

Guildhall Gainsborough  
Lincolnshire DN21 2NA

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## AGENDA

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

### **Corporate Policy and Resources Committee**

**Thursday, 12th June, 2025 at 6.30 pm**

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

**Members:**

- Councillor Trevor Young (Chairman)
- Councillor Paul Swift (Vice-Chairman)
- Councillor Moira Westley (Vice-Chairman)
- Councillor Owen Bierley
- Councillor Matthew Boles
- Councillor Stephen Bunney
- Councillor Ian Fleetwood
- Councillor Paul Key
- Councillor Roger Patterson
- Councillor Tom Smith

**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 - 7)

To confirm and sign as a correct record the Minutes of the Meeting of the Corporate Policy and Resources Committee held on Thursday, 11 March 2025

**4. Declarations of Interest**

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

**5. Matters Arising Schedule**

(PAGE 8)

Setting out current position of previously agreed actions as at 4 June 2025

**6. Public Reports for Approval:**

- i) Household Support Fund 7 (PAGES 9 - 14)
- ii) Local Authority Housing Fund 3 update report (PAGES 15 - 22)
- iii) Progress and Delivery Quarter Four Report and Summary of Year End Performance 2024/25 (PAGES 23 - 69)
- iv) WLDC UKSPF/REPF 2025/26 (PAGES 70 - 90)
- v) Budget and Treasury Monitoring Final Outturn 2024/2025 (PAGES 91 - 163)
- vi) Annual Treasury Management Report 2024/25 (PAGES 164 - 180)
- vii) Review and Reprioritisation of Earmarked Reserves (PAGES 181 - 192)
- viii) Committee Work Plan (PAGES 193 - 196)

**7. Exclusion of Public and Press**

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

**8. Exempt Report(s)**

- i) Surestaff/WLDC Staffing Services Business Plan 2025/26 (PAGES 197 - 216)
- ii) Lea Fields Business Plan Review (PAGES 217 - 236)

Ian Knowles  
Head of Paid Service  
The Guildhall  
Gainsborough

Wednesday, 4 June 2025

Corporate Policy and Resources Committee – 11 March 2025  
Subject to Call-in. Call-in will expire at 5pm on 27 March 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 11 March 2025 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 Trevor Bridgwood  
Councillor Frazer Brown  
Councillor Stephen Bunney  
Councillor Ian Fleetwood  
Councillor Paul Key  
Councillor Mrs Mandy Snee  
Councillor John Barrett  
Councillor Lynda Mullally  
Councillor Maureen Palmer

### In Attendance:

Peter Davy  
Sally Grindrod-Smith  
Lisa Langdon

Interim Director of Finance (Section 151 Officer)  
Director Planning, Regeneration & Communities  
Assistant Director People and Democratic (Monitoring Officer)  
Homes, Health & Wellbeing Team Manager  
Senior Homes, Health & Wellbeing Officer  
Building Maintenance Technician  
Senior Democratic and Civic Officer

Sarah Elvin  
Veronica Edwards  
Luke Matthews  
Ele Snow

### Apologies:

Councillor Matthew Boles  
Councillor Roger Patterson  
Councillor Tom Smith

### Membership:

Councillor L. Mullally was appointed substitute for Councillor M. Boles  
Councillor J. Barrett was appointed substitute for Councillor R. Patterson  
Councillor M. Palmer was appointed substitute for Councillor T. Smith

## 114 PUBLIC PARTICIPATION PERIOD

There was no public participation.

## **115 MINUTES OF PREVIOUS MEETING/S**

The Chairman explained there were two sets of minutes, both for approval.

Having been moved and seconded it was

**RESOLVED** that the Minutes of the Meeting of the Corporate Policy and Resources Committee held on 13 February 2025 be confirmed and signed as a correct record.

On taking the second set of minutes, and having been moved and seconded, it was

**RESOLVED** that the Minutes of the Concurrent Meeting of the Prosperous Communities and Corporate Policy and Resources Committees held on 13 February 2025 be confirmed and signed as a correct record.

## **116 DECLARATIONS OF INTEREST**

Councillor P. Swift declared a possible personal interest relating to agenda item 6a, Warm homes Local Grant, and as such, for transparency and avoidance of any possible conflict of interest, he would remove himself from the Chamber for the duration of the item.

## **117 MATTERS ARISING SCHEDULE**

The Senior Democratic and Civic Officer introduced the Matters Arising Schedule and noted updates to items contained therein.

A Member of the Committee enquired as to the progress relating to the Levelling Up Fund items to ensure the required decisions were undertaken in a timely manner. This was confirmed to be the case and the Chairman assured Members that an update would be brought to the Committee.

With no further comments or questions, and no requirement for a vote, the Matters Arising Schedule was **DULY NOTED**.

## **118 WARM HOMES LOCAL GRANT**

**Note:** Councillor P. Swift left the Council Chamber at 6.35pm

The Committee heard from the Healthy and Accessible Homes Team Leader who explained that the Midlands Net Zero Hub (MNZH) had submitted an expression of interest to the Department for Energy, Security and Net Zero (DESNZ) for Government funding through Warm Homes Local Grant (WHLG) on behalf of the Central and South Lincolnshire Consortium comprising of West Lindsey, North Kesteven, City of Lincoln and South Kesteven Councils. Confirmation of the exact amount of funding was awaited, however details would be shared in due course.

It was intended that funding secured from DESNZ would be used to carry out a range of

improvements on homes owned by low-income families in the district, making them warmer, reducing energy bills, and improving the quality of citizens' lives. A decision was required to accept the grant award once received, and sanction return of the grant funding agreement from the S151 Officer. This approval would enable delivery of the scheme to start immediately, with installations commencing as soon as contracts were in place, and release spend from the administration allocation which would fund the Energy Efficiency Project Officer post hosted by the Council.

Members of the Committee sought confirmation that the funding of the Officer post came from the administration fees within the scheme and did not become the sole responsibility of West Lindsey District Council. This was confirmed to be the case, there were no on-costs to the Council.

**Note:** Councillor I. Fleetwood declared a personal interest and left the Chamber at 6.41pm

A Member of the Committee requested that the mapping information was shared once available, to which Officers confirmed this would be done. In supporting the scheme, it was highlighted how it tied in with other initiatives in place, for example through the Wellbeing Lincs service, and it was encouraged that information and awareness be shared as widely as possible.

**Note:** Councillor T. Bridgwood declared a personal interest and left the Chamber at 6.45pm

During the course of the discussion, concerns were raised regarding the eligibility criteria, with some Members feeling they were too restrictive. It was, however, noted that the ongoing success of the scheme would provide evidence with which to lobby government for an extension of the scheme and therefore a widening of the criteria.

Attention was drawn to a typing error within the report, with Members seeking clarification that the figures shown were in need of correction. This was confirmed to be the case, with the correct figures having been provided.

Having been proposed and seconded, and with no further comments, the Chairman took the vote and it was

**RESOLVED** that

- a) the award of funding, once received for Warm Homes Local Grant from Midlands Net Zero Hub (MNZH), be accepted, and the signing of the grant funding agreement by Section 151 Officer, for return to MNZH, be authorised; and
- b) a new capital scheme be created in the Capital Programme and a capital and revenue budget be created for the WHLG once funding agreement has been signed.

**Note:** Councillors T. Bridgwood, I. Fleetwood and P. Swift rejoined the meeting at 6.47pm

## **119 COMMITTEE WORK PLAN**

It was acknowledged that there was no business scheduled for the meeting in April, with Members being assured any changes to meeting arrangements would be communicated in advance.

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

## **120 EXCLUSION OF PUBLIC AND PRESS**

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

**Note:** The meeting entered closed session at 6.49pm

## **121 TRINITY ARTS NORTHERN BOUNDARY WALL - FOLLOWING PROCUREMENT**

Members heard from the Senior Building and Project Officer regarding the outcome of the procurement work which had been undertaken for the repairs required to the Trinity Arts Centre northern boundary wall. It was reiterated that at the meeting of the Corporate Policy and Resources Committee on 23 May 2024, it was resolved that Officers returned to present an options report. This was presented at the meeting on 18 July 2024 where it was resolved that Officers commenced the procurement for the repair northern boundary wall at the Trinity Arts Centre as per the granted Planning and Listed Building Consent number 145568 and bring back a report to approve the funding and increase the capital programme.

The Committee was presented with three options within the paper, those being to make safe and repair the wall including future maintenance works due within the next 3-5 years; to repair the defective section of wall only; or to develop a compliant interim solution to manage the risk to the building and any visitors, whilst a review of the Capital Programme and reserves was completed, in light of the proposed Local Government Reorganisation.

Having reiterated the risks involved with this piece of work, and taking into consideration the advice detailed in the report provided by the surveyor and associated professionals, Members of the Committee debated at length the responsibilities and associated difficulties of owning listed properties, using examples from across the district of both positive and negative renovation works. The potential risks with the wall were recognised and acknowledged, as were the expected uncertainties related to the proposed Local Government Reorganisation. A Member of the Committee proposed that Committee accept option three, to develop a compliant interim solution.

In response to concerns raised regarding the impact on the wall of other fencing in the area and nearby trees, it was explained that as a part of the initial assessment those factors had been taken into account, the details of which were included within the appendices to the

report.

There was significant discussion regarding the desire to be pragmatic in approach, with Officers confirming the work required had been pared back as far as possible, and whilst conversations had been undertaken to consider grant funding or alternative options, such as a review of the listed status, Officers could revisit these conversations alongside the review of the Capital Programme and reserves. In response to a question from a Member of the Committee, the Section 151 Officer confirmed the funds for the work were available in the earmarked reserves for buildings and maintenance.

In response to ongoing debate regarding the balance between conservation, heritage, planning and enforcement requirements, and being mindful of funds coming from the public purse, the proposer of option three reiterated his support of that option, to undertake some work to make the area safe as a sensible interim arrangement. Members questioned the longer-term approach to the building, enquiring as to whether there was an asset management plan in place for future works and associated costs. It was confirmed by Officers that all assets were assessed regularly and included in the Strategic Asset Register.

With a proposal having been moved and seconded, and no further motions being put to the Committee, the Chairman brought the debate to a close. On taking the vote, it was

**RESOLVED** that

- a) the outcome of the procurement exercise (as detailed in appendix 4 of the report) be noted; and
- b) Officers be tasked to develop a compliant interim solution which manages the risk to the building and any visitors, whilst a review of the Capital Programme and reserves is completed, in light of the proposed Local Government Reorganisation.

The meeting concluded at 7.35 pm.

Chairman

## Corporate Policy & Resources Committee Matters Arising Schedule

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

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

Status	Title	Action Required	Comments	Due Date	Allocated To
Black	Review of Civic Transport Provision	Options paper to be presented to CP&R - item to be added to the Forward Plan	CP&R 13.02.25: RESOLVED that the paper be deferred until a later date for further details to be provided.  Update: item added to forward plan for future meeting	30/05/25	Peter Davy
Green	LUF Progress Document	Progress document re LUF and transition to business as usual to be shared with Committee Members	CP&R 13.02.25: It was confirmed that the document which had been created regarding the transition of LUF work over the coming months would be shared with the Committee.	12/06/25	Sally Grindrod-Smith
Green	Extension of Fixed Term Contracts - LUF	Extension of contracts to be discussed and agreed with Chairman of CP&R Cttee.	CP&R 13.02.25: "RESOLVED that on the grounds of due diligence and good governance, a decision on the extension of the LUF contracts as outlined in paragraph 2.5.2 of the report be delayed until further clarification for the need of the extensions be presented to, and agreed between, the Director of Planning, Regeneration and Communities, and the Chairman of the Corporate Policy and Resources Committee"	12/06/25	Sally Grindrod-Smith
Green	Warm Homes Local Grant - Mapping to be Shared	Please share the mapping info with Members of CP&R once available.	CP&R 11.03.25: A Member of the Committee requested that the mapping information was shared once available, to which Officers confirmed this would be done.	30/06/25	Veronica Edwards





**Corporate Policy and  
Resources Committee**

**Thursday, 12 June 2025**

**Subject: Household Support Fund 7**

Report by:	Director of Finance and Assets (Section 151 Officer)
Contact Officer:	Angela Matthews Benefits Manager  angela.matthews@west-lindsey.gov.uk
Purpose / Summary:	To provide an update on Household Support Fund and the proposal for the delivery of Household Support Fund 2025-26 (HSF7).

**RECOMMENDATION(S):**

1. Approve the delivery of the Household Support Fund 7, which runs to 31 March 2026
2. Approve that where there are relatively minor amendments made to the scheme, unless these are considered 'significantly material' then the Benefits Manager in consultation with the Director of Finance and Assets (Section 151 Officer) is delegated to implement these changes after consultation with the Committee Chairman. This ensures the scheme can adapt to requirements where the need to respond promptly is required, as well as remaining consistent with principles of the Lincolnshire Districts scheme.

## IMPLICATIONS

### **Legal:**

Any awarding of funding to Voluntary & Community Sector (VCS) partner organisations will be treated as a grant award. All grant awards will be subject to a Grant Funding Agreement. Existing grant funding agreement templates used for Council funding activity will be used and have been approved for use by the Legal team

### **Financial : FIN/10/26/CPR/SL**

Grant funding will be received from the County Council to cover the fund and administration costs.

The proposals are that the County distributes vouchers direct to families in receipt of income-related free school meals as in previous schemes.

It is estimated at the time of this report that West Lindsey will receive approximately £400,000.

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

### **Staffing :**

The fund will be administered by the Benefits Manager covering attendance at meetings, financial returns and general administration and the Communities Manager covering grant agreements with third parties and fund distribution. Capacity will be kept under review during delivery.

### **Equality and Diversity including Human Rights :**

The decision should not have an adverse effect on any group of people, an application can be made for assistance by any person.

### **Data Protection Implications :**

Information Sharing Agreement established for the sharing of data from DWP via Lincolnshire County Council to District Councils. Data protection included within grant funding agreements and any terms and conditions for voucher issuing providers

### **Climate Related Risks and Opportunities :**

**Section 17 Crime and Disorder Considerations :****Health Implications:**

The delivery of Household Support Fund will have a direct impact on the health and wellbeing of identified households in West Lindsey facing financial hardship. The fund will provide support aimed at helping households with the cost of food, energy and other household essentials

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

DWP HSF Guidance - <https://www.gov.uk/government/publications/household-support-fund-guidance-for-local-councils/1-april-2025-to-31-march-2026-household-support-fund-guidance-for-county-councils-and-unitary-authorities-in-england> .

**Risk Assessment :****Call in and Urgency:**

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

Yes

☐

No

☒**Key Decision:**

Yes

☒

No

☐

## **Executive Summary**

The Household Support Fund (HSF) was first introduced in October 2021 and has been renewed every 6 monthly or annually until March 2025.

West Lindsey has been successful in distributing over £2m to the residents of the district over the previous HSF schemes.

The Household Support Fund 2025-26 was announced by the Government and the details of the fund were clarified on 5 March 2025 to commence 1 April. The fund will run for 12 months up to 31 March 2026 and Lincolnshire County Council (LCC) have been awarded £9.63m

The funding will be received from the Department for Work and Pensions (DWP) who issue guidance on how the money may be spent. LCC have been through int Governance and have proposed that each District will get a fund to distribute to its residents and it is estimated that West Lindsey will receive funding of approximately £400,000.

Using the learning from the previous 6 HSF distribution processes it is known that to reach as many residents as possible we need to involve partner organisations such as food banks and charitable organisations. It is also known that a costly resource is needed if the Local Authority chooses to accept direct applications from residents wishing to apply for funding. This report recommends that to reach as many residents as possible whilst keeping the administration costs controllable, we distribute funding via food banks and voluntary organisations with at least one of the voluntary organisations administering an application-based process. Under the 2025-26 fund the DWP have asked that local authorities consider distributing some of the funds to organisations or processes that can help prevent households needing extra funding for food and utilities, we propose to partner with such organisation(s) that can help with this.

## **1 Introduction**

- 1.1 The Household Support Fund (HSF) was first introduced in October 2021 and was renewed every 6 months apart from in 2023 when an annual HSF scheme was administered. West Lindsey has been successful in distributing £2.1m to the residents of the district over the previous six HSF schemes.
- 1.2 The Household Support Fund 2025-26 (round 7) has been announced and the details of the fund were clarified on 5 March 2025 to commence 1 April. The fund will run for the full year up to 31 March 2026 and Lincolnshire County Council (LCC) have been awarded £9.63m (approximately 10% less than in previous funds)
- 1.3 The funding will be claimed from the Department for Work and Pensions by Lincolnshire County Council, the DWP issue guidance on how the money may be spent. LCC will distribute vouchers to every Lincolnshire family entitled to free school meals and will administer a HSF scheme for care leavers and the remainder of the funds (33%) will be divided between the seven Districts to distribute to its residents and it is estimated that West Lindsey District Council will receive funding of approximately £400k.

## **2 Options for Distribution**

- 2.1 Under the previous six HSF schemes different distribution methods have been tested by the District Councils in line with the guidance given by the DWP on each fund. Learning from the previous schemes, it is known that WLDC have been most successful and economic when distributing the funding via 3<sup>rd</sup> party organisations.
- 2.2 In HSF 2025-26 the Department for Work & Pensions have suggested that Local Authorities spend a portion of the funds on 'preventative' measures rather than on emergency aid. West Lindsey D C can provide funding to organisations that are able to supply preventative action and are currently investigating organisations that offer this service across Lincolnshire.
- 2.3 West Lindsey has previously used several different methods of distributing funding, these include:
  - a direct application process,
  - an internal and an external customer referral process,
  - issuing grants to 3<sup>rd</sup> parties to distribute vouchers and/or food parcels direct to residents,
  - using a 3<sup>rd</sup> party organisation to administer an 'application-based' scheme
  - using DWP data to identify certain groups of residents and issuing cash vouchers direct via the Post Office 'PayOut' system

- 2.4 As the funding can and will be accessed by a high volume of households due to there being no DWP Cost of Living payments, it is noted that we need resilient, professional low risk options for awarding the funding and goods to households most in need.

### **3 Preferred Distribution Model**

- 3.1 Having administered the HSF funds since 2021, using different distribution methods, producing different results it is recommended that the HSF 2025-26 fund is distributed to residents via several different experienced channels and processes, all being administered by 3<sup>rd</sup> party organisations.
- 3.2 The food bank and voluntary organisation distribution route has been tried and tested over the last 4 years of HSF and has proved very successful needing very low levels of intervention by West Lindsey officers. These trusted voluntary organisations can now be expanded to include those able to provide 'preventative' support to residents.
- 3.3 An application- based process via a 3<sup>rd</sup> party charitable organisation has been tested during HSF4, HSF5 and HSF6 and has proved extremely successful and attracts an administration fee of 15% (however, we know the application-based process is very labour-intensive to deliver as we managed the process in-house in a previous scheme).
- 3.4 The District Council should retain a small percentage (5%) of the funding for contingencies, the cost of monitoring the spend and reporting to the County each month.

### **4 Recommendations**

- 4.1 Members agree the officer proposals to distribute the HSF 2025-26 funding as follows:
- 50% via an application-based process administered by a 3<sup>rd</sup> party charitable organisation with the process being managed over the full period to March 2026
  - 45% via food banks and 3<sup>rd</sup> party organisations/Charities
  - 5% for WL administration and contingencies
- 4.2 Approve that where there are minor amendments made to the scheme, unless these are considered 'significantly material' then the Benefits Manager in consultation with the Director of Finance and Assets (Section 151 Officer) is delegated to implement these changes after consultation with the Committee Chair



**Corporate Policy and  
Resources Committee**

**Thursday, 12 June 2025**

**Subject: Local Authority Housing Fund 3 update report**

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	Sarah Elvin Homes & Health Manager  sarah.elvin@west-lindsey.gov.uk
Purpose / Summary:	Update members on the Local Authority Housing Fund 3 project and obtain decisions for project delivery going forward

**RECOMMENDATION(S):**

- 1. Members note the progress of the project to date**
- 2. Members approve the repurposing of the two WLDC owned properties to be utilised for this project**
- 3. Members authorise delegation of property purchases within this project to the S151 Officer**

## IMPLICATIONS

### **Legal:**

None relating to the decisions being obtained in this report

### **Financial : FIN/31/26/CPR/MK**

There are no other financial implications other than the £314,300 identified in the main body of the report which is available from the LAHF funding for purchase of properties. Refurbishment would represent a saving overall.

### **Staffing :**

**None**

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

### **Equality and Diversity including Human Rights :**

No Equality implications for this project. The project falls within existing provision and fits the criteria of a specific central government programme. However, this project will fall within the EIA for Temporary Accommodation that is already in place to ensure stakeholder groups, communication and proposed systems of work are tuned to the needs of customer groups. Examples of areas in which EIA is important in this project include:

- Supporting equal access to people with vulnerable characteristics, physical disability, people fleeing violence and people with children.
- Improving service offers for people with protected characteristics.
- Improving service delivery for people to meet their individual needs.

Providing safe, secure and consistent housing for people with needs.

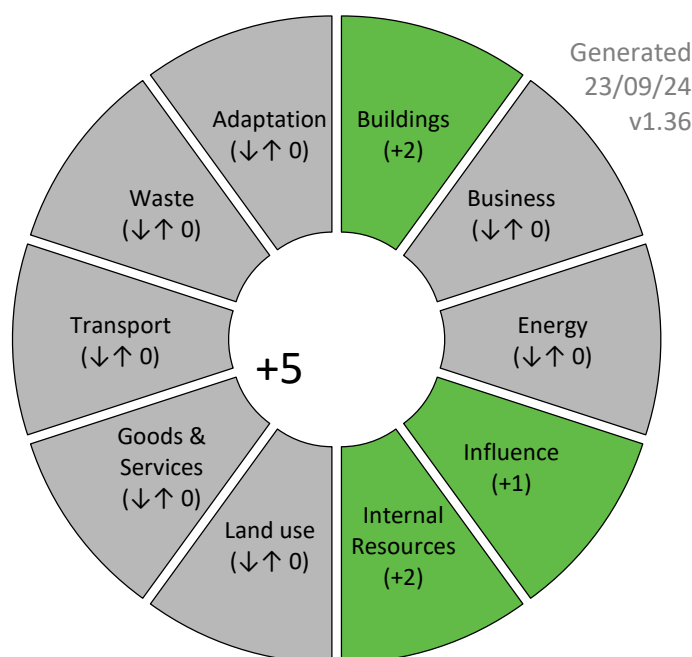
### **Data Protection Implications :**

The project is assessed as having no additional data protection implications:

- For Temporary Accommodation properties, the activity falls within the scope of WLDC Home Choices service and as such meets data protection requirements of that service.
- For Resettlement, the service is out of scope for WLDC. Properties are proposed to be owned and run by a Registered Provider and allocated by Afghan Citizens Resettlement Scheme with appropriate data protection in place. WLDC will have no access to the personal data of families using the accommodation.



## Climate Related Risks and Opportunities :



West Lindsey District Council will be net zero by 2050 (25 years and 3 months away).

Utilising buildings already in the ownership of WLDC will give the opportunity to bring these up to a higher efficiency standard than they are now as they will be required to obtain an EPC rating of C for this project.

## Section 17 Crime and Disorder Considerations :

None

## Health Implications:

Improvement in accommodation options for temporary accommodation will have an impact on the health and wellbeing of some of our most vulnerable residents. Homelessness guidance recommends use of B&B accommodation is unsuitable for many cohorts and the delivery of this project will ensure we can be compliant with that guidance and offer a better service to our homeless residents.

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

[Urgent Delegated Decision re Local Authority Housing Fund Round 3 Expression of Interest \(west-lindsey.gov.uk\)](https://www.west-lindsey.gov.uk/urgent-delegated-decision-re-local-authority-housing-fund-round-3-expression-of-interest)

[urgent delegated decision and associated report inc exempt MOU.pdf \(sharedlincs.net\)](https://sharedlincs.net/urgent-delegated-decision-and-associated-report-inc-exempt-mou.pdf)

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**Risk Assessment :**

Included within paper linked above

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

**x**

**Key Decision:**

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

**Yes**

**x**

**No**

☐

## **1. Executive Summary**

- 1.1 Local Authority Housing Fund 3 (LAHF 3) was announced by the Department for Levelling Up Homes and Communities in March 2024 proposing to fund more high-quality temporary accommodation for homeless families and provide housing for those on the Afghan Citizens Resettlement Scheme.
- 1.2 West Lindsey submitted an Expression of Interest in March 2024 to LAHF 3 which proposed to deliver eight units of temporary accommodation and four resettlement units in the district.
- 1.3 West Lindsey were informed on the 30th July that we were successful in our application for a capital grant and allocated £1,290,275 to deliver seven units of temporary accommodation and four resettlement units.
- 1.4 On the 17th October, Corporate Policy and Resources committee approved the full business case for the project including addition S106 funding to deliver the resettlement element of the project.
- 1.5 To date, three of the four resettlement units have been delivered by Acis through a Grant Funding Agreement. These properties are in the process of being matched to families through the Afghan Citizen Resettlement Scheme (ACRS.)
- 1.6 Of the seven units of temporary accommodation, four properties have been secured and are currently going through the conveyancing process. All addresses of the properties have been intentionally not included within this report. This is to ensure the public are not aware of their address for safeguarding reasons due to them all being occupied by vulnerable people.
- 1.7 Two properties owned by WLDC have been identified as being suitable to be repurposed for this project and agreement has been obtained from Ministry of Housing and Local Government to utilise the funding for these properties.

## **2. Progress to date**

### ***Resettlement properties***

- 2.1 The agreed approach for Resettlement properties required WLDC to identify and work with a Registered Provider (RP) partner to acquire the properties and for that RP to take forward the units as brand new affordable housing within Gainsborough.
- 2.2 WLDC would then transfer LAHF 3 funds to the RP partner to purchase the properties through a Grant Funding Agreement.
- 2.3 An expression of interest process was undertaken for RP's to submit to West Lindsey detailing how they would meet the requirements of the

project and how they would do this within the timeframe and budget required.

- 2.4 Two expression of interests were received. Both were evaluated and Acis were successful in securing the partnership. A grant funding agreement was put in place to transfer the funds to Acis once the properties had been secured.
- 2.5 Acis have delivered to budget and timescale, already securing three of the four required properties.
- 2.6 Acis have also been working with the Lincolnshire Resettlement Partnership to identify families who would be suitable for these properties. An extensive property matching process is undertaken which identifies eligible tenants from the Afghan Citizen Resettlement Scheme and ensures they are suitable for the property and surrounding area.
- 2.7 Acis have one further two bedroom property to secure in Gainsborough. This property has been identified and are working through the property purchase.
- 2.8 It is expected all of the resettlement properties will be delivered in the required timeframe of March 2026.

### ***Temporary Accommodation***

- 2.9 It was agreed by CP&R that the approach for the temporary accommodation properties would be for the properties acquired to remain within the ownership of WLDC and subsequently leased to the incumbent deliverer of temporary accommodation in West Lindsey for the duration of the Temporary Accommodation service contract (2025-2033).
- 2.10 The Temporary Accommodation contract has recently (September 2024) been recommissioned with Framework Housing Association successfully being awarded the contract to deliver for a minimum of 5 years beginning March 2025.
- 2.11 Working in partnership with Housing Standards, Property & Assets and Framework Housing, properties have been identified which meet a set of criteria. These criteria include EPC rating, location, cost, age and properties being category 1 hazard free.
- 2.12 To date, four properties have been progressed. These are currently in the conveyancing process and will be coming online within the required timeframe of September 2025 to meet the Framework contract for Temporary Accommodation.
- 2.13 The purchase of these four properties have been authorised through a delegated decision by the Director of Corporate Resources as the

WLDC constitution stipulates and the previous committee paper allowed for.

- 2.14 Three more properties need to be secured by the end March 2026 to meet the requirements of the MOU with Ministry of Housing, Communities and Local Government.
- 2.15 One more property has been identified in Market Rasen which meets all of the criteria. However, due to the change in management structure, the constitution does not allow for the Director of Finance and Assets to approve the purchase of new assets.
- 2.16 This paper is requesting from CP&R to delegate the authority to purchase properties through this project to the Director of Finance and Assets to ensure timely decisions can continue to be made and properties can be secured for this project until the constitution can be updated to reflect this management change.

### **3. WLDC assets**

- 3.1 Two further properties need to be identified to meet the requirements of the project as set out within the MOU.
- 3.2 WLDC currently own two residential properties in Gainsborough. Both of these properties would be suitable to be utilised for this project.
- 3.3 One of the properties has recently been vacated due to the passing of the tenant who has been in situ for a number of years. The property was in a very bad state of repair and no budget is available from WLDC for bringing this property back into use.
- 3.4 The other property is tenanted and managed by Northwoods through a lease on behalf of WLDC. Northwoods have expressed recently of their desire to hand this property back to WLDC. WLDC are not a landlord and so this property cannot be managed as a residential tenancy by WLDC.
- 3.5 MHCLG have confirmed that WLDC can utilise the LAHF 3 funding to refurbish these properties and repurpose them to become affordable housing and delivered as temporary accommodation.
- 3.6 These properties will then be leased to Framework in the same way as the other properties and become a West Lindsey asset to be utilised for temporary accommodation.
- 3.7 Repurposing of these two properties will allow WLDC to retain the asset, allocate funds to refurbish the properties and bring them up to an EPC rating of C improving the energy efficiency of the homes.
- 3.8 WLDC Property & Asset team are in the process of preparing a specification of works for the properties to understand the cost implications for bringing these two properties up to the required lettable

standard. This however is expected to be within the allocated budget for the remaining two properties for this project as detailed below.

- 3.9 The address of the two properties in question have intentionally not been disclosed within this report for safeguarding purposes as the properties will be occupied by vulnerable people.

#### 4. Financial position

- 4.1 The table below shows the project costs to date for the five properties that have been identified, the four that are in progress and the one that has been identified.

Project overview		
Temporary Accommodation	Total cost*	Remaining against budget
		<b>Budget £777,000</b>
Property 1 – 2 Bed flat, Gainsborough	£79,100	£697,900
Property 2 – 3 Bed house, Gainsborough	£117,950	£579,950
Property 3 – 1 bed flat Gainsborough	£84,350	£495,600
Property 4 – 3 bed house, Gainsborough	£117,950	£377,650
Property 5 – 1 Bed flat, Market Rasen	£63,350	£314,300
Property 6 – WLDC owned (potentially)		
Property 7 - WLDC owned (potentially)		

- 4.2 Should the two properties in WLDC ownership be utilised for temporary accommodation, there is £314,300 available to refurbish these properties and allows within that budget to make one or both (cost dependent) fully wheelchair accessible to ensure that there is availability of wheelchair accessible temporary accommodation to homeless households who have a disabled person in their family.
- 4.3 These properties also both have gardens which would allow for pets as this can be another barrier to successful placements of households in temporary accommodation.

#### 5. Recommendations

- 5.1 **Members note the progress of the project to date**
- 5.2 **Members approve the repurposing of the two WLDC owned properties to be utilised for the Local Authority Housing Fund 3 project.**
- 5.3 **Members authorise delegation of property purchases within the Local Authority Housing Fund 3 project to the S151 Officer.**



**Corporate Policy & Resources  
Committee**

**Thursday, 12 June 2025**

**Subject: Progress and Delivery Quarter Four (2024/25) including Performance  
Improvement Plan and Year End 2024/25 Report**

Report by:

Director of Change Management, ICT & Regulatory Services

Contact Officer:

Claire Bailey

Change, Projects and Performance Officer

[claire.bailey@west-lindsey.gov.uk](mailto:claire.bailey@west-lindsey.gov.uk)

Purpose / Summary:

To consider the Progress and Delivery report for quarter four (January – March) including performance improvement plans and year-end 2024/25.

## **RECOMMENDATION(S):**

1. To assess the performance of the Council's services through agreed performance measures and indicate areas where improvements should be made, having regard to the remedial measures set out in the report.
2. To approve the Progress and Delivery Performance Improvement Plan for Quarter Four (January-March) 2024/25
3. To approve the Progress and Delivery Year End 2024/25 Report.

**Legal: N/A**

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

**Financial : N/A**

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

**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.**



<b>Risk Assessment :</b>

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

**x**

**Key Decision:**

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

**Yes**

☐

**No**

**x**



# Progress and Delivery Report

Quarter Four 2024/25  
January - March

# Executive Summary

The quarter four Progress and Delivery report covers the period from January to March 2025. The performance information presented in this report is grouped by portfolio and based on the measures and targets approved by Corporate Policy and Resources Committee in January 2024.

Each section of the report begins with an overall summary of portfolio performance, including measures which have been above or below target for at least two consecutive quarters. This is followed by a performance summary for each service within that portfolio. Performance is reported by exception (above or below target) and a narrative for each service is included to provide additional context.

Following on from the roll out in quarter two 2022/23, the Performance Improvement Plan (PIP) features in this report, this is a key part of the report where we highlight those measures which report below target for two or more consecutive periods.

## Corporate Peer Challenge

In quarter four, the Council participated in a Corporate Peer Challenge (CPC), conducted by a team of senior officers and Councillors from across local government. Over a three-and-a-half-day period at the Guildhall, the Peer Team carried out a thorough review of key financial, performance, and governance information, offering strategic, credible, and robust challenge and support. Feedback from the CPC regarding performance was positive, highlighting “various evidence of West Lindsey’s robust, well-communicated, and data-driven performance management system at both corporate and service levels.” The next step is to continue strengthening the performance management culture at West Lindsey by embedding consistent links to the Corporate Plan which will then feed into appraisals and 1:1 meetings.

## Looking ahead...

The quarter four report marks the final update under the 2024/25 Performance Management Framework. From April 1st, 2025, the new set of approved measures and targets for the 2025/26 period will come into effect.

For further information or to discuss the report further please contact either:

### Darren Mellors

Change, Programme and Performance Manager

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# Key to KPI Ratings Used

This report includes the Key Performance Indicators (KPIs) set for 2024/25 where progress is assessed against agreed targets. Progress against targets is assessed by RAG (Red/Amber/Green) ratings. Progress is also assessed in terms of direction of travel (DoT) using arrows.

DoT arrows are used to indicate the direction of change for KPIs over time. This provides a visual display to show whether performance has improved/declined/remained the same when compared to the corresponding quarter.

DoT	
↑	Performance improving
↓	Fall in Performance
→	No change
RAG	
	Measure exceeding approved target
	Measures within approved tolerances
	Measure below target

# Overall Summary of Council Performance

Graph 1. Overall Performance Summary - Quarter Four  
2024/25

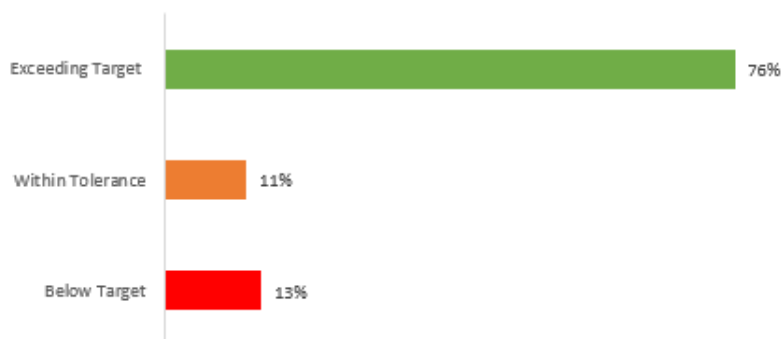


Table 1. identifies a total of 54 KPIs with associated targets, broken down by portfolio, these are measured quarterly and included within this report. Graph 1. shows the percentages based on the figures in table 1.

42 KPIs (excluding the 12 Corporate Health KPIs) which sit within the four portfolios are monitored over consecutive periods within the report and are highlighted when they are either above or below target for two consecutive quarters.

Quarter four reports a total of 27 out of the 42 KPIs exceeding target for two consecutive quarters of more. Of the 42, six KPIs report below target for at least two consecutive quarters, this milestone initiates the development of a Performance Improvement Plan

Portfolio	No of KPIs	KPIs exceeding target	KPIs within tolerance	KPIs below target
Corporate Health	12	10	1	1
Change Management, ICT and Regulatory Services	18	14	3	1
Corporate Services	1	1	0	0
Planning, Regeneration and Communities	11	7	1	3
Operational and Commercial Services	12	9	1	2
<b>Total</b>	<b>54</b>	<b>41</b>	<b>6</b>	<b>7</b>

Table 1.

# Corporate Health

**COF03** – Quarter four reports a forecast net underspend of £1.126 million, largely driven by expenditure savings. These savings include £325k from uncommitted contingency budgets, £63k from salary underspends, £55k in fuel cost savings, £44k from reduced service software expenses, and a further £56k from minor variances (each under £10k) across multiple budget lines. Income has been exceeded due to the following; £504k in additional net interest receivable, £116k in surplus business rates, a £175k windfall government grant, increased income of £81k from Property Services and £42k from the Trinity Arts Centre, and an additional £28k from supplementary services (Big Bin Clear-out).

However, there are forecast pressures on certain budgets. These include a £104k shortfall in planning application fee income, £66k in NSIP consultancy costs, £61k in Commercial Waste income, a £56k shortfall in Neighbourhood Planning grant funding, a £25k shortfall in Housing Benefits Subsidy, and smaller shortfalls of £19k in Building Control income and £12k in street naming and numbering. There is also a £20k pressure related to local land charge fees.

**CUS01/04** – These measures reflect overall Council performance. Compared to quarter four of the previous year, quarter four of 2024/25 shows an increase in both customer compliments and customer satisfaction, alongside a decrease in the total number of complaints received and a lower percentage of complaints upheld.

Learning and improvements actions that have arisen from upheld complaints can be found in the 2024/25 quarterly Voice of the Customer (VoC) reports that are located on the WLDC website here - <https://www.west-lindsey.gov.uk/council-democracy/have-your-say/comments-compliments-complaints> (please note the 2024/25 quarter four VoC report and the 2024/25 Annual VoC report are still in progress and will be published as soon as possible).

**CUS06-09** – These customer service measures form part of a new suite introduced for 2024/25, following approval by Members who were keen to gain a comprehensive overview of all incoming demand on the Customer Services Team. The new Contact Centre technology, rolled out in quarter three, continues to be developed, and the team continue to closely monitor both performance and customer satisfaction. Quarter four has proven challenging due to demand driven by garden waste renewals and the annual billing cycle for Council Tax, both of which place additional pressure on the service. This year's quarter four has also seen an increased volume of calls into the Customer Contact Centre for the Home Choices team.

**CUS06** – During quarter four, the Customer Contact Centre for Council services handled 2,504 face-to-face enquiries, the highest volume recorded across all quarters of 2024/25. This compares to an average of 2,250 face-to-face requests per quarter over the year. This figure reflects only those customers who visited the offices specifically for Council services. In addition, Customer Services support residents in accessing a range of partner services, including Jobcentre Plus, Social Care services via Lincolnshire County Council, and the Citizens Advice Bureau. In total, 11,478 customers visited the Council offices during quarter four, representing a decrease of 234 visits compared to the same period in 2023/24.

**CUS07/08** – These measures account only for calls directed to our dedicated Customer Services team. Although other Council teams also receive calls, this report specifically tracks the performance and telephone demand managed by the Customer Services team.

Telephone demand increased throughout quarter four, with a total of 18,357 calls received. Of these, 13,918 were answered, resulting in a 76% answer rate and a 24% abandonment rate. This represents an increase of 3,357 calls compared to the 15,000 received in quarter four of 2023/24. Despite a higher abandonment rate, an additional 1,717 calls were answered compared to the same period last year.

**CUS09** – The percentage of customers self-serving by submitting online forms rose to 49% in quarter four, up from 27% in quarter three. Online demand refers to customers using the Council website to complete forms, rather than contacting the Council via face-to-face, phone, email, or post. During quarter four, customers submitted over 26,629 online forms, compared to 6,961 in quarter three – an increase of over 280%. This significant increase in online form usage aligns with the overall rise in customer contact across all channels, driven by high seasonal demand, particularly for garden waste subscription requests and seasonal uplift.

**GLC03** – Performance in the percentage of FOI requests completed within 20 working days has improved compared to previous quarters, as anticipated and outlined in the quarter three Performance Improvement Plan. Throughout quarter four, 99% of FOI requests were completed within the required timeframe, with only one request being responded to beyond this deadline. This improvement is largely attributed to the additional mitigation measures introduced, in particular, reducing the response timeframe for officers from 20 to 10 working days. This change has allowed the DPO/FOI Officer sufficient time to review and ensure the legal compliance of all responses. Due to performance in quarter four exceeding the target, this measure has been removed from the Performance Improvement Plan.

**HUM01** – A number of long-term sickness cases have impacted the overall performance target for this year. However, the sickness absence rate has shown a consistent decline, thanks to effective case management. As a result, the rate has successfully fallen within the targeted range for quarter four at 0.62 average days per month per full-time employee. The HR team continue to monitor sickness absence on a monthly basis, ensuring that relevant policies and trigger points are applied as needed. This approach will help maintain control over absence rates and keep them within acceptable limits.

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
COF02 - % of invoices paid within 30 days of receipt of the invoice	99.8%	97%	98.67%		↓
COF03 - Overall Council budget forecast outturn	-0.69%	0%	-6.68%*		↑
COF06 - Value of savings identified from the Together 24 programme	N/A	£300k	£370,750		-
COF07 - Value of savings delivered from the Together 24 programme <b>**Included in PIP**</b>	N/A	£300k	£94,600		-
CUS01 - Overall customer satisfaction	82%	75%	88%		↑
CUS02 – Compliments received	354	N/A	421	-	-
CUS03 – Complaints received	49	N/A	43	-	-
CUS04 - % of complaints where the Council is at fault	27%	40%	22%		↑
CUS05 - Average number of calendar days taken to resolve a complaint	6 days	14 days	7 days		↓
CUS06 - Volume of face-to-face demands received into the Customer Contact Centre	1,925	N/A	2,504	-	-
CUS07 - Volume of telephone demands received into the Customer Contact Centre	15,000	N/A	18,357	-	-
CUS08 - % of abandoned calls	19%	N/A	24%	-	-
CUS09 - % of on-line demands received	N/A	N/A	49%	-	-
GLC01 - Number of data breaches resulting in action from the Information Commissioners Office	0	0	0		→
GLC02 – Number of FOI requests received	140	N/A	212	-	-
GLC03 - % of FOIs completed within 20 working days	98%	97%	99%		↑
GLC04 - Number of FOI challenges upheld	2	0	0		↑
HUM01 – Staff absenteeism (average days per month FTE)	0.73 days	0.60 days	0.61 days		↑
HUM03 – Health & Safety incidents	21	N/A	22	-	-
ICT05 - Server and system availability	100%	98%	100%		→

\* Subject to final audit of the statement of accounts

# Performance Improvement Plan

The Performance Improvement Plan forms part of the Progress and Delivery framework here at West Lindsey and supports the on-going maturity of performance management at West Lindsey District Council. The plan includes measures where performance has remained below target for two consecutive quarters or more.

Additional information will be provided as to the reasons relating to the measure reporting below target, the impact this has, the actions in place to improve performance and when we expect to see the improvement following the action.

The Plan adds further context and provides the extra level of assurance Members are seeking and have requested as to why P&D measures within services are reported as underperforming.

The table overleaf shows a summary of improvement actions identified with associated Team Managers and Management Team. A more detailed plan is managed at service level with oversight by the senior management team including clear linkages to the objectives of both teams and individuals.

The plan will be monitored by the Council's Change, Project and Performance Officer and the relevant Team Manager with the quarterly P&D report used to update members on progress.

Due to improved performance, the following measures have been removed from the Performance Improvement Plan for quarter four:

**GLC03 - % of FOIs completed within 20 working days** – has reported above target for quarter four and has been removed from the performance improvement plan.

**FDS01 - % of Food Standards Agency inspections completed** – has reported within agreed tolerance for quarter four and has been removed from the performance improvement plan.

**MKT02 - Average number of market stalls on a Saturday** – has reported within agreed tolerance for quarter four and has been removed from the performance improvement plan.



## Performance Improvement Plan

Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we see an improvement?
Homes and Communities	<b>HHW01</b> - The average number of working days from DFG application to completion of work	<ul style="list-style-type: none"> <li>•The DFG service receives an annual budget for the delivery of works through the scheme, however this budget is not sufficient to deliver all the works applied for through the scheme.</li> <li>•WLDC currently receives the second highest number of referrals for adaptation across Lincolnshire but receives the second lowest amount of funding to cover this demand.</li> </ul>	<ul style="list-style-type: none"> <li>•Delay in delivery of adaptations</li> </ul>	<ul style="list-style-type: none"> <li>•The continued efforts to review the budget position and lobbying around the fair distribution of funding for DFGs has continued following the elections.</li> <li>•A letter has been prepared to address concerns regarding national policy, and Lincolnshire County Council has agreed to collaborate with us on this lobbying effort.</li> <li>• Explore other ways of saving money to try and relieve the budget where possible.</li> </ul>	<ul style="list-style-type: none"> <li>•Until the budget position is rectified, the time taken to complete adaptations will continue to take longer than 120 working days.</li> </ul>
	<b>HHW02</b> - % of DFG referrals completed within 120 working days	<ul style="list-style-type: none"> <li>•Legislation states that councils have six months to determine from when an application is complete to when it receives financial approval. To help manage the budget, WLDC have reverted service delivery to align with this legislation.</li> </ul>			
	<b>HME07</b> - % of households spending more than 42 nights in B&B accommodation	<ul style="list-style-type: none"> <li>• Due to the unsuitability of temporary accommodation in Gainsborough for some cases.</li> <li>• Since the only temporary accommodation is located in the town, if someone cannot be accommodated in Gainsborough, the only alternative is to use B&amp;B accommodation.</li> <li>•The Homelessness Code of Guidance details it is not acceptable for anyone to spend more than 42 nights in B&amp;B accommodation. For this reason, the target for this measure was set at zero.</li> </ul>	<ul style="list-style-type: none"> <li>•Increased use of B&amp;B accommodation.</li> <li>•B&amp;B accommodation is only considered suitable for short-term use, due to the lack of amenities.</li> <li>•Financial impact to the Council for</li> </ul>	<ul style="list-style-type: none"> <li>•The temporary accommodation project is underway to ensure the Council are delivering within the code of guidance to have this measure at zero. The project is due to be delivered by Sept 2025.</li> </ul>	<ul style="list-style-type: none"> <li>•End of financial year 2025/2026</li> </ul>

Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we see an improvement?
			the use of B&B accommodation.		
Change Management, ICT and Regulatory Services	<b>LLC02</b> - Local Land Charges Market Share	<ul style="list-style-type: none"> <li>•A focus has been applied on maintaining our improved service delivery and turnaround time for our customers and businesses.</li> <li>•The ongoing impact of the cost of living with the unpredictable and declining housing market combined with the transfer of LLC1 to HMLR in April 2023.</li> </ul>	<ul style="list-style-type: none"> <li>•The long-term impact will be on the income received by the service.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to promote the consistently high performing service.</li> </ul>	<ul style="list-style-type: none"> <li>• The decision was made by Members of CP&amp;R Committee to remove the target for the 2025/26 measure set.</li> <li>• Resolved to 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.</li> </ul>
Operational and Commercial Services / Markets	<b>MKT01</b> - Average number of market stalls on a Tuesday	<ul style="list-style-type: none"> <li>•Reduced number of stalls - lack of town centre offering in terms of shops and change in habits.</li> </ul>	<ul style="list-style-type: none"> <li>•Potential loss of historic market in the town.</li> </ul>	<ul style="list-style-type: none"> <li>•The LUF cinema and leisure scheme, townscape heritage investments and public realm improvements will serve as both a footfall driver and</li> </ul>	<ul style="list-style-type: none"> <li>•Updated stall infrastructure and layout to be delivered in Summer 2025, alongside opening of new cinema and leisure scheme.</li> </ul>

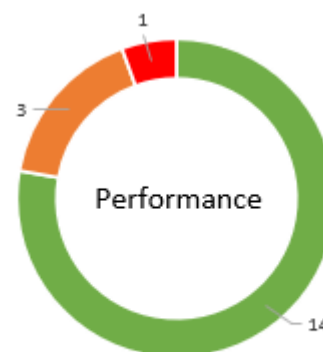
Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we see an improvement?
				backdrop for a regenerated town centre. •Refurbished market stalls, a coherent brand and marketing plan, the personal touch for our traders and businesses and our quality street cleansing and CCTV offer will ensure we deliver a place that feels safe and inviting. •Short term ongoing action to focus trader retention, sustainment and satisfaction to be coupled with a refresh of marketing materials and communication plan and ongoing delivery of footfall driving events.	•Starting to receive some positive community feedback for the Tuesday offer which is being monitored.
	<b>MKT02</b> - Average number of market stalls on a Saturday				
Corporate Health	<b>COF07</b> - T24 savings delivered	Savings in the region of £370k have been identified as part of the programme. £94,600 has been realised and work is underway to deliver the remaining savings.	Financial impact of the non-delivery of savings.	•Corporate Policy & Resources Committee resolved to approve that a Financial Sustainability Working Group (to be known as the	•Annual cumulative target, which is being monitored against the current position. •The T24 savings identified and delivered measures were resolved to be

Portfolio / Service	Measure	Reason	Impact	Actions – what can we do to improve?	When will we see an improvement?
				<p>Savings Board) be established.</p> <ul style="list-style-type: none"> <li>•The savings board will provide oversight of ongoing delivery of the Medium-Term Financial Strategy and to provide political input into new and further opportunities for cashable efficiencies and income generation.</li> </ul>	<p>replaced at CP&amp;R in January 2025 by new measures to cover all saving identified within the wider Council rather than T24 identified savings. The new measures will include the cumulative value of cashable savings identified and monitored within the council.</p>

# Change Management, ICT and Regulatory Services Performance Summary

## Services Included:

- Benefits
- Council Tax & NNDR
- Environmental Protection
- Food Safety
- Housing and Planning Enforcement
- ICT
- Local Land Charges
- Licensing
- Systems Development




■ Green ■ Amber ■ Red

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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
BEN01 - End to end processing times	3 days	7 days	3 days	●
BEN02 - Claims older than 50 calendar days	1	6	0.33	●
ENV02 - % of environmental protection cases closed within 6 months	100%	75%	100%	●
FDS02 - % of registered food premises rated 3 stars or above	98%	96%	98%	●
ENF02 - % of planning enforcement cases given an initial response within 20 working days	100%	90%	100%	●
ENF03 - % of planning enforcement cases closed within 6 months	86%	75%	79%	●
ENF05 - % of housing enforcement cases closed within 6 months	92%	75%	85%	●
ICT04 - % of low priority ICT helpdesk calls closed within 48 working days	100%	90%	100%	●
LLC03 - Average number of working days taken to process a search	1 day	10 days	1 day	●
LIC01 - % of licensing applications processed within target time	100%	96%	100%	●
SYS01 - Website availability	100%	99%	99.9%	●
SYS03 - % of systems development requests completed within 10 working days	98%	85%	99%	●

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



KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
LLC02 - Local Land Charges Market Share <b>**Included in PIP**</b>	15%	30%	17%	

## Benefits

**BEN01** – The Benefits Team continues to meet their target with quarter four reporting and average end to end processing times for new claims and changes of three days. The team continues to see a transition of cases to Universal Credit as part of the DWP migration, with an additional 155 Housing Benefit cases migrated throughout the quarter, The majority of these claims do still have a claim for Council Tax Support so remain our customers for Council Tax help.

**BEN02** – Quarter four focused on processing claims within 50 days and made sure customers were aware that delays in providing supporting evidence could result in their claims being unsuccessful. In cases involving supported accommodation, strong working relationships had been established with several major landlords who assisted when tenants failed to submit the required documentation. The Benefits Team also regularly used data from the DWP and HMRC when processing claims, reducing the need for customers to provide evidence of earnings or pensions and supporting a more efficient turnaround.

### Performance Exceptions


KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
BEN01 - End to end processing times	3 days	7 days	3 days		→
BEN02 - Claims older than 50 calendar days	5	6	0.33		N/A

## Environmental Protection

**ENV01** - A total of 130 environmental protection requests were reported in quarter four, reflecting a 15% decrease compared to the same period in 2023/24. Overall, 581 requests were reported during 2024/25, representing a 17% reduction from the 677 requests received in 2023/24.

**ENV02** - The service has continued to manage its caseload efficiently, ensuring timely resolution of all cases. Throughout 2024/25, 100% of cases were closed within six months.

### Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
ENV01 - Number of environmental protection requests received	150	N/A	130	-	-
ENV02 - % of environmental protection cases closed within 6 months	100%	75%	100%		→

# Food Safety


**FDS01** – The percentage of Food Standards Agency (FSA) inspections completed improved in quarter four, as expected and outlined in the quarter three Performance Improvement Plan. With performance reported at 89% against a 90% target - within the agreed tolerance, this measure has now been removed from the Performance Improvement Plan.

A total of 334 food inspections have been completed throughout 2024/25, with 114 conducted in quarter four. In comparison, 229 inspections were completed in total during 2023/24, a 46% increase this year. Of those, only 70 were completed in quarter four of 2023/24, which is 63% fewer than in the same period this year.

The increase in inspection rates was supported by additional temporary resource within the team, which will continue to assist the service into 2025/26.

The measure will remain under close review, and the 2025/26 inspection work plan will detail how the service plans to address the 11% shortfall. It will also outline the delivery approach for inspections in the coming year and consider future resource requirements.

Performance Exceptions




KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
FDS02 - % of registered food premises rated 3 stars or above	98%	96%	98%		→

# Housing and Planning Enforcement

**ENF04** - Reactive demand in the housing enforcement area has decreased this year, with 129 reports received compared to 253 in 2023/24 - a 96% reduction. This reduction has enabled the team to focus more on proactive work to address housing hazards. In quarter four, a total of 60 inspections were completed, along with an additional 74 compliance checks, there have also been 10 formal notices served, and improvements made to 36 properties.

**ENF02** - Percentage of planning enforcement cases given an initial response within 20 working days reports at 100% for quarter four, performance has remained consistent throughout the year reporting at 100% for all quarters.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
ENF01 - Number of planning enforcement requests received	54	N/A	60	-	-
ENF02 - % of planning enforcement cases given an initial response within 20 working days	93%	90%	100%		↑
ENF03 - % of planning enforcement cases closed within 6 months	79%	75%	79%		→
ENF04 - Number of housing enforcement requests received	47	N/A	34	-	-
ENF05 - % of housing enforcement cases closed within 6 months	91%	75%	85%		↓
ENF09 - Number of new community safety complaints	133	N/A	90	-	-
ENF010 - Number of community safety cases closed following intervention	101	N/A	74	-	-
ENF11 - Number of community safety complaints that result in formal action	122	N/A	93	-	-



# Street Cleaning/Enforcement – Fly Tipping


**ENF07/08** – ENF08 is a new measure introduced for 2024/25 to provide additional context on the Council's ongoing efforts to address fly-tipping. Fly-tip reporting involves two teams: Waste Services - Street Cleansing and Enforcement. Initially, the Street Cleansing team receives the reports to ensure prompt clearance of incidents. If evidence identifying the culprit is found, it is passed on to the Enforcement team for further investigation and the issuance of fixed penalty notices (FPN) when appropriate.

In quarter four, a total of 451 fly-tipping incidents were reported, representing a 40% increase from the 320 incidents recorded in the same period of 2023/24. The rise in reports spans all incident sizes, with the most significant increases seen in single-item and small van/transit van load-sized fly tips.

Of the incidents reported, 34 cases were attended by the Enforcement Team for investigation. While this is a slight decrease compared to the same quarter last year, it shows an increase from the 24 cases attended in quarter three. Of the 34 investigations, 10 FPNs were issued, which is double the five issued in the previous quarter. Throughout 2024/25 over 100 fly tipping cases were attended by the Enforcement Team for investigation, resulting in 27 FPNs.

**STR01** – Of the 451 instances of fly tipping reported in quarter four, 432 were collected and disposed of within their target frame, this represents a collection/removal rate of 96%.

## Performance Exceptions




KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
STR01 - % of fly-tipping collected within 10 working days	94%	90%	96%		↑
ENF07 - Number of fly-tipping cases attended for investigation	39	N/A	34	-	-
ENF08 - Number of Fixed Penalty Notices (FPN) issued for fly tipping offences	7	N/A	10	-	-
Counts of fly-tipping by waste / incident size					
Single item	50	N/A	96	-	↓
Car boot load or less	71	N/A	102	-	↓
Small van / transit van load	164	N/A	214	-	↓
Tipper lorry load / significant or multiple loads	35	N/A	39	-	↓
<b>Total</b>	<b>320</b>	<b>N/A</b>	<b>451</b>		↓

# ICT

The ServiceDesk recorded 339 requests during quarter four with a total of 339 closed within their target time, an increase in requests when compared to quarter three where a total of 306 was received by the team. All calls received were categorised as low priority with no high or medium requests received during quarter four.

Throughout 2024/25, the service consistently managed ServiceDesk calls effectively, achieving 100% closure of helpdesk calls within the agreed timeframe.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
ICT02 - % of high priority ICT helpdesk calls closed within 24 working hours	No high priority calls received	95%	No high priority calls received		→
ICT03 - % of medium priority ICT helpdesk calls closed within 74 working hours	No medium priority calls received	90%	No medium priority calls received		→
ICT04 - % of low priority ICT helpdesk calls closed within 48 working days	100%	90%	100%		→



# Local Land Charges

**LLC01** – The team experienced an increase in searches during quarter four receiving 689 compared to 583 in the same quarter last year, resulting in 18% increase.

**LLC02** – The market share for quarter four was reported at 17%, falling below the 30% target. As performance has now remained below target for two consecutive quarters, this measure is included in the Performance Improvement Plan. However, Members of the Corporate Policy and Resources Committee agreed with officer recommendations and resolved to remove the target for this measure for the 2025/26 reporting year. Although the measure will continue to be monitored through the progress and delivery report, it is acknowledged that market share is largely outside of the Council’s control due to the competitive nature of the service and the Council’s obligation to publish fees and charges, resulting in competitors undercutting Council prices.

**LLC03/04** – The service continues to deliver a consistent and high performing turnaround. Quarter four reports a same day turnaround of received searches

## Performance Exceptions


KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
LLC01 - Number of Local Land Charge searches received	583	N/A	689	-	-
LLC02 - Local Land Charges Market Share **Included in PIP**	29%	30%	17%		↓
LLC03 - Average number of working days taken to process a search	1 day	10 days	1 day		→
LLC05 - Income Received	£23,428	N/A	£19,090	-	-

# Licensing

**LIC01** – The Licensing service continues to process applications within the required legal timescales, maintaining consistent performance throughout 2024/25. There are currently no performance issues within the service. Additionally, an increased number of compliance checks are being carried out as part of the Hotspot Patrolling project.

Hotspot Patrolling is a scheme funded by the Office of the Police and Crime Commissioner, designed to support enforcement officers in conducting additional patrols in areas of Gainsborough affected by anti-social behaviour (ASB). Licensing-related matters are being addressed through this initiative, alongside other ASB-related reports.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
LIC01 - % of licensing applications processed within target time	97%	96%	100%		↑

# Council Tax and NNDR

**LOT02/03** – At the end of 2024/25, the council tax collection rate was reported at 97.7%, just 0.03% lower than the previous year and within the agreed tolerance for the measure. Despite the slight decrease in the percentage collected, an increase in council tax liability for 2024/25 resulted in over £71.5 million being collected - £4.5 million more than the amount collected in the previous year.

The positive end to the year reflects the proactive work carried out by the team throughout 2024/25. Key initiatives included a comprehensive review of Council Tax recovery processes to identify the most efficient and effective methods of debt collection. This involved establishing key trigger dates for immediate action and incorporating SMS and email reminders to clearly prompt customers when payments were missed.

The team also received additional training in recovery practices, aimed at striking the right balance between effective debt collection and providing signposted support to those in need. All Council Tax recovery communications were reviewed and updated. In addition, targeted proactive efforts were made to support council taxpayers in claiming all available financial assistance.

**LOT04/05** - The National Non-Domestic Rates (NNDR) collection rate for 2024/25 was 97.93%, representing a 0.41% decrease compared to the previous year. Several factors contributed to this reduction, including a net liability increase of just over £1.9 million, outstanding payments from new accounts opened since 1 February 2025, and some remaining debt anticipated to be paid during 2025/26. Despite the slight decrease in the collection rate, a total of £19.2 million was collected in NNDR during 2024/25 - an increase of £1.5 million compared to the £17.7 million collected in 2023/24.

Annual billing for both NNDR and Council Tax commenced in quarter four. A total of 36,135 Council Tax bills were issued by post, with an additional 10,908 sent via email. For NNDR, 2,757 bills were issued by post and 150 were sent electronically.

The annual benchmarking collection data from the seven Lincolnshire District Authorities shows that West Lindsey achieved the third-highest council tax collection rate (%) in the county. All but three districts reported a decrease in their collection rates compared to the previous year. West Lindsey also ranked fourth in the county for NNDR collection rates. While three authorities recorded an increase in NNDR collection, four experienced a decline in the percentage collected compared to the previous year.

Performance Exceptions



KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
LOT01 - Number of properties on the Council Tax Valuation List.	N/A	N/A	46,709	-	-
LOT02 - Amount of Council Tax collected	£10,658,691	N/A	£11,514,953	-	-
LOT04 - Amount of National Non-Domestic Rates collected	£2,164,794	N/A	£3,003,158	-	-
LOT06 - Number of businesses on the Non-Domestic Rating list	N/A	N/A	3052	-	-

# Systems Development

**SYS01** - Continued monitoring to ensure availability and no broken links to guarantee the standard is maintained.

**SYS02** - Automated allocation of requests to the correct officer ensures no delays in work being reviewed and work completed in a timely manner.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
SYS01 - Website availability	99.86%	99%	99.9%		↑
SYS02 - % of systems development requests completed within 10 working days	98%	85%	99%		↑

# Corporate Services Performance Summary

Services Included:

- Property Services
- Democratic Services



■ Green ■ Amber ■ Red

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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
PRO03 - Rental portfolio voids	9%	12%	9%	●


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

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

# Property Services

**PRO03** – The rental portfolio void rate for quarter four remains at 9%. By the end of the quarter, there were four reported rental voids: three units within The Plough offices and one unit in the town center. The vacancies at The Plough are being impacted by the availability of other local office spaces for rent. The team is actively monitoring the office space market in Gainsborough and continues to promote the vacant spaces for rent.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
PRO03 - Rental portfolio voids	2%	12%	9%		↓

# Democratic Services

**DEM01** – The figures provided include all Council and Committee meetings, the associated Chairs' Briefings, 'single item' briefings, regarding matters such as the introduction of food waste collections, cyber security and the constitution health check, as well as Member Development sessions, such as the mandatory training for Governance & Audit Committee Members regarding the Statement of Accounts and Treasury Management.

January saw a return to business as normal with a total of eight Council or Committee meetings. January also saw the commencement of business proceeding through the Chief Officer Employment Committee, and the mandatory Member Development sessions for the Governance & Audit Committee.

February, as a naturally shorter month, saw fewer meetings and briefings, however Members received two separate information sessions covering food waste collections and the Humber 2100+ update. A Concurrent Meeting of the Prosperous Communities and Corporate Policy and Resources Committees was convened for the first time under the current administration, with Members debating the proposals for implementing commercial food waste collections, having had the information session earlier that month.

Throughout March there were eight meetings of Council or Committees, with a further two information sessions, covering the council's approach to cyber-security, as well as a high priority session regarding Local Government Reorganisation. This was also the topic of an Extraordinary Council Meeting, which was convened to take place in mid-March.

## Performance Exceptions

Statistic	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
DEM01 - Number of committee meetings, briefings, workshops, and training events supported by Democratic Services.	N/A	N/A	40	-	-

# Planning, Regeneration and Communities Performance Summary

Services Included:

- Planning
- Home Choices
- Homes, Health and Wellbeing
- Communities





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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
HME02 - % of homelessness approaches with positive outcomes	87%	75%	80%	●
HME04 - % utilisation of temporary leased accommodation	74%	75%	86%	●
HME05 - % of households spending more than 56 nights in leased accommodation	9%	40%	37%	●
HHW04 - Long term empty properties as a percentage of all housing stock in the district	1.47%	2%	1.49%	●
DEV04 - % of non-major planning applications determined within 8 weeks or within agreed timescales	94%	94%	96%	●
DEV05 - % of major development applications, allowed on appeal	0%	8%	0%	●
DEV06 - % of non-major development applications, allowed on appeal	0%	8%	0%	●

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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
HHW01 - The average number of working days from DFG application to completion of work - <b>**Included in PIP**</b>	162 days	120 days	160 days	●



KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
HHW02 - % of DFG referrals completed within 120 working days <b>**Included in PIP**</b>	38%	50%	39%	
HME07 - % of households spending 42 nights or more in B&B accommodation <b>**Included in PIP**</b>	11%	0%	31%	

## Communities

The total value of grants awarded in quarter four of 2024/25 is significantly lower than in the previous year, due to 2023/24, forming the core of our UKSPF/REPF Community Grants Programme. Toward the end of 2024/25, the team were able to revisit some previous applicants and allocate remaining and underspent UKSPF/REPF funds. As a result, grant awards rose significantly, from £20,629 at the end of quarter three to £180,136 by the end of quarter four.

At the end of quarter four, our grant funding has awarded the following grants during 2024/25:

- Councillor Initiative Fund – 110 grants – totalling £23,667
- UKSPF Community Grants – 16 Grants – totalling £156,470

Match/levered funding from our grant awards is an estimate based on project details and will continue to be reviewed as project evaluation takes place during 2025/26.

### Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
COM01 - Total number of grants awarded	156	N/A	126	-	-
COM02 - Total value of grants awarded	£1,212,494	N/A	£180,136	-	-
COM03 - External community funds levered by WLDC	£733,256	N/A	£518,645	-	-
COM04 - The number of Good Causes registered with West Lindsey Lottery	N/A	N/A	68	-	-
COM05 - The amount of funds raised for Good Causes registered with the West Lindsey Lottery	N/A	N/A	£24,284	-	-

# Home Choices

**HME01** - Quarter four reports an increase in new homeless applications with 189 received when compared with 177 in quarter three. Despite the increased number of applications, the percentage of homelessness approaches with positive outcomes remains high, with 80% reported in quarter four. The quarterly average number of homeless applications received throughout 2024/25 reports at 179.





As is typically the case following the festive period, demand peaked in January, with 39 households requiring support with emergency accommodation. Of these, 32 were placed in bed and breakfast accommodation, accounting for a total of 488 nights. This total includes five individuals accommodated under the Severe Weather Emergency Protocol (SWEP) for 35 nights, triggered by a forecast of freezing temperatures over three consecutive nights.

The team worked proactively to transition individuals into longer-term housing solutions or into Cross Street, which offers a more suitable form of temporary accommodation. As a result, the number of households in B&Bs reduced to 22 in February (366 nights) and further to 17 in March (270 nights).

**HME07** – A total of nine households have been housed in B&B for more than 42 nights throughout quarter four, none of those households' included children.

Work is ongoing to secure properties for the new temporary accommodation project, which will provide an additional eight units by October. Additionally, funding from the Change 4 Lincs Rough Sleeper Initiative has supported the introduction of a crash bed provision in Gainsborough.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
HME01 - Number of homelessness approaches with positive outcomes	141	N/A	161	-	-
HME02 - % of homelessness approaches with positive outcomes	81%	75%	80%		↓
HME03 - Total number of households in leased/B&B accommodation	71	N/A	80	-	-
HME04 - % utilisation of temporary leased accommodation	86%	75%	86%		→
HME05 - % of households spending 56 nights or more in leased accommodation	18%	40%	37%		↓
HME06 - Number of households in B&B accommodation	52	N/A	71	-	-
HME07 - % of households spending more than 42 nights in B&B accommodation <b>**Included in PIP**</b>	10%	0%	31%		↓

# Homes, Health and Wellbeing

Following recent government budget announcements, West Lindsey has received an additional Better Care Fund allocation of £120k for 2024/25, bringing the total Disabled Facilities Grant (DFG) budget to £985k. However, due to high demand, the 2024/25 DFG budget is currently overcommitted by nearly £120k.

The budget for 2025/26 has also been confirmed at £985k, which represents an increase on the originally allocated amount for the current year. As a result, the team is expected to enter 2025/26 without the need to delay any applications, which should help to reduce overall delivery times.




While the increased funding is welcomed, it is unfortunately still insufficient to support the provision of discretionary grants under the Lincolnshire Housing Assistance Policy.

**HHW01 and HHW02** have been amended, as approved for the 2024/25 measure set, to align with government guidance. The targets remain unchanged, and the previous year's quarter one data has been adjusted in this report to reflect working days, providing accurate context for the amended measures.

**HHW01/02** – In quarter four, 39% of applications were completed within 120 working days. If referral rates remain consistent with those of 2024/25, this figure is expected to improve in 2025/26, with average processing times likely to decrease. A total of 43 customer satisfaction surveys were received, with 100% of respondents stating that they found WLDC staff to be very helpful and that the adaptations had positively impacted on their daily lives.

**HHW04** – The number of long-term empty properties in the district reports at 634 at the end of quarter four. This represents 1.49% of all properties in West Lindsey. Of these, 48 are located within the South West Ward of Gainsborough.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
HHW01 - The average number of working days from DFG application to completion of work <b>**Included in PIP**</b>	135 days	120 days	160 days		↓
HHW02 - % of DFG referrals completed within 120 working days <b>**Included in PIP**</b>	47%	50%	39%		↓
HHW04 - Long term empty properties as a percentage of all housing stock in the district	1.46%	2%	1.49%		↓

# Development Management




**DEV01** - Total income for quarter four amounted to £230,436, comprising £203,097 in planning fees - a 14% increase compared to the same period in 2023/24 - and £27,339 in pre-application enquiry fees, representing a 24% rise. Total annual income for 2024/25 reached over £1.1m, which is a 30% increase compared with £856k received in 2023/24. Planning application fees were increased nationally in December 2023 (+35% majors; +25% others) which accounts for the increase in income.

**DEV02** – A total of 413 planning applications were received in quarter four showing a slight increase compared to the 404 received in quarter four of 2023/24. For the full year 2024/25, 1,460 applications were received, reflecting a 10% decrease from the 1,611 applications submitted in 2023/24. This trend mirrors the national picture, with planning applications in England decreasing by 8% in the year ending December 2024. Recent forecasts suggest that planning application numbers may rise in 2025/26 following new government planning reforms, and we will continue to monitor this to assess any changes.

**DEV03/04** – Quarter four reports a total of 87% of major applications (15 out of 16) determined in time; and 97% of non-major applications (141 out of 146) determined in time. In a year that has seen changes to working practices with the introduction of a new system, and significant changes to planning including the introduction of mandatory Biodiversity Net Gain (BNG), the team have continued to achieve high levels of performance – for 2024/25 87% of major applications (41 out of 47) were determined in time; 98% (528 out of 546) non-major applications were determined in time.

**DEV05/06** - No appeal decisions were received during quarter four. Over the course of the year only two non-major appeal decisions were allowed, with 15 dismissed, highlighting the quality of decision making within the team.

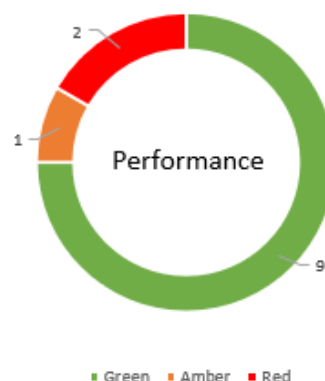
## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
DEV01 - Planning and pre-application income	£200,847	N/A	£230,436	-	-
DEV02 - Received planning applications	404	N/A	413	-	-
DEV04 - % of non-major planning applications determined within 8 weeks or within agreed timescales	96%	94%	96%		→
DEV05 - % of major development applications, allowed on appeal	0%	8%	0%		→
DEV06 - % of non-major development applications, allowed on appeal	1%	8%	0%		↑

# Operational and Commercial Services Performance Summary

## Services Included:

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



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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
TAC01 - Total number of performance and screenings held	70	24	57	🟢
TAC03 - Total number of engagement activities held	194	100	188	🟢
TAC05 - Average spend per head on secondary sales	£3.69	£3.00	£3.23	🟢
WAS02 - Amount of residual waste collected per household	42kg	45 kg	42kg	🟢
WAS04 - % of missed black, blue, green and purple lidded bins collected within 5 working days	97%	95%	97%	🟢
LEI03 - % of customer reporting satisfaction with West Lindsey leisure events and facilities	94%	75%	94%	🟢
STR01 - % of fly-tipping collected within 10 working days	95%	90%	96%	🟢

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

KPI	Q3 (2024/25)	Target	Q4 (2024/25)	Perf
MKT01 - Average weekly number of market stalls – Tuesday **Included in PIP**	21	37	20	🔴


# Building Control

**BDG01** – Income for quarter four reported at £49,232, representing an increase compared to the same period in the previous year. Total income for the 2024/25 financial year reached £217k, up from £200k in 2023/24, an overall increase of 9%.

**BDG03** – The number of applications received in quarter four rose to 143, up from 118 in the previous year’s quarter four. However, the total number of applications received over the full year declined, with 593 in 2024/25 compared to 651 in 2023/24, a year-on-year decrease of 10%.

**BDG03** – Market share for quarter four was reported at 69%, falling short of the target of 78%. The average market share for 2024/25 stood at 73%.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
BDG01 - Income Received	£46,724	N/A	£49,232	-	-
BDG02 - Applications Received	118	N/A	143	-	-
BDG03 - Market Share	79%	78%	69%		↓

# Crematorium



**LFC01/02** - Quarter four reports a 21% increase in services compared to the same period in the previous year and exceeds the target (160) set for the final quarter. The annual target for 2024/25 was 592 services, with a total of 569 delivered - falling just 23 short. Lea Fields offers a range of service options, including Direct, Early Start, Farewell, Standard, and Saturday Cremations. Of the 569 services held throughout the year, 412 were Standard services and 98 were Direct funerals, making these the two most commonly chosen options.

**LFC03** – Total income for quarter four reports at £147,301 a 27% increase compared to the previous year’s quarter four and reflective of the additional services held.

Quarter Four saw Lea Fields donate £12,500 to The Brain Tumour Charity, the funds were raised through the recycling of metals recovered following cremation, as part of a nationwide initiative managed by the Institute of Cemetery and Crematorium Management (ICCM).

Quarter four saw Lea Fields Crematorium awarded the Gold Certification for Environmental Excellence by the Greener Globe Funeral Standard. The award recognises the crematorium’s commitment to implementing green practices to ensure a sustainable cremation service. Lea Fields had previously been awarded bronze in December last year, but a recent environment and sustainability audit scored them the ‘highest score for a crematorium so far’ as they were awarded gold-level status for sustainability.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
LFC01 - Services Held	134	160	165		↑
LFC02 - Direct funerals held	26	N/A	29	-	-
LFC03 - Income received	£116,357	N/A	£147,301	-	-
LFC04 - Secondary sales	£1,630	N/A	£55	-	-
LFC05 - % of services that are direct	22%	18%	19%		↓

# Leisure


**LEI01** – Quarter four reports a decline in the number of full fee-paying members at the Gainsborough site, with 1,972 members this quarter compared to 2,098 in quarter four of 2023/24. Similarly, Market Rasen saw a slight decrease in membership, with 636 members in quarter four compared to 656 in the same period last year. Over the course of the year, the average membership across both sites has also slightly decreased. Gainsborough reported an average of 2,042 members for 2024/25, down from 2,055 in 2023/24, while Market Rasen's average membership decreased to 626 for 2024/25 from 660 in 2023/24.

Measures LEI04/05 have been amended for 2024/25 to provide separate data for the Gainsborough and Market Rasen Leisure Centres.

**LEI04** - In quarter four, Gainsborough welcomed 1,502 participants in senior active sessions, including Easy Line, SIT Fitness, and Stretch & Sculpt. Market Rasen, offering Zumba and Pilates, saw a total of 727 participants in the same period. These figures represent the highest participation numbers for the year, with the quarterly averages for 2024/25 showing 1,345 participants at Gainsborough and 669 at Market Rasen.

**LEI05** – In quarter four, the average number of non-members using both sites rose to 8,452 at Gainsborough and 878 at Market Rasen, resulting in a combined average of 9,330. This is an increase from 7,464 reported in quarter three.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
LEI01a - Number of individual full fee-paying Gainsborough leisure centre members	2,098	N/A	1,972	-	-
LEI01b - Number of individual full fee-paying Market Rasen leisure centre members	656	N/A	636	-	-
LEI02a - % of members visiting the Gainsborough leisure centre at least once a week	86%	N/A	97%	-	-
LEI02b - % of members visiting the Market Rasen leisure centre at least once a week	59%	N/A	64%	-	-
LEI03 - % of customer reporting satisfaction with West Lindsey leisure events and facilities	94%	75%	94%		→
LEI04a - Number of users of the Seniors Active Programme at Gainsborough Leisure Centre	N/A	N/A	1,502	-	-
LEI04b - Number of users of the Seniors Active Programme at Market Rasen Leisure Centre	N/A	N/A	727	-	-
LEI05a - Average number of non-members using Gainsborough Leisure Centre per month	N/A	N/A	8,452	-	-
LEI05b - Average number of non-members using Market Rasen Leisure Centre per month	N/A	N/A	878	-	-
LEI06 - Number of outreach sessions held	6	N/A	6	-	-
LEI07 - Number of outreach users	161	N/A	112	-	-
LEI08 - Number of leisure centre users referred through the Healthy Lifestyle scheme	71	N/A	91	-	-



# Markets

**MKT01**- Quarter four has again seen a slight decrease in the number of market stalls occupied by traders on Tuesdays, with an average of 20 stalls per week compared to 22 in quarter four of 2023/24. The annual average weekly number of Tuesday market stalls for 2024/25 was 22, compared with 23 in 2023/24.

**MKT02** – Whilst the average weekly number of Saturday market stalls has improved over the course of the year, this increase is partly attributed to the inclusion of the Farmers' Market. The measure will continue to be included in the Performance Improvement Plan to focus on the regular Saturday market


In Quarter four, the average weekly stall count was 14, consistent with the same period in 2023/24 and within the agreed tolerance of the target. For the full year 2024/25, the annual average weekly number of Saturday market stalls was 19, compared to 10 in 2023/24.

In line with the approved market action plan the programme of supporting events run by the Council alongside the Gainsborough market for quarter two included the following:

- **Saturday 8th February:** Farmers and Craft Markets
- **Saturday 8<sup>th</sup> March:** Farmers and Craft Markets

Tuesday Date	Tuesday Stalls	Tuesday Traders	Saturday Date	Saturday Stalls	Saturday Traders
07/01/2025	22	7	04/01/2025	13	6
14/01/2025	24	13	11/01/2025	16	7
21/01/2025	22	11	18/01/2025	13	6
28/01/2025	14	7	25/01/2025	12	5
04/02/2025	23	12	01/02/2025	13	6
11/02/2025	13	6	08/02/2025	21	13
18/02/2025	20	10	15/02/2025	13	6
25/02/2025	21	10	22/02/2025	13	6
04/03/2025	21	11	01/03/2025	12	5
11/03/2025	20	10	08/03/2025	17	9
18/03/2025	23	12	15/03/2025	13	6
25/03/2025	22	11	22/03/2025	10	4
x	x	x	29/03/2025	15	8
<b>Total Sum Q4</b>	<b>245</b>	<b>120</b>	<b>Total Sum Q4</b>	<b>181</b>	<b>87</b>
<b>Total Average Q4</b>	<b>20</b>	<b>10</b>	<b>Total Average Q4</b>	<b>14</b>	<b>7</b>

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
MKT01 - Average weekly number of market stalls – Tuesday <b>**Included in PIP**</b>	22	37	20		↓
MKT03 - Average number of market traders per week - Tuesday	N/A	N/A	10	N/A	-
MKT04 - Average number of market traders per week – Saturday	N/A	N/A	7	N/A	-



# Contracts Management

**GLC06** – There are no Council contracts that have expired without extension or new contract in place during quarter four.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
GLC06 - Number of expired contracts	0	N/A	0	-	-

# Trinity Arts Centre

**TAC01** – Quarter four saw a total of 57 performance and screenings held at Trinity Arts Centre, of these 12 were live events and 45 cinema screenings, with live events bringing the larger audiences, an average 81% capacity in comparison to 33% for cinema screenings. There were 21 more events this year due to the venue capitalising on the popular screenings of Wicked, the Event Cinema screenings of West End musicals and plays.




**TAC03** – Reporting on this measure changed for the 2024/25 reporting year, to count individual sessions held by the same company, so in the instance of Echo Theatre which used to be counted one in the week, in fact they hold three sessions over the course of that week for various age groups and abilities. The types of engagement activities held over quarter four include dance classes, drama classes, youth theatre, choirs, painting workshops, and lectures offering enriching experiences for all demographics of the community.

**TAC04** – Income in the final quarter is reported at £64,230, below the £72,457 reported in the same quarter for 2023/24. 2024/25 achieved the highest commercial turnover on record totaling £280,682 compared to £205,887 the previous year. This represents a growth of 36%.

**TAC05** – In quarter four, secondary sales averaged £3.23 per head, representing a slight decline compared to the same period in 2023/24. Despite this, the overall annual average secondary spend per head for 2024/25 rose to £3.43. This marks a continued upward trend from the previous years, which reported £2.98 in 2022/23 and £3.16 in 2023/24.

Average spend per head is calculated by dividing total secondary income by total audience numbers. This figure can vary depending on the genre of the event, as not all attendees purchase refreshments. Notably, data indicates that film screenings tend to generate a lower average spend per head than live events. Total secondary income for 2024/25 reached £57,467, up from £45,187 in 2023/24 - an increase of 27%.

## Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
TAC01 - Total number of performance and screenings held	36	8	57		↑
TAC02a - Cinema audience figures as a % of capacity	N/A	N/A	33%	-	-
TAC02b - Live theatre audience figures as a % of capacity	N/A	N/A	81%	-	-
TAC03 - Total number of engagement activities held	69	30	188		↑
TAC04 - Income Received	£72,457	N/A	£64,230	-	-
TAC05 - Average spend per head on secondary sales	£3.53	£3.00	£3.23		↓

# Waste Management



**WAS04** – Quarter four sees the percentage of missed bins collected within the service level agreement of five days continue to maintain performance at 97%. The annual average reports at 98% for 2024/25.

Following approval from Corporate Policy and Resources Committee in quarter one, grant funding from the 2024-25 Capital Programme has been allocated to purchase vehicles, caddies, and bins for the district-wide Food Waste Collection scheme. All seven food waste vehicles have been ordered, with six now delivered and the remaining one expected in April 2025. Communal bins have now arrived, and internal and external caddies are expected April 2025.

Commercial food waste collection service options were presented to a concurrent meeting of the Prosperous Communities and Corporate Policy and Resources Committees 13 February 2025. Members resolved to implement a standalone commercial food waste collection service, from April 2025, to then be co-mingled with household collections from April 2026.

2024/25 saw the introduction of the big bin clear out service which enables customers to hire large capacity (1100/660 litre) wheeled bins for non-recyclable waste for a period of one week. The services commenced on 16th April 2024 and at the end of year a total of 446 bins were arranged for hire with no additional resources required to deliver this new service.

Performance Exceptions

KPI	Q4 (2023/24)	Target	Q4 (2024/25)	Perf	DoT
WAS02 - Amount of residual waste collected per household	44kg	45kg	42kg		↑
WAS04 - % of missed black, blue and purple lidded bins collected within 5 working days	98%	N/A	97%		↓



# Progress and Delivery

Summary of Year-End Performance

April 1<sup>st</sup> – 31<sup>st</sup> March 2024/25

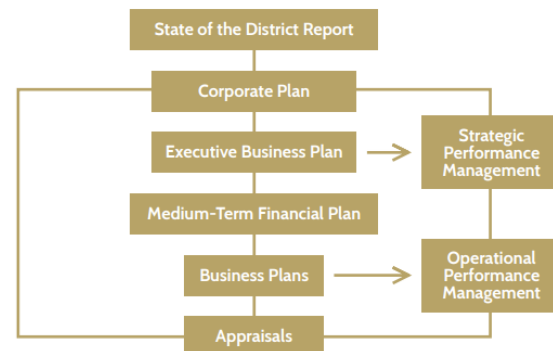
# Introduction and Overview

The Progress and Delivery Year End (2024/25) report provides an opportunity to reflect on the performance throughout the year and the work undertaken to underpin the performance reporting to ensure that the Council and its teams have all the tools and information to support the continuous improvement.

84% of the Councils key performance indicators finish either within the agreed tolerance or exceeding their targets for 2024/25. This is an increase on the previous year which reported 81%.

A total 16% of measures report below target at the end of the year, this equates to 10 measures, six of which continue to be monitored with performance improvement plans.

Following on from the Councils Corporate Plan being formally approved in 2023/24 and with the focus on performance management through the following key outcome: implementing a strong performance management framework, fostering high-performing teams that consistently achieve targets, and supporting teams in enhancing performance through continuous learning and improvement. Work has been underway to continue to embed the Corporate Plan and a performance management culture:



A further full review of all measures and targets took place during 2024/25, to ensure that performance measures are strategically aligned to delivering our Corporate Plan aims and objectives. This will further strengthen our performance management framework, ensuring that officers can manage performance in line with Corporate Plan delivery.















Following the implementation of the Council's performance management system, 2024/25 saw service and portfolio specific dashboards rolled out. The successful delivery of this project continues to support the council moving away from a culture of performance reporting and towards embedding the goal of implementing a performance management and continuous improvement culture into the authority.

In 2024/25, the Council formally adopted its Digital ICT Vision - a forward-thinking framework designed to harness technological advancements and embrace new opportunities. The overarching aim of the Digital ICT Vision is: **"To enable modern, high-quality services through digital technology that meet the needs of our customers and our staff."** This vision underpins the Council's Performance Management Framework by fostering an adaptable environment that leverages emerging technologies to effectively deliver the Corporate Plan.

Aligned with our transformation agenda and continuous improvement programmes, 2024/25 saw the implementation of several new systems across various teams. Our Customer Services, Revenues, and Benefits teams successfully transitioned to **Genesys**, a cloud-customer contact centre platform designed to enhance service delivery, efficiency and choice of contact channel for customer. Meanwhile, the Planning and Planning Enforcement teams fully adopted the **HorizoNext** software, replacing the legacy Flare system. Remaining teams currently using Flare are scheduled to transition to **Sugar CRM** over the coming year.

Transformational change can be challenging, requiring teams to adapt to new systems and ways of working while continuing to deliver high-quality services. Throughout these transitions, performance consistency has been maintained thanks to the focus on people led change and the dedicated support provided by the Change and Project, and Systems Development and ICT teams, ensuring effective implementation and minimal disruption.
















# Corporate Health Year-End Performance

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
COF01 - Budget variance	-£115,399	0	-£1.126m *		↑
COF02 - % of invoices paid within 30 days of receipt of the invoice	99.5%	97%	99.5%		→
COF03 - Overall Council budget forecast outturn	-0.69%	0%	-6.68%*		↑
COF06 - Value of savings identified from the Together 24 programme	N/A	£300k	£370,750		-
COF07 - Value of savings delivered from the Together 24 programme <b>**Included in PIP**</b>	N/A	£300k	£94,600		-
CUS01 - Overall Customer Satisfaction	82%	75%	87%		↑
CUS02 - Compliments received	1333	N/A	1602	-	-
CUS03 - Complaints received	176	N/A	159	-	-
CUS04 - % of complaints where the Council is at fault	26%	40%	20%		↑
CUS05 - Average number of calendar days taken to resolve a complaint	7 days	14 days	7 days		→
CUS06 - Volume of face-to-face demands received into the Customer Contact Centre	7008	N/A	8,999	-	-
CUS07 - Volume of telephone demands received into the Customer Contact Centre	44,659	N/A	49,175	-	-
CUS08 - % of abandoned calls	12%	N/A	15%	-	-
CUS09 - % of on-line demands received	N/A	N/A	37%	-	-
GLC01 - Number of data breaches resulting in action from the Information Commissioners Office	0	0	0		→
GLC02 - Number of FOI requests received	678	N/A	675	-	-
GLC03 - % of FOIs completed within 20 working days	96%	97%	96%		→
GLC04 - Number of FOI challenges upheld	2	0	1		↑
HUM01 - Staff absenteeism	0.63 days	0.6 days	0.64 days		↓
HUM02 - Employee Satisfaction	88%	90%	69%		↓
HUM03 - Health & Safety incidents	77	N/A	63	-	-
ICT05 - Server and system availability	100%	98%	100%		→




\* Subject to final audit of the statement of accounts

# Change Management, ICT and Regulatory Service Year-End Performance


## Measures where performance has exceeded target.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
ENV02 - % of Environmental Protection cases closed within six months	100%	75%	100%		→
FDS02 - % of registered food premises rated three stars or above	98%	96%	98%		→
ENF02 - % of planning enforcement cases given an initial response within 20 working days	96%	90%	100%		↑
ENF03 - % of planning enforcement cases closed within 6 months	87%	75%	84%		↓
ENF05 - % of housing enforcement cases closed within six months	89%	75%	87%		↓
LLC03 - Average number of working days to process a Local Land Charge search	2 days	10 days	1 day		↑
LIC01 - % of licensing applications processed within target time	99.7%	96%	100%		↑
BEN01 - End to end processing times for Benefit Claims	4 days	7 days	4 days		→
BEN02 - Benefit claims older than 50 calendar days	4	6	2		-
ICT02 - % of high priority ICT helpdesk calls closed within 24 working hours	100%	95%	100%		→
ICT03 - % of medium priority ICT helpdesk calls closed within 74 working hours	100%	90%	100%		→
ICT04 - % of low priority ICT helpdesk calls closed within 48 working days	100%	90%	100%		→
SYS01 - Website availability	99.95%	99%	99.96%		↑
SYS02 - % of Systems Development request completed within 10 working days	99.17%	85%	98.75%		↑
SYS03 - LLPG standard	Gold	National Standard	Gold		→

**Measures where performance is within agreed tolerance levels.**

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
LOT03 - Council Tax in year collection rate	97.73%	97.73%	97.7%		↓
LOT05 - NNDR in year collection rate	98.34%	98.34%	97.93%		↓
FDS01 - % of Food Standards Agency inspections completed	100%	90%	89%		↓




**Measure where performance is below target.**

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
LLC02 - Local Land Charges Market share **Included in PIP**	23%	40%	20%		↓



# Corporate Services Year-End Performance

## Measures where performance has exceeded target.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
PRO01 - % of all maintenance that is planned	82%	70%	75%		↓
PRO02 - % of all maintenance that is responsive	18%	30%	25%		↓
PRO03 - Rental portfolio voids	3%	12%	7%		↓

## Measures where performance is within agreed tolerance levels.








There are no KPIs that fall within this category.

## Measure where performance is below target.


There are no KPIs that fall within this category.

# Planning, Regeneration and Communities Year-End Performance




## Measures where performance has exceeded target.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
HME02 - % of homelessness approaches with positive outcomes	84%	75%	81%		↓
HME04 - % utilisation of temporary leased accommodation	85%	75%	80%		↓
HME05 - % of households spending more than 56 nights in leased accommodation	43%	40%	19%		↑
HHW04 - Number of long-term empty properties as a % of all housing stock in the district	1.46%	2%	1.49%		↓
DEV04 - % of non-major planning applications determined on-time	97%	94%	97%		→
DEV05 - % of major appeals allowed	0%	8%	0%		→
DEV06 - % of non-major appeals allowed	1.2%	8%	0.5%		↑

**Measures where performance is within agreed tolerance levels.**

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
DEV03 - % of major planning applications determined on-time	98%	90%	87%		↓

**Measure where performance is below target.**










KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
HHW01 - Average number of working days from receipt of completed DFG application to completion of work <b>**Included in PIP**</b>	120 days*	120 days	163 days		↑
HHW02 - % of DFG referrals completed within 120 working days <b>**Included in PIP**</b>	64%*	50%	32%		↑
HME07 - % of households spending 42 nights or more in B&B accommodation <b>**Included in PIP**</b>	12%	0%	17%		↓

\* Data adjusted to reflect working days, providing accurate context for the amended measures.


# Operational and Commercial Services

## Year-End Performance





### Measures where performance has exceeded target.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
LEI09 - % of customers reporting satisfaction with West Lindsey Leisure Centre facilities	94%	75%	94%		→
STR01 - Percentage of fly-tipping collected within 10 days	99%	90%	92%		↓
TAC01 - Total number of performances and screenings held at the Trinity Arts Centre	185	30	215		↑
TAC03 - Total number of engagement activities held at the Trinity Arts Centre	247	144	699		↑
TAC05 - Average spend per head on secondary sales at the Trinity Arts Centre	£3.16	£3.00	£3.45		↑
WAS02 - Amount of residual waste collected per household	41kg	45 kg	41kg		→
WAS04 - % of missed black, blue, green and purple lidded bins collected within 5 working days	98%	95kg	98%		→
WAS05 - Number of Garden bins sold	27,929	27,929	27,968		↑
MKT02 - Average number of Saturday market stalls	10	14	19		↑

### Measures where performance is within agreed tolerance levels.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
BDG03 - Building Control Market Share	80%	78%	73%		↓

### Measure where performance is below target.

KPI	Actual (2023/24)	Target	Actual (2024/25)	Perf	DoT
MKT01 - Average number of Tuesday market stalls <b>**Included in PIP**</b>	23	37	22		↓
WAS03 - Recycling rate	40%	50%	36%		↓
LFC01 - Services Held	539	592	569		↑
LFC05 - % of services that are direct	20%	18%	15%		↓

Quarter	Tuesday			Saturday		
	Date	Stalls	Traders	Date	Stalls	Traders
Q1	02/04/2024	23	11	06/04/2024	28	18
Q1	09/04/2024	12	5	13/04/2024	36	28
Q1	16/04/2024	26	13	20/04/2024	23	13
Q1	23/04/2024	23	11	27/04/2024	18	15
Q1	30/04/2024	26	13	04/05/2024	27	21
Q1	07/05/2024	25	12	11/05/2024	41	28
Q1	14/05/2024	15	8	18/05/2024	20	15
Q1	21/05/2024	25	12	25/05/2024	7	4
Q1	28/05/2024	22	10	01/06/2024	6	3
Q1	04/06/2024	27	13	08/06/2024	30	25
Q1	11/06/2024	27	14	15/06/2024	21	15
Q1	18/06/2024	27	14	22/06/2024	24	18
Q1	25/06/2024	24	14	29/06/2024	11	6
Q2	02/07/2024	26	15	06/07/2024	13	7
Q2	09/07/2024	9	5	13/07/2024	41	33
Q2	16/07/2024	15	8	20/07/2024	14	7
Q2	23/07/2024	26	13	27/07/2024	15	8
Q2	30/07/2024	23	11	03/08/2024	15	8
Q2	06/08/2024	25	13	10/08/2024	25	18
Q2	13/08/2024	26	13	17/08/2024	15	8
Q2	20/08/2024	23	13	24/08/2024	12	6
Q2	27/08/2024	22	11	31/08/2024	12	6
Q2	03/09/2024	26	14	07/09/2024	13	7
Q2	10/09/2024	17	8	14/09/2024	40	28
Q2	17/09/2024	26	14	21/09/2024	12	6
Q2	24/09/2024	23	11	28/09/2024	15	7
Q3	01/10/2024	17	9	05/10/2024	16	8
Q3	08/10/2024	20	10	12/10/2024	29	17
Q3	15/10/2024	21	11	19/10/2024	12	6

Quarter	Tuesday			Saturday		
	Date	Stalls	Traders	Date	Stalls	Traders
Q3	22/10/2024	20	10	26/10/2024	19	9
Q3	29/10/2024	22	11	02/11/2024	16	7
Q3	05/11/2024	23	13	09/11/2024	24	17
Q3	12/11/2024	24	13	16/11/2024	42	34
Q3	19/11/2024	17	10	23/11/2024	6	2
Q3	26/11/2024	23	12	30/11/2024	15	7
Q3	03/12/2024	22	11	07/12/2024	x	x
Q3	10/12/2024	23	12	14/12/2024	27	18
Q3	17/12/2024	21	10	21/12/2024	13	6
Q3	24/12/2024	13	6	28/12/2024	12	1
Q3	31/12/2024	22	10	x	x	x
Q4	07/01/2025	22	7	04/01/2025	13	6
Q4	14/01/2025	24	13	11/01/2025	16	7
Q4	21/01/2025	22	11	18/01/2025	13	6
Q4	28/01/2025	14	7	25/01/2025	12	5
Q4	04/02/2025	23	12	01/02/2025	13	6
Q4	11/02/2025	13	6	08/02/2025	21	13
Q4	18/02/2025	20	10	15/02/2025	13	6
Q4	25/02/2025	21	10	22/02/2025	13	6
Q4	04/03/2025	21	11	01/03/2025	12	5
Q4	11/03/2025	20	10	08/03/2025	17	9
Q4	18/03/2025	23	12	15/03/2025	13	6
Q4	25/03/2025	22	11	22/03/2025	10	4
Q4	x	x	x	29/03/2025	15	8
	<b>Average</b>	<b>22</b>	<b>11</b>	<b>Average</b>	<b>19</b>	<b>11</b>

# Agenda Item 6d



**Corporate Policy &  
Resources Committee**

**Thursday, 12 June 2025**

**Subject: WLDC UKSPF/REPF 2025/26 Programme**

Report by:	Director of Planning, Regeneration & Communities
Contact Officer:	<p>Sally Grindrod-Smith, James Makinson-Sanders, Grant White</p> <p>Director Planning, Regeneration &amp; Communities, Economic Growth Team Manager, Communities Manager</p> <p>sally.grindrod-smith@west-lindsey.gov.uk, James.ms@west-lindsey.gov.uk, grant.white@west-lindsey.gov.uk</p>
Purpose / Summary:	Identification of the Council's programme for the delivery of the UK Shared Prosperity Fund 2025/26 Programme for approval.

## **RECOMMENDATION(S):**

1. Following Prosperous Communities Committee's recommendation (on 03/06/25) of the identified UKSPF/REPF Programme 2025/26, Corporate Policy and Resources Committee approve the expenditure (establishment of capital and revenue budgets) and monitoring arrangements as set out in para 2.5 of this report.
2. Corporate Policy and Resources Committee delegate authority to the Director - Planning, Regeneration & Communities to manage the UKSPF programme via the UKSPF Programme Board.

## IMPLICATIONS

### Legal:

Although there are no direct legal implications within this report (or UKSPF/REPF Investment Plan 2022/26), following lead local authority (LLA - North East Lincolnshire Council) approval of WLDC's UKSPF/REPF Investment Plan 2022/26, a Memorandum of Understanding (MOU) will be signed-off (Section 151 Officer) and returned to the LLA. It is likely the MOU will:

1. set out the terms that will apply to the relationship between the LLA, government and West Lindsey District Council regarding the administration and delivery of the UKSPF/REPF programme (2025/26 element).
2. cover the period April 2025 to March 2026. Changes will be made only where signatories deem it necessary.
3. set out the universal fund wide conditions and expectations for appropriate spend of the UKSPF/REPF (not intended to create legal or binding obligations).

Moving forwards, there will be a requirement to commission and/or procure goods and services and this will be subject to our agreed procurement and contract procedures, requiring sign-off by the Monitoring Officer. Subsidy Controls will be required and observed where required.

### Financial: FIN/19/26/MT/SL

In the Autumn Budget (2024), the Government announced an extension of the UK Shared Prosperity Fund (UKSPF) for FY 2025/26, at a reduced level. On the 13th December 2024, the Government confirmed the allocations for the final year of UKSPF/REPF 2022/26 programme. The allocations for West Lindsey District Council 2025/2026 are as follows:

UKSPF – Capital £539,974, Revenue £300,000

REPF – Capital £238,694

**Total Allocation: Capital £778,673, Revenue £300,000 = Total £1,078,668**

Match funding is required for two of the projects and funding has been identified as follows:

#### **Project 1.1 Flagship Community Grant Programme: WLDC match funding £150,000**

- £100,000 has previously been approved from General Fund Balances for the Community Grants Programme.
- £50,000 is requested from the Environmental and Climate Change Reserve, leaving a balance on the reserve of £427,206.

#### **Project 2.3 Growing Innovation: WLDC match funding £100,000**

£100,000 is requested from the Feasibility Fund Reserve, leaving a balance on the reserve of £40,000.

### Staffing :

We will utilise our existing, experienced resources to deliver the 2025/26 elements of WLDC's UKSPF/REPF 2022/26 programme. No new posts are identified within the 2025/26 programme.

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### **Equality and Diversity including Human Rights :**

WLDC has a statutory public sector equality duty under the Equality Act 2010 (this is enshrined in the Council's Equality, Diversity and Inclusion Policy). Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows: A public authority must, in the exercise of its functions, have due regard to the need to: (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act; (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it. WLDC's UKSPF/REPF Investment Plan 2022/26 includes an assessment of equality considerations and how to tackle potential inequalities linked to accessing UKSPF/REPF opportunities.

The UKSPF/REPF/REPF Investment Plan 2022/26 has been designed to support all residents to live the best lives they can and to help our businesses and economies to thrive. The Investment Plan recognises that inequalities in West Lindsey are largely correlated with limited access to opportunities, infrastructure or jobs. This is particularly acute for residents living in areas of severe deprivation or remote rural areas (often both). The EqIA for the UKSPF/REPF programme is a live document which will continue to be updated as the UKSPF/REPF Investment Plan operational delivery progresses to ensure latest best practice is captured and applied.

In line with the '[Equality impact assessment: government grants minimum standards \(HTML\) - GOV.UK](#)', WLDC will complete, where required, detailed Equality Impact Assessments (EqIA) for the in scope projects included in the UKSPF/REPF programme (for both internally and externally delivered projects).

### **Data Protection Implications:**

The Business Cases for the original UKSPF/REPF 2022/25 programme identified that WLDC had a duty under the Data Protection Act 2018 to ensure that any personal data obtained in connection with UKSPF/REPF activities was handled in compliance with the Act.

Any personal data obtained through UKSPF/REPF activities 2022/26 will be managed in line with WLDC's privacy notices as follows:

1. Community and Place: Enterprising Communities Privacy Notice ([www.west-lindsey.gov.uk/privacy/enterprising-communities-privacy-notice](http://www.west-lindsey.gov.uk/privacy/enterprising-communities-privacy-notice)); and;
2. Supporting Local Businesses: Growth and Regeneration Privacy Notice ([www.west-lindsey.gov.uk/privacy/growth-regeneration-privacy-notice](http://www.west-lindsey.gov.uk/privacy/growth-regeneration-privacy-notice)).

Data is likely to be collected in relation to assisting customers to access grant funding, deliver projects and to process any enquiries.

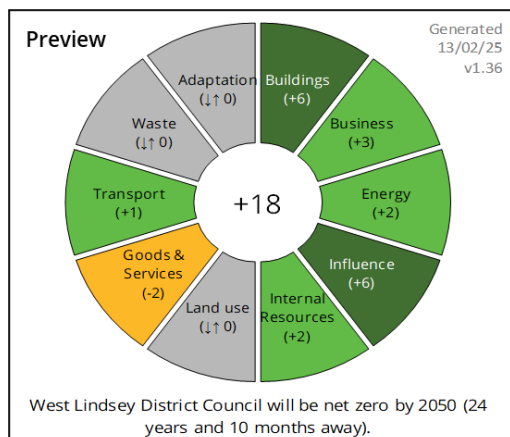
Data may be shared with external partners and/or consultants (employed or contracted by WLDC to assist in the delivery of UKSPF/REPF projects) and internal departments such as Finance to process grant payments.

WLDC's Data Protection Officer will ensure that any process employed which collects personal data respects the persons rights and follows prescribed law.



## Climate Related Risks and Opportunities:

As part of the development of the UKSPF/REPF 2025/26 programme the Climate Environment and Sustainability Impact Assessment Tool has been used to consider the environmental impact of the proposed programme.



At this stage, the CESIA has been undertaken summarily, at a programme level. UKSPF/REPF will support climate related opportunities which have the potential to see a positive impact on our environment/climate (e.g. the provision of environmental business support). Delivery of the UKSPF/REPF programme will also provide WLDC with further opportunities to champion 'net zero' advocacy, shaping and influencing our communities and businesses around best practice.

## Section 17 Crime and Disorder Considerations:

The identified 2025/26 investments have the potential to provide infrastructure that can support the delivery of what can be considered as 'diversionary activities' across arts, culture, heritage, sport, skills, business and community activities.

Engaging in positive career and/or community activity is known reduce anti-social behaviour and increase a sense of community and pride in self/place.

We are not required to measure any specific Section 17 Crime and Disorder outputs or outcomes as part of UKSPF/REPF delivery.

## Health Implications:

Although WLDC are not required to measure any specific health benefits linked to UKSPF/REPF funding, although elements of the UKSPF/REPF 2025/26 programme will deliver linked to positive health/well-being outcomes (supporting WLDC's Corporate Plan strategic aim to reduce health inequalities and promote wellbeing across the district through the promotion of healthy lifestyles). These interventions will support a reduction in feelings of social isolation and improve access to arts, heritage, culture and sporting/exercise activities.

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

Government guidance for the UK Shared Prosperity Fund can be found at: [UK Shared Prosperity Fund 2025-26: Technical note - GOV.UK](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026) and for the Rural England Prosperity Fund at: <https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026>

### Risk Assessment :

The Business Cases for the UKSPF/REPF 2022/25 confirmed that the UKSPF/REPF programme is supported by a robust governance and assurance framework that complies with the Cabinet Offices assurance framework – this will continue to be utilised during the delivery of the UKSPF/REPF 2025/26 programme. The UKSPF/REPF 2025/26 programme will continue to be overseen by the WLDC Portfolio Board, with the WLDC Programme Board dealing with the operational oversight and reporting on the UKSPF/REPF updated Investment Plan. Quarterly financial updates will be given to the Corporate Policy and Resources Committee and an update to the Prosperous Communities Committee on completion of delivery of the UKSPF/REPF 2025/26 programme.

A full risk register for the UKSPF/REPF 2022/25 programme has been developed and will be utilised during the delivery of the UKSPF/REPF 2025/26 programme. The Council's robust, internal governance procedures will be fully applied to ensure that risks and opportunities are properly considered by the Programme Board.

### Call in and Urgency:

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

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

Yes

☐

No

X

#### Key Decision:

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

Yes

X

No

☐

## Executive Summary

WLDC have been allocated UK Shared Prosperity Funding and Rural England Prosperity Funding for 2025/2026. This is seen as a transitional continuation of the previous 22-25 programme. The total amount of funding allocated is:

**UKSPF – Capital £539,974, Revenue £300,000**

**REPF – Capital £238,694**

**Total Allocation: Capital £778,673, Revenue £300,000 = Total £1,078,668**

Under the new arrangements for the Greater Lincolnshire Combined Authority, North East Lincolnshire Council (NELC) are the Accountable Body for this funding.



The Government have set a spend deadline of 31<sup>st</sup> March 2026. Any unspent funding will be lost. NELC will require the council to report on expenditure in September/ October and January. Any funding at risk of being unspent could be reallocated at these stages.

In line with the Council's constitution, Prosperous Communities Committee are required to approve the investment themes and delegate signatory of the funding agreement. Corporate Policy and Resources are required to approve the drawdown and expenditure of funds.

The proposed investments have been shaped based upon priorities set by the Administration of WLDC. Officers have worked these priorities into a deliverable programme. Where match funding is proposed, it is from existing sources as set out in the financial implications.

**Appendix 1** sets out the previously delivered 22-25 programme – which is the context for this year's transitional continuation programme.

**Appendix 2** sets out the proposed investments for 25-26 which are summarised below alongside their fit with the Government's programme requirements and Greater Lincolnshire priorities.

Project name	Description	
 <b>Project 1.1: Flagship Community Grant Programme</b> £474k minimum (£22.5k UKSPF rev, £65k UKSPF Cap, £238k REPF Cap and min £150k WLDC match)	Grant programme to support range of community-based activities, projects and programmes. <b>Districtwide coverage.</b>	2050 Vision for Greater Lincolnshire Mission: Community, Moving and Living Well
	Government Mission: Break Down Barriers to Opportunity Theme: Healthy, Safe and Inclusive Communities Sub Theme: Inclusive	
	<b>New Project 1.2: Supporting Arts, Sport and Active Leisure</b> £20k (UKSPF Rev)	
	Government Mission: Break Down Barriers to Opportunity Theme: Healthy, Safe and Inclusive Communities Sub Theme: Inclusive	
	Government Mission: Building an NHS fit for the Future Theme: Healthy, Safe and Inclusive Communities Sub Theme: Healthy	
 <b>Project 1.3 (extension of former 2.4): Town Centre Regeneration</b> £615k (£115k UKSPF Rev and £500k UKSPF Cap)	A package of measures to bring town centre units into active use. Includes Premises Grant / Retail Agent Support / Car Parking Support / Promotional Video and Marketing	
	Government Mission: Kick Start Economic Growth Theme: Support for Business/Thriving Places Sub Theme: High Streets and Town Centres	
<b>Project 2.1: Flagship West Lindsey Business Support Programme</b> £40k (UKSPF Rev)	Extension of the successful UKSPF 23/25 SME retail business advice programme. Part of the package of projects to bring town centre properties into active commercial use and improve the vitality of our markets. <b>Districtwide coverage.</b>	GLCCA A Flourishing Lincolnshire Strategic Growth Priorities: Defence, Clean Energy, Employment and Skills 2050 Vision for Greater Lincolnshire Mission: Innovation-Led Economy and Shared Prosperity
	Government Mission: Kick Start Economic Growth Theme: Support for Business Sub Theme: Advice, Enterprise	
	<b>Project 2.3: Growing Innovation</b> £150k (£50k UKSPF Rev and £100k WLDC match)	
	Development of the STEP Investment Plan for Gainsborough and West Lindsey to secure maximum benefit from STEP programme for Lincolnshire.	
	Government Mission: Kick Start Economic Growth Theme: Support for Business Sub Theme: Advice, Enterprise	
	Government Mission: Make Britain a Clean Energy Superpower Theme: Support for Business Sub Theme: Sites	

## Introduction

- 1.1 In the Autumn Budget (2024), the Government announced an extension of the UK Shared Prosperity Fund (UKSPF) for FY 2025/26, at a reduced level. On the 13th December 2024, the Government confirmed the allocations for the final year of UKSPF/REPF 2022/26 programme.
- 1.2 In areas where new devolution deals have been agreed, the new allocation has been pooled into a single allocation, with a requirement to nominate one lead authority for each devolved area.
- 1.3 When the UKSPF/REPF was originally launched in April 2022, funding amounts were allocated directly to Local Authorities based on population size and a needs-based index with a mix of both revenue and capital funding. Across the Greater Lincolnshire region, a total of £38,671,725.52 was awarded to be delivered via local programmes 2022/25.
- 1.4 In the single year allocation for 2025/26, Greater Lincolnshire MCCA (GLCCA) has received a single pot allocation of £12,119,794 which is split as 25% capital and 75% revenue, plus a 22% capital top-up which is exclusively for the MCCA to support the early development of Local Growth Plans and priority investments of £2,666,354.
- 1.5 This top-up was derived from other government sources, not taken from the UKSPF/REPF programme allocation.
- 1.6 As before, 4% of the fund can be deducted for management and administration costs. In view of the additional reporting and administration responsibility on the lead authority, the GLCCA will be recommended to approve a 0.75% = £110,896 allocation of the 4% administration budget to the lead authority, leaving a 3.25% monitoring and administration maximum allowance for each of the 11 Greater Lincolnshire delivery authorities (including the GLCCA) to deduct for delivery costs. The method for reclaiming these costs is yet to be identified.
- 1.7 The decision regarding the allocation of UKSPF funding in Greater Lincolnshire was agreed by the GLCCA as part of their inaugural meeting in March 2025. Each area's allocation was confirmed.
- 1.8 As part of the devolution process locally, there is a commitment to distribute UKSPF/REPF 25/26 equitably to 'delivery authorities'. Accordingly, Greater Lincolnshire will utilise a funding model where the one-year single pot allocation of UKSPF/REPF is passported to existing delivery authorities based on the same funding share as the 2022 allocation, giving each area the opportunity to prioritise local need, extend successful projects or identify new ones.
- 1.9 The distribution method will ensure the slight reduction in funding will be distributed proportionally to the size of the original entitlement. The original individual allocations resulting from the above proposed methodology can be seen in the table below (please note: delivery authorities have been allowed to reprofile original local cap/rev allocations to meet local programme objectives):

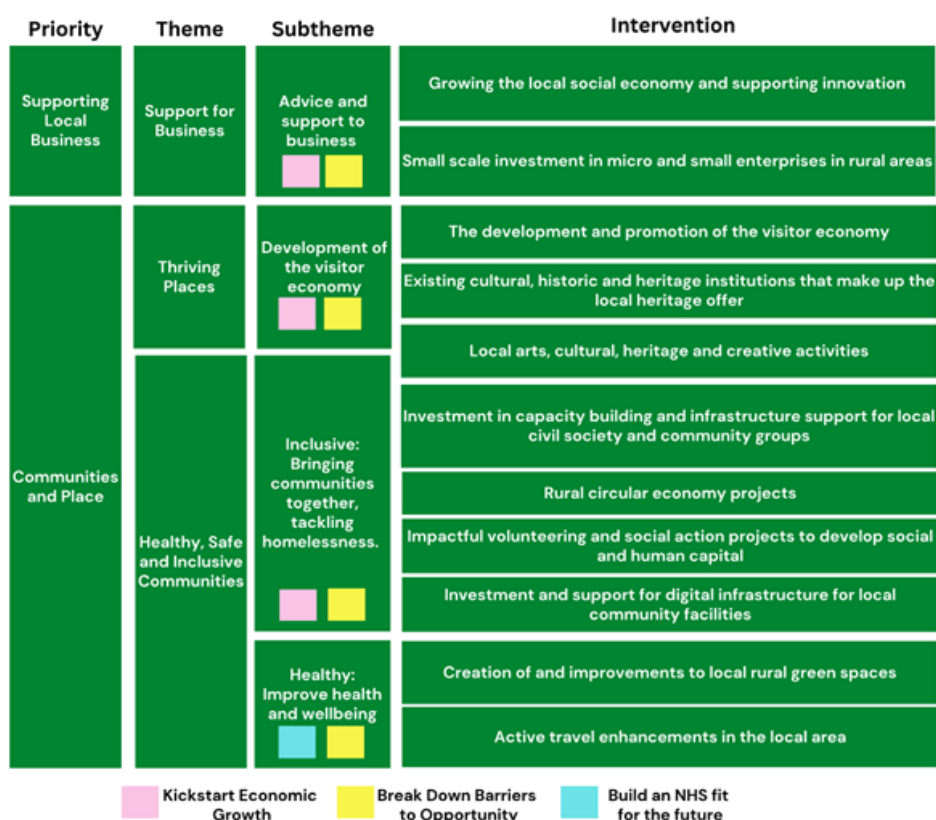
					Allowable M&A at 3.25% (deductable from Revenue)
Authority	% of the balance	Capital	Revenue	Allocation 25/26	
MCCA		£2,666,354	£0	£2,666,354	
Boston	6%	£112,170	£570,386	£682,556	£22,351
East Lindsey	11%	£226,875	£1,153,660	£1,380,535	£45,206
Lincoln	7%	£143,680	£730,615	£874,295	£28,629
NE Lincs	16%	£319,221	£1,623,239	£1,942,460	£63,607
North Kesteven	8%	£163,328	£830,524	£993,852	£32,544
N Lincs	17%	£330,968	£1,682,972	£2,013,940	£65,948
South Holland	7%	£137,662	£700,014	£837,677	£27,430
South Kesteven	10%	£199,286	£1,013,373	£1,212,660	£39,709
<b>West Lindsey</b>	<b>7%</b>	<b>£138,040</b>	<b>£701,934</b>	<b>£839,974</b>	<b>£27,505</b>
Lincolnshire CC	10%	£205,579	£1,045,368	£1,250,947	£40,963
		<b>£4,643,163</b>	<b>£10,052,087</b>	<b>£14,695,250</b>	<b>£393,893</b>

- 1.10 **West Lindsey District Council's identified allocation for 2025/26 is £839,974. Following reprofiling, £539,974 of this total allocation is Capital and £300,000 is Revenue. As part of WLDC's allocated Revenue budget, £27,505 can be utilised for scheme administration ('M&A').**
- 1.11 North East Lincolnshire Council have been appointed as the Lead Authority for the 2025/26 programme (based on their experience in UKSPF monitoring and management processes and their confirmed role of providing interim financial resourcing and oversight for the MCCA).
- 1.12 All Greater Lincolnshire Delivery Authorities were asked to provide a high level summary of their refreshed investment plans to the Lead Authority in April 2025 to enable a government return by the accountable body on 1<sup>st</sup> May.
- 1.13 Delivery Authorities are required to have taken their 2025/26 UKSPF/REPF programme through their own relevant governance process and ensure alignment with the slightly revised government guidance.
- 1.14 On 27<sup>th</sup> March 2025, allocations were published for the continuation of the Rural England Prosperity Fund (REPF). REPF is a top-up awarded to UKSPF by DEFRA to address the additional needs and challenges facing rural areas.
- 1.15 **West Lindsey District Councils capital only allocation for REPF is £238,694.**

1.16 UKSPF aims to support the following:



1.17 REPF aims to support the following:



## 2. WLDC's UKSPF/REPF 2022/25 Programme

- 2.1 WLDC's UKSPF/REPF 2022/25 Investment Plan was approved by government in 2022 (REPF in 2023) and Green Book compliant business cases were produced to confirm WLDC's approach to delivering the 2022/25 UKSPF/REPF programme locally.
- 2.2 WLDC was allocated (with the addition REPF) £3.496m to deliver the UKSPF/REPF 2022/25 programme, split across three priority areas identified in government guidance: (1) **Communities and Place** (£1.75m); (2) **Supporting Local Business** (£1.238m); and; (3) **People and Skills** (£0.4m) and 4% admin grant. 2022/25 UKSPF/REPF had a local capital/revenue split of c.27% and c.73% respectively - REPF was 100% capital.
- 2.3 The specific composition of the UKSPF/REPF 2022/25 programme is identified in Appendix 1.
- 2.4 The Director for Planning, Regeneration & Communities was delegated authority, by the Corporate Policy and Resources Committee, to manage the UKSPF/REPF 2022/25 programme via a UKSPF/REPF Programme Board – overseeing programme delivery, governance and reporting.
- 2.5 Scheme progress was formally reported to Corporate Policy and Resources Committee every quarter and as required to government.
- 2.6 Additionally, following internal scheme approval, members were appraised of the composition of the UKSPF/REPF 2022/25 programme and its' progress in an open member session (Jan 2024) and via a progress update to PC committee (Jun 2024). Regular project specific releases were used as a means of providing public oversight of the programme.
- 2.7 A full review of the impact of the UKSPF/REPF 2022/25 programme will be conducted during 2025/26 and presented to Prosperous Communities Committee.

## 3. WLDC's UKSPF/REPF 2025/26 Programme Extension

- 3.1 **As identified in 1.10 and 1.15, West Lindsey District Council's identified total UKSPF/REPF allocation for 2025/26 is. £1,078,668.**
- 3.2 In line with government guidance, there is a clear requirement that any UKSPF/REPF funding which is not committed by 31/03/26 should be returned to MHCLG/DEFRA.
- 3.3 When planning UKSPF/REPF 2025/26 programmes, all Delivery Authorities are recommended to factor in the single year nature of the allocation and note that any future funding of this nature will be managed and distributed by MCCAs. As such Delivery Authorities are encouraged to give priority to schemes aligning closely to MCCA priorities and collaborative schemes crossing authority boundaries, to assist in the transition to a centrally funded position and maximise opportunities for longer term funding sustainability.
- 3.4 The GLCCA have recommended that a review of projects in delivery is undertaken by the Lead Local Authority in September 2025 and January 2026. Any underspend from projects which have been unable to achieve the level of spend anticipated will be pooled across the Greater Lincolnshire geography and made available for additional, or overachieving projects elsewhere, subject to approval from the MCCA.

- 3.5 The constraints identified in 3.2. to 3.4 provide the defining structure for the composition of WLDC's UKSPF/REPF 2025/26 Programme (as well as government's updated guidance on UKSPF 2025/26: [www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-2025-26-technical-note](https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus/uk-shared-prosperity-fund-2025-26-technical-note)) and REPF 2025/26: <https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus-updates-for-2025-to-2026>
- 3.6 To inform the development of the UKSPF/REPF 25/26 programme some members received an update from officers at a meeting of Leaders Panel held on 3<sup>rd</sup> February. Subsequently the Leader provided a list of priorities for delivery in the 25/26 programme. This has formed the basis of the programme.
- 3.7 Given the additional UKSPF/REPF allocation essentially represents an extension to the UKSPF/REPF 2022/25 programme (essentially a UKSPF/REPF 2022/26 programme) – where possible, elements of the original WLDC Investment Plan remain consistent, such as consultation with stakeholders. During the delivery of the UKSPF/REPF 2022/25 programme, there has been continuing on-going dialogue with providers regarding the progress and successes of the various programme elements and this dialogue is reflected in our UKSPF/REPF 2025/26 programme.
- 3.8 Aligned to this, the original UKSPF/REPF priorities (identified in 2.2) have been retained by government for the UKSPF/REPF 2025/26 programme and are now linked to their 'Missions' e.g. Kick-Starting Economic Growth and 'Themes' e.g. Healthy, Safe and Inclusive Communities, Thriving Places, and Support for Business (see 1.16 and 1.17).
- 3.9 Although there is not a requirement to deliver schemes across all three priorities, government guidance identifies that 2025/26 programmes should continue to reflect the local needs identified through the UKSPF/REPF 2022/25 programme investment plan and best practice realised during the delivery of the 2022/25 programme. Outputs and outcomes to be achieved are provided within the guidance.
- 3.10 In identifying the WLDC UKSPF/REPF 2025/26 programme, the following hierarchical guiding principles have been utilised:

Lead criteria:



- Provides full Alignment with Administration delivery priorities;
- Aligns with UKSPF/REPF/REPF policy and wider local and national government policy; and;
- Is realistically deliverable before 31/03/26.

Secondary criteria:

- Builds on the successes the 2022/25 UKSPF/REPF programme;
- Provides geographic coverage/spread;
- Provides a legacy for West Lindsey into local government reorganisation; and;
- Multiplies or saves WLDC budget.



3.11 The proposed UKSPF/REPF 2025/26 programme is attached at Appendix 2 and includes:

Project name	Description	
 <b>Project 1.1: Flagship Community Grant Programme</b> £474k minimum (£22.5k UKSPF rev, £65k UKSPF Cap, £238k REPF Cap and min £150k WLDC match)	Grant programme to support range of community-based activities, projects and programmes. <b>Districtwide coverage.</b>	2050 Vision for Greater Lincolnshire Mission: Community; Moving and Living Well
	Government Mission: Break Down Barriers to Opportunity Theme: Healthy, Safe and Inclusive Communities Sub Theme: Inclusive	
	<b>New Project 1.2: Supporting Arts, Sport and Active Leisure</b> £20k (UKSPF Rev)	
	Encouraging and enabling participation in local Arts, Sports and Active Leisure opportunities including at the Trinity Arts Centre and through major events.	
	Government Mission: Break Down Barriers to Opportunity Theme: Healthy, Safe and Inclusive Communities Sub Theme: Inclusive	
 <b>Project 1.3 (extension of former 2.4): Town Centre Regeneration</b> £615k (£115k UKSPF Rev and £500k UKSPF Cap)	Government Mission: Building an NHS fit for the Future Theme: Healthy, Safe and Inclusive Communities Sub Theme: Healthy	GLCCA A Flourishing Lincolnshire Strategic Growth Priorities: Defence, Clean Energy, Employment and Skills 2050 Vision for Greater Lincolnshire Mission: Innovation-Led Economy and Shared Prosperity
	A package of measures to bring town centre units into active use. Includes Premises Grant / Retail Agent Support / Car Parking Support / Promotional Video and Marketing	
	Government Mission: Kick Start Economic Growth Theme: Support for Business/Thriving Places Sub Theme: High Streets and Town Centres	
<b>Project 2.1: Flagship West Lindsey Business Support Programme</b> £40k (UKSPF Rev)	Extension of the successful UKSPF 23/25 SME retail business advice programme. Part of the package of projects to bring town centre properties into active commercial use and improve the vitality of our markets. <b>Districtwide coverage.</b>	GLCCA A Flourishing Lincolnshire Strategic Growth Priorities: Defence, Clean Energy, Employment and Skills 2050 Vision for Greater Lincolnshire Mission: Innovation-Led Economy and Shared Prosperity
	Government Mission: Kick Start Economic Growth Theme: Support for Business Sub Theme: Advice, Enterprise	
	<b>Project 2.3: Growing Innovation</b> £150k (£50k UKSPF Rev and £100k WLDC match)	
	Development of the STEP Investment Plan for Gainsborough and West Lindsey to secure maximum benefit from STEP programme for Lincolnshire.	
	Government Mission: Kick Start Economic Growth Theme: Support for Business Sub Theme: Advice, Enterprise	
	Government Mission: Make Britain a Clean Energy Superpower Theme: Support for Business Sub Theme: Sites	

	Project 1.1: Flagship Community Grants Programme	Project 1.2: Support Arts, Sport and Active Leisure	Project 1.3: Town Centre Regeneration
Lead Officer:	Grant White	Cara Markham	Wendy Osgodby
Element(s):	Extension of the established WLDC Community Grants Programme and established delivery mechanisms/governance. The main fund is open to any project which demonstrates wider community impact/value.  The Environmental and Climate Change Reserve allocation ('Community Sustainability Grant') is ring-fenced specifically for projects which clearly advance environmental sustainability or climate action in the district (administration via the Communities Team with oversight from the E&S MSG).	1. Approach to securing 'attractor' events for WL. 2. Supporting TAC to increase its' community role.  These elements will seek to encourage and enable participation in local Arts, Sports and Active Leisure opportunities in the district – linked to wider aspirations to improve local leisure facilities etc.	1. Premises Grant (to include Cinema Unit C). 2. GP Surgery Business Case. 3. Cost appraisal updates (inc. Nat West Bank). 4. Retail Agent Expertise (External Specialists). 5. Free Car Parking Pilot. 6. Promotional Video (Professional).  These elements (as well as 2.1) will seek to develop the vitality and sustainability of our town centres with a specific focus on Gainsborough during 25/26.
Budget:	<b>£474k</b> £22.5k UKSPF Revenue £65k UKSPF Capital £238k REPF Capital £150k WLDC (£100k approved from General Fund balances and £50k requested from Environmental and Climate Change Reserve)	<b>£20k</b> 1. £10k UKSPF Revenue 2. £10k UKSPF Revenue	<b>£615k</b> 1. £450k UKSPF Capital 2. £25k UKSPF Capital 3. £28k UKSPF Revenue 4. £75k UKSPF Revenue 5. £32k UKSPF Revenue 6. £5k UKSPF Revenue
Route to/Method of Delivery:	Existing Internal Process (adaptation of existing grant scheme)	Procurement/Consultant	Existing Internal Process (adaptation of existing grant scheme) and Procurement/Consultant
Geographic Coverage:	District Wide	Gainsborough	Gainsborough (+ District Wide)

	Project 2.1: Flagship WL Business Support Programme	Project 2.2: Growing Innovation
Lead Officer:	Wendy Osgodby/Claire Hill	James Makinson-Sanders
Element(s):	Evolution of the successful UKSPF 2022/25 programme, which delivered 1,168 hours of business support to 63 WL businesses - tailored to specifically support SME retail businesses (part of the package of projects to improve the vitality of our town centres).	The STEP Investment Plan will outline the investment requirements and funding mechanisms to support the delivery of growth aligned with STEP and opportunities linked to the wider super-cluster development. The GIP will position Gainsborough as a thriving hub of innovation, clean energy and advanced manufacturing - leveraging the proximity of West Burton (STEP) and the surrounding supercluster to drive economic/housing growth, attract investment, and create high-quality jobs.
Budget:	<b>£40k</b> UKSPF Revenue	<b>£150k</b> £50k: UKSPF Revenue £100k: WLDC (Feasibility Fund Reserve) (potential for additional contributions from the GLCCA)
Route to/Method of Delivery:	Existing Procurement/Consultant	Procurement/Consultant
Geographic Coverage:	District Wide	Gainsborough (+ District Wide)

- 3.12 Wherever practicable we will look to work with partners, such as the Greater Lincolnshire CCA, to identify supportive co-funding opportunities to increase the scope and impact of our UKSPF/REPF 2025/26 programme.

#### 4. Options appraisal

- 4.1 The development of the UKSPF/REPF/REPF 25/26 programme has been challenging given the changing nature of government guidance, local governance and uncertainty around the REPF allocation.
- 4.2 The proposed UKSPF/REPF/REPF 25/26 programme aims to reflect the hierarchical guiding principles identified in 3.10, acknowledging the proposed UKSPF/REPF/REPF 25/26 programme has a realistic chance of delivery over what will effectively be a nine (9) month programme once committee approval is in place.
- 4.3 Learning from the UKSPF/REPF 22/25 programme, the number of interventions has been reduced in order to ensure delivery is viable. In reviewing how other delivery authorities approached delivery of the UKSPF/REPF 22/25 programme, it is clear that some authorities supported only one or two high level priorities. This approach was discounted as an option for the WLDC 25/26 programme in line with the hierarchical guiding principles set out at 3.10 but also in order to ensure that the full allocation could be invested during the period June 25 to 31<sup>st</sup> March 2026.

- 4.4 The do-nothing option has also been discounted. In this scenario, it is likely that WLDC's allocation would be redistributed amongst other Lincolnshire local authorities and

## **5. Conclusion**

- 5.1 The UKSPF/REPF 2025/26 programme identified in 3.11 presents WLDC with a realistic delivery programme, which concurrently meets all of the criteria identified in 3.10 and negates the risks identified in 3.4.

Project name	Description	Key deliverables
<b>Project 1.1</b> <b>Flagship</b> <b>Community</b> <b>Grant</b> <b>Programme</b> <b>(£1,332,490)</b>	Creation of a grant programme to support range of community-based activities, projects and programmes.	Increased number of communities supported through access to: <ul style="list-style-type: none"> <li>▼ Equipment hire or purchase</li> <li>▼ Feasibility work</li> <li>▼ Capital works or expenditure</li> <li>▼ Training or capacity building</li> <li>▼ Improvements to community facilities</li> <li>▼ Environmental improvements</li> <li>▼ Revenue costs of delivering a project</li> <li>▼ Third Party Match Funding</li> <li>▼ Physical isolation and limited accessibility of services</li> <li>▼ Social isolation and loneliness</li> <li>▼ Support for a growing and ageing population</li> <li>▼ Improved sustainability of community hubs</li> <li>▼ Broadband and connectivity / digital isolation</li> <li>▼ Access to cultural activities</li> <li>▼ Activities for young people (removing barriers)</li> </ul>
<b>Project 1.2</b> <b>Supporting our</b> <b>Town, Village and</b> <b>Neighbourhood</b> <b>Centres</b> <b>(£190,000)</b>	Two part project: <b>Part 1:</b> Grant funding to support local leaders to develop community capacity for sustainable management of community spaces and infrastructure. <b>Part 2:</b> Welcome Back Fund rollout to large villages to strengthen social fabric and foster a sense of pride.	<b>Part 1</b> Grant Funding for: <ul style="list-style-type: none"> <li>▼ Project development</li> <li>▼ Engagement</li> <li>▼ Feasibility</li> <li>▼ Consultancy</li> </ul> <b>Part 2</b> Grant Funding for improvements to retail, neighbourhood and community areas: <ul style="list-style-type: none"> <li>▼ Street Planting</li> <li>▼ Park and green space Improvements</li> <li>▼ Creation of seating areas</li> </ul>

Key Outcomes
 <b>Resilient communities</b> Local communities are strong and self-reliant. Residents have equal life chances irrespective of where they live.
 <b>Well-connected places</b> All areas of West Lindsey are well connected physically and digitally.
 <b>A safe, happy place to live</b> There is a good standard of living: people feel safe, are happy and proud to live in the area.
 <b>Prosperous towns and villages</b> Towns and villages across West Lindsey have the access to services and community infrastructure they need, are thriving and well-connected.



### Communities and place

Delivered via a mixed portfolio of direct and outsourced delivery.

**£7.415m of measurable benefits against £2.911m economic cost (£1.750m USKPF/REPF and £2.292m Programme) – an overall benefit to cost ratio of 3.12 demonstrating a high value for money ratio.**

Project name	Description	Key deliverables
<b>Project 1.3 Safer Streets West Lindsey (£251,182)</b>	Three part project: <b>Part 1:</b> Shop Watch <b>Part 2:</b> Expansion of CCTV provision and monitoring <b>Part 3:</b> Re-lighting Street Lighting in areas of need	<ul style="list-style-type: none"> <li>▼ Part 1: Growing the offer and widening geographical coverage for retailers.</li> <li>▼ Part 2: Expansion of CCTV and increased monitoring in areas of identified need.</li> <li>▼ Part 3: Options explored for full night streetlighting in areas of identified need.</li> </ul>
<b>Project 1.4 Multi Year Signature Events Programme (£260,650)</b>	Two part project: <b>Part 1:</b> Trinity Arts, outreach and engagement <b>Part 2:</b> 'We are West Lindsey' Illuminate legacy programme	<ul style="list-style-type: none"> <li>▼ Part 1: Delivery of outreach arts, cultural and heritage activities.</li> <li>▼ Part 2: Development of a multi-year signature events programme building on 'Eventful District' concept to maximise reach and impact and engage underrepresented communities.</li> </ul>
<b>Project 1.5 West Lindsey Walking, Cycling and Wayfinding (£60,000)</b>	Feasibility fund to develop delivery plans for walking and cycling interventions.	Feasibility studies to support: <ul style="list-style-type: none"> <li>▼ Creation of new footpaths and cycle paths in areas of health need.</li> <li>▼ Upgrading of existing footpaths and cycle paths in areas of health need.</li> </ul>
<b>Project 1.6 Green Space Management and Community Project Development (£197,600)</b>	Three part project: <b>Part 1:</b> Green Space Management and Developing Capacity <b>Part 2:</b> Green Space Volunteering <b>Part 3:</b> Woodland Management Plans	<ul style="list-style-type: none"> <li>▼ Part 1: Appointment of a Green Space Officer.</li> <li>▼ Part 2: Grant funding to support volunteering activity to be delivered by The Conservation Volunteers.</li> <li>▼ Part 3: Woodland management plans for Mercer Wood, Pit Hills Plantation and Theaker Avenue Nature Area.</li> </ul>

Key Outcomes
 <p><b>Resilient communities</b> Local communities are strong and self-reliant. Residents have equal life chances irrespective of where they live.</p>
 <p><b>Well-connected places</b> All areas of West Lindsey are well connected physically and digitally.</p>
 <p><b>A safe, happy place to live</b> There is a good standard of living: people feel safe, are happy and proud to live in the area.</p>
 <p><b>Prosperous towns and villages</b> Towns and villages across West Lindsey have the access to services and community infrastructure they need, are thriving and well-connected.</p>



## Communities and place

Delivered via a mixed portfolio of direct and outsourced delivery.

**£7.415m of measurable benefits against £2.911m economic cost (£1.750m USKPF/REPF and £2.292m Programme) – an overall benefit to cost ratio of 3.12 demonstrating a high value for money ratio.**

Project name	Description	Key deliverables
<b>Project 2.1 Flagship West Lindsey Business Support Programme (£1,188,331)</b>	Four projects to strengthen local entrepreneurial ecosystems and support businesses at all stages of their development, including grant provision and business support.	<p>Increased number of businesses supported through access to:</p> <ul style="list-style-type: none"> <li>▼ Trained business advisers and specialist support (BLGH).</li> <li>▼ Tailored advice and guidance to support retail centres and the visitor economy.</li> <li>▼ Grant schemes to support sustainability and climate change improvements for rural growth.</li> <li>▼ Grant schemes for farm diversification and Agri-Tech business development.</li> </ul>
<b>Project 2.2 Maximising the Visitor Economy Offer (£50,800)</b>	A programme of improvements and enhancements to West Lindsey's Visitor Product with a focus on outdoor recreation.	<ul style="list-style-type: none"> <li>▼ Enhance Love Lincs Wolds Outdoor Festival to increase overnight stays and visitor spend.</li> <li>▼ Create new walking routes.</li> <li>▼ Refresh of the West Lindsey aviation guide.</li> <li>▼ Creation of three digital heritage trails.</li> <li>▼ Wayfinder strategies for Market Rasen and Caistor.</li> <li>▼ Develop partnership working.</li> </ul>
<b>Project 2.3 Growing Innovation (£400,000)</b>	Support for the development of the UK Food Valley and emerging Agri -Zone.	<ul style="list-style-type: none"> <li>▼ Development of a business plan for Agri Growth Zone.</li> <li>▼ Development of demonstrator sites across the Food Valley (medium term aim).</li> <li>▼ Deliver Agricultural Growth Services (long term aim).</li> </ul>
<b>Project 2.4 Supporting our Markets and Retail Centres (£250,000)</b>	Support for, and the expansion of the delivery of the West Lindsey Market Action Plan.	<ul style="list-style-type: none"> <li>▼ Appointment of a Town Centres Manager to support and advise traders/retailers.</li> <li>▼ Funding Provision for the Cultural Events Officer.</li> <li>▼ Promotion and events programme.</li> <li>▼ Capacity building, for example digitalisation.</li> </ul>

Key Outcomes
 <p><b>Resilient businesses</b></p> <p>There is a well established, productive business community, both in terms of local micro business, sector development and larger business investment.</p>
 <p><b>Maximised value of our natural environment</b></p> <p>Economic regeneration in West Lindsey is sustainable and leverages our unique green resources.</p>
 <p><b>Maximised value of our heritage</b></p> <p>We attract visitors and businesses leveraging our considerable assets of heritage and unique landscape.</p>



Supporting local businesses

Delivered via a mixed portfolio of direct and outsourced delivery.

**£7.808m of measurable benefits against £2.350m economic cost (£1.238m USKPF/REPF and £1.888m Programme) – an overall benefit to cost ratio of 3.32 demonstrating a high value for money ratio.**

Project name	Description	Key deliverables
Project 3.1 Supporting our training and skills provision (£158,000)	Two-part project to support the training and skills provision in the district. <b>Part 1:</b> Contribution towards existing funded critical delivery in the voluntary and community sector to address barriers to work for those further from the labour market. <b>Part 2:</b> Feasibility work to understand future skills needs	<ul style="list-style-type: none"> <li>▼ Funding to existing organisations such as Careers Net (Community Learning in Partnership), MOVE: Move On, Volunteering and Employability (VCS)</li> <li>▼ Feasibility Study to plan future spend/bids.</li> <li>▼ Additional learners taking up education or training opportunities linked to employment</li> </ul>
Project 3.2 Skills for the future (£250,000)	Development of projects to identify and address specific skills shortages (technical and vocational) within key employers/sectors, with a focus on key growth sectors including Agri Tech, Care, Manufacturing, Defence, Alternative Energy and the Visitor Economy.	<ul style="list-style-type: none"> <li>▼ Builds on WLDC Employment and Skills Actions Plan.</li> <li>▼ Strengthens voluntary and community capacity to provide training in community a setting.</li> <li>▼ Engagement with yearly years, primary schools to raise awareness of economy and opportunity.</li> <li>▼ Grow capacity for Green Skills.</li> </ul>

Key Outcomes
 <p><b>No barriers to work</b> Personal support available for all barriers including mental and physical health, housing, financial, transport etc.</p>
 <p><b>Skilled local workforce</b> The local workforce is highly educated and skilled - and meets the present and future needs of the local economy.</p>



Skills

Delivered via a mixed portfolio of direct and outsourced delivery.

**£4.152m of measurable benefits against £0.502m economic cost (£0.4m UKSPF and £0.408m Programme) – an overall benefit to cost ratio of 8.28 demonstrating a high value for money ratio.**

Investment Priority; Communities and Place		Project								UKSPF Interventions 2025-26:			
Theme	Sub-theme:	Title and brief description	New or continuation from 22-25	Is the project specific to location, or could it be delivered across a wider area?	Revenue Grant (£)	Capital Grant (£)	REPF Capital (£)	Match Funding (£)	Total Cost (£)	Outputs:	Number	Outcomes:	Number
Healthy, Safe and Inclusive Communities	Inclusive: Bringing communities together, tackling homelessness	<b>Flagship Community Grant Programme:</b> Grant programme to support range of community-based activities, projects and programmes. District wide coverage. Local Strategic Fit: 2050 Vision for Greater Lincolnshire Mission: Community; Moving and Living Well	Continuation	Local	£22,495.00	£64,974.00	£238,694.00	£150,000.00	£476,163.00	Number of local events or activities supported	10		
										Number of organisations receiving grants	30	Number of volunteering opportunities created as a result of support	TBC
										Number of amenities/facilities created or improved	20	Increased users of facilities/amenities	TBC
Thriving Places	High streets and town centres improvements	<b>Town Centre Regeneration:</b> A package of measures to bring town centre units into active use. Includes Premises Grant / Retail Agent Support / Car Parking Support / Promotional Video and Marketing	Continuation	Local	£115,000.00	£500,000.00			£615,000.00	Amount of commercial space completed or improved	519m2	Number of vacant units filled	3
Healthy, Safe and Inclusive Communities	Inclusive: Bringing communities together, tackling homelessness	<b>Supporting Arts, Sport and Active Leisure:</b> Encouraging and enabling participation in local Arts, Sports and Active Leisure opportunities including at the Trinity Arts Centre and through major events. Local Strategic Fit: 2050 Vision for Greater Lincolnshire Mission: Community; Moving and Living Well	New	Local	£20,000.00	£0.00			£20,000.00	Number of local events or activities supported	4	Increased visitor numbers	TBC
										Number of feasibility studies developed as a result of support	1	Improved engagement numbers	TBC



Project	UKSPF	UKSPF	REPF		
Title and brief description	Revenue Grant (£)	Capital Grant (£)	Capital Grant (£)	Match Funding (£)	Total Cost (£)
<b>Flagship Community Grant Programme:</b> Grant programme to support range of community-based activities, projects and programmes. District wide coverage. Local Strategic Fit: 2050 Vision for Greater Lincolnshire Mission: Community; Moving and Living Well	<b>£22,495.00</b>	<b>£64,974.00</b>	<b>£238,694.00</b>	<b>£150,000.00</b>	<b>£476,163.00</b>
<b>Town Centre Regeneration:</b> A package of measures to bring town centre units into active use. Includes Premises Grant / Retail Agent Support / Health hub/Car Parking Support / Promotional Video and Marketing					
Premises Grant (to incude internal fit out Unit C and wider grant scheme development)	£0.00	£475,000.00	£0.00	£0.00	£475,000.00
Developing Health / GP business case	£0.00	£25,000.00	£0.00	£0.00	£25,000.00
Cost appraisal updates to include former Nat West Bank	£28,000.00	£0.00	£0.00	£0.00	£28,000.00
Retail Agent Expertise / incentives programme	£50,000.00	£0.00	£0.00	£0.00	£50,000.00
Free Car Parking Pilot	£32,000.00	£0.00	£0.00	£0.00	£32,000.00
Promotional video / marketing	£5,000.00	£0.00	£0.00	£0.00	£5,000.00
<b>Sub Total</b>	<b>£115,000.00</b>	<b>£500,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£615,000.00</b>
<b>Supporting Arts, Sport and Active Leisure:</b> Encouraging and enabling participation in local Arts, Sports and Active Leisure opportunities including at the Trinity Arts Centre and through major events. Local Strategic Fit: 2050 Vision for Greater Lincolnshire Mission: Community; Moving and Living Well					
Support to increase participation at Trinity Arts Centre	£10,000.00	£0.00	£0.00	£0.00	£10,000.00
Large events feasibility study	£10,000.00	£0.00	£0.00	£0.00	£10,000.00
<b>Sub Total</b>	<b>£20,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£20,000.00</b>
<b>Total</b>	<b>£157,495.00</b>	<b>£564,974.00</b>	<b>£238,694.00</b>	<b>£150,000.00</b>	<b>£1,111,163.00</b>

Investment Priority; Supporting Local		Project								UKSPF Interventions 2025-26:			
Theme	Sub-theme:	Title and brief description	New or continuation from 22-25	Is the project specific to location, or could it be delivered across a wider area?	Revenue Grant (£)	Capital Grant (£)		Match Funding (£)	Total Cost (£)	Outputs:	Number	Outcomes:	Number
Support for business	Advice and support to business	<b>Retail Business Advisor:</b> Part of the package of projects to bring town centre properties into active commercial use and improve the vitality of our markets. District wide coverage. Local Strategic Fit: GLCCA - A Flourishing Lincolnshire Strategic Growth Priorities: Employment and Skills and 2050 Vision for Greater Lincolnshire Mission: Shared Prosperity	Continuation and New	Wider Area	£40,000.00				£40,000.00	Number of enterprises receiving non-financial support	10	Number of enterprises with improved productivity	10
Page 90 Support for business	Enterprise culture and start up support	<b>Growing Innovation:</b> Development of the STEP investment plan to secure investment into West Lindsey (and Lincolnshire more broadly). Local Strategic Fit: GLCCA - A Flourishing Lincolnshire Strategic Growth Priorities: Defence, Clean Energy, Employment and Skills. 2050 Vision for Greater	Continuation	Wider Area	£50,000.00			£100,000.00	£150,000.00	Number of feasibility studies developed as a result of support	1	The number of projects arising from funded feasibility studies	1

Project	UKSPF	UKSPF			
Title and brief description	Revenue Grant (£)	Capital Grant (£)		Match Funding (£)	Total Cost (£)
Retail Business Advisor: Continuation of two year funding to specically attract and support SME retail businesses Part of the package of projects to bring town centre properties into active commercial use and improve the vitality of our markets. District wide coverage. Local Strategic Fit: GLCCA - A Flourishing Lincolnshire Strategic Growth Priorities: Employment and Skills and 2050 Vision for Greater	£40,000.00	£0.00	£0.00	£0.00	£40,000.00
Growing Innovation: Development of the STEP Investment Plan for Gainsborough and West Lindsey to secure maximum benefit from STEP programme for Lincolnshire. Local Strategic Fit: GLCCA - A Flourishing Lincolnshire Strategic Growth Priorities: Defence, Clean Energy, Employment and Skills. 2050 Vision for Greater Lincolnshire Mission: Innovation-Led Economy and Shared Prosperity	£50,000.00	£0.00	£0.00	£100,000.00	£150,000.00
Total	£90,000.00	£0.00	£0.00	£100,000.00	£190,000.00



Corporate Policy and  
Resources Committee

Thursday, 12 June 2025

**Subject: Budget and Treasury Monitoring - Final Outturn 2024/2025**

Report by:	Director of Finance and Assets (S151 Officer)
Contact Officer:	Sue Leversedge Business Support Team Leader  sue.leversedge@west-lindsey.gov.uk
Purpose / Summary:	This report sets out the final budget outturn position for revenue and capital spend 2024/2025, and requests approval for transfer of the underspend to Earmarked Reserves.

## RECOMMENDATION(S):

### REVENUE

- a) Members of the Committee accept the out-turn position of a £2.057m gross contribution to reserves against the revised budget for 2024/2025, which includes £0.931m of approved revenue carry forwards into 2025/2026. **The remaining balance being a net underspend and contribution to reserves of £1.126m.**
- b) Members of the Committee approve the balance of £1.126m be transferred as follows:
  - £0.250m to an earmarked reserve for Public Realm Works
  - £0.050m to the Neighbourhood Planning Reserve
  - £0.826m to the Business Rates Volatility Reserve
- c) Members of the Committee approve the use of Earmarked Reserves - £0.380m (2.4.1).

- d) The Committee accepts the use of Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (2.4.2).
- e) Members of the Committee approve the contributions to Earmarked Reserves - £0.639m (2.4.3)
- f) The Committee accepts the contributions to Earmarked Reserves approved by the Chief Finance Officer using Delegated powers (Section 2.4.4).
- g) Members approve the spend of the revenue carry forward into 2025/2026 for the extension of LUF resources £0.035m (2.5 and Appendix 8).
- h) The Committee approves the amendments to the fees and charges schedules for 2025/2026 (2.3.2).

## **CAPITAL**

- i) The Committee accepts the final Capital Outturn position of £17.398m (Section 3).
- j) Committee approves the amendments to the Capital Schemes 2024/2025 as detailed in 3.2.1 to 3.2.2, and the amendments to the 2025/2026 Capital Schemes as detailed in 3.2.3.

## **TREASURY**

- k) The Committee accepts the report, the treasury activity and the prudential indicators (Section 4).

## **IMPLICATIONS**

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

## REVENUE

The revenue out-turn position for 2024/2025 is a gross contribution to reserves of £2.057m against the revised budget for 2024/2025, which includes £0.931m of approved revenue carry forwards into 2025/2026. **The remaining balance being an underspend and contribution to reserves of £1.126m.**

This is an increase of £0.590m from the outturn position reported to Members at Qtr. 3 2024/2025 (£0.536m). The significant movements being:

- Increase in interest receivable on investments £0.167m
- Windfall government grants received in the final quarter £0.257m
- Improvement in the Housing Benefit Subsidy position £0.108m
- Allocation of costs to UKSPF to maximise funding £0.052m
- Contractual savings for software £0.044m
- Increased income at Trinity Arts Centre £0.042m
- Reduction in Planning Application income £0.104m

A summary of the out-turn position is shown below:

Summary of Out-turn Position 2024/2025		
	£ 000	
OUTTURN AS AT 31.03.25	(2,057)	BEFORE CARRY FORWARDS
<b>CARRY FORWARDS : BASE BUDGET-PREVIOUSLY APPROVED</b>	221	ALREADY APPROVED
<b>CARRY FORWARDS : USE OF EARMARKED RESERVES</b>	100	ALREADY APPROVED
<b>SUB-TOTAL:</b>	<b>(1,736)</b>	
<b>CARRY FORWARDS : SERVICE REQUESTS</b>	610	Approved by Management Team April 2025
<b>NET CONTRIBUTION (TO) / FROM GENERAL FUND BALANCES:</b>	<b>(1,126)</b>	
<b>TOTAL CARRY FORWARDS:</b>	<b>931</b>	

The General Fund Balance as of 31 March 2025 is £3.547m (excluding carry forwards). This is £1.547m above the minimum working balance of £2.0m agreed by this Committee.

Balance of reserves as of 31 March 2025 **including** carry forwards of £0.931m held in General Fund Balances:

	£m
General Fund Balance	4.478
Earmarked Reserve	19.558
Capital Receipts	1.479
Capital Grants Unapplied	3.070
	<b>28.586</b>

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

## **CAPITAL**

The capital programme outturn for 2024/2025 is expenditure of £17.398m against a revised budget of £22.961m, a variance of £5.563m.

The amendments to the 2024/2025 capital schemes are detailed at 3.2.1 to 3.2.2.

That amendments to the 2025/2026 capital schemes are detailed at 3.2.3.

## **TREASURY**

The Treasury Management activities during the reporting period are disclosed in the body of this report. Total external borrowing is currently £24.0m.

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

Average investments for the quarter 4 (January - March) were £23.945m, which achieved an average rate of interest of 4.719% (October - December was £24.675m, 4.925%).

### **Staffing:**

Salary budgets 2024/2025 were based on an estimated 3.5% pay award across all scale points.

There are 4 separate negotiations for pay award:

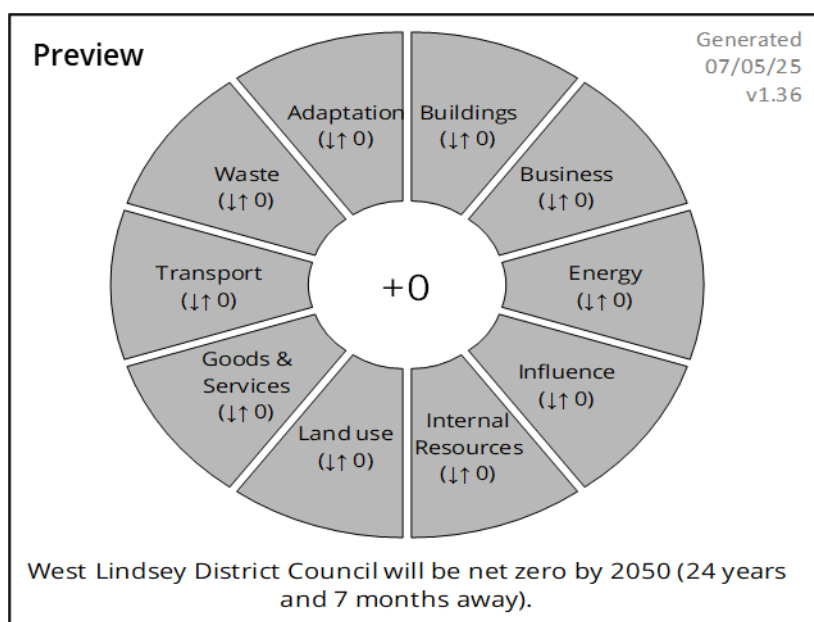
1. Chief Officer Pay – agreement reached 22<sup>nd</sup> July 2024 at 2.5%
2. Chief Executive Pay – agreement reached 23<sup>rd</sup> October 2024 at 2.5%
3. Locally Determined Pay Points - agreement reached 23<sup>rd</sup> October 2024 at 2.5%
4. NJC Local Government Staff – agreement reached 23<sup>rd</sup> October 2024 as follows:
  - With effect from 1 April 2024, an increase of £1,290 (pro-rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
  - With effect from 1 April 2024, an increase of 2.5% on all pay points above the maximum of the pay spine but graded below deputy chief officer.
  - With effect from 1 April 2024, an increase of 2.5% on all allowances.

Whilst the agreed pay award is an average of 3.5% across all scale points which is the increase built into the 2024/2025 MTFP, due to the weighting of the proposal there is an additional cost of £0.029m when compared to the budgeted amount.

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

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

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



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

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

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

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

**Call in and Urgency:**

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

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

Yes

☐

No

X

**Key Decision:**

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

**Yes**

☐

**No**

☒



## 1. Executive Summary

**This report provides the oversight of financial performance at the end of the financial year 2024/2025 for:**

### **REVENUE**

- Revenue Forecast Out-Turn (after carry-forwards) – Contribution to Reserves **£1.126m**. (-6.68% of Net Revenue Budget – see 2.1 for details of significant variances).
- Carry forwards (see **Appendix 1** for details) – total £0.931m
  - Previously approved of £0.221m
  - previously approved use of reserves £0.100m
  - requests approved at year-end £0.610m
- **Appendices included within the report:**
  1. Details of revenue carry forwards into 2025/2026.
  2. Capital Investment Programme – budget monitoring table as of 31<sup>st</sup> March 2025.
  3. MUFG (formerly known as Link Asset Services) Updated Interest Rate Forecast 10<sup>th</sup> February 2025.
  4. MUFG Monthly Investment Analysis Review March 2025.
  5. A summary of the Community Infrastructure Levy (CIL) receipts and expenditure for financial year 2024/2025.
  6. Detail of Section 137 Expenditure for financial year 2024/2025.
  7. UK Shared Prosperity Fund (UKSPF) Update Qtr. 4 2024/2025.
  8. LUF Tasks, Risks and Key Activities for Completion During 2025/2026.

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

- The outturn balance of £1.126m be transferred as follows:
  - £0.250m transferred to an Earmarked Reserve for Public Realm Works
  - £0.050m to the Neighbourhood Planning Reserve
  - £0.826m to the Business Rates Volatility Reserve
- The use of Earmarked Reserves (2.4.1) – £0.380m
  - £0.155m from Investment for Growth Reserve. RAF Scampton revenue legal proceeding costs during 2024/2025
  - £0.225m from Investment for Growth Reserve. Match funding revenue costs of the cinema project.
- The contribution to Earmarked Reserves (2.4.3) – £0.639m
  - £0.240m to Investment for Growth Reserve. Match funding for UKSPF projects.
  - £0.399m to Revenue Grants Unapplied. Balance of grants received during the year with no conditions to repay.

- The spend of the revenue carry forward into 2025/2026 for the extension of LUF resources £0.035m (2.6 and Appendix 8)
- Amendments to the fees and charges schedules for 2025/2026 (2.3.2):
  - Land Charges (non-statutory) – Search fees
  - Private Water Supply Work (statutory) – to reflect amended regulations

## **CAPITAL**

- Capital Actual Outturn: Final outturn £17.398m against a revised budget of £22.961m, resulting in a variance of £5.563m.
- £4.789m is requested for carry forward into 2025/2026, and £0.774m being net underspends on scheme budgets.

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

#### **2024/2025 and 2025/2026 Capital Scheme Amendments:**

- Over/underspends on schemes of £0.486m detailed at 3.2.1.
- It is requested that a total of £0.288m be transferred from capital schemes to revenue to fund expenditure relating to LUF schemes (See section 3.2.2 for details).
- Carry forward £4.789m from 2024/2025 to 2025/2026 (see section 3.2.3 for detail of schemes)

<b>Underspends</b>	<b>£m</b>
Mobile Phones	(0.010)
Richmond House Conservatory	(0.050)
Gainsborough LC Solar Scheme	(0.041)
Thriving Gainsborough - Cinema	(0.302)
Thriving Gainsborough - Market Place/Streetscape	(0.002)
Thriving Gainsborough - Resources	(0.094)
Thriving Gainsborough - Wayfinding Strategy	(0.005)
<b>Total</b>	<b>(0.504)</b>

<b>Increase in Scheme Budgets</b>	<b>£m</b>
Wellbeing Responder Service Equipment	0.018
<b>Total</b>	<b>0.018</b>

<b>Movement of Budgets to Revenue</b>	<b>£m</b>
Thriving Gainsborough - Resources	(0.233)
Thriving Gainsborough - Wayfinding Strategy	(0.002)
Thriving Gainsborough - Whittons Gardens	(0.009)
Thriving Gainsborough - Pocket Park	(0.008)
Thriving Gainsborough - Market Place/Streetscape	(0.031)
Thriving Gainsborough - Cinema	(0.005)
<b>Total</b>	<b>(0.288)</b>

<b>Carry Forwards into 2025/2026</b>	<b>£m</b>
Home Upgrade Grant Phase 2	(1.788)
Thriving Gainsborough - Cinema	(0.691)
Local Authority Housing Fund - Temp Accomodation	(0.386)
Food Waste Collection	(0.223)
Thriving Gainsborough - Market Place/Streetscape	(0.201)
ERP Systems Phase 2	(0.198)
Thriving Gainsborough - Whitton Gardens	(0.194)
Disabled Facilities Grants	(0.143)
Gainsborough Heritage Regeneration	(0.143)
Vehicle Replacement Programme	(0.106)
Grange Farm - Community Supported Living	(0.100)
CRM System	(0.095)
Market Rasen 3 year vision	(0.090)
Local Authority Housing Fund - Resettlement	(0.070)
Unlocking Housing (LoS)	(0.070)
Thriving Gainsborough - Resources	(0.056)
Parks Fund Project	(0.048)
Capital Enhancements to Council Properties	(0.046)
Carbon Efficiencies - Street Lights	(0.030)
Civic Car Replacement	(0.030)
CCTV Expansion	(0.018)
Member ICT Provision	(0.017)
Shop Front Improvement	(0.015)
Thriving Gainsborough - Pocket Park	(0.010)
Thriving Gainsborough - Townhall THI	(0.010)
1.1 Flagship Community Grants Programme	(0.005)
Desktop Refresh	(0.003)
Contact Centre	(0.002)
1.4 Multi Year Signature Events Programme	(0.001)
<b>Total</b>	<b>(4.789)</b>

<b>Variance Against Revised Budget</b>	<b>(5.563)</b>
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## **TREASURY MANAGEMENT**

Treasury Management Report and monitoring:

- Investments held as of 31<sup>st</sup> March 2025 were:
  - Average investment interest rate for January to March was 4.719%.
  - Total Investments at the end of Quarter 4 were £21.78m.

The tables below reflect the movement on our investments and borrowing in Quarter 4:

<b>Investment Movements</b>	<b>Qtr. 4 £'m</b>
Investments B/fwd. (at 31.12.2024 including cash held at bank)	<b>26.395</b>
(Less) Net Capital expenditure/ Funding received	(0.387)
Add PWLB/Other LA Borrowing in year	0
Add/(Less) Net Revenue Expenditure	(2.438)
Add/(Less) Net Collection Fund Movement (Ctax/NNDR)	0.828
<b>Investments carried forward (at Period end)</b>	<b>21.843</b>

The prudential borrowing position reflects actual borrowing undertaken from the Public Works Loans Board/Other Local Authorities and the amount of internal borrowing required to meet the actual costs of borrowing up to the 31<sup>st</sup> of March 2025. Internal Borrowing is an approved practice whereby external borrowing is delayed by using cash held for other purposes. It allows us to avoid paying interest until the original expenditure planned for the internally borrowed cash is required.

	<b>Qtr.4</b>
<b>Prudential Borrowing</b>	<b>£'000</b>
Total External Borrowing (PWLB)	14,000
Other Local Authorities	10,000
Internal Borrowing	12,070
<b>Total Prudential Borrowing at 31.03.2025</b>	<b>36,070</b>

## FINAL REVENUE BUDGET OUTTURN 2024/2025

2. The final Revenue out-turn for 2024/2025 is a net contribution to reserves of **£1.126m** as detailed in the table below.

This is after taking account of £0.931m of revenue budget carry forwards. The details of which are provided at **Appendix 1**.

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

Cluster	Base Budget £	Revised Budget £	Actual Outturn £	Outturn Variance before Cfwds £	Carry Forwards £	Outturn Variance after Cfwds £
Our Council	8,224,800	8,528,847	7,392,741	(1,136,106)	680,700	(455,406)
Our People	1,715,100	1,822,700	1,708,038	(114,662)	79,700	(34,962)
Our Place	4,705,100	5,049,900	5,019,196	(30,704)	170,300	139,596
Covid 19 Business Support Grants	0	0	1,020	1,020	0	1,020
<b>Grand Total</b>	<b>14,645,000</b>	<b>15,401,447</b>	<b>14,120,995</b>	<b>(1,280,452)</b>	<b>930,700</b>	<b>(349,752)</b>
Interest Receivable	(658,200)	(692,200)	(1,212,675)	(520,475)	0	(520,475)
Investment Income - Property Portfolio	(1,568,400)	(1,575,600)	(1,629,896)	(54,296)	0	(54,296)
Drainage Board Levies	531,900	531,900	531,852	(48)	0	(48)
Parish Precepts	2,700,700	2,700,700	2,700,678	(22)	0	(22)
Interest Payable	692,700	692,700	708,706	16,006	0	16,006
MRP/VRP (repayment of borrowing)	959,300	959,300	954,044	(5,256)	0	(5,256)
<b>Net Revenue Expenditure</b>	<b>17,303,000</b>	<b>18,018,247</b>	<b>16,173,703</b>	<b>(1,844,544)</b>	<b>930,700</b>	<b>(913,844)</b>
Transfer to / (from) General Fund	(52,700)	(955,200)	(981,700)	(26,500)	0	(26,500)
Transfer to / (from) Earmarked Reserves	1,248,600	1,471,353	1,674,346	202,993	0	202,993
<b>Amount to be met from Government Grant o</b>	<b>18,498,900</b>	<b>18,534,400</b>	<b>16,866,349</b>	<b>(1,668,051)</b>	<b>930,700</b>	<b>(737,351)</b>
<b>Funding Income</b>						
Business Rate Retention Scheme	(5,796,700)	(5,796,700)	(6,114,152)	(317,452)	0	(317,452)
Collection Fund Surplus - Council Tax	(290,000)	(290,000)	(259,047)	30,953	0	30,953
Parish Councils Tax Requirement	(2,700,700)	(2,700,700)	(2,700,700)	0	0	0
New Homes Bonus	(845,300)	(845,300)	(845,263)	37	0	37
Other Government Grants	(1,113,900)	(1,149,400)	(1,251,550)	(102,150)	0	(102,150)
<b>Council Tax Requirement</b>	<b>(7,752,300)</b>	<b>(7,752,300)</b>	<b>(7,752,300)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL FUNDING</b>	<b>(18,498,900)</b>	<b>(18,534,400)</b>	<b>(18,923,013)</b>	<b>(388,613)</b>	<b>0</b>	<b>(388,613)</b>
<b>Balanced Budget / Funding Target</b>	<b>0</b>	<b>0</b>	<b>(2,056,664)</b>	<b>(2,056,664)</b>	<b>930,700</b>	<b>(1,125,964)</b>
Carry Forwards - Previously Approved					220,800	
Carry Forwards - Approved at Year End					610,000	
Carry Forwards - Use of Earmarked Reserves					99,900	
<b>Total Carry Forwards</b>					<b>930,700</b>	

## 2.1 The significant variances against budgets being:

Cluster	EXPENDITURE	Total £000	Direction of Travel From Prev. Qtr.
<b>BUDGET UNDERSPENDS</b>			
Our Council / Our People / Our Place	Salary ( <b>underspends</b> ) / pressure. £29k impact of pay award, ( <b>£92k</b> ) underspend arising from vacancies offset by pressures due to temporary resources appointed to cover vacant posts.	(£63)	↑
Our Council / Our People / Our Place	Service Software Costs reduced due to contractual savings.	(£44)	New
Our Council	Corporate Contingency budget not required.	(£325)	↓
Our Council / Our Place	Fuel - ( <b>£120k</b> ) average price per litre across the year is £1.10 (compared to £1.14 average price per litre for the year 2023/2024). Vehicle repairs and maintenance costs £65k pressure.	(£55)	↓
<b>PRESSURES</b>			
Our Council	Local Land Charges - Highways Fees payable to LCC.	£20	↑
	Various forecast outturn variances <£10k	(£56)	↑
		(£523)	

Cluster	INCOME	Total £000	Direction of Travel From Prev. Qtr.
<b>BUDGETED INCOME EXCEEDED</b>			
Corporate Accounting- Interest Received and Paid	Interest Receivable ( <b>£520k</b> ), Interest Payable £16k.	(£504)	↑
Our Council	Supplementary Services - Big Bin Hire.	(£28)	↑
Our People	Trinity Arts Centre - ticket sales and consumables.	(£42)	New
Our Council / Our People / Our Place	Property Services - rent increases, dilapidation fees and interest charged on overdue accounts.	(£81)	↑
Funding/Our Council	<b>Windfall Income:</b> <u>Government Grants</u> - MHCLG - Business Rates Surplus (S31 Grant), Internal Drainage Board Levies Support, RSG Top-Up, Business Rates New Burdens, Levy Account Surplus Distribution, Electoral Integrity Programme, Storm Babet Grant.	(£291)	↑
		(£946)	

Cluster	INCOME	Total £000	Direction of Travel From Prev. Qtr.
<b>BUDGETED INCOME NOT ACHIEVED</b>			
Our Council	Commercial Waste income aligned to updated Business Plan approved March 2024.	£61	↓
Our People	Housing Benefits Subsidy - loss of subsidy reclaimed on supported accommodation placements £86k, offset by rent allowances recovered of (£40k) and ad hoc grants to for Housing Benefit administration (£21k).	£25	↑
Our Place	Nationally Significant Infrastructure Projects (NSIP) Planning Performance Agreement (PPA) Income to Offset Consultancy Costs.	£66	↑
Our Place	Neighbourhood Planning Grants - shortfall in grant income.	£56	↓
Our Place	Street Naming and Numbering. Reduction in fee income.	£12	↑
Our Place	Planning Application income - a number of major developments have slipped into 2025/2026.	£104	New
Our Place	Building Regulations - Fee Earning. Reduction in fee income.	£19	↑
		<b>£343</b>	

<b>SERVICE BUDGET VARIANCE</b>	<b>(£6)</b>
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<b>CORPORATE BUDGET VARIANCE</b>	<b>(£1,120)</b>
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<b>TOTAL VARIANCE</b>	<b>(£1,126)</b>
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## 2.2 Significant items (>£10k) of note by Cluster:

### 2.2.1 Our Council

- There are £0.681m revenue carry forwards into 2025/2026 (see **Appendix 1** for details).
- Commercial Waste**  
The service is reporting a shortfall in income of **£0.061m**. This is reflective of the Business Plan approved by Corporate Policy and Resources committee on the 21<sup>st</sup> of March 2024, which included an estimated

£0.073m net pressure in 2024/2025. The Business Plan has been reflected in the Medium-Term Financial Plan (MTFP) from 2025/2026.

- **Local Land Charges – Land Registry Fees Payable to LCC**

As part of the new Infrastructure Act, the responsibility of administering LLC1 searches has migrated to HM Land Registry. West Lindsey District Council have retained liability and responsibility for information provided from the register. The migration was implemented during 2023/2024.

In previous years' Local Land Charges provided two types of searches. One search fee has a portion that is paid over to Lincolnshire County Council (LCC). Following the migration of one type of search (the Local Land Charge search, to HM Land Registry) we are left with only the searches containing a portion of fee to be paid over to LCC. 42% of the income received is paid over to LCC resulting in a pressure of **£0.020m** in 2024/2025.

- **Corporate Contingency Budgets**

There are revenue contingency budgets held to:

- mitigate risks
- provide support for projects within approved business plans
- utilise for county wide projects, and
- offset potential pressures identified through the Medium Term Financial Plan where the values and/or timing of spend was unconfirmed at the time of budget setting.

**£0.325m** has been confirmed as not required during 2024/2025.

£0.250m of this underspend has been requested to be transferred to an earmarked reserve to support the new capital assets created from Grant Funded capital schemes (see recommendation b).

- **Supplementary Services**

The Big Bin Hire service was introduced for a 12 month period, as reported to this Committee in January 2024 and has generated **£0.028m** of income in 2024/2025. A review of the service is due to be undertaken as we approach the end of year one and the results presented to this Committee for a decision on whether to continue.

- **Service Software Costs**

Software costs have been reduced due to contractual savings of **£0.044m** including:

- Civica Direct Debit module £0.011m
- Contact centre due to delayed go live date £0.016m
- Internet filtering contract £0.021m



## 2.2.2 Our People

- There are £0.080m revenue carry forwards into 2025/2026 (see **Appendix 1** for details).

- **Housing Benefit Subsidy**

We have new accommodation providers in West Lindsey who are offering 'supported accommodation' and because the providers are not 'Registered Providers of Social Housing' we cannot claim full subsidy on the Housing Benefit we pay out to any tenants in these properties. There is a possibility that West Lindsey will be responsible for 50% of the benefit paid on these properties and as the accommodation is supported accommodation the rents are far higher than normal rents. These landlords are being urged to become 'Registered' which means they will be regulated, and full Housing Benefit subsidy can be claimed from the Department for Work and Pensions.

At Qtr. 3 the impact of this was forecast to be a maximum pressure of £0.133m on Housing Subsidy.

The final Housing Benefit subsidy claim for 2024/2025 reflects an actual pressure of £0.086m. This has been further reduced by rent allowances recovered of £0.040m and administration grants of £0.020m reducing the overall pressure for 2024/2025 to **£0.025m**.

- **Trinity Arts Centre**

Income from ticket sales and consumables exceeded the budget for the year by **£0.042m**.

## 2.2.3 Our Place

- There are £0.170m revenue carry forwards into 2025/2026 (see **Appendix 1** for details).

- **Vehicle Costs**

There is an underspend against fuel budgets of **£0.120m**. The average fuel price for 2024/2025 was £1.10 per litre, compared to the average price paid per litre during 2023/2024 of £1.14.

This saving has been offset by vehicle repairs and maintenance costs which are **£0.065m** above budget.

- **Building Regulations-Fee Earning**

Net income from building regulation fees is **£0.019m** below budget. There has been a downturn in construction nationally, partly due to cost of living and interest rates being high.

The Building Control fees were increased from mid-December 2024, and the impact of this is expected to be realised from 2025/2026.

- **Property Services**

There is additional income forecast of £0.081m in respect of charges raised for dilapidation fees, interest on overdue accounts and rent increase following rent reviews.

- **Neighbourhood Planning Grants**

The Neighbourhood Planning scheme was introduced in 2011, and the level of grant recoverable from the MHCLG has remained unchanged since 2016/2017.

Costs of delivering the plans have increased significantly over the past eight years, including staffing, postage, and printing.

We have completed, and claimed for, one neighbourhood plan during 2024/2025.

When compared to the costs incurred during the year, there is a pressure of £0.056m.

- **Street Naming and Numbering**

Income from street naming and numbering fees is £0.012m below budget.

- **Nationally Strategic Infrastructure Project (NSIP)**

In 2021/2022 £0.050m bridging funding from General Fund balances (GFB) was approved to cover the advance costs of the NSIP project, to be reimbursed once Planning Performance Agreements (PPA) were signed.

£0.025m pa was drawn down from GFB in 2021/2022 and 2022/2023, which was then reimbursed during 2023/2024.

For 2024/2025 – there are consultancy costs of £0.179m, with PPA income of £0.113m forecast – net pressure £0.066m.

- **Planning Application Income**

Three major developments have slipped into 2025/2026, with the planning application and income now anticipated in the next financial year.

Income received being £0.104m below budget for 2024/2025.

## 2.2.4 Corporate Accounting

- **Interest Payable/Receivable –**

Income for interest receivable is £0.520m above the revised budget. This is due to the base rate over the financial year being higher than the peak expected when the budget was set. This combined with pro-active treasury management and higher internal balances has meant that the Council has exceeded its interest receivable budget. This is offset by a pressure on the interest payable budget of £0.016m.

## 2.2.5 Funding

- £0.034m has been received from the MHCLG to support Authorities with the budgetary pressure resulting from Internal Drainage Board Levies (DBL), being 6% of our total DBL liability for 2024/2025.
- Other Government grants received in the final quarter include:
  - Business Rates Surplus (section 31 grant) £0.116m
  - Storm Babet Flood Grant £0.060m
  - RSG Top-Up Grant £0.038m
  - Levy Account Surplus Distribution £0.025m
  - Electoral Integrity Programme £0.013m
  - Business Rates New Burdens £0.005m

## 2.2.6 Establishment

Salary budgets 2024/2025 were based on an estimated 3.5% pay award across all scale points.

There are 4 separate negotiations for pay award:

1. Chief Officer Pay – agreement reached 22<sup>nd</sup> July 2024 at 2.5%
2. Chief Executive Pay – agreement reached 23<sup>rd</sup> October 2024 at 2.5%
3. Locally Determined Pay Points - agreement reached 23<sup>rd</sup> October 2024 at 2.5%
4. NJC Local Government Staff – agreement reached 23<sup>rd</sup> October 2024 as follows:

- With effect from 1 April 2024, an increase of £1,290 (pro-rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive.
- With effect from 1 April 2024, an increase of 2.5% on all pay points above the maximum of the pay spine but graded below deputy chief officer.
- With effect from 1 April 2024, an increase of 2.5% on all allowances.

Whilst the agreed pay award is an average of 3.5% across all scale points which is the increase built into the 2024/2025 MTFP, due to the weighting of the proposal there is an additional cost of £0.029m when compared to the budgeted amount.

This has been offset by a forecast underspend of £0.092m across salary budgets arising from vacancies across the establishment, resulting in a net underspend of £0.063m.

## 2.3 Fees and Charges

2.3.1 £4.716m has been received in Fees and Charges income during 2024/2025 against a budget of £4.740m, a shortfall of £0.024m.

The significant variances forecast for the year are:

- Trinity Arts Centre – increase ticket sales and consumables £0.042m
- Supplementary Services – additional income from big bin hire service £0.028m

- Reduction in street naming and numbering income **£0.012m**
- Reduction in building regulation fee earning income **£0.019m**
- Commercial Waste income below target **£0.061m**
- Planning application fee income slipped into 2025/2026 **£0.104m**

## 2.3.2 Amendment to Fees and Charges Schedule 2025/2026

### Land Charges (non-statutory)

We were advised by Lincolnshire County Council on the 10<sup>th</sup> February 2025 of the increase in Highway Search Fees effective from the 1<sup>st</sup> April 2025. Fee increased from £71 to £78 including VAT (£7 9.86%).

Prosperous Communities Committee				Land Charges			
2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate	
	% Type	or £					
£			£	£	£		
CON 29R	Lincolnshire County Council Fee**	£59.17	9.9%	£5.83	£65.00	£13.00	£78.00 S

### Environment Services – Private Water Supply Work (statutory)

The regulations in relation to Private Water Supply Work changed with effect from the 1<sup>st</sup> April 2025, resulting in amendments to the statutory fees applied.

Original Schedule:

Prosperous Communities Committee				Environment Services Local Air Pollution continued			
2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate	
	% Type	or £					
£			£	£	£		
Private Water Supply Work	Cost Recovery - Mileage (Per Mile)	£0.40	0.0%	£0.00	£0.40	£0.40	OS
	Risk assessment - Maximum Hourly Charge	£57.91	0.0%	£0.00	£57.91	£57.91	OS
	Sampling (each visit) - Maximum Hourly Charge	£57.91	0.0%	£0.00	£57.91	£57.91	OS
	Investigation - Maximum Hourly Charge	£57.91	0.0%	£0.00	£57.91	£57.91	OS
	Granting an authorisation (each authorisation) - Maximum Hourly Charge	£57.91	0.0%	£0.00	£57.91	£57.91	OS

Amended Schedule:

Prosperous Communities Committee				Environment Services Local Air Pollution continued			
2024/25	Proposed Increase / (Decrease)		2025/26	VAT Amount	2025/26 Charge Inc. VAT	VAT Rate	
	% Type	or £					
£			£	£	£		
Private Water Supply Work	Investigatory and Adhoc Private Water Supply work. Hourly Charge		£57.91	£0.00	£57.91	OS	
	Risk Assessments for Regulations 8.9 or 10. Max. Charge		£600.00	£0.00	£600.00	OS	

## **2.4 Use of and Contribution to Reserves – Net Movement to Reserves £0.212m.**

### **2.4.1 Use of Reserves – Member Approval Required - £0.380m**

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

- £0.155m from Investment for Growth Reserve. RAF Scampton legal proceedings and other costs.
- £0.225m from Investment for Growth Reserve. Match funding revenue costs of cinema project.

### **2.4.2 Use of Reserves – Delegated Decision - £0.128m**

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

- £0.013m from Uphills Community Centre Reserve. Shortfall in base budget for deficit invoice from ACIS for 2023/2024 and 2024/2025.
- £0.028m from Maintenance of Facilities Reserve. Costs incurred on investigative and legal works on the Trinity Arts Centre boundary wall.
- £0.019m from the CIL Reserve. To meet the shortfall in CIL Contributions during 2024/2025 to cover the expenditure on salary costs for the CIL officer.
- £0.027m from Enforcement Costs-Housing & Planning Reserve. To meet shortfall in civil penalties income to offset costs of enforcement.
- £0.009m from Investment for Growth Reserve. Gainsborough Town Centre Townscape Heritage (THI) match funding.
- £0.025m from General Fund Balances. Reversal of contribution to reserve built into the MTFP for selective licensing, replenishment of original funding as the scheme did not proceed.
- £0.006m from Revenue Grants Unapplied Reserve. Levelling Up Parks Fund to match spend on Scouts Hill project.
- £0.001m from Revenue Grants Unapplied Reserve. LUF Capacity & Capability grant to offset LUF revenue costs.

### **2.4.3 Contribution to Reserves – Member Approval Required £0.639m**

The following contributions to Earmarked Reserves are greater than £0.05m and requires the approval of Corporate Policy and Resources committee:

- £0.100m to Investment for Growth Reserve. UKSPF match funding for Growing Innovation programme not required.
- £0.140m to Feasibility Fund Reserve. UKSPF match funding for Flagship Support programme not required.

#### **Revenue Grants Unapplied (RGU):**

- £0.101m Home Office - Asylum Dispersal Grant.

- £0.080m MHCLG - Healthy Homes Project grant.
- £0.218m DEFRA - Food Waste Transitional Resource grant

#### **2.4.4 Contribution to Reserves – Delegated Decision £0.082m**

The Chief Finance Officer has used delegated powers to approve the contributions to earmarked reserves up to £0.05m.

- £0.028m to General Fund Balances. UKSPF Flagship Community Grants (Cllr Initiative) - return unspent match funding to reserve.
- £0.004m to Community Grants reserve. Balance of income from the Community Lottery scheme (total held in reserve £0.022m).

#### **Revenue Grants Unapplied (RGU):**

- £0.048m MHCLG - Homelessness and Rough Sleeping Grant.
- £0.002m Department Health & Social Care - Outbreak Prevention Grant (OPG).

## **2.5 Extension of LUF Resources in 2025/2026**

The carry forward of revenue budget underspend in 2024/2025 of £0.035m has been approved by Management Team, which has been earmarked for LUF resources. Members are requested to approve spend in 2025/2026 as follows:

An extension is proposed for LUF resources for 3 months (July to September 2025) to oversee project delivery, to ensure that projects are completed to the quality and standard we expect and that a robust handover to 'business as usual' is completed.

**Appendix 8** provides further detail of tasks, risks and key activities for completion during 2025/2026.

## **2.6 Grants**

As of 1st April 2024, we had an amount of £0.706m relating to grants received which had yet to be expended. Budget provision will be created throughout the financial year as required to deliver projects in accordance with grant terms. The balance as of 31<sup>st</sup> March 2025 is £1.169m.

### **2.6.1 Successful Grant Bids and New Grant determinations**

The following grants have been received during this period:

Grant Issued By	Name of Grant	£
Department for Work & Pensions (DWP)	Rent Allowance	3,101,163
Department for Levelling Up, Homes and Communities (MHCLG)	Levelling Up Fund	2,987,547
Nottingham City Council	Homes Upgrade Grant (HUG2)	1,935,870
Department for Levelling Up, Homes and Communities (MHCLG)	Local Authority Housing Fund	562,800
National Heritage Lottery	Townscape Heritage (THI)	416,808
Department for Levelling Up, Homes and Communities (MHCLG)	Rural Services Delivery Grant	322,021
ESC Lottery Fund	Sport England Solar Scheme	221,931
Department for Levelling Up, Homes and Communities (MHCLG)	New Home Bonus	211,316
Lincolnshire County Council	Household Support Fund	131,369
Lincolnshire County Council	Disabled Facilities Grant	119,175
Department for Levelling Up, Homes and Communities (MHCLG)	Homelessness	105,783
Department for Levelling Up, Homes and Communities (MHCLG)	Funding Guarantee	105,423
Department for Work & Pensions (DWP)	Discretionary Housing Payments	69,349
Department for Levelling Up, Homes and Communities (MHCLG)	Capacity & Capability Grant	60,000
Department for Levelling Up, Homes and Communities (MHCLG)	Healthy Homes	57,750
Department for Work & Pensions (DWP)	Housing Benefit Admin Grant	53,355
Department for Levelling Up, Homes and Communities (MHCLG)	Revenue Support Grant	38,967
Lincolnshire County Council	Homes For Ukraine	34,668
Home Office	Asylum Dispersal Grant	31,500
Department for Levelling Up, Homes and Communities (MHCLG)	CAF Grant	15,000
Department for Environment, Food & Rural Affairs (DEFRA)	Biodiversity Grant	12,057
North Kesteven District Council	Local Energy Advice Demonstrator (LEAD)	9,364
Department for Levelling Up, Homes and Communities (MHCLG)	Transparency New Burdens	8,103
Department for Levelling Up, Homes and Communities (MHCLG)	Service Grant	7,035
Department for Work & Pensions (DWP)	Misc Housing Benefit Grants	4,879
Department for Levelling Up, Homes and Communities (MHCLG)	Storm Babet	3,737
Department for Work & Pensions (DWP)	Rent Rebate	2,859
Department for Levelling Up, Homes and Communities (MHCLG)	Storm Henk	2,243
		<b>10,632,072</b>

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

## **Other Items for information**

### **2.7 Planning Appeals**

In Quarter 4 2024/2025, to the end of March 2025, there were no appeals determined.

There are no live applications for costs.

### **2.8 Aged Debt Summary – Sundry Debtors Aged Debt Summary Final 2024/2025 Monitoring Report**

At the end of March 2025, there was a total of £0.190m outstanding debt in the system over 90 days. Much of this debt was over 150 days old (81%) and mainly comprised of:

- Housing £0.073m
- Property Services £0.033m
- Environmental Services £0.033m

For each of these areas the debt recovery process is under way for all debt over 90 days, payment plans are being put in place where possible.

- Housing Benefits overpayments £0.011m the majority of which will look to be recovered through ongoing entitlement or where appropriate on agreed repayment schedules.

The level of outstanding debt for the same period 2023/2024 is provided below for information:

2023/2024 Total £	Month	90 – 119 days £	120 – 149 days £	150+ days £	2024/2025 Total £
233,249	Quarter 1 - ending May 2024	5,145	5,541	220,623	231,309
234,208	Quarter 2 - ending Sept 2024	4,531	12,661	216,536	233,728
183,614	Quarter 3 - ending Dec 2024	5,674	4,803	166,969	177,446
205,992	Quarter 4 - ending Mar 2025	30,078	5,264	154,859	190,201

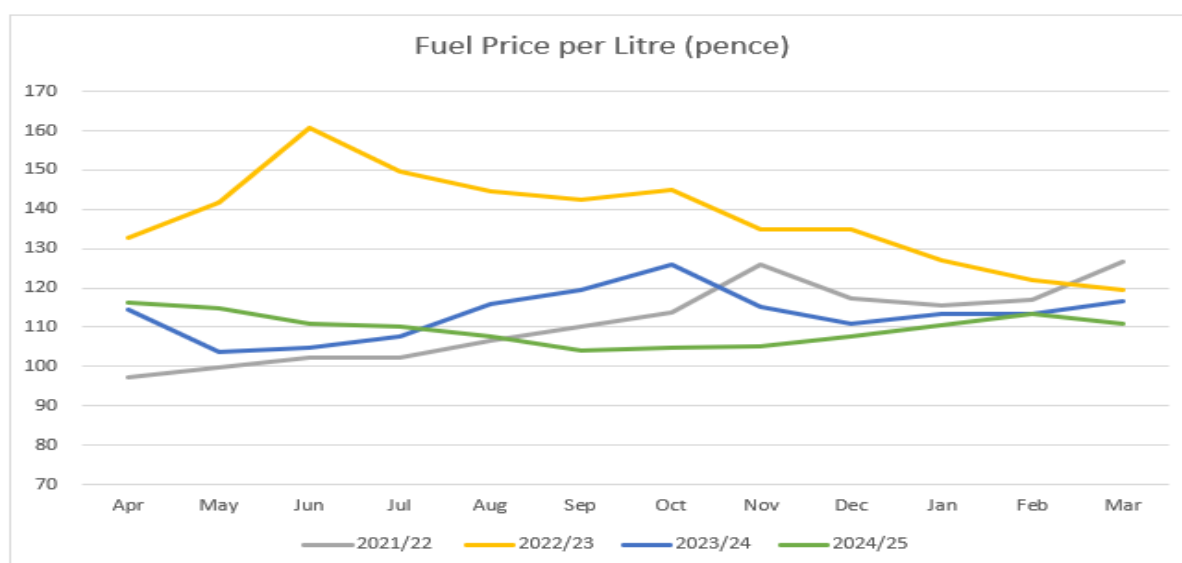
## 2.9 Changes to the Organisation Structure

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

## 2.10 Fuel

2.10.1 The chart below shows the actual price paid per litre of fuel, in pence, for each year from 2020/2021 to 2024/2025.

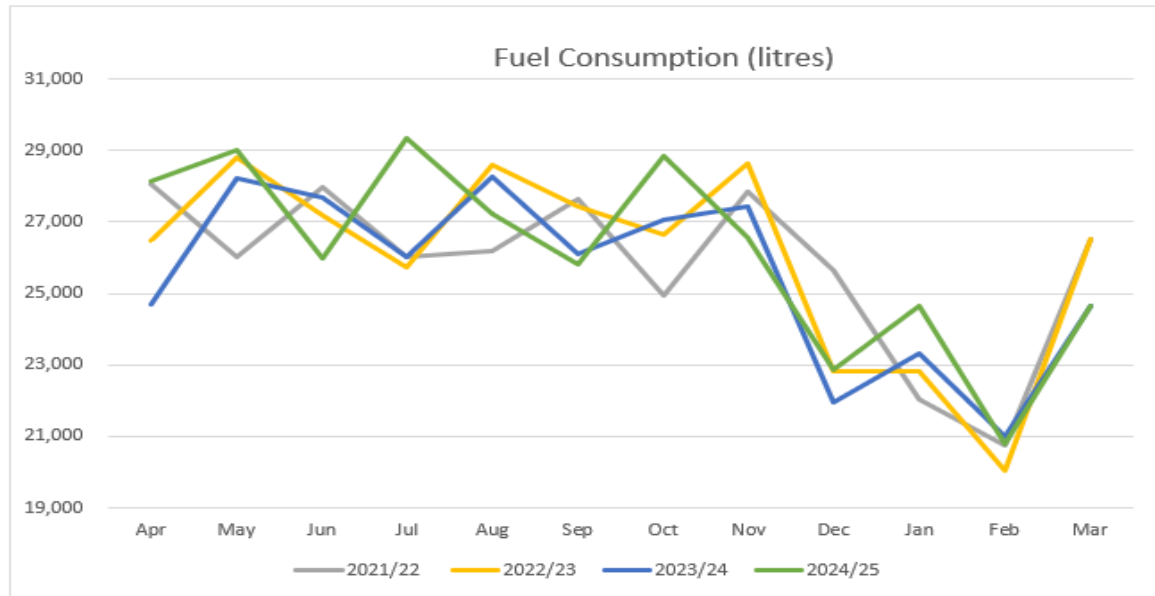
The average price paid per litre during 2024/2025 was £1.10 compared to the average price paid per litre during 2023/2024 of £1.14.





2.10.2 The chart below show the actual volume of fuel purchased, in litres, for each year from 2021/2022 to 2024/2025.

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



### 3.1 CAPITAL UPDATE – Final Outturn 2024/2025

3.1.1 The Capital Budget forecast out-turn is £17.398m against a revised budget of £22.961m. This results in a variance (underspend) of **£5.563m**.

This is made up of:

- **£0.486m** net underspend
- **£4.789m** requested carry forward from 2024/2025 to 2025/2026
- **£0.288m** requested budget movement to revenue

3.1.2 Individual Schemes are detailed in the table contained within the report at **Appendix 2** with commentary provided on performance.

### 3.2 Capital Programme Update 2024/2025

The detailed capital monitoring table is included within the report at **Appendix 2**. The amendments to the following schemes are requested:

#### 3.2.1 Net Underspend Position - **£0.486m**

- **Mobile Phones** – actual spend less than £0.010m so transferred to revenue and covered by underspends within service, so budget to be returned back to reserves **£0.010m**
- **Richmond House Conservatory** – Richmond House have not requested the monies, so this scheme is to be removed from the capital programme **£0.050m**
- **Gainsborough LC Solar Scheme** – Scheme now finished with actual costs less than anticipated **£0.041m**
- **Thriving Gainsborough, Cinema** – adjustment to budget from previous years carry forwards which were overstated **£0.302m**
- **Thriving Gainsborough, Market Place/Streetscape** – adjustment to budget from previous years carry forwards which were overstated **£0.002m**
- **Thriving Gainsborough, Resources** – adjustment to budget from previous years carry forwards which were overstated **£0.094m**
- **Thriving Gainsborough, Wayfinding Strategy** – adjustment to budget from previous years carry forwards which were overstated **£0.005m**
- **Wellbeing Responder Service** – Purchase of laptops for the new service.. Financed from revenue **£0.018m**
- 

#### 3.2.2 Movement of budget to revenue - **£0.288m**

The following schemes are requesting to reduce the capital scheme budget and transfer budget to revenue to provide resources for revenue expenditure to support the capital scheme:

- From – Thriving Gainsborough - Resources **£0.233m**

- From – Thriving Gainsborough – Wayfinding Strategy £0.002m
- From – Thriving Gainsborough – Whitton's Gardens £0.009m
- From – Thriving Gainsborough – Pocket Park £0.008m
- From – Thriving Gainsborough – Market Place/Streetscape £0.031m
- From – Thriving Gainsborough – Cinema £0.005m

### 3.2.3 Carry Forward request from 2024/2025 into 2025/2026 - £4.789m

- **Homes Upgrade Scheme, Phase 2** – Project completed 31st March 2025; however, payments will continue until May 2025. Carry forward £1.788m to cover final payments in 2025/2026.
- **Thriving Gainsborough, Cinema** – Scheme on target and due to complete June 2025. Carry forward remaining budget of £0.691m to 2025/2026 to fund final payments.
- **Local Authority Housing Fund (temporary accommodation)** - Four properties identified and committed to purchase: conveyancing underway. Expected to complete 2025/2026. Carry forward £0.386m to 2025/2026.
- **Food Waste Collection** - 5 x 7.5t vehicles & the bin stock have been delivered. Remaining 2 x 11t vehicles, 5 litre caddies and 23 litre caddies due April 2025. Carry forward £0.223m to 2025/2026.
- **Thriving Gainsborough, Marketplace/Streetscape** - Scheme on target and due to complete June 2025. Carry forward remaining budget of £0.201m to 2025/2026 to fund final payments.
- **ERP Systems Phase 2** – delays on the scheme mean the majority of spend will happen in 2025/2026. Carry forward £0.198m to 2025/2026.
- **Thriving Gainsborough, Whitton Gardens** - Scheme on target and due to complete June 2025. Carry forward remaining budget of £0.194m to 2025/2026 to fund final payments.
- **Disabled Facilities Grants** - Ongoing business as usual - additional funding of £0.119m received in February 2025. Carry forward £0.143m to 2025/2026.
- **Gainsborough Heritage Regeneration** - Confirmation of final LUF invoices determines National Lottery Contribution required for 2024/2025. Delays on some properties means a carry forward £0.143m to 2025/2026.
- **Vehicle Replacement Programme** – 4 RCV's and 3 caged vehicles received, 2 caged vehicles ordered and due to arrive in 2025/2026. RFID chips purchase to be completed in 2025/2026. 2 RCVs ordered for 2025/2026 delivery. Carry forward £0.106m to 2025/2026.

- **Grange Farm, Community Supported Living** - Unable to secure grant funding agreement before end of 2024/2025, all funding will be received during 2025/2026. Carry forward **£0.100m** to 2025/2026.
- **CRM System** - Decommissioning of Flare and CRM implementation. Carry forward **£0.095m** to 2025/2026.
- **Market Rasen 3-year vision** - Delays at 5 Market Place due to contractor issues, panel have agreed the funding, and an agreement is in place. It is hoped works can commence soon. Carry forward **£0.090m** to 2025/2026.
- **Local Authority Housing Fund (Resettlement)**- Two properties were purchased as per the requirements of MHCLG, this has not utilised 50% of the overall budget due to property types purchased. Carry forward remaining budget of **£0.070m** to 2025/2026.
- **Unlocking Housing (LoS)** - Application has been received and is being processed for 2024/2025 Market Place. Carry forward **£0.070m** to 2025/2026.
- **Thriving Gainsborough, Resources** – In line with the other LUF schemes, this funding will be required in 2025/2026 to fund spend. Carry forward **£0.056m** to 2025/2026.
- **Parks Fund Project** - Following the appointment of a temporary Green Spaces Officer, works to progress early 2025/2026. Budget of **£0.048m** to be carried forward to 2025/2026.
- **Capital Enhancements to Council Properties** - Remaining budget of **£0.046m** to be carried forward and spent on enhancements identified in the Strategic Asset Management Plan (SAMP) in 2025/2026.
- **Carbon Efficiencies, Street lights** - LED street light upgrade work will be phased over multiple financial years. Project to be broken down into manageable areas and is subject to contractor availability. Carry forward **£0.030m** to 2025/2026.
- **Civic Car Replacement** – Corporate Policy and Resources Committee deferred decision pending further work needed. No changes to MTFP/use of reserves at this point. Carry forward **£0.030m** to 2025/2026.
- **CCTV Expansion** - Works to be completed early 2025/2026 - final column works to be completed by LCC to enable the installation of the last few CCTV cameras. Carry forward **£0.018m** to 2025/2026.
- **Member ICT Provision** – To fund spend on ICT for members planned in 2025/2026. Carry forward **£0.017m** to 2025/2026.
- **Shop Front Improvement** - Expression of interest has been received for

building in Market Rasen and application pack sent out. Carry forward £0.015m to 2025/2026.

- **Thriving Gainsborough, Pocket Park** – to fund final costs in 2025/2026, therefore slip £0.010m to 2025/2026.
- **Thriving Gainsborough, Townhall THI** - to fund final costs in 2025/2026, therefore slip £0.010m to 2025/2026.
- **Flagship Community Grants Programme** - Project completed March 2025. Underspend to be repaid back so carry forward balance of £0.005m to 2025/2026.
- **Desktop Refresh** - CCS Aggregated Framework to be used for procurement - October for procurement, December for Award and orders, January for Delivery and payment in January & February. Carry forward remaining budget £0.003m to 2025/2026.
- **Contact Centre** - Implementation underway. Go live was mid Nov 2024. Implementation ongoing to support next phase of the works. Carry forward £0.002m to 2025/2026.
- **1.4 Multi Year Signature Events Programme** - Project completed March 2025. Underspend to be repaid back so carry forward balance of £0.001m to 2025/2026.

### 3.3 Acquisitions, Disposals and Capital Receipts

3.3.1 The Council has made no land acquisition during Quarter 4.

3.3.2 The Council has made the following asset disposals during Quarter 4:

Asset	Disposal Date
YEB Sub Station, Land adj 45 Northolme	17/03/2025
YEB Sub Station, Garden 17 Nettleton Rd	17/03/2025

3.3.3 Capital Receipts - The total value of capital receipts received in 2024/2025 at the end of Quarter 4 total £0.083m:

- £0.055m from the Housing Stock Transfer Agreement share of Right to Buy receipts
- £0.017m repayments of DFG Grants
- £0.011m sale of waste vehicle

#### 4. TREASURY MONITORING – Quarter 4 (January – March 2025)

The Treasury Management Strategy Statement (TMSS) for 2024/2025, which includes the Annual Investment Strategy, was approved by the Council on 4<sup>th</sup> March 2024. It sets out the Council’s investment priorities as being:

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

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

- 4.1 Officers can confirm that there have been no breaches of Prudential Indicators as detailed at 4.9 below.
- 4.2 Interest received (January - March) is less than the average 7-day Sterling Overnight Index Average (SONIA) (4.91%) with an average yield of 4.719% (including CCLA) and 4.659% (excluding CCLA). The Council budgeted to receive £0.651m of investment income, the outturn is now £1.166m.

#### 4.3 Interest Rate Forecasts

The Council’s treasury advisors, MUFG, have provided the following forecasts on 8<sup>th</sup> April 2025:

MUFG Corporate Markets Interest Rate View 10.02.25													
	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
BANK RATE	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.50	4.30	4.30	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.50	3.50	3.50
6 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.50
12 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.60
5 yr PWLB	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.40	4.30	4.20	4.20	4.10	4.00
10 yr PWLB	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.50	4.50	4.40	4.40
25 yr PWLB	5.80	5.70	5.60	5.50	5.40	5.30	5.20	5.10	5.00	5.00	4.90	4.90	4.80
50 yr PWLB	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.60	4.50

**Appendix 3** details MUFG detailed commentary on Interest Rate Forecasts (as at 10th of February 2025).

#### 4.4 Investments

The Council held investments of £21.780m on 31<sup>st</sup> March 2025. The table below details these investments for Quarter 4:

	Qtr. 4
Investments at Qtr. 4	£'000
LGIM Money Market Fund	7,500
CCLA Money Market Fund	5,500
Local Authority	0
Lloyds Bank Deposit Account	500
CCLA Property Fund	2,000
Insight Money Market Fund	6,280
<b>Total</b>	<b>21,780</b>

MUFG Monthly Investment Analysis Review March 2025 is included in **Appendix 4**.

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

The total the Council has invested now stands at £2m (of an approved £4m). Interest is receivable on a quarterly basis.

#### 4.6 New External Borrowing

There was no new external temporary borrowing required between January 2025 to March 2025 to cover short term cashflow.

The Council's total external borrowing stands at £24.0m.

#### 4.7 Total Prudential Borrowing at Quarter 4

	Qtr. 4
Prudential Borrowing	£'000
Total External Borrowing	24,000
Total Internal Borrowing	12,070
<b>Total Prudential Borrowing</b>	<b>36,070</b>

#### 4.8 Borrowing in advance of need

The Council has not borrowed in advance of need during the period ending 31st March 2025.

#### 4.9 Compliance with Treasury and Prudential Limits

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

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

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

	Original £'000	Qtr. 4 £'000
<b>Treasury Indicators</b>		
Authorised limit for external debt	29,155	29,155
Operational boundary for external debt	24,155	24,155
External Debt Investments	19,155 (13,000)	24,000 (21,780)
<b>Net Borrowing</b>	<b>6,155</b>	<b>2,220</b>
<b>Prudential Indicators</b>		
Capital Expenditure	30,716	17,398
Capital Financing Requirement (CFR)	36,340	36,070
<i>Of Which is Commercial Property</i>	19,099	19,099
Annual change in CFR*	(0.866)	(0.952)
External Debt Forecast	19,155	24,000
Under/(over)borrowing	17,185	12,070
Ratio of financing costs to net revenue stream*	9.55%	10.12%
<b>Incremental impact of capital investment decisions:</b>		
Increase/Reduction (-) in Council Tax (band change per annum)	£0.00	£26.37



## 5. STATUTORY REQUIREMENTS TO PUBLISH:

### SECTION 137 EXPENDITURE, BUILDING CONTROL ACCOUNT

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

#### 5.1 SECTION 137 EXPENDITURE

Section 137 of the 1972 Local Government Act (as amended) empowers local authorities to make contributions to certain charitable funds AND not for profit bodies providing a public service in the United Kingdom. For 2024/2025, the maximum amount allowable was £10.81 per head of population (97,880) which equates to £1.058m.

The Council's expenditure in 2024/2025 under this power was £0.566m (£0.834m in 2023/2024), being £0.492m below the maximum amount allowable.

The published data is contained within this report at **Appendix 6**.

#### 5.2 BUILDING CONTROL ACCOUNT

The Building Control Regulations 2010 requires authorities to publish a financial statement relating to the building regulations chargeable and non-chargeable account.

The following statement shows the deficit for the chargeable and non-chargeable work for the year 2024/2025.

	Chargeable 2024/25 £'000's	None Chargeable 2024/25 £'000's	Total 2024/25 £'000's
Expenditure for year	279	228	507
Income for year	(219)	0	(219)
<b>(Surplus)/Deficit for year</b>	<b>60</b>	<b>228</b>	<b>288</b>

#### 5.3 COMMUNITY INFRASTRUCTURE LEVY (CIL)

Following a change in the CIL Regulations 2010 (as amended). The Government have introduced a new reporting requirement called an Infrastructure Funding Statement (IFS), which includes Section 106 monitoring and must be published on or before the 31<sup>st</sup> of December of that year. The IFS for 2023/2024 is now published on the Council's website and the IFS for 2024/2025 will be published on or before 31<sup>st</sup> December 2025.

A summary of the CIL receipts and expenditure for financial year 2024/2025 is included at **Appendix 5**.

## APPENDIX 1

### REVENUE CARRY FORWARDS – BASE BUDGETS ALREADY APPROVED

Budget underspends to be carried forward into 2025/2026, which have been approved during the year are provided below for information only.

The following carry forwards are base budgets which have been approved previously by Management Team or Committee.

BASE BUDGET C/FWDS APPROVED PREVIOUSLY			Final 2024/2025		
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward	Approved By
Corporate Policy and Resources	Our Council	ICT Infrastructure - Project Delivery	21	Contact Centre Technology: Corporate Policy and Resources on the 19th December 2023 approved the carry forward of £22.3k from 2023/2024 to 2024/2025 to offset the future costs, which spans financial years 2024/2025 to 2027/2028.	CP&R 19.12.23
Corporate Policy and Resources	Our Council	Directors - Salaries	183	The net savings realised in the current financial year are to be carried forward to support the backfill and interim arrangements of the management structure in 2025/2026. The carry forward request was supported by the Chief Officer Employment Committee (COEC) at their meeting on the 7th of January 2025 and approved by Corporate Policy and Resources committee on the 13th of February 2025.	CP&R 13.02.25
Prosperous Communities	Our Place	Overall Salary Underspend	13	An extension to the Cultural Events and Marketing Officer post for 3 months (April to June 2025) to ensure the delivery of the Go Festival and Lincolnshire Show. This post has been funded from UKSPF grant income up to the 31st March 2025. Funded from overall salary underspends in 2024/2025.	CP&R 13.02.25
Corporate Policy and Resources	Our Council	Change Management - Salaries	4	Change Team Restructure. 6 month restructure report (Jan to Jun 2025) report approved the carry forward of 2024/2025 salary underspend into 2025/2026 to meet the forecast increased cost of the interim arrangements in 2025/2026.	MT 09.12.24
TOTAL			221		

## APPENDIX 1

### REVENUE CARRY FORWARDS – USE OF EARMARKED RESERVES

Budget underspends to be carried forward into 2025/2026, which have been previously approved are provided below for information only.

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

USE OF EARMARKED RESERVES			Final 2024/2025		
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward	Name of Reserve
Prosperous Communities	Our People	Community Action - Project Delivery	16	Hemswell Cliff Regeneration - revenue spend to support capital scheme. Prosperous Communities Committee (18.03.25) approved the spend of the capital budget in 2025/2026 with this revenue budget to be carried forward to support the delivery of those projects. Original budget of £10k approved in 2020/2021 (from Community Grant Scheme EMR) , a further £10k approved during 2023/2024 (from Communities at Risk EMR).	Community Grant Scheme
Prosperous Communities	Our People	Community Support - Grants & Contributions	11	Balance of match funding community grants not required in 2024/2025 as grants funded through UKSPF scheme. Carried forward into 2025/2026 for award in that year.	Community Grant Scheme
Prosperous Communities	Our People	Community Support - Equipment Maintenance	24	£15k pa 2022/2023 to 2025/2026 funded from UKSPF for defibrillator equipment which has resulted in an underspend on the base budget within revenue. Balance on defibrillator scheme equipment budget originally funded from Earmarked Reserves to be carried forward to support the scheme in future years.	Community Grant Scheme
Prosperous Communities	Our Place	Economic Development - Consultants	5	Approved budget for Market Rasen Historic Building Scheme Support. £10k budget was originally approved in 2021/2022 from General Fund Balances. Support from Heritage Lincolnshire - final project due to commence in Jan 2025 and will run into 2025/2026 ( 5-6 Market Place, Market Rasen).	General Fund Balances
Prosperous Communities	Our Place	Economic Development - Project Delivery	14	£7.8k Ringfenced budget which we administer on behalf of the Place Board. Review of activity planned in 25/26, this will include reviewing requirements for future business led partnerships in Gainsborough. £6.5k Gainsborough Development Trust legacy funding - will be used to develop interpretation panels as part of the mass participation art project at Whitton Gardens.	Business Planning Budget

USE OF EARMARKED RESERVES			Final 2024/2025		
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward	Name of Reserve
Prosperous Communities	Our Place	Community Safety - Salaries	26	2 year fixed term enforcement officer funded from General Fund Balances, as approved by CP&R 17.01.24. The position was filled during 2024/2025 and funds drawn down (£53k), however the officer has since taken a permanent post so need to recruit again. Underspend to be carried forward to 2024/2025 to fund the new appointment.	General Fund Balances
Corporate Policy and Resources	Our Place	Policy, Strategy and Environment	4	Carry forward is for the feasibility works for the electrification of Council Depots. £25k grant funding was awarded during 2024/2025 (MNZH) , with the balance of the match funding to be carried forward into 2025/2026 to support costs: APSE membership £2.4k and attending climate events, marketing and promotion.	Environmental & Climate Change Reserve
TOTAL			100		

## APPENDIX 1

### REVENUE CARRY FORWARDS – APPROVED BY MANAGEMENT TEAM AT YEAR-END 2024/2025

Bids for budget underspends to be carried forward into 2025/2026, which required Management Team approval are as follows.

BASE BUDGET C/FWDS APPROVED BY MT APRIL 2025			Final 2024/2025	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Council	Human Resources - Corporate Training	124	Unspent training budget to be carried forward to support the development of staff and deliver essential training in 2025/2026. <b>Base budget for 2025/2026 is £70k.</b>
Corporate Policy & Resources	Our Council	Members Costs - Councillors Training & Seminar Expenses	11	Member training not delivered as anticipated in year 2024/2025. Mandatory Training is required next year, 2025/2026, along with a programme of softer training. <b>Base budget for 2025/2026 is £10.8k.</b>
Corporate Policy & Resources	Our Council	Financial Services - Basic Salary	58	Carry forward service salary underspends, due to vacant posts within the structure, to contribute towards cost of agency staff cover required in 2025/2026 for backfill arrangements.
Corporate Policy & Resources	Our Council	Corporate Contingencies - Project Delivery	172	Business Planning Budget carry forward to be allocated against the following projects: £120k implementation of HR system, £50k cash receipting system, £2k project management software. The remaining balance of £100.9k has been reported as an underspend in 2024/2025. <b>Base budget for 2025/2026 is £84.8k.</b>
Corporate Policy & Resources	Our Council	Corporate Contingencies - Budget Pressures	45	Budget Pressures Contingency - balance on events allocation requested as a carry forward into 2025/2026 to support future events.
Prosperous Communities	Our Place	Community Environment - Project Delivery	12	Budget to support revenue costs of woodland nature reserves. Requested as a carry forward to deliver planned spend in 2025/2026. The appointment of a Green Spaces Officer (2 year fixed term from 01.02.24) has enabled the works to progress at a faster pace. <b>Base budget for 2025/2026 is £7k.</b>

BASE BUDGET C/FWDS APPROVED BY MT APRIL 2025			Final 2024/2025	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our Place	Planning Policy - Shared Services	54	£48.9k was carried forward at year end 2023/2024 to support Ecologist costs for 3 years (to Oct 2026). Bio-Diversity Net Gain grant received in year (£26.8k) offset the cost incurred during 2024/2025 of £22k, leaving a balance remaining of £54.7k. This is requested as a carry forward into 2025/2026 to meet the requirements of the SLA which supports the shared ecologist we have with NK and CoL.
Corporate Policy & Resources	Our Council	Local Taxation - Salaries	28	The Revenues Assessors requested a job evaluation in August 2023. There was a delay with this but following a reassessment in May 2024 their job was evaluated at a band higher than their current pay scale. MT has approved that the team can be awarded their backpay and future salary payments. As this will not now be completed until 2025/2026 the carry forward will be required to contribute towards any backpay and ongoing salary changes in the new year. The current forecast pressure in 2025/2026 if backdated to 1st August 2023 (the date the JE's were submitted) is £38.8k. The remaining cost of £10.8k in 2025/2026 to be funded from the Salary Contingency budget.
Corporate Policy & Resources	Our People	Housing Standards - Project Delivery	29	Funds which were previously made available for Selective Licensing work (£35k) was approved by Prosperous Communities Committee on the 19th of March 2024 to be made available to support the work within the Private Rented Sector Commitment. As additional healthy homes project funding was received the carry forward wasn't needed during 2024/2025. Remaining balance requested to be carried forward into 2025/2026 to continue this work in light of proposed legislation changes in the form of the Renters Rights Bill expected in 2025/2026. <b>Base budget for 2025/2026 is £0.</b>

BASE BUDGET C/FWDS APPROVED BY MT APRIL 2025			Final 2024/2025	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Corporate Policy & Resources	Our Place	Pollution Reduction - Project Delivery	5	<p>The Council has a duty under Part 2A, Section 78 of the Environmental Protection Act 1990, which came into force on the 1st April 2000. The Act introduced a duty for all local authorities to identify and remediate land where contamination is causing an unacceptable risk to human health or the wider environment. The duties were implemented by the Contaminated Land (England) Regulations 2006, and is supported by Contaminated land Statutory Guidance.</p> <p>As part of this guidance the Council is required to have an up to date strategy, which shows how it will meet its obligations. The carry forward is required to procure this work, which was last updated in 2019. The revised strategy will go to Management Team and then for approval to Regulatory Committee. The previous committee decision is here <a href="https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=262&amp;MId=2361&amp;Ver=4">https://democracy.west-lindsey.gov.uk/ieListDocuments.aspx?CId=262&amp;MId=2361&amp;Ver=4</a>. A cyclical budget of £5k is built into the MTFP every 5 years. The budget allocated in 2024/2025 is requested as a carry forward into 2025/2026 as the work is due to take place in that financial year.</p>
Prosperous Communities	Our Council	Chief Executive - Basic Salary	18	<p>Homes Health Restructure savings. Carry forward requested for the extension of the LUF Resources for 3 months (July to September 2025) to oversee project delivery, to ensure that projects are completed to the quality and standard we expect and that a robust handover to 'business as usual' is completed. Post has been funded from LUF grant income up to the 31st March 2025.</p>
Corporate Policy and Resources	Our Council	Director-Planning, Regeneration & Communities - Basic Salary	11	<p>Carry forward requested for the extension of the LUF Resources for 3 months (July to September 2025) to oversee project delivery, to ensure that projects are completed to the quality and standard we expect and that a robust handover to 'business as usual' is completed. Post has been funded from LUF grant income up to the 31st March 2025.</p>

BASE BUDGET C/FWDS APPROVED BY MT APRIL 2025			Final 2024/2025	
Committee	Cluster	Business Unit	£ 000	Purpose of Carry Forward
Prosperous Communities	Our Council	Financial Services - Basic Salary	6	Carry forward requested for the extension of the LUF Resources for 3 months (July to September 2025) to oversee project delivery, to ensure that projects are completed to the quality and standard we expect and that a robust handover to 'business as usual' is completed. Post has been funded from LUF grant income up to the 31st March 2025.
Prosperous Communities	Our Place	Economic Regeneration - Salaries & Wages	37	Carry forward requested for resources to support project delivery in 2025/2026. Budget to be held in the 'Budget Pressure Contingency' budget and drawn down in year in required.
TOTAL			610	
TOTAL CARRY FORWARDS FROM 2024/2025 TO 2025/2026			931	



## APPENDIX 2

### Capital Investment Programme 2024/2025

Cluster/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Final Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Expected Completion Date	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£			£	
Our Council											
Capital Enhancements to Council Properties	BAU	97,109	175,000	143,300	97,100	0	(46,200)	Completed project spend during 2024/2025 - Roseway reroof £15.9k and Guildhall roof repairs £81.2k. Remaining budget of £46.2k to be carried forward and spent on enhancements identified in the SAMP in 2025/2026.	BAU	0	0
Carbon Efficiencies - Street Lights	Stage 3	0	160,000	30,000	0	0	(30,000)	LED street light upgrade work will be phased over multiple financial years. Project to be broken down into manageable areas and is subject to contractor availability. Carry forward £30k to 2025/2026.	Unknown	0	0
Civic Car Replacement	Pre Stage 1	0	30,000	30,000	0	0	(30,000)	CP&R deferred decision pending a future report to committee. No changes to MTFP/use of reserves at this point. Carry forward £30k to 2025/2026.	Unknown	0	0
Contact Centre	Stage 2	31,941	26,500	34,000	31,900	0	(2,100)	Implementation underway. Go live was mid Nov 24. Implementation ongoing to support next phase of the works. Carry forward £2.1k to 2025/2026.	30/06/2025	0	0
CRM System	Stage 3	0	95,400	95,400	0	0	(95,400)	Decommissioning of Flare and CRM implementation. Carry forward £95.4k to 2025/2026.	31/03/2026	0	0
Desktop Refresh	BAU	18,223	11,000	21,000	18,223	0	(2,777)	CCS Aggregated Framework was used for procurement - October for procurement, December for award and orders, January for delivery and payment in January & February. Carry forward remaining budget of £2.8k to 2025/2026.	BAU	0	0
ERP Systems Phase 2	Stage 2	1,565	200,000	200,000	1,600	0	(198,400)	Carry forward £198.4k to 2025/2026.	Unknown	0	0
Media & ICT Provision	Stage 3	15,268	32,000	32,000	15,268	0	(16,732)	Carry forward £16.7k to 2025/2026.	31/06/2025	0	0
Mobile Phones	Pre Stage 1	0	10,000	10,000	0	(10,000)	0	CCS Aggregated Framework was used for procurement - October for procurement, December for award and orders, January for delivery and payment in January & February. Actual expenditure totals £6.3k with no more purchases to be made. Costs transferred to revenue. Budget to be returned to IT Reserve and underspends in revenue base budget for software to be used to cover the costs.	31/03/2025	0	0
Richmond House Conservatory	Stage 3	0	50,000	50,000	0	(50,000)	0	Richmond House haven't requested the monies and scheme has been removed from the capital programme.	31/03/2025	0	0

Capital Investment Programme 2024/2025

Cluster/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Forecast Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Expected Completion Date	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£			£	£
Our People											
1.1 Flagship Community Grants Programme	Stage 3	276,028	338,700	281,000	276,028	0	(4,972)	Project completed March 2025. Underspend to be repaid so carry forward balance to 2025/2026.	31/03/2025	0	0
1.2 Supporting our Town, Village & Neighbourhood Centres	Stage 3	27,247	0	27,600	27,247	0	(353)	Project completed March 2025. Underspend to be repaid so carry forward balance to 2025/2026.	31/03/2025	0	0
Disabled Facilities Grants	BAU	944,908	674,900	1,088,000	944,908	0	(143,092)	Ongoing business as usual - additional funding of £119.2k received in February 2025. Carry forward £143.1k to 2025/2026.	BAU	0	0
Extra Care Provision	Stage 3	1,661,000	1,161,000	1,661,000	1,661,000	0	0		31/03/2025	0	0
Gains LC Solar Scheme	Pre Stage 1	361,449	0	402,000	361,450	(40,550)	0	Scheme now finished with costs below the budgeted amount. Underspend of £40.5k.	31/03/2025	0	0
Grange Farm - Community Supported Living	Stage 3	0	0	100,000	0	0	(100,000)	Unable to secure grant funding agreement before end of 2024/2025. All funding will be paid in 2025/2026. Carry forward £100k to 2025/2026.	31/03/2026	0	0
Home Upgrade Grant Phase 2	Stage 3	3,012,492	8,585,000	4,800,000	3,012,492	0	(1,787,508)	Project completed 31st March 2025, however payments will continue until May 2025. Carry forward £1.788m to cover final payments in 2025/2026.	31/05/2025	0	0
Local Authority Housing Fund - Resettlement	Stage 3	340,480	0	410,700	340,480	0	(70,220)	Two properties were purchased as per the requirements of MHCLG, this has not utilised 50% of the overall budget due to property types purchased. Carry forward remaining budget of £70.2k to 2025/2026.	30/09/2025	0	0
Local Authority Housing Fund - Temp Accommodation	Stage 3	0	0	385,500	0	0	(385,500)	Four properties identified and committed to purchase, conveyancing underway. Expected to complete 2025/2026. Carry forward £385.5k to 2025/2026.	30/09/2025	0	0
Parks Fund Project	Stage 3	0	0	47,500	0	0	(47,500)	Following the appointment of a temp. Green Spaces Officer, works to progress early 2025/2026. Budget of £47.5k to be carried forward to 2025/2026.	31/08/2025	0	0
Wellbeing Responder Service Equipment	Stage 3	18,388	0	0	18,388	18,388	0	Purchase of laptops for new Wellbeing Service staff, financed from Revenue at year end (fully funded).	31/03/2025	0	0

### Capital Investment Programme 2024/2025

Cluster/Scheme	Stage	Actuals	Base Budget	Revised Budget incl. Contingency	Forecast Outturn	Over/ (Under) Spend	Carry Forwards/ Drawbacks	Narrative	Expected Completion Date	Contingency Forecast Outturn	Contingency Budget
		£	£	£	£	£	£			£	£
Our Place											
1.3 Safer Streets West Lindsey	Stage 2	66,187	24,400	66,400	66,187	0	(213)	Project completed March 2025. Underspend to be repaid so carry forward balance to 2025/2026.	31/03/2025	0	0
1.4 Multi Year Signature Events Programme	Stage 3	0	0	500	0	0	(500)	Project completed March 2025. Underspend to be repaid so carry forward balance to 2025/2026.	31/03/2025	0	0
2.1 Flagship West Lindsey Business Support Programme	Stage 3	578,331	421,700	578,400	578,331	0	(69)	Project completed March 2025. Underspend to be repaid so carry forward balance to 2025/2026.	31/03/2025	0	0
5-7 Market Place Redevelopment	Stage 3	4,227	0	4,200	4,227	27	0		31/03/2025	0	0
CCTV Expansion	Stage 3	8,993	0	27,400	8,993	0	(18,407)	Works to be completed early 2025/2026 - final column works to be completed by LCC to enable the installation of the last few CCTV cameras. Carry forward £18.4k to 2025/2026.	30/04/2025	0	0
Food Waste Collection	Stage 2	593,820	720,000	817,100	593,820	0	(223,280)	5 x 7.5t vehicles & the bin stock have been delivered. Remaining 2 x 11t vehicles, 5litre caddies and 23litre caddies due April 25. Carry forward £223.3k to 2025/2026.	30/04/2025	0	0
Gainsborough Heritage Regeneration	Stage 3	591,332	1,009,700	733,854	591,332	0	(142,522)	Awaiting confirmation of final LUF invoices which will determine National Lottery Contribution required for 2024/2025 Market Place, which has funding agreement in place. Carry forward £142.5k to 2025/2026.	30/09/2026	0	0
Hemswell Cliff Investment for Growth	Stage 2	23,630	88,300	23,630	23,630	0	0		31/12/2025	0	0
Market Rasen 3 year vision	Stage 3	35,690	103,000	126,000	35,690	0	(90,310)	Delays at 5 Market Place due to contractor issues, panel have agreed the funding and an agreement is in place, it is hoped works can commence soon. Carry forward £90.3k to 2025/2026.	31/08/2025	0	0
Purchase of RAF Scampton	Stage 2	0	4,750,000	0	0	0	0		30/11/2025	0	0
Shop Front Improvement	Stage 3	11,057	49,771	25,971	11,057	0	(14,915)	Expression of interest has been received for building in Market Rasen and application pack sent out. Carry forward £14.9k to 2025/2026.	30/09/2025	0	0
Thriving Gainsborough - Bus Station	Stage 3	714	0	1,000	714	(286)	0		31/03/2025	0	0
Thriving Gainsborough - Cinema	Stage 3	4,493,162	4,721,748	5,491,448	4,493,162	(307,219)	(691,067)	Underspend to cover non-refcus revenue expenditure £5.5k, £301.8k adjustment to budget from previous years. Carry forward remaining budget of £691.1k to 2025/2026.	30/06/2025	0	0
Thriving Gainsborough - Living Over The Shops	Stage 2	636,867	609,960	636,917	636,867	(50)	0		31/03/2025	0	0
Thriving Gainsborough - Market Place/Streetscape	Stage 3	52,289	421,912	286,012	52,288	(32,388)	(201,336)	Underspend to cover LUF revenue expenditure £30.8k, £1.6k adjustment to budget from previous years. Carry forward remaining budget of £201.3k to 2025/2026.	30/06/2025	0	0
Thriving Gainsborough - Pocket Park	Stage 3	795,342	265,000	813,800	795,341	(8,086)	(10,373)	underspend to fund LUF revenue transactions. Carry forward £10.4k to 2025/2026.	30/04/2025	0	0
Thriving Gainsborough - Resources	Stage 3	0	275,526	383,226	0	(327,127)	(56,099)	Underspend to fund LUF revenue transactions £233k, £94.1k adjustment to budget from previous years. Carry forward £56.1k to 2025/2026.	30/06/2025	0	0
Thriving Gainsborough - Townhall THI	Stage 3	1,493,856	1,021,573	1,503,716	1,493,856	0	(9,860)	Carry forward £9.9k to 2025/2026.	31/03/2025	0	0
Thriving Gainsborough - Wayfinding Strategy	Stage 3	7,885	5,800	14,300	7,885	(6,415)	0	£1.5k to cover LUF revenue expenditure, £4.9k adjustment to budget from previous years.	31/03/2025	0	0
Thriving Gainsborough - Whitton Gardens	Stage 3	152,425	964,944	355,944	152,424	(9,275)	(194,245)	underspend to cover LUF revenue expenditure. Carry forward £194.2k to 2025/2026.	31/05/2025	0	0
Unlocking Housing (LoS)	Stage 3	0	69,600	69,600	0	0	(69,600)	Application has been received and is being processed for 2024/2025 Market Place. Carry forward £69.6k to 2025/2026.	31/07/2025	0	0
Vehicle Replacement Programme	BAU	1,046,505	1,090,500	1,152,700	1,046,505	0	(106,195)	4 RCV's received, 3 caged vehicles received, 2 caged vehicles been ordered didn't arrive in Mar25. RFID chips spend now in 2025/2026. 2 RCVs order for 2025/2026 delivery. Carry forward £106.2k to 2025/2026.	BAU	0	0
Total Capital Programme Gross Expenditure		17,398,409	28,162,934	22,961,118	17,398,392	(772,981)	(4,789,745)			0	

Classification: Confidential

# MUFG Corporate Markets

## Interest Rate Forecast Update

10<sup>TH</sup> FEBRUARY 2025

## MUFG CORPORATE MARKETS INTEREST RATE FORECAST

### Updating of our forecasts 10 February 2025

Comparison of forecasts for Bank Rate today v. previous forecast

Bank Rate	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
10.02.25	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
11.11.24	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
Change	0.00	0.00	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- Our last interest rate forecast update was undertaken on 11 November, in the wake of the 30 October Budget, the outcome of the US Presidential election on 6 November, and the 25bps Bank Rate cut undertaken by the Monetary Policy Committee (MPC) on 7 November.
- In the interim period, there has been some general concern over the robustness of the Chancellor's spending policies, the impact of the various tariff policies of President Trump on global inflation, whilst only last week the Bank of England provided forecasts for the CPI measure of inflation to jump to 3.7% in Q3 2025 before falling below the 2% inflation target – albeit only in three years' time.
- Also last week, the Bank of England's Monetary Policy Committee voted 7-2 to cut Bank Rate from 4.75% to 4.5%. The vote was a split vote, with seven members voting for the 25bps cut, but Dhingra and Mann voting for a 50bps cut. Governor Bailey confirmed any further easing in monetary policy would reflect a *gradual* and *careful* approach.
- Moreover, the Bank set out a distinctly gloomy backdrop for the economy, with GDP expected to grow only 0.75% in 2025 before improving to 1.5% in 2026 and 2027 respectively.
- Overall, although January proved particularly volatile from a gilt market perspective, our previous forecast has remained resilient. The MPC did cut its Bank Rate to 4.5% as forecast, the 5-year PWLB Certainty Rate is exactly at our previous forecast level for Q1 2025, whilst the 10-, 25- and 50-years' PWLB Certainty Rates are only slightly higher than our previous Q1 2025 forecast.
- Accordingly, we have not felt it necessary to make any material changes to our forecast. Having said that, we acknowledge there may be a presentational problem for the Bank to cut rates in Q3 2025 when inflation is at its peak (based on their forecast), so we anticipate a further rate cut in May but then a pause before further rate cuts are made at the back end of 2025 and in 2026.
- Additionally, with there being a fair degree of uncertainty over how tariff policies will evolve not just in the US, but globally, we have lifted our PWLB forecasts by some 20-30bps in some areas. We will also take note of what the Chancellor says when considering the Office for Budget Responsibility's forecast updates on 25 March, and the budgetary headroom that remains.
- Our revised PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012. Please note, the lower Housing Revenue Account (HRA) PWLB rate started on 15 June 2023 for those authorities with an HRA (standard rate minus 60 bps).

MUFG Corporate Markets Interest Rate View 10.02.25													
	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
<b>BANK RATE</b>	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.50	4.30	4.30	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.50	3.50	3.50
6 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.50
12 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.60
5 yr PWLB	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.40	4.30	4.20	4.20	4.10	4.00
10 yr PWLB	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.50	4.50	4.40	4.40
25 yr PWLB	5.80	5.70	5.60	5.50	5.40	5.30	5.20	5.10	5.00	5.00	4.90	4.90	4.80
50 yr PWLB	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.60	4.50

- Money market yield forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- The MUFG Corporate Markets forecast for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short-term cash at any one point in time.

### Gilt yields and PWLB rates

The overall longer-run trend is for gilt yields and PWLB rates to fall back over the timeline of our forecasts, but the risks to our forecasts are generally to the upsides. Our target borrowing rates are set **two years forward** (as we expect rates to fall back) and the current PWLB (certainty) borrowing rates are set out below: -

PWLB borrowing	Current borrowing rates as at 10.02.25 p.m. %	Target borrowing rate now (end of Q4 2026) %	Target borrowing rate previous (end of Q4 2026) %
<b>5 years</b>	4.90	4.40	4.20
<b>10 years</b>	5.28	4.70	4.40
<b>25 years</b>	5.79	5.10	4.80
<b>50 years</b>	5.49	4.80	4.60

**Borrowing advice:** Our long-term (beyond 10 years) forecast for the neutral level of Bank Rate stands at 3.5%. As all PWLB certainty rates are currently significantly above this level, borrowing strategies will need to be reviewed in that context. Overall, better value can be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should also be considered. Temporary borrowing rates will, generally, fall in line with Bank Rate cuts.

Our suggested **budgeted earnings rates for investments** up to about three months' duration in each financial year are set out below.

Average earnings in each year	Now %	Previously %
<b>2024/25 (residual)</b>	4.50	4.60
<b>2025/26</b>	4.10	4.10
<b>2026/27</b>	3.60	3.70
<b>2027/28</b>	3.50	3.50
<b>2028/29</b>	3.50	3.50
<b>Years 6-10</b>	3.50	3.50
<b>Years 10+</b>	3.50	3.50

We will continue to monitor economic and market developments as they unfold. Typically, we formally review our forecasts following the quarterly release of the Bank of England's Monetary Policy Report but will consider our position on an ad-hoc basis as required.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

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# West Lindsey District Council

## Monthly Investment Analysis Review

March 2025



## Monthly Economic Summary

### General Economy

The preliminary reading of the UK Manufacturing PMI fell to 44.6 in March from 46.9 in February, below market expectations of 46.4. The reading pointed to the sixth straight month of worsening conditions in the sector (a reading below 50 indicates a contraction), pushing the index to its lowest level since October 2023, weighed by overall weakness including a steep export-led downturn in overall sales. Meanwhile, the UK Services PMI rose to 53.2 in March from 51 in February, surpassing forecasts of 50.9, according to flash estimates. The latest data indicated continued improvement in the sector, marking the strongest growth since August 2024, driven by a rebound in both domestic and overseas sales. Within the report, respondents reported an increase in new work for the first time this year, with some noting a tentative improvement in demand conditions. On the price front, service providers recorded a steep rise in input prices, largely reflecting intense wage pressures and efforts by suppliers to pass on higher payroll costs. Consequently, the preliminary reading of the UK Composite PMI headline rate rose to 52 in March from 50.5 in February, surpassing market expectations of 50.3. While signalling modest private sector growth, the reading reached its highest level since September, driven by the expansion in the service sector. Separately, the UK Construction PMI fell to 44.6 in February from 48.1 in January, below market forecasts of 49.5. The latest reading indicated the sharpest decline in overall construction activity since May 2020, driven by weak demand, elevated borrowing costs, and a shortage of new projects to replace completed ones. On the price front, average cost burdens rose the most in nearly two years. Finally, business expectations worsened albeit remaining positive overall.

The UK economy contracted 0.1% m/m in January, following a 0.4% rise in December, but worse than market expectations of a 0.1% gain. The largest downward contribution came from the production sector which fell 0.9%, after a 0.5% rise in the previous period. Conversely, services expanded 0.1%, after a 0.4% rise in the previous period, led by administrative and support services and wholesale and retail trade. Elsewhere, the UK's trade deficit declined to £2.64 billion in January, down from £2.82 billion in December, marking the smallest trade gap since September.

The UK recorded a 144k rise in employment in the three months to January, following an upwardly revised 88k increase in the previous period, and significantly above market forecasts of a 95k rise. This marked the fastest job growth in three months. Meanwhile, average weekly earnings (including bonuses) increased 5.8% y/y in the three months to January, marking a slowdown from an upwardly revised 6.1% growth in the previous period.

The Chancellor's Spring Statement saw fiscal policy tightened by around £9.7bn in 2029-30, reversing around 30% of the 1% loosening that was put in place last Autumn. Moreover, the Office for Budget Responsibility cut its forecasts for 2025 growth by half to 1% while pushing up their expectations for future years.

The Bank of England's Monetary Policy Committee kept Bank Rate unchanged at 4.5% during its March meeting, matching market expectations. Policymakers maintained their wait-and-see approach amid stubbornly high inflation and global economic uncertainties. One member, Swati Dhingra, suggested a 25bps reduction to 4.25%. The accompanying minutes reiterated that given the medium-term inflation outlook, a gradual and cautious approach to further withdrawal of monetary policy restraint remains appropriate.

The Consumer Price Index increased 0.4% m/m in February, rebounding from a 0.1% drop in January and below forecasts of a 0.5% rise. The headline annual rate fell to 2.8% in February, down from 3% in the previous month, matching the Bank of England's forecasts. The largest downward contribution came from prices of clothing which declined for the first time since October 2021. In contrast, prices rose faster for transport, restaurants and hotels.

In the retail sector, overall sales increased 1% m/m in February, defying expectations of a 0.3% fall, following a downwardly revised 1.4% gain in the previous month. Sales in household goods stores surged, marking the strongest monthly gain since April 2021, with hardware stores having the largest upward contribution. Meanwhile, the GfK Consumer Confidence Index edged up to -19 in March, marking its second consecutive monthly increase, compared to -20 in February. Elsewhere, public sector net borrowing, excluding public sector banks, rose slightly to £10.7 billion in February from £10.6 billion a year prior, exceeding the expected £6.6 billion. Total public sector spending increased by £3.8 billion year-on-year, driven by higher departmental spending on goods, services, and local government operations.

### US Economy

The US economy added 151k jobs in February, up from a downwardly revised 125k in January and compared to forecasts of 160k. Employment trended up in health care, financial activities, transportation, warehousing, and social assistance. Meanwhile, federal government employment declined by 10K, already reflecting some of the impact of the DOGE layoffs although the effects of federal spending cuts and tariffs are expected to weigh more on the labour market in the coming months. Meanwhile, the US economy expanded an annualised 2.4% in Q4 2024, slightly higher than 2.3% in previous estimates, resultant of a downward revision to imports. However, the reading was still below the 3.1% seen in Q3. Personal consumption remained the main driver of growth, while investment in intellectual property products and fixed investment shrank. Finally, the annual inflation rate in the US eased to 2.8% in February from 3% in January, below forecasts of 2.9%. Away from data releases, the Fed kept the Federal Funds Rate unchanged at 4.25%-4.5% during its March meeting.

### EU Economy

The annual inflation rate in the Eurozone eased to 2.3% in February, slightly below the preliminary estimates of 2.4% and down from a six-month high of 2.5% in January, as price growth slowed for services and energy. Meanwhile, the core inflation rate, which excludes volatile food and energy prices, fell to 2.6%, its lowest level since January 2022. The Eurozone economy grew an annualised 1.2% in Q4 2024, surpassing initial estimates of 0.9% and accelerating from a revised 1% growth in the previous quarter. This marked the fastest expansion since early 2023, fuelled by lower borrowing costs and easing inflationary pressures. Among the bloc's largest economies, Spain led with a strong 3.5% growth, followed by the Netherlands, France, and Italy. In contrast, Germany, the Eurozone's largest economy, remained in contraction, shrinking by 0.2%.

### Housing

The Halifax House Price Index in the UK rose 2.9% y/y in February, unchanged from January's revised six-month low and below market forecasts of 3.1%. The Nationwide House Price Index rose 3.9% y/y in March, matching the pace of February.

### Currency

Sterling appreciated against the Dollar, but depreciated against the Euro.

March	Start	End	High	Low
<b>GBP/USD</b>	\$1.2701	\$1.2908	\$1.2985	\$1.2701
<b>GBP/EUR</b>	€1.2113	€1.1950	€1.2113	€1.1849

### Interest Rate Forecasts

MUFG Corporate Markets maintained its current forecast, while Capital Economics revised their forecasts and predict future cuts to occur a quarter later than previously expected.

Bank Rate	Now	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
<b>MUFG Corporate Markets</b>	<b>4.50%</b>	4.50%	4.25%	4.25%	4.00%	3.75%	3.75%	3.75%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%
<b>Capital Economics</b>	<b>4.50%</b>	4.50%	4.25%	4.25%	4.00%	3.75%	3.50%	3.50%	3.50%	-	-	-	-	-

# West Lindsey District Council

## Current Investment List

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date	Lowest LT / Fund Rating	Historic Risk of Default	Expected Credit Loss (£)
Lloyds Bank Plc (RFB)	500,000	4.40%		Call	A+	0.000%	1
MMF CCLA	5,500,000	4.42%		MMF	AAAm		
MMF Insight	6,280,000	4.52%		MMF	AAAm		
MMF LGIM	7,500,000	4.51%		MMF	AAAm		
<b>Borrower - Funds</b>	<b>Principal (£)</b>	<b>Interest Rate</b>	<b>Start Date</b>	<b>Maturity Date</b>			
CCLA - The Local Authorities Property Fund	2,000,000	5.70%					
<b>Total Investments</b>	<b>£21,780,000</b>	<b>4.60%</b>					
<b>Total Investments - excluding Funds</b>	<b>£19,780,000</b>	<b>4.49%</b>				0.000%	£1
<b>Total Investments - Funds Only</b>	<b>£2,000,000</b>	<b>5.70%</b>					

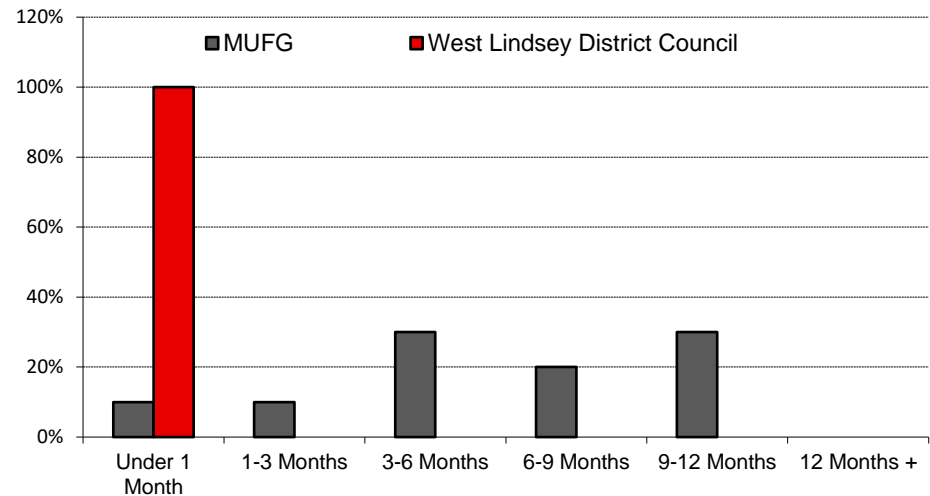
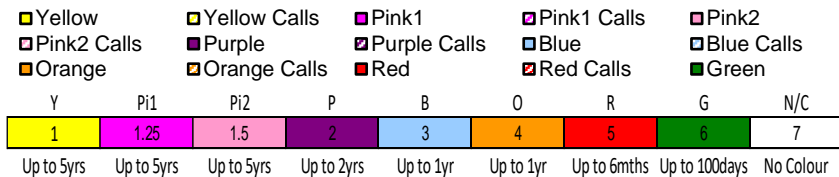
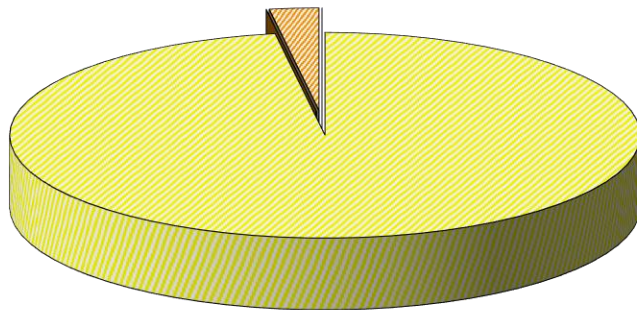
Note: An historic risk of default is only provided if a counterparty has a counterparty credit rating and is not provided for an MMF or USDBF, for which the rating agencies provide a fund rating. The portfolio's historic risk of default therefore measures the historic risk of default attached only to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

The Historic Risk of Default column is based on the lowest long term rating. If clients are using this % for their Expected Credit Loss calculation under IFRS 9, please be aware that the Code does not recognise a loss allowance where the counterparty is central government or a local authority since relevant statutory provisions prevent default. For these instruments, the Expected Credit Loss will be nil. Please note that we are currently using Historic Default Rates from 1990-2024 for Fitch, 1983-2024 for Moody's and 1981 to 2024 for S&P.

Where MUFG Corporate Markets have provided a return for a property fund, that return covers the 12 months to December 2024, which are the latest returns currently available.

# West Lindsey District Council

## Portfolio Composition by MUFG's Suggested Lending Criteria



Portfolios weighted average risk number = 1.08

WARoR = Weighted Average Rate of Return

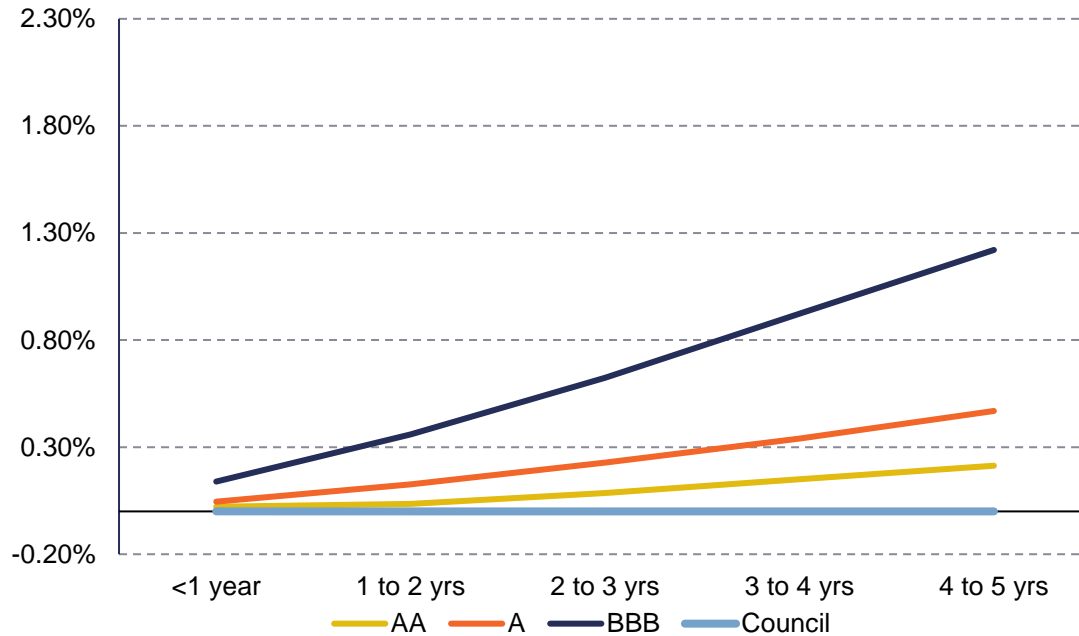
WAM = Weighted Average Time to Maturity

	Excluding Calls/MMFs/USDBFs									
	% of Portfolio	Amount	% of Colour in Calls	Amount of Colour in Calls	% of Call in Portfolio	WARoR	WAM	WAM at Execution	WAM	WAM at Execution
Yellow	97.47%	£19,280,000	100.00%	£19,280,000	97.47%	4.49%	0	0	0	0
Pink1	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Pink2	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Purple	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Blue	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Orange	2.53%	£500,000	100.00%	£500,000	2.53%	4.40%	0	0	0	0
Red	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
Green	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
No Colour	0.00%	£0	0.00%	£0	0.00%	0.00%	0	0	0	0
<b>Total</b>	<b>100.00%</b>	<b>£19,780,000</b>	<b>100.00%</b>	<b>£19,780,000</b>	<b>100.00%</b>	<b>4.49%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# West Lindsey District Council

## Investment Risk and Rating Exposure

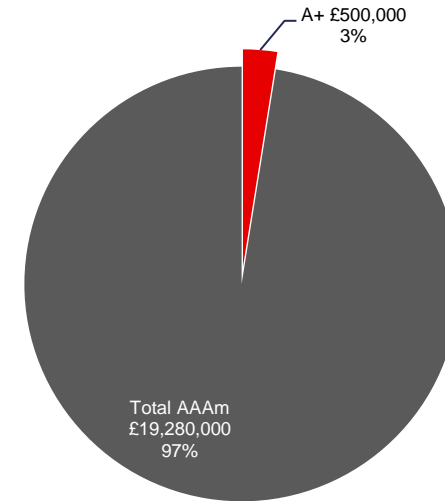
Investment Risk Vs. Rating Categories



Historic Risk of Default

Rating/Years	<1 year	1 to 2 yrs	2 to 3 yrs	3 to 4 yrs	4 to 5 yrs
AA	0.02%	0.04%	0.09%	0.15%	0.21%
A	0.05%	0.13%	0.23%	0.34%	0.47%
BBB	0.14%	0.36%	0.62%	0.92%	1.22%
Council	0.00%	0.00%	0.00%	0.00%	0.00%

Rating Exposure



### Historic Risk of Default

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

### Chart Relative Risk

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

### Rating Exposures

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

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

## West Lindsey District Council

### Monthly Credit Rating Changes FITCH

Date	Update Number	Institution	Country	Rating Action
06/03/2025	2072	Co-operative Bank PLC (The)	United Kingdom	All ratings were withdrawn.
26/03/2025	2074	Commonwealth Bank of Australia	Australia	The Outlook on the Long Term Rating was changed to Positive from Stable. All other ratings were affirmed.

## West Lindsey District Council

### Monthly Credit Rating Changes S&P

Date	Update Number	Institution	Country	Rating Action
03/03/2025	2071	France	France	The Outlook on the Sovereign Rating was changed to Negative from Stable. All other ratings were affirmed.

## West Lindsey District Council

### Monthly Credit Rating Changes MOODY'S

Date	Update Number	Institution	Country	Rating Action
31/03/2025	2073	Close Brothers Ltd	United Kingdom	The Long Term Rating was downgraded to A2 from A1. All other ratings were affirmed and remain on Negative Watch.



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## APPENDIX 5

### Community Infrastructure Levy (CIL): Annual Report for the Reported Year 2024/2025

#### Section 1 - Receipts and Expenditure

##### **Receipts**

Total receipts as at year end 23/24	£ 1,858,730.18
Total receipts received in year	£ 553,492.63
<b>Total receipts as at year end 24/25</b>	<b>£ 2,412,222.81</b>

##### **Expenditure**

<b>Total expenditure on infrastructure (see section 2 for more information)</b>	£ -
---	-----

##### **Retained**

Total infrastructure funding retained as at year end 23/24	£ 1,432,694.60
Total infrastructure funding collected in year	£ 409,227.53
<b>Total infrastructure funding retained as at year end 24/25</b>	<b>£ 1,841,922.13</b>

#### Section 2 - Items of Infrastructure funded with CIL

Infrastructure item	Recipient	Total CIL amount (a)	Amount allocated to repay money	Amount of (b) that comprises interest on money
None paid in 2024/25				

#### Section 3 - Administrative Expenses

##### **5% of CIL allocated**

Total admin as at year end 23/24	£ 92,936.87
Total receipts received in year	£ 27,674.68
<b>Total admin as at year end 24/25</b>	<b>£ 120,611.55</b>

## APPENDIX 5

### Section 4 - CIL Passed to Local Councils

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

Total CIL passed to local councils as at year end 23/24	£ 284,936.14
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Name of local council	CIL amount (£)	Percentage (%)	Reference
Scotter	711.08		139861
Tealby	209.18		140906
Nettleham	45,918.30		141225
Welton	3,347.31		141348
Cammeringham	828.52		141361
Brookenby	927.65		141509
Spridlington	170.52		141591
Cherry Willingham	783.15		141798
Middle Rasen	10,199.10		141839
Middle Rasen	249.35		142040
South Kelsey	729.92		142205
Blyton	668.72		142635
Saxilby-with-Ingleby	2,128.39		142772
Market Rasen	3,310.95		142796
Nettleham	2,512.41		143017
Northorpe	1,080.30		143365
Glentham	4,361.96		143887
Stow	177.04		144540
Cherry Willingham	1,399.97		144785
Hackthorn	2,663.07		144872
Walesby	67.80		144918
Gainsborough	34,367.08		145066
Caistor	241.07		145152
North Kelsey	269.42		145202
Scampton	3,194.18		145586
Osgodby	210.94		145623
Tealby	101.65		146059
Upton	1,227.63		146070
Caistor	974.70		146500
Nettleham	1,949.39		146528
Caistor	942.47		146671
Laughton	367.25		146705
Scotter	217.49		147223
Owersby	544.65		147361
Bardney	272.02		147673
Brattleby	52.70		147675
Waddingham	1,269.57		147687
Bardney	2,166.89		200000
Nettleham	172.91		200001

Total CIL passed to local councils as at year end 24/25	£ 415,922.84
Total CIL due to local councils held over year end (To be paid April 2025)	£ 33,766.29

Total CIL collected on behalf of local councils as at year end 24/25	£ 449,689.13
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## APPENDIX 5

### Section 5 - Payments in Kind Passed to Local Councils

*(No data)*

### Section 6 - CIL Passed to Other Recipients

Name of recipient	CIL amount
N/A	N/A

### Section 7 - CIL (including payments in kind) Repaid Due to Being Unspent Within 5 Years

*(No data)*

### Section 8 - Infrastructure Payments

*(No data)*

## APPENDIX 6

### S137 EXPENDITURE

Section 137 of the 1972 Local Government Act (as amended) empowers local authorities to make contributions to certain charitable funds AND not for profit bodies providing a public service in the United Kingdom.

The Council's expenditure in 2024/2025 under this power was £566,179.45 (£834,230.34 in 2023/2024).

Payee	£	Reference
1st Nettleham 4th Lincoln Scout Group	300.00	CG24-25 073
2nd Scotter Guides	800.00	CG23-24 223/224/225
3rd Gainsborough (Whiteswood) Scout Group	5,000.00	CG23-24 097, 007
Active Lincolnshire Partnership	6,000.00	Active Lincolnshire Partnership 24/25
Age UK Lindsey	2,000.00	CG23-24 081
All Saints District Church Council	603.71	CG23-24 183
Bardney Bowls Club	1,800.00	CG23-24 012
Bearded Fishermen	10,070.00	CG23-24 087
Blyton Evergreens	100.00	CG24-25 066
Blyton Wanderers Football Club	1,000.00	CG24-25 012-015, 017-020, 016
Brockenby Parish Council	10,000.00	CG23-24 083
Caistor and District Community Trust Ltd	50,000.00	CG23-24 130
Caistor and District Lions CIO	500.00	CG23-24 263, 264
Caistor Town Cricket Club	10,000.00	CG23-24 140, 005
Carry On Singing	510.00	CG24-25 022, 023, 024
Ceremony Of Carols	300.00	CG24-25 046
Cherry Willingham Parish Council	9,591.00	CG23-24 151, 021
Citizens Advice Bureau	60,200.00	West Lindsey Core Funding 24/25
Claxby Parish Council	5,000.00	CG23-24 012
Connexions Community Hub	6,847.00	CG23-24 063, CG24-25 001
Corringham Parochial Church Council	1,250.00	CG23-24 214
Corringham Village Hall	1,408.00	CG23-24 164
Disability Social Network	1,825.00	CG23-24 118, CG24-25 076
Dunholme Parochial Church Council	1,000.00	CG24-25 073
FCC Recycling	19,721.75	CG23-24 035, 038
Fillingham Parish Community	4,000.00	CG23-24 119, 202
Fiskerton Village Hall	204.00	CG23-24 259
Friends of Sturton School Association (FOSSA)	200.00	CG24-25 068
Gainsborough Adventure Playground Association	15,000.00	West Lindsey Core Funding 24/25
Gainsborough RUFC Mini Juniors	400.00	CG24-25 003
Gainsborough Town Tennis Club	500.00	CG24-25 089-092, 094
Gainsborough Trinity Foundation	7,140.00	CG23-24 143
Gainsborough Xmas Day Lunch	1,000.00	CG24-25 051
Glentworth Village Hall	1,500.00	CG24-25 052, 053
GoGro CIC	3,500.00	CG23-24 033, CG24-25 045
Grayingham Parochial Church Council	10,000.00	CG23-24 008
Great Limber Parish Council	3,365.00	CG23-24 019
Happy Hooves Lincs CIC	2,000.00	CG23-24 107
Hemswell Cliff Parish Council	200.00	CG24-25 099
Hemswell Parish Council	500.00	CG24-25 077
Keelby Sports Association	704.00	CG23-24 101
Keelby United FC	400.00	CG24/25 026/027
Keelby Village Hall	2,160.00	CIF CG24-25 096, 097, CG23-24 008, 258, CG24-25 105
KIXX West Lindsey Ltd	700.00	CG23-24 258, CG24-25 105
Laybo's Legacy	2,500.00	CG23-24 221
LGBTQ+ Village CIC	8,000.00	CG23-24 096
Lincoln Area Dial A Ride	13,000.00	West Lindsey Core Funding 24/25
Lincoln Golf Club	2,500.00	CG23-24 220
Lincoln Lindsey Blind Society	1,000.00	CG23-24 027
Lincoln Rugby Football Club	500.00	CG24-25 085, 086
Lincolnshire County Council	30,000.00	Call Connect Core Funding 2024/25
Live & Local	3,500.00	West Lindsey Core Funding 24/25
Market Rasen New Life Church	4,000.00	CG23-24 038
Marton and Gate Burton Bowls Club	500.00	CG23-24 262
Moot Hall Committee	500.00	CG24-25 021

## APPENDIX 6

Payee	£	Reference
Morton District Church Council	3,146.00	CG23-24 152
Morton District Church Council (St Paul's Church)	700.00	CG24-25 042 ,048, CG23-24 245
Morton Village Hall	400.00	CG23-24 250/251/252/253
Nettleham Art Group	200.00	CG24-25 028/209
Nettleham Community Hub	1,852.00	CG23-24 125, CG24-25 010/011, 087, 088
Newton On Trent Parish Council	500.00	CG23-24 084
Newton-On-Trent Primary School	700.00	CG24-25 054, 079, 080-084
North Kelsey Bowls Club	1,000.00	CG23-24 145
North Kelsey Community Shop	451.65	CG24-25 074
Public Recreation Ground	540.00	CG23-24 104
Rhubarb Theatre	3,000.00	CG23-24 113
Rock Foundation UK Ltd	20,000.00	CG23-24 166, 130
Rose Community Group	200.00	CG24-25 078
Rothwell Parish Council	500.00	CG24-25 008
Saxilby Bowls Club	2,147.37	CG23-24 183
Saxilby Nature Project	500.00	CG24-25 043, 044
Saxilby with Ingleby Parish Council	600.00	CG24-25 071, 072
Scotthern Parish Council	5,800.00	CG23-24 046
Scotter Forward Heritage	930.37	CG23-24 026
Scotter Pre-School	50,000.00	CG23-24 042
Scotter War Memorial Playing Field	2,000.00	CG23-24 050
Shooting Fish Theatre Company	2,000.00	CG23-24 124
Slumgothic Ltd	1,100.00	CG24-25 030-035, 037, 036
Snitterby Parish Council	400.00	CG24-25 049
South Kelsey and Moortown Parish Council	1,500.00	CIF CG24-25 005, CG23-24 082
Southrey Village Hall	1,000.00	CG23-24 055
Springthorpe Parish Meeting	532.00	CG23-24 079
St Helens PCC	100.00	CG24-25 065
St John The Baptist Scampton	1,847.00	CG23-24 112
St Thomas Market Rasen PCC	1,000.00	CG23-24 202
Stainfield & Apley Village Hall	500.00	CG24-24 009
Stepping Stone Theatre for Mental Health	5,000.00	CG23-24 13
Stow Parish Council	180.00	CG24-25 002
Sturton and District Shed Club	200.00	CG24-25 070
Sturton and Stow Horticultural and Agricultural Association	150.00	CG24-25 069
Sturton By Stow Parish Council	170.00	CG24-24 095, CIF CG24-25 100, CG24-25 067
Sturton By Stow Village Hall	50.00	CIF CG24-25 104
Sudbrooke Parish Council	500.00	CG24-25 007
Taylor Made Arts Ltd	1,230.60	CG23-24 020
Tealby Village Hall	376.00	CG23-24 029
The Conservation Volunteers	30,000.00	West Lindsey Core Funding 24/25
The Network CIO	2,000.00	CG23-24 148
The Open Door	12,700.00	CG23-24 004, 050
The Wellness Network CIC	2,430.00	CG23-24 040
Toft Newton Village Hall Association	1,000.00	CG23-24 144
Torksey Parish Council	500.00	CG24-25 025
United Services Club	4,000.00	CG23-24 153
Upton Parish Council	300.00	CG24-25 101
Vine Community Church	15,000.00	CG23-24 120
Voluntary Centre Services West Lindsey	25,000.00	West Lindsey Core Funding 24/25
Waddingham Parish Council	1,839.00	CG23-24 072
Walesby Parish Council	224.00	CG23-24 061
Welton & Dunholme Cricket Club	1,759.00	CG24-25 055-064
Welton Parish Council	2,000.00	CG23-24 073
Welton Village Hall Trust	20,000.00	CG23-24 164, 130
West Lindsey Churches Festival	8,000.00	West Lindsey Core Funding 24/25
Willingham Parish Council	875.00	CG23-24 086, 254, 255, 256, 267
Wolds Community Activity Group	250.00	CG23-24 201
<b>566,179.45</b>		

## APPENDIX 7

Cost Centre	Intervention	Total Project Budget	22/23 Year £	23/24 Year £	24/25 Qtr1 £	24/25 Qtr2 £	24/25 Qtr3 £	24/25 Qtr4 £	24/25 Total £
<b>Revenue</b>									
5022	1.1 Flagship Community Grants Programme	630,000	215,500	266,549	36,470	20,432	28,847	119,118	204,867
5017	1.2 Supporting our Town, Village & Neighbourhood Centres	130,000	0	14,006	25,966	(18,071)	812	101,924	110,631
5019	1.3 Safer Streets West Lindsey	167,000	6,100	73,900	22,514	22,361	25,897	15,802	86,574
5020	1.4 Multi Year Signature Events Programme	229,186	25,900	99,082	34,832	34,701	39,772	17,353	126,658
5021	1.5 West Lindsey Walking, Cycling and Wayfinding	60,000	0	0	0	0	0	0	0
5018	1.6 Green Space Management & Community Project Development	197,600	0	45,000	0	41,280	17,541	62,921	121,742
5026	2.1 Flagship West Lindsey Business Support Programme	545,000	0	155,400	80,440	24,059	8,156	136,924	249,580
5024	2.2 Maximising the Visitor Economy Offer	50,000	0	13,386	980	4,865	20,566	10,427	36,838
5025	2.3 Growing Innovation	400,000	50,000	0	0	13,221	36,542	0	49,762
5023	2.4 Supporting our Markets & Retail Centres	250,000	8,600	107,093	47,439	32,121	29,618	36,631	145,809
5028	3.1 Local Skills Programme	158,000	0	108,307	25,180	11,000	877	7,500	44,557
5029	3.2 Skills for the Future	250,000	0	0	0	4,136	10,264	235,597	249,997
5030	UKSPF Admin	108,017	4,500	21,370	12,922	13,036	11,393	44,791	82,143
	Capacity Funding	20,000	20,000	0	0	0	0	0	0
		<b>3,194,803</b>	<b>330,600</b>	<b>904,093</b>	<b>286,743</b>	<b>203,141</b>	<b>230,285</b>	<b>788,989</b>	<b>1,509,158</b>
<b>Capital</b>									
500027	1.1 Flagship Community Grants Programme	702,490	0	421,439	67,286	34,172	18,725	155,844	276,028
500023	1.2 Supporting our Town, Village & Neighbourhood Centres	60,000	0	32,416	18,071	0	1,471	7,705	27,247
500025	1.3 Safer Streets West Lindsey	84,370	10,000	8,044	22,691	30,241	0	13,255	66,187
500026	1.4 Multi Year Signature Events Programme	31,464	11,163	19,826	(298)	298	0	0	(0)
500028	2.1 Flagship West Lindsey Business Support Programme	643,331	0	65,001	129,972	59,286	115,028	274,045	578,331
		<b>1,521,655</b>	<b>21,163</b>	<b>546,726</b>	<b>237,722</b>	<b>123,997</b>	<b>135,225</b>	<b>450,849</b>	<b>947,793</b>
	<b>TOTAL UKSPF SPEND (GRANT/WLDC MATCH/OTHER)</b>	<b>4,716,458</b>	<b>351,763</b>	<b>1,450,819</b>	<b>524,465</b>	<b>327,138</b>	<b>365,510</b>	<b>1,239,838</b>	<b>2,456,951</b>
<b>Funding</b>									
									Total Projects Spend
	UKSPF	2,700,437	75,663	914,428	432,365	146,271	324,197	807,296	2,700,220
	UKSPF CAPACITY	20,000	20,000	0	0	0	0	0	20,000
	REPF	795,821	0	269,520	79,935	71,660	5,532	369,145	795,793
	WLDC MATCH	1,200,200	256,100	266,871	12,165	109,207	35,781	63,397	743,521
		<b>4,716,458</b>	<b>351,763</b>	<b>1,450,819</b>	<b>524,465</b>	<b>327,138</b>	<b>365,510</b>	<b>1,239,838</b>	<b>4,259,533</b>
<b>Notes:</b>									
Most interventions are now incurring spend with the main grant schemes going live in May 2023.									
The above actuals do not include commitments.									

Intervention	Update as at 31/03/25	Project Manager
1.1 Flagship Community Grants Programme	<p>Main grant schemes closed to new applications and projects supported now in final planning, delivery or completed. On-going project monitoring continues during 2025/26 on projects funded.</p> <p>Our Community Grants Panel will be conducting monitoring visits to projects later in 2025.</p> <p>An end of grant programme impact report is currently in production and will be published in Summer 2025.</p> <p>A pipeline of potential new projects is being maintained in readiness for any new grant schemes we launch in 2025/26.</p>	Grant White
1.2 Supporting our Town, Village & Neighbourhood Centres	<p>Neighbourhood Development Fund has closed to new applications. Projects supported included feasibility and project planning works on neighbourhood projects. Details of these projects will be incorporated into the Community Grants Impact report being produced.</p> <p>Neighbourhood Support for parish/town councils continues to be provided by Locality as part of a funding support programme. Two community project launch events have taken place with good attendance from a range of local councils. The next phase of training, workshops and events are being finalised for delivery during the rest of 2025. These events and training opportunities will be open to parish/town councils.</p> <p><b>Large Village Retail Grant Scheme – All budget defrayed (£90K) and outputs achieved.</b></p> <p>Scotter – Events equipment, event delivery and public realm improvements</p> <p>Nettleham – Events equipment and public realm installations</p>	Grant White/Wendy Osgodby



	<p>Saxilby – Events programme, public realm improvements and community art installation</p> <p>Dunholme - Public realm improvements</p> <p>Welton – Support for combined arts festival, public realm and active travel installation</p> <p>Cherry Willingham – Events equipment, installation of electric supply to event space and public realm installations</p> <p>Bardney – Event equipment, speed awareness installation and active travel installation</p> <p>Keelby – Event equipment, new public realm furniture and electrical improvements</p> <p>Market Rasen – Market Place improvements, signage, events programme and new town map</p> <p>Caistor – Public realm installations and improvements, events programme and events equipment</p> <p>Gainsborough, Public realm improvements and events equipment</p> <p>Large Village Retail Area fund has completed with a total of 19 projects supported in eligible locations. On-going monitoring will take place during 2025/26.</p> <p>A few examples include:</p> <ul style="list-style-type: none"> <li>• Cherry Willingham - Event equipment / improvements to green space borders that the retail area.</li> <li>• Welton – Marketing Support for combined Arts Festival / installation of bike shelters, bike racks, bins, map lectern</li> </ul>	
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1.3 Safer Streets West Lindsey	<p>CCTV coverage upgrades in Hemswell Cliff and Market Rasen have been completed. An additional re-deployable CCTV camera has been purchased and being prepared for deployment in Cherry Willingham.</p> <p>New CCTV signage has been installed in Market Rasen. New signage is being installed across Gainsborough in June 2025.</p>	Grant White
1.4 Multi Year Signature Events Programme	<p>The team are now starting to prep for the two day Christmas Lights festival 15 and 16 November 2024</p> <p>Local community groups and schools are joining the event. Vintage fairground rides and a giant snow globe will be featured in the Market Place. Over 40 local and independent traders will be attending. The main stage is hosting choirs, schools, the panto cast and local bands.</p> <p>Preparations are now starting for Illuminate 2025 which will be held in mid-February and working with the Parish Church and the Gainsborough Old Hall, a fire garden and lantern parade will light up the town. New for 2025 will be an internal projection show inside the Great Hall at the Old Hall.</p>	Cara Markham
1.5 West Lindsey Walking, Cycling and Wayfinding	<p>Work for this intervention was due to begin late 2023, however has been pushed back to 2024/25. The Neighbourhood Development Fund under intervention 1.2 is able to support activity linked to walking &amp; cycling. UKSPF Board reviewed this intervention, and funds were allocated to support the delivery of community projects under 1.1 Community Grants Programme.</p>	Grant White
1.6 Green Space Management & Community Project Development	<p>The Conservation Volunteers work continues into 2024/25. On-going green space work on sites owned by the Council and exploring project opportunities at other locations including sites owned by Parish Councils.</p>	Grant White
2.1 Flagship West Lindsey Business Support Programme	<p><b>2.1.1 Business Lincolnshire Growth Hub:</b> 264WL businesses have engaged with the service; 152WL businesses have accessed BL support (3 hours+) and 34WL entrepreneurs (pre-start) have received support to be business ready. Support has helped create 9 new businesses and 10 new jobs.</p>	James Makinson-Sanders/Wendy Osgodby

	<p><b>2.1.2 WLDC Retail/Visitor Economy Advice and Guidance Programme:</b> 1,280 hours of support delivered to 63 WL businesses, and 1 WL entrepreneur (pre-start) has received support to be business ready. (124 distinct interactions of 3hrs or more).</p> <p><b>2.1.3 UKSPF Business Sustainability (Green Growth) Grant:</b> 64 EOIs submitted, 32 grants awarded = c.£453k grant and c.£510k project value.</p> <p><b>2.1.4 REPF/WLDC Grants:</b> 49 EOIs submitted, 13 grants awarded = c.£318k grant and c.£456k project value.</p> <p>This measure has met, or exceeded, all output targets e.g. the forecast number of businesses receiving non-financial support = 100, the programme supported 276 businesses (3+ hours).</p>	
2.2 Maximising the Visitor Economy Offer	<p>Completed Projects:</p> <ul style="list-style-type: none"> <li>- Wayfinding Strategies for Market Rasen and Caistor</li> <li>- 2 X new walking routes, printed and digital (Viking Way Shorts - Tealby and Cherry Willingham)</li> <li>- 11 Go explore itineraries – digital and printed</li> <li>- 11 Go explorer videos / reels</li> <li>- WLDC Aviation Guide</li> <li>- 4 x Visitor Economy Training Days facilitated by Experience England</li> <li>- Support for Wolds Outdoor Festival (Business Toolkit etc.)</li> </ul>	Wendy Osgodby
2.3 Growing Innovation	<p>This commission is now complete, and the final copy of the evidence base report was signed off at the end of January. An AgZone partnership meeting was held in May with key partners to agree and discuss next steps following the study, including future projects scoping and programme governance. An infographic with summary points of the report has been created and circulated internally to Members via the Members' newsletter and additional content for public use is currently being developed.</p>	Marina Di-Salvatore

2.4 Supporting our Markets & Retail Centres	<p>Towns Manager continues to meet regularly with Market Rasen and Caistor Town Councils to ensure the funding is dispersed across the rural communities.</p> <p>The Gainsborough farmers market programme continues, future themes include Halloween and dragons, 1940s Remembrance and Christmas Market.</p> <p>The Summer Festival – Go Festival was a successful community and professional festival despite set back with the weather. The main stage hosted schools, Lincolnshire artists and international artists.</p> <p>Feedback from local businesses and shops was very positive.</p> <p>Arts Council awarded £30k small project grant to develop community engagement, which delivered through the town centre event. This will included shop decorations and handmade bunting.</p> <p>Two further events were created in Market Rasen and Gainsborough – Wordfest, offered wrap around literature and arts workshops in heritage buildings, coffee shops and pubs, finishing with the town centre market event with authors and publishers trading at the general market.</p>	Cara Markham												
3.1 Local Skills Programme	<p><b>STEPS Project: CliP</b></p> <p>3.1.1- Phase 1: December 2023's monitoring report received, with project on target to achieve UKSPF outcomes. STEPS have received their third payment of £25,000.</p> <p>3.1.1- Phase 2: As at Dec-23 the figures have been achieved against the expected outputs and outcomes</p> <p>3.1.1- Phase 3: The project is in now in Q3. The increase in figures across the board demonstrates the progression of the individuals – with some who started on programme at the outset now in a position to successfully achieve employment.</p> <p>3.1.1 Phase 4 – this is the final stage of the programme which concluded in June 2024. Final outcomes/outputs are set out below:</p> <table border="1" data-bbox="651 1166 1854 1463"> <thead> <tr> <th>Outputs</th><th>UKSPF Business Plan Target</th><th>Actual Target Achieved</th></tr> </thead> <tbody> <tr> <td>Number of Socially Excluded People Accessing Support (numerical value)</td><td>70</td><td>78</td></tr> <tr> <td>Number of people supported to engage in job searching</td><td>66</td><td>70</td></tr> <tr> <td></td><td>56</td><td>65</td></tr> </tbody> </table>	Outputs	UKSPF Business Plan Target	Actual Target Achieved	Number of Socially Excluded People Accessing Support (numerical value)	70	78	Number of people supported to engage in job searching	66	70		56	65	Amanda Bouttell
Outputs	UKSPF Business Plan Target	Actual Target Achieved												
Number of Socially Excluded People Accessing Support (numerical value)	70	78												
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	56	65												

Number of people receiving support to gain employment		
<b>Outcomes</b>	<b>UKSPF Business Plan Target</b>	<b>Actual Target Achieved</b>
Number of people reporting increased employability through development of interpersonal skills funded through UKSPF	35	70
Number of people engaged in job seeking following support	56	60
Number of people in employment, including self-employment following support	44	60
<p><b>Future of the Past Project</b> is being delivered by Sound Lincs and is a county wide community project which aims to bring together young people, heritage and creative arts. The project will work with cohorts of up to 12 people in phased project delivery over 3 years. UKSPF will fund the final 2 years of the project in West Lindsey. £7.5k drawn down in Year 2 and £7.5k in Year 3. There is a £1k gap in funding so this will be topped up from E&amp;S budget.</p>		
<b>Outputs</b>	<b>UKSPF Business Plan Target</b>	<b>Actual Target Achieved</b>
Number of socially excluded people accessing support	70	24
Number of people to engage in job-searching	66	0
Number of people receiving support to gain employment	56	12
<b>Outcomes</b>	<b>UKSPF Business Plan Target</b>	<b>Actual Target Achieved</b>
Number of active or sustained participants in community groups as a result of support	8	24
Number of people reporting increased employability through development of interpersonal skills funded through UKSPF	35	12

	12 participants have completed Year 1 and a further 12 participants have been recruited for Year 2 – Phase 1																									
3.2 Skills for the Future	<p><b>Workforce Development Grant Scheme</b> Launched in May 2024 and provides small grants to SME’s, including community organisations to help support training and development to upskill the existing workforce. The grant will only fund training or development that is not mandatory or already funded elsewhere – e.g. AEB funded course, skills bootcamps, apprenticeships etc. We have utilised £60k for this grant scheme which has supported 58 learners across 19 organisations. See table below with outcomes/outputs:</p> <p><b>Workforce Development Grant Scheme – c. £60k</b> June 2025-March 2025</p> <table><tr><th>Outcomes</th><th>UKSPF Business Plan Target</th><th>Started</th><th>Completed</th></tr><tr><td>Number of People receiving support to gain a vocational license/qualification</td><td>123</td><td>58</td><td>57</td></tr></table> <table><tr><th>Outputs</th><th>UKSPF Business Plan Target</th><th>Started</th><th>Completed</th></tr><tr><td>Number of people in education/training</td><td>17</td><td>58</td><td>57</td></tr><tr><td>Number of economically active individuals engaged in mainstream skills, education and training</td><td>61</td><td>58</td><td>57</td></tr><tr><td>Number of people in employment, including self-employment, following support</td><td>67</td><td>0</td><td>0</td></tr></table> <p><b>Skills in Communities Project</b></p> <p>£190k has been allocated across 11 West Lindsey projects. Each project will either deliver training and skills for economically inactive adults or provide opportunities for employed people to upskill/re-skill.</p>	Outcomes	UKSPF Business Plan Target	Started	Completed	Number of People receiving support to gain a vocational license/qualification	123	58	57	Outputs	UKSPF Business Plan Target	Started	Completed	Number of people in education/training	17	58	57	Number of economically active individuals engaged in mainstream skills, education and training	61	58	57	Number of people in employment, including self-employment, following support	67	0	0	Amanda Bouttell
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	<p>There are 430 opportunities across the 11 projects which will be delivered between March 25 – March 26.</p> <p>First quarter monitoring meeting are booked for June 2025.</p> <table><tr><th>Outcomes</th><th>UKSPF Business Plan Target</th><th>Started</th><th>Completed</th></tr><tr><td>Number of People receiving support to gain a vocational license/qualification</td><td>123</td><td></td><td></td></tr></table> <table><tr><th>Outputs</th><th>UKSPF Business Plan Target</th><th>Started</th><th>Completed</th></tr><tr><td>Number of people in education/training</td><td>17</td><td></td><td></td></tr><tr><td>Number of economically active individuals engaged in mainstream skills, education and training</td><td>61</td><td></td><td></td></tr><tr><td>Number of people in employment, including self-employment, following support</td><td>67</td><td></td><td></td></tr></table>	Outcomes	UKSPF Business Plan Target	Started	Completed	Number of People receiving support to gain a vocational license/qualification	123			Outputs	UKSPF Business Plan Target	Started	Completed	Number of people in education/training	17			Number of economically active individuals engaged in mainstream skills, education and training	61			Number of people in employment, including self-employment, following support	67			
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UKSPF Admin	Officer time spent on UKSPF schemes is now being allocated to the UKSPF administration budget.	Grant White/James Makinson-Sanders																								
Capacity Funding	For the remainder of the programme this funding is being utilised to cover the staff costs of managing the programme including the completion of government assurance reports, the monitoring and reporting of outputs and outcomes and the financial due diligence and reporting.	Sally Grindrod-Smith																								

## APPENDIX 8: LUF TASKS , RISKS AND KEY ACTIVITIES FOR COMPLETION DURING 2025/2026

Task	Activity Type	Delivery/Completion Date	Comment	RAG
<b>Market Place</b>				
Order and arrange delivery of plant pots and seating planters, meet with contractors to monitor progress during production, co-ordinate delivery schedule as it is more complex due to location and may need amendments	Delivery	w/c 23rd June 2025	Scheduled around Go Festival dates to limit disturbance; this date leaves no contingency and handover time. If there are any issues with the pots/planters, it will need to be handed over but there is no resource available to hand to	R
Oversee design, delivery and installation of Hexagons, regular meetings with contractors to monitor progress during production	Delivery	w/c 23rd June 2025	Any issues in production have no contingency room built in due to schedules	R
Organise and procure delivery of items from depot to market place using appropriate haulage contractors	Delivery	w/c 23rd June 2025		G
Co-ordinate installation of items and planting schedules	Delivery	w/c 23rd June 2025	Any adverse weather could impact ability to plant; there is no contingency room built in due to schedules	R
Configure new Market Stall layout to be the most amenable possible for operations, traders, customers and current businesses, to develop effective new layout that suits the new public space	Operational	w/c 23rd June 2025	LUF Team working with other colleagues who work with stall holders to provide information and support but impact to traders is low with new layout, little movement required - if previous items are delayed could be more complicated	A
Work with existing traders to implement new layout in Market Place, work with new/casual traders to site stalls down Silver Street as the market grows	Operational	w/c 23rd June 2025	LUF Team working with other colleagues who work with stall holders to provide information and support but impact to traders is low with new layout, little movement required - if previous items are delayed could be more complicated	A
Work with Comms to develop a comprehensive communications package around the Market Place and Markets upgrades and changes once everything is confirmed/agreed	Comms	Jun-25	Flyer has gone out to businesses relating to TRO and Market Place improvements. Additional support may be needed when it all goes live - May TRO and late June installation of improvements.	G/A
Relocation of Gainsborough in Bloom Planters to more suitable location	Delivery	Jun-25	Locations to be agreed - one to flag alley to deter movement of other planter being considered	G
Relocation of Tree Planters from Market Place to Silver Street	Delivery	Jun-25	Locations to be agreed - one to flag alley to deter movement of other planter being considered	G
Clean up of existing planters, bins and benches subject to budget	Delivery	Jun-25	work underway	G
Potential need to identify storage for items until suitable location is agreed	Delivery	N/A	N/A	N/a
Work with operational team to agree operating processes for temporary removal of large planters for events such as Christmas lights festival - this requires health and safety assessment	Operational	June/July 25	Can use Go Festival to inform planning, but also work with internal teams to understand event needs in more detail and understand movement ease of market place improvements	G/A
Festoon Lighting - comprehensive programme of works planned which currently is set to continue beyond June due to supply chain issues. Existing columns need testing for safety and weight bearing abilities, a replacement column is on order; this is in conjunction with LCC. License agreements required. Following testing and installation, operator of WLDC needs to install fittings to the columns to enable festoon lighting to be controlled via timers. Procurement process underway.	Delivery	August/September 2025	Lighting is taking a considerable amount of time to deliver, and whilst it is possible and a budget earmarked, because of health and safety implications and the need for LCC and GTC to approve plans it is not possible to deliver this within the June deadline, it is more likely to be September once all relevant testing, procurement, licensing and installations are completed	R
Festoon Lighting - WLDC maintenance and management schedule	Operational	August/September 2025	as above	R
Festoon Lighting - safety manual and maintenance operations with partners; Town Council and LCC own parts of the fixtures so WLDC to engage with partners to agree access and schedules for maintenance	Operational	August/September 2025	as above	R
Uplighters Lighting - agree maintenance and management schedule and responsibilities. Important to upkeep and avoid repeated lighting failures	Operational	Jun-25	Complete	G
Historic Heart Projector - procurement, delivery, installation, agreements of location/conservation approval, and operational agreements and maintenance schedule	Delivery/Operational	July/August 25	Has to go through planning process before it can be procured - underway	A
Upgrade to Market Place electrics - working with Northern Powergrid to establish a timeline and co-ordinating around other events / works whilst being mindful of potential project complexities that could occur	Delivery/Operational	July/August 25	Unexpected delay incurred from NPG - working with them to understand and support but this means it will go beyond expected June delivery date	R
Market place music - working with final operators of unit C - what is the need, how does it work with residential units nearby, license for music in public places revenue cost	Delivery/Operational	June/July 25	Working with cinema operator to agree, and conservation officer to agree placement	A



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Task	Activity Type	Delivery/Completion Date	Comment	RAG
Commercial Waste / refuse issue / Town Hall and their operators without space to store commercial waste/bin storage - link with Commercial Waste Service and property and assets to try and agree solutions	Operational	?	Ongoing issue unsure of solution at this point so unable to define timeframe but won't be resolved before June	A/R
Phase 2 - original committeemen from Committee to investigate further feasibility of significant town centre transformation post LUF projects	Strategic	?	Resource unlikely to be available, no time to do this before July	R
Completion of Market Stall repair and refurbishment works	Delivery	Jun-25	Practically complete	G
Delivery of Market Stall covers to align with new layout	Delivery	Complete	Complete	G
Town Hall drainage issue - impacting cellar of unit on corner of Lord Street and Market Place. Officers to work with colleagues to reach solution.	Operational	?	?	?
Market Place public realm snagging and defects period (contractual obligations) - current project is due to deliver at end of June 2025 and therefore any remedial issues will have to be dealt with post June and ensure delivered to satisfactory and adoptable level before handing to property and assets team to maintain	Delivery/Operational	July/August 25	Cannot undertake snagging/remedy defects until market place improvements are installed, this is not taking place until the final week of June, therefore this task will run beyond contracts	R
New matters arising that require input from Projects Officer and Programme Manager may arise over the course of the next few months as the projects move through delivery	Delivery	ongoing	ongoing	A
Complete Stage 4 project documentation	Governance	Sep-25	Can't do until rest of project is complete - this won't be before July	R
<b>Whitton Gardens</b>				
Support Bruton Knowles in securing tenant for café up to start date	Strategic	Jun-25	Secure tenant for café - good interest so far and several visits, hope to have tenant in situ by July. Risk if anything falls through, will go beyond this time frame	A
Whitton garden café - handover pack, agreeing details of visitor economy material, tenant liaison and handover to property and assets	Delivery/Operational	Jun-25	Café to complete in May so handover can be completed in June	A
Working with property and assets team to familiarise with the building prior to formal handover	Operational	Jun-25	Café to complete in May so handover can be completed in June	A
Whitton gardens café snagging and defects period (contractual obligations)	Delivery/Operational	Jun-25	Café to complete in May so handover can be completed in June, snagging and defects can be picked up in June and built into longer term handover for other issues that may arise	A
Liaison with Environment Agency regarding riverside weeding and maintenance - clarify any license requirements	Operational	Jun-25		G/A
Instruct various hard works packages (subject to budget) to improve aesthetics	Delivery	Ongoing	Picking up tasks as and when appropriate. No resource to manage additional beyond June	A
Installation of mosaic community art project at Whitton's Gardens- King Canute piece - agree timelines with artist, press etc	Delivery	?	Not possible in current contract timeframe	R
Additional management of grounds maintenance contractor throughout summer period	Delivery/Operational	Jun-25	No resource to manage beyond June 2025. will form part of BAU handover	G/A
Complete Stage 4 project documentation	Governance	July/August 25	Can't be done until all aspects of project are complete including tenant in situ	R
<b>Baltic Mill</b>				
Baltic Mill planting maintenance - management of third party contractor to deliver grounds maintenance until 2026	Operational	May-25	on track	G
Handover of grounds maintenance to regular contractor	Operational	May-25	on track	G
Baltic Mill 'bedding in' period including fencing	Delivery	May-25	on track	G
Comms around opening and 'standstill/bedding in period' to be developed so the community understands why the park appears complete but isn't open immediately - pre June	Comms	May-25	on track	G
Baltic Mill - snagging and defects period (contractual obligation)	Delivery	Jun-25		G/A
Baltic Mill - wall public art installation at end of project, agreeing timelines for delivery and maintenance requirements	Delivery	?	No resource to manage beyond June 2025, but there is a desire to deliver this in the future	R
Complete Stage 4 project documentation	Governance	Jun-25		G

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Task	Activity Type	Delivery/Completion Date	Comment	RAG
<b>Cinema</b>				
Updating of Highways brown signs - working with LCC to ensure main highway cinema signage	Delivery	Jul-25	signs on order waiting on LCC	A
Wrapping up cinema timelapse, closing down contract and creating final outputs	Delivery	Jul-25	Can't do until cinema is open, date as yet unconfirmed	A
Cinema and RRU opening, marketing and support	Delivery	Jul-25	Opening date as yet unconfirmed, restaurant units likely to be behind cinema	R
Market place music - working with final operators of unit C - what is the need, how does it work with residential above, public music license	Delivery/operational	Jun-25	Working with cinema operator to agree, and conservation officer to agree placement	A
Complete Stage 4 project documentation	Governance	Sep-25	Can't be done until all aspects of programme are complete	R
<b>Retail/Restaurant Units</b>				
Supporting delivery of tenancing of Unit C - subject to funding	Delivery	July/August 25	Need to understand reconciliation outcome to know available fitout budget before tenants can be agreed	R
Identify funding stream to support delivery of 'white box' fitout of Units A&B	Strategic/delivery	Jul-25	Need to understand reconciliation outcome	A/R
Identify funding stream to support delivery of required delivery of Unit C	strategic/delivery	Jul-25	Need to understand reconciliation outcome	A/R
Project Plans for delivery of units	Strategic	Jun-25		G
Complete Stage 4 project documentation	Governance	September	Can't complete before project is fully delivered	R
<b>TRO</b>				
Operation of the newly refurbished bollards - engagement with LCC, businesses and agreeing the day to day operational management of the bollards - who / how	Operational	Jun-25	LCC have incurred a couple of delays, if they delay further this will limit available resource to support	A
Work with LCC on TRO roll, signage, enforcement matters	Governance	Jun-25	LCC have incurred a couple of delays, if they delay further this will limit available resource to support	A
Officer Representation on Gainsborough Transport Board	Governance	ngoing - unlikely to be before	Due to elections changes, Transport Board has been paused until further notice, and LCC officers have advised no action will be taken at this time but will be resumed in due course. Resource will not be available for this post June 25.	R
<b>Wayfinding</b>				
Final update to Wayfinding, all sign posts that require link back to new café and cinema to be programme managed, working with original contractors to agree installation and finalise end of contract invoices	Delivery	Complete		G
Complete Stage 4 project documentation	Governance	June/July 25	Project is complete but officer capacity to do s4 not available until July, at full capacity	A/R
<b>Caskgate Crossing</b>				
Caskgate Street crossing, promotion and discussion with LCC officers	Strategic	ngoing - unlikely to be before	Due to elections changes, Transport Board has been paused until further notice, and LCC officers have advised no action will be taken at this time but will be resumed in due course. Resource will not be available for this post June 25.	R
Officer Representation on Gainsborough Transport Board	Governance	ngoing - unlikely to be before	as above	R
Co-ordinate visit for Cllrs and support the project getting started	Delivery	Complete	Complete	G
<b>Governance</b>				
Final scheme reconciliation - finances to be agreed and finalised through June CP&R Committee	Governance	Jul-25	Paper has been moved to CP&R in July, must follow Earmarked Reserves paper as per governance requirements	R
End of programme Stage 4 to include finances, communications, lessons learnt, contractual evaluation requirements - awaiting details from MHCLG	Governance	August/September 2025	Cannot undertake until all projects are fully delivered	R
Formal project closedown with MHCLG - to work with S151 and to include delivery of outputs and outcomes	Governance	?	Awaiting guidance from MHCLG	A/R
Resident survey - commitment in MOU and in line with councils consultation strategy - desire to carry out post project completion to get real views from the public once projects are established	Comms/Strategic	Sep-25	Agreed to carry out post programme delivery to capture true reflections from residents	R
Understand longer term monitoring requirements e.g. footfall data, job creation etc - handover package of monitoring once we know what the MHCLG requirements are	Strategic	?	Awaiting guidance from MHCLG	A/R
Build longer term monitoring in to performance management, working with Programmes and Performance team	Strategic	July/August 25	Need to find capacity in schedule to work with P&P team to understand long term monitoring requirements, and who will be responsible for them - currently it is the LUF PM	R
Completion of a comprehensive evaluation report for Central Gov	Strategic/Governance	September	Cannot do prior to full programme completion	R

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Task	Activity Type	Delivery/Completion Date	Comment	RAG
Project Support Officer left in November 2024, decision made not to recruit and so existing team members have picked up all administration duties which are essential to support delivery of programme and support future audit requests.	Administration	Ongoing	as and when arise- government requests, audits etc	R
Ensure all drawings and operating manuals are on the asset register	Administration	ongoing	Can't be added to beyond June	A
Ensure all revenue implications are captured and accounted for post-project delivery	Administration	August onwards	can't capture before full project completion and before CP&R earmarked reserves paper	R
<b>Other</b>				
Wind and Tide sculpture - take handover of refurbishment, create operating, maintenance and management schedule and agree handover to Property and Assets to ensure doesn't fall into poor repair	Delivery	Complete	Ensure BAU/handover fully completed	G
Working with operational team to review street cleansing rotas and timescales to ensure increased footfall and town centre traffic can be cleansed appropriately	Operational	August/September 2025	Need to understand increased need and footfall to ensure most efficient review	A
Wider review of general public use litter bins, is the citing correct, do they need a new schedule across all areas that have had project work	Operational	July/August 25	Additional task if required to ensure upkeep and maintenance of area	A
Review and determine demand for 'warden' type role as included within the new town centre public realm reserve. Liaison with enforcement and licensing team to establish needs.	Strategic	July/August 25	Subject to CP&R earmarked reserves paper	A
Updating insurance of assets and liaising with valuers	Operational	ongoing	Can't be added to beyond June, core sites have been completed	G
Licensing - working with LCC to ensure licenses are achieved and commitments understood	Operational	Complete		G
IP TV upgrades (subject to budget) and amendments as required	Operational	ongoing	Can't be added to beyond June, core sites have been completed	G

# Agenda Item 6f



**Corporate Policy and  
Resources Committee**

**Thursday, 12<sup>th</sup> June 2025**

**Subject: Annual Treasury Management Report 2024/25**

Report by:

Director of Finance and Assets (S151)

Contact Officer:

Comie Campbell  
Interim Financial Services Manager (Deputy  
S151)

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Purpose / Summary:

To report on Annual Treasury Management  
activities and prudential indicators for 2024/25 in  
accordance with the Local Government Act 2003

## **RECOMMENDATION(S):**

1. Members recommend the Annual Treasury Management Report and actual Prudential Indicators 2024/25 to Full Council for approval.

## IMPLICATIONS

**Legal:** None from this report

**Financial: FIN/29/26/MT/CC**

Treasury Investment activities have generated £1.166m of investment interest at an average rate of 5.01%.

Non-Treasury investments (Investment Property Portfolio) have generated £1.691m income which is a gross yield of 7.01%

Financing activities has resulted in a total of £24.0m of external borrowing at a cost in year of £0.760m.

**Staffing :** None from this report

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

**Data Protection Implications :** None from this report

**Climate Related Risks and Opportunities:** None from this report

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

**Health Implications:** None from this report

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

The Treasury Management Strategy 2024/25

**Risk Assessment :**

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

**Call in and Urgency:**

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

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

**Yes**

☐

**No**

**X**

**Key Decision:**

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

**Yes**

☐

**No**

**X**

## 1. Executive Summary

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

- an annual treasury strategy in advance of the year (March 2024)
- a mid-year, (minimum), treasury update report (January 2025)
- an annual review following the end of the year describing the activity compared to the strategy, (this report)

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

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

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

During 2024/25, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

<b>Prudential and treasury indicators</b>	<b>2023/24 Actual £000</b>	<b>2024/25 Original £000</b>	<b>2024/25 Actual £000</b>
Capital expenditure	5,303	30,716	17,398
Capital Financing Requirement:	37,022	36,340	36,070
Of which – Investment Properties	19,536	19,099	19,099
<b>Gross borrowing (External)</b>	<b>24,000</b>	<b>19,155</b>	<b>24,000</b>
Finance Lease	0	0	0
Investments			
• Longer than 1 year	2,000	3,000	2,000
• Under 1 year	18,210	10,000	19,780
• <b>Total</b>	<b>20,210</b>	<b>13,000</b>	<b>21,780</b>
<b>Net borrowing</b>	<b>3,790</b>	<b>6,155</b>	<b>2,220</b>

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

The financial year 2024/25 was a challenging investment environment due to the uncertainty if interest rates were due to be reduced or not by the Bank of England. This meant that locking in longer term investments was hard to do because of concern over the possible increase or decrease of the return over time. With this in mind shorter term investments were made so as not to lose potential returns if rates went up. Conversely debt then became more expensive and so it was a fine balancing act.

This report summarises the following:-

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

## 2. Capital Expenditure and Financing

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

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

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

Capital and Financing	2023/24 Actual £000's	2024/25 Original Budget £000's	2024/25 Actual £000's
<b>Capital expenditure</b>	<b>5,303</b>	<b>30,716</b>	<b>17,398</b>
Financed in year by:			
Capital Receipts	324	451	119
Capital grants/contributions	4,142	19,525	16,827
Revenue	776	9,393	18



Leases	0	0	0
S106	797	1,204	434
Prudential Borrowing	(736)	143	0

### 3. The Council's overall borrowing need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2024/25 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

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

**Reducing the CFR** – the Council's underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the borrowing need. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.

The total CFR can also be reduced by:

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

The Council's 2024/25 MRP Policy, (as required by DLUHC Guidance), was approved as part of the Treasury Management Strategy Report for 2024/25 on 4<sup>th</sup> March 2024.

The Council has retained a Valuation Volatility Reserve with a minimum balance of 3% of purchase price of the investment property portfolio. This Reserve will be utilised to mitigate any loss on the investment upon sale of the assets if the capital receipt does not meet the debt outstanding. With the introduction of MRP for 2022/23, this reserve and minimum balance will be

reviewed on an annual basis. This is considered a prudent approach for these specific assets.

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

<b>Capital Financing Requirement (CFR)</b>	<b>31 March 2024 Actual £000's</b>	<b>31 March 2025 Actual £000's</b>
Opening balance	39,438	37,022
Add adjustment for Prudential Borrowing	(736)	0
Less MRP/Finance Lease Repayments	(1,680)	(952)
Less VRP	0	0
<b>Closing balance</b>	<b>37,022</b>	<b>36,070</b>
<i>Movement on CFR</i>	<i>(2,416)</i>	<i>(952)</i>

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

**Gross borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council ensures that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2023/24) plus the estimates of any additional capital financing requirement for the current (2024/25) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs in 2024/25. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	<b>31 March 2024 Actual £000's</b>	<b>2024/25 Budget £000's</b>	<b>31 March 2025 Actual £000's</b>
Gross Borrowing Position	24,000	19,155	24,000
CFR	37,022	36,340	36,070
(Under)/Over Funding of CFR	(13,022)	(17,185)	(12,070)

**The Authorised Limit** - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. Once this has been set, the

Council does not have the power to borrow above this level. The table below demonstrates that during 2024/25 the Council has maintained gross borrowing within its authorised limit.

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

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

	<b>2024/25 £000's</b>
Authorised limit	29,155
Operational boundary	24,155
Financing costs as a proportion of net revenue stream	10.12%

#### **4. Treasury Position as at 31 March 2025**

The Council's debt and investment position is organised by the treasury management service in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices. At the end of 2024/25 the Council's treasury, (excluding borrowing and finance leases), position was as follows:

<b>TABLE 1</b>	<b>31 March 2024 Principal £000's</b>	<b>Rate/ Return</b>	<b>Average Life yrs.</b>	<b>31 March 2025 Principal £000's</b>	<b>Average Rate/ Return</b>	<b>Average Life yrs.</b>
Fixed rate funding:						
-PWLB	14,000	2.25%	27	14,000	2.25%	26
-Other LA	10,000	5.78%	0.3	10,000	5.25%	0.2
<b>Total debt</b>	<b>24,000</b>		<b>27.3</b>	<b>24,000</b>		<b>26.2</b>
<b>CFR</b>	<b>37,022</b>		<b>-</b>	<b>36,070</b>		
<b>Over / (under) borrowing</b>	<b>(13,022)</b>	<b>-</b>	<b>-</b>	<b>(12,070)</b>		
Investments:						
	20,210		-	21,780		
<b>Total investments</b>	<b>20,210</b>		<b>-</b>	<b>21,780</b>		
<b>Net debt</b>	<b>3,790</b>	<b>-</b>	<b>-</b>	<b>2,220</b>		

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

The maturity structure of the debt portfolio was as follows:

	<b>31 March 2024 Actual £000's</b>	<b>31 March 2025 Actual £000's</b>	<b>% Portfolio</b>
Less than 5 years	13,000	13,000	54%
5 years and within 10 years	0	0	0
10 years and within 20 years	0	0	0
20 years and within 30 years	2,500	2,500	10%
30 years and within 40 years	0	0	0
40 years and within 60 years	8,500	8,500	36%

£14.0m of loans have been undertaken with the Public Works Loans Board at fixed rates on a maturity basis as detailed above.

### **Borrowing in advance of need**

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

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

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

	31 March 2024 Actual	31 March 2025 Actual
Ratio of Financing Costs to Net Revenue Stream	11.15%	10.12%
Increase/(Reduction) in Council Tax	£25.75	£26.37

## Investments

**Investment Policy** – the Council's investment policy is governed by DLUHC investment guidance, which has been implemented in the annual investment strategy approved by the Council on 4th March 2024. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

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

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

Balance Sheet Resources*	31 March 2024 £000's	31 March 2025 £000's
General Fund Balance	3,328	3,495
Earmarked reserves	20,047	19,558
Provisions	378	0
Usable capital receipts	1,460	1,460
Capital Grants Unapplied	3,577	3,070
<b>Total</b>	<b>28,849</b>	<b>27,603</b>

\*Subject to external audit of the 2024/25 accounts

## Investments held by the Council

- The Council maintained an average balance of £21.283m of internally managed funds.
- The internally managed funds earned an average rate of return of 5.01%.

- The comparable performance indicator is the Sterling Overnight Index Average (SONIA) which was a rate of 4.91% as at 31 March 2025.
- Total investment income was £1.166m compared to a budget of £0.651m.

Types of investments	31 March 2024 Actual £000	31 March 2025 Actual £000
Deposits with banks and building societies	1,995	500
Money Market Funds	16,710	19,280
Other Local Authorities	1,000	0
Property funds	2,000	2,000
<b>TOTAL TREASURY INVESTMENTS</b>	<b>20,210</b>	<b>21,780</b>

### Non-Treasury Investments

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

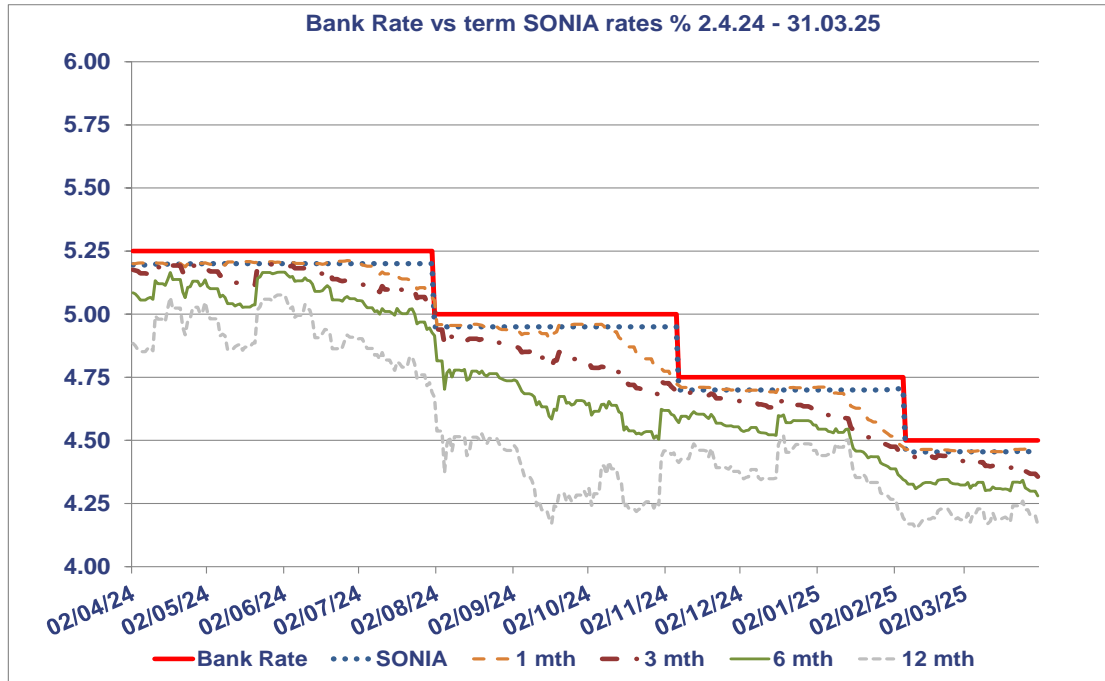
The investments are held on the balance sheet at their Fair Value (*the price expected to be received in current market conditions*). The Fair Value as at 31 March 2025 for the Commercial Property Portfolio is £22.952m.

This investment portfolio is generating a gross yield of 7.01% and £1.691m in income relevant to the financial year.

The Council mitigates any loss on investment by holding a Valuation Volatility Reserve at a minimum of 3% of the purchase price of properties. The balance on this reserve as at 31 March 2025 is £0.850m.

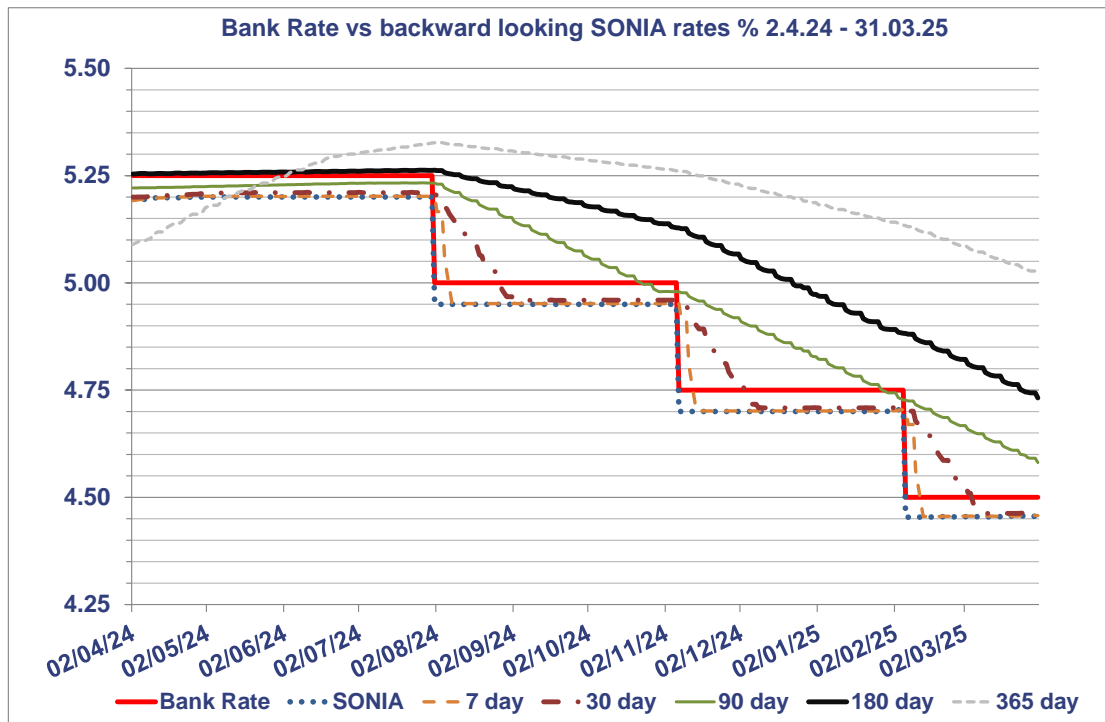
## 5. The Strategy for 2024/25 (Information supplied by MUFG)

### Investment strategy and control of interest rate risk



FINANCIAL YEAR TO QUARTER ENDED 31/03/2025						
	Bank Rate	SONIA	1 mth	3 mth	6 mth	12 mth
High	5.25	5.20	5.21	5.20	5.17	5.08
High Date	02/04/2024	03/05/2024	27/06/2024	17/04/2024	31/05/2024	30/05/2024
Low	4.50	4.45	4.45	4.36	4.28	4.15
Low Date	06/02/2025	12/02/2025	04/03/2025	31/03/2025	31/03/2025	10/02/2025
Average	4.95	4.90	4.88	4.82	4.72	4.54
Spread	0.75	0.75	0.76	0.85	0.89	0.93

### Investment Benchmarking Data – Sterling Overnight Index Averages (Backward-looking) 2024/25



FINANCIAL YEAR TO QUARTER ENDED 31/03/2025							
	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	5.25	5.20	5.20	5.21	5.23	5.26	5.33
High Date	02/04/2024	03/05/2024	13/05/2024	26/06/2024	26/07/2024	26/07/2024	01/08/2024
Low	4.50	4.45	4.46	4.46	4.58	4.73	5.02
Low Date	06/02/2025	12/02/2025	13/02/2025	12/03/2025	31/03/2025	31/03/2025	31/03/2025
Average	4.95	4.90	4.91	4.94	5.02	5.11	5.22
Spread	0.75	0.75	0.75	0.75	0.65	0.53	0.30

Investment returns remained robust throughout 2024/25 with Bank Rate reducing steadily through the course of the financial year (three 0.25% rate cuts in total), and even at the end of March the yield curve was still relatively flat, which might be considered unusual as further Bank Rate cuts were expected in 2025/26.

Bank Rate reductions of 0.25% occurred in August, November and February, bringing the headline rate down from 5.25% to 4.5%. Each of the Bank Rate cuts occurred in the same month as the Bank of England publishes its Quarterly Monetary Policy Report, therein providing a clarity over the timing of potential future rate cuts.

As of early April 2025, market sentiment has been heavily influenced of late by President Trump's wide-ranging trade tariffs policy. Commentators anticipate a growing risk of a US recession, whilst UK GDP is projected by the Office for Budget Responsibility to remain tepid, perhaps achieving 1% GDP growth in 2025/26.

Looking back to 2024/25, investors were able to achieve returns in excess of 5% for all periods ranging from 1 month to 12 months in the spring of 2024 but



by March 2025 deposit rates were some 0.75% - 1% lower. Where liquidity requirements were not a drain on day-to-day investment choices, extending duration through the use of “laddered investments” paid off.

That is not to say that investment choices were straight-forward. Concerns over rising inflation after the Autumn Statement in October led to reduced expectations for Bank Rate to fall. Indeed, the CPI measure of inflation is expected to reach c3.75% by the autumn of 2025, which could provide for some presentational issues for a Bank whose primary mandate is to ensure inflation is close to 2% on a two-to-three-year timeframe. At the end of March, only two further rate cuts were priced into the market for 2025 (4% at December 2025). A week later and sentiment has changed dramatically in the wake of the equity market sell-off to the extent that markets now expect three Bank Rate reductions between May and December 2025 (Bank Rate to fall to 3.75%).

### **Borrowing strategy and control of interest rate risk**

During 2024/25, the Authority maintained an under-borrowed position. This meant that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt as cash supporting the Authority’s reserves, balances and cash flow was used as an interim measure. This strategy was prudent as although near-term investment rates were equal to, and sometimes higher than, long-term borrowing costs, the latter are expected to fall back through 2025 and 2026 in the light of economic growth concerns and the eventual dampening of inflation. The Authority has sought to minimise the taking on of long-term borrowing at elevated levels and has focused on a policy of internal and temporary borrowing, supplemented by short-dated borrowing as appropriate.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Section 151 Officer therefore monitored interest rates in financial markets and adopted a pragmatic strategy based upon the following principles to manage interest rate risks:

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

Interest rate forecasts initially suggested gradual reductions in short, medium and longer-term fixed borrowing rates during 2024/25. Bank Rate did peak at 5.25% as anticipated, but the initial expectation of significant rate reductions did

not transpire, primarily because inflation concerns remained elevated. Forecasts were too optimistic from a rate reduction perspective, but more recently the forecasts, updated from November 2024 onwards, look more realistic.

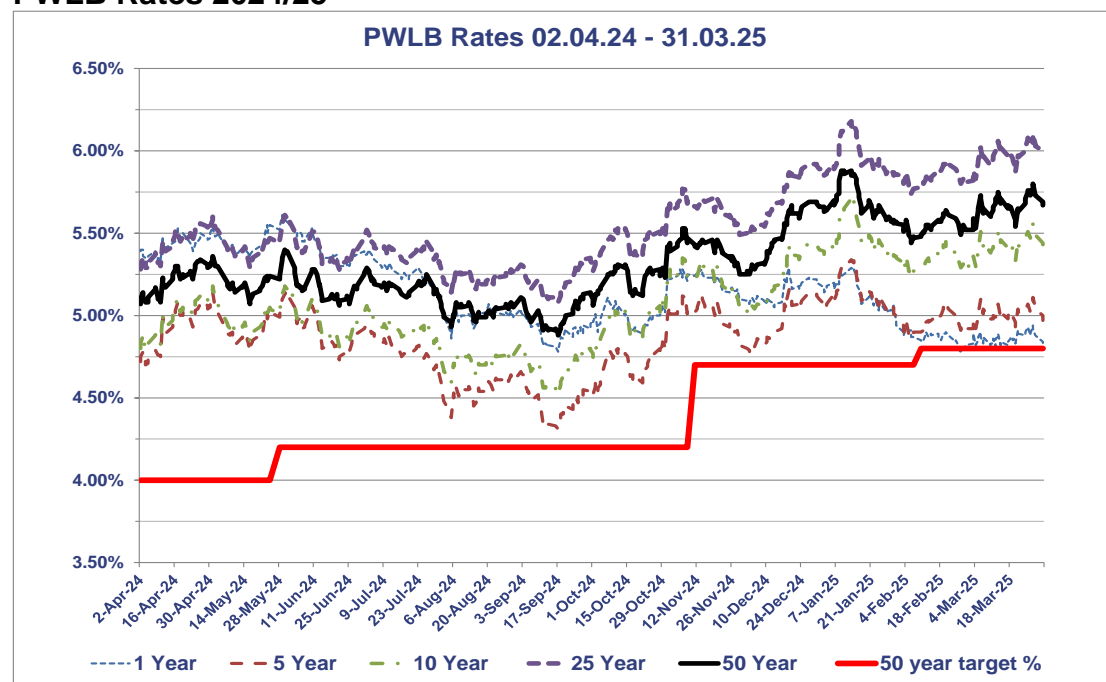
At the start of April 2025, following the introduction of President Trump's trade tariffs policies, the market now expects Bank Rate to fall to 3.75% by the end of December 2025, pulling down the 5- and 10-year parts of the curve too.

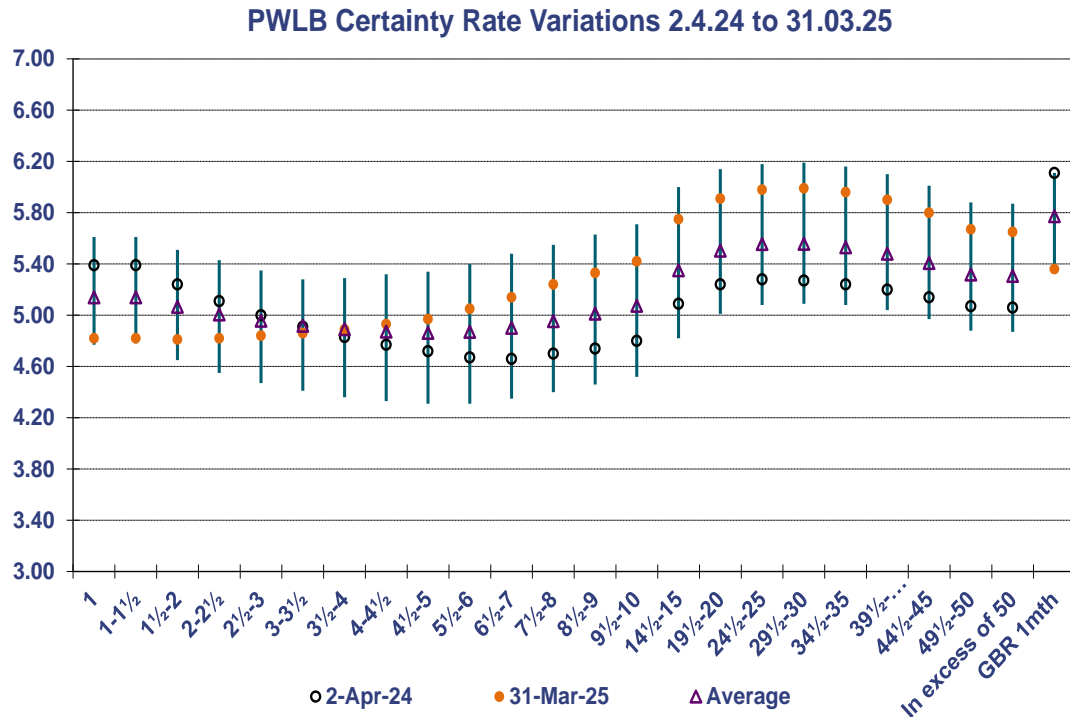
This should provide an opportunity for greater certainty to be added to the debt portfolio, although a significant fall in inflation will be required to underpin any material movement lower in the longer part of the curve.

Forecasts at the time of approval of the treasury management strategy report for 2024/25 were as follows:-

MUFG Corporate Markets Interest Rate View 05.02.24													
	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.25	4.75	4.25	3.75	3.25	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	4.80	4.30	3.80	3.30	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.20	5.10	4.60	4.10	3.70	3.30	3.10	3.10	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.00	4.90	4.40	3.90	3.60	3.20	3.10	3.10	3.10	3.10	3.10	3.20	3.20
5 yr PWLB	4.50	4.40	4.30	4.20	4.10	4.00	3.80	3.70	3.60	3.60	3.50	3.50	3.50
10 yr PWLB	4.70	4.50	4.40	4.30	4.20	4.10	4.00	3.90	3.80	3.70	3.70	3.70	3.70
25 yr PWLB	5.20	5.10	4.90	4.80	4.60	4.40	4.30	4.20	4.20	4.10	4.10	4.10	4.10
50 yr PWLB	5.00	4.90	4.70	4.60	4.40	4.20	4.10	4.00	4.00	3.90	3.90	3.90	3.90

## PWLB Rates 2024/25





### High/Low/Average PWLB Rates for 2024/25

	1 Year	5 Year	10 Year	25 Year	50 Year
<b>Low</b>	4.77%	4.31%	4.52%	5.08%	4.88%
<b>Date</b>	26/02/2025	17/09/2024	17/09/2024	17/09/2024	17/09/2024
<b>High</b>	5.61%	5.34%	5.71%	6.18%	5.88%
<b>Date</b>	29/05/2024	13/01/2025	13/01/2025	13/01/2025	09/01/2025
<b>Average</b>	5.14%	4.86%	5.07%	5.56%	5.32%
<b>Spread</b>	0.84%	1.03%	1.19%	1.10%	1.00%

PWLB rates are based on gilt (UK Government bonds) yields through HM Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, inflation, etc. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. Indeed, in recent years many bond yields up to 10 years in the Eurozone turned negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10-year yields have fallen below shorter-term yields. In the past, this has been a precursor of a recession.

However, since early 2022, yields have risen dramatically in all the major developed economies, first as economies opened post-Covid; then because of the inflationary impact of the war in Ukraine in respect of the supply side of

many goods. In particular, rising cost pressures emanating from shortages of energy and some food categories have been central to inflation rising rapidly. Furthermore, at present the Fed, ECB and Bank of England are all being challenged by levels of persistent inflation that are exacerbated by tight labour markets and high wage increases relative to what central banks believe to be sustainable.

## **UK gilt yields**

Gilt yields have been volatile through 2024/25. Indeed, the low point for the financial year for many periods was reached in September 2024. Thereafter, and especially following the Autumn Statement, PWLB Certainty rates have remained elevated at between c5% - 6% with the exception of the slightly cheaper shorter dates.

At the close of 31 March 2025, the 1-year PWLB Certainty rate was 4.82% whilst the 25-year rate was 5.98% and the 50-year rate was 5.67%.

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

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60 basis points (G+60bps)
- **HRA Borrowing rate** is gilt plus 40 basis points (G+40bps)

There is likely to be a fall in gilt yields and PWLB rates across the whole curve over the next one to two years as Bank Rate falls and inflation (on the Consumer Price Index measure) moves lower.

As a general rule, short-dated gilt yields will reflect expected movements in Bank Rate, whilst medium to long-dated yields are driven primarily by the inflation outlook.

The Bank of England is also continuing on a process of Quantitative Tightening. The Bank's original £895bn stock of gilt and corporate bonds will gradually be sold back into the market over several years (currently c£623bn). The impact this policy will have on the market pricing of gilts, while issuance is still markedly increasing, and very high in historic terms, is an unknown at the time of writing.

## **6. Other Issues**

### **Counterparty Limits**

There have been no breaches of Prudential Indicators.



Corporate Policy and  
Resources Committee

12<sup>th</sup> June 2025

## Subject: Review of Earmarked Reserves

Report by:

Director of Finance and Assets (S151)

Contact Officer:

Peter Davy  
[Peter.davy@west-lindsey.gov.uk](mailto:Peter.davy@west-lindsey.gov.uk)

Purpose / Summary:

To review the Council's earmarked reserves and identify reserves which could be repurposed to meet priorities.

### RECOMMENDATION(S):

- a) That Councillors note the amount of earmarked reserves which could be released to fund future agreed Priorities.
- b) That Councillors note the governance process for developing new priorities.

### IMPLICATIONS

**Legal:** It should be noted that the Council has a legal duty to set a balanced budget annually and that the Council's Chief Financial Officer must make a statement on the adequacy of earmarked reserves as part of the budget setting report.

**Financial: FIN/15/26/CPR/SL**

As of 31 March 2024, Usable Reserves totalled £28.488m. After taking account of all approved movements the forecast balance on 31<sup>st</sup> March 2025 is £28.540m.

**Staffing:** None arising as a result of this report but these would need to be considered when approving any new priorities.

**Equality and Diversity including Human Rights:** If new priorities are agreed these would be subject to relevant equality impact assessments.

**Risk Assessment :**

It is considered the Council currently has a strong level of both earmarked and general reserves. Whilst still retaining a prudent level of general and earmarked reserves, by delivering the administrations priorities in the medium term, a significant amount of earmarked reserves will be used therefore reducing the Council's flexibility to undertake projects which are not identified as priorities or to be able to identify match funding if external grants which require this became available.

The future funding streams of the Council are currently being reviewed by the government via the fair funding review and the business rates reset. Once concluded this will feed through to the local government finance settlement in the autumn which will give the Council certainty on business rates income, government grants and Council tax levels for at least the 2026/27 year and hopefully the following two years. Therefore, a certain level of earmarked and general fund reserve are required to mitigate any adverse impact this may have on the Council's Medium Term Financial Plan.

**Climate Related Risks and Opportunities:** None arising as a result of this report but these would need to be considered when approving any new priorities.

**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

x

Key Decision:

Yes

☐

No

x

## 1. Executive Summary

- 1.1 The administration has asked management team to review the levels of earmarked and general reserves with a view to funding future agreed priorities. This is partly driven by an ageing leisure centre in Gainsborough which will require significant investment to bring it up to modern requirements and with an anticipation to reduce the amount of ongoing maintenance required.
- 1.2 Whilst it is hoped that external funding can be acquired it will still require a significant amount of Council investment to deliver any future agreed priorities. This will come from earmarked reserves and potentially borrowing.
- 1.3 This report seeks to inform Councillors of the potential resources available to support any future agreed priorities. This, it is hoped, will give an idea of what or may be affordable.

## 2. Background

- 2.1 The Council's usable reserves are split into a number of different categories which are general reserves, earmarked reserves, capital receipts reserve and capital grants unapplied. 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 over General Fund Balance.
- 2.2 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

Finance and Assets) to report to the Council on the adequacy of the proposed financial reserves to Council on an annual basis. This is done at West Lindsey as part of the budget setting report to Council on an annual basis. If reserves were to be too low in the opinion of the chief finance officer this would be mentioned in the report.

- 2.3 Whilst the Council can decide to use its reserves as it sees fit there must be consideration of the governance process, the financial situation of the authority and the requirements of the medium term financial plan.

### **3. Main Report**

- 3.1 The administration has asked management team to review the levels of earmarked and general reserves with a view to funding future agreed priorities. This is partly driven by an ageing leisure centre in Gainsborough which will require significant investment to bring it up to modern requirements and with an anticipation to reduce the amount of ongoing maintenance required. The asset is ageing and many parts of it have exceeded their useful life and therefore require investment. Whilst undertaking works to the centre the opportunity could be taken to improve the leisure offer in Gainsborough and make the centre as good as it can be to extend its life well into the future.
- 3.2 Together with Gainsborough leisure centre the administration is currently formulating a number of other priorities for the district which will require funding. Some of the schemes can be financed by external funding (such as UKSPF funding) but it is envisaged that there will be the need to allocate a significant amount of Council reserves towards the costs and also to potentially borrow to enable this to happen.
- 3.3 Officers have reviewed the current and projected reserve levels and have identified where funds could be reprioritised to give a funding envelope from which more detailed plans can be formulated. The reserves work has taken account of current approved initiatives and those known to be coming in the short to medium term.
- 3.4 Careful consideration has been given to the amount of reserves the Council must retain. This is to ensure it can still deliver day to day activities, complete previously approved initiatives, deal with unexpected shocks and to ensure risk to the Council's financial position is minimised.
- 3.5 Is it therefore key that the following reserves are maintained at their current and projected levels: -
- General Fund – to cushion the impact of unexpected events and to counteract uneven cashflows.
  - Insurance Reserve – To cover the excesses the Council must pay for successful insurance claims.



- Budget Stability Reserve – To help towards balancing the MTFS over the short to medium term as required.
- Extended Producer Responsibility Reserve – To help the Council to meet any costs which may arise as a result of new legislation around the extended producer responsibilities.
- Business Rates Volatility Reserve – To help cushion the effects of the upcoming business rates reset.

3.6 The other earmarked reserves and the capital receipts reserve have been assessed.

The full list of Earmarked Reserves and the potential amounts that can be reprioritised are as follows: -

**TABLE 1: THE FORECAST BALANCES OF RESERVES BEFORE REVIEW:**

Reserve Name	Purpose	Balance @ 31/03/25 £	Balance @ 31/03/26 £	Balance @ 31/03/27 £	Balance @ 31/03/28 £	Balance @ 31/03/29 £
<b>REQUIRED TO BE FULLY RETAINED:-</b>						
Civic Reserve	To fund replacement of the Civic Car.	25,000	10,000	15,000	20,000	5,000
District Elections	To finance future Election costs held every 4 years.	54,000	94,000	134,000	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.	29,600	29,600	29,600	29,600	29,600
ICT Upgrade/Refresh	To meet the costs of Information & Communications Technology Upgrades and Revs & Bens System.	510,980	408,880	453,680	402,180	432,980
Members ICT Reserve	Provision of Members' ICT	26,786	20,086	86	10,086	20,086
Maintenance of Facilities	To meet future property maintenance requirements.	648,803	549,503	602,403	655,303	708,203
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.	7,100	7,100	7,100	7,100	7,100
Project Investment Reserve	To assist with costs associated with Business Case Development and projects such as around LGR.	1,040,147	546,347	546,347	531,347	531,347
Revenue Grants Unapplied	Revenue grants which have yet to be expended but cannot be repurposed.	1,169,100	1,016,301	1,006,601	998,801	998,801
Trinity Arts Centre	Increase in ticket prices (eff 18/19) to be transferred to EMR for contribution towards future projects.	50,000	50,000	50,000	50,000	50,000
Extended Producer Responsibility	To hold the EPR funding and monitor application	0	1,525,000	1,525,000	1,525,000	1,525,000
Business Rates Volatility Reserve	To meet the costs of any reductions of the business rates income.	1,950,807	2,570,907	1,950,807	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 Parliament. This will give the Council time to come up with plans to address any budget shortfall and carefully plan any service redesigns which may be necessary.	2,607,827	2,296,927	2,164,427	2,139,927	2,139,927
Insurance Fund	To meet any excess on insurance claims.	73,200	73,200	73,200	73,200	73,200
Redundancy Contingency	To meet costs of staff redundancies.	266,300	266,300	266,300	266,300	266,300
Community Grant Scheme	Community grant scheme to support community projects and the councillor award initiative.	22,300	22,300	22,300	22,300	22,300
Cultural Strategy Reserve	To develop the Council's Cultural Strategy in line with the recommendation contained within the Peer Review.	250,900	91,800	48,600	48,600	48,600
Communities at Risk	Support for communities at risk (2 identified CAR are currently Hemswell Cliff and South West Ward).	441,782	239,782	217,482	217,482	217,482
Environmental and Climate Change Reserve	Fund projects designed to reduce the carbon impact of the Council's operations.	477,206	427,206	427,206	427,206	427,206
Feasibility Fund	Match funding for the rural business intervention to support businesses with revenue costs.	140,000	40,000	40,000	40,000	40,000
CIL Reserve	Budget smoothing for CIL contributions and expenditure. To fund CIL officer and any other CIL related spend.	57,000	57,000	57,000	57,000	57,000
Capital Grants Unapplied	Capital grants which have yet to be expended but cannot be repurposed.	3,070,115	3,070,115	3,070,115	3,070,115	3,070,115
General Fund Balance	To cover any unforeseen costs with the level reviewed annually.	4,432,160	3,319,460	3,173,460	3,173,460	3,173,460
<b>TOTAL REQUIRED TO BE RETAINED:</b>		<b>17,351,113</b>	<b>16,731,814</b>	<b>15,880,714</b>	<b>15,729,814</b>	<b>15,848,514</b>
<b>AVAILABLE FOR FULL OR PARTIAL REPRIORITISATION:-</b>						

Investment for Growth	To support internal and local housing and business growth.	7,329,418	1,158,039	1,158,039	1,158,039	1,158,039
Invest to Save	To support initial investments which could lead to longer term savings	452,900	452,900	452,900	452,900	452,900
Vehicle Replacement Programme	To support service development and replacement fleet across the Authority.	226,958	3,858	592,058	800,258	488,458
Valuation Volatility	To mitigate any loss on investment from the sale of commercial investment properties.	850,000	733,000	650,000	650,000	650,000
Property Asset Fund	To support strategic housing and commercial property initiatives.	608,016	546,916	546,916	546,916	546,916
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.	206,100	186,100	186,100	186,100	186,100
Capital Receipts	Amount retained relate to internal ringfencing of RTB receipts	1,479,318	6,056,418	6,175,622	6,204,341	6,233,716
<b>TOTAL AVAILABLE FOR REPRIORITISATION:</b>		<b>11,152,710</b>	<b>9,137,231</b>	<b>9,761,635</b>	<b>9,998,554</b>	<b>9,716,129</b>
<b>TOTAL BALANCE OF RESERVES BEFORE REPRIORITISATION:</b>		<b>28,503,823</b>	<b>25,869,045</b>	<b>25,642,349</b>	<b>25,728,368</b>	<b>25,564,643</b>

**TABLE 2: SUMMARY OF RESERVES WHICH COULD BE REPRIORITISED:**

Reserve Name	Reprioritised @ 31/03/25 £	Reprioritised @ 31/03/26 £	Reprioritised @ 31/03/27 £	Reprioritised @ 31/03/28 £	Reprioritised @ 31/03/29 £	TOTAL £
Invest to Save	0	452,900	0	0	0	452,900
Vehicle Replacement Programme	0	0	400,000	0	0	400,000
Valuation Volatility	0	650,000	0	0	0	650,000
Property Asset Fund	0	246,000	0	0	0	246,000
Health and Wellbeing Reserve	0	100,000	0	0	0	100,000
Investment for Growth	0	251,100	0	0	0	251,100
Capital Receipts	0	5,900,000	0	0	0	5,900,000
<b>POTENTIALLY AVAILABLE TO SUPPORT ADMINISTRATION PRIORITIES:</b>	<b>0</b>	<b>7,600,000</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>8,000,000</b>

- Invest to Save Reserve – This reserve could be removed and the full balance of £452,900 released. No new schemes are planned which require upfront funding to create budget savings longer term. If there are any new schemes developed there is capacity within the project management reserve to meet any upfront costs.
- Vehicle Replacement Programme Reserve – It is proposed that £400,000 could be released from this reserve on the assumption that no new vehicles are able to be purchased post March 2029 and that investment in electrification of the fleet may be affected.
- Valuation Volatility Reserve – As the Council has no plans currently to dispose of its investment properties then this reserve balance could be repurposed
- Property Asset Fund – A review has taken place of prior years spending from this reserve and £246,000 could be removed if no repairs passed 2029 are required.
- Health and Wellbeing Reserve – The balance could be reduced with the balance left to deliver already approved initiatives.
- Investment for Growth Reserve – This reserve could partially release some funding however this would limit opportunities for match funding and any new growth initiatives which may occur.
- Capital Receipts – This reserve will contain the receipt of the former RAF Scampton site if it is bought and sold and therefore this can be used to support future capital projects.

If there are any future items which would usually be funded from these reserves then the general fund would need to be used instead.

**TABLE 3: SUMMARY BALANCES ON RESERVES:**

	Balance @ 31/03/25 £	Balance @ 31/03/26 £	Balance @ 31/03/27 £	Balance @ 31/03/28 £	Balance @ 31/03/29 £
To be Fully Retained	17,351,113	16,731,814	15,880,714	15,729,814	15,848,514
Available for Reprioritisation	11,152,710	9,137,231	9,761,635	9,998,554	9,716,129
<b>Total Reserves Before Reprioritisation</b>	<b>28,503,823</b>	<b>25,869,045</b>	<b>25,642,349</b>	<b>25,728,368</b>	<b>25,564,643</b>
Available for Reprioritisation	0	7,600,000	8,000,000	8,000,000	8,000,000
<b>Remaining Balance on Reserves</b>	<b>28,503,823</b>	<b>18,269,045</b>	<b>17,642,349</b>	<b>17,728,368</b>	<b>17,564,643</b>

#### **4. Conclusion**

- 4.1 As can be seen from the above officers have reviewed the Council's earmarked reserves and have identified that over the MTFP period £8,000,000 could potentially be used to help deliver the administration's priorities. Whilst this is a significant amount of the Council's reserves, the Council still retains circa £14m to meet day to day requirements and also to help minimise risk where possible.
- 4.2 Further reports will follow to Members for consideration once schemes are worked up and costed for the appropriate scrutiny and approval to be funded. Once costs are known in more detail external funding and borrowing options can be looked at.
- 4.3 In acknowledging the changing landscape that the Council is operating in, such as LGR, and in addressing the findings of the Council's recent Corporate Peer Challenge, the current governance framework in respect of Programme Boards, Member Working Groups and other such meetings (not including the Committee structure) is in the early stages of being reviewed. This is to ensure the Council's decision-making framework is fit for purpose, robust and agile to ensure projects are developed using the right governance process and member oversight.
- 4.4 Schemes will be developed using the Council's governance processes and will need to be included within service business plans and then the Council's MTFP, Capital Programme and Executive Business Plan, which will be presented to both CP&R Committee and Full Council for approval in due course.
- 4.5 A number of key principles are applied when compiling the Executive Business Plan in order to support members in their decision-making duties in respect of financial management and strategic delivery of the Council's priorities. These principles include:
  1. The Executive Business Plan must contribute to the delivery of a balanced budget, as per the legal requirements on the Council.
  2. Projects and Programmes identified for delivery must align to the agreed strategic priorities of the Council.
  3. There must be appropriate staffing and resources in place (or identified) to deliver the actions set out in the Executive Business Plan.
  4. Each individual key deliverable within the Executive Business Plan must be subject to an appropriate route to governance (where applicable) to ensure satisfactory member oversight and scrutiny in respect of value for money.
  5. Overall, the deliverables identified within the Executive Business Plan should act as the overarching work programme in respect of delivering the priorities of the Council.
- 4.6 In order to develop member priorities into a fully costed and resourced strategic delivery programme (currently known as the Executive Business Plan), councils follow a budget setting and business planning cycle, which typically follows the best practice example outlined by the Local Government Association, which can be viewed here <https://www.local.gov.uk/publications/must-know-guide-annual-budget-process#planning-the-budget-process>. West Lindsey follows this best practice (albeit adapted to suit the Committee model of governance that the Council operates in), aligning business planning with budget setting to produce

the Executive Business Plan alongside the MTFP to give a strategic mandate from Council to deliver member priorities. The timeline for producing the next Executive Business Plan is set out in the table below for members information:

MILESTONE	DATE
Discuss proposed political priorities with the Leader of the Council and Committee Chairs / Vice-Chairs (this typically happens at Leader's Panel)	May 2025
Conduct strategic business planning exercise to include strategic analysis, financial analysis and budget setting meetings with Managers	May – August 2025
Conduct Budget Consultation exercise with residents and businesses	July – August 2025
Present findings and proposals to the Leader of the Council and Committee Chairs / Vice-Chairs before proceeding to the next stages (this typically happens at Leader's Panel)	September 2025
Calculate impact of the Government's Spending Review and the proposed Finance Settlement on the Council's budget for 2026/27. Present the findings to the Leader of the Council and Committee Chairs / Vice-Chairs, alongside proposals for Fees and Charges before proceeding to the next stage (this typically happens at Leader's Panel).	December 2025 (assuming the draft settlement is received in December)
Finalisation of Budget	January 2026
Present Budget, including Executive Business Plan to CP&R Committee	February 2026
Present Budget, including Executive Business Plan to Full Council	March 2026

- 4.7 Members are asked to note the amount of earmarked reserves which could be released to fund future agreed priorities and note the governance process for developing new priorities.



## Corporate Policy & Resources Committee Work Plan (as at 4 June 2025)

### Purpose:

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

### Recommendation:

1. That Members note the contents of this report.

Date	Title	Lead Officer	Purpose of the report	Date First Published
<b>12 JUNE 2025</b>				
12 Jun 2025	Lea Fields Business Plan Review	Cara Markham, Commercial, Cultural and Leisure Development Manager	Review and update on the Lea Fields Plan	04 December 2024
12 Jun 2025	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2024/25	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Four Report and Summary of Year End Performance 2024/25	
12 Jun 2025	Local Authority Housing Fund 3 update report	Sarah Elvin, Homes, Health & Wellbeing Team Manager	Report to update members on LAHF 3 and obtain some required decisions on the project	
12 Jun 2025	Household Support Fund 7	Angela Matthews, Benefits Manager	Details and distribution proposals for Household Support Fund round 7	
12 Jun 2025	Annual Treasury Management Report 2024/25	Peter Davy, Director of Finance and Assets (Section 151 Officer)	To report on the Annual Treasury Management activities and prudential indicators for 2024/25 in accordance with the Local Government Act 2003	
12 Jun 2025	WLDC UKSPF/REPF 2025/26	James Makinson-Sanders, Economic	Identification of West Lindsey District Council's 2025/26 UKSPF/REPF	

		Growth Team Manager, Grant White, Communities Manager	Programme.
12 Jun 2025	Review and Reprioritisation of Earmarked Reserves	Peter Davy, Director of Finance and Assets (Section 151 Officer)	To consider the reprioritisation of earmarked reserves to meet Council priorities.
12 Jun 2025	Surestaff/WLDC Staffing Services Business Plan 2025/26	Comie Campbell, Interim Financial Services Manager (Deputy S151)	Annual Business plan for Surestaff and WLDC Staffing services. Including the review of board membership
12 Jun 2025	Budget and Treasury Monitoring Final Outturn 2024/2025	Sue Leversedge, Business Support Team Leader	This report sets out the final budget outturn position for revenue and capital spend 2024/2025.
<b>24 JULY 2025</b>			
24 Jul 2025	Market Street Renewal Ltd - 2025/2026 Business Plan	Sally Grindrod-Smith, Director Planning, Regeneration & Communities	Present 2025/26 Business Plan for approval Agree changes to Director, Share Holder Representative and Company Secretary roles
24 Jul 2025	Review of the Counter Fraud, Corruption and Bribery Policy	Lisa Langdon, Assistant Director People and Democratic (Monitoring Officer)	To review the updated policy which outlines the Council's approach to preventing and identifying all forms of fraud, corruption, theft and bribery.
24 Jul 2025	LGA Corporate Peer Challenge 2025: Recommendations and Action Plan	Ellen King, Policy & Strategy Officer – Corporate Strategy & Business Planning	This report presents the findings of the Council's recent Corporate Peer Challenge and the Council's Action Plan in response to the recommendations made.
24 Jul 2025	Budget and Treasury Monitoring Qtr 1 2025/26	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2025 to 31st May 2025. Due to committee timings, we bring a

			two month report to the June committee meeting.
24 Jul 2025	Gainsborough Leisure Provision	Amy Potts, Programme Manager	A report outlining the scope and business case requirements to support delivery of the future leisure model in Gainsborough
24 Jul 2025	Levelling Up Fund Reconciliation	Amy Potts, Programme Manager	Report to CP&R to demonstrate spend on the Thriving Gainsborough Levelling Up Fund Programme since 2021, and outline proposals for any budget remaining
<b>25 SEPTEMBER 2025</b>			
15 Sep 2025	Gainsborough Health Provision	Amy Potts, Programme Manager	A report to outline existing GP provision in Gainsborough's scope, requirements and options, to form a business case working with the NHS Integrated Care Board (ICB) for a future working model
<b>13 NOVEMBER 2025</b>			
13 Nov 2025	Budget and Treasury Monitoring Qtr 2 25/26	Sue Leversedge, Business Support Team Leader	This report sets out the revenue, capital and treasury management activity from 1st April 2025 to 30th September 2025.
13 Nov 2025	Proposed Fees and Charges 26/27	Sue Leversedge, Business Support Team Leader	Proposed Fees and Charges to take effect from 1 April 2026.
13 Nov 2025	Options Report: Review of Civic Transport Arrangements	Katie Storr, Democratic Services & Elections Team Manager	To present a detailed options appraisal for retention and use of the civic car, or alternative arrangements, following deferral of the paper presented to the Corporate Policy & Resources

Committee in February 2025.

## 11 DECEMBER 2025

11 Dec 2025	Progress and Delivery Quarter Two (2025/26)	Claire Bailey, Change, Projects and Performance Officer, Darren Mellors, Performance & Programme Manager	Progress and Delivery Quarter Two (2025/26)
11 Dec 2025	Council Debts for Write Off 2025/26	Alison McCulloch, Revenues Manager	Council Debts for Write Off 2025/26
26 Jan 2026	Local Council Tax Support Scheme 2026/27	Angela Matthews, Benefits Manager, Alison McCulloch, Revenues Manager	Local Council Tax Support Scheme 2026/27

## PENDING DATE CONFIRMATION

Commercial Strategy	Section 151	Commercial Strategy	09 October 2024
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