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Hinckley & Bosworth
Borough Council

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

Date: 08 March 2024

**To: Members of the Finance & Performance
Scrutiny**

Cllr MJ Surtees (Chair)
Cllr P Williams (Vice-Chair)
Cllr DS Cope
Cllr DT Glenville
Cllr LJ Mullaney

Cllr H Smith
Cllr P Stead-Davis
Cllr BE Sutton
Cllr A Weightman

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **FINANCE & PERFORMANCE SCRUTINY** in the De Montfort Suite, Hinckley Hub on **MONDAY, 18 MARCH 2024** 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

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Thank you

FINANCE & PERFORMANCE SCRUTINY - 18 MARCH 2024

A G E N D A

1. **APOLOGIES AND SUBSTITUTIONS**
2. **MINUTES OF PREVIOUS MEETING (Pages 1 - 4)**

To confirm the minutes of the meeting held on 18 December 2023.
3. **ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES**

To be advised of any additional items of business which the Chair 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. **FRONT LINE SERVICE REVIEW: STREET SCENE SERVICES (Pages 5 - 14)**

To report on the performance of Street Scene Services.
7. **PERFORMANCE & RISK MANAGEMENT FRAMEWORK 3RD QUARTER SUMMARY 2023/24 (Pages 15 - 24)**

To provide members with the 2023/24 3rd quarter summary for performance indicators, service improvement plans, corporate risks and service area risks
8. **TREASURY MANAGEMENT QUARTER 3 (Pages 25 - 30)**

To inform members of the council's treasury management activity in the third quarter of 2023/24
9. **FINANCIAL OUTTURN QUARTER 3 (Pages 31 - 58)**

To report to members the financial outturn position as at December 2023
10. **SUNDRY DEBTS QUARTER 3 (Pages 59 - 64)**

To inform members of the position on sundry debts as at 31 December 2023.
11. **FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME (Pages 65 - 68)**

To provide members with an update of the work programme.
12. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**

As raised under item 3.

HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

18 DECEMBER 2023 AT 6.30 PM

PRESENT: Cllr MJ Surtees - Chair
Cllr P Williams – Vice-Chair
Cllr DT Glenville, Cllr LJ Mullaney, Cllr P Stead-Davis, Cllr BE Sutton and
Cllr A Weightman

Also in attendance:

Officers in attendance: Chris Brown, Julie Kenny, Rebecca Valentine-Wilkinson
and Ashley Wilson

218. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillor Cope and
Councillor Smith.

219. **Minutes of previous meeting**

It was moved by Councillor Williams, seconded by Councillor Weightman and

RESOLVED – the minutes of the meeting held on 4 September
be approved as a correct record.

220. **Declarations of interest**

No interests were declared.

221. **Performance and Risk Management Framework Quarter 2 summary 2023/24**

Members were updated on work that had been undertaken on the performance
and risk management framework for quarter two for 2023/24.

In a response to a question from members around staff sickness and evidence of
pressure of work, it was confirmed that although the stress absence figures were
higher than last year this related to personal stress as well as work stress.
Members were advised there were a number of initiatives available to support
staff.

In response to a question from members around the percentage debt reduction in
rent arrears and not wanting the most vulnerable sector of society to get into any
more arrears and feel supported, it was reported that additional resources had
been allocated to try and help manage that pressure and we had a welfare
support service in place.

As a result of questions from members around fly tipping, shortage of skip hire,
food waste and recycling, it was confirmed that:

- HBBC had no jurisdiction to pressure Leicestershire County Council to keep the tips open;
- The team would be launching the food waste collection and measures to drive up recycling even more as this collection had to be introduced by 2025. The financial indications were yet to be worked through but the advice from central Government was that the Authority would be reimbursed for introducing that service. Members would be fully briefed on the changes to food waste collections as the team move forward with their plans for the next 12 months.

It was moved by Councillor Williams seconded by Councillor Weightman and

RESOLVED:

- i. The report be noted, and
- ii. Members reviewed the risks that posed the most significant threat to the council's objectives and priorities.

222. Planning Frontline Service Review

Members were updated on the performance of the planning service that included development management, planning enforcement, regeneration/economic development, conservation/heritage and planning policy.

Members acknowledged the increase in planning performance, the improvement in retention and recruitment across the service and forthcoming challenges incurred with regard to planning appeals.

As a result of a question from members it was confirmed that the five year land supply was currently being updated by external consultants and the figures were likely to be ready at the end of January/February 2024.

As a result of a question from members around the Local Plan it was confirmed that a local development scheme would be produced and an update be provided to members in January 2024.

A question was also asked about the ombudsman's report and it was confirmed that there had been an issue with an address, this was subsequently resolved and full consultation had taken place with the other neighbours.

Members thanked the team for their performance in achieving these targets overall.

Members noted the report and recommendations.

223. Financial Outturn - Quarter 2 September 2023

The finance outturn position for the second quarter of 2023/24 was presented to the meeting. During discussion, the following was noted:

- Planning income was down due a slight downturn of applications being received and there was a prospect that, based on past years, larger applications would be coming in at the end of the financial year
- The leisure centre was exploring installation of solar panels and their management may be reduced to support this expenditure
- As a result of the crematorium project being paused to explore alternative options, the expenditure incurred to date with the prior contractor could no longer be carried forward as an asset and therefore the expenditure had been charged to the general fund.

Members noted the report.

224. Treasury Management Quarter 2 2023/24

Members were informed of the council's treasury management activity in the second quarter of 2023/24.

Members noted the report.

225. Business rates and Pooling update Quarter 2 - 23/24

Members were informed of the business rates performance from 1 April 2023 to 30 September 2023.

Members noted the report.

226. Sundry Debts Quarter 2 2023/24

Members were presented with the position on sundry debts as at 30 September 2023.

As a result of a question from members around disputes, it was confirmed that some disputes could take a long time to deal with from the initial debt to the instalment plan. It was agreed that it would be useful to include the average number of days for these disputes as a performance indicator target in the performance and risk management plan.

Members noted the report.

227. Finance & Performance Scrutiny Work Programme

Members noted the work programme.

(The Meeting closed at 7.27 pm)

CHAIR

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance and Performance Scrutiny 18 March 2024
Wards affected: All wards

FRONT LINE SERVICE REVIEW: STREET SCENE SERVICES

Report of Director Corporate and Street Scene Services

1. Purpose of report

1.1 To report on the performance of Street Scene Services

2. Recommendation

2.1 That the report be noted.

3. Background to the report

3.1 Street Scene Services includes waste management, green spaces, clean neighbourhoods and car parks. This report sets out the key activities during the financial year 2023 / 2024 to date.

Service Overview

3.2 The services are based at the Council's Jubilee depot on the Harrow brook industrial estate, Hinckley and are managed by the Head of Street Scene Services. Services support each other to deliver common goals, to deliver services and to deliver corporate priorities such as the climate change and biodiversity strategy.

WASTE MANAGEMENT

3.3 All collections are run in house and the service collects approximately 44,000 tonnes of rubbish / recycling and empties and estimated 3.5 million wheeled bins each year.

3.4 Collections have been delivered without disruption over this financial year but the local supply of agency HGV drivers remains limited due to high demand from the logistics sector. The use of agency budgets to fund additional

permanent driver posts has reduced this dependency on agency workers but agency is still required to cover holidays and sickness.

- 3.5 Recycling performance 2022/23. This data from DEFRA is always 1 year in arrears. HBBC data shows a recycling rate of 41.2% which is lower than 21/22 (42.7%). There was a drop across the whole of England of 0.7% in recycling performance with the rate for England being 43.4%. This drop has been seen in Leicestershire and is mainly attributable to dry recycling rates returning to pre pandemic levels and warmer weather meaning less compostable waste is produced. This is apparent for all Leicestershire districts to varying degrees as reflected in the table below.

For national context the UK government target is 50% by 2020, and 65% by 2035. NB Over 50% of local authorities in England now collect food waste which increases recycling performance significantly. The introduction of a separate food waste collection service is estimated to increase performance between 5% and 10%. Mandatory Food Waste collections will be required from 31 March 2026.

Council	2021/22	2022/23	% reduction
Blaby	42.2%	40.6%	-1.6%
Charnwood	43.4%	41.5%	-1.9%
Harborough	44.7%	43.6%	-1.1%
Hinckley	42.7%	41.2%	-1.5%
Melton	43.5%	42.9%	-0.6%
NWLDC	46.6%	43.0%	-3.6%
Oadby	42.3%	39.5%	-2.8%

- 3.6 Participation in the garden waste service remains high with 31,814 subscriptions and income for 2023/24 forecast at £1,270,000 amounting to 79% of eligible households participating (assuming each has 1 bin). The income collected does not fully cover the cost of the service. The amount of green waste collected is directly linked to the weather and in particular the grass growing conditions.
- 3.7 Trade waste collections are forecasted to generate £590,000 income in 2023/24 (£523,000 in the previous year), and the council provides collections for 746 businesses.

NATIONAL WASTE CHANGES

- 3.8 Government confirmed in October 2023 that the following collection changes will need to be made by all local authorities:-
- i. Separate weekly food waste collection for all households by 31 March 2026
 - ii. Garden waste charge can remain. No cap on the fee but fee charged should be reasonable.
 - iii. Fully comingled dry recycling collections can remain and all councils need to collect plastic film
 - iv. Residual waste should be collected as a minimum every 2 weeks.

- v. All businesses with 10 or more employees will need a separate food waste collection from 31/3/2025 meaning HBBC will need to introduce this at its work premises.
- vi. All micro businesses must have a food waste collection from 31/3/2027.
A separate briefing note has been issued to all Councillors in February 2024 on these changes and the implications for HBBC.

- 3.9 Government has also confirmed that funding for food waste will be provided :-
- i. Capital costs – financial year 23/24
 - ii. Transitional costs – 24/25 and 25/26
 - iii. Revenue costs – 26/27

Extended producer responsibility payments (from a new scheme whereby packaging producers pay into a fund which is then redistributed to local authorities towards the costs of collecting packaging) are also proposed to commence in 25/26

- 3.10 In June 2023 WRAP undertook modelling for HBBC on options for food waste collections to compare different collection systems to maximise our recycling rate, to assess the carbon impacts, and to clarify the number of collection vehicles required. Restricting residual waste capacity will result in higher recycling rates, and food waste yields and further work will be done to explore options.
- 3.11 Defra also launched a further consultation in December on small waste electrical equipment (WEEE) such as toasters, kettles etc which will also be considered
- 3.12 The waste collection changes this council will need to deliver in the next 2- 3 years will be the most comprehensive seen in the last 20 years.

CLEAN NEIGHBOURHOODS

- 3.13 Clean neighbourhoods includes street cleansing, road sweeping over 823 miles of roads, bulky collections (large items) and enforcement of environmental crime.
- 3.14 592 fly tips have been recorded during April – December 2023 which is a slight increase from 550 incidents during the same period in 2022. No single reason can be attributed to the increase. Officers highlighted this problem through a focused fly tipping campaign Fly tippers beware “We are watching you” which took place between August and October and was jointly co-ordinated with the other Leicestershire councils.
- 3.15 The new “Big Bin” collection service was introduced in November 2023 and has been very well received. It enables residents who are having a clear out to have a large amount of household rubbish disposed of responsibly and at low cost. It is particularly aimed at those who don’t have enough rubbish for a skip, don’t have a car to take rubbish to the tip or don’t have enough space for

a skip. 107 bins have been booked up to the end of January 2024, and numbers have been increased to meet the increasing demand.

- 3.16 Demand for large item collections continues to be popular with 2216 collections made during the period April – December 2023, this equates to 4739 items collected. This compares to 2746 for the same period 2022. This reduction is due to the operational changes implemented for the collection of upholstered domestic seating which changed in December 2022. This team also provides a special one-off waste collections for residents e.g. house clearances, shed and garage clearances, and they also carry out work for the Housing team and other services e.g. clearing empty council houses, removing small amounts of asbestos safely etc. Litter and dog bin emptying contracts are in place with 19 parish councils.
- 3.17 The number of abandoned and untaxed vehicles has shown a reduction with a total of 235 vehicles investigated (309 in 2022). Of these 8 were removed by the council.
- 3.18 The number of fixed penalty notices issued April – December 2023 was 8 (mainly for littering, fly tipping and household Duty Of Care) and 6 community protection warning notices were also issued This compares to 15 fixed penalty notices and 12 community protection notices for the same period 2022. This reduction is due to only having one Enforcement officer for 6 months. The level of fees charged will be increased from 1 April 2024 following a government decision to increase the fine levels for fly tipping, littering, graffiti and fly posting. Litter has increased from £150 to £400, Fly tipping has increased from £400 to £800, Graffiti & Fly posting has increased from £150 to £400. We have also increased the early repayment amounts across the following offences: Nuisance Vehicles, Abandoned Vehicles, Littering, Fly tipping, Graffiti and Fly posters, Failure to produce (waste carriers & documents), Community Protection notices and breaching of a PSPO.

Dog fouling fixed penalty level is £100 and the early repayment discount was removed at Council from 1 April 2024. This is the maximum fine HBBC can apply under the current legislation. The team have also secured a successful prosecution against a development company, they were convicted and fined £10,000 (plus costs) for the breach of community protection notice under Section 43 Anti-Social behaviour, crime and policing act 2014. This related to untidy land at the rear of King William IV, The Hollow, Wood Street, Earl Shilton. That sentence is currently under appeal in the Crown Court.

- 3.19 14 group litter picks have been organised this year, and an additional 23 new litter volunteers have been supported. This takes our overall total of volunteers to 451. The council also supports the South Leicestershire wombles with their litter collecting in the Borough. The efforts of these individuals should not be overlooked as they contribute significantly by removing litter thoughtlessly discarded by others. Across Leicestershire the Wombles now estimate they have collected over 150,000 bags of litter. 6 schools across the Borough have been visited as part of the ASB Busters litter workshops.

- 3.20 In 2023 an operational review was undertaken to achieve efficiencies where possible. This is still a work in progress.
- 3.21 The Public Space Protection Order (PSPO) was renewed in January 2024 following adoption at Council. This order covers matters such as dog fouling, dogs on leads, use of illegal substances and alcohol.

GREEN SPACES

- 3.22 The green spaces team manage over 200 sites including the council's parks and green spaces, play areas, countryside sites, Ashby Road Cemetery, 8 closed churchyards, trees and allotments. They maintain 142 hectares of land (1.5 million square metres) and over 3500 mature trees.
- 3.23 A new Green Space Strategy and Delivery Plan was adopted in December 2023 and will set out the priorities for the service including delivering our corporate climate change and biodiversity commitments. It will include a 10-year action plan and will identify the improvements needed to ensure our green spaces remain valued by residents. This work will link into the local plan and help to secure external funding. A key focus of the plan is the delivery of more trees, wildflower areas and a diverse range of habitats across all of our sites and changing our grounds maintenance to more sustainable practices.
- 3.24 Free tree scheme –29,000 trees were collected by residents for planting in the second year of this very popular scheme. This included the planting of 5.4 km of hedgerows and 4000 individual trees. Sponsors contributed £7,500 and HBBC funded £1,500. If all the trees planted grow to maturity then they will absorb over 10,000 tonnes of carbon over the next 40 years. In its first 2 years the scheme has provided 52,000 free trees.
- 3.25 Tree planting - the team has continued to focus on tree planting to fight climate change and support biodiversity. Planting the year included Hollycroft park, sheltered housing schemes and various green spaces.

Year	Trees planted
2018/19	83
2019/20	253
2020/21	548
2021/22	4288
2022/23	4146 23,000 free tree scheme
2023/24	24 29000 free tree scheme
total	61,342

- 3.26 Tree maintenance – Increased funding is being provided from 2023/24 to manage the impacts of Ash die back (*Hymenoscyphus Fraxineus* syn).

Chalara; a disease affecting Ash trees across the UK). The tree surgeon recruitment has been difficult and works this year have been completed by HBBC and by external contractors.

3.27 Current projects and improvements included:-

- The restoration of the historical moat at Argents Mead which included archaeological surveys, and obtaining consent from Historic England, The main objectives of the project were to reduce the tree canopy cover (to better reflect the original layout of the moat, and to reduce leaf fall in to the moat each year), desilting works to improve the water quality and depth of water, stabilising of the embankment to address the erosion that had taken place over the last few years, and introducing new marginal planting to improve the biodiversity of the site
- The installation of a circular 400-metre path at Clarendon Park used for both informal walking and exercise with connecting pathways to existing infrastructure. Improvements to the play area and creation of native tree and wildflower areas to increase biodiversity.
- The installation of new play area at Burbage Common and Woods last summer to a value of £90,000 .

3.28 The adoption of open spaces within developments remains a long process and officers are still working to adopt land at Waterside Park, the Greyhound stadium, the Greens, London Road, Sketchley Brook east, and Work House Lane. The open space within the London Road development Hinckley was adopted in early 2023 and is now managed and maintained by HBBC.

3.29 Performance wise the two green flags were retained for Hollycroft Park and Argents Mead. Grounds maintenance standards are constant at 89% in line with previous year.

3.30 Green spaces also deliver the Parish and Community Initiative Fund which in 2023/24 supported 21 projects across the Borough with £90,383 of funding. Since 2005 the fund has supported 462 projects with £1.84 million of funding. The scheme was refocussed for 2024/25 applications to support climate change projects and larger projects. A new community equipment grant scheme will launch in April 2024 to support smaller schemes with fixed amounts of funding for smaller items such as signage, bus stops, furniture etc.

3.31 Burbage common open day continues to be a very popular event. The event was cancelled in May 2023 due to very wet ground conditions and was run in September instead. In 2024 the event will return to May.

3.32 The team have continued to support the crematorium project.

3.33 The drainage system to the new burial section at Ashby Road install over the last few years continues to operate efficiently and effectively in terms of addressing surface water.

CAR PARKS

- 3.34 This service manages 15 pay and display car parks and 12 free car parks and enforces restrictions on these car parks. Occupancy remains steady in comparison to last year, averaging 60% occupancy. On a non-market day, average occupancy in 2022 was 59% occupied which in 2023 reduced to average 53% occupied. However occupancy on Saturday Market Day has increased from 61% occupied to 65% occupied since last year. Pay and display income was £385,132 April - December 2023 which is an increase on the same period 22/23 (£323,511).
- 3.35 Pay by phone parking was introduced on 1 April 2022 and now accounts for 25% of all income. Payments by chip and pin / card now account of 30% of all income.
- 3.36 The first electric vehicle charge points were installed and operational at end of April 2021, the Council now operates 50 EV points across the borough, 12 at Lower Bond street, Hinckley, 12 at Castle car park, Hinckley, 6 at Rectory Lane, Market Bosworth, 8 at Stanley Street, Barwell, 4 at Hallfields, Earl Shilton and 4 at the Jubilee Building to support staff green travel and the new electric fleet. The estimated carbon saved between April – December 2023 was 34,716.19kg. In 2024/5 externally funded solar powered charge points are planned for installation at the Leisure Centre Car Park. We continue to work with partners to seek funding for further charge points and to contribute to the EV charging strategy LCC are developing.

JUBLEE DEPOT AND FLEET

- 3.37 Significant changes were made to the depot during 2019 to improve health and safety and the site continues to operate safely with the infrastructure changes and under these new site rules.
- 3.38 The council remains fully compliant with the environmental permit to operate the waste transfer station on site.
- 3.39 The HGV fleet switched to running on HVO (hydrogenated vegetable oil) in February 2023 which lowers the carbon emissions by 90%. This switch reduces the councils total carbon emissions by 23%.
- 3.40 The council's light fleet is In the process of being replaced and will also in the main run on HVO once the new vehicles are all operational. Global supply chain issues have resulted in delayed delivery of many of these vehicles. 5 electric vehicles are also now in operation.
- 3.41 The service changes needed for waste collections mean the current depot will not be sufficient size to accommodate the significant increase in vehicle and staff numbers. Officers have identified an additional site on the Harrowbrook Industrial Estate close to our current depot. Agreement with the landlord is nearing completion and this project was reflected in the Councils budget reports.

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

4.1 Open session

5. Financial implications [AA]

5.1 Budgets for Streetscene services are monitored on a monthly basis and presented quarterly to this committee. Any changes to budgets have to be approved in line with financial procedure rules.

6. Legal implications [ST]

6.1 None

7. Corporate Plan implications

7.1 Street Scene Services contribute to all three priorities in the corporate plan, in particular through the places priority including green space strategy, campaigns on fly tipping and litter, increasing recycling, tree planting schemes, EV charge points, green flags, biodiversity and funding schemes.

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:

Risk description	Mitigating actions	Owner
S54 Depot – insufficient space to accommodate food waste collections	Reviewing options and awaiting confirmation from Defra on service changes and funding	Malcolm Evans
SS41 Ash die back	Monitoring disease, funding increased and looking at options to	Ian Pinfold

	increase tree officer capacity	
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10. Knowing your community – equality and rural implications

10.1 Street scene services considers equality and rural issues as part of planning and delivering its services.

11. Climate implications

11.1 Street Scene Services has an important role to play in meeting the council’s climate emergency ambition to be net zero by 2030. These are noted within the report and issues of particular importance are :-

- The HGV fleet now running on HVO which saves 23% of total HBBC emissions. The van fleet is also moving to HVO as the new vehicles arrive.
- 5 electric vehicles are now deployed
- Significant increases in the numbers of trees planted
- Electric vehicle charge points - now totalling 50 and saving 3.47t of carbon during 2023
- Changes to the waste collection system which are within the 2021 Environment Bill will increase recycling and reduce carbon emissions. Of particular importance is the introduction of kerbside food waste collections.
- Grounds maintenance practices will need to adapt to the changing climate

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: None

Contact officer: Caroline Roffey 5782
 Executive member: Councillor L Hodgkins – Street Scene
 Councillor Stuart Bray – Car Parks

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance & Performance Scrutiny
Wards affected:

18 March 2024
All wards

Performance and Risk Management Framework 3rd qtr summary 2023/24

Report of Director (Corporate & Streetscene Services)

1. Purpose of report

1.1 To provide members with the 2023/24 3rd qtr. summary for:

- Performance Indicators
- Service Improvement Plans
- Corporate risks
- Service area risks

2. Recommendations

2.1 That SLT

- Note the 2023/24 3rd qtr. status for items listed at 1.1 above
- 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 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:

- Daily 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 must adhere to. However, 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: INPhase.

4. Overall summary for the period April 2023 to December 2023

4.1 Performance indicators - status summary:

- 45 indicators are monitored and reported on a quarterly basis.
 - 24 indicators are on target.
 - Six indicators are within 15% of target.
 - 12 indicators are outside of target by more than 15%.
 - Three indicators are awaiting updates.

4.1.1 Performance indicators - status of all indicators that are monitored monthly and/or quarterly.

Table 1 All Indicators monitored monthly and/or quarterly

Indicator	Target	Actual (RAG)	% variance	Comments
Working days lost to sickness absence	7.5 days	7.17 days	4 days	Better than target
Customer services: lost calls	25%	29.5%	18%	Actual lost calls for December were 16.48% and extra resources in place for annual billing / garden waste queries
Customer services: satisfaction on the telephone	80%	81.2%	1%	Above target

% of HBBC employees with disability	6.5%	5.7%	12%	Increased headcount from 445 to 456 number of employees with a disability remains 26
% of HBBC employees (ethnic minority)	5.7%	5%	12%	Increased headcount from 445 to 456 number of ethnic minority employees remains 23
Average wait for customer calls to be answered (mins)	6	2.17	64%	On target
% of complaints upheld	30%	25.64%	14%	On target
% of FOI requests processed within 20 days	95%	98.38%	3%	On target
Absence related to work stress, depression, anxiety, mental health and fatigue	25%	22%		On target
% of invoices paid (local businesses) on time	97%	98.72%	2%	On target
% of Invoices paid on time	98%	95.59%	2%	Delays in receiving invoices
Debt over 90 days old as % of aged debt	25%	30.12%	20%	Outstanding debts being chased.
% difference of people visiting the town centre due to events run by HBBC	45%	60.05%	33%	On target
Empty business units Town centre occupancy rates	11%	10.8%	2%	On target
Footfall Hinckley leisure centre	525,000	583,385	11%	On target
No of people referred to level 3/4 physical activity referral programs	375	587	56%	On target
% of food establishments broadly compliant with food hygiene law	95%	90%	5.7%	Issues being experienced across the sector

Average relet times (minor voids) general needs housing (days)	65	84.7	30%	The third quarter has seen our lowest turnaround time compared to the first and second quarters indicating improved performance due to additional measures and resources in place. Performance should improve further once we start to see the impact of any day tenancy start dates which was implemented at the end of December 2023.
Average relet times (major voids) general needs housing (days)	90	143.2	59%	
Average relet times (all voids) general needs housing (days)	90	105.8	17%	
Rent collection and arrears recovery	90%	90.98%	1%	
Reduction (year on year) on outstanding debt owed to HBBC	2.25%	-21.25%	1,000%	Performance impacted by ongoing challenges due to cost of living pressures affecting tenants.
Emergency repairs completed within target timescale	100%	100%	0%	On target
Non-emergency repairs completed within target timescale	85%	81.44%	4%	Responsive backlog of works impacting on completion figures. Two temporary posts now recruited to, however 2 permanent positions currently on long term sick leave
Housing repairs: % of decent homes	100%	98.29%	2%	All planned programmes in progress & on schedule to achieve target year end
Housing repairs: average turnaround times minor voids (days)	20	27	35%	Long Term sick leave also impacting on In-House turnaround times. Agency staff now being utilised for electrics & decorating to reduce times
Housing repairs: average turnaround times major voids (days)	35	72	105%	Times continuing to reduce. External contractor being pushed to increase labour resource allocated to contract
Housing repairs: average turnaround times all voids (days)	28	44	57%	Average void costs have increased in Q3 indicating larger minor & major voids being received impacting on overall turnaround times

% of Planning enforcement complaints acknowledged within 3 days	90%	97%	8%	On target
processing of Planning applications (major application types)	60%	79%	32%	On target
processing of Planning applications (minor application types)	70%	86%	23%	On target
processing of Planning applications (other application types)	70%	96%	37%	On target
Close enforcement file within 14 days where no breach of Planning control	90%	100%	11%	On target
Determine action within 21 days where breach of Planning control & is expedient to take action	80%	100%	25%	On target
% of Planning appeals dismissed	70%	77%		Whilst currently on target it is not on target for the national measure of 90%. The target will be managed to reflect the national target for future reporting
Number of businesses supported through UKSPF	40	6	85%	14 EOIs received in addition to those six already supported.
Total value of grants distributed through UKSPF	£225,000	£17,246.25	92%	Committed funding Year 1 £44,995 Committed funding Year 2 £42,237.57 Will require a reprofile of the target for 2024/25 Financial year to reflect delays in current year so larger target next year

Number of business support emails sent to the business database	9	4	55%	New monthly emails via communications team commenced in September 2023
Council tax: in year collection rate	73.2%	83.1%	13%	On target
Non-domestic rates: in year collection rate	73.5%	83.3%	13%	On target
Processing of new claims (days)	15	16.7	11%	Significantly impacted by the disconnection by Vodafone of the wrong PSN circuit which meant we were unable to access real time DWP data from 4 April to 3 May. causing processing time at start of the year to be approximately ten days behind target.
processing of change of circumstances (days)	6	5.5	8%	On target
No of fly tipping enforcement incidents	563	193	65%	On target
No of fly tipping enforcement actions	39	47	20%	On target
% take up of green waste service	78%	78%	0%	On target

4.2 Service Improvement Plans - status summary

- There are 23 Corporate Level Service Improvement plans this year.
 - Four have been completed.
 - Ten are in line with set target date/s.
 - Nine are showing signs of slippage.

4.2.1 Service Improvement Plans - status of Corporate level Service Improvement plans that are showing signs of slippage.

Table 4 Corporate level Service Improvement Plans showing signs of slippage.

Owner	Action	Comments	Target date/s
M. Shellard	Explore opportunities for regeneration	Ongoing. Current work underway in relation to Peggs Close redevelopment	31 Mar 2024

Owner	Action	Comments	Target date/s
G. Upton	Reduce lost revenue by improving void turnaround times	Performance of external contractor has improved. In-House turnarounds have however slipped slightly due to resource issues, resulting in overall turnarounds remaining unchanged from Sept 23 update	31 Mar 2024
M. Shellard	To explore viable & long-term options in respect to the provision of temporary homeless accommodation.	Ongoing. Proposal in development to support reliance on B&B.	31 Mar 2024
M. Evans	Hinckley Crematorium. Project Lead in developing a new crematorium site	The Crematorium site development is currently under review	31 Mar 2024
J. Palmer	Improve core infrastructure, compute and storage	Data Centre equipment procured via direct award, equipment installed and configured, awaiting parts to finalise readiness for use in production	31 Mar 2024
K. Rea	Ensure production of the new Local Plan remains on track in accordance with the Local Dev Scheme	New LDS to be published Jan/Feb 2024	31 Mar 2024
D. Moore	Maintain a high level of recycling performance. (32,000 garden waste subscribers, support LWP	2022/23 audited data not yet published. Latest data for 2021/22 showed HBBC was recycling 42.7% of waste collected. Indicative data for 2022/23 shows reduction in residual waste, dry recycling and garden waste collected. Garden waste retains high levels of participants (78%) noting the tonnage reduction is affected by drier weather conditions experienced. Dry recycling material tonnages continue to fall to be more in line with pre-covid tonnages with producers of packaging materials continuing to lightweight their packaging also for environmental benefit.	31 Mar 2024

4.3 Corporate risks - status summary:

- There are currently 19 risks on the corporate risk register.
 - One is a high risk.
 - 11 are medium risks.
 - Seven are low risks.

- One risk has been removed:
 - Safeguard vulnerable adults, children & young people (Risk removed as service is running effectively)

4.3.1 Corporate risks - high net risk level status (red)

Table 5 Corporate risks with a high net risk status

Risk	Review commentary
S.55 - Climate emergency (<i>R. Leach</i>)	Work to decarbonise corporately by 2030 and as a Borough by 2050 has been progressing in line with the strategy and action plan. A revised Strategy will be going to full council early in 2024 along with key achievements to date.

4.3.2 Corporate risks - New risks to be added:

- Crematorium project - VAT bill:
 - Tax advice has been taken on how to structure the operation of the crematorium via the wholly owned company. However, this advice still notes a small risk that HMRC will deem to construction vatable.

4.4 Service area risks - status summary:

- There are 31 service risks across all service area registers.
 - Five are high risks (red)
 - Seven are medium risks (amber)
 - 19 are low risks (green)

4.4.1 Service area risks - high net risk level status (red)

Table 7 Service area risks with a high net risk level

Risk	Review commentary
HCS.099 – Increased financial hardship for residents (<i>M. Shellard</i>)	Increased number of referrals to the service due to cost-of-living crisis
HCS.101 – Increased temp Accom' costs. (Compliance to legislative duties and increased demand requiring supplementary income for homelessness cases)	Work underway to identify alternative solutions to B&B in order to reduce expenditure.
DLS.42 – meet the need of Gypsy & Travellers (<i>K. Rea</i>)	Updated Gypsy & Traveller Accommodation Assessment underway and in progress
CORPICT03 - IT security breach, internal (<i>J. Palmer</i>)	Risk remains as was

Risk	Review commentary
CORPICT04 - IT security breach, external (J. Palmer)	Police East Midlands Cybercrime unit tested our perimeter security recently with NCSC tools and found us to be secure to basic externally mounted intrusion attacks

5. Exemptions in accordance with the Access to Information procedure rules
 - 5.1 This report is to be heard in private session.
6. Financial implications [IB]
 - 6.1 There are no financial implications arising directly from this report.
7. Legal Implications
 - 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 2023 to 2025
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 InPhase.
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 2023 - 2025.
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: Inphase reports

Contact Officer: Cal Bellavia, ext. 5795

Executive Member: Councillor SL Bray



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance & Performance Scrutiny 18 March 2024

Wards affected: All Wards

Treasury Management Quarter 3 2023/24

Report of Head of Finance

1. Purpose of report

- 1.1 To inform members of the Council's Treasury Management activity in the third quarter of 2023/24.

2. Recommendation

- 2.1 That the Committee note the report.

3. Background to the report

- 3.1 At its meeting on 22nd February 2023 Council approved the Council's Treasury Management Policy for the year 2023/24 and delegated the oversight of the execution of the Policy to this Committee.

This report sets out the Treasury Management activities in 2023/24 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 The quarter ended 31st December 2023 saw:

1. A 0.3% m/m decline in real GDP in October, potentially partly due to unseasonably wet weather, but also due to the ongoing drag from higher interest rates;
2. A sharp fall in wage growth, with the headline 3myy rate declining from 8.0% in September to 7.2% in October, although the ONS “experimental” rate of unemployment has remained low at 4.2%;
3. CPI inflation continuing on its downward trajectory, from 8.7% in April to 4.6% in October, then again to 3.9% in November;
4. Core CPI inflation decreasing from April and May’s 31 years’ high of 7.1% to 5.1% in November, the lowest rate since January 2022;
5. The Bank of England holding rates at 5.25% in November and December;

The latest forecasts are detailed in the table below:

	Mar 2024	Jun 2024	Sep 2024	Dec 2024	Mar 2025
Bank Rate	5.25%	5.25%	5.00%	4.50%	4.00%
5yr PWLB rate	4.90%	4.80%	4.70%	4.40%	4.20%
10yr PWLB rate	5.00%	4.80%	4.70%	4.40%	4.20%
25yr PWLB rate	5.30%	5.10%	4.90%	4.70%	4.50%
50yr PWLB rate	5.10%	4.90%	4.70%	4.50%	4.30%

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 that tightens the controls already in place in the approved investment strategy. Council approved the Council’s investment criteria in February 2023.

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 31 December 2023, the Council held the following investments totalling £17,150,000 and are summarised below.

Counterparty	Investment Date	Maturity Date	Amount Invested	Interest	Interest Rate %
HSBC Instant Access			£100,000	variable	variable
Lloyds Bank Corporate Markets	06/11/23	05/11/24	£1,000,000	£56,800	5.68
SMBC Bank International	15/12/23	15/01/24	£2,000,000	£9,002	5.30
Furness Building Society	04/04/23	04/01/24	£2,000,000	£67,507	4.48
Lloyds Bank Corporate Markets	05/04/23	05/01/24	£2,000,000	£74,137	4.92
Standard Chartered Bank	24/04/23	23/04/24	£1,000,000	£51,800	5.18
Lloyds Bank Corporate Markets	02/05/23	01/05/24	£2,000,000	£106,800	5.34
National Bank Of Kuwait (international)	03/05/23	02/05/24	£1,000,000	£53,700	5.37
Qatar National Bank	03/05/23	02/05/24	£1,000,000	£54,800	5.48
Standard Chartered Bank	04/05/23	02/02/24	£3,000,000	£111,477	4.95
Standard Chartered Bank	06/06/23	06/03/24	£1,000,000	£41,062	5.47
Westfield Development Community Association	07/06/23	06/02/24	£50,000	£1,000	2.00
Lloyds Bank Corporate Markets	16/06/23	14/06/24	£1,000,000	£60,633	6.08
Total			£17,150,000	£688,718	

Details of investments held from April 2023 to March 2024 are available on request. Details of the weighted average investment to December 2023 are shown in the table below together with the Industry Average, Sterling Overnight Index Average (SONIA) as a benchmark. The Council received a rate of return that is favourable compared with the returns available in the market (a return of 4.913% compared against 4.885%). Additionally, the weighted average period is within the maximum set of 0.5 years.

Period	Weighted Average invested	Average period (days)	HBBC Average Return	Overnight SONIA	1 Month SONIA	3 Month SONIA
Oct to Dec 2023	£18,011,604	23	4.913%	4.885%	4.954%	5.099%

Borrowing Activities

3.4 Long-term borrowing to finance Capital Expenditure

Excluding the HRA self financing element, the Council has a Capital Financing Requirement of £32.9m as at 31st March 2023 for the General Fund Capital programme 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 £25m with only £8.3m of long-term loans on its books and a £7m loan for the MIRA infrastructure project.

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 principal amounts 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 Short term borrowing for the quarter ending 31 December 2023 is summarised in the table below. The cost of this was already allowed for within the general fund budget.

Date	Lender	Interest Rate %	Maturity Date	Principal	Interest	Days
21/04/23	NWLDC	4.00	28/04/23	£4,000,000	£3,068	7
26/05/23	Charnwood Borough Council	4.60	02/06/23	£5,000,000	£4,411	7
23/06/23	NWLDC	4.80	30/06/23	£1,000,000	£921	7
20/09/23	NWLDC	5.22	04/10/23	£2,500,000	£5,005	14
22/11/23	NWLDC	5.15	01/12/23	£4,500,000	£5,714	9

3.6 There has been no additional in year PWLB borrowing.

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

4.1 Report to be 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 There are no legal implications arising directly from this report.

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	A Wilson

10. Knowing your community – equality and rural implications

10.1 None

11. Climate implications

11.1 None

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: None

Contact officer: Ilyas Bham, Accountancy Manager x5924

Executive member: Councillor K Lynch



Hinckley & Bosworth
Borough Council

Forward timetable of consultation and decision making

Finance & Performance Scrutiny 18 March 2024

Wards affected: All

FINANCIAL OUTTURN- DECEMBER 2023

Report of Section 151 Officer

1. Purpose of report

1.1 Present the financial outturn position as at December 2023

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 2023 and allow for budget movements for the first nine months. These variances have been taken into account when compiling the MTFS that was approved by Council on the 28th November 2023.

3.2 Attached to this report are the monthly outturn reports including the following information for the period ending December 2023:

- 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 2023) it was anticipated that £227,961 would be transferred to balances and a net £1,360,642 transferred from earmarked reserves. Since that date, the budget has been

increased by £80,419 representing supplementary budgets that have been approved in line with financial procedures rules. As at the end of December 2023, the forecast is for the General Fund cost to increase by £445,207. This means an estimated £217,246 will be taken from balances compared against the budgeted position of £227,961 being transferred to balances.

Table 1	Budgeted	Forecast	Movement
Contribution (from)/to General Fund Balances (£000)	228	(217)	(445)

3.4 The table below shows summarises the movements between Original Budget and the estimated outturn position as at the end of December 2023.

Table 2	Outturn variances £000	Explanation
Additional budgets	(80)	To take into account latest contractual commitments
Forecast Outturn Movement	259	Estimated forecast variance from services (see general fund attachments)
External Interest	40	Reduction in borrowing costs and additional investment income
Transfer to reserves	(1,024)	Estimated income from Business Rates Pool to be set aside for regeneration
National Non-Domestic Rates	360	Additional S31 Grant
Change in Outturn	(445)	Contribution (from)/to General Fund Balances (£000)

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 are summarised below:

Table 3	Outturn variances £000	Explanation
Homelessness	(670)	Additional Bed and Breakfast due to an increase in demand
Homelessness	100	Additional income from bed and Breakfast contributions
Leisure Centre	(77)	Estimated reduction in Leisure Centre Management Fee due
Leisure Centre	50	Predicted lower expected cost of Energy Benchmarking
Building Inspection	67	Additional contributions to Building control partnership due to income shortfall
Development Control	(25)	Reduction in income from planning applications
Development Control	(180)	Agency staff overspend
Development Control	(50)	Cost relating to planning enforcement action

Development Control	(85)	Forecast overspend on appeal costs
Economic Development	60	Spend related to Hinckley Rail Freight project
Planning Policy	75	Predicted underspend on the Local Plan
Corporate Management	1,100	Estimated income from Business Rates Pool to be set aside for regeneration
General Grants	84	Additional income relating to MIRA Enterprise Zone
Benefit Fraud and Rent Allowances	(69)	Reduction in Income from Benefits Overpayments due to Universal Credit
Benefit Fraud and Rent Allowances	(31)	Reduction in DHP income
Benefit Fraud and Rent Allowances	(84)	Additional Audit Fees relating to Subsidy Audit covering the years 2021/22 to 2023/24
Industrial Estates	90	Additional rental income
Misc Property	(80)	Service charge and rental income lower due to vacant units
Council Offices	(225)	Net pressure due to delay in NHS move to Hinckley Hub
Legal Services	(50)	Agency staff overspend
Legal Services	(35)	Additional costs primarily Mallory costs
UK Shared Prosperity Funds	90	Grant funded scheme for which a carry forward will be requested
DSO Grounds Maintenance	(35)	Under recovery of income caused by delays in works due to staff capacity
Recycling	180	Estimated additional income from Green Waste
Recycling	(28)	Agency staff overspend
Refuse Collection	64	Estimated additional income from Trade and Bulky Waste
Refuse Collection	30	Reduced LCC disposal cost
Refuse Collection	30	Reduced spend on fuel
Street Cleansing	30	Additional income from other service work
All Services	306	Forecast underspend on salaries due to vacant posts
All Services	70	Estimated saving on Utility Costs
Crematorium	(590)	Net cost to general fund from decision to discontinue with current construction partner on the Crematorium project.

Capital

- 3.6 £11,535,233 has been spent on capital schemes to the end of December 2023 against a budget for that period of £16,621,005. It is envisaged that most of the schemes will still be completed by year-end.

Housing Revenue Account

3.7 As at December 2023 it is anticipated that the HRA outturn will be in deficit by £44,829 compared against a budgeted deficit of £62,829. Major variances are explained below-

Table 4	Outturn variances £000 Under/(Over) Spend	Explanation
Employee Costs	(149)	Overspend due to overtime and salary overspend due to vacancy factor and pay award (for fully staffed service)
Utility Costs	(120)	Electricity & gas underspend
Additional Funding	53	Additional new burdens and Domestic Abuse funding
Rental Income	48	Additional rent from dwellings. Mainly due to fewer dwelling sales offset by reduction in income from garage rents
Transfer to Housing Repairs Account	(150)	Increased contribution to Housing Repairs A/c
Transfer to Regeneration Reserve	100	Reduction due to additional contribution to Repairs

3.8 The Housing Repairs Account is currently forecasted to make a deficit of £31,278, which is an underspend of £100,000 compared to the latest budgeted deficit of £131,278. This is due to an estimated overspend in the responsive repairs budgets due to increased demand of £75,000 offset by an underspend of £25,000 in employee costs due to vacant posts and further offset by a contribution of £150,000 from HRA Reserves.

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. Budget holders ensure any implications are assessed as part of their service delivery.

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 2023 to December 2023

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December 2023 Budget Monitoring Summary 2023/24

Council Feb 24

Service	Budget as per Feb 23 budget Book	Supplementary Budgets/wirements approved to date	Latest Budget used for Monitoring ledger	recharges	Budget per Monitoring Report	Estimated Outturn Variations	Estimated Outturn	Estimated Outturn	Variance
Community Services & Development Services	8,032,150	657,511	8,689,661	(2,445,118)	6,244,543	466,000	9,155,661	9,138,171	17,490
Corporate, Support & Street Scenes Services	9,790,640	384,297	10,174,937	2,445,118	12,620,055	(732,000)	9,442,937	9,555,277	(112,340)
Pay Aword and Utility								75,000	(75,000)
TOTAL SERVICE EXPENDITURE	17,822,790	1,041,808	18,864,598	0	18,864,598	(266,000)	18,598,598	18,768,448	(169,850)
Special Expenses	(783,720)	(15,132)	(798,852)	0	(798,852)	7,000	(791,852)	(791,652)	(200)
Capital Accounting	(1,589,700)		(1,589,700)	0	(1,589,700)		(1,589,700)	(1,589,700)	0
External Interest - Net	227,150		227,150	0	227,150	(40,000)	187,150	187,150	0
IAS 19 Adjustment	(1,958,190)		(1,958,190)	0	(1,958,190)		(1,958,190)	(1,958,190)	0
Use of UG&C Reserves	(15,060)	(643,040)	(658,100)	0	(658,100)	55,000	(603,100)	(414,100)	(189,000)
Transfer to UG &C Reserves	0		0	0	0	384,000	384,000	384,000	384,000
Use of Carry fwds	0	(137,616)	(137,616)	0	(137,616)		(137,616)	(137,616)	0
Transfer to carry forward reserve	0		0	0	0		0	0	0
Transfer to Reserves	415,000		415,000	0	415,000	925,474	1,340,474	1,340,474	0
Transfer to Reserves Council Tax Support	0	0	0	0	0		0	0	0
Use of Reserves	(1,760,582)	(165,601)	(1,926,183)	0	(1,926,183)	(340,000)	(2,266,183)	(2,266,183)	0
BUDGET REQUIREMENT	12,357,688	80,419	12,438,107	0	12,438,107	725,474	13,163,581	13,138,631	24,950
Financing									
Council Tax	5,144,303		5,144,303	0	5,144,303		5,144,303	5,144,303	0
National Non-Domestic Rate	6,602,210		6,602,210	0	6,602,210	360,686	6,962,896	6,962,896	0
New Homes Bonus	581,966		581,966	0	581,966		581,966	581,966	0
Collection Fund Surplus	(59,396)		(59,396)	0	(59,396)		(59,396)	(59,396)	0
Lower Tier Support Grant	215,616		215,616	0	215,616		215,616	215,616	0
Service Grant	100,950		100,950	0	100,950		100,950	100,950	0
TOTAL RESOURCES (HBBC BUDGET)	12,585,649	0	12,585,649	0	12,585,649	360,686	12,946,335	12,946,335	0
Movement in General Fund Balances	227,961	(80,419)	147,542	0	147,542	(364,788)	(217,246)	(192,296)	(24,950)
Special Expenses									
Expenditure	783,720	15,132	798,852	0	798,852	(7,000)	791,852	791,852	
Council Tax Income	763,591	0	763,591	0	763,591	0	763,591	763,591	
Movement in Special Expenses Balances	(49,629)	0	(49,629)	0	(35,261)	7,000	(28,261)	(28,261)	
Special Expenses to /(from) Reserves	29,500		29,500	0	29,500	0	29,500	29,500	
Special Expenses mvt in Balances	(49,629)	0	(49,629)	0	(49,629)	0	(49,629)	(49,629)	
BUDGET REQUIREMENT	763,591	15,132	778,723	0	778,723	(7,000)	771,723	771,723	
Total Movement in Balances	178,332	(80,419)	97,913	0	97,913	(364,788)	(266,875)	(241,925)	
NBR	13,349,240	15,132	13,364,372	0	13,364,372	353,686	13,693,108	13,718,058	

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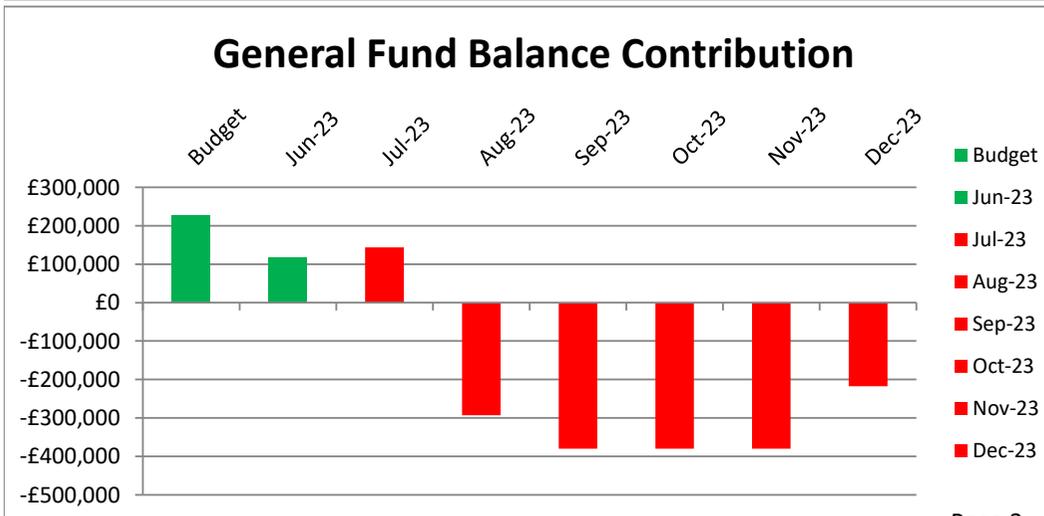
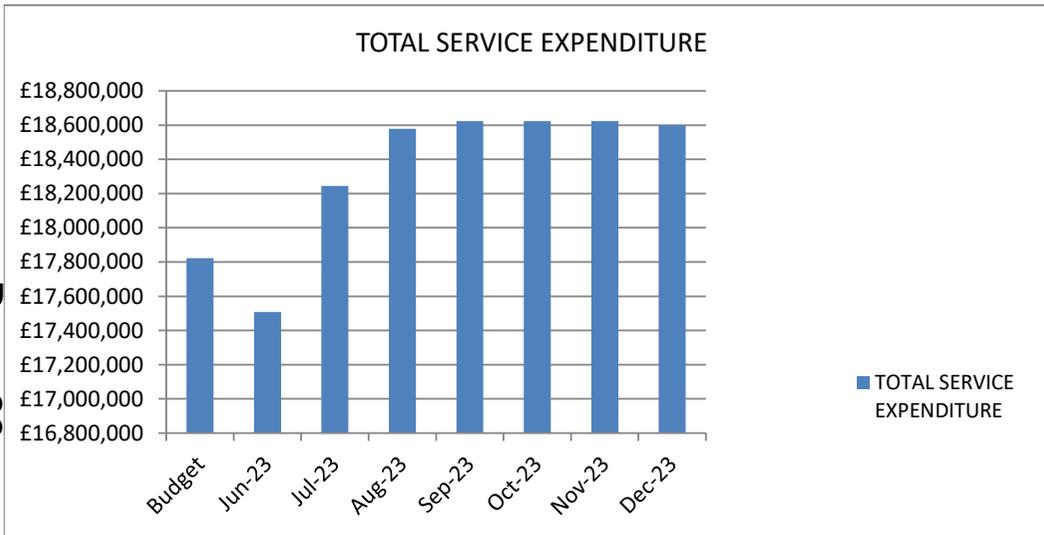
Under/overspend	£	£
Mvt to/(from) Balances Orig Budget		227,961
Mvt to/(from) Balances Latest Budget		
Mvt to/(from) Balances Outturn		(217,246)
Outturn change		445,207

() = Underspend

December 2023 Budget Monitoring Summary 2023/24- General Fund Services

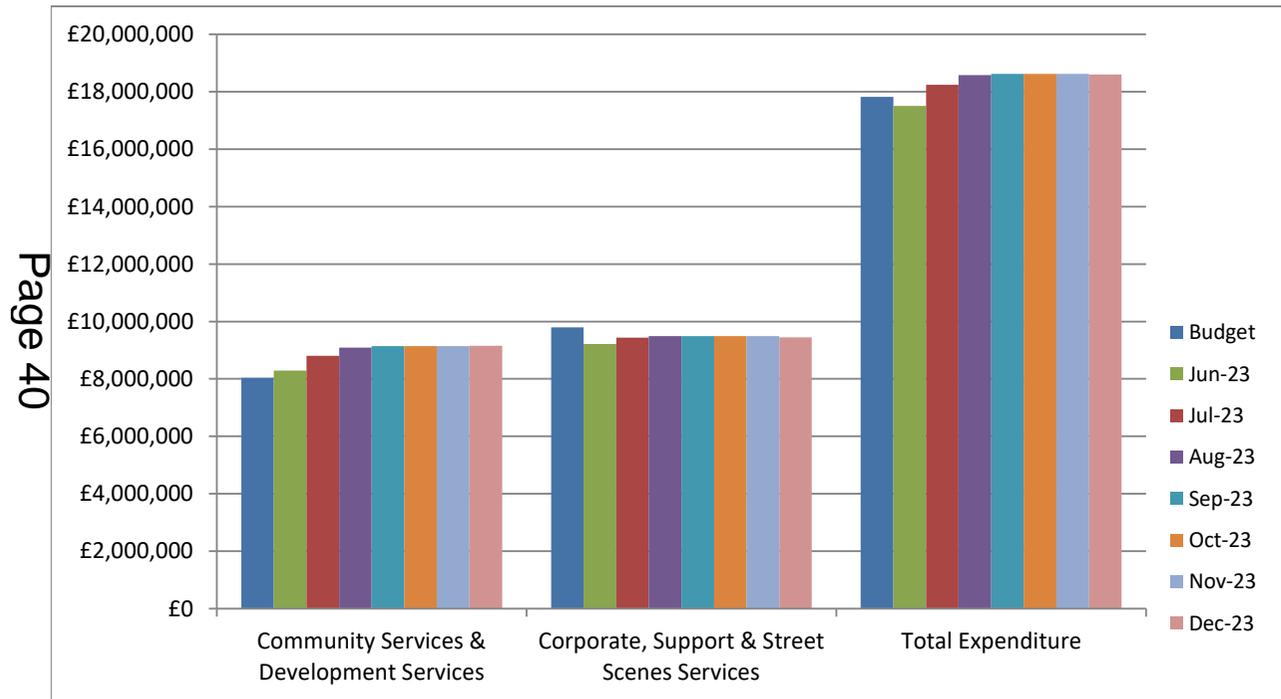
	Budget	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
TOTAL SERVICE EXPENDITURE	£17,822,790	£17,507,603	£18,245,420	£18,578,208	£18,623,448	£18,623,448	£18,623,448	£18,598,598
	Budget	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
General Fund Balance Contribution	£227,961	£117,185	£143,475	-£292,841	-£380,081	-£380,081	-£380,081	-£217,246

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December 2023 Main changes in outturn

	Budget	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Community Services & Development Services	£8,032,150	£8,288,150	£8,808,842	£9,087,171	£9,138,171	£9,138,171	£9,138,171	£9,155,661
Corporate, Support & Street Scenes Services	£9,790,640	£9,219,453	£9,436,578	£9,491,037	£9,485,277	£9,485,277	£9,485,277	£9,442,937
Total Expenditure	£17,822,790	£17,507,603	£18,245,420	£18,578,208	£18,623,448	£18,623,448	£18,623,448	£18,598,598



Summary of Timing Differences
Under spends/(Overspends) caused by timing differences
Monthly Outturn Report 1st April 2023 to 31st December 2023

		£	£
DSO Housing Repairs	Work in Progress	(109,000)	
	Material invoices to be processed	35,000	
	agency budget to be reprofiled	(20,000)	
	Painting works to be reprofiled	(30,000)	
	Under recovery of overheads	(102,000)	
	Other Minor variations	5,000	(221,000)
Homelessness	Ukraine grant received from DHLUC in advance of spend	176,000	
	December B&B costs to be paid in January	48,000	
	Income from bond scheme repayments	29,000	253,000
Private Sector Housing	Reprofile of budgets required	35,000	35,000
CCTV	Awaiting CCTV Security invoices	6,000	6,000
Community Safety	Outstanding accrual - return unspent PCC safer streets funding	7,000	7,000
Leisure Centre	Energy Benchmarking costs from prior year to be finalised as part of wider on-going discussions with Leisure Provider	32,000	
	Invoice for November and December 2023 Management Fee to be raised	(192,000)	(160,000)
Sports Development	Payment for 2nd 50% due in respect of Lets Get Moving monies	11,000	11,000
Highways Miscellaneous	Reprofile of budget for footpath lighting required	3,000	3,000
Climate Change	Reprofile of budget required	24,000	24,000
Emergency Planning	awaiting invoices from resilience partnership	31,000	31,000
Local Land Charges	Quarter 4 2022/23 SLA payment to Blaby District Council not yet invoiced	6,000	6,000
Dog Warden Service	awaiting hired and contracted invoices	2,000	2,000
Environmental Health	awaiting hired and contracted invoices for case involving mallory racing circuit	13,000	
	awaiting vet fees invoices	3,000	
	awaiting equipment purchase invoices	1,000	17,000
Licenses	Other Minor variations	1,000	
	awaiting DBS invoices	2,000	3,000
Pest Control Service	awaiting hired and contracted invoices	4,000	4,000
Community Planning	Payment for quarter 3 of VCS Service delivery to be made	11,000	
	Reprofile of budgets required for payments for hired and contract services payments to match spend profile	15,000	26,000
Development Control	Agency/Consultancy staff invoices to be paid in January relating to December	33,000	
	Awaiting invoices from Harborough DC for Team Leader costs	30,000	63,000
Economic Development	Kickstart grant from DWP to be repaid	15,000	
	Reprofile of budget in respect of Recharge to Oadby and Wigston for post	(5,000)	
	Reprofile of Town Centre Events budgets	(5,000)	5,000
Corporate Management	Financial period correction to over-estimate of accruals for rental referring to prior year, being accounted for as a reversal in the current financial year to prevent estimates over the 2022/23 year end period distorting in year performance for 2023/24.	(127,000)	
	Prepayment of Costs incurred relating to 2023 to 2031 - Ascendent system for Grants	(13,000)	
	Expenditure relating to Alternative Fuel Payment to be offset against Grant Income	(50,000)	
	COVID 19 Grant - Returned monies to be repaid to Government	2,000	
	Budgets relating to Contain Funding to be reprofiled	27,000	
	External Audit Fees relating to 2021-22 & 2022/23	62,000	
	Audit Fees to Q3 2023/24	96,000	(3,000)
Council Tax / NNDR	Contribution to Revs & Bens Partnership - Q3	48,000	48,000
Council Tax Support	Contribution to Revs & Bens Partnership - Q3	29,000	29,000
General Grants	Twycross Budgets to be reprofiled	80,000	80,000
Register and Borough Elections	Expenses to be transferred to Election Account once funding received	(38,000)	
	Awaiting transfer of Parish elections income to election account.	47,000	
	Prepayment of mobile canvasser application licences for period Apr - Aug 24	(3,000)	
	Reprofile of budgets required for printing and stationery and e-mail support	2,000	8,000
Benefits Fraud and Rent Allowances	Contribution to Revs & Bens Partnership - Q3	23,000	
	Benefits Payments to December - reflected on the ledger in January Additional benefit costs incurred - Income to received when Year End Reconciliation is completed	561,000 (282,000)	302,000
Miscellaneous Properties	Delay in raising rent & Service Charge invoices re Q4	(174,000)	
	Manned Security Charges November 23 paid twice	(9,000)	
	Service Charge adjustment re 2022/23 not yet processed	(60,000)	
	Service Charges for Crescent paid earlier than anticipated	(21,000)	
	Consultancy costs still outstanding from 2022/23	4,000	(260,000)
Asset Management	Cleaning Costs relating to 2022/23 - Outstanding Accruals	3,000	
	Agency Costs relating October	10,000	13,000
Communications and Promotions	Invoice expected from Blaby District Council for FOI related contract	18,000	
	Reprofile of budgets required for subscriptions and computer software maintenance and Borough Bulletin	(10,000)	8,000
Finance Support	awaiting invoice for procurement support	30,000	
	staff income recharge ukspf to be processed at year end	(20,000)	
	awaiting final internal audit costs	37,000	
	other minor variations	5,000	52,000
Health & Safety	Awaiting health and safety various training course invoices	2,000	2,000
I.T. Support	Outstanding Telephone costs re 2023/24	3,000	
	Budgets to be reprofiled	29,000	
	IT licenses paid id advance	(146,000)	
	Awaiting agency invoices	7,000	
	Invoices to be raised to ICT Partners	(100,000)	(207,000)

Summary of Timing Differences
Under spends/(Overspends) caused by timing differences
Monthly Outturn Report 1st April 2023 to 31st December 2023

		£	£
Legal Services	Awaiting shared service income	(4,000)	
	Awaiting agency invoices	4,000	
	Awaiting library invoices	7,000	7,000
Corporate Support Team	Awaiting misc income	(2,000)	(2,000)
Human Resources	Vacancy Advertising to be recharged for Electoral Services Manager	(1,000)	
	Expenditure in respect of Ill health insurance claim to be recoded	(14,000)	
	Reprofile of budget in respect of budget for Employee Assistance Platform and software Maintenance	(13,000)	(28,000)
UKSPF	project budget to be reprofiled	55,000	55,000
DSO Grounds Maintenance	Awaiting lease invoices	9,000	
	Awaiting for agency charges	4,000	
	Awaiting equip maint invoices and materials	15,000	
	Awaiting income from street cleansing	(8,000)	
	Awaiting repairs & maint. invoices	3,000	23,000
Countryside Management	Awaiting tree work invoices	3,000	3,000
Parks	Awaiting tree work invoices	26,000	
	Awaiting material invoices	17,000	
	Reprofile material budget	16,000	
	Awaiting play area maintenance invoice	6,000	65,000
Recycling	Prepaid garden waste income	177,000	
	reprofile Hired & Contracted budget	16,000	
	Awaiting Repairs & Maintenance invoices	6,000	
	Hired & Contracted budget to be reprofiled	(18,000)	
	Vehicle hire payments made in advance	(52,000)	
	Awaiting disposal charges invoices	34,000	
	Awaiting disposal fee reimbursement from County Council	(68,000)	95,000
Refuse	Awaiting agency invoices	53,000	
	Vehicle hire payments made in advance	(37,000)	
	Awaiting LCC disposal invoices	105,000	
	Other minor variations	2,000	123,000
Street Cleansing	Awaiting Repairs & Maintenance invoices	3,000	
	Awaiting equipment invoices	13,000	
	miscoded income to be moved to DSO Grounds Maintenance	8,000	
	Awaiting Hire contracted services	11,000	35,000
Car Parks	Awaiting for hire service invoices	8,000	
	Awaiting Equipment Maintenance invoices	3,000	11,000
	TOTAL TIMING DIFFERENCES	574,000	574,000

General Fund Service Area 2023/24 Monthly Outturn to December 2023

			Budget to Date	Actual to Date	Variance to Date	Timing Differences	Variance excluding timing Differences	Latest Budget 2023/24	Forecast Outturn	Forecast Variation to Year End	Carry Forwards	Ref
cm01	Community Services & Development Services	DSO Housing Repairs	(789,787)	(567,772)	(222,015)	(221,000)	(1,015)	(1,062,835)	(1,062,835)			
cm02		Contribution to Housing Rev Ac	0	0	0		0	20,000	20,000			
cm04		Forest Road Garages	(4,463)	(4,647)	184		184	(5,950)	(5,950)			
cm05		Homelessness	103,584	316,313	(212,729)	253,000	(465,729)	268,290	861,290	(593,000)		1.1
cm07		Housing Strategy	496	537	(41)		(41)	14,006	14,006			
cm08		Private Sector Housing	56,771	17,926	38,845	35,000	3,845	523,940	517,940	6,000		1.2
cm09		Children and Young People	3,782	1,858	1,924		1,924	12,154	12,154			
cm10		CCTV	94,993	86,101	8,892	6,000	2,892	138,490	138,490			
cm11		Community Safety	20,482	(47,446)	67,928	7,000	60,928	93,944	50,944	43,000	35,000	1.3
cm12		Creative Communities	14,731	17,258	(2,527)		(2,527)	33,797	33,797			
cm13		Leisure Centre	(534,518)	(395,348)	(139,170)	(160,000)	20,830	(504,506)	(470,506)	(34,000)		1.4
cm14		Leisure Promotion	17,479	20,968	(3,489)		(3,489)	162,012	162,012			
cm15		Sports Development	4,243	(2,881)	7,124	11,000	(3,876)	(1,989)	(1,989)			
cm16		Highways Miscellaneous	54,906	39,921	14,985	3,000	11,985	82,370	70,370	12,000		1.5
cm17		Markets	31,390	43,726	(12,336)		(12,336)	48,474	61,474	(13,000)		1.6
cm19		Climate Change	31,875	5,662	26,213	24,000	2,213	4,270	4,270			
ep01		Emergency Planning	32,067	125	31,942	31,000	942	33,918	33,918			
ep02		Local Land Charges	29,927	22,018	7,909	6,000	1,909	30,027	30,027			
ep07		Dog Warden Service	17,415	15,457	1,958	2,000	(42)	25,892	25,892			
ep08		Environmental Health	33,807	16,917	16,890	17,000	(110)	174,042	174,042			
ep09		Land Drainage	31,576	32,284	(708)		(708)	45,750	45,750			
ep10		Licences	(90,200)	(94,141)	3,941	3,000	941	(71,070)	(71,070)			
ep12		Pest Control	6,859	1,834	5,025	4,000	1,025	13,164	13,164			
ep17		Building Inspection	43,264	50,277	(7,013)		(7,013)	43,264	117,264	(74,000)		1.7
ep19		Community Planning	140,705	115,634	25,071	26,000	(929)	167,977	167,977			
ep20		Development Control	(244,719)	(2,992)	(241,727)	63,000	(304,727)	(246,944)	83,056	(330,000)		1.8
ep21		Economic Development	127,851	58,996	68,855	5,000	63,855	289,454	229,454	60,000	60,000	1.9
ep22		Environmental Initiatives	990	990	0		0	1,320	1,320			
ep23		Planning Policy	393,269	199,304	193,965		193,965	648,604	573,604	75,000		1.10
		Community Services Salaries	3,872,997	3,570,853	302,144		302,144	5,262,678	4,880,678	382,000	169,000	1.11
	Community Services & Development Services		3,501,772	3,519,730	(17,958)	115,000	(132,958)	6,244,543	6,710,543	(466,000)	264,000	
cp01	Corporate, Support & Street Scenes Services	Corporate Management	944,167	914,029	30,138	(3,000)	33,138	1,471,849	375,849	1,096,000		2.1
cp02		Corporate Management (Civic)	17,126	13,697	3,429		3,429	26,630	26,630			
cp03		Council Tax / NNDR	426,721	374,377	52,344	48,000	4,344	395,965	395,965			
cp04		Council Tax Support	179,596	97,387	82,209	29,000	53,209	372,310	372,310			2.2
cp05		General Grants	45,640	(113,057)	158,697	80,000	78,697	(366,053)	(450,053)	84,000		2.3
cp06		Register and Borough Elections	38,218	18,989	19,229	8,000	11,229	243,031	232,031	11,000		2.4
cp07		Benefits Fraud and Rent Allowances	(61,375)	(291,332)	229,957	302,000	(72,043)	68,598	217,598	(149,000)		2.5
cp08		Public Conveniences	17,763	9,461	8,302		8,302	24,804	19,804	5,000		2.6
cp09		Industrial Estates	(434,367)	(585,618)	151,251		151,251	(572,212)	(695,212)	123,000		2.7
cp10		Misc Property	(342,074)	(68,731)	(273,343)	(260,000)	(13,343)	(480,178)	(400,178)	(80,000)		2.8
cp11		Asset Management	156,200	152,972	3,228	13,000	(9,772)	212,935	212,935			2.9
cp12		Communications & Promotion	55,236	47,085	8,151	8,000	151	121,777	121,777			
cp13		Council Offices	899,242	1,115,682	(216,440)		(216,440)	1,203,757	1,419,757	(216,000)		2.10

General Fund Service Area 2023/24 Monthly Outturn to December 2023

		Budget to Date	Actual to Date	Variance to Date	Timing Differences	Variance excluding timing Differences	Latest Budget 2023/24	Forecast Outturn	Forecast Variation to Year End	Carry Forwards	Ref
cp14	Finance Support	159,105	97,960	61,145	52,000	9,145	351,984	329,984	22,000		2.11
cp15	Health and Safety	12,855	10,691	2,164	2,000	164	25,918	25,918			
cp16	I.T. Support	168,317	394,640	(226,323)	(207,000)	(19,323)	299,318	299,318			2.12
cp17	Legal Services	60,302	158,174	(97,872)	7,000	(104,872)	92,204	142,204	(50,000)		2.13
cp18	Performance & Scrutiny	2,878	1,688	1,190		1,190	12,745	12,745			
cp19	Corporate Support Team	62,347	64,867	(2,520)	(2,000)	(520)	89,296	89,296			
cp20	Human Resources	116,579	150,968	(34,389)	(28,000)	(6,389)	199,998	199,998			2.14
cp21	Committee Services	21,576	15,676	5,900		5,900	40,759	40,759			2.15
cp22	Customer Contact Centre	21,100	29,695	(8,595)		(8,595)	114,478	122,478	(8,000)		2.16
cp23	UK Shared Prosperity Fund	(254,460)	(396,141)	141,681	55,000	86,681	(191,532)	(281,532)	90,000	90,000	2.17
ep03	DSO Grounds Maintenance	(559,527)	(538,430)	(21,097)	23,000	(44,097)	(808,617)	(773,617)	(35,000)		2.18
ep04	Allotments	2,754	138	2,616		2,616	5,166	5,166			
ep05	Cemeteries	101,044	76,008	25,036		25,036	149,475	135,475	14,000		2.19
ep06	Countryside Management	98,601	86,208	12,393	3,000	9,393	128,299	123,299	5,000		2.20
ep11	Parks	533,188	461,460	71,728	65,000	6,728	778,556	778,556			2.21
ep13	Recycling	207,084	(55,209)	262,293	95,000	167,293	699,255	527,255	172,000		2.22
ep14	Refuse Collection	453,531	186,282	267,249	123,000	144,249	711,470	556,470	155,000		2.23
ep15	Street Cleansing	33,869	(16,282)	50,151	35,000	15,151	170,319	148,319	22,000		2.24
ep16	Waste Business Improvements	(23,358)	(23,120)	(238)		(238)	(31,140)	(31,140)			
ep18	Car Parks	(89,673)	(120,469)	30,796	11,000	19,796	(167,560)	(189,560)	22,000		2.25
	HRA Recharge of Support Services	(1,172,599)	(1,165,779)	(6,820)		(6,820)	(1,563,106)	(1,608,106)	45,000		2.26
	Corporate Services Salaries	6,530,065	6,540,939	(10,874)		(10,874)	8,789,557	8,865,557	(76,000)	85,000	2.27
	Crematorium	0	0	0		0	0	590,000	(590,000)		2.28
	estimated utility underspend							(70,000)	70,000		2.29
	Impact of Pay Award over budgeted figure							0			
	Corporate, Support & Street Scenes Services	8,427,671	7,644,906	782,765	459,000	323,765	12,620,055	11,888,055	732,000	175,000	
	Position as December 2023	11,929,443	11,164,636	764,807	574,000	190,807	18,864,598	18,598,598	266,000	439,000	

List of Supplementary Budgets Approved - 2023/24

Narrative	Amount	Community Services & Development Services	Corporate, Support & Street Scenes Services
Countryside Management - Supplementary to cover costs of cancellation of open day event	1,033		1033
The purchase of internal and external MOGO licence plates for hackney carriage and private hire vehicles, plus P&P (2 x £500.00)	1,000	1000	
Agreed procurement and implementation of an upgraded Applicant Tracking System linked to our recruitment process as agreed by SLT	9,940		9940
Parks - To cover works at overland drive funded from grant monies	16,810		16810
Salary increase to cover 4 hours of admin support for new community equipment grants as approved by DLT	3,030		3030
Total Budget Movement to June	31,813	1,000	30,813
Budget Movements - July			
Carry Forwards from 2022/23 Funded by Reserves (LDF Reserve)	165,601	165,601	
Carry Forwards from 2022/23	137,616	85,547	52,069
Carry Forwards - Unapplied Grants 2022/23	506,174	339,688	166,486
Carry Forwards - Unapplied Grants Pre 2022/23	117,716	13,146	104,570
Bradgate Stables Options appraisal additional costs as approved by Exec 18/7/23 (Net Cost)	5,550	5,550	
Additional costs of Bradgate Stables (net)	1,160	1,160	
Total Budget Movement July	933,817	610,692	323,125
Budget Movements - August			
Items in the parking funding as agreed by Hinckley Area Committee	11,000	11,000	
Additional contribution to Building control partnership	6,640	6,640	
Budget to cover costs to cover exhumation and reburial	4,132		4,132
replace end of life iPhones with Samsung Android devices	10,000	10,000	
To cover costs at London Road	2,340		2,340
Additional fuel funds HVO	17,676		17,676
Virements Between Committees	0	9,689	-9,689
Total Budget Movement August	51,788	37,329	14,459
Annual licence subscription for Cloud booking	3,240	0	3,240
Total Budget Movement September	3,240	0	3,240
Hearing loop for conferences, award ceremonies, events etc.	2,050	2,050	
Grant given to Hinckley Bid in respect of Santa Grotto for 2023 funded from the Hinckley Area Committee Reserve	5,000	5,000	
Total Budget Movement - October	7,050	7,050	0
Appointment of Transport Manager	14,100	1,410	12,690
Total Budget Movement - November and December	14,100	1,410	12,690
Total Budget Movement Year to date	1,041,808	657,481	384,327

Outturn Explanations April 2023 to December 2023 Key : () = overspend				
Forecasted year end variations		Variation To Date	Forecast Year End	Forecast September
		£000's	£000's	£000's
Community Services & Development Services		(132)	(466)	(457)
	Homelessness			
1.1	Bed & Breakfast/prevention overspend to date	(520)	(670)	(450)
	Experian Housing Options contract	(9)	(9)	(9)
	Additional income from Housing Benefits & B&B contributions	75	100	90
	Overtime Overspend	(6)	(8)	0
	Other minor variations	(6)	(6)	(7)
1.2	Private Sector Housing			
	Additional income received to date	4	6	0
1.3	Community Safety			
	Underspend to date on minor projects	47	35	35
	Electricity & Gas underspend to date	8	4	
	Additional Mental Health grant	4	4	
	Other minor variations	2	0	
1.4	Leisure Centre			
	Leisure Centre management fee to be reduced to allow for additional contractor costs	25	(77)	(77)
	Predicted lower expected cost of Energy Benchmarking settlement for current year	0	50	50
	Additional insurance cost from Leisure provider	(7)	(7)	(7)
	Other Minor Variations	3	0	0
1.5	Highways Maintenance			
	Additional income received to date from Street Nameplates	9	8	1
	New Burdens grant income for pavement Licencing	4	4	0
	Other minor variations	(1)	0	0
1.6	Markets			
	Reduction in rental income to date	(9)	(13)	(8)
	Other minor variations	(3)	0	0
1.7	Building Inspection			
	Additional contributions to Building Control Partnership due to income shortfall	0	(67)	
	Other minor variations - mainly computer software maintenance & insurance recharges	(7)	(7)	0
1.8	Development Control			
	Income shortfall from planning applications	(110)	(25)	(125)
	Agency staff overspend	(139)	(180)	(140)
	Additional planning enforcement costs	(22)	(50)	(50)
	Appeal costs forecast overspend	(49)	(85)	(105)
	Staff advertising underspend to date	15	10	0
1.9	Economic Development			
	HNRFI underspend	66	60	
	Other Minor Variations	(2)	0	0
1.10	Planning Policy			
	Local Plan underspend to date	176	75	75
	Bradgate Stables underspend to date	15	0	
	Other minor variations	3	0	0
1.11	Salary Directorate Variation	302	382	270

Outturn Explanations April 2023 to December 2023			
Key : () = overspend			
	Variation To Date	Forecast Year End	Forecast Year End September
	£000's	£000's	£000's
	311	732	677
Corporate, Support & Street Scenes Services			
2.1 Corporate Management			
Increase in renewable energy costs		(4)	(4)
Estimated income from Business Rates Pool to be set aside for regeneration		1,100	1,100
No Longer making contributions to Coventry & Warwickshire Partnership growth hub	12		
New Burdens income to cover cost of administering Energy Support Scheme re alternative fuel payments	17		
Minor Variances	3		
2.2 Council Tax Support			
Additional Grant income to be used to cover additional benefit support	46	0	0
New Burden income received	10		
Minor Variances	(3)		
2.3 General Grants			
Additional Income relating to Mira Enterprise Zone	84	84	
Minor Variances	(5)		
2.4 Register and Borough Elections			
Underspend on cost of payments to Electoral canvassers (Canvass now complete)	4	4	
Additional Section 31 Grant income	7	7	7
2.5 Benefits Fraud and Rent Allowances			
Reduction in Income from Benefits Overpayments due to Universal Credit	(69)	(65)	(25)
Addition Benefits Admin Grant	12	16	16
DWP Grant income	16		
New Burdens Income	18	15	15
Reduction in DHP income	(31)	(31)	
Additional Audit Fees relating to Subsidy Audit - additional costs for 2021/22, 2022/23 & 2023/24	(23)	(84)	
Other Minor Variances	5		
2.6 Public Conveniences			
No NNDR payable on public toilets	5	5	5
Other Minor Variances	3		
2.7 Industrial Estates			
NNDR lower than anticipated due to the number of vacant units	13	15	7
Utility cost on vacant properties lower than anticipated	17		
Income received from tenants to cover insurance costs incurred by HBBC	12	15	7
Insurance relating to Premises lower than anticipated	3	3	3
Service Charge Income higher than anticipated	3		5
Additional rental income	98	90	60
Other Minor Variances	5		
2.8 Misc Property			
Service Charge & Rental income lower than anticipated due to vacant units	(80)	(80)	(50)
Crescent Asset Maintenance	7	7	
Utility variance	41		
NNDR lower than anticipated due to the number of vacant units	13		
Service Charge payable on Crescent	0	(7)	
Other Minor Variances	6		
2.9 Asset Management			
Additional Agency costs	(4)		
Minor Variances	(6)		
2.10 Council Offices			
Reduction in NNDR at Jubilee due to transitional relief	9	9	
Net pressure due to delay in NHS move to Hinckley Hub	(225)	(225)	(225)
Variance on Utility costs	15		
Legal Fees associated with the NHS moving to the Hub	(8)		
Additional charges incurred for the collection of waste from the Jubilee Building	(2)		
Other Minor Variances	(5)		
2.11 Finance Support			
cashiers software underspend likely needed to be carried forward and used next year	10	22	
overspend on creditors agency budget	(5)	0	
Other Minor Variances	4	0	
2.12 I.T. Support			
Additional Software costs associated with Web Upgrade	(22)		
Overtime lower than anticipated	7		
Additional costs incurred relating to Cyber Security	(10)		
Other Minor Variances	6		
2.13 Legal Services			
Agency Overspend covered by vacant posts	(64)		
Agency Overspend above amount covered by vacant posts	(42)	(50)	
additional legal fees recovered	32	35	10
additional costs primarily Mallory costs	(32)	(35)	(35)
2.14 Human Resources			
Overspend to date on Corporate Training Budget and Vacancy Advertising	(5)	0	0
Other Minor Variances	(2)	0	0
2.15 Committee Services			
Minor Variances	6		
2.16 Contact Centre			
No income to be received from County Council as contribution towards use of reception facilities	(8)	(8)	
2.17 UK Shared Prosperity Fund			
Project underspends to date	87	90	0

Outturn Explanations April 2023 to December 2023 Key : () = overspend				
Forecasted year end variations		Variation To Date	Forecast Year End	Forecast Year End September
		£000's	£000's	£000's
2.18	DSO Grounds maintenance under recovery of income - Delay in works due to staff capacity	(24)	(35)	(25)
	Additional costs in Hired & Contracted Services	(6)	0	0
	Additional costs in Equipment Maintenance	(8)	0	0
	Additional material costs	(7)	0	0
	Other minor variances	1	0	0
2.19	Cemeteries Additional burial fees	17	10	3
	Utility meter reading reimbursement	6	4	4
	Minor variations	2	0	0
2.20	Countryside Management underspend in electricity bills	6	5	0
	Minor variations	3	0	0
2.21	Parks Trade effluent charges and additional remedial work spends	(10)	(10)	(14)
	underspend in electricity bills	9	6	0
	underspend material costs	4	0	0
	Minor variations	4	4	4
2.22	Recycling Green waste additional income	187	180	165
	Net additional agency costs.	(41)	(28)	(10)
	Estimated fuel underspend	23	20	5
	Minor variations	(2)	0	0
2.23	Refuse Collection Additional trade waste income	60	54	52
	Reduction in agency requirement in last quarter		23	0
	Additional bulky waste	18	10	10
	Reduced LCC disposal cost	18	32	31
	Fuel underspend	26	30	30
	Underspend in Repair & Maintenance costs	10	0	0
	Additional BID recycling income	11	11	0
	Other minor variations	1	(5)	(10)
2.24	Street Cleansing Additional income from other service work	30	30	20
	Increase fuel cost	(5)	(3)	(3)
	Reduced Littering and penalty income	(7)	(5)	0
	Minor variations	(2)	0	0
2.25	Car Parks Additional car park income	23	22	0
	Minor variations	(3)	0	0
2.26	HRA Recharge of Support Services	(7)	45	0
2.27	Salary Directorate Variation	(11)	(76)	39
2.28	Net Write off pressures on general fund from decision to discontinue with current construction partner on the Crematorium project.	0	(590)	(590)
2.29	Estimated utility saving	0	70	70
Forecasted General Fund overspend) saving		179	266	220

Capital Programme Summary
31st December 2023

Description	Latest Budget £	Budget to Date £	Actual £	Variance to date £
General Fund				
Community Services & Development Services	23,532,579	5,199,258	4,307,048	892,210
Corporate, Support & Street Scenes Services	4,761,597	3,287,586	1,053,911	2,233,675
	28,294,176	8,486,844	5,360,959	3,125,885
HRA	12,844,416	8,134,161	6,174,274	1,959,887
Grand Total	41,138,592	16,621,005	11,535,233	5,085,772

Capital Expenditure
31st December 2023

manual adjustment

Code	Description	Latest Budget £	Budget to Date £	Actual £	Variance £	Ref No
Corporate, Support & Street Scene						
spv	Asset Management Enhancement Works	50,000	37,505	42,239	(4,734)	
ssy	Making Tax Digital	12,000	9,000	0	9,000	
ssv	MIRA Technology Park Infrastructure	3,553,510	3,553,510	3,553,511	(1)	
swy	Network Upgrades Phase 2	68,000	35,139	31,399	3,740	
sxa	Wifi Upgrades	65,336	35,336	35,216	120	
slf	Improvements to town centres & high streets	50,000	37,505	23,187	14,318	
slq	Hinckley Town Centre Wayfinding Strategy	50,000	24,995	0	24,995	
sli	LLEP Business Growth Hub	25,000	10,000	0	10,000	
slj	Uk Rural Prosperity Capital Schemes	100,000	40,000	0	40,000	1
sya	Members ICT Equipment	30,000	22,503	28,431	(5,928)	
syb	Emergency Generator	12,000	9,000	0	9,000	
syc	UPS Replacement	33,000	24,753	0	24,753	
syd	MFA Non Corp Mobiles	8,000	6,002	0	6,002	
sye	Load Balancers	12,000	9,000	0	9,000	
rtn	Parks : Major Works	30,000	0	510	(510)	
rcs	Incab System (Tracker System)	14,000	10,502	11,486	(984)	
ran	Memorial Safety Programme	6,270	0	0	0	
rce	Recycling Containers	132,960	132,960	115,046	17,914	
svb	Waterside Open Space (SEA)	57,988	0	0	0	
svi	Waterside Play Area	70,668	0	0	0	
rby	The Greens	133,474	100,105	94,999	5,106	
syf	Jellicoe Way	12,523	0	0	0	
svq	Granville Road	10,227	0	0	0	
syh	Sword Drive	750	0	745	(745)	
syi	Swallows Green	750	0	745	(745)	
syl	Groby Pool Car Park	3,000	0	3,000	(3,000)	
svi	Burbage Common - The Greens	52,250	0	1,214	(1,214)	
rlc	Environmental Improvements	50,590	38,095	5,201	32,894	2
syk	Machinery Procurement	40,642	40,642	39,955	687	
rkt	Resurfacing Car Parks	129,040	110,296	13,482	96,814	3
sto	New Crematorium	2,129,209	120,500	125,850	(5,350)	
rqq	Parish & Community Initiatives	174,295	130,722	59,257	71,465	4
rgo	Hinckley Community Initiative Fund -HCIF	19,108	0	5,000	(5,000)	
rcr	Electric Charging Points	243,620	237,371	75,648	161,724	5
syn	Burbage Common Pay and Display	10,878	0	0	0	
syo	Partnership IT Schemes	375,000	737	0	737	
svp	NHS Hinckley Hub upgrade	200,000	0	0	0	
syq	Acquisition & Development Scheme	15,000,000	0	0	0	
rgt	Davenport rd and Hays Lane imps	5,000	5,000	5,000	0	
rbm	Clarendon Park	2,450	2,450	2,114	336	
slh	Feasibility studies	35,000	26,252	18,164	8,088	
ssa	General Renewal -Extensions	0	0	(58)	58	
suh	Shared Revenue and Benefits	0	0	53	(53)	
swc	Lancaster Road Pedestrian Crossing	0	0	(20,000)	20,000	
swd	Server/Network Hardware Replacements	0	0	0	0	
swf	Telephony Upgrade	0	0	(14,949)	14,949	
swh	Office 365 Consultancy Support	0	0	554	(554)	
swn	ICT Transitional Costs	0	0	(535)	535	
rba	Hollycroft Park	6,500	6,500	0	6,500	
rgp	Developing Communities Fund	280,453	280,453	31,050	249,403	6
sop	IT Future Operating Model	48,705	48,705	1,491	47,214	7
swj	Jubilee Building Works	0	0	0	0	
swz	ICT Security Upgrades	99,074	9,074	8,044	1,030	
swq	Network & Server Resilience	89,309	44,646	10,000	34,646	8
		23,532,579	5,199,258	4,307,048	892,210	
Community & Development Services						
roa	Major Works Grants	160,000	127,513	14,895	112,618	9
roh	Minor Works Grants	40,000	30,004	27,761	2,243	
rom	Private Sector Housing Enforcement	100,000	75,010	71,242	3,768	
roq	Hoarding Project	670,882	592,165	147,698	444,467	10
rob	Disabled Facilities Grant	1,194,600	1,033,995	332,847	701,148	11
rdq	Sports Facility Improvement Fund	20,000	15,002	4,800	10,202	
rdp	Bosworth 1485 Sculpture Trail project	588,907	438,006	185,200	252,806	12
rkh	Heritage Action Zone	1,212,876	727,176	159,391	567,785	13
sys	Solar Panel Scheme at Hinckley Leisure Centre	200,000	0	0	0	
syt	Regeneration LLEP Enterprise Zone	295,911	0	24,078	(24,078)	
rdi	Leisure Centre	0	0	492	(492)	
rop	CCTV Upgrade 2020-21	0	0	2,252	(2,252)	
svo	Argents Mead Moat Improvements	68,630	68,630	65,039	3,591	
rkj	Sketchley Brook 106	45,000	18,000	809	17,191	
rky	Earl Shilton Shop Fronts	10,826	8,120	3,594	4,526	
roe	Fuel Poverty Capital Fund	1,096	1,096	0	1,096	
rof	Green Deal Capital Fund	138,769	138,769	0	138,769	14
rfq	LTA - Tennis court Works	14,100	14,100	13,812	288	
		4,761,597	3,287,586	1,053,911	2,233,675	

Capital Programme Variances over £25,000				
Ref No	Description	Explanation of Variance	Variance to date	y/e Variance
<u>Corporate, Support & Street Scene</u>				
1	Uk Rural Prosperity Capital Schemes	Grant funded schemes for which a carry forward to be requested	40,000	20,000
2	Environmental Improvements	Scheme to be reprofiled	32,894	
3	Resurfacing Car Parks	Awaiting invoices and it's likely work won't be completed in 2324	96,814	54,000
4	Parish & Community Initiatives	Awaiting 3rd party evidence before funds are released	71,465	60,000
5	Electric Charging Points	Remove the grant funding £111,558 CRoffey. Awaiting carry forward budget to be reprofiled	161,724	54,000
6	Developing Communities Fund	Scheme to be reprofiled	249,403	
7	IT Future Operating Model	Scheme complete	47,214	47,000
8	Network & Server Resilience	Scheme to be moved into 2024/25 as part of capital programme review	34,646	
<u>Community & Development Services</u>				
9	Major Works Grants	Underspend to date on major grants with enquiries still to be determined and grant payments still to be paid in respect of grants approved to date where an interim payment has been made	112,618	
10	Hoarding Project	Scheme to be reprofiled when the capital programme is revised later in the year to match expected spend profile and available grant funding	444,467	
11	Disabled Facilities Grant	Underspend to date on major grants with enquiries still to be determined and grant payments still to be paid in respect of grants approved to date where an interim payment has been made. Budget to be revised as part of capital programme review to more realistic position.	701,148	60,000
12	Bosworth 1485 Sculpture Trail project	Scheme to be reprofiled to match spend profile.	252,806	
13	Heritage Action Zone	Scheme to be completed by March 2024	567,785	(70,000)
14	Green Deal Capital Fund	Scheme to be reprofiled. Discussions taking place with LCC and Green Living Partnership whereby funds will either be passported to them or be spent by ourselves as project host for the proposed project later in the year when these discussions are finalised.	138,769	

31st December 2023
HRA Capital Programme

	Latest Budget £	Budget to Date £	Actual £	Variance to date £	Forecast Year End (over)/under	
Adaptation Of HRA Dwellings-Social Serv	724,973	543,802	386,094	157,708		Budget Committed
Major Voids	734,810	551,182	577,389	(26,207)	(40,000)	Estimated overspend based on high volumes of voids
Programmed Enhancements	221,342	172,627	163,594	9,033		Budget Committed
Electrical Upgrades/Rewires	542,119	406,645	412,053	(5,408)		Budget Committed.
Windows : Single to Double Glazing	224,836	168,651	169,283	(632)		Main works started in September
Re-Roofing	704,225	528,239	419,919	108,320		Budget Committed
Kitchen Upgrades	790,276	592,786	527,183	65,603		Programme commenced in September. Budget Committed
Boiler Replacement	494,385	386,332	381,023	5,309		Budget Committed
Low Maintenance Doors	58,400	43,805	39,771	4,034		
Sheltered Scheme Enhancements	42,000	31,503	22,921	8,582		
Enhancement Works - Bathroom Upgrades	223,800	167,871	109,711	58,160		Programme commenced in October. Budget Committed
Fire Risk Assessments	288,000	230,274	42,194	188,080		Budget Committed
Affordable Housing	600,000	450,060	1,328,414	(878,354)		Budget Committed
Ambion Court	0	0	11,017	(11,017)		
Legionella	12,850	9,637	4,327	5,310		
Asbestos	186,540	139,926	127,722	12,204		Budget Committed
Energy Efficiency Programme	0	0	0	0		
Piper Alarm Upgrade	25,000	25,000	89,968	(64,968)	(65,000)	Additional upgrade costs to be met from reserves
Martinshaw Lane	0	0	12	(12)		
Insulation and wraps	1,501,455	1,151,982	1,323,812	(171,830)		Budget Committed
Housing Delivery	3,338,000	2,503,835	0	2,503,835		
Peggs Close	2,091,405	0	0	0		
HRA Purchase of Vehicles	40,000	30,004	37,867	(7,863)	3,000	Final purchase cost for leased vehicles lower than expected
	12,844,416	8,134,161	6,174,274	1,959,887	(105,000)	

Housing Revenue Account

Key : () = overspend

	2023/24 LATEST ESTIMATE	2023/24 BUDGET to December	2023/24 ACTUAL to December	VARIANCE to December	VARIANCE TIMING	VARIANCE Excl TIMING	F'CASTED OUTTURN	VARIATION YEAR END	REF
	£	£	£	£	£	£	£	£	
SUMMARY HRA									
INCOME									
Dwelling Rents	(13,973,140)	(10,500,815)	(10,593,596)	92,781		92,781	(14,033,140)	60,000	
Non Dwelling Rents (garages & land)	(85,520)	(67,456)	(57,697)	(9,759)	-	(9,759)	(73,520)	(12,000)	
	(14,058,660)	(10,568,271)	(10,651,293)	83,022	-	83,022	(14,106,660)	48,000	1
EXPENDITURE									
Supervision & Management (General)	2,881,727	2,007,173	1,961,863	45,310	(11,000)	56,310	2,853,727	28,000	2
Supervision & Management (Special)	1,311,314	876,394	742,786	133,608	104,000	29,608	1,329,314	(18,000)	3
Lump Sum LCC pension contribution	96,470	72,362	65,085	7,277		7,277	86,470	10,000	4
Contribution to Housing Repairs A/C	3,192,170	-	-	-	-	-	3,342,170	(150,000)	5
Depreciation (Item 8 Debit)	2,991,350	-	-	-	-	-	2,991,350	-	
Capital Charges : Debt Management	1,080	810	705	105		105	1,080	-	
Increase in Provision for Bad Debts	80,000	-	-	-	-	-	80,000	-	
Interest on Borrowing	1,818,370	909,185	909,184	1	-	1	1,818,370	-	
	12,372,481	3,865,924	3,679,624	186,301	93,000	93,301	12,502,481	(130,000)	
Net Income/Cost of Services	(1,686,179)	(6,702,347)	(6,971,669)	269,322	93,000	176,322	(1,604,179)	(82,000)	
Interest Receivable	(170,000)	-	-	-	-	-	(170,000)	-	
IAS19 Adjustment	(342,610)	-	-	-	-	-	(342,610)	-	
Net Operating (Income)/Cost	(2,198,789)	(6,702,347)	(6,971,669)	269,322	93,000	176,322	(2,116,789)	(82,000)	
CONTRIBUTIONS									
Contribution to Piper Alarm Reserve	30,000	-	-	-	-	-	30,000	-	
Contribution to Pension Reserve	3,520	-	-	-	-	-	3,520	-	
Transfer to Major Reserves	18,098	-	-	-	-	-	18,098	-	
Transfer to Regeneration Reserve	2,253,300	-	-	-	-	-	2,153,300	100,000	6
Contribution from Carry Fwd Reserve	(43,300)	-	-	-	-	-	(43,300)	-	
Surplus / Deficit	62,829	(6,702,347)	(6,971,669)	269,322	93,000	176,322	44,829	18,000	
	LATEST ESTIMATE	BUDGET to December	ACTUAL to December	VARIANCE to December	VARIANCE TIMING	VARIANCE Excl TIMING	F'CASTED OUTTURN	VARIATION YEAR END	REF
	£	£	£	£	£	£	£	£	
SUPERVISION & MANAGEMENT (GENERAL)									
Employees	1,444,531	919,264	917,274	1,990	7,000	(5,010)	1,461,531	(17,000)	2.1
Premises Related Expenditure	188,846	163,466	174,038	(10,572)		(10,572)	196,846	(8,000)	2.2
Transport Related Expenditure	13,930	10,449	11,870	(1,421)		(1,421)	13,930	-	
Supplies & Services	297,834	200,236	209,194	(8,958)	(18,000)	9,042	309,834	(12,000)	2.3
Central & Administrative Expenses	972,106	729,189	727,740	1,449		1,449	972,106	-	
Gross Expenditure	2,917,247	2,022,604	2,040,115	(17,511)	(11,000)	(6,511)	2,954,247	(37,000)	
Revenue Income	(35,520)	(15,431)	(78,252)	62,821	-	62,821	(100,520)	65,000	2.4
Recharges	-	-	-	-	-	-	-	-	
Total Income	(35,520)	(15,431)	(78,252)	62,821	-	62,821	(100,520)	65,000	
Net Expenditure to HRA	2,881,727	2,007,173	1,961,863	45,310	(11,000)	56,310	2,853,727	28,000	
SUPERVISION & MANAGEMENT (SPECIAL)									
Employees	846,968	539,675	622,980	(83,305)	8,000	(91,305)	958,968	(112,000)	3.1
Premises Related Expenditure	878,154	606,288	416,357	189,931	89,000	100,931	778,154	100,000	3.2
Transport Related Expenditure	13,165	9,910	10,300	(390)		(390)	13,165	-	
Supplies & Services	152,307	127,376	114,431	12,945		12,945	162,307	(10,000)	3.3
Central & Administrative Expenses	269,390	202,158	194,773	7,385	7,000	385	269,390	-	3.4
Gross Expenditure	2,159,984	1,485,407	1,358,842	126,565	104,000	22,565	2,181,984	(22,000)	
Revenue Income	-	819,650	(616,056)	7,043	-	7,043	(823,650)	4,000	3.5
Recharges	-	29,020	-	-	-	-	(29,020)	-	
Total Income	(848,670)	(609,013)	(616,056)	7,043	-	7,043	(852,670)	4,000	
Net Expenditure to HRA	1,311,314	876,394	742,786	133,608	104,000	29,608	1,329,314	(18,000)	

Outturn Explanations April 2023 to December 2023				
Key : () = overspend				
	Forecasted year end variations	Timing	Variation To Date	Forecast Year End
		£000's	£000's	£000's
	HOUSING REVENUE ACCOUNT	93	176	18
1	Rents:	0	83	48
	Rents - additional rent from dwellings. Mainly due to fewer dwelling sales	0	93	60
	Rents - shortfall in garage rents	0	(10)	(12)
2	SUPERVISION & MANAGEMENT (GENERAL)	(11)	56	28
2.1	Employees:	7	(5)	(17)
	Holiday Pay/Flexi to be processed at year end	7	0	0
	Severance Pay savings	0	20	20
	Salary overspend due to pay award	0	(25)	(37)
2.2	Premises Related Expenditure:	0	(11)	(8)
	Premises Insurance underspend	0	4	4
	Council Tax overspend to date	0	(15)	(12)
2.3	Supplies & Services:	(18)	9	(12)
	Awaiting prior year - Audit invoice	9	0	0
	IT Licences paid in advance	(22)	0	0
	Home Swapper subscription paid in advance	(5)	0	0
	Legal Fees underspend to date	0	10	7
	IT increase contract costs.	0	(23)	(25)
	Tenant Association Support underspend to date	0	18	10
	Other minor variations	0	4	(4)
2.4	Revenue Income	0	63	65
	Additional Council Tax income	0	9	12
	Domestic Abuse funding	0	37	37
	New Burdens Grant funding	0	16	16
	Other minor variations	0	1	0
3	SUPERVISION & MANAGEMENT (SPECIAL)	104	30	(18)
3.1	Employees:	8	(91)	(112)
	Holiday Pay/Flexi to be processed at year end	8	0	0
	Salary overspend due to pay award	0	(41)	(50)
	Overtime overspend -vacant post & new member of staff training (double cover)	0	(50)	(62)
3.2	Premises Related Expenditure:	89	101	100
	Outstanding electricity & gas costs for November & December	70	0	0
	Outstanding cleaning costs for September to December	14	0	0
	Water underspend to date	5	0	0
	Electricity & gas underspend	0	110	120
	Caretaking overspend	0	(13)	(20)
	Other minor variations	0	4	0
3.3	Supplies & Services:	0	13	(10)
	Equipment/Piper Alarm underspend to date	0	19	0
	Telephone overspend to date	0	(6)	(10)
3.4	Central & Administrative Expenses:	7	0	0
	Underspend to date mainly due to Contact Centre & debtors recharges	7	0	0
3.5	Revenue Income:	0	7	4
	Additional Lifeline income	0	12	12
	Shortfall Sheltered Scheme Service Charges	0	(3)	(5)
	Shortfall in income from Hire fees	0	(2)	(3)
4	Lump Sum LCC pension contribution:	0	7	10
	Lower lump sum contributions	0	7	10
5	Contribution to Housing Repairs A/C:	0	0	(150)
	Increased contribution to Housing Repairs A/c	0	0	(150)
6	Transfer to Regeneration Reserve	0	0	100
	Reduction due to additional contribution to Repairs	0	0	100

HOUSING REPAIRS ACCOUNT	2023/24	2023/24	2023/24			F'CASTED	F'CASTED		
	LATEST	BUDGET	ACTUAL	VARIANCE		VARIANCE		VARIATION	
	BUDGET	to Dec	to Dec	to Dec	TIMING	Excel	OUTTURN	YEAR END	REF
	£	£	£	£	£	£	£	£	
Administration									
Employee Costs	701,327	464,144	423,936	40,208		40,208	676,327	25,000	1
Premises related		0	142	(142)		(142)	0		
Transport Related Expenditure	15,340	11,508	10,697	811		811	15,340	0	
Supplies & Services	140,185	114,423	134,388	(19,965)	(16,000)	(3,965)	140,185	0	2
Central Administrative Expenses	293,970	220,513	222,751	(2,238)		(2,238)	293,970	0	
Total Housing Repairs Administration	1,150,822	810,588	791,914	18,674	(16,000)	34,674	1,125,822	25,000	
Programmed Repairs	774,396	590,603	566,603	24,000	20,000	4,000	774,396	0	3
Responsive Repairs	1,488,280	1,117,909	1,050,188	67,721	178,000	(110,279)	1,563,280	(75,000)	4
GROSS EXPENDITURE	3,413,498	2,519,100	2,408,705	110,395	182,000	(71,605)	3,463,498	(50,000)	
Contribution from HRA	(3,192,170)	0	0	0	0	0	(3,342,170)	150,000	5
Accumulated Absences/ IAS 19	(90,050)	0	0	0	0	0	(90,050)	0	
TOTAL INCOME	(3,282,220)	0	0	0	0	0	(3,432,220)	150,000	
Contribution to HRA Reserves		0	0	0	0	0	0	0	
NET EXPENDITURE	131,278	2,519,100	2,408,705	110,395	182,000	(71,605)	31,278	100,000	

Variances

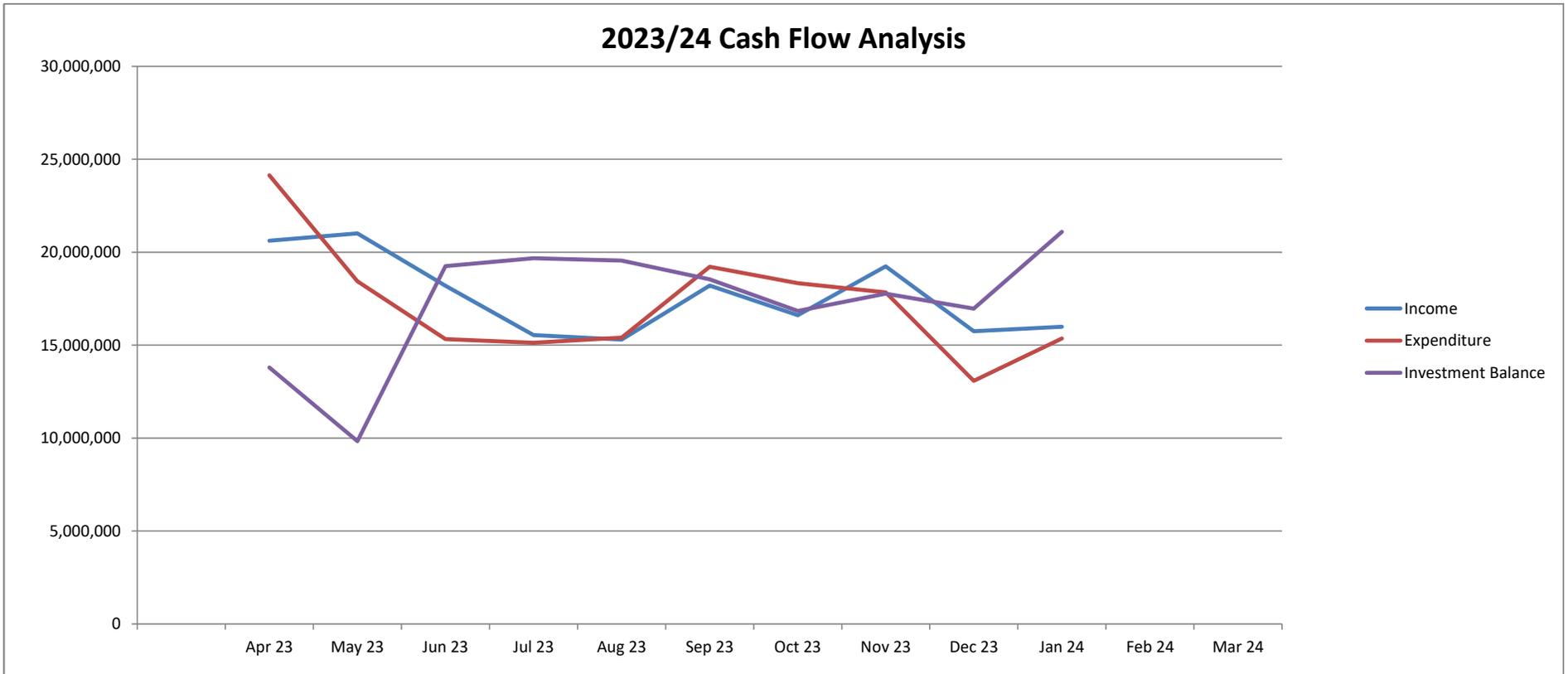
	TIMING £000's	VARIANCE £000's	Outturn
1 Estimated impact of vacancies		40,000	25,000
2 ICT invoice prepayments	(11,000)		
Other minor variations	(5,000)		
	(16,000)	-	-
3 December gas service invoices processed in January	20,000		
4 Work in Progress and overhead charges to be processed Current demand higher than expected	178,000	(110,000)	(75,000)
5 Increased contribution from HRA			150,000
	182,000	(70,000)	100,000

SLT CASH FLOW 2023-2024

	Apr	May	Jun	Jul	Aug	Sep
Income						
Council Tax	7,509,681	7,353,476	7,327,511	7,281,581	7,300,975	7,427,649
Rents	488,048	656,999	676,256	648,701	663,849	671,524
Business rates	4,138,079	3,794,696	4,021,567	3,510,152	3,674,682	3,937,824
Debtors	1,255,303	182,581	448,340	513,431	472,796	924,453
Cards	966,932	905,758	867,382	726,255	781,711	710,457
Planning Fees	73,901	45,234	101,312	94,452	226,419	71,492
Other	560,593	144,394	918,796	267,796	75,742	160,562
Housing subsidy Benefits DWP	904,490	1,819,761	904,490	904,490	904,490	904,490
DLUHC - NHB and S31 and small grants	494,178	828,606	1,167,271	468,830	669,363	349,719
HMRC	129,952	167,096	335,496	0	319,895	302,525
Right to Buy Receipts	103,250	114,000	0	172,450	210,600	0
Other Grants 1	0		430,197	954,304	0	251,585
Other Grants 2	0	0	0	0	0	0
Other Grants 3	0	0	0	0	0	0
Temporary Borrowing	4,000,000	5,000,000	1,000,000	0	0	2,500,000
Total Income	20,624,407	21,012,601	18,198,618	15,542,441	15,300,523	18,212,279
Payments						
Minor payments	-2,962	-12,968	-13,546	-22,706	-7,405	-36,179
MHCLG share of BR (net of RSG and transitional payments)	0	-3,242,239	-1,612,487	-1,612,484	-1,433,321	-1,433,321
Wages / Salaries	-848,510	-920,227	-846,207	-861,286	-883,842	-884,493
Precepts	-7,433,133	-7,433,133	0	-7,433,133	-7,433,133	-7,433,133
BR and Tariff payment to LCC and Fire	0	-2,799,154	-1,399,577	-1,399,577	-1,244,069	-1,244,069
Suppliers payments (Bacs and DD)	-3,641,883	-3,056,323	-4,061,367	-2,873,093	-3,256,822	-6,237,002
Capital Expenditure	0	0	0	0	-254,336	0
PWLB	-281,452	0	0	0	0	-983,184
Tax/NI (Salary related)	-278,529	-304,860	-325,598	-297,388	-296,542	-306,498
HB Payments & CT refunds	-593,511	-664,304	-1,066,745	-632,045	-597,694	-654,403
Right to Buy - payment to DLUHC	0	0	0	0	0	0
Other 1	0	0	0	0	0	0
Other 2	0	0	0	0	0	0
Payment to LLEP (MIRA)	-3,553,511	0	0	0	0	0
Temp borrowing	-7,506,425	0	-6,005,332	0	0	0
Total Payments	-24,139,915	-18,433,208	-15,330,858	-15,131,711	-15,407,162	-19,212,282
Net Income / Expenditure	-3,515,508	2,579,393	2,867,760	410,730	-106,640	-1,000,002
investments b/fwd	17,400,000	13,884,492	16,463,885	19,331,645	19,742,375	19,635,736
	13,884,492	16,463,885	19,331,645	19,742,375	19,635,736	18,635,734
Month end balance	-87,817	-6,628,652	-75,219	-68,435	-83,316	-98,814
actual amount invested	13,796,675	9,835,233	19,256,426	19,673,941	19,552,420	18,536,920

	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
Income	20,624,407	21,012,601	18,198,618	15,542,441	15,300,523	18,212,279	16,608,049	19,244,884	15,749,340			
Expenditure	24,139,915	18,433,208	15,330,858	15,131,711	15,407,162	19,212,282	18,331,760	17,843,566	13,080,285			
Investment Balance	13,796,675	9,835,233	19,256,426	19,673,941	19,552,420	18,536,920	16,841,911	17,775,711	16,972,337			

2023/24 Cash Flow Analysis



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Hincley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance & Performance Scrutiny 18 March 2024

Wards affected: All Wards

Sundry Debts – Quarter 3 2023/2024

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 31 December 2023.

2. Recommendation

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

3. Background to the report

3.1 As at 31 December 2023, the overall sundry debt was £3,687,947. The current balance can be broken down by age as follows:

Description	
Credits, Refunds and Payments	-£274,169
Not Yet Due	£56,838
< 30 Days	£1,153,267
30 - 59 Days	£927,718
60 - 89 Days	£110,814
90 - 119 Days	£491,058
> 120 Days	£1,222,421
Total Debt	£3,687,947

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 Dec 2023 was 30.12%, 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 1,983 with an average value of £864.08. This has increased from 1,571 since the last quarter. The other primary reason for better performance although overall debt is higher there has been a slight reduction in 90 day debt.

	£	Description
Total debt	3,687,947	
	-351,558	Homelessness
	-392,163	Installment Plans
	-118,563	In Dispute
	2,825,663	(A)
Over 90 days	1,713,479	
	-351,558	Homelessness
	-392,163	Installment Plans
	-118,563	In Dispute
	851,195	(B)
Performance	30.12%	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 £94,000 based on the review as part of the closedown procedure.

3.4 The split of the current debt position over 90 days by type of debt is detailed below. Homelessness Bonds continue to increase. The provision of these bonds is funded by the Council’s Homelessness Prevention Grant which is provided by the DLUPHC. The element relating to other Local Authorities primary relate to charges for shared services. Most of this income has been received in July.

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 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 June 2023.

Sum of Total Outstanding over 90 days	Q4 £	Q1 £	Q2 £	Q3 £	Q2 to Q3 £	%
Building Control	19,320	19,320	19,320	16,780	-2,539	-13.14
Environmental Health	2,648	2,538	2,945	903	-2,041	-69.32
Estates	431,389	491,253	488,680	487,343	-1,337	-0.27
Green Spaces	1,327	1,874	1,588	601	-988	-62.18
Grounds Maintenance	6,847	6,847	2,989	1,914	-1,075	-35.98
Homeless	310,742	330,004	343,454	351,558	8,104	2.36
Housing	269,442	267,119	263,774	270,330	6,556	2.49
Markets	3,594	491	649	952	303	46.69
Other	21,130	19,540	14,402	2,042	-12,360	-85.82
Refuse/ Recycling	13,514	22,382	20,202	25,556	5,353	26.50
Other LA	47,369	93,679	79,166	417,844	338,678	427.81
Licensing	2,049	2,719	3,189	2,635	-554	-17.37
Pest Control	0	0	0	0	0	0
Planning	378,427	37,385	37,385	28,185	-9,200	-24.61
Housing Repairs	35,031	37,159	41,494	48,379	6,884	12.69
Finance	8,641	10,771	10,441	9,241	-1,200	-11.49
Atkins Building	12,356	17,586	19,464	17,845	-1619	2.22
Waste Services	0	0	0	0	0	0
Leisure	3,004	3,004	3,004	0	-3,004	-100
Street Scene	1075	937	638	2,088	1,450	227.38
Communications				700	700	100
Cultural Services				28,583	28,583	100
Total	1,567,904	1,364,608	1,352,784	1,713,479	360,696	26.66%

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

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Hinckley & Bosworth
Borough Council

Finance & Performance Scrutiny Work Programme 2024

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Agenda Item 11

Key to corporate aims

- 1 – People
- 2 – Places
- 3 – Prosperity

FINANCE & PERFORMANCE SCRUTINY 2024

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
18 March 2024	Financial outturn Qtr 3 – 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Sundry debts Qtr. 3 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Frontline Services Review - Streetscene Services	Programme of frontline service reviews	Monitor performance	Caroline Roffey	All
	Treasury management Qtr 3 – 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All
13 May 2024	Financial outturn Q4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Business rates and pooling update Q3 and Q4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Treasury management Qtr 4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Sundry Debts Q4 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All
Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
8 July 2024	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All

8 July 2024	Housing Services Update report	Programme of frontline service reviews	Monitor performance	Madeline Shellard	All
Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
2 September 2024	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All
	Frontline service review – Environmental Health	Programme of frontline service reviews	Monitor performance	Madeline Shellard	1,2
	Hinckley Leisure Centre – Performance Review 2022/23	Programme of frontline service reviews	Monitor performance	Simon Jones	All
	Financial outturn Qtr 1 – 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Treasury Management Q1 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Sundry Debts Q1 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Business Rates & Pooling Q1 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
28 October 2024	Housing Services – frontline service review	Programme of frontline services reviews	Monitor performance	Madeline Shellard	2
Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims

16 December 2024	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All
	Treasury management Qtr 2 – 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Frontline service review – Planning	Programme of frontline service reviews	Monitor performance	Chris Brown/Sharon Stacey	2
	Sundry Debts Q2 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All
	Business rates and pooling update Q2 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Financial outturn Qtr 2 – 2023/24	Budget monitoring	Monitor performance	Ashley Wilson	All