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Hinckley & Bosworth
Borough Council

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive

Date: 13 November 2020

To: Members of the Finance & Performance Scrutiny

Cllr C Ladkin (Chairman)
Cllr P Williams (Vice-Chairman)
Cllr JMT Collett
Cllr DS Cope
Cllr SM Gibbens

Cllr K Morrell
Cllr LJ Mullaney
Cllr MC Sheppard-Bools
Cllr R Webber-Jones

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **FINANCE & PERFORMANCE SCRUTINY** as a virtual meeting via Zoom on **MONDAY, 23 NOVEMBER 2020** at **6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Manager

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS
2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)
3. ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES
To be advised of any additional items of business which the Chairman decides by reason of special circumstances shall be taken as matters of urgency at this meeting.
4. DECLARATIONS OF INTEREST
To receive verbally from members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**
5. QUESTIONS
To hear any questions received in accordance with Council Procedure Rule 12.
6. COUNCIL HOUSING SERVICES UPDATE REPORT (Pages 3 - 16)
To provide an update on the activities of the Council's Housing Service.
7. PERFORMANCE AND RISK MANAGEMENT FRAMEWORK UPDATE 2ND QTR 2020/21
(Pages 17 - 30)
To provide the second quarter 2020/21 outturn position for performance indicators, service improvement plans, corporate risks and service area risks.
8. FINANCIAL OUTTURN - SEPTEMBER 2020 (Pages 31 - 56)
To present the financial outturn position as at September 2020.
9. TREASURY MANAGEMENT UPDATE QUARTER 2 - 2020/21 (Pages 57 - 62)
To report on the Council's Treasury Management activity in the second quarter of 2020/21.
10. SUNDRY DEBTS – QUARTER 2 - 2020/2021 (Pages 63 - 66)
To report on the position on sundry debts as at 30 September 2020.
11. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIRMAN DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY
As raised under item 3.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

5 OCTOBER 2020 AT 6.30 PM

PRESENT: Cllr C Ladkin - Chairman
Cllr P Williams – Vice-Chairman
Cllr JMT Collett, Cllr SM Gibbens, Cllr K Morrell, Cllr LJ Mullaney, Cllr MC Sheppard-Bools and Cllr R Webber-Jones

Officers in attendance: Tan Ashraf, Matthew Bowers, Stephen Meynell, Rebecca Owen, Kirstie Rea, Nicola Smith and Ashley Wilson

497 APOLOGIES AND SUBSTITUTIONS

There were no apologies.

498 MINUTES OF PREVIOUS MEETING

It was noted that there was repetition at 456 and it was moved by Councillor P Williams, seconded by Councillor Webber-Jones and

RESOLVED – the minutes of the meeting held on 9 September 2020 be confirmed as a correct record, subject to the above amendment.

499 DECLARATIONS OF INTEREST

No interests were declared.

500 FRONTLINE SERVICE REVIEW: PLANNING

Members received an update on the performance of the planning service and it was reported that there had been an increase in income levels as the number of planning and pre-planning applications had increased.

The following responses were given to questions from members:

- With regards to the Sustainable Urban Extensions (SUEs) at Barwell and Earl Shilton planning applications were expected from Persimmon Homes for the northern part of the SUE before the end of the year and from the Barwood, Bloor and Jelson consortium early next year
- Planning permission had been issued for the redevelopment of the old leisure centre site
- The calculation for the criteria for the five year housing land supply was robust but would need to be maintained for future years
- There should be no outstanding appeals for major applications (of ten dwellings or more) from the period before 31 March 2020 but there may be in the next rolling period up to 31 March 2021. Any appeals would be published in the report in Planning Committees
- No recognition had been given when HBBC delivered 20% above target on the delivery test last year
- The career graduate programme had been successful and positive feedback had been received. The risks highlighted were linked to recruiting officers with five or more years experience and to senior roles
- A full report on the Local Plan Review would be provided to members before it went to public consultation

•It was clarified that the total funding for the Heritage Action Zone was £1.8m
Councillor LJ Mullaney left the meeting at 6.50pm

Members noted the report and thanked officers.

501 PERFORMANCE AND RISK MANAGEMENT FRAMEWORK END OF YEAR SUMMARY FOR 2019/20

Members were provided with the end of year 2019/20 outturn position for performance indicators, service improvement plans, corporate risks and service area risks. It was highlighted that at 4.1.2 at page 18 the target for sickness reduction had not been met for last year however sickness rates were already significantly lower this year and the target for 2021 should be met.

It was noted that working from home could be helping with improving mental health as well as helping to reduce sickness rates and HBBC would be looking at how to operate going forward.

It was reported that the indicators at 4.1.3 (page 20) had not been updated as Defra do not publish these until November. It was also noted that any service improvement plans that were not completed would be rolled over to the following year.

Members highlighted that figures were very good especially for website visitors which were higher than the group average and these reflected an excellent result for officers.

The report was noted by members.

502 FINANCIAL OUTTURN - JUNE 2020

The financial outturn position as at June 2020 was presented to members. It was reported that this had changed quite significantly since the pessimistic view of June primarily because more detail had been provided of the Government compensation scheme. In June it had been thought that HBBC would have a loss of over £1m on the budget and the biggest issues were the loss of revenue from the car parks and the leisure centre.

However, the compensation scheme had been more generous and would help to reduce these losses and HBBC would also receive some new burdens funding of about £130,000. This meant that instead of a loss of £1m it could be around £300,000 which would be more manageable.

The impact of the national pay award would also affect the budget as it had increased by 2.75% and not the expected increase of 2%.

The medium to longer term view had improved but there were still many unknowns as the winter and potential lockdown could affect losses if, for example rents were reduced as commercial tenants suffered and also depending on what happened with Cineworld. However the overall view was more optimistic with a note of caution.

In response to a member's question it was noted that the crematorium would be delayed by about a year.

Members noted the report.

(The Meeting closed at 7.21 pm)

CHAIRMAN



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance and performance scrutiny 23 November 2020

Wards affected: ALL WARDS

COUNCIL HOUSING SERVICES UPDATE REPORT

Report of Director (Community Services)

1. Purpose of report

1.1 To report on the activities of the Council's Housing Service.

2. Recommendation

2.1 Note the report.

3. Background to the report

3.1 The Council's Housing Service sits within the Community Services Directorate and works alongside other key service areas such as Community Safety, Private Sector Housing, Homelessness, Cultural Services and Community Planning. For the purpose of this report the following areas will be considered:

Strategic context

Emerging issues

Tenancy Management and Rents

Anti-Social Behaviour

Housing Assets and Support teams

Housing Repairs and Investment

4. Strategic context

- 4.1 The Council Housing Service is responsible for 3230 council properties and 100 garages. In addition, there are a number of leasehold properties. The Housing Revenue Account (HRA) holds the budget for the service. The HRA Business Plan forecasts over the next 30 years the investment requirements for the service, to ensure council properties are maintained to a decent standard. The introduction of the Social Housing Green Paper in August 2018 alluded to a revision of the Decent Homes Standard. Whilst the specifics are not yet clear, it is widely anticipated that a standard will be imposed which is greater than currently informed by the Decent Homes Standard.

The council has delivered new housing over recent years including a bungalow scheme at Groby and 30 properties at Bennett Close in Hinckley. Current activity includes the acquisition of 11 properties at Middlefield Lane in Hinckley and the demolition and rebuild of Ambion Court sheltered scheme in Market Bosworth.

5 Emerging issues

5.1 Responding to the needs of our customers

One of the biggest challenges to our Housing Service is responding to the diverse range of customer needs. With over 80% of all new tenants having one or more complex need, either personally or within their household, from the commencement of their tenancy, it is imperative that we continue to have services that are flexible and robust enough to meet the changing needs of our customers. With the array of complexities that our officers, within all aspects of the Housing Service are attempting to manage, be it in terms of allocation, management, support or adaptation and maintenance, we are committed to ensuring that our staff have the requisite skills and training to provide person centered solutions as much as is possible.

Our approach to service delivery is one that strives to balance enforcement with support, with an emphasis on early intervention and prevention across service delivery. We have seen an increase in customer engagement which can lead to increased expectation. Traditional housing officer responsibilities have evolved and a more holistic response to meeting our customers' needs is evident across our services, not least as other traditional support services such as social care have seen an increase in their thresholds.

A further consideration, across a range of council services, is in relation to meeting the needs of an aging population. The suitability of our housing stock and housing offer is of critical importance to the health and wellbeing of individuals and the capacity of public services to sustainably support healthy ageing over the long term, and to deliver both improved outcomes and efficiencies.

5.2 Safety and Compliance

Following the Grenfell Fire tragedy in 2018, safety and compliance with legislation remain firm priorities across the social housing sector and for our council housing service. Work is underway to better involve our tenants, be it in terms of providing information about their property or building, providing effective advice and information to reduce their own risks from fire or other hazards, or undertaking targeted work with individuals to reduce any risks which may be associated with their lifestyle; such as hoarding. Additionally, the service continues to deliver existing work programs and explore new ones which ensure that we continue to meet our landlord responsibilities in terms of safety and compliance.

We are currently developing a Fire Safety Strategy to ensure that we remain compliant with legislation.

5.3 Reducing our Carbon Footprint

The borough council has been particularly vocal in recognising its social and ethical responsibility to reduce its carbon footprint and combat climate change. The UK's social housing sector accounts for around 17% of all homes, and as such has a significant responsibility for reducing CO2 emissions. With this in mind, the Housing Service is keen to ensure that future service delivery has full regard to environmental targets.

5.4 Coronavirus

At the beginning of the pandemic many officers within the Housing Service were required to support the work undertaken by the Resident Support Scheme, by providing proactive support to our tenants. Much of the focus of this work involved supporting and assisting vulnerable people. In total 20 officers from the Housing Service undertook additional responsibilities of this nature; to support our most vulnerable residents. Over 3500 proactive telephone calls to our tenants were made to ensure that our tenants remained safe, well and able to access support and provisions as required.

As a result of the Coronavirus tenant debt levels have increased with many of our tenants advising that they have been adversely affected financially throughout this period. In response, the Rents Team continue to proactively assist and support these tenants to ensure that individual arrangements regarding repayment can be established.

In response to the challenges presented by Covid-19 frontline service delivery has been adapted, across all services, to ensure that both staff and customers remain safe. Non priority visits were immediately suspended and most customer interactions, where appropriate, have until very recently taken place over the phone or by other virtual methods. The sheltered housing Scheme Managers, who are usually based at the sheltered schemes, have worked from home for the majority of their week, providing direct support over the phone, attending the schemes or visiting customers only when essential.

Until very recently only urgent and emergency repairs have been carried out within our tenants' homes. Working practices have been introduced to ensure that we are able to readily identify tenants or household members who are shielding or symptomatic. Repairs operatives attending these properties have been supplied with the appropriate PPE to ensure that they can work safely, and working practices have been introduced to mitigate any risks associated with Covid-19.

As lockdown easements continue to be introduced we have resumed most areas of frontline service delivery, albeit working practices continue to adapt in order to ensure compliance with government guidelines.

The government introduced emergency legislation at the start of the pandemic to ban evictions in both the private and social sector for at least 3 months. This has been extended by a further 6 months to support people over the winter period, should a second wave of the pandemic occur.

6 Council house services

6.1 Tenancy management and rents

The Tenancy Management team is responsible for collection and arrears management, ensuring that tenancy conditions are complied with, supporting people to live independently and working in partnership with the Housing Repairs team to ensure that council properties and housing land are well maintained.

The changing needs of our customers require us to continually provide a service that looks at individual needs. As such, the team is structured to ensure that personalised support can be offered in order to give our tenants the best chance of succeeding within their tenancy.

The rent function balances enforcement with support. The service recognises that in a changing financial climate, and more recently as a consequence of the pandemic, some tenants require personalised support to assist them in paying their rent and managing other essential household bills.

In March 2019, we appointed an Introductory Tenancy Officer. With a focus on early intervention and support, the post holder works closely with all new tenants to ensure that all the relevant support is in place whilst focusing on rent recovery and maintaining independent living. This role works alongside the Tenancy Support Officer who works with secure tenants and assists those with both short and long term needs.

6.2 Rent collection rates

The information below details current rent collection rates. The current rent collection target is 98%. Unfortunately the Coronavirus has increased the figure of current debt.

2019 Month	Percentage of rent collected
January	96.76%
February	97.17%
March	96.59%
April	95.07%
May	91.74%
June	94.53%
July	98.84%
August	96.64%
September	98.30%
October	97.72%
November	97.45%
December	98.11%

2020 Month	Percentage of rent collected
January	97.20%
February	97.44%
March	97.28%
April	95.65%
May	66.27%
June	76.28%
July	76.39%
August	81.41%
September	84.50%

Universal Credit remains an ongoing challenge for many of our tenants as they attempt to manage their money in order to meet their household liabilities, such as their rent. Currently, there are approximately 800 of our tenants with an active Universal Credit claim in place.

7 Anti-social behaviour, housing and the endeavour partnership

The Anti-Social Behaviour team works in partnership with other agencies to serve the public and promote community safety.

Both Anti-Social Behaviour and Housing officers, throughout the service, are integral to the successful operation and delivery of the Endeavour Partnership. The Endeavour Team comprises numerous partner agencies and internal departments working collaboratively to address and resolve issues relating to anti-social behaviour, environmental nuisance, wider community safety and vulnerability concerns. Since its formation, the Endeavour team has successfully responded to many community protection concerns; perhaps, most notably the collaborative approach between the police and the Borough Council has seen an increase in the number of anti-social behaviour sanctions sought to prevent those committing anti-social behaviour from continuing.

Performance on Endeavour is reported through the Community Safety Partnership quarterly meetings and to Scrutiny twice a year.

7.1 Anti-social behaviour cases

Over the last two years the number of anti-social behaviour cases dealt with by the ASB team continues to remain high, as detailed below. There has been a significant increase in reports of anti-social behavior throughout the pandemic. The increase can be directly attributed to concerns regarding breaches of social distancing regulations.

Officers within the team use the tiered approach to deal with ASB in accordance with other districts across the county. Cases that are not resolved using the tiered approach can progress to legal sanctions. The number of cases that lead to legal action are detailed below.

Year	Total ASB reports across the borough	HBBC only
01/4/17-31/03/18	1305	706
01/04/18-31/03/19	1237	683
01/04/20 to 01/09/20	662	476

Intervention	2017/18	2018/19	2020 to date
Advice letter	136	136	93
Warning letter	133	133	107
Injunction	3	4	9
Acceptable Behaviour Contract (signed)	9	20	0
Closure Order	6	5	4
Community Protection Warning	57	62	22
Community Protection Notice	14	12	4
Notice seeking possession (for ASB ground)	13	21	
Eviction	3	2	0

7.2 Young people

The Anti-Social Behaviour team have always strived to be proactive and prevent ASB from occurring through early intervention. In recent months one of our officers has been dedicated to dealing with young people involved in ASB. Whilst it should be noted that this resource is only temporary, in doing so, partnership working with the schools in the area has improved and the team continue to work closely with officers in the Community Safety team to deliver workshops in school around anti-social behaviour and community safety.

8 Housing assets and support teams

8.1 Sheltered and Supported Housing Services

The sheltered housing service provides 11 schemes across the borough offering independent living to older people. This support includes all sheltered properties having emergency pull cords and panic button pendants which connect, via an intercom, to an experienced member of staff 24 hours a day, who can raise the appropriate help. This may be simply offering reassurance; it may be requesting that a friend, neighbour or family member visit, a doctor, paramedic, the police or the fire service. The service is a safety net in effect, providing a comforting reassurance that someone is always there, which is particularly comforting to those who have no friends or family, or their loved ones live a distance away. Officers carry out needs and risk assessments, both for the tenant and their home, and are able to signpost concerns, risks and vulnerabilities to ensure each person is as supported as they can be to be able to remain safe and independent in their home. Officers regularly reinforce fire safety advice and put personal evacuation plans in place for each person, highlighting where perhaps they is a vulnerability in someone being able to hear a smoke alarm, and installing adaptations to overcome those difficulties.

Prior to the pandemic the service hosted regular social activities for tenants including activities such as movie nights, takeaway evenings with dancing, day trips to the coast and pancake breakfasts. In order to keep both our staff and our tenants safe, through the pandemic, these social activities have been temporarily suspended. Additionally, the communal areas at each scheme have been temporarily closed.

The Scheme Managers, although predominantly working from home to comply with government directives, have maintained daily telephone contact with all residents throughout. Without doubt the measures and controls put in place by the team have contributed to the continued safety of our residents during the pandemic.

The service has a set of standards which are monitored and reviewed by the Sheltered Housing Working Group (SHWG) a group of volunteer residents from sheltered and supported schemes who meet bi-monthly. These include;

- Ensure that tenants have equal and fair access to sheltered housing services regardless of their gender, race, age, religion or sexual orientation. And that staff will at all times be sensitive and non-judgemental and actively encourage anti-discriminatory practices.
- Give all new tenants a full introduction to the scheme within five working days, including services available, role of the Scheme Manager/Support officer and fire safety procedures.
- Ensure that each sheltered housing scheme is covered by a Scheme Manager working Monday to Friday. Or when the Scheme Manager is off site that tenants have access to the emergency control centre, 24 hours a day, 365 days per year.
- Produce a support plan for all new tenants within six weeks of moving in, and review it on a regular basis but at least every twelve months and carry out the agreed actions within the agreed timescales.
- Carry out regular scheme checks including:
 - Inspections of the communal areas daily ensuring they are clean and free from hazards.
 - Weekly test of the fire alarm and fire alert points
 - Weekly test of communal pull cords and emergency points
 - Six monthly testing of tenants emergency alarm equipment including pendants, lifeline and door entry equipment.
 - Bi Annual health and safety inspection of sheltered housing schemes.
 - Ensure that the communal areas are maintained to a high standard of cleanliness and that communal gardens are attractive and cultivated on a regular basis.
 - Actively encourage, and provide opportunities for tenants to provide feedback on the services they receive, but more specifically, through regular scheme meetings, surveys, suggestion boxes.

8.2 Control Centre Services

This service is responsible for the 24hr call control and monitoring centre, providing services to predominately older residents via emergency pull cord alarms, lifeline alarms and assistive technology. The Control Centre also acts as the Councils out of hours service and deals with calls relating to homelessness, Environmental Health calls, and Housing Repairs.

- 8.3 Of the approximate 2,700 people receiving support from the Control centre service, over 1970 are over 60. There are currently 1471 private lifeline customers and a further 1229 council tenants utilising this service. Further breakdown of the demography is below:

Age Range	60-69	70-79	80-89	90-99	100+
No. Of	472	602	625	266	5

Clients					
% Of Clients	24%	30.5%	31.7%	13.5%	0.3%

8.4 Lifeline and Assistive Technology Services

Assistive technology provided by the service offers a peace of mind service to private customers in their own home, again promoting safety and independence. A Lifeline, which is a small intercom installed in a client's home, is activated via a small panic button pendant. This can be worn all around the home and in the garden, and should a person have a trip or fall, a medical emergency, or any concern, they can activate the Lifeline from wherever they are, and speak to an operator in our 24 hour control centre. Additional monitors and sensors are also available which link to the Lifeline which can monitor customers with a variety of support needs safety in their home and provide immediate alerts when required. Our Assistive Technology Officer is able to assess customer's needs and provide advice on appropriate packages.

8.5 Service Improvement and Resident Involvement

The Service Improvement Officer and Housing Assets Support Teams Manager are responsible for supporting work around service improvement and resident Involvement which includes the Councils tenant participation forum 'Together for Tenants', Tenant Scrutiny, working groups, setting up and supporting residents groups, focus groups and consultation exercises. Priorities and specific actions are contained within the Resident Involvement Strategy. https://www.hinckleybosworth.gov.uk/downloads/download/1173/resident_involvement_strategy

Customer feedback, surveys, benchmarking data and service reviews are used to continually improve services, ensuring that we continue to meet both our legal responsibilities and customer expectations. The Service Improvement Officer is responsible for developing the ways in which tenants can provide their comments and feedback on the services they receive this includes, social media and e-mail forums. During the pandemic the team have developed virtual methods to continue to safely and effectively engage with our tenants.

8.6 Right to Buy and Leasehold Management

The Council has statutory responsibilities to administer a Right to Buy scheme, this entitles some tenants with a minimum of 3 years tenancy to buy their council property at a discounted rate of up to 70% off the market value.

The rate of RTB sales over the last 4 years is as follows:

Year	Number of completions
2016/17	42
2017/18	41
2018/19	26
Total number of sales	109

The Council manages 125 leasehold properties these are former council flats sold under the Right to Buy scheme. The council is responsible for repairs to the building and external cyclical repairs, the buildings are also insured by the council. Charges for repairs and insurance are recharged proportionately to Leaseholders annually.

9 Housing repairs and investment

The Housing Repairs and Investment Team is responsible for the repairs, maintenance and investment for the council's housing stock. The service has a number of work-streams which include;

- Responsive and void repairs
- Cyclic contracts
- Aids and adaptations
- Investment works
- Asset Management

9.1 Responsive Repairs and Void Work

Responsive repairs are primarily completed by the Council's 'In-house Repairs Team' (IRT) working primarily to four targets:

- Emergency repairs within 24 hours (including Out of Hours repairs within 4 hours)
- Urgent repairs within 5 working days
- Routine repairs within 20 working days
- Programmed routine repairs 60 working days

Other external contractors support where specialised work is required, eg drainage.

We also have a contractor supporting the in-house team to complete work to bring our empty homes up to our lettable standard, ready for the next tenant to move in.

During 2018/19 we completed 14,858 general repairs reported by tenants including repairs such as leaking taps and gutters, roof leaks, electrical faults, plastering repairs etc. We also brought 218 empty properties up to our agreed standard to get them ready for re-letting. We are seeing an increase of approximately 1000 general repair jobs year on year since 2016.

Current performance from April 2019 to February 2020

Priority	Number of jobs	Target %	Performance %
1	884	100	99.55
2	3634	100	99.89
3	3014	91.5	97.28
4	1738	91.5	98.33

9.2 Cyclical maintenance

This is work of a recurrent nature that is undertaken at regular intervals and includes:

- Annual Gas and solid fuel servicing - HBBC currently has a 3 star agreement with PH Jones to deliver the servicing and repairs to commercial and general dwelling gas, solid fuel, oil, heating appliances, together with Air Source Heat Pump, renewable heating installations. Our obligation under the Gas safety and Use Regulations is to ensure that all of our stock gas installations are serviced and checked for safe operation every 12 months. Compliance over the last 12 months, ending 31/12/19, was 99.46%.
- Undertaking monthly inspections and repair of fire prevention equipment within the sheltered schemes and blocks of flats.
- 6 Year Painting programme - This work is completed by the In-house Repair Team (IRT) who last year painted the outside of 525 properties.
 - 5 year Electrical testing programme - This work is currently completed by Matthews & Tannert Ltd, who completed over 455 tests last year as well as emergency lighting in sheltered schemes and communal areas.

9.3 Aids and Adaptations

The council undertakes work to enable its tenants to live independent in their homes for as long as possible. This could be by way of installing grab rails, ramps or level access shower rooms. Or, in extreme cases extending properties. The IRT complete smaller works whilst our contractor completes larger jobs. For extensions we would look to tender the work.

In 2018/19:

- we converted 47 bathrooms in to level access shower rooms
- we installed 5 over bath showers
- Improved the access to 10 properties for tenants with reduced mobility
- Adapted 1 kitchen to be accessible for wheelchair uses
- Fitted stair lifts to 10 properties
- Installed 1 Clos-O-Mat Toilet
- 2 hardstandings / dropped kerbs

- 3 Internal alterations to include widening of doors and wall removal
- 3 Level threshold doors
- 1 Installation of bath to meet the needs of a disabled child
- 1 removable wooden steps
- 180 Minor adaptations such as grab rails, keysafes, handrails, half step

9.4 Planned investment works

These works are completed to enable the council to reach and remain at the Decent Home Standard for its housing stock. The works are completed as planned programmes, ensuring value for money by replacing components just before the end of their predicted life span. They are also completed in groups of properties requiring work of the same type and by specialist contractors.

Last year we delivered:

- 379 upgrades to electrical installations
- Boilers/heating system renewals with A Rated boilers
- Replacement of 10 solid fuel heating systems with renewable technology in a 'non gas' area by the installation of an air source heat pump
- Replacement of Communal Boiler at one of our sheltered schemes.
- Renewals of windows/doors to 164 homes.
- Replacement of 130 roofs.
- 131 kitchen replacements and 63 bathrooms renewals.

9.5 Asset Management

The service has a team of surveyors who undertake the inspection of properties to authorise required works or dilapidation reports. In addition to this they help manage major work projects funded by the Housing Revenue Account, such as the remodelling of existing properties and the building of new homes.

9.6 Implications of the pandemic

At the beginning of the pandemic the repairs team were only permitted to carry out essential or urgent repairs in order to stop the spread of the virus. This restriction has now been lifted and full service delivery, including the resumption of planned works, has recommenced.

10. Exemptions in accordance with the access to information procedure rules

10.1 Open session

11. Financial implications (IB)

11.1 Budgets for the repairs service, the HRA and the HRA capital programme are reported to this committee on a quarterly basis.

11.2 The financial impact resulting from the challenges mentioned in the report will need to be referred for approval in accordance with financial procedure rules.

12. Legal implications (FA)

12.1 None arising directly from this report.

13. Corporate plan implications

13.1 The housing service contributes to all three Corporate Plan priorities of People, Place and Prosperity.

14. Consultation

14.1 None

15. Risk implications

15.1 None arising from the report.

16. Knowing your community – equality and rural implications

16.1 The service regularly consults with tenants through the various structures detailed in 8.5.

17. Climate implications

The Housing Service continues to develop service delivery to ensure compliance with environmental targets.

18. Corporate implications

18.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers:HRA Business Plan
Contact Officer: Maddy Shellard 5746
Executive Member: Cllr Mullaney

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance and Performance Scrutiny

23 November 2020

Wards affected:

All wards

PERFORMANCE AND RISK MANAGEMENT FRAMEWORK 2ND QUARTER SUMMARY FOR 2020/21

Report of Director (Corporate Services)

1. Purpose of report

1.1 To provide Finance and Performance Scrutiny with the 2nd qtr. 2020/21 outturn position for:

- Performance Indicators including benchmarking where available
- Service Improvement Plans
- Corporate risks
- Service area risks

2. Recommendation

2.1 That Finance and Performance Scrutiny:

- Note the 2019/20 end of year position for items listed at 1.1 above
- Recommend any actions that should be taken to improve performance on Indicators that did not meet their target
- Recommend any actions that should be taken to address Service Improvement Plans showing signs of slippage against target date(s)
- Review risks that pose the most significant threat to the council's objectives and priorities

3. Background to the report

3.1 Hinckley & Bosworth Borough Council provide a wide range of services that are delivered to the community and set strategic aims that help focus on

priorities in order to deliver the council's vision for Hinckley & Bosworth to be: "A Place of Opportunity" This is achieved by managing performance in the following ways:

- On a daily basis within each section
- On a monthly basis within each service area
- On a quarterly basis through the council's decision-making process
- On an annual basis through the production of the council's 'Corporate Plan'

3.2 The council's performance is monitored through Service Improvement Plans and includes performance indicators which are measurable. Up until 2010 indicators were a mandatory requirement set by central government. While some indicators are still reported direct to central government there is no longer a set of national indicators that councils have to adhere to. However, in order to monitor and show how well Hinckley & Bosworth Borough is meeting priorities and objectives, the council continues to monitor locally set indicators.

3.3 Inherent in the corporate aims and outcomes are 'risks' that create uncertainty. The Council recognises it has a duty to manage these risks in a structured way to help ensure delivery of priorities and to provide value for money services. The council has a Risk Management Strategy which sets out the framework for the monitoring and management of risks.

3.4 Performance and Risk Management is embedded into all the Council's business activities in a structured and consistent manner. All Service Improvement Plans which include Performance Indicators and Risks are held and managed on the council's performance management system: TEN

4. Overall summary for the period April 2019 to March 2020

4.1 Performance indicators - 56 indicators covering all service areas are monitored for performance:

- 59 indicators are monitored and reported on a quarterly basis
- Three indicators are reported at year end only

4.1.1 Overall status of performance indicators:

- 27 indicators are on target or better than target
- Seven indicators are not on target by 15% or less
- 14 indicators are not on target by more than 15%
- Eight indicators have not been updated

4.1.2 Indicators not on target

Table 1 Indicators not on target

Indicator	Target	Actual	Difference	Comments
% of employees with a disability	7%	6.7%	4%	Slightly behind target due to one FTE leaving
FOI requests processed within 20 days	99%	83%	17%	Decrease in performance caused by slow response times from some service areas which could be due to Covid19 prioritisation in work
Housing benefits overpayments collection rate	36%	12%	100%	As a consequence of the pandemic the decision was taken not to pursue overpaid housing benefit debt because of the negative impact that this would have on households
No of fraud, prosecution & sanctions	6%	0%	100%	As we have not been able to conduct 'interviews under caution' the number of fraud prosecutions has decreased.
Planning appeals dismissed	70%	64.3%	8%	Out of 14 appeal decisions received 9 were dismissed but 5 were allowed. Of these 5 one was Forge Cottage which was a committee overturn and 2A Drayton Lane had a previous appeal which was dismissed however the second appeal was allowed.
Food establishments broadly compliant with food hygiene law	96%	88%	8%	Total of 1083 registered, 950 are compliant. Significantly fallen from target due to new food businesses continuing to register but as yet not received an inspection for assessment of compliance due to Covid19 work. This is not dissimilar to the national picture.
Rent Collection and Arrears Recovery (Housing)	98%	84.5%	14%	Outstanding debt has increased due to the impact of Covid19. We had started to make an improvement but many of our customers have advised that they have been adversely affected financially due to covid-19

% Reduction year on year on outstanding debt owed to HBBC (Housing)	1.25% (reduction)	5.67% (increase)	127%	Outstanding debt has increased due to the impact of Covid19. We had started to make an improvement but many of our customers have advised that they have been adversely affected financially due to Covid
No of households living in Temp Accommodation	15	24	46%	Backlog in allocating properties due to Covid-19 situation at HBBC and with Housing Associations. Very few single person non-sheltered properties coming through to allocate people to.
Housing Advice: preventing homelessness	75%	31%	83%	250 over the first 6 months. We have been busier than ever so this does not give a realistic perspective of the numbers approaching for help and the good work we are doing. There are some issues around data capture methodology so this will be reviewed
No of empty business units/(occupancy rate)	8%	10.3%	25%	Impacted by Covid19 restrictions
Increase footfall at Hinckley Leisure Centre	360,000	40,394	159%	Impacted by Covid19 restrictions
No of participants in the GP exercise referral scheme	350	3	196%	Impacted by Covid19 restrictions (All referral based programmes have been on hold from 21 March 2020 until September 2020, as instructed via Public Health
% of Priority 1 works completed on time (H. Repairs)	100%	99.51%	0.5%	3 out of target. Measures taken to address issues identified.
% of Priority 2 works completed on time (H Repairs)	100%	99.7%	0.3%	5 jobs out of target. Measures taken to address issues identified.
Housing repairs: % of Priority 3 works completed on time	91.5%	71.16%	25%	891 jobs completed up to end of Q2, 257 out of target, over whelming majority due to Covid restrictions and then Covid back log. Other reasons were tenants isolating and wanting works postponing and engineer sickness

% of Priority 4 works completed on time (H Repairs)	91.5%	75.06%	20%	774 jobs completed up to end of Q2, 193 out of target. Covid restrictions and re scheduling engineers to urgent jobs were the main reasons.
Assessment of street cleaning (%)	86%	82.96%	4%	Return is qtr1 as qtr 2 not completed. Underperformance and backlog due to impact of Covid19 We have had only 50% of staff available for most of the months April to September
Average relet time Std Relets (minor voids) General Needs Hsg	54 (days)	79.8 (days)	39%	Issues with the backlog and changed working practices associated with COVID.
Average relet time (major voids) General Needs Housing	73 (days)	105.8 (days)	37%	Issues with the backlog and changed working practices associated with COVID.
Average relet time (all voids) General Needs Housing	60 (days)	94.7 (days)	45%	Issues with the backlog and changed working practices associated with COVID.

4.1.3 Indicators not updated:

Table 2 Indicators not updated

Indicator	Target	Actual	Reason
Person sees customer within 10 minutes	70%	N/A	No data as face to face only open for pre-arranged appointments (Covid-19 impact)
Customer services: satisfaction - face to face	95%	N/A	No data as face to face only open for pre-arranged appointments and not good practice to encourage customers to use the shared device to complete the survey due to Covid
B.C. Completion Certificates sent within 7 working days of final completion	99%	N/A	Since joining the building control partnership run by Blaby District Council the information required to compile this performance indicator is not now available due to streamlining of systems. We are therefore working up replacement data sets to allow compilation of alternative performance indicators

Indicator	Target	Actual	Reason
B.C.Full Plans determined & returned within 5 weeks or 2 months (extension of Time)	99%	N/A	Since joining the building control partnership run by Blaby District Council the information required to compile this performance indicator is not now available due to streamlining of systems. We are therefore working up replacement data sets to allow compilation of alternative performance indicators
B.C. Receipts within 4 working days from deposit	99%	N/A	Since joining the building control partnership run by Blaby District Council the information required to compile this performance indicator is not now available due to streamlining of systems. We are therefore working up replacement data sets to allow compilation of alternative performance indicators
Grounds Maintenance sites meeting Quality criteria	89%	N/A	Due to Covid and lock down no grounds inspections were carried out between April and September thus no performance figures can be submitted.
Residual household waste per household	212kg	N/A	Not able to give a figure for this - it uses property numbers that are not updated until Q4 (i.e. waste has gone up due to property increase but property numbers not adjusted until end of year - so non-comparable until data updated. Recommend to move from quarterly reporting to annual reporting only.
People visiting town - % difference due to events run by HBBC	29%	N/A	There have been no events due to Covid conditions. Any scheduled events have either been cancelled or have been significantly changed to ensure they meet national guidelines.

4.1.4 One indicator has performed significantly better than target

Table 3 Indicator that has performed significantly better than target

Indicator	Target	Actual	Comments
Customer services: lost calls	20%	11.38%	While 54,848 calls answered this year is less than the 62,680 for the same period last year (due to the impact of Covid-19), performance is still significantly better than target

4.2 Benchmarking - The council participates in two benchmarking activities but changes to council priorities due to the covid-19 pandemic has resulted in a lack of data returned by all councils who usually participate and therefore

there is no change to the last reported benchmark data that was presented to Finance and Performance Scrutiny on 05 October.

4.3 Service Improvements Plans - 193 Service Improvement Plans (across all council services) have been set for 2020/21. As agreed with the Strategic Leadership Team (SLT), only those Service Improvement Plans with a 'Corporate Impact' (i.e. not business as usual) are monitored by SLT.

4.3.1 Of the 193 Service Improvement Plans, 59 have been categorized as having a Corporate Impact:

4.3.2 Overall status of Corporate Service Improvement Plans:

- Two have been completed
- 48 are ongoing and in line with set target date/s
- Nine are behind on set target date/s

4.3.3 Corporate Service Improvement Plans that are behind set target date/s

Table 4 Corporate Service Improvement Plans that are behind set target dates

Service area	Description	Progress	Target/date/s
Community Services	To identify the impact on services in supporting an ageing population, through the identification of best practice/emerging models	Q2 - Due to Covid19 and the resulting workload including recovery planning, this area of work has not been prioritised	March 2021
Community Services	Review existing dispersed alarm schemes, develop and implement a programme of upgrades that meet tenants support needs and mitigates the risks associated with the BT switch from analogue to digital telephony networks.	QTR 2 Delays due to COVID and availability of hardware, staff and contractors to manufacture, supply and install equipment in properties identified for upgrades. Discussions taking place with contractor to begin work on this and agree site surveys in this coming QTR	March 2021

Service area	Description	Progress	Target/date/s
Community services	Robust monitoring of the Hinckley Leisure Centre contract including performance reviews	Q2 - Centre reopened 3rd August 2020. Report produced for Council which captures all of the detail. Initial support package agreed. Working across LLR and with national colleagues to share intelligence and learning.	March 2021
Community Services	Oversee the development and launch of the Hinckley & Bosworth Community Lottery, and secure ongoing community commitment	Q2 - Due to Covid and the subsequent workload, including recovery planning, this has not been progressed	March 2021
Community Services	To deliver improvements to the Council's housing stock as per this year's Planned Improvement Programme.	All planned works in progress, except for Kitchens, which have been delayed due to Covid 19 but expected to commence Jan 2021	March 2021
Community services	To work with LCC in the review of public transport provision, and work in partnership with LCC in identifying and supporting the development of alternative transport solutions	Q2 - Owing to Covid and subsequent workload, including recovery planning, this area of work has not been prioritised	March 2021
Community Services	Delivery of an inaugural State of the Borough event and supporting governance arrangements to supersede LSP Board arrangements.	Q2 - Owing to Covid this work has not progressed	March 2021

Service area	Description	Progress	Target/date/s
Environmental Health & Planning	Look to maintain the number of broadly compliant commercial food premises to 95% or above	Q2 - 88% 950 from total 1083 Indicator has significantly fallen from our 95% target due to new food businesses continuing to register but as yet not received an inspection for assessment of compliance due to Covid work.	March 2021
Environmental Health & Planning	Renew Clean Neighbourhoods Strategy	Q2 - no progress due to COVID response pressures	December 2020

4.4 Corporate risks -There are currently twenty six risks on the corporate risk register

4.4.1 Risk status summary of corporate/strategic risks

- Two high risk (7-9 red)
- 18 medium risks (4-6 amber)
- Six low risks (1-3 green)

4.4.2 Two risks have a high net risk level status (red)

Table 5 Corporate risks with a high net risk level

Risk	Net status	Review commentary
Five year housing land supply	8	The Council currently has a five year housing land position as at 1/4/20. All Members have received training and briefings about the implications of not having a 5YHLS. SLT and officers are working closely with Members to plan a positive way forward to address this such as ensuring policy compliant applications are determined swiftly and s106 agreements are signed off quickly

Failure to successfully deliver the Medium Term Financial Strategy	7	The position for 2019/20 is now secure, and balanced position budgeted for in 2019/20. The impact of Covid on 2020/21 is still to be confirmed, but Government funding and compensation will reduce the impact. There is significant uncertainty in later years particularly 2020/21 - 2023/24 due to the impact of Covid 19 on the local economy and the impact on fees, commercial rents, business rates and potentially CTax. Also central government proposed changes to business rates and the fair funding review. Earmarked reserves are in place to cover key risks and priorities, but may be used at a faster rate than forecast. It is likely saving plans. mew cost avoidance and new income sources will be needed in the update to the MTFS
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4.4.3 No corporate risks have changed status

4.4.4 One new corporate risk has been added

Table 6 Corporate risk that has been added

Risk	Net status	Review commentary
Five year housing land supply	8	The Council currently has a five year housing land position as at 1/4/20. All Members have received training and briefings about the implications of not having a 5YHLS. SLT and officers are working closely with Members to plan a positive way forward to address this such as ensuring policy compliant applications are determined swiftly and s106 agreements are signed off quickly.

4.4.5 No Corporate risks have been closed

4.5 Service area risks - there are currently ninety six service risks across all service area registers

4.5.1 Risk status summary of service area risks

- Two high risks (7-9 red)
- 50 medium risks (4-6 amber)
- 44 Low risks (1-3 green)

4.5.2 Risks with a high net risk level status (red)

Table 7 Service area risks with a high net risk level

Risk	Net status	Review commentary
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Risk	Net status	Review commentary
Street-scene: Ash die back	7	Tree Officer monitoring. Evidence of thinned canopy at Burbage and Sheepy Woods but HBBC trees still relatively unaffected compared with other areas of the country. Will monitor deterioration of ash trees during 2021 Summer and then determine if additional budgets required and report to SLT Exec as necessary.
Cultural Services: Hinckley Leisure Centre	8	Centre reopening 3/8/20. Attendances down by over 60% on last year. Full report has been developed and will be presented to Council in October.

4.5.3 Five new service area risks have been added

Table 8 New service area risks added

Risk	Net status	Review commentary
Street-scene: SS.40 - COVID winter service disruption	5	Options to be ready for October 2020 for review by director / SLT
Street-scene: SS.41 - Ash die back	7	Tree Officer monitoring. Evidence of thinned canopy at Burbage and Sheepy Woods but HBBC trees still relatively unaffected compared with other areas of the country.
ICT: Uniform GIS layers incorrect	6	Improvements implemented for Internal officer use. New facilities due Q1/2021 which should help address the risk for the public
ICT: System failures from overheating data centre equipment	4	[Oct 2020] TVG - AC units now performing as designed. Risk reduced, further work required to review failover design/testing
ICT: unable to deliver services due to unresponsive systems	6	(Oct 2020) TVG - Upgrades carried out to MIA, Citrix Health check project work near completion. More capacity being built into the infrastructure.

4.5.4 One service area risks has been closed

Table 9 Service risk that has been closed

Risk	Net status	Review commentary
Planning: DLS.44 - Five year housing land supply	8	This risk has been added to the Corporate risk register so has been removed of the Planning service risk register

4.5.5 Seven service area risks have changed net risk level

Table 8 Service area risks that have changed net risk level

Risk	Previous	Current	Reason for change
Housing: Current Tenant Debt- COVID	3	6	Significant financial impact on many tenants, consequently unable to meet rent liability. Increase in bad debt likely
Planning: Recruitment & retention of staff	8	5	SLT approval to advertise vacant posts on a temporary basis. Recruitment currently underway
Planning: Meet the need of Gypsy and Travellers	8	5	Assessment has been prioritised as part of LDS for delivery 2019/20 and the consultant to carry out the study has now been appointed. Awaiting completion of report.
Planning: Reputation of Building Control Service	8	3	The partnership with Blaby District Council and three Leicestershire which is providing resilience and the opportunity to promote and enhance the service.
Planning: Loss of work to Approved Inspectors	9	3	The partnership with Blaby District Council and three other Leicestershire authorities is providing resilience and the opportunity to promote and enhance the service plus gives access to a wider market with users across the whole partnership area.
Planning: Recruitment and retention of Building Control Staff	7	5	The Planning Manager (Major Projects) is still providing some day to day support in management and staffing issues and also supporting the team. Through the partnership arrangement extra staff resources are available to provide resilience plus the training of staff including apprenticeships is offered.
Planning: Housing Delivery test	8	5	Q2 MHCLG published the Housing Delivery Test results in February 2019 and the Council has delivered 141% of it's housing requirement between 1st April 2015 to 31st March 2018. We have submitted 18/19 completions to MHCLG. HBBC will continue to work on delivering new homes to ensure it does not fail the HDT when it is next published November 2020

5. Exemptions in accordance with the Access to Information procedure rules

5.1 This report is to be heard in open session.

6. Financial implications [IB]

6.1 There are no financial implications arising directly from this report.

7. Legal Implications [FA]

7.1 There are no legal implications arising directly from this report.

8. Corporate Plan implications

- 8.1 The report provides an update on the performance indicators, service improvement plans and risks which support the achievement of all of the priority ambitions of the Council's Corporate Plan 2017 to 2021

9. Consultation

- 9.1 Each service area has contributed information to the report and the performance outturn information is available on the council's performance and risk management system TEN.

10. Risk implications

- 10.1 It is the Council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.
- 10.2 This report summarizes all risks, strategic and operational (SIP) and therefore considers the risk implications with regards to the Corporate Plan.

11. Knowing your community – equality and rural implications

- 11.1 Equality and Rural implications are considered as part of the implementation of the Corporate Plan 2017 to 21.

12. Corporate implications

- 12.1 By submitting this report, the report author has taken the following into account:
- Community Safety implications
 - Environmental implications
 - ICT implications
 - Asset Management implications
 - Procurement implications
 - Human Resources implications
 - Planning implications
 - Data Protection implications
 - Voluntary Sector

Background papers: Ten reports

Contact Officer: Cal Bellavia, ext. 5795

Executive Member: Councillor SL Bray

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance Audit and Performance 23 November 2020

Wards affected: All

FINANCIAL OUTTURN - SEPTEMBER 2020

Report of Section 151 Officer

1. Purpose of report

1.1 Present the financial outturn position as at September 2020

2. Recommendation

2.1 The report is noted.

3. Background to the report

3.1 The financial reports attached to this report are based on the Original budget taken to Council in February 2020 and take into account budget movements for the first three months.

3.2 Attached to this report are the monthly outturn reports including the following information for the period ending September 2020:

- General Fund budget monitoring summary
- General Fund detailed variance analysis
- Capital Programme outturn by scheme

General Fund

3.3 Based on the approved budget (Council February 2020) it was anticipated that £43,487 would be transferred from balances and a net £426,033 transferred from earmarked reserves. Since that date, the budget has been increased by £70,170 representing supplementary budgets that have been approved in line with financial procedures rules. As at the end of September 2020, the forecast is for the General Fund cost to decrease by an additional

£8,830. This means an estimated £8,830 will be transferred to balances compared against the budgeted position of £43,487 being transferred from balances. The position shows that an estimated £34,657 will need to be taken from reserves.

	Budgeted	Movement	Forecast
Contribution from General Fund Balances	(£43,487)	£8,830	(34,657)

3.4 The table below shows summarises the movements between Original Budget and the estimated outturn position as at the end of September 2020.

	Outturn variances £000	Explanation
Additional budgets	(70)	To take into account latest contractual commitments
Forecast Outturn Movement	789	Estimated forecast variance from services (see general fund attachments)
External Interest	(69)	Reduction in borrowing costs and additional investment income
Use of Unapplied and Grants Reserve	(110)	Homelessness funding that be carried forward into future years
Transfer to Council Tax Support Reserve	(531)	Additional funding due to covid 19 that will be matched against future support.
Change in Outturn September	9	Additional amount to be taken from General Fund balances

3.5 Explanations for variances against both profiled budget and estimated outturn have been detailed in the monthly outturn reports appended. The major service variations in excess of £50,000 have be summarised as follows:

	Outturn variances £000	Explanation
Homelessness	(135)	Additional Bed and Breakfast expenditure
Leisure Centre	(1,444)	Revision to Leisure Centre Management Fee due for year arising from Covid 19 closure
Covid 19 Funding	1,342	Receipt of Covid 19 Funding
Covid 19 Funding	289	Other contributions to support additional covid 19 costs
Covid 19 Funding	880	Estimated income from MCHLG for loss of fees and charges income
Council Tax Support	(100)	Lower income from legal fees due to closure of courts
Council Tax Support	531	Receipt of Council Tax Hardship grant income (to be used to offset future Council Tax Assistance)
Benefits Fraud and	(80)	Reduction income from benefit overpayments due

Rent Allowances		to Universal Credit
Finance Support	(50)	Additional bad debt provision due to Covid 19
Recycling	(70)	Additional Agency cover costs
Recycling	(130)	Shortfall in income from Green bin charging
Building Inspection	(70)	Shortfall in building inspection income
Car Park	(238)	Shortfall in pay and display income arising from Covid
Salaries	334	Salary savings due to vacant posts

3.6 The position is dependant upon the Council being reimbursed £880k from MHCLG for loss of income compensation arising from Covid 19.

3.7 The position excludes any additional costs and funding that will arise from the new November 2020 Covid 19 restrictions.

Capital

3.8 £2,776,121 has been spent on capital schemes to the end of September 2020 against a budget for that period of £9,618,465. The current budget for the year is £19,300,154. The major service variations in excess of £50,000 have been summarised as follows:

Scheme	£000's Under spend/ (Overspend)	Explanation
New Crematorium	2,336	Budget to be re-profiled due to delays in procurement
Developing Communities Fund	169	Awaiting Evidence before payment can be made
Heritage Action Zone	77	Budget to be re-profiled
Clarendon Park	75	Scheme likely to be carried forward into next year
The Greens	75	Legal adoption issues are still on-going. Scheme likely to be carried forward into next year
Waterside Open Space (SEA)	71	Adoption of land likely in January. Unspent budget on scheme likely to be carried forward into next year
Major Works	69	Current level of Committed expenditure plus estimated cost of grant enquires received to date totals £129k
Disabled Facilities Grant	379	Current level of Committed expenditure plus estimated cost of grant enquires received to date totals £605k
HRA Aids and Adaptation	196	Reduction in demand
Major Voids	169	Reduction in demand due to Coronavirus
Asbestos Works	122	Lower than expected works

Electrical Rewires	169	Delayed due to the Coronavirus
Re-roofing	197	Budget committed to be reprofiled in current year
Kitchen Upgrades	274	Upgrade programmed delayed due to Coronavirus
Boiler Replacement	65	Delayed due to the Coronavirus
Bathroom Upgrades	185	Delayed due to the Coronavirus
Fire Risk Assessments	229	Re assessment of works being undertaken
Affordable Housing	72	Budget may be required for additional purchases in year
Ambion Court	1,565	Budget to be reprofiled
Total Major Variations	6,494	

Housing Revenue Account

3.9 As at September 2020 it is anticipated that the HRA outturn will be a deficit of £159,848 compared against a forecast deficit of £45,848. Major variances are explained below:-

	Outturn variances £000	Explanation
Rents	4	Additional income due to lower than anticipated dwelling sales and additional hostel rents.
Employee Costs savings	(101)	Overspend due to overtime at control Centre and additional overtime to cover shielding and long term sickness plus salary overspend for fully staffed service
Premises related costs	(35)	Additional costs for council tax offset by savings on other premises related expenditure
Supplies and Services	19	Underspend on Tenants Association and equipment maintenance expenditure
Revenue Income	6	Additional lifeline income offset by reduction in legal costs recovered and other minor variations

3.10 The Housing Repairs Account is currently forecasted to make a surplus of £166,860 which is an underspend of £115,000. This is due to an estimated underspend in the responsive and programmed repairs budgets.

4. Exemptions in accordance with the Access to Information procedure rules

4.1 Report taken in open session.

5. Financial implications [IB]

5.1 Contained in the body of the report

6. Legal implications [MR]

6.1 None

7. Corporate Plan implications

7.1 The Budget and outturn contributes to the achievement of all Corporate Plan Priorities.

8. Consultation

8.1 None

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	A budget strategy is produced to ensure that the objectives of the budget exercise are known throughout the organisation. The budget is scrutinised on an ongoing basis to ensure that assumptions are robust and reflective of financial performance. Sufficient levels of reserves and balances are maintained to ensure financial resilience	Julie Kenny

10. Knowing your community – equality and rural implications

10.1 There are no direct implications arising from this report

11. Climate implications

11.1 There are no direct implications arising from this report

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Civica Reports

Contact officer: Ilyas Bham, Accountancy Manager x5924

Executive member: Cllr K Lynch



Hinckley & Bosworth Borough Council

Monthly Outturn Reports

For the period April 2020 to Sep 2020

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September 2020 Budget Monitoring Summary 2020/21

Service	Budget as per Feb 20 budget Book	Supplementary Budgets/virements approved to date	Latest Budget used for Monitoring ledger	recharges	Budget per Monitoring Report	Estimated Outturn Variations	Estimated Outturn
Community Services	3,093,900	376,260	3,470,160	(947,830)	2,522,330	1,453,000	4,923,160
Corporate Services	2,700,580	45,499	2,746,079	(812,780)	1,933,299	(2,819,000)	(72,921)
Support Services	13,800	59,380	73,180	4,029,930	4,103,110	91,000	164,180
Environment & Planning	8,735,732	43,315	8,779,047	(2,269,320)	6,509,727	488,000	9,267,047
TOTAL SERVICE EXPENDITURE	14,544,012	524,454	15,068,466	0	15,068,466	(787,000)	14,281,466
Special Expenses	(697,210)		(697,210)	0	(697,210)	(2,000)	(699,210)
Capital Accounting	(1,922,220)		(1,922,220)	0	(1,922,220)		(1,922,220)
External Interest - Net	144,890		144,890	0	144,890	69,000	213,890
IAS 19 Adjustment	(1,346,350)		(1,346,350)	0	(1,346,350)		(1,346,350)
Unfunded benefits and curtailments	0		0	0	0		0
Transfer to Pension Reserve	0		0	0	0		0
Accumulated Absence Account	0		0	0	0		0
Use of UG&C Reserves	(157,082)	(213,499)	(370,581)	0	(370,581)	110,000	(260,581)
Transfer to UG & C Reserves	0		0				0
Carry fwds 2019/20 to 2020/21		(229,008)	(229,008)	0	(229,008)		(229,008)
Transfer to Reserves	1,954,000		1,954,000	0	1,954,000		1,954,000
Transfer to Reserves Council Tax Support	0	0	0	0	0	531,000	531,000
Use of Reserves	(2,380,033)	(11,777)	(2,391,810)	0	(2,391,810)		(2,391,810)
BUDGET REQUIREMENT	10,140,007	70,170	10,210,177	0	10,210,177	(79,000)	10,131,177
					1,441,023		
Financing							
Council Tax	4,503,886		4,503,886	0	4,503,886		4,503,886
National Non-Domestic Rate	3,965,799		3,965,799	0	3,965,799		3,965,799
New Homes Bonus	1,642,296		1,642,296	0	1,642,296		1,642,296
Collection Fund Surplus	(15,461)		(15,461)	0	(15,461)		(15,461)
TOTAL RESOURCES (HBBC BUDGET)	10,096,520	0	10,096,520	0	10,096,520	0	10,096,520
Movement in General Fund Balances	(43,487)	(70,170)	(113,657)	0	(113,657)	79,000	(34,657)
Special Expenses							
Expenditure	697,210	0	697,210	0	697,210	2,000	699,210
Council Tax Income	755,356	0	755,356	0	755,356	0	755,356
Movement in Special Expenses Balances	(278)	0	58,146	0	58,146	(2,000)	56,146
Special Expenses to /(from) Reserves	58,424	0	58,424	0	58,424	0	58,424
Special Expenses mvt in Balances	(278)	0	(278)	0	(278)	0	(278)
BUDGET REQUIREMENT	755,356	0	755,356	0	755,356	2,000	757,356
Total Movement in Balances	(43,765)	(70,170)	(113,935)	0	(113,935)	79,000	(34,935)
NBR	10,895,363	70,170	10,965,533	0	10,965,533	(77,000)	10,888,533

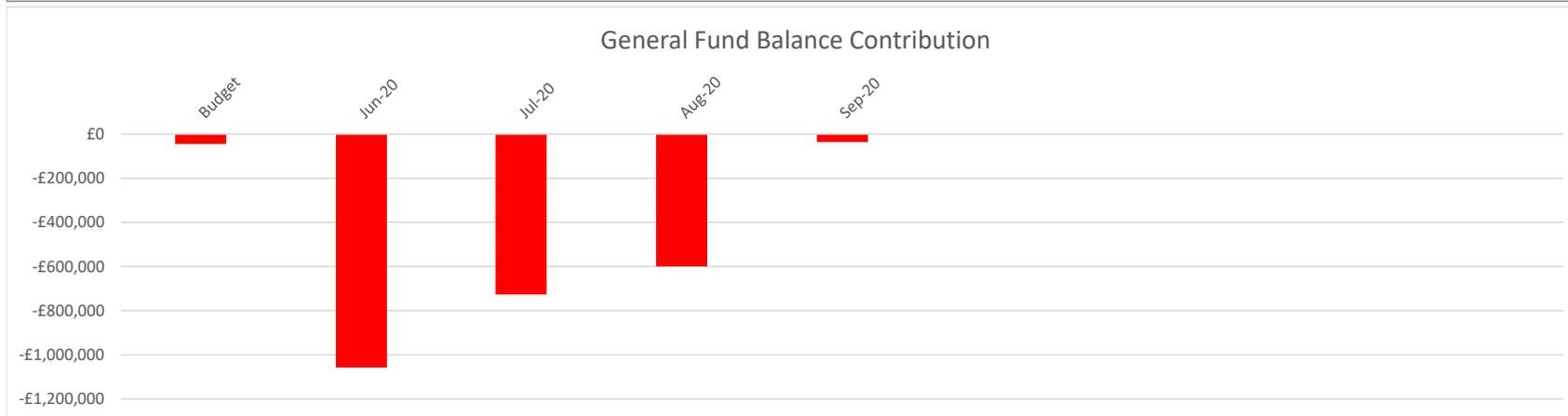
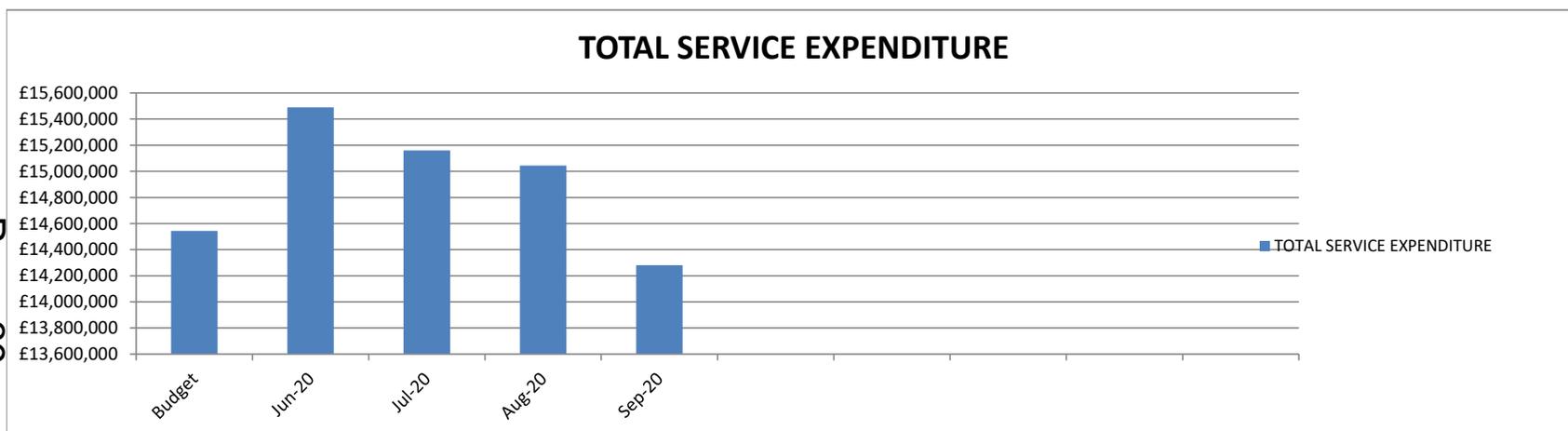
Under/overspend	£	£
Mvt to/(from) Balances Orig Budget		(43,487)
Mvt to/(from) Balances Latest Budget		
Mvt to/(from) Balances Outturn		(34,657)
Outturn change		(8,830)
August 2020 position	556,500	
Month on month change	565,330	

() = Underspend

September 2020 Budget Monitoring Summary 2020/21 - General Fund Services

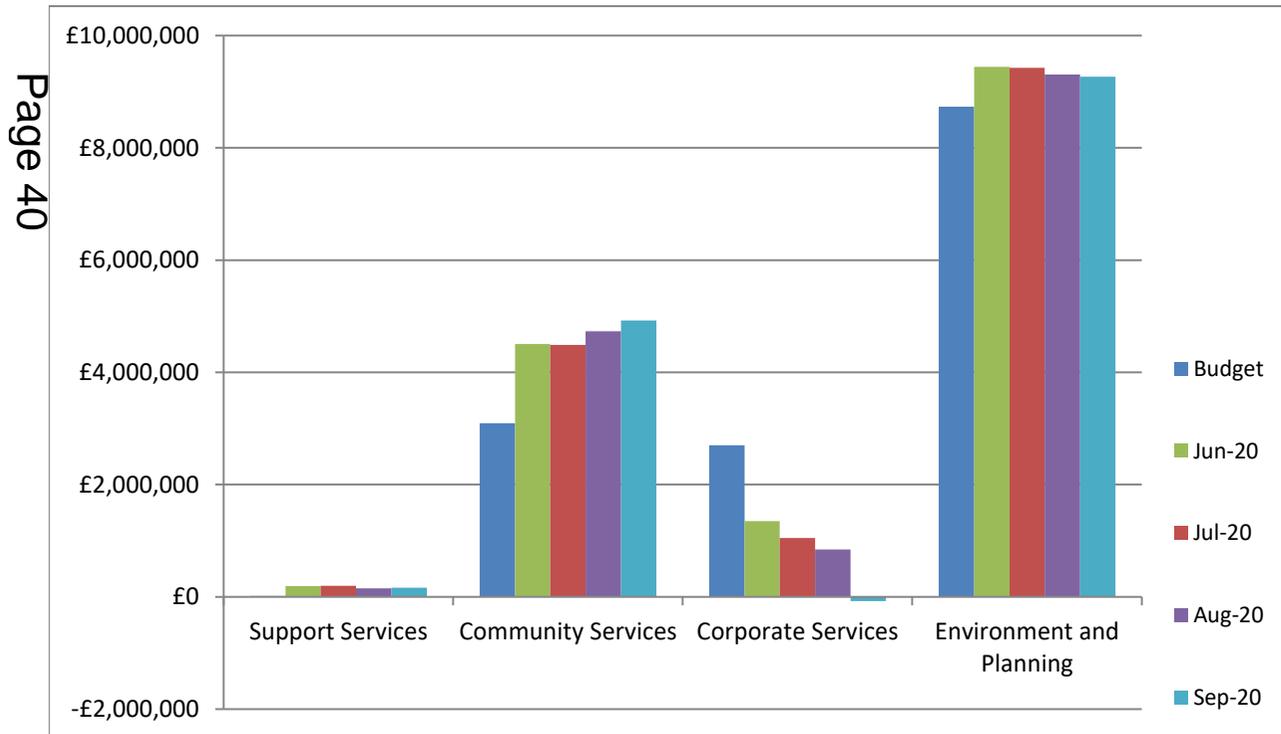
	Budget	Jun-20	Jul-20	Aug-20	Sep-20
TOTAL SERVICE EXPENDITURE	£14,544,012	£15,489,512	£15,160,512	£15,043,512	£14,281,466
	Budget	Jun-20	Jul-20	Aug-20	Sep-20
General Fund Balance Contribution	-£43,487	-£1,057,987	-£728,987	-£599,987	-£34,657

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September 2020 Main changes in outturn

	Budget	Jun-20	Jul-20	Aug-20	Sep-20
Support Services	£13,800	£193,800	£196,800	£154,800	£164,180
Community Services	£3,093,900	£4,502,900	£4,486,900	£4,733,570	£4,923,160
Corporate Services	£2,700,580	£1,351,580	£1,048,580	£846,580	-£72,921
Environment and Planning	£8,735,732	£9,441,232	£9,428,232	£9,308,562	£9,267,047
General Fund Balance Contribution	£14,544,012	£15,489,512	£15,160,512	£15,043,512	£14,281,466



List of Supplementary Budgets Approved - 2020/21

Narrative

Fee Earning Building Inspection - Additional cost of quarter 4 Building Control fees
 Licencing - Purchase of MOGO Licence Plate

Total Budget Movement to June

Additional consultancy budget to cover the cost of planning consultants
 Virements between Committees
 Climate Change Strategy (As agreed at Council 14th July 2020 (Minute 410 Refers)
 Supplementary towards B&B Covid costs
 Settlement fee in respect of Employment Tribunal

Total Budget Movement for August

Cost to pay Blaby DC for extra 2 days per week to lead on our community hub referrals June- end Nov 20
 Carry Forwards Approved at Council 15th September 2020
 Carry Forwards Approved re: Unapplied Grants and Contributions Council 15th September 2020 - Grants Rec'd 2019-20
 Carry Forwards Approved re: Unapplied Grants and Contributions Council 15th September 2020 - Grants Rec'd Pre 2019-20

Total Budget Movement for September

Total Budget Movement Year to date

Amount	Community Services	Corporate Services	Environment and Planning	Support Services
8,000			8,000	
500			500	
8,500	0	0	8,500	0
14,000			14,000	
0	2,670		-2,670	
10,000	10,000			
25,000	25,000			
15,000				15,000
64,000	37,670	0	11,330	15,000
7,670	7670			
230,785	117421	45499	23485	44380
43,534	43534			
169,965	169965			
451,954	338,590	45,499	23,485	44,380
524,454	376,260	45,499	43,315	59,380

**Summary of Timing Differences
Under spends/(Overspends) caused by timing differences
Monthly Outturn Report 1st April 2020 to 30th September 2020**

		£	£
DSO Housing Repairs	Work in Progress	(122,000)	
	Under recovery of overheads	(10,000)	
	Painting budget to be reprofiled	(45,000)	
	Awaiting material invoices	70,000	
	Vehicle lease costs paid in advance	(39,000)	(146,000)
Homelessness	September B&B costs paid in October	14,000	14,000
CCTV	CCTV Security invoices for May & September 2020	11,000	
	Invoice for Office Rent awaited	4,000	15,000
Leisure Centre	Expenditure on external contribution for Covid 19 Leisure support	5,000	5,000
Highways Miscellaneous	Expenditure on ERDF Covid 19 Recovery Scheme to be reclaimed	(13,000)	(13,000)
Corporate Management	COVID 19 Small Business/Leisure/Hospitality Grant (22.6m) not yet paid out.	310,000	
	COVID 19 Discretionary Grant Funding balance not yet paid out.	27,000	
	Delay in payment of internet bank charges	11,000	
	Delay in payment of Q1 Audit fees invoice not yet received	9,000	
	Invoices to be raised to recover shared costs of Advisory service	(7,000)	
	Growth Hub invoice processed in October.	10,000	360,000
Council Tax/ NNDR	Income to be received to cover costs incurred on behalf of partners	(20,000)	(20,000)
Elections	Awaiting Government reimbursement for European Election (May 2019) and General Election (Dec 2019)	(76,000)	(76,000)
Benefits Fraud and Rent	Additional benefit costs incurred - income received after year end subsidy claim	(221,000)	
	Additional Subsidy Income received in October to cover additional benefit costs after submission of mid year figures	(767,000)	
	Outstanding Accrual relating to 2019/20 Grant Audit fees	13,000	(975,000)
Miscellaneous Properties	Hub Cleaning costs for July & Aug 2020 - paid in October	10,000	
	Outstanding invoices for utility costs	5,000	
	Delay in Charge for Refuse Disposal	6,000	
	Prior year invoices outstanding for Crescent service charges	18,000	
	Service Charges at the Crescent for quarter 1 2020/21	18,000	57,000
Asset Management	Cleaning costs - Jubilee Building & Station Road Toilets; paid in October	5,000	5,000
Communications and Promotions	Invoice awaited for FOI support work undertaken	6,000	6,000
Finance Support	Awaiting internal audit invoice	22,000	
	Computer Software budget to be reprofiled	17,000	
	Internal audit budget to be reprofiled	7,000	
	Ledger system invoice paid in advance	(6,000)	
	Awaiting Allpay invoices	5,000	
	Other minor timing differences	5,000	50,000
ICT	Outstanding invoices relating to 2019/20 Vodafone costs	20,000	
	Phone Line rental costs - invoice not received	4,000	
	ICT License costs incurred in advance for period beyond March 2021	(20,000)	
	Invoice to be raised to ICT Partners to cover costs incurred	(10,000)	
	Steria Contract Invoices awaiting processing	195,000	189,000
Legal Services	Awaiting agency invoices	11,000	11,000
Corporate Support Team	Franking budget to be reprofiled	3,000	
	Other minor timing differences	2,000	5,000
Human Resources	Vacancy Advertising costs to be recharged to other services- Sept 2020	(3,000)	
	Medical Exam Fees Recharges June - September 2020	(4,000)	(7,000)
Emergency Planning	Contribution to Local Resilience Partnership to be made	29,000	29,000
Local Land Charges	Awaiting invoice for Q2 Land Charges invoice from Blaby District Council	5,000	5,000
Licences	Expenditure Budgets to be reprofiled	3,000	3,000
Recycling	Vehicle lease costs paid in advance	(62,000)	
	Waste recycling credits invoice not yet raised	(9,000)	
	Awaiting invoices for repairs and maintenance	9,000	
	Outstanding invoices for prior year skips	4,000	(58,000)
Refuse	Awaiting repairs and maintenance invoices	5,000	
	Vehicle lease costs paid in advance	(41,000)	
	Awaiting Qtr 1 Trade Waste disposal invoice from County	43,000	
	Income to be transferred to Street Cleansing for qtr2 bulky waste collections	8,000	15,000
Building Inspection	Awaiting quarter 1 Partnership costs from Blaby District Council	26,000	26,000
Car Parks	Awaiting invoice for Castle Street car park rent	16,000	
	Late processing of September groundcare journal	6,000	22,000
Community Planning	Contributions towards the cost of the employment of a development worker for August and September 2020 still to be made	2,000	2,000
Economic Development	Heritage Action Zone funding September yet claimed	(3,000)	
	Reprofile of Christmas lights budget required	11,000	8,000
Planning Policy	Awaiting MHCLG grant reimbursement for Burbage NDP	(20,000)	
	Claims to be submitted for Desford & Newbold Verdon NDP	(19,000)	
	August consultancy invoices paid in September	1,000	(38,000)
Grounds maintenance	Vehicle lease costs paid in advance	(20,000)	
	Late processing of September groundcare journal	(77,000)	(97,000)
Cemeteries	Grounds maintenance journal processed in July	7,000	
	Interments budget to be reprofiled	5,000	12,000
Parks	Late processing of September groundcare journal	35,000	
	Crematorium budget to be re-profiled	9,000	44,000
Street Cleansing	Delayed income due to September Groundcare journal being processed in	(5,000)	
	Miscellaneous income budget to be reprofiled	7,000	
	Vehicle lease costs paid in advance	(23,000)	
	Bulky income for quarter 2 to be transferred	(8,000)	(29,000)
Countryside Management	Late processing of September groundcare journal	6,000	6,000
TOTAL TIMING DIFFERENCES		(570,000)	(570,000)

General Fund Service Area 2020/21 Monthly Outturn to September 2020

			Estimate to Date	Actual to Date	Variance to Date	Timing Differences	Variance excluding timing Differences	Est 2020/21	Forecast Outturn	Forecast Variation to Year End	Ref
cm01	Community Services	DSO Housing Repairs	(381,560)	(232,467)	(149,093)	(146,000)	(3,093)	(834,270)	(834,270)		
cm02		Contribution to Housing Rev Ac	0	0	0		0	22,230	22,230		
cm04		Forest Road Garages	(2,866)	(3,332)	466		466	(5,730)	(5,730)		
cm05		Homelessness	(83,898)	(37,167)	(46,731)	14,000	(60,731)	152,750	262,750	(110,000)	1.1
cm07		Housing Strategy	352	307	45		45	13,270	13,270		
cm08		Private Sector Housing	922	426	496		496	778,967	778,967		
cm09		Children and Young People	8,832	11,680	(2,848)		(2,848)	37,900	37,900		
cm10		CCTV	68,540	47,565	20,975	15,000	5,975	127,070	124,070	3,000	1.2
cm11		Community Safety	42,049	34,915	7,134		7,134	165,827	145,827	20,000	1.3
cm12		Creative Communities	14,252	16,121	(1,869)		(1,869)	36,640	36,640		
cm13		Leisure Centre	(192,166)	(923)	(191,243)	5,000	(196,243)	(523,760)	920,240	(1,444,000)	1.4
cm14		Leisure Promotion	9,088	6,691	2,397		2,397	13,810	13,810		
cm15		Sports Development	9,680	(9,653)	19,333		19,333	13,850	(1,150)	15,000	1.5
cm16		Highways Miscellaneous	24,807	36,586	(11,779)	(13,000)	1,221	69,620	69,620	0	1.6
cm17		Markets	14,812	31,776	(16,964)		(16,964)	16,570	43,570	(27,000)	1.7
cm19		Climate Change	1,428	0	1,428		1,428	10,000	10,000	0	
		Community Services Salaries	1,155,168	1,161,756	(6,588)		(6,588)	2,427,586	2,337,586	90,000	1.8
	Community Services		689,440	1,064,282	(374,842)	(125,000)	(249,842)	2,522,330	3,975,330	(1,453,000)	
cp01	Corporate Services	Corporate Management	544,380	(1,301,148)	1,845,528	360,000	1,485,528	1,225,430	(1,248,570)	2,474,000	2.1
cp02		Corporate Management (Civic)	10,226	5,839	4,387		4,387	22,950	22,950		
cp03		Council Tax / NNDR	81,797	238,370	(156,573)	(20,000)	(136,573)	309,780	409,780	(100,000)	2.2
cp04		Council Tax Support	49,719	(490,652)	540,371		540,371	324,430	(206,570)	531,000	2.3
cp05		General Grants	35,600	31,600	4,000		4,000	274,700	274,700		
cp06		Register and Borough Elections	28,068	99,008	(70,940)	(76,000)	5,060	99,250	94,250	5,000	2.4
cp07		Benefits Fraud and Rent Allowances	(99,018)	966,357	(1,065,375)	(975,000)	(90,375)	(36,791)	26,209	(63,000)	2.5
cp08		Public Conveniences	10,699	9,577	1,122		1,122	21,130	21,130		
cp09		Industrial Estates	(330,994)	(345,194)	14,200		14,200	(623,190)	(623,190)		2.6
cp10		Misc Property	(206,129)	(213,660)	7,531	57,000	(49,469)	(633,130)	(596,130)	(37,000)	2.7
		Corporate Services Salaries	474,558	475,004	(446)		(446)	948,740	939,740	9,000	2.8
	Corporate Services		598,906	(524,899)	1,123,805	(654,000)	1,777,805	1,933,299	(885,701)	2,819,000	
cp11	Support Services	Asset Management	46,689	73,890	(27,201)	5,000	(32,201)	127,490	167,490	(40,000)	3.1
cp12		Communications & Promotion	31,252	25,785	5,467	6,000	(533)	103,650	103,650		
cp13		Council Offices	660,211	648,008	12,203		12,203	1,294,310	1,294,310		3.2
cp14		Finance Support	79,765	26,679	53,086	50,000	3,086	225,990	300,990	(75,000)	3.3
cp15		Health and Safety	6,284	1,582	4,702		4,702	19,390	19,390		
cp16		I.T. Support	508,585	334,812	173,773	189,000	(15,227)	1,022,840	1,082,840	(60,000)	3.4
cp17		Legal Services	10,032	50,956	(40,924)	11,000	(51,924)	47,010	73,010	(26,000)	3.5
cp18		Performance & Scrutiny	1,746	841	905		905	9,920	9,920		

General Fund Service Area 2020/21 Monthly Outturn to September 2020

		Estimate to Date	Actual to Date	Variance to Date	Timing Differences	Variance excluding timing Differences	Est 2020/21	Forecast Outturn	Forecast Variation to Year End	Ref
cp19	Corporate Support Team	44,346	31,503	12,843	5,000	7,843	121,860	114,860	7,000	3.6
cp20	Human Resources	91,346	89,163	2,183	(7,000)	9,183	184,520	177,520	7,000	3.7
cp21	Committee Services	4,942	178	4,764		4,764	24,820	24,820		
cp22	Customer Contact Centre	12,548	14,768	(2,220)		(2,220)	88,600	88,600		
	Support Services Salaries	1,097,738	1,054,307	43,431		43,431	2,203,140	2,107,140	96,000	3.8
	HRA element of Support Services	(685,674)	(651,154)	(34,520)		(34,520)	(1,370,430)	(1,370,430)		3.9
	Support Services	1,909,810	1,701,317	208,492	259,000	(50,508)	4,103,110	4,194,110	(91,000)	
ep01	Environment & Planning Emergency Planning	29,700	346	29,354	29,000	354	30,820	30,820		
ep02	Local Land Charges	15,278	9,986	5,292	5,000	292	26,240	26,240		
ep03	DSO Grounds Maintenance	(341,734)	(258,142)	(83,592)	(97,000)	13,408	(792,120)	(772,120)	(20,000)	4.1
ep04	Allotments	1,214	(742)	1,956		1,956	5,120	5,120		
ep05	Cemeteries	58,062	41,535	16,527	12,000	4,527	131,080	131,080		
ep06	Countryside Management	46,052	37,774	8,278	6,000	2,278	99,300	105,300	(6,000)	4.2
ep07	Dog Warden Service	10,271	7,216	3,055		3,055	24,390	24,390		
ep08	Environmental Health	8,215	5,353	2,862		2,862	109,770	114,770	(5,000)	4.3
ep09	Land Drainage	18,896	15,657	3,239		3,239	42,890	42,890		
ep10	Licences	(35,257)	(33,333)	(1,924)	3,000	(4,924)	(83,780)	(72,780)	(11,000)	4.4
ep11	Parks	295,389	271,818	23,571	44,000	(20,429)	580,257	675,257	(95,000)	4.5
ep12	Pest Control	(496)	2,988	(3,484)		(3,484)	140	140		
ep13	Recycling	80,900	113,903	(33,003)	(58,000)	24,997	684,340	862,340	(178,000)	4.6
ep14	Refuse Collection	267,803	321,835	(54,032)	15,000	(69,032)	502,280	561,280	(59,000)	4.7
ep15	Street Cleansing	78,328	106,919	(28,591)	(29,000)	409	163,380	178,380	(15,000)	4.8
ep16	Waste Business Improvements	(15,176)	(13,730)	(1,446)		(1,446)	(30,350)	(30,350)		
ep17	Building Inspection	(67,594)	(66,018)	(1,576)	26,000	(27,576)	(88,740)	20,260	(109,000)	4.9
ep18	Car Parks	(60,681)	78,537	(139,218)	22,000	(161,218)	(315,070)	(58,070)	(257,000)	4.10
ep19	Community Planning	83,445	78,052	5,393	2,000	3,393	185,870	185,870		
ep20	Development Control	(378,037)	(591,879)	213,842		213,842	(699,680)	(824,680)	125,000	4.11
ep21	Economic Development	31,814	17,970	13,844	8,000	5,844	91,533	88,533	3,000	4.12
ep22	Economic Initiatives	600	600	0		0	1,200	1,200		
ep23	Planning Policy	145,067	107,192	37,875	(38,000)	75,875	492,707	492,707		4.13
	Environment and Planning Salaries	2,625,365	2,603,463	21,902		21,902	5,348,150	5,209,150	139,000	4.14
	Environment & Planning	2,897,424	2,857,297	40,127	(50,000)	90,127	6,509,727	6,997,727	(488,000)	
	Position as at September 2020	6,095,580	5,097,996	997,583	(570,000)	1,567,583	15,068,466	14,281,466	787,000	

Outturn Explanations April 2020 to September 2020				
Key : () = overspend				
	Variation To Date	Forecast Year End	Forecast Year End Variance (Aug)	coronavirus related
	£000's	£000's	£000's	£000's
Forecasted year end variations	(249)	(1,453)	(1,602)	(1,619)
Community Services				
1.1 Homelessness				
Bed & Breakfast overspend to date (includes additional Covid 19 spend)	(110)	(135)	(135)	(135)
Additional income from Housing Benefits & B&B contributions	28	25	0	
Income from bond scheme repayments	26	0	0	
Other minor variations	(5)	0	0	
1.2 CCTV				
Underspend to date on CCTV Equipment Maintenance	5	2	0	0
Other minor Variations	1	1	0	0
1.3 Community Safety				
Minor projects underspend to date	6	20	0	
Other minor variations	1	0	0	
1.4 Leisure Centre				
Leisure Centre closure due to Covid 19 - Assumes 12 month management fee loss £935k. Additional assistance £474k and £34k adjustment to March fee. Variation to date includes adjusted management fees for the period June to August 2020	(197)	(1,444)	(1,444)	(1,444)
Other minor Variations	1	0	0	0
1.5 Sports Development				
Delay in funded Pre habilitation programme due to Covid 19	5	0	0	0
Contribution to Sports and Economic Development Post lower than anticipated	7	7	8	0
Income received in respect of Active Families Programme	2	0	0	0
Other minor Variations	5	8	8	0
1.6 Highways Miscellaneous				
Advertising costs associated with Covid 19 (Safety info on Bus Shelters, recovery advertising etc)	0	0	(8)	0
1.7 Market Income				
Reduction in Market Income due to impact of Covid 19	(26)	(40)	(40)	(40)
Saving on Market cleaning due to reduction in recharge	13	13	9	
Other minor variations	(4)	0	0	
1.8 Directorate Salary Variation	(7)	90	0	
Corporate Services	1,769	2,819	1,854	2,371
2.1 Corporate Management				
Covid 19 Government Funding	1,342	1,342	1,342	1,342
Other Contributions to support additional Covid 19 costs	171	289	169	289
Estimated income from MHCLG for loss of fees and charges (Year end position assumes compensation received for 80% of predicted lost income)	0	880	420	880
Food Parcels	(6)	(6)	(6)	(6)
Costs Associated with ensuring COVID Safety	(14)	(12)	(12)	(12)
Mail shot to all borough residents re COVID	(20)	(22)	(22)	(22)
Members Allowances & Subsistence	7	0	0	
Other minor variations	6	3	0	
2.2 Council Tax / NNDR				
Income received from recovery of Legal Fee lower than anticipated due to courts being closed	(130)	(100)		(100)
Other minor variations	(7)			
2.3 Council Tax Support				
Council Tax Hardship grant income. To be used to offset future Council Tax assistance	531	531	0	
Income received to cover additional ICT Costs relating to Data Sharing	7			
Other minor variations	2	0	0	
2.4 Elections				
Saving on cost of Deputy Returning Officer fees due to deferral of County Council Election to May 2021	5	5	5	
2.5 Benefits Fraud and Rent Allowances				
Reduction in Income from Benefits Overpayments due to Universal Credit	(94)	(80)	(80)	
Additional income from Discretionary Housing Payments	17	17	17	
New Burdens Income relating to universal credit lower than anticipated	(8)			
Other minor variations	(5)	0	0	
2.6 Industrial Estates				
Additional Income from Service Charges at the Industrial Units	10			
Other Minor Variances	4			
2.7 Miscellaneous Properties				
NNDR costs at the Atkins building lower than anticipated	17	16	16	
Service charge income for the Crescent lower than anticipated	(13)	0	0	
Rent at Crescent lower than anticipated due to 6 Month Rent Free period for some tenants	(45)	(45)		
Room Hire at the Atkins lower than anticipated	(8)	(8)		
2.8 Directorate Salary Variation	0	9	5	
Support Services	(62)	(91)	(126)	(148)
3.1 Asset Management				
Additional PPE costs incurred due to the Coronavirus	(33)	(40)	(40)	(40)
Other Minor Variances	1	0	0	
3.2 Council Offices				
Utility costs lower than anticipated	7	0	0	
Other Minor Variations	5	0	0	
3.3 Finance Support				
Additional bad Debt provision (to allow for future debts arising from Covid 19)		(50)	(50)	(50)
Audit Fee for Additional Covid Assistance Funding		(25)	(25)	(25)
3.4 I.T. Support				
Additional costs agency costs incurred	(15)	(20)	0	
Other Minor Variations	6	0	0	
Additional costs associated changes in working arrangements due to Covid 19	(6)	(40)	(40)	(40)
3.5 Legal Services				
Agency cover to fund capacity issues and vacant posts	(60)	(48)	(48)	
Underspend on Legal fee expenses	12	22	9	
Other Minor Variations	(4)	0	0	
3.6 Corporate Support Team				
Postal and copying savings due to greater homeworking	7	7	0	7
3.7 Human Resources				
Savings to date on Corporate Training budget	17	7	0	
Cost of subscription for Reed advertising for job slot and CV database	(3)	0	0	
Legal fees associated with preparation of paperwork for Employment Tribunals	(3)	0	0	
Other minor variations	(2)	0	0	
3.8 Support Services - Variation due to salary vacancy factor	43	96	68	
3.9 HRA Element of Support Services - Support Service variations	(34)			

Outturn Explanations April 2020 to September 2020				
Key : () = overspend				
	Variation To Date	Forecast Year End	Forecast Year End Variance (Aug)	coronavirus related
	£000's	£000's	£000's	£000's
Forecasted year end variations				
Environment and Planning				
	70	(488)	(553)	(648)
4.1 Ground Maintenance				
Underspend on insurance as some of the ground mowers were disposed off	4	4	4	0
Increased miscellaneous income	5	0		0
Additional variation income as more jobs now being carried out	11	(15)	(15)	(15)
Other Minor Variations	(1)	(1)	(1)	(1)
Additional machinery hire (extra mini digger)	(6)	(6)	(4)	(6)
Loss in income due to cricket and bowls seasons being cancelled	0	(2)	(2)	(2)
4.2 Countryside Management				
Loss in rental income	0	(3)	(3)	(3)
Loss in income due to open day not taking place	0	(3)	(3)	(3)
4.3 Environmental Health				
Shortfall in miscellaneous income	(2)	(3)	(3)	
Shortfall in income from environmental health training courses	(1)	(2)	(2)	(2)
4.4 Licensing				
Shortfall in income from entertainment and personal licence fees	(3)	(7)	(7)	(2)
Shortfall in income from other licences and fees	(2)	(4)	(4)	(2)
4.5 Parks				
Additional cleaning of play areas due to Covid	(18)	(18)	(18)	(18)
Saving due to Burbage Common Open day being cancelled	0	6	6	6
Loss of income due to May fair being cancelled	0	(3)	(3)	(3)
General fund Budget impact of delay in Crematorium build	0	(80)	(80)	(80)
Minor Variations	(2)	0	0	0
4.6 Recycling				
Additional agency cover due to covid,sickness & increase to living wage	(4)	(70)	(70)	(40)
Fuel underspend to date due to price reduction / Additional fuel costs (Covid spend)	13	9	9	0
Hired & Contracted overspend (Covid vehicle hire)	(10)	(9)	(16)	(15)
Additional garden waste demand	25	25		
Garden Waste 2 months free 2021/22 (covid)	0	(130)	(130)	(130)
Income shortfall for Qtr 1 sweeping fees (covid)	(3)	(3)	(3)	(3)
Minor Variations	4	0	0	
4.7 Refuse Collection				
Shortfall trade waste income	(18)	(48)	(45)	(21)
Forecast savings from trade waste disposal fees	8	30	30	13
Additional agency cover due to covid,sickness & increase to living wage	(65)	(38)	(38)	(20)
Hired & Contracted overspend (Covid vehicle hire)	(8)	(4)	(9)	(8)
Additional income from tipping away fees	3	3	3	0
Fuel underspend to date due to price reduction / Additional fuel costs (Covid spend)	7	2	2	0
Shortfall bulky waste income (no collections Quarter 1)		(4)	(4)	(4)
Equipment purchase (Covid spend)		(3)	(3)	(3)
Other Minor Variations	4	3	5	0
4.8 Street Cleansing				
Hired and contracted overspend due to increased fly tipping	0	(4)	0	0
Under recovery of external income due to Covid 19	0	(11)	(11)	(11)
4.9 Building Inspection				
Income shortfall due to reduction in demand	(33)	(70)	(70)	(35)
Payments to Building Control Partnership overspend (to be met from salary underspends) (Qtr 2,3,4)	0	(39)	(52)	
Other minor variations	5	0	0	
4.10 Car Parks				
Shortfall in pay and display income	(146)	(238)	(238)	(238)
Shortfall in fixed penalty notice income	(5)	(10)	(10)	(10)
Hired & Contracted Underspend (Kings Cash Collection)	5	5	4	5
NDR Underspend	2	2	2	2
Shortfall in Season ticket income	(21)	(20)	(20)	(20)
Equipment purchase underspend	4	4		0
4.11 Development Control				
Additional income from planning applications	212	125	125	0
Consultancy overspend to date	(3)	0	0	0
Advertising underspend to date	5	0	0	0
4.12 Economic Development				
Savings on costs related to cancellation of town centre events due to Covid 19 Pandemic (Principally Snapdragon 8k, Proms in the Park 11k)	20	22	21	21
Heritage Action Zone underspend to date	7	0	0	0
Reduction in Heritage Action Zone funding as project commenced in September	(21)	(19)	0	0
4.13 Planning Policy				
Local Plan underspend to date	67	0	0	0
Rural Community Council SLA - underspend to date	7	0	0	0
Other minor variations	2	0	0	0
4.14 Directorate Salary Variation				
	22	139	100	
Forecasted (overspend) saving	1,528	787	(427)	(44)

Capital Programme Summary
30th September 2020

Description	Latest Budget £	Budget to Date £	Actual £	Variance to date £
General Fund				
Corporate and Support Services	133,840	56,014	-17,466	73,480
Environment and Planning	6,496,129	3,134,707	162,932	2,971,775
Community Services	2,034,197	680,613	220,885	459,728
	8,664,166	3,871,334	366,351	3,504,983
HRA	10,635,988	5,747,131	2,409,770	3,337,361
Grand Total	19,300,154	9,618,465	2,776,121	6,842,344

**Capital Expenditure
30th September 2020**

Code	Description	Latest Budget £	Budget to Date £	Actual £	Variance £	Ref No
Corporate Services						
spv	Asset Management Enhancement Works	50,000	25,010	15,376	9,634	
ssy	Making Tax Digital	12,000	6,000	0	6,000	
sqg	Argents Mead Phase 2	4,357	0	3,045	(3,045)	
suh	Shared Revenue and Benefits	0	0	11	(11)	
ssa	General Renewal -Extensions	15,000	15,000	13,366	1,634	
stb	Earl Shilton Toilets	0	0	(33,523)	33,523	1
sva	Granville Road Play Improvements	1,700	0	0	0	
swd	Server/Network Hardware Replacements	0	0	(3,660)	3,660	
swf	Telephony Upgrade	0	0	(19,447)	19,447	2
swk	Mobile Working Devices	40,000	0	0	0	
swj	Jubilee Building Works	10,783	10,004	7,364	2,640	
		133,840	56,014	(17,466)	73,480	
Environment & Planning						
rfn	Parks : Major Works	30,000	15,006	13,253	1,753	
rba	Hollycroft Park	14,500	0	0	0	
rcs	Incab System (Tracker System)	14,000	7,002	0	7,002	
ran	Memorial Safety Programme	5,790	2,898	0	2,898	
rce	Recycling Containers	100,420	50,230	53,937	(3,707)	
rjc	Environmental Improvements	54,300	25,010	4,675	20,335	3
rkt	Resurfacing Car Parks	122,148	26,510	16,538	9,972	
rky	Earl Shilton Shop Fronts	20,000	10,004	800	9,204	
sto	New Crematorium	4,768,428	2,383,282	46,423	2,336,859	4
rgg	Parish & Community Initiatives	150,000	75,030	19,627	55,403	5
rgo	Hinckley Community Initiative Fund -HCIF	10,000	5,002	771	4,231	
rgp	Developing Communities Fund	527,891	196,825	26,908	169,917	6
rjq	Shop Front Improvements Barwell	3,090	0	0	0	
rkh	Heritage Action Zone	153,000	76,530	0	76,530	7
rcr	Electric Charging Points	75,000	37,512	0	37,512	8
spg	Greenfields Development	26,000	13,004	0	13,004	
rbm	Clarendon Park	150,414	75,236	0	75,236	9
rby	The Greens	150,480	75,270	0	75,270	10
swc	Lancaster Road Pedestrian Crossing	0	0	(20,000)	20,000	11
svb	Waterside Open Space (SEA)	50,000	25,010	0	25,010	12
svj	Waterside Play Area	70,668	35,346	0	35,346	13
		6,496,129	3,134,707	162,932	2,971,775	
Community Services						
rdq	Sports Facility Improvement Fund	200,000	0	0	0	
rdi	Leisure Centre	0	0	308	(308)	
rdo	Hinckley Market infrastructure investment project	7,920	0	0	0	
roa	Major Works Grants	246,592	95,038	25,631	69,407	14
roe	Fuel Poverty Capital Fund	1,096	0	0	0	
rof	Green Deal Capital Fund	176,548	0	0	0	
roh	Minor Works Grants	50,000	25,010	0	25,010	15
rom	Private Sector Housing Enforcement	100,000	50,020	57,246	(7,226)	
rob	Disabled Facilities Grant	846,611	446,518	67,549	378,969	16
rop	CCTV Upgrade 2020-21	150,000	0	5,451	(5,451)	
rdp	Bosworth 1485 Sculpture Trail project	250,870	63,375	64,700	(1,325)	
sst	Home Connections - IT Systems	4,560	652	0	652	
		2,034,197	680,613	220,885	459,728	

Capital Programme Variances				
Ref No	Description	Explanation of Variance	Variance to date	y/e Variance
<u>Corporate Services</u>				
1	Earl Shilton Toilets	Outstanding Accrual relating to expenditure incurred in 2019/20 - invoice not yet received	33,523	0
2	Telephony Upgrade	Outstanding Accrual relating to expenditure incurred in 2019/20 - invoices not yet received	19,447	0
<u>Environment & Planning</u>				
3	Environmental Improvements	Scheme delayed due to Covid 19	20,335	
4	New Crematorium	Budget to be reprofiled due to delays in procurement	2,336,859	1,500,000
5	Parish & Community Initiatives	Works should commence over the next few months a carry forward may be required.	55,403	0
6	Developing Communities Fund	Awaiting evidence before payment can be released	169,917	0
7	Heritage Action Zone	Budget to be reprofiled	76,530	0
8	Electric Charging Points	Report to be submitted to SLT in October 2020. Expectation is that scheme will be delivered this financial year	37,512	0
9	Clarendon Park	budget likely to be carried forward next year.	75,236	145,684
10	The Greens	Legal Adoption issues are still ongoing. All budget to be carried forward.	75,270	150,480
11	Lancaster Road Pedestrian Crossing	Awaiting invoice for prior year accrual	20,000	0
12	Waterside Open Space (SEA)	Adoption of land is likely to be in January. It is unlikely full budget spend will be achieved this financial year. Unspent balance to be carried forward.	25,010	25,000
13	Waterside Play Area	Adoption of land is likely to be in January. Budget will not be spent this financial year. Unspent balance to be carried forward.	35,346	70,668
<u>Community Services</u>				
14	Minor Works	Current level of predicted expenditure from grants committed to but not paid and potential future grant expenditure from enquiries received to date waiting to be processed is £50k (against a budget for the year of £50k)	25,010	
15	Major Works	Current level of predicted expenditure from grants committed to but not paid and potential future grant expenditure from enquiries received to date waiting to be processed is £129k (against a budget for the year of £247k)	69,407	0
16	Disabled Facilities Grants	Current level of predicted expenditure from grants paid to date plus grants committed to but not paid and potential future grant expenditure from enquiries received to date waiting to be processed is £605k (against a budget of £846k)	378,969	

30th September 2020
HRA Capital Programme

	Latest Budget	Budget to date	Actuals	Variance	Forecast year End variation £	
Adaptation Of HRA Dwellings-Social Serv	439,760	209,464	10,546	198,918	200,000	Based on current demand it is likely that there will be an underspend
Major Voids	699,691	344,986	175,161	169,825	140,000	Fewer Voids due to coronavirus
Programmed Enhancements	263,588	126,844	89,967	36,877		Budget Committed
Asbestos Works	293,438	136,772	14,798	121,974	150,000	fewer than expected works. May be required for future
Electrical Upgrades/Rewires	748,430	331,346	162,112	169,234	300,000	delay in programme due to Coronavirus. Will be rephased into 21/22
Windows : Single to Double Glazing	75,217	37,621	13,998	23,623		Budget Committed
Re-Roofing	752,263	376,281	179,689	196,592		Budget Committed
Kitchen Upgrades	642,568	319,912	46,166	273,746	200,000	Delayed due to Coronavirus. Budget to be rephased into 2021/22
Boiler Replacement	723,668	374,722	310,215	64,507		delayed due to Coronavirus. Potential rephasing of £100k will be finalised by September.
Low Maintenance Doors	43,159	21,588	2,210	19,378		Budget Committed
Shower Replacement Programme	70,500	35,262	28,162	7,100		Budget Committed
Sheltered Scheme Enhancements	83,804	41,918	59,626	(17,708)		Budget Committed
Enhancement Works - Bathroom Upgrades	451,159	216,667	31,682	184,985		Delayed due to Coronavirus. Budget should be spent by year ned
Fire Risk Assessments	528,229	264,220	35,490	228,730	100,000	Due to Coronavirus re assessment of level of work currently being undertaken Once completed budgeted may rephased
Affordable Housing	150,000	75,028	2,606	72,422		may br required for additional purchases in yr
Martinshaw Lane	20,400	10,204	20,313	(10,109)		
Middlefield Lane	1,200,000	1,152,000	1,141,210	10,790		
Ambion Court	3,388,687	1,641,570	76,229	1,565,341	1,250,000	Budget to be rephased.
Legionella	31,427	15,720	9,589	6,131		
Piper Alarm Upgrade	30,000	15,006	0	15,006		
	10,635,988	5,747,131	2,409,770	3,337,361	2,340,000	

Housing Revenue Account

Key : () = overspend

	2020/21 LATEST ESTIMATE	2020/21 BUDGET to September	2020/21 ACTUAL to September	VARIANCE September	TIMING	VARIANCE Excl TIMING	F'CASTED OUTTURN	F'CASTED VARIATION YEAR END	REF
	£	£	£	£	£	£	£	£	
SUMMARY HRA									
INCOME									
Dwelling Rents	(12,634,660)	(6,336,284)	(6,492,480)	156,196	139,000	17,196	(12,638,660)	4,000	1
Non Dwelling Rents (garages & land)	(86,570)	(45,866)	(45,203)	(663)	0	(663)	(86,570)		
Contributions to Expenditure	(17,020)	0	0	0	0	0	(17,020)		
	(12,738,250)	(6,382,150)	(6,537,683)	155,533	139,000	16,533	(12,742,250)	4,000	
EXPENDITURE									
Supervision & Management (General)	2,325,420	1,126,592	1,125,919	673	11,000	(10,327)	2,391,420	(66,000)	2
Supervision & Management (Special)	647,630	319,004	292,311	26,693	58,000	(31,307)	699,630	(52,000)	3
Lump Sum LCC pension contribution	96,440	48,240	48,219.96	20	0	20	96,440	0	
Contribution to Housing Repairs A/C	3,192,170	0	0	0	0	0	3,192,170	0	
Depreciation (Item 8 Debit)	2,763,380	0	0	0	0	0	2,763,380	0	
Capital Charges : Debt Management	1,000	502	476.74	25	0	25	1,000	0	
Increase in Provision for Bad Debts	100,000	0	0	0	0	0	100,000	0	
Interest on Borrowing	2,028,730	1,014,365	1,014,632.94	(268)	0	(268)	2,028,730	0	
	11,154,770	2,508,703	2,481,560	27,143	69,000	(41,857)	11,272,770	(118,000)	
Net Income/Cost of Services	(1,583,480)	(3,873,447)	(4,056,123)	182,676	208,000	(25,324)	(1,469,480)	(114,000)	
Interest Receivable	(90,000)	0	0	0	0	0	(90,000)	0	
IAS19 Adjustment	(205,260)	0	0	0	0	0	(205,260)	0	
Net Operating (Income)/Cost	(1,878,740)	(3,873,447)	(4,056,123)	182,676	208,000	(25,324)	(1,764,740)	(114,000)	
CONTRIBUTIONS									
Contribution to Piper Alarm Reserve	25,000	0	0	0	0	0	25,000	0	
Contribution to Pension Reserve	3,520	0	0	0	0	0	3,520	0	
Transfer to Major Reserves	246,068	0	0	0	0	0	246,068	0	
Transfer to Regeneration Reserve	1,650,000	0	0	0	0	0	1,650,000	0	
Surplus / Deficit	45,848	(3,873,447)	(4,056,123)	182,676	208,000	(25,324)	159,848	(114,000)	

	LATEST ESTIMATE	BUDGET to September	ACTUAL to September	VARIANCE September	TIMING	VARIANCE Excl TIMING	F'CASTED OUTTURN	VARIATION YEAR END	REF
	£	£	£	£	£	£	£	£	
SUPERVISION & MANAGEMENT (GENERAL)									
Employees	1,103,640	489,932	483,385.81	6,546	7,000	(454)	1,127,640	(24,000)	2.1
Premises Related Expenditure	102,660	69,168	90,134.23	(20,966)	0	(20,966)	137,660	(35,000)	2.2
Transport Related Expenditure	16,610	8,308	6,173.81	2,134	0	2,134	16,610	0	
Supplies & Services	225,570	114,030	115,370.75	(1,341)	(12,000)	10,659	222,570	3,000	2.3
Central & Administrative Expenses	910,510	455,444	439,068.92	16,375	16,000	375	910,510	0	2.4
Gross Expenditure	2,358,990	1,136,882	1,134,134	2,748	11,000	(8,252)	2,414,990	(56,000)	
Revenue Income	(33,570)	(10,290)	-8,214.64	(2,075)	0	(2,075)	(23,570)	(10,000)	2.5
Recharges	0	0	0	0	0	0	0	0	
Total Income	(33,570)	(10,290)	(8,215)	(2,075)	0	(2,075)	(23,570)	(10,000)	
Net Expenditure to HRA	2,325,420	1,126,592	1,125,919	673	11,000	(10,327)	2,391,420	(66,000)	

SUPERVISION & MANAGEMENT (SPECIAL)									
Employees	666,610	289,614	333,621.92	(44,008)	9,000	(53,008)	743,610	(77,000)	3.1
Premises Related Expenditure	415,980	197,816	153,505.46	44,311	40,000	4,311	415,980	0	3.2
Transport Related Expenditure	15,080	7,564	5,781.01	1,783	0	1,783	15,080	0	
Supplies & Services	149,670	96,818	88,426.87	8,391	0	8,391	141,670	8,000	3.3
Central & Administrative Expenses	104,980	52,676	44,076.14	8,600	9,000	(400)	104,980	0	3.4
Gross Expenditure	1,352,320	644,488	625,411	19,077	58,000	(38,923)	1,421,320	(69,000)	
Revenue Income	(650,770)	-325,484	-333,099.98	7,616	0	7,616	(667,770)	17,000	3.5
Recharges	(53,920)	0	0	0	0	0	(53,920)	0	
Total Income	(704,690)	(325,484)	(333,100)	7,616	0	7,616	(721,690)	17,000	
Net Expenditure to HRA	647,630	319,004	292,311	26,693	58,000	(31,307)	699,630	(52,000)	

Outturn Explanations April 2020 to September 2020				
Key : () = overspend				
	Forecasted year end variations	Timing	Variation To Date	Forecast Year End
		£000's	£000's	£000's
HOUSING REVENUE ACCOUNT		208	(32)	(114)
1	Rents -1st to 4th October need excluding from September figures	139	0	0
	Rents - additional rent income due to fewer dwelling sales to date & additional hostel rent	0	17	4
2	SUPERVISION & MANAGEMENT (GENERAL)	11	(12)	(66)
2.1	Employees:	7	0	(24)
	£7k Holiday Pay/Flexi to be processed at year end	7	0	0
	Severance Pay savings	0	10	0
	Salary Overspend	0	(15)	(30)
	Staffing Restructure underspend	0	3	6
	Other minor variations	0	2	0
2.2	Premises Related Expenditure:	0	(21)	(35)
	Council Tax overspend	0	(29)	(50)
	Discretionary Housing Payments contribution not required	0	8	15
2.3	Supplies & Services:	(12)	11	3
	IT maintenance & licence costs relating to 2021/22	(12)	0	0
	PRAH licence costs transfer to capital in October	(5)	0	0
	Outstanding vodaphone invoices (telephone recharges)	3	0	0
	Outstanding accrual - Audit fees	2	0	0
	Legal Fees underspend	0	9	15
	Tenant Associations underspend to date	0	10	0
	Subscriptions overspend	0	(4)	(4)
	IT overspend	0	(8)	(8)
	Other minor variations	0	4	0
2.4	Central & Administrative Expenses:	16	0	0
	Outstanding recharges including contact centre 6k	16	0	0
2.5	Revenue Income:	0	(2)	(10)
	Shortfall in legal costs recovered	0	(6)	(10)
	Other minor variations	0	4	0
3	SUPERVISION & MANAGEMENT (SPECIAL)	58	(37)	(52)
3.1	Employees:	9	(53)	(77)
	£9k Holiday Pay/Flexi to be processed at year end	9	0	0
	Salary overspend due to fully staffed service	0	(17)	(22)
	Mainly control centre overtime overspend -Covid 19 (staff shielding) plus long term sick & additional overtime due to vacant post	0	(36)	(55)
3.2	Premises Related Expenditure:	40	0	0
	Outstanding Grounds Maintenance recharge for September	18	0	0
	Outstanding electricity, gas & water costs for September	10	0	0
	Awaiting invoices for caretaking costs May-September	12	0	0
3.3	Supplies & Services:	0	8	8
	Equipment purchase/maintenance underspend to date	0	8	0
	Piper Alarm System underspend	0	0	8
3.4	Central & Administrative Expenses:	9	0	0
	Outstanding recharges including contact centre 3k	9	0	0
3.5	Revenue Income:	0	8	17
	Additional Lifeline income	0	11	23
	Shortfall in income from Hire Fees	0	(3)	(6)

HOUSING REPAIRS ACCOUNT	2020/21	2020/21	2020/21			F'CASTED	F'CASTED		
	LATEST	BUDGET	ACTUAL	VARIANCE		VARIANCE		VARIATION	REF
	BUDGET	to Sept	to Sept	to Sept	TIMING	Excl	OUTTURN	YEAR END	
	£	£	£	£	£	£	£	£	
Administration									
Employee Costs	414,080	184,638	175,388	9,250	7,000	2,250	414,080	-	1
Transport Related Expenditure	16,620	13,510	5,736	7,774	6,000	1,774	16,620	-	2
Supplies & Services	182,980	65,626	61,669	3,957	2,000	1,957	182,980	-	3
Central Administrative Expenses	344,330	172,234	168,337	3,897		3,897	344,330	-	
Total Housing Repairs Administration	958,010	436,008	411,131	24,877	15,000	9,877	958,010	0	
Programmed Repairs	682,630	274,198	184,943	89,255	90,000	(745)	682,630		4
Responsive Repairs	1,251,300	628,744	390,439	238,305	130,000	108,305	1,136,300	115,000	5
GROSS EXPENDITURE	2,891,940	1,338,950	986,513	352,437	235,000	117,437	2,776,940	115,000	
Contribution from HRA	(3,192,170)	0	0	0		0	(3,192,170)	-	
Accumulated Absences/ IAS 19	(51,630)	0	0	0		0	(51,630)	-	
TOTAL INCOME	(3,243,800)	0	0	0	0	0	(3,243,800)	0	
Contribution to HRA Reserves	300,000	0	0	0	0	0	300,000		
NET EXPENDITURE	(51,860)	1,338,950	986,513	352,437	235,000	117,437	(166,860)	115,000	

Variations

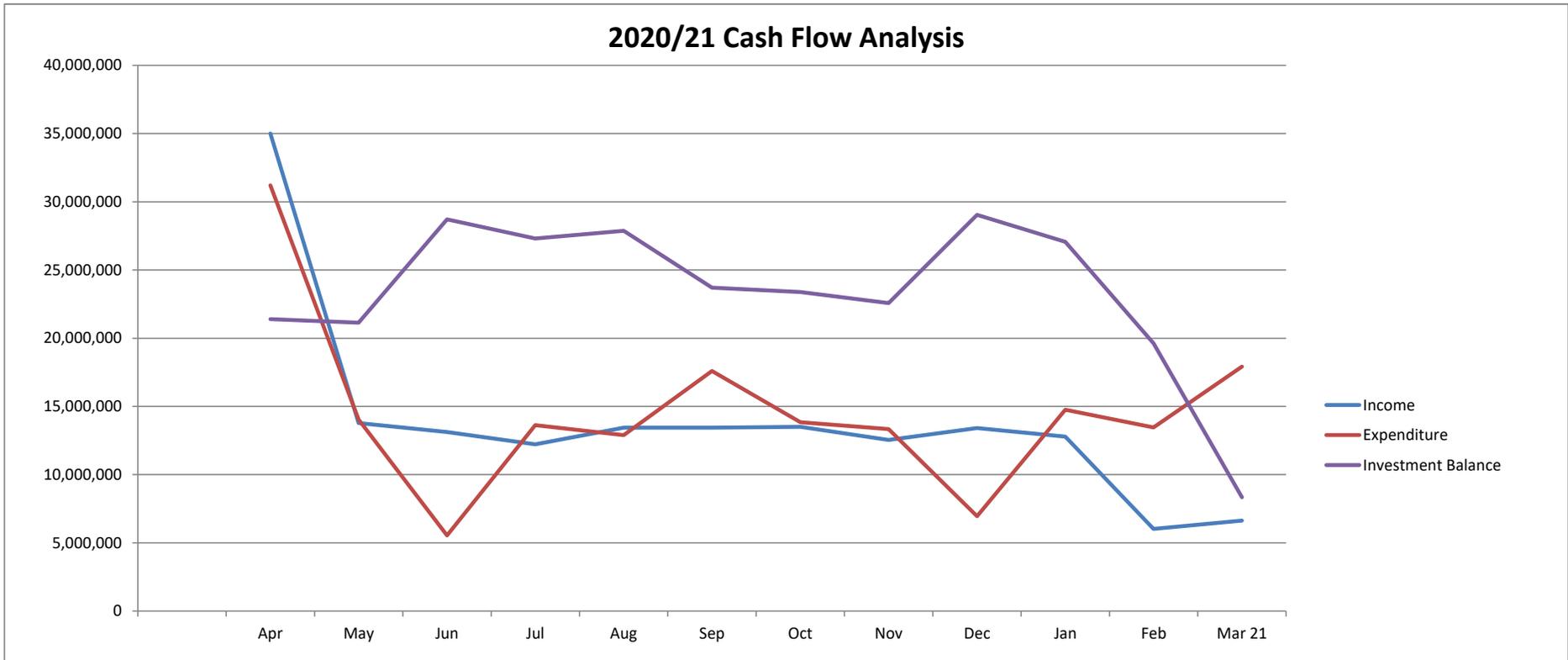
	TIMING	VARIANCE	Outturn
	£000's	£000's	
1 Salary pay award pending			
Agency and conferences budget to be reprofiled	4,000		
Accumulated Absences Accounting Adjustment	3,000		
	7,000	-	-
2 Leasing Budget to be reprofiled	6,000		
3 Software Invoices paid in advance	(15,000)		
Legionella & Asbestos Survey budget to be reprofiled	17,000		
	2,000	-	-
4 Painting works rephased due to Virus	26,000		
Electrical testing budget to be reprofiled	22,000		
Central Heating Service budget to be reprofiled	42,000		
	90,000	-	-
5 Work in Progress and overhead charges to be processed	101,000		
Lift maintenance and inspection budget to be reprofiled	29,000		
Reduction in demand due to coronavirus. Some of this may be required to be completed at a later date		108,000	115,000
	130,000	108,000	115,000

CASH FLOW: APR 2020 to Mar 2021

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Council Tax	6,282,524	6,061,969	6,129,469	6,155,624	6,188,967	6,315,834						
Council Dwelling Rent income	307,574	415,245	442,728	447,067	428,829	438,842						
Cards	784,549	584,574	634,893	696,593	633,843	768,200						
Business Rates	1,994,440	1,853,196	1,959,723	1,975,843	1,945,407	2,151,600						
Planning Fees	36,483	157,923	50,556	75,049	58,609	77,010						
Housing Benefits Recovery	87,615	12,614	19,688	6,491	6,838	35,344						
Debtors	661,882	198,405	128,001	206,187	135,489	404,999						
Shared Services Income - Revs and bens and ICT	255,703	104,637	47,462	5,268	441,050	734,996						
MHCLG - NHB and S31 and small grants	330,383	2,272,728	332,835	1,160,336	161,566	0						
CVID 19 LADF local auth discretionary fund income	0	0	936,000	0	0	0.00						
s31 cvid 19 bus grant small busi & leisure hospitality	21,996,000	0	0	0	0	0.00						
Covid 19 Hardship Grant	531,157	0	0	0	0	0.00						
Right to Buy Receipts	0	158,827	0	31,899	248,469	78,000						
County Council Income	4,591	28,539	593,376	17,200	317,294	98,891						
Housing subsidy Benefits DWP	851,419	1,316,134	961,349	849,781	849,781	915,515						
HMRC	156,372	283,477	214,162	187,377	133,262	83,493						
Others	155,151	323,578	669,305	406,276	380,092	712,871						
HBBC	565,584	0	0	0	0	0						
HCA Fund	0	0	0	0	900,000	0						
New Homes Bonus	0	0	0	0	619,605	619,606.00						
	35,001,426	13,771,846	13,119,546	12,220,990	13,449,102	13,435,201	13,510,304	12,538,916	13,419,293	12,781,433	6,022,509	6,634,203
MHCLG share of BR (net of RSG and transitional pay)	0	0	0	(1,465,618)	(1,302,774)	(1,302,770)						
Wages / Salaries	-710,068	-726,947	-710,780	(707,632)	(714,157)	(816,759)						
Precepts	-6,418,366	-6,418,367	0	(6,418,367)	(6,418,367)	(6,418,367)						
BR and Tariff payment to LCC and Fire	-1,152,406	-1,152,406	-1,152,406	(1,152,406)	(1,024,361)	(1,024,361)						
Suppliers payments (Bacs and DD)	-4,254,932	-2,828,404	-2,325,359	(2,071,745)	(2,052,706)	(4,566,858)						
Capital Expenditure	0	0	0	0	0	(1,141,210)						
Interest on pwlb loans	0	0	0	0	0	(1,163,708)						
Tax/NI (Salary related)	-241,874	-244,648	-261,450	(243,694)	(245,292)	(242,569)						
HB Payments & CT refunds	-587,128	-670,070	-612,230	(1,014,222)	(594,218)	(634,874)						
Right to Buy -Quarterly payment to DCLG	-103,872	0	0	(56,546)	0	0						
CVID 19 LADF local auth discretionary fund income	0	0	-58,000	(310,500)	(406,500)	0						
s31 cvid 19 bus grant small busi & leisure hospitality	-17,730,000	-1,985,000	-405,000	(180,000)	(115,000)	(21)						
other Minor payment	-3,741	-7,515	-18,566	(11,770)	(12,324)	(289,849)						
	-31,202,388	-14,033,357	-5,543,792	-13,632,500	-12,885,699	-17,601,347	-13,833,710	-13,343,429	-6,949,919	-14,761,640	-13,457,957	-17,917,522
Net Income (Expenditure)	3,799,038	-261,511	7,575,755	-1,411,509	563,403	-4,166,146	-323,405	-804,513	6,469,374	-1,980,208	-7,435,448	-11,283,320
investments b/fwd	17,601,193	21,400,231	21,138,720	28,714,475	27,302,965	27,866,368	23,700,222	23,376,817	22,572,304	29,041,678	27,061,470	19,626,022
	21,400,231	21,138,720	28,714,475	27,302,965	27,866,368	23,700,222	23,376,817	22,572,304	29,041,678	27,061,470	19,626,022	8,342,703
Month end bals	-569,231	-527,920	-445,475	(113,965)	(217,368)	(143,622)	(123,027)	(196,658)	(108,549)	(238,268)	(114,614)	(261,193)
Borrowings	0	0	0	1,000,000	2,000,000	5,000,000	5,000,000	7,500,000	6,500,000	1,000,000	0	0
Bal b/f end of previous month	0	0	0	0	0	0	0	0	0	0	0	0
	20,831,000	20,610,800	28,269,000	28,189,000	29,649,000	28,556,600	28,253,790	29,875,646	35,433,129	27,823,202	19,511,408	8,081,510
Diff	0	0	0	0	0	0	0	0	0	0	0	0
Actual investment outstanding	20,831,000	20,610,800	28,269,000	28,189,000	29,649,000	28,556,600						

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar 21
Income	35,001,426	13,771,846	13,119,546	12,220,990	13,449,102	13,435,201	13,510,304	12,538,916	13,419,293	12,781,433	6,022,509	6,634,203
Expenditure	31,202,388	14,033,357	5,543,792	13,632,500	12,885,699	17,601,347	13,833,710	13,343,429	6,949,919	14,761,640	13,457,957	17,917,522
Investment Balance	21,400,231	21,138,720	28,714,475	27,302,966	27,866,369	23,700,223	23,376,818	22,572,304	29,041,678	27,061,471	19,626,023	8,342,703
	3,799,038	-261,511	7,575,755	-1,411,509	563,403	-4,166,146	-323,405	-804,513	6,469,374	-1,980,208	-7,435,448	-11,283,320

2020/21 Cash Flow Analysis



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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance Audit and Performance 23 November 2020

Wards affected: All wards

TREASURY MANAGEMENT QUARTER 2 2020/21

Report of Section 151 Officer

1. Purpose of report

- 1.1 To inform the Committee of the Council's Treasury Management activity in the second quarter of 2020/21.

2. Recommendation

- 2.1 That the Committee note the report.

3. Background to the report

- 3.1 At its meeting on 25th February 2020 Council approved the Council's Treasury Management Policy for the year 2020/21 and delegated the oversight of the execution of the Policy to this Committee.

This report sets out the Treasury Management activities in 2020/21 and shows that they are in line with the limits set out in the Policy.

Treasury Management covers two main areas:-

1. The management of day to day cash flows by way of short term investing and borrowing. Longer term investment opportunities may arise depending on cash flow requirements.
2. Management of the Council's long term debt portfolio which is used to finance capital expenditure that cannot be immediately funded by internal resources (e.g. by Capital Receipts).

Economic Background

3.2 During the quarter ended 30th September 2020:

1. There was a quicker than expected recovery in GDP in June and July.
2. Retail spending rose 4.0% above its pre-virus level, but the recovery in investment legged behind.
3. There was second wave of the virus and a tightening in COVID- 19 restriction in September.
4. In September, the Chancellor announced a new fiscal package worth £5bn (0.2% of GDP) to support the economy.
5. There was division on the Monetary Policy Committee over the possible use of the negative interest rates.
6. Due to the pandemic investments rates remain low.

The latest forecasts are detailed in the table below:

	Q2	Q3	Q4	Q1	Q2
	2021	2021	2021	2022	2022
Bank Rate	0.10%	0.10%	0.10%	0.10%	0.10%
5yr PWLB rate	1.90%	1.90%	2.00%	2.00%	2.00%
10yr PWLB rate	2.10%	2.10%	2.10%	2.20%	2.10%
25yr PWLB rate	2.50%	2.50%	2.50%	2.50%	2.60%
50yr PWLB rate	2.30%	2.30%	2.30%	2.30%	2.40%

Investment Activity

3.3 The Council's investment strategy primary objectives are safeguarding the repayment of the principal and interest of its investments on time, ensuring adequate liquidity, with the investment return being the final objective. If required, officers implement an operational strategy which tightens the controls already in place in the approved investment strategy. The Council's investment criterion was approved by Council in February 2020.

Funds for investment come from the following Sources

- a) Revenue Account Balances held by the Council
- b) Earmarked Reserves and Provisions
- c) Unapplied Capital Receipts

- d) Cash flow balances - income received before expenditure needs to be invested.

Depending on the flow of cash (difference between income receipts and payments) the bank balance will vary. Where there is a surplus balance monies are invested. When there is a need for cash, investments are called in to ensure funds are not overdrawn. As at 30 September 2020, the Council held the following investments totalling £28,556,600 and are summarised below:-

Counterparty	Investment Date	Maturity Date	Amount	Interest Rate
Newcastle BS	01/04/2020	23/12/2020	£1,000,000	1.1700
Monmouthshire BS	01/04/2020	18/12/2020	£1,400,000	1.0500
Monmouthshire BS	01/04/2020	05/01/2021	£1,500,000	1.1000
Progressive BS	05/05/2020	05/11/2020	£2,000,000	0.8000
Furness BS	14/05/2020	16/11/2020	£2,000,000	0.9000
Surrey Heath BC	10/06/2020	10/12/2020	£2,000,000	0.5000
Gloucestershire City Council	15/06/2020	14/06/2021	£2,000,000	0.6000
Liverpool City Council	26/08/2020	25/08/2021	£2,000,000	0.5000
London Borough of Croydon	07/09/2020	06/09/2021	£2,000,000	0.6500
HSBC Call Account	30/09/2020	01/10/2020	£2,656,600	0.0100
Progressive BS	21/04/2020	21/10/2020	£3,000,000	0.9000
Blaenau Gwent C BC	31/07/2020	30/07/2021	£3,000,000	0.5000
Furness BS	01/06/2020	01/03/2021	£4,000,000	0.9500
Total			£28,556,600	

Details of investments held from April 2020 to September 2020 are available on request.

Details of the weighted average investment to September 2020 are shown in the table below together with the Industry Average, London Inter Bank Bid (LIBID) as a benchmark. The Council received a rate of return that is comparable with the returns available in the market. Additionally, the weighted average period is within the maximum set of 0.5 years.

Average investments returns are higher than the comparable inter bank rate (a return of 0.7373% compared against 0.2076%). This is primary due to investments that are still to mature but where taken out before the pandemic.

The average 6 month LIBID rate for September 2019 was 0.8590 percent. This compares with the September 2020 rate of 0.2076%. Market returns for have dropped by 75.8 per cent compared to the comparable benchmark in 2019. The Councils investment return for the same period has fallen from a rate of 1.025% to 0.7373%. This will impact on the Councils investment budget. An estimated reduction of £60,000 has been allowed for in the Outturn statement.

Period	Weighted Average invested	Average period (days)	HBBC Average Return	7 Days LIBID	1 Month LIBID	3 Month LIBID	6 Month LIBID
Apr to Sep 2020	£25,994,439	27	0.7373	(0.0554)	(0.0179)	0.1060	0.2076

To further demonstrate the fall the table below summaries the average rate of returns excluded all investments pre April 2020. HBBC returns are still above average.

Period	Weighted Average invested	Average period (days)	HBBC Average Return	7 Days LIBID	1 Month LIBID	3 Month LIBID	6 Month LIBID
Apr to Sep 2020	£20,204,469	18	0.6227	(0.0554)	(0.0179)	0.1060	0.2076

Borrowing Activities

Long term borrowing to finance Capital Expenditure

3.4 Excluding the HRA self financing element, the Council has a Capital Financing Requirement of £38.3m for the current year which arises from previous decisions to incur Capital Expenditure that was not financed immediately by internal resources e.g. Capital Receipts or Grants giving rise to the need to borrow to finance the expenditure. This borrowing requirement can either be met by long or short term external borrowing or by internal borrowing i.e. using the cash behind the authority's balances and reserves and foregoing investment income. At the present time the interest payable on long term borrowing is significantly greater than the returns the Council could expect on its investments and therefore the Council has adopted a policy of being "under-borrowed" by £30m with only £8.3m of long term loans on its books.

Additionally, as part of the Self Financing HRA Settlement £67.652m has been borrowed from PWLB. Repayment options have been discussed with members and were presented to the Executive on 13th March 2012.

Repayments for these loans commenced in March 2020. The remaining loan will be repaid in equal instalments of £2.9414m over 22 yrs.

Short Term Borrowing

3.5 The details of short term borrowing during this quarter are as under:

Borrowings brought forward 01 April 202	Nil
Borrowings during the quarter	£8,000,000
Borrowings repaid during the quarter	£3,000,000
Borrowings remain to be paid	£5,000,000
Weighted average interest on borrowings	0.03000%

4. Exemptions in accordance with the Access to Information procedure rules

4.1 Report taken in open session.

5. Financial implications [IB]

5.1 Any variations to budgets resulting from borrowing investing activities are reported within the Outturn position.

6. Legal implications [MR]

6.1 None.

7. Corporate Plan implications

7.1 This report supports the following Corporate Aims

- Thriving Economy

8. Consultation

8.1 None

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	Budgets are scrutinised on an ongoing to ensure assumptions are robust and reflect financial performance and sufficient levels of reverses and balances are maintained to ensure resilience	Ashley Wilson

10. Knowing your community – equality and rural implications

10.1 There are no direct implications arising from this report

11. Climate implications

11.1 There are no direct implications arising from this report.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community Safety implications
- Environmental implications
- ICT implications
- Asset Management implications
- Procurement implications
- Human Resources implications
- Planning implications
- Data Protection implications
- Voluntary Sector

Background papers: Civica Reports

Contact officer: Ilyas Bham, Accountancy Manager x5924

Executive member: Cllr K Lynch



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance & performance scrutiny 23 November 2020

Wards affected: All wards

SUNDRY DEBTS – Q2 2020/2021

Report of Head of Finance (Section 151 Officer)

1. Purpose of report

1.1 To inform members of the position on sundry debts as at 30 September 2020.

2. Recommendation

2.1 That the committee note the current aged debt position for sundry debts.

2.2 That the committee note that a report will follow at the next meeting on the action being taken on recovery of estates debt.

3. Background to the report

3.1 As at 30 September 2020, the overall sundry debt was £3,060,160. The current balance can be broken down by age as follows:

Description	Amount
Credits, Refunds and Payments	-£7,194
Not Yet Due	£327,839
< 30 Days	£1,103,247
30 - 59 Days	£187,775
60 - 89 Days	£161,815
90 - 119 Days	£180,888
> 120 Days	£1,105,790
Total Debt	£3,060,160

- 3.2 The Council has a KPI for debt over 90 days old as a percentage of aged debt, not exceeding 25%. The performance for the end of September 2020 was 15.30%, this is after amendment for items that are known to be covered by agreement, council policy, are in dispute or are to be written off. The total number of invoices over 90 days is 1,695, with an average value of £759.10.

	£	Description
Total debt	3,060,160	
	-175,791	Homelessness
	-86,460	Installment Plans
	-706,673	In dispute
	2,091,235	(A)
Over 90 days	1,286,677	
	-175,791	Homelessness
	-86,460	Installment Plans
	-706,673	In dispute
	320,021	(B)
Performance	15.30%	Over 90 days/Total debt (amended) B/A
Target	25%	

- 3.3 In order to ensure that the Council adopts a prudent approach to accounting for debt that might not be due, a “provision for doubtful debts” is made against the year-end balance. The value of this provision is currently £138,118, but will be reviewed as part of the final accounts closedown procedures. Due to the current level of debt primary arising from Covid 19 it is anticipated that this provision will require an increase. An additional £50,000 has been estimated for in the outturn position. The final figure will be based on the debt profile at year end.
- 3.4 The split of the current debt position over 90 days by type of debt is detailed below. One of the largest element, for Homelessness Bonds has increased by 15.13%. The provision of these bonds is funded by the Council’s Homelessness Prevention Grant which is provided by the DCLG annually. The largest debt is “Leisure”, (£433,679.74). This debt relates to the management fee that is suspended due covid 19. This debt will be written off and has been allowed for in the monthly Outturn Statement that will be presented to this committee. Estates is still a large balance, but approximately 30% have now entered in to a payment plan to clear their debts. All new leases are being granted with a direct debit payment in place, to limit debts problems going forward.
- 3.5 Action is being taken to recover the debts where possible. Whilst efforts are made to recover these amounts through ongoing contact with tenants by housing and revenues and benefits officers, legal action is not generally taken in these cases. This is on the basis that it is unlikely that the debtor will also be able to pay the additional charges levied and also to uphold the “sentiment” of the Council’s Anti-Poverty Strategy.
- 3.6 The table below gives the breakdown of debt over 90 days as at the 30 September 2020.

Sum of Total Outstanding over 90 days 2020/21	Q3	Q4	Q1	Q2	Q1 to Q2 £	%
Building Control	£12,809.24	£11,435.18	£10,685.18	£9,675.04	-£1,010.14	-9.45%
Environmental Health	£4,457.35	£5,732.37	£6,281.37	£17,581.03	£11,299.66	179.89%
Estates	£83,949.64	£79,845.78	£92,086.28	£301,006.06	£208,919.78	226.87%
Green Spaces	£3,549.44	£4,579.51	£5,923.20	£1,288.84	-£4,634.36	-78.24%
Grounds Maintenance	£3,136.63	£3,198.13	£4,062.12	£2,095.69	-£1,966.43	-48.41%
Homeless	£146,976.58	£145,977.68	£152,686.63	£175,791.08	£23,104.45	15.13%
Housing	£61,899.93	£68,964.69	£74,817.60	£50,086.99	-£24,730.61	-33.05%
Markets	£4,920.18	£4,314.83	£4,408.88	£4,853.23	£444.35	10.08%
Other	£12,080.40	£4,533.88	£48,110.14	£132,124.38	£84,014.24	174.63%
Refuse/ Recycling	£56,375.99	£61,992.68	£74,838.04	£68,132.09	-£6,705.95	-8.96%
Other LA	£35,558.90	£7,541.30	£12,777.47	£12,420.99	-£356.48	-2.79%
Licensing	£0.00	£0.00	£200.00	£0.00	-£200.00	-100.00%
Pest Control	£0.00	£0.00	£99.94	£0.00	-£99.94	-100.00%
Planning	£262.99	£0.00	£0.00	£0.00	£0.00	0.00%
Housing Repairs	£10,828.91	£12,559.19	£16,653.23	£50,264.22	£33,610.99	201.83%
Finance	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%
Atkins Building	£17,656.73	£12,026.13	£10,591.07	£8,877.64	-£1,713.43	-16.18%
Waste Services	£72.00	£72.00	£744.00	£16,422.37	£15,678.37	2107.31%
Leisure	£0.00	£0.00	£203,569.40	£433,679.74	£230,110.34	113.04%
Human Resources	£0.00	£0.00	£0.00	£2,222.89	£2,222.89	100.00%
Elections	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%
Total	£454,534.91	£422,773.35	£718,534.55	£1,286,522.28	£567,987.73	134.35%

4. Exemptions in accordance with the Access to Information procedure rules

4.1 Report is taken in an open session.

5. Financial implications [IB]

5.1 Contained within the body of the report.

6. Legal implications [MR]

6.1 The legal implications are contained within the report

7. Corporate Plan implications

7.1 Sundry Debts contributes to delivery of all Corporate Plan objectives.

8. Consultation

8.1 None

9. Risk implications

9.1 It is the council's policy to proactively identify and manage significant risks which may prevent delivery of business objectives.

9.2 It is not possible to eliminate or manage all risks all of the time and risks will remain which have not been identified. However, it is the officer's opinion based on the information available, that the significant risks associated with this decision / project have been identified, assessed and that controls are in place to manage them effectively.

9.3 The following significant risks associated with this report / decisions were identified from this assessment:

Management of significant (Net Red) risks		
Risk description	Mitigating actions	Owner
Failure to recover debt owed to the Council	Robust recovery methods and monitoring.	A Wilson

10. Knowing your community – equality and rural implications

10.1 Any future reviews of the Debt Recovery Strategy will be impact assessed to understand any impacts on our community (i.e. ability for those on lower incomes to pay).

11. Climate implications

11.1 Climate implications are considered by services, therefore where applicable will be reflected when individual debts are raised.

12. Corporate implications

12.1 By submitting this report, the report author has taken the following into account:

- Community safety implications
- Environmental implications
- ICT implications
- Asset management implications
- Procurement implications
- Human resources implications
- Planning implications
- Data protection implications
- Voluntary sector

Background papers: Civica Reports
Contact Officer: Ashley Wilson, Head of Finance, Ext 5609
Executive Member: Councillor K.Lynch