during the reporting period. No Change	Monthly	6	6
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Recommended Measures to be Removed. None

ICT

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
ICT01. Customer Satisfaction. The average response to the question “How satisfied are you with the service provided by the ICT department? (1-lowest, 5-highest)”. No Change	Annual	N/A – Statistic	
ICT02. % of high priority ICT helpdesk calls closed within 24 working hours. % of high priority ICT helpdesk calls that are closed within the Service Level Agreement of 24 working hours within the ICT function. No Change	Monthly	95%	95%
ICT03. % of medium priority ICT helpdesk calls closed within 74 working hours. % of medium priority ICT helpdesk calls that are closed within the Service Level Agreement of 74 working hours within the ICT function. No Change	Monthly	90%	90%
ICT04. % of low priority ICT helpdesk calls closed within 48 working days. % of low priority ICT helpdesk calls that are closed within the Service Level Agreement of 48 working days within the ICT function. No Change	Monthly	90%	90%

Recommended Measures to be Removed. None

Local Land Charges

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
LLC01. Number of Local Land Charge searches received (CON29 and EIR searches). The total number of Local Land Charge searches received during the reporting period. This includes CON29 and EIR searches. CON29 – Fee generating conveyancing search of West Lindsey specific data, usually relating to property sales. EIR (Environmental Impact Regulation) – Elements of the CON29 which are not held in the public domain. Generic search across the wide database often as part of the search by commercial organisations, not fee generating. No Change	Monthly	N/A – Statistic	

LLC02. Market Share. The amount of market share captured by the Council as a % of the total available market (excluding EIRs). Change to statistic¹	Monthly	30%	N/A – Statistic
LLC03. Average number of working days taken to process a search. The average number of working days taken to process a search from receipt. No Change	Monthly	10	10
LLC04. Income Received. The total amount of income received during the reporting period. No Change	Monthly	N/A – Statistic	

Recommended Measures to be Removed. None

Licensing

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
LIC01. % of licensing applications processed within target time. % of licensing applications that have been processed within the service standard. No Change	Monthly	96%	96%

Recommended Measures to be Removed. None

Food Safety

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
FDS01. % of FSA inspections completed. % of Food Standards Agency inspections that are completed within the reporting period No Change	Monthly	90%	90%
FDS02. % of registered food premises rated 3 stars or above. % of registered food premises rated at 3 stars or above following inspection. No Change	Monthly	96%	96%

Recommended Measures to be Removed. None

Environmental Protection

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
ENF01. Number of environmental protection requests received. The total number of environmental	Monthly	N/A – Statistic	

¹ Recommended that LLC02 is changed from a KPI to a Statistic as performance is outside the control of the service.

protection requests received during the reporting period. No Change			
ENF02. % of environmental protection cases closed within 6 months. % of environmental protection cases that are closed within 6 months of receipt. No Change	Monthly	75%	75%

Recommended Measures to be Removed. None

Systems Development

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
SYS01. Website availability. % of time that the Council's website is available. No Change	Monthly	0.98	0.98
SYS02. LLPG Standard. The standard awarded for the Council's Local Land and Property Gazetteer. No Change	Annual	National Standard (Bronze or >)	National Standard (Bronze or >)
SYS03. % of systems development requests completed within 10 working days. The % of Systems Development requests that are completed within the service level agreement (80% within 10 working days). Measures any changes requested from WLDC, NKDC and Central Lincs Planning Unit (JPU) to our corporate systems and website, internal team to action and respond. No Change	Monthly	0.85	0.85

Recommended Measures to be Removed. None

Finance and Property

Director	Emma Foy
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Property and Assets

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
PRO01. % of void property (by rental income). The total % of void rental properties by their rental income. New	Monthly	N/A – Statistic	

PRO02. % of the planned annual maintenance programme delivered in year. The maintenance plan is set annually with percentage delivery tracked. New	Monthly	N/A – Statistic
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Recommended Measures to be Removed.

Measure	Reason for Non-inclusion
% of all maintenance that is planned	Both measures to be replaced with 'PRO02 - % of the planned annual maintenance programme delivered in year' to highlight performance delivering our planned maintenance as shows the effectiveness of our maintenance delivery. Ensuring that members have visibility on the statutory maintenance of the building to ensure safety.
% of all maintenance that is responsive	
Rental portfolio voids	To be replaced with 'PRO01 - % of void property (by rental income)' to provide better weight to the measure in relation to the size of the rental void and the financial impact on the Council.

People and Democratic Services

Director Lisa Langdon

Democratic Services

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
DEM01. Number of committee meetings, briefings, workshops, and training events supported by Democratic Services. The total number of committee meetings, briefings, workshops, and training events supported by Democratic Services during the reporting period. No Change	Monthly	N/A – Statistic	

Recommended Measures to be Removed. None

Homes and Communities

Director Sally Grindrod-Smith

Homes, Health, and Wellbeing

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
HHW01. The average number of working days from DFG referral to completion of works. The average number of DFG referrals (not including complex cases - any grant that is not procured through existing contractor Framework or Obam contract. These include but are not limited to;	Monthly	120	120

Measure	Freq.	2024/25 Target	Proposed Target
extensions, conversions and dropped kerbs. These adaptations are complex and will not be completed within the target time frame.) Where the work is completed within 120 working days from receipt of referral from LCC Adult Social Care to completion of works. No Change			
HHW02. % of DFG referrals completed within 120 working days. % of DFG referrals (not including complex cases - any grant that is not procured through existing contractor Framework or Obama contract. These include but are not limited to; extensions, conversions and dropped kerbs. These adaptations are complex and will not be completed within the target time frame.) Where the work is completed within 120 working days. % of DFG referrals (not including complex cases - any grant that is not procured through existing contractor Framework or Obama contract. These include but are not limited to; extensions, conversions and dropped kerbs. These adaptations are complex and will not be completed within the target time frame.) Where the work is completed within 120 working days. No Change	Monthly	50%	50%
HHW03. % of DFG spend against the (Better Care Fund) budget. Cumulative % of the annual budget allocated to disabled facilities grants. New	Quarterly	N/A – Statistic	
HHW04. Long term empty properties as a percentage of all housing stock in the district. The number of long-term empty properties as a % of all housing stock in the district. No Change	Quarterly	2%	2%

Recommended Measures to be Removed. None

Home Choices

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
HME01. Number of homelessness approaches with positive outcomes. The number of homelessness approaches to the service that result in a positive outcome. This could be that the homelessness has prevented, relieved, or accepted. Negative outcomes include no further response from the customer. No Change	Monthly	N/A – Statistic	
HME02. % of homelessness approaches with positive outcomes. The percentage of homelessness approaches to the service that result in a positive outcome. This could be that the homelessness has prevented, relieved, or accepted. Negative outcomes include no further response from the customer. No Change	Monthly	75%	75%

Measure	Freq.	2024/25 Target	Proposed Target
HME03. Total number of households in temporary leased/B&B accommodation. The number of households that are residing in temporary or B&B accommodation. There is a statutory obligation to provide temporary accommodation, and this measure allows the Council to monitor the severity of received homelessness cases. No Change	Monthly	N/A – Statistic	
HME04. % utilisation of temporary leased accommodation. The percentage of time the Council temporary leased accommodation is fully utilised. No Change	Monthly	75%	75%
HME05. % of households spending more than 56 nights in temporary leased accommodation. % of households that spend 56 nights or more in temporary leased accommodation. 56 nights is the relief duty of the homelessness service as set by Government legislation. No Change	Monthly	40%	40%
HME06. Number of households in B&B accommodation. The total number of households that have been placed in B&B accommodation during the reporting period. No Change	Monthly	N/A – Statistic	
HME07. % of households spending 42 nights or more in B&B accommodation. % of households that spend 42 nights or more in bed and breakfast accommodation. 42 nights is the maximum number of nights a household should stay in B&B accommodation based on best practice/government advice. No Change	Monthly	0%	0%

Recommended Measures to be Removed. None

Communities

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
COM01. Total number of grants awarded. The total number of grants awarded during the reporting period. No Change	Quarterly	N/A – Statistic	
COM02. Total value of grants awarded. The total value of grants awarded during the reporting period when the agreement is signed No Change	Quarterly	N/A – Statistic	
COM03. External community funds levered by WLDC. The total amount of external community funds levered by the Council during the reporting period No Change	Quarterly	N/A – Statistic	

COM04. The number of Good Causes registered with West Lindsey Lottery. Total number of Good Causes registered with West Lindsey Lottery during the reporting period. No Change	Quarterly	N/A – Statistic
COM05. The amount of funds raised for Good Causes registered with the West Lindsey Lottery. The amount of funds raised for Good Causes with West Lindsey Lottery during the reporting period. No Change	Quarterly	N/A – Statistic

Recommended Measures to be Removed. None

Operational and Commercial Services

Director

Building Control

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
BDG01. Income Received. The total amount of income received into the Building Control service during the reporting period. No Change	Monthly	N/A – Statistic	
BDG02. Applications Received. The total number of applications received defined as Building Notices, Full Plans, Partnership Applications, Other Authority Partnership Applications, Reversion Applications and Regularisation Applications No Change	Monthly	N/A – Statistic	
BDG03. Market Share. % of the overall market share that is captured by the Council. No Change	Monthly	78%	78%

Recommended Measures to be Removed. None

Crematorium

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
LFC01. Services held. The total number of services held No Change	Monthly	592	622
LFC02. % breakdown of all types of services. % breakdown of all types of service, standard, early start, direct and farewell over the reporting period. New	Monthly	N/A – Statistic	
LFC03. Income Received. The total amount of all income received by the crematorium during the reporting period. No Change	Monthly	N/A – Statistic	
LFC04. Secondary sales. The total amount of secondary sales, including garden of remembrance, book of remembrance and memorialisation. No Change	Monthly	N/A – Statistic	

Recommended Measures to be Removed.

Measure	Reason for Non-inclusion
Direct funerals held	It is recommended that these measures are removed due to them not reflecting the whole picture of services. It is proposed that these two measures are replaced by LFC02 which will show a % breakdown of all types of services, standard, early start, direct and farewell.
% of services that are direct	
Market Share	Recommended for removal due to data not being available within the required timeframe.

Leisure Contract

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
LEI01. % of the contractual annual maintenance plan delivered in year. The maintenance plan is set annually with percentage delivered tracked against the contractual requirement. New	Quarterly	N/A – Statistic	
LEI02. Number of complaints received – Gainsborough leisure centre. Total number of complaints received by the Gainsborough leisure centre in the reporting period. New	Monthly	N/A – Statistic	
LEI03. Number of complaints received – Market Rasen leisure centre. Total number of complaints received by the Market Rasen leisure centre in the reporting period. New	Monthly	N/A – Statistic	
LEI04. Number of individual full fee-paying Gainsborough leisure centre members. The total number of paid members of the Gainsborough Leisure Centre during the reporting period No Change	Monthly	N/A – Statistic	
LEI05. Number of individual full fee-paying Market Rasen leisure centre members. The total number of paid members of the Market Rasen Leisure Centre during the reporting period. No Change	Monthly	N/A – Statistic	

Measure	Freq.	2024/25 Target	Proposed Target
LEI06. % of full fee-paying members visiting the Gainsborough leisure centre at least once a week. % of paid members using the Gainsborough Leisure Centres at least once per week. No Change	Monthly	N/A – Statistic	
LEI07. % of full fee-paying members visiting the Market Rasen leisure centre at least once a week. % of paid members using the Market Rasen Leisure Centres at least once per week. No Change	Monthly	N/A – Statistic	
LEI08. Number of users of the senior’s active programme at Gainsborough Leisure Centre. The total number of users of the Gainsborough Seniors Active Programme during the reporting period. No Change	Monthly	N/A – Statistic	
LEI09. Number of users of the senior’s active programme at Market Rasen Leisure Centre. The total number of users of the Market Rasen Seniors Active Programme during the reporting period. No Change	Monthly	N/A – Statistic	
LEI10. Number of non-members using the Gainsborough Leisure Centre. The total number of pay-as-you-go users of the Gainsborough Leisure Centre during the reporting period. No Change	Monthly	N/A – Statistic	
LEI11. Number of non-members using the Market Rasen Leisure Centre. The total number of pay-as-you-go users of the Market Rasen Leisure Centre during the reporting period. No Change	Monthly	N/A – Statistic	
LEI12. Number of outreach sessions held. The total number of outreach sessions held during the reporting period. No Change	Monthly	N/A – Statistic	
LEI13. Number of outreach users. The total number of outreach users during the reporting period. No Change	Monthly	N/A – Statistic	
LEI14. Number of leisure centre users referred through the Healthy Lifestyle scheme. Number of leisure centre users referred through the Healthy Lifestyle scheme. No Change	Monthly	N/A – Statistic	

Recommended Measures to be Removed.

Measure	Reason for Non-inclusion
Customer Satisfaction	It is recommended that this measure is removed and replaced with the number of complaints that the centres receive (LEI02 and LEI03). This will be supported by a breakdown of the types of complaints received.

Trinity Arts Centre

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
TAC01. Total number of performance and screenings held. The total number of live performance and cinema screenings delivered at the Trinity Arts Centre during the reporting period. Target increased.	Quarterly	24	35
TAC02. Cinema audience figures as a % of capacity. % of TAC capacity (200 seats) that has been filled during cinema screening as an average during the reporting period. No Change	Monthly	N/A – Statistic	
TAC03. Live theatre audience figures as a % of capacity. % of TAC capacity (200 seats) that has been filled during live theatre as an average during the reporting period. Target set.	Monthly	N/A	60%
TAC04. Total number of activities held. The total number of cultural and engagement activities held at TAC during the reporting period. No Change	Quarterly	100	100
TAC05. Income received. The total amount of income received by TAC during the reporting period. No Change	Monthly	N/A – Statistic	
TAC06. Average spend per head on secondary sales. Total spend per head on secondary sales (drinks, snacks, merchandise) at TAC. No Change	Monthly	£3.00	£3.00

Recommended Measures to be Removed. None

Operational Services

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
WAS01. Cost of delivering the service per household. The total cost, excluding recharges, of delivering the waste service per household. No Change	Annual	N/A – Statistic	
WAS02. Amount of residual waste (black bins) collected per household. The amount, in kg, of residual waste collected via black bins per household across the district. No Change	Monthly	45kg	45kg
WAS03. Recycling rate. The amount of waste sent for recycling (Green, Blue and Purple Lidded) as a percentage of all waste collected in the district. No Change	Annual	50%	50%
WAS04. % of missed bins collected within 5 working days. % of missed black, blue, green and purple lidded bin collections that are collected within the service level agreement of 5 working days. Bins	Monthly	95%	95%

which were presented but were then subsequently not collected. No Change			
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Recommended Measures to be Removed. None

Garden Waste

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
GGW01. Number of garden waste bins sold. The total number of garden waste bins sold during the reporting period No Change	Annual	28,205	2024 end figure TBC
GGW02. Garden waste Subscription take-up. % take-up of garden waste subscribers. Households which are not eligible for the service are not included within the figure. No Change	Annual	N/A – Statistic	

Recommended Measures to be Removed. None

Street Cleansing

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
STR01. Number of fly-tipping incidents reported. The number of fly-tipping incidents reported in the period identified by incident size including single item, car boot load or less, small van / transit van load or tipper lorry load / significant / multiple loads. No Change	Monthly	N/A – Statistic	
STR02. % of fly-tipping collected within 10 working days. % of all fly-tipping reported to the Council that is collected within the service level agreement (10 working days). No Change	Monthly	90%	90%
STR03. Cost of delivering the service per household No Change	Annual	N/A – Statistic	

Recommended Measures to be Removed. None

Markets

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
MKT01. Average number of general market stalls – Tuesday. The average number of paid for market stalls (pitches) during the reporting period for the Tuesday Gainsborough Market. No Change	Monthly	37	37
MKT02. Average number of general market traders on a Tuesday. The average number of Tuesday market traders in the reporting period. This is the number of paid traders and not stalls. Target set.	Monthly	N/A	20
MKT03. Average number of general market stalls – Saturday. The average number of paid for market stalls (pitches) during the reporting period for the Saturday Gainsborough Market. Description change	Monthly	14	14
MKT04. Average number of general market traders on a Saturday. The average number of Saturday market traders in the reporting period. This is the number of paid traders and not stalls. Target set & description change	Monthly	N/A	10
MKT05. Average number of farmers market traders on a Saturday market. The average number of Saturday farmers market traders in the reporting period. This is the number of paid traders and not stalls. New	Monthly	N/A	N/A
MKT06. Average number of special event market traders on a Saturday market. The average number of special event Saturday market traders in the reporting period. This is the number of paid traders and not stalls. New	Monthly	N/A	N/A
MKT07. Average number of farmers market stalls on a Saturday market. The average number of paid for farmers market stalls (pitches) during the reporting period for the Saturday Gainsborough Market. New	Monthly	N/A	N/A
MKT08. Average number of special event market stalls on a Saturday market. The average number of paid for special event market stalls (pitches) during the reporting period for the Saturday Gainsborough Market. New	Monthly	N/A	N/A

Recommended Measures to be Removed. None

Planning and Regeneration

Director Sally Grindrod-Smith

Development Management

2025/26 Proposed Measure Set.

Measure	Freq.	2024/25 Target	Proposed Target
PLG01. Planning and pre-app income. The total amount of income received from planning fees during the reporting period. No Change	Monthly	N/A – Statistic	
PLG02. Received planning applications. The total number of planning applications received during the reporting period, includes, major, non-major, additional and all other types. No Change	Monthly	N/A – Statistic	
PLG03. % of major planning applications determined within 13 weeks or within agreed timescales. % of major planning applications that are determined within the statutory time limit or within agreed timescales i.e. extensions of time. No Change	Monthly	90%	90%
PLG04. % of non-major planning applications determined within 8 weeks or within agreed timescales. % of non-major planning applications that are determined within the statutory time limit or within agreed timescales i.e. extensions of time. No Change	Monthly	94%	94%
PLG05. % of major appeals allowed. % of all the major decisions that are made in West Lindsey that have been appealed and upheld. This measures the quality of decision making. No Change	Quarterly	8%	8%
PLG06. % of non-major appeals allowed. % of all the non-major decisions that are made in West Lindsey that have been appealed and upheld. This measures the quality of decision making. No Change	Quarterly	8%	8%

<end>

Agenda Item 6b



**Corporate Policy and
Resources**

Thursday, 9 January 2025

**Subject: High Level MTFP Update post-draft Local Government
Financial Settlement**

Report by:

Director of Corporate Services and Section 151
Officer

Contact Officer:

Emma Foy
Director of Corporate Services and Section 151
Officer
emma.foy@west-lindsey.gov.uk

Purpose / Summary:

To present the forecast Medium Term Financial
Plan to Members following the receipt Local
Government Financial Settlement and to update
Members on the consultation process with
Central Government.

RECOMMENDATION(S):

1. That Members note the latest current estimated level of savings the Council is required to deliver in the period from 2025-26 to 2027-28.
2. That Members note the process to provide a consultation response to Government.
3. That a verbal update is provided to the Committee following the Savings Board on the 9th of January summarising key areas of the consultation response which will be contained in the Council's response to Government.

IMPLICATIONS

Legal:

None from this report

Financial: FIN/131/25/CPR/SL

Following receipt of the draft Local Government Financial Settlement an updated MTFP has been prepared and is contained in Section 1.10.

This MTFP is based on officers' best forecasts at the 30/12/2024 and may be subject to change should any amendments to funding be issued by Central Government or amendments to net expenditure identified by Officers.

The latest business rates position will only be confirmed on the 8th of January 2025. It is anticipated that this will bring the 2025-26 budget into a balanced position. A verbal update will be provided at the meeting.

Staffing:

Staffing costs are zero based with a 2% vacancy factor.

Funding is not included to extend fixed-term officers beyond their end date with exception of CCTV operational staff.

Equality and Diversity including Human Rights:

An equalities impact assessment will be provided as part of the Council paper in March 2025.

Data Protection Implications:

None from this report

Climate Related Risks and Opportunities:

None from this report

Section 17 Crime and Disorder Considerations:

None from this report

Health Implications:

None from this report

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

Weblink to settlement and consultation [Consultation: provisional local government finance settlement 2025 to 26 - GOV.UK](#)

Risk Assessment:

One of our key strategic risks remains the delivery of a sustainable budget and financial position.

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. Background

- 1.1 West Lindsey District Council has a statutory requirement to set an annual balanced budget and report its five-year forward-looking position which it does at the March meeting of Full Council annually.
- 1.2 The budget setting process begins each year in August when initial estimates are compiled of the following year's income and expenditure. Further certainty is received in December each year when the draft financial settlement is received. The draft settlement was announced on Wednesday 18th December.
- 1.3 Local Government has been continually promised funding reform for many years now and has managed year on year by previous funding settlements being rolled forward for an additional year. Our settlement this year is the last single-year settlement with a multi-year settlement promised for 2026-27.
- 1.4 The press release from MHCLG stated that Council's would see an average of 3.5% real term increasing in Core Spending Power. West Lindsey District Council received a zero increase in Core Spending power, the vast majority of District Councils are in a similar position with 133 out of 164 District Councils receiving no increase in core spending power.
- 1.5 A further concern has been the allocation of funding from Central Government to protect Local Authorities from the increase in employer National Insurance contributions. Initial methodology provided alongside the settlement suggested that West Lindsey District Council would receive approximately 54% of the cost pressure caused by the increase against its expenditure on direct staffing.
- 1.6 The rural services delivery grant has been replaced with an alternative rural funding grant and West Lindsey received no funding from this income stream for 2025-26 despite significant challenges associated with delivering services in rural communities. No allocations for support for authorities facing significantly increased drainage board levies have been announced to date.
- 1.7 The Council has received some additional specific grant funding for Temporary Accommodation which is welcomed although this is ringfenced and cannot be spent on general needs. UK Shared prosperity fund will flow through the MCCA and County Council and we are not either aware of our allocation or any specific restrictions on funding when we receive it.
- 1.8 The current estimated position is shown in the table below. The position is improved from that last reported to Members in October 2024. This is largely due to an increased Council Tax base which has enabled us to not only increase our income from Council Tax on an ongoing basis, but it has also generated a one-off surplus which has reduced the budget gap for 2025-26.

- 1.9 Increases in fees and charges approved during the last committee cycle have been built into this forecast and some further expenditure savings have been incorporated. Finally, the protection from Central Government for additional National Insurance costs has also been built into the into the latest forecast reducing the overall budget gap further to approximately £185K.
- 1.10 During the first week in January further work will be done to finalise an updated business rates forecast. Initial review has suggested that the Council will receive additional income due to increased renewables in the district. If initial views are confirmed the budget gap will be met and further work will not be required to meet the 2025-26 budget requirement allowing resource to be focussed on the more challenging period of 2026 onwards. A business rates reset will be in place at the 1 April 2026 which will reduce our business rates income moving forwards and generate additional budget pressures to those currently shown in the table below.

High Level Summary Excluding Central Recharges and Capital

Cluster	Base Budget 2024/25	Forecast Budget 2025/26	Forecast Budget 2026/27	Forecast Budget 2027/28	Forecast Budget 2028/29	Forecast Budget 2029/30
	£	£	£	£	£	£
Our Council	8,224,800	8,452,100	8,856,800	9,293,700	9,348,300	9,660,800
Our People	1,715,100	2,121,700	2,117,800	1,991,400	1,994,300	2,053,700
Our Place	4,705,100	5,052,900	5,006,600	5,033,700	5,160,500	5,321,100
Grand Total	14,645,000	15,626,700	15,981,200	16,318,800	16,503,100	17,035,600
Interest Receivable	(658,200)	(504,800)	(457,800)	(455,700)	(455,100)	(454,400)
Investment Income - Property Portfolio	(1,568,400)	(1,552,700)	(1,591,900)	(1,680,200)	(1,702,600)	(1,701,700)
Drainage Board Levies	531,900	556,100	585,700	612,300	641,500	673,500
Parish Precepts	2,700,700	2,823,900	2,880,400	2,938,000	2,996,800	3,056,700
Interest Payable	692,700	567,300	712,800	733,000	696,600	660,400
MRP/VRP (repayment of borrowing)	959,300	980,100	987,400	934,400	913,100	880,400
Net Revenue Expenditure	17,303,000	18,496,600	19,097,800	19,400,600	19,593,400	20,150,500
Transfer to / (from) General Fund	(52,700)	(156,600)	(120,700)	0	0	0
Transfer to / (from) Earmarked Reserves	1,248,600	2,064,200	616,100	681,500	887,600	915,100
Amount to be met from Government Grant or Council Tax	18,498,900	20,404,200	19,593,200	20,082,100	20,481,000	21,065,600
Funding Income						
Business Rate Retention Scheme	5,796,700	5,737,200	5,794,600	5,852,500	5,911,000	5,911,000
Collection Fund Surplus - Council Tax	290,000	275,600	0	0	0	0
Parish Councils Tax Requirement	2,700,700	2,823,900	2,880,400	2,938,000	2,996,800	3,056,700
New Homes Bonus	845,300	499,400	0	0	0	0
Other Government Grants	1,113,900	2,735,000	289,700	294,700	300,000	304,300
Council Tax Requirement	7,752,300	8,148,600	8,435,500	8,732,000	9,038,700	9,356,900
TOTAL FUNDING	18,498,900	20,219,700	17,400,200	17,817,200	18,246,500	18,628,900
Balanced Budget / Funding Target	0	184,500	2,193,000	2,264,900	2,234,500	2,436,700

- 1.11 The table above includes Officer's best estimates at the time of writing the report but there remain uncertainties around a number of key areas such as future funding of the domestic food waste service, impact of business rates reset, resources required to implement the requirements of the white paper on devolution and future increases to staff pay in the light of recent statements made by the TUC. The paper brought to Council for approval of the budget will contain a list of uncertainties for Members to understand.

2. Draft Settlement consultation

- 2.1 In advance of Government publishing the final settlement a period of time is allowed for Local Government to provide consultation responses

on what was published in December. Final grant allocations are only confirmed following the consultation. The consultation lasts for 4 weeks from the 18 December to the 15 January 2025. An online form is provided in a portal for Local Authorities to use and a set of questions is provided to answer in the consultation. Information about the consultation is provided at [Consultation: provisional local government finance settlement 2025 to 26 - GOV.UK](#)

2.2 The West Lindsey Response will be discussed at the first meeting of the Savings Board, a working group of this committee. An update on this discussion will be provided as part of this paper in Committee. The response will then be uploaded onto the portal.

Agenda Item 6c



Corporate Policy and
Resources Committee

9th January 2025

Subject: Annual Review of Earmarked Reserves 2024/25

Report by:

Director of Corporate Services (S151)

Contact Officer:

Peter Davy
Financial Services Manager
Peter.davy@west-lindsey.gov.uk

Purpose / Summary:

To receive the annual review of earmarked reserves in advance of the formal Section 25 report (Section 151 Review of Robustness of Reserves) being brought to Council on 3rd March 2025.

RECOMMENDATION(S):

- a) To delete the nil balance earmarked reserves as outlined at section 3 of the report.
- b) To create a new reserve for any government funding allocated to the Council for Extended Producer Responsibility Obligations.
- c) To maintain a minimum general fund balance of between £2.0m - £2.5m
- d) To consider the reserves the Council retains and their levels as detailed in Appendix A.

IMPLICATIONS

Legal: None arising as a result of this report.

Financial: FIN/118/25/MT/SL

As at 31 March 2024 Earmarked Reserves totalled £20.047m. After taking account of all approved movements the forecast balance at 31st March 2025 is £21.349m.

Staffing: None arising as a result of this report.

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

Risk Assessment :

It is considered the Council has a strong level of both earmarked and general reserves.

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

Title and Location of any Background Papers used in the preparation of this report: No background papers were used in the preparation of this report.

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1. Executive Summary

- 1.1 There is a Statutory requirement for Local Authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. In addition as part of the budget process

the Chief Finance Officer (Director of Corporate Services) is required to make a statement on the robustness of estimates and adequacy of reserves.

- 1.2 In advance of finalising the Revenue Budget 2025/26, this report gives members the opportunity to consider in detail the outcome of the annual Earmarked Reserves Review and the level of General Fund Working Balance. The Base Budget 2025/26 will be presented to this Committee in February and recommended to Council in March 2025.
- 1.3 This process involves looking at each reserve in detail to ascertain the calls on the reserve for current and future years. The balance is then looked at to see if it is still required and then whether the amount is still accurate for the purpose of the reserve.
- 1.4 In summary the Earmarked Reserves review proposes to;
 - Reduce the number of reserves by deleting those which are no longer required.
 - Create a new reserve for Extended Producer Responsibility obligations
 - Consider the level of General Fund Balance

2. Background

- 2.1 The Council retains the following useable reserves, with balances at 31st March 2024 totalling £28.486m as detailed below;
 - General Fund £3.402m
 - Earmarked Reserves £20.047m
 - Capital Receipts £1.460m
 - Capital Grants £3.577m
- 2.2 Reserves are sums set aside to meet possible future costs where there is no certainty about whether or not the costs will actually be incurred. The requirement for financial reserves is acknowledged in statute. Sections 32 and 43 of the Local Government Finance Act 1992 require billing and precepting authorities in England and Wales to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Earmarked reserves can only be used for the purposes they are earmarked for. If the purpose of the reserve is to be changed then this would require Council approval.
- 2.3 When reviewing the medium-term financial plan and preparing the annual budget an annual review of reserves is undertaken to consider future need, establishment of new reserves and maintenance of existing reserves. Reserves are held for three main purposes:
 - a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of general reserves known as the General Fund Working Balance.

- a contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Fund Working Balance;
- a means of building up funds, often referred to as earmarked reserves, to meet known or predicted requirements or set aside for future investment; earmarked reserves are accounted for separately but legally remain part of the overall General Fund Balance.

- 2.4 Local authorities also hold other reserves that arise out of the interaction of legislation and proper accounting practice. These are reserves, which are not resource-backed and cannot be used for any other purpose. An example is the Revaluation Reserve which is a reserve that records unrealised gains in the value of fixed assets. The reserve increases when assets are revalued upwards, and decreases as assets are depreciated or when assets are revalued downwards or disposed of. Reserves of this type do not form part of the annual review of the adequacy of reserves
- 2.5 Section 25 (1) (b) of the Local Government Act 2003 requires the Chief Financial Officer (at West Lindsey District Council, this is the Director of Corporate Services) to report to the Council on the adequacy of the proposed financial reserves. Guidance is published by the Chartered Institute of Public Finance and Accountancy (CIPFA) on the establishment and maintenance of local authority reserves and balances. The level and utilisation of reserves will be determined formally by the Council, informed by the advice and judgement of the Chief Financial Officer on an annual basis.
- 2.6 In respect of the General Fund Working Balance, it was recommended in the review of reserves report 2023/24 that the General Fund balance should be between £2.0m to £2.5m. It is the view of the Chief Finance Officer that this level be maintained for 2024/25 for West Lindsey District Council. At this level it represents between 11.6% - 14.4% of the Council's revenue budget 2024/25. This will provide some element of resilience for any detrimental impact on our resources of the Fairer Funding Review, due for 2026/27.
- 2.7 The Earmarked reserves and Revenue Grants unapplied totalling £28.486m have been reviewed for relevance, accuracy and sustainability.
- 2.8 The full list of Earmarked Reserves and their current balance is attached at Appendix A.

3. Deletion of Earmarked Reserve

- 3.1 The following reserves have nil balances and are no longer required therefore it is proposed to delete them: -

3.2 **CCTV Replacement Equipment Reserve** – To allocate commercial CCTV income achieved above budgeted levels to invest in future CCTV equipment replacement

3.3 **Local Development Framework Reserve** – Set up to manage the impact on revenue budgets of reviews of the Local Development Framework.

4. Budget Setting 2025/26

4.1 As the Council looks to set its budget for 2025/26 it is yet to receive final funding figures from the government but intelligence has been received from a number of the Council's advisors LG Futures.

4.2 One advisor has commented – *“It appears for a number of district councils, the reduction in the Minimum Funding Guarantee level will be significant, particularly if they previously received high levels of New Homes Bonus (that have now dropped), received Rural Services Delivery Grant and / or are unlikely to receive the additional deprivation based funding. Early modelling suggests some will only receive the same level of funding as 2024/25, even after taking into account Council Taxbase and rate growth i.e. Central Government grants will be reduced.”*

4.3 Once the funding position is fully known Members will be updated accordingly. It is worth noting though that the review of reserves undertaken at this time last year included increasing the balance of the Budget Stability Reserve. This reserve currently has a balance of circa £2.5m which if the Council does face a budget shortfall could be used in the short term to cushion the effect on services whilst savings are identified to bridge any budget gap.

4.4 The Government has also recently announced a business rates reset in 2026/27 which will mean any growth the Council has over the original baseline may be lost. Whilst it is difficult to quantify this at this stage, the Council does have a Business Rates Volatility Reserve of circa £2m to help smooth any impact this reset may have. Recent external advice has suggested that at least £1m of this reserve will be needed to fund the business rates reset at 1st April 2026.

5 Consider the level of General Fund Balance

5.1 The Council's general fund balance currently stands at £3.402m. At the end of 2024/25 the balance will be £2.5m due to pre-approved allocations. It is considered by the Director of Corporate Services (S151 Officer) that this is a satisfactory level of general fund to be maintained compared to the size of the general fund budget.

5.2 Whilst there is no prescribed level of General Reserve the Council should hold, the level should not be excessive and it should be prudent and take into

account the size of the Council's revenue budget. It is proposed to maintain a £2.0m - £2.5m minimum balance which is between 11.6% - 14.4% of the Council's 2024/25 budget requirement.

6. Extended Producer Responsibility

- 6.1 Whilst the Council has received notification of an Extended Producer Responsibility payment to be received in December 2025, uncertainty remains around whether the forecast figures will be reflected in the actual figure. We also have concerns that this payment will be reduced on an ongoing basis. It is therefore recommended that we initially place this funding in an earmarked reserve for budgetary purposes until further information is confirmed .
- 6.2 It is proposed to set up a new reserve to be used to allocate any monies when received which can then be drawn down as and when required. The Council is still unclear on what the impact will be on its waste service and therefore this will mean the funds can be tracked and allocated appropriately across the MTFS period.

7. Conclusion

7.1 In conclusion it is recommended to: -

- Reduce the number of reserves by deleting those with a nil balance as detailed at section 3
- Create a new reserve for Extended Producer Responsibility obligations
- Maintain the minimum general fund balance between £2.0m - £2.5m

APPENDIX A

Reserve Name	Purpose	Balance @ 31/03/24 £	Balance @ 31/03/29 £
CCTV Replacement Equipment	To allocate commercial CCTV income achieved above budgeted levels to invest in future CCTV equipment replacement.	0	0
Civic Reserve	To fund replacement of Civic Car.	20,000	5,000
District Elections	To finance future Election costs - held every 4 years.	14,000	54,000
Enforcement Costs - Housing & Planning	To assist with costs incurred in carrying out enforcement works across the Housing and Planning service to fund irrecoverable costs. Works in Default.	56,300	56,300
IT Upgrade/Refresh	To meet the costs of Information & Communications Technology Upgrades and Revs & Bens System.	498,180	442,180
Members ICT Reserve	Provision of Members' ICT from May 2023.	32,086	20,086
Local Development Framework	Set up to manage the impact on revenue budgets of reviews of the Local Development Framework (JPU).	0	0
Maintenance of Facilities	To meet future property maintenance requirements.	749,403	617,403
Neighbourhood Planning Grant	To allocate Neighbourhood Planning Grant income from DCLG to support cost of Neighbourhood Planning process.	0	47,700
Uphills Community Centre	Contingency budget (capped at £20k) for unforeseen repairs & maintenance events at Uphills Community Centre-WLDC is obliged to pay/contribute under current arrangements.	20,000	14,600
Project Investment Reserve	To assist with costs associated with Business Case Development.	1,197,947	583,747
Invest to Save	To support initial investments which deliver savings to the Council over the medium to longer term.	479,000	446,000
Revenue Grants Unapplied	Revenue grants which have yet to be expended.	706,047	473,750
Trinity Arts Centre	Increase in ticket prices (eff 18/19) to be transferred to EMR for contribution towards future projects.	50,000	50,000
Vehicle Replacement Programme	To support service development and replacement fleet across the Authority.	640,558	639,158
Business Rates Volatility Reserve	To meet the costs of any variances of the business rate retention scheme.	1,950,807	1,950,807
Budget Stability Reserve	This reserve is set aside to smooth the effects of reductions to government funding which may happen during the next Parliament. This will give the Council time to come up with	2,450,427	2,139,927

	plans to address any budget shortfall and carefully plan any service redesigns which may be necessary.		
Insurance Fund	To meet any excess on insurance claims.	73,200	73,200
Redundancy Contingency	To meet costs of staff redundancies.	268,800	268,800
Valuation Volatility	To mitigate any loss on investment from the sale of commercial investment properties.	967,000	650,000
Property Asset Fund	To support strategic housing and commercial property initiatives.	608,016	562,216
Community Grant Scheme	Community grant scheme to support community projects and the councillor award initiative.	18,200	23,400
Cultural Strategy Reserve	To develop the Council's Cultural Strategy in line with the recommendation contained within the Peer Review.	321,900	48,600
Communities at Risk	Support for communities at risk (2 identified CAR are currently Hemswell Cliff and South West Ward).	474,282	193,682
Environmental and Climate Change Reserve	Fund projects designed to reduce the carbon impact of the Council's operations.	531,206	477,206
Feasibility Fund	Match funding for the rural business intervention to support businesses with revenue costs.	75,000	0
Health and Wellbeing Reserve	To support the delivery of projects aligned to the strategic aims set out in the 'our people' theme within the Corporate Plan.	250,000	186,100
Investment for Growth	To support internal and local housing and business growth.	7,518,618	690,018
CIL Reserve	Budget smoothing for CIL contributions and expenditure. To fund CIL officer and any other CIL related spend.	76,500	76,500
TOTAL		20,047,479	10,790,382

Agenda Item 6d



**Corporate Policy and
Resources Committee**

Thursday, 9 January 2025

Subject: Amendments to the Approved Committee Timetable: Change of Meeting Date – Corporate Policy & Resources Committee, March 2025

Report by:

Director of Corporate Services

Contact Officer:

Ele Snow
Senior Democratic and Civic Officer

Ele.Snow@west-lindsey.gov.uk

Purpose / Summary:

To approve amendments to the agreed Committee Timetable in relation to the meeting of the Corporate Policy & Resources Committee scheduled in March 2025

RECOMMENDATION(S):

1. That, for reasons of availability, the Committee approve the following change to the 2024/25 Committee Timetable:

a) the meeting of the Corporate Policy and Resources Committee currently scheduled for Thursday, 13 March 2025, be moved to Tuesday, 11 March 2025.

IMPLICATIONS

Legal: The Local Government Act 1972 requires the Council to agree and publish a schedule of meeting dates. The Head of Paid Service's delegation does not extend to amending already approved dates.

Financial: FIN/129/25/VA/CPR

This proposal does not change the total number of meetings and therefore there is no additional financial impact.

Staffing: None arising from this report.

Equality and Diversity including Human Rights: None arising from this report

Data Protection Implications: None arising from this report

Climate Related Risks and Opportunities: This proposal does not change the total number of meetings so has a no greater either positive or negative impact on the travel etc.

Section 17 Crime and Disorder Considerations: None arising from this report

Health Implications: None arising from this report

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

Risk Assessment:

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

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

Yes

No

Key Decision:

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

Yes

No

1. Introduction

- 1.1 The Council is required under the Local Government Act 1972 to produce a schedule of its meetings. The Corporate Policy and Resources Committee is responsible for approving that timetable (schedule) annually, having approved the timetable for 2024/25 at its meeting on 8 February 2024.

2 Reason for the Requirement of a Committee Decision

- 2.1 As the schedule of meetings is produced in advance and approved by the Corporate Policy and Resources Committee months prior to the commencement of the relevant Civic Year, it is not always possible to anticipate, or allow for, potential difficulties for availability of Councillors or Senior Officers.
- 2.2 Whilst the Head of Paid Service has a number of delegations in relation to the Committee timetable, as set out at page Part IV- Page 32 of the Constitution, namely:

“9. In the event of extreme inclement weather; or insufficient business to warrant calling a meeting or other unforeseen circumstance including periods of national mourning/national emergencies to **cancel or postpone** a meeting of the Council, a committee, subcommittee etc. or, where business dictates that **a meeting, not already set out in the timetable, be required** to be held, that meeting be called, in consultation with the relevant Chairman.

This delegation does not extend to changing already approved dates, in order that the delegation does not compete with the legal requirement to produce a schedule of meetings (ref 1.1 above).

- 2.3 The District Councils' Network (DCN) Annual Conference is taking place on 13 and 14 March 2025. The attendance of Councillors and Senior Officers is particularly prudent at this time owing to the recent announcement of proposals for local government reorganisation.
- 2.4 In order to facilitate attendance at the conference, whilst not having an impact on scheduled business, it is suggested that the meeting of the Corporate Policy and Resources Committee in March 2025 be brought forward by two days, from Thursday 13 March to Tuesday 11 March.

3. Recommendation

- 3.1 The Corporate Policy and Resources Committee is therefore asked to approve the following change to the previously agreed timetable:
- a) the meeting of the Corporate Policy and Resources Committee currently scheduled for Thursday, 13 March 2025, be moved to Tuesday, 11 March 2025.

Corporate Policy & Resources Committee Work Plan (as at 31 December 2024)

Purpose:

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

Recommendation:

1. That Members note the contents of this report.

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Date	Title	Lead Officer	Purpose of the report	Date First Published
9 JANUARY 2025				
9 Jan 2025	2025/26 Measure and Target Setting for Progress and Delivery	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	2025/26 Measure and Target Setting for Progress and Delivery	11 September 2024
9 Jan 2025	Review of Earmarked Reserves	Sue Leversedge, Business Support Team Leader	To receive the annual review of earmarked reserves in advance of the formal Section 25 report (Section 151 Review of Robustness of Reserves) being brought to Council March 2025.	11 September 2024
9 Jan 2025	Update on Local Government Settlement	Emma Foy, Director of Corporate Services and Section 151	Update on Local Government Settlement	09 October 2024
9 Jan 2025	Amendments to the Approved Committee Timetable: Change of Meeting Date – Corporate Policy & Resources Committee, March 2025	Ele Snow, Senior Democratic and Civic Officer	To approve amendments to the agreed Committee Timetable in relation to the meeting of the Corporate Policy & Resources Committee scheduled in March 2025.	
9 Jan 2025	Banking and Merchant Acquiring Contracts	Peter Davy, Financial Services Manager (Deputy Section 151 Officer)	To seek approval to sign a new banking contract with Lloyds Bank and approval to sign a new Merchant Acquiring Service contract with Lloyds Bank.	04 December 2024

13 FEBRUARY 2025

13 Feb 2025	Options Report: Recruitment	Emma Foy, Director of Corporate Services and Section 151	To consider options available to the Council in relation to recruitment	06 November 2024
13 Feb 2025	Budget and Treasury Monitoring - Quarter 3 2024/2025	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2024 to 31st December 2024.	15 May 2024
13 Feb 2025	Committee Timetable 2025/26 for approval and Draft timetable for 2026/27 for noting	Ele Snow, Senior Democratic and Civic Officer	For Members to consider and approve the timetable for the 2025/2026 civic year, and note the early indicated dates for 2026/2027	
13 Feb 2025	Review of Anti-Bribery and Corruption Policy	Emma Foy, Director of Corporate Services and Section 151	To review the Anti-Bribery and Corruption Policy	
13 Feb 2025	Corporate Policy and Resources Committee Draft Budget 2025/2026 and estimates to 2029/2030.	Sue Leversedge, Business Support Team Leader	The report sets out the draft Revenue Budget 2025/2026 including that of this Committee and those recommended by the Prosperous Communities Committee for the period 2025/2026. It also includes estimates to 2029/2030 to be included in the Medium Term Financial Plan	15 May 2024
13 Feb 2025	Whistleblowing Policy Revision	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To present the revised Whistleblowing Policy	09 October 2024
13 Feb 2025	Review of Civic Transport	Katie Storr, Democratic Services & Elections Team Manager	To consider options for the future of Civic Transport	09 October 2024
13 Feb 2025	Commercial Strategy	Emma Foy, Director of Corporate Services and Section 151	Commercial Strategy	09 October 2024

13 MARCH 2025

13 Mar 2025	Warm Homes Local Grant	Sarah Elvin, Homes, Health & Wellbeing Team Manager	CP&R approval to accept Warm Homes Local Grant funding	04 December 2024
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10 APRIL 2025

10 Apr 2025	ICT Policy Update	Cliff Dean, ICT Team Manager	Approval for the Information Systems Asset Management Policy and the Monitoring Policy	03 April 2024
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10 Apr 2025	Lea Fields Business Plan Review	Cara Markham, Commercial Development Manager	Review and update on the Lea Fields Plan	04 December 2024
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