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Hinckley & Bosworth
Borough Council

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

Date: 28 June 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, 8 JULY 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

Hinckley Hub • Rugby Road • Hinckley • Leicestershire • LE10 0FR

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Thank you

FINANCE & PERFORMANCE SCRUTINY - 8 JULY 2024

A G E N D A

1. APOLOGIES AND SUBSTITUTIONS

2. MINUTES OF PREVIOUS MEETING (Pages 1 - 2)

To confirm the minutes of the previous meeting.

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. PERFORMANCE & RISK MANAGEMENT FRAMEWORK END OF YEAR SUMMARY FOR 2023/24 (Pages 3 - 14)

To provide members with the 2023/24 end of year summary for Performance Indicators, Service Improvement Plans, Corporate risks and Service area risks

7. BUSINESS RATES & POOLING UPDATE QUARTER 4 - 2023/24 (Pages 15 - 18)

To inform members of business rates performance from 1 April 2023 – 31 March 2024.

8. FINANCIAL OUTTURN 2023/24 (Pages 19 - 38)

To inform members of the draft financial outturn for 2023/24

9. FINANCE & PERFORMANCE SCRUTINY WORK PROGRAMME (Pages 39 - 42)

To inform members of the forthcoming work programme

10. ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY

As raised under item 3.

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HINCKLEY AND BOSWORTH BOROUGH COUNCIL

FINANCE & PERFORMANCE SCRUTINY

13 MAY 2024 AT 6.30 PM

PRESENT:

Cllr P Williams (Vice-Chair, in the Chair), Cllr LJ Mullaney, Cllr H Smith, Cllr P Stead-Davis, Cllr BE Sutton and Cllr A Weightman

Also in attendance:

Officers in attendance: Rebecca Valentine-Wilkinson and Ashley Wilson

366. **Apologies and substitutions**

Apologies for absence were submitted on behalf of Councillor Surtees and Councillor Glenville .

367. **Minutes of previous meeting**

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

RESOLVED – the minutes of the meeting held on 18 March 2024 be confirmed as a correct record.

368. **Declarations of interest**

There were no interests declared at this meeting.

369. **Aged Debt Quarter 4 2023/24**

Members were informed of the position on sundry debts as at 31 March 2024.

In response to a question from members about the housing repairs debt for over 90 days that had risen over the last 4 quarters, it was confirmed that this was part of the housing cycle of repairs that had seen more activity.

Members noted the report.

370. **Business rates and pooling update Quarter 3 2023/24**

Members were updated on the business rates performance from 1 April 2023 to 31 December 2023.

Members noted the report.

371. **Treasury Management Quarter 4 2023/24**

Members were updated on the treasury management activity in the fourth quarter of 2023/24.

In response to a question from members around the management of day-to-day cash flow it was confirmed that short-term borrowing had been put in place to cover the shortfalls.

In response to a further question from members it was confirmed that the £3,000,000 borrowed for capital expenditure was highlighted in the short term borrowing section of the report because it hadn't been taken out for longer than a year.

Members noted the report.

372. Finance & Performance Scrutiny Work Programme

Members were updated on the future work programme.

Members noted the report.

(The Meeting closed at 6.53 pm)

CHAIR



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance and Performance Scrutiny Committee
Wards affected:

8 July 2024
All wards

Performance and Risk Management Framework end of year summary for 2023/24

Report of Director (Corporate Services)

1. Purpose of report

1.1 To provide members with the 2023/24 end of year summary for:

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

2. Recommendations

2.1 That members:

- Note the 2023/24 end of year 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 March 2024

- 4.1 Performance indicators - status summary:
- 45 indicators are monitored and reported on a quarterly basis.
 - Nine are monitored annually only.
 - 21 indicators have achieved target.
 - 15 indicators were within 15% of target.
 - 15 indicators were outside of target by more than 15%.
 - Three indicators have not been updated.
 - One cannot be provided due to IT issue
 - Two awaiting audited data by DEFRA
- 4.1.1 Performance indicators - status of all indicators that are monitored monthly, quarterly, and annually.
- TNM = Target not met
 - TA = Target achieved

Table 1 All Indicators

Indicator	Target	Actual (RAG)	Target Met?	Comments
Working days lost to sickness absence	10	10.45	TNM	All long-term sicknesses and short-term absences continue to be managed
Customer services: lost calls	25%	22.5%	TA	

Customer services: satisfaction on the telephone	80%	81.78%	TA	
% of HBBC employees with disability	6.5%	5.5%	TNM	25/457 headcount increased by one, numbers with disability decreased by one
% of HBBC employees (ethnic minority)	5.7%	5%	TNM	23/457 - headcount increased by one
Average wait for customer calls to be answered (mins)	6	6.15	TNM	Year-end return affected by two experienced CSAs leaving mid-Feb and one long term sick. Recruiting for two vacant posts commenced.
% of complaints upheld	30%	25.6%	TA	176 complaints in total for 23/24 45 were upheld
% of FOI (Inc EIR) requests processed within 20 days	95%	98%	TA	717 FOIs processed within 20 days out of a total of 731
Absence related to work stress, depression, anxiety, mental health and fatigue	25%	22.35%	TA	
Voluntary and involuntary staff turnover	9.8%	9.8%	TA	45 leavers (of which 42 were voluntary leavers) overall turnover 45/459
Apprentices as percent of the workforce	2%	1.8%	TNM	We have 8 apprentices out of a workforce of 459. We will continue to encourage through new vacancies.
Employees under the age of 25	7%	5.7%	TNM	We continue to attend recruitment fairs and support encouraging the appointment of apprentices and graduates through our processes
% of invoices paid (local businesses) on time	97%	97.78%	TA	
% of Invoices paid on time	98%	80.62%	TNM	Receiving invoices late -
Debt over 90 days old as % of aged debt	25%	26.5%	TNM	Qtr. 3 the KPI was sitting at 30.12% this has now reduced to 26.5%. Whilst this is still a little higher than we would like, the over 90 days debt has dropped around 450k.

% difference of people visiting the town centre due to events run by HBBC	60%	60.05%	TA	
Empty business units Town centre occupancy rates	11%	10.5%	TA	No real changes – a couple of closures and openings balanced each other out
Footfall Hinckley leisure centre	700,000	796,330	TA	Strong months in January and February
No of people referred to level 3/4 physical activity referral programs	500	676	TA	Created additional courses for Steady Steps and Steady Steps+ (maintainers), providing broader geographical reach across the borough. Enabled due to additional funding secured via UK Shared Prosperity fund aligned to Older Adult Wellness programme. Cancer Prehabilitation referrals have also grown based on demand University Hospitals Leicester (who refer and fund) have requested 2 sessions per week to increase capacity.
% of food establishments broadly compliant with food hygiene law	95%	92%	TNM	Impact of falling standards with continued squeeze on the sector and our unrated premises
Average relet times (minor voids) general needs housing (days)	65	82.5	TNM	The impact of any day tenancy start dates is starting to be seen which was introduced in December and new ways in which we are working plus more officer resources. However, we continue to deal with some lengthy void works and increasing complexity of cases which does impact on our performance
Average relet times (major voids) general needs housing (days)	90	135.6	TNM	
Average relet times (all voids) general needs housing (days)	90	101.9	TNM	
Rent collection and arrears recovery	90%	97.5%	TA	

Reduction (year on year) on outstanding debt owed to HBBC	3%	-17.64%	TNM	Performance impacted by ongoing challenges due to cost-of-living pressures affecting tenants abilities to pay more towards their rent debt. Staffing increased to support collection.
No of young people engaged via prevention, awareness, and voice work	3,500	5,808	TA	Surpassed targets significantly. This has been down to providing more youth outreach work this year. This has been enabled by a successful Million Pound Fund Bid from service partner Street vibe, which enabled extra sessions during the summer months, as well as a new OPCC funded pilot session of Leicester City in the Community Football sessions at Heath Lane Academy.
Emergency repairs completed within target timescale	100%	100%	TA	116 jobs all completed on time
Non-emergency repairs completed within target timescale	85%	82.88%	TNM	100 jobs out of 584 jobs completed out of target - ongoing backlog works
Housing repairs: % of decent homes	100%	100%	TA	3207 properties all decent
Housing repairs: average turnaround times minor voids (days)	20	27.48	TNM	Targets for void turnarounds to be reviewed for 2024/25, as due to the processes put in place to adhere to H & S requirements, the current targets are not achievable
Housing repairs: average turnaround times major voids (days)	35	75.91	TNM	
Housing repairs: average turnaround times all voids (days)	28	42.59	TNM	
Satisfaction with Housing Repairs	81%	79.9%	TNM	We have changed from transactional surveys to perception surveys hence the decrease in %. Score of 79.9% is 5.4% higher than our benchmarked peers.

% of Planning enforcement complaints acknowledged within 3 days	90%	94%	TA	125 in total, 117 in time
processing of Planning applications (major application types)	60%	77%	TA	43 in total, 33 in time
processing of Planning applications (minor application types)	70%	87%	TA	698 in total, 610 in time
processing of Planning applications (other application types)	70%	93%	TA	399 in total, 373 in time
Close enforcement file within 14 days where no breach of Planning control	90%	NA	NA	Unable to run report due to system issue
Determine action within 21 days where breach of Planning control & is expedient to take action	80%	22%	TNM	Low numbers of cases where there is a breach identified and delay in decision taking for further action. Priority given to cases where no breach identified, or breach is identified but not expedient to pursue to close cases down and respond to customers. Where breach is identified Officers have time to discuss and action further action as necessary, sometimes requiring input from other departments (DM & Legal).
% of Planning appeals dismissed	70%	65%	TNM	34 received, 12 allowed
Number of businesses supported through UKSPF	53	22	TNM	By end of March 2024, 22 businesses had received supported through LBAS, further 2 EOI received. Projects commenced later than planned
Total value of grants distributed through UKSPF	£300,000	£52,877	TNM	REPF Round 1 funding spent total £52877.82. Recent REPF Round 2 and BPG grant applications closed 2 April. Spend will commence 24/25.

Number of business support emails sent to the business database	12	7	TNM	New monthly emails via communications team commenced in September 2023 and have been monthly since
Council tax: in year collection rate	97.6%	97.5%	TNM	0.1% deviation from target – impact of cost of living
Non-domestic rates: in year collection rate	98.8%	98.5%	TNM	0.3% deviation from target
Processing of new claims (days)	15	16.2	TNM	Despite best efforts, we have not clawed back the time lost during April 2023. Vodafone disconnected the PSN circuit we use to gain real time access to DWP and HMRC data which meant that if we needed to verify a claimant's details, we had to contact them direct. link was not restored until 3 May 2023 so did not have functionality for over 30 days.
Processing of change of circumstances (days)	6	5.2	TA	Last two quarters performance helped achieve target
No of fly tipping enforcement incidents	751	228	TA	Reason for reduction unknown. Big bin, and bulky services still very popular with booking reaching maximum limits most weeks. County wide figures also showing reduction in no of incidents
No of fly tipping enforcement actions	52	29	TNM	Not met target due to much Lower number of incidents (228) v target (751)
% take up of green waste service	78%	77%	TNM	Equivalent to last year's actual = retained performance as per 2022/23
Residual household waste per household (KG)	530	Audited data only – Recycling Performance audited data for 2022/23 has been published by Defra. Recycling performance has fallen (as for the whole of England) from 42.7% to 41.2%. The drier summer resulted in -1188T less		

% of household waste sent for re-use, recycling, and composting	42.7%	green waste being collected. There was also 956T less dry recycling collected which could be attributable to residents buying less in view that residual waste has also reduced by 1400T. The Council maintains a high take-up of its chargeable garden waste service and is already able to collect plastic film at the kerbside which will be mandatory for all Councils from 31 March 2027. The introduction of Food Waste Collections from 31 March 2026 is intended to increase recycling performance further whilst reducing the amount of residual waste requiring treatment. It is intended food waste collections will be fully funded by government.		
Cost of household waste per household	£51.6	£53.66	TNM	Increased costs associated with additional interim refuse vehicle required due to property growth. increased agency costs resulting from higher sickness/vacancy levels and above inflation market increases. increased R&M due to vehicles being older and market increases in parts costs and above inflation increases for some central recharges.
No of local authority parks with green flag award	2	2	TA	Hollycroft Park and Argents Mead

4.2 Service Improvement Plans - status summary:

- There are 23 Corporate Level Service Improvement plans this year.
 - Six have been completed.
 - Ten are in line with set target date/s.
 - Five 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	To explore opportunities for regeneration	Council approval obtained for development at Peggs Close. Project development underway.	March 2024

Owner	Action	Comments	Target date/s
M Shellard	To explore viable and long-term options in respect to the provision of temporary homeless accommodation.	Ongoing. Partnership established with Falcon support services to provide bedspaces for priority need homeless persons in Hinckley. Additional properties identified in housing stock for TA.	March 2024
C Roffey	Support project delivery/operation of new Crematorium site	Work commenced to seek a partner to build and operate the crematorium.	March 2024
L Rees	Renew public space protection order	Full council agreed PSPO - January Parish meetings held - February Signage ordered - March Legal order completed – March/April Due to be officially sealed early May.	September 2023
J Palmer	Specify, procure, acquire and deploy new Data Centre infrastructure to increase performance and resilience of Data Centres		March 2024

4.3 Corporate risks - status summary:

- There are currently 22 risks on the corporate risk register.
 - Four are high risk.
 - Nine are medium risks.
 - Eight are low risks.
 - New risks have been added including.
 - Crematorium project
 - Cyber Security
 - MTFS delivery failure (high risk)

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

Table 5 Corporate risks with a high net risk status

Risk	Review commentary
Council does not detect or prevent fraudulent activities (A. Wilson)	Internal Audit cover financial controls and report any issues as needed, although not specifically aimed at fraud any weaknesses would be reported. The Audit Committee do not have reports covering fraud specifically. Fraud Policy to be refreshed
Climate emergency (R. Leach)	Work to decarbonise corporately by 2030 and as a Borough by 2050 has been progressing inline with the strategy and action plan. A revised Strategy will be going to full council early in 2024 along with key achievements to date.
Crematorium project costs (A. Wilson)	There has already been some loss to the Council on this project which has been reported in 2023/24. The Council is

	now reviewing its options and considering a partnership approach which should limit future risk to exposure to losses.
M.T.F.S delivery failure (A. Wilson)	The MTFS is being refreshed to presented to Council by September 2024. A savings and new income plan will be developed as part of that refresh, as well as a review of how reserves can be used to help manage the speed in which savings and new income will be needed

4.4 Service area risks - status summary:

- There are 31 service risks across all service area registers.
 - Five are high risks (red)
 - Nine are medium risks (amber)
 - 17 are low risks (green)
- No new risks have been added.
- No risks have been removed.

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
Increased financial hardship for residents (M. Shellard)	increased number of referrals to the service due to cost-of-living crisis
Increased temporary accommodation costs (J. Wykes)	Working in partnership with Falcon Centre, proposed establishment has now passed planning permission with the sale expecting to complete in around 12 weeks. This will initially provide 15 bed spaces and will increase to 17 bed spaces for single applicants where there is a duty to provide interim/temporary accommodation. We have identified other properties in HBBC stock to be used for families and continue to look at other options to improve quality and reduce costs.
I.T security breach – internal (J. Palmer)	MDR solution being implemented
I.T security breach – external (J. Plamer)	MDR solution being implemented
Meet the need of Gypsy and Travellers (K. Rea)	Updated Gypsy & Traveller Accommodation Assessment underway and in progress

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 2017 to 2021

9. Consultation

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

10. Risk Implications

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

10.2 This report summarizes all risks, strategic and operational (SIP) and therefore considers the risk implications with regards to the Corporate Plan.

11. Knowing your Community – Equality and Rural implications

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

12. Corporate Implications

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

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

Background papers: Ten reports

Contact Officer: Cal Bellavia, ext. 5795

Executive Member: Councillor SL Bray

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Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance & Performance Scrutiny

8 July 2024

Wards affected:

All

BUSINESS RATES AND POOLING UPDATE QUARTER 4 - 2023/24

Report of Head of Finance

1. Purpose of report

- 1.1 To inform the committee of business rates performance from 1 April 2023 – 31 March 2024.

2. Recommendation

- 2.1 That the committee notes the contents of the report.

3. Background to the report

- 3.1 Hinckley and Bosworth BC as a billing authorities pay 50% of collected business rates to government. The remaining 50% is split between the billing authority (40%) and the precepting authorities (10%).
- 3.2 Following these payments, the retained business rates of billing authorities are subject to a tariff set out in the respective Local Government Finance Settlement. Any growth in business rates over the set baseline will be subject to a “levy” payment of 50%, with the remaining half retained by the host Council. Correspondingly, except for that element associated with the multiplier compensation cap. If a Council loses 7.5% of their set threshold, a “safety net” payment will be triggered to compensate for the loss.
- 3.3 The Council have received £3,716,000 of “section 31 grant” income. The allocated grant was based on the level of reliefs that were shown to have been granted in 2023/24 in the submitted business rates form (the NNDR3).

- 3.4 The budgeted business rates performance for this council, along with outturn as at 31 March 2024 is summarised below.

<i>Table 1</i>	<i>Budget 2023/24</i>	Jun-23	Sep-23	Dec-23	Mar-24
NNDR collected (net of reliefs)	42,356	42,356	42,356	42,356	42,356
Less:					
Central Government share	(21,178)	(21,178)	(21,178)	(21,178)	(21,178)
County Council share	(3,812)	(3,812)	(3,812)	(3,812)	(3,812)
Fire Authority Share	(424)	(424)	(424)	(424)	(424)
HBBC notional share	16,942	16,942	16,942	16,942	16,942
S31 Grant compensation	3,478	3,754	3,723	3,771	3,716
Total before tariff	20,420	20,696	20,665	20,713	20,658
Tariff charged on HBBC	(11,339)	(11,339)	(11,339)	(11,339)	(11,400)
Levy charged on growth	(2,671)	(2,586)	(2,454)	(2,499)	(2,475)
Retained income total	6,410	6,771	6,872	6,875	6,783
The retained income is made up of:					
Baseline funding	2,696	2,696	2,696	2,696	2,696
Total growth	6,385	6,661	6,630	6,678	6,562
Less Levy	(2,671)	(2,586)	(2,454)	(2,499)	(2,475)
Total	6,410	6,771	6,872	6,875	6,783
Movement- Gain/(loss)	0	361	462	465	373
Retained income total	6,410	6,771	6,872	6,875	6,783
Baseline funding	2,696	2,696	2,696	2,696	2,696
Total Growth	3,714	4,075	4,176	4,179	4,087
Movement- Gain/(loss)	0	361	462	465	373

- 3.5 The above table shows that as at 31 March 2024, the council has £4,087,000 of retained growth for 2023/24 compared to the £3,714,000 growth that was budgeted for. This Increase is mainly due to the receipt of additional S31 grant.
- 3.6 It is important to acknowledge the volatility of business rates which can be impacted negatively by many factors including:
- Companies going out of business or moving from the area,
 - Empty properties – The redevelopment of the town centre for instances may have an impact on the rates for the council whilst development takes place,
 - Awards of reliefs; most significantly charitable reliefs for schools which are awarded Academy status,
 - Results of appeals lodged by businesses against their liabilities.

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

4.1 Report taken in open session.

5. Financial implications [AW]

5.1 Contained in the body of the report.

6. Legal implications

6.1 Section 59A of the Local Government Finance Act 1988 allows local authorities to pool business rates. The pooling between the Leicestershire Council's will be governed by a legal agreement between the parties.

7. Corporate Plan implications

7.1 To ensure the Council's governance arrangements are robust.

8. Consultation

8.1 All members of the Business Rates Pool were included in decisions made on its operation for 2023/24.

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 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 There are no significant risks associated with this report or decisions needed.

10. Knowing your community – equality and rural implications

Various reliefs are available for businesses and charities under the business rate regulations.

11. Climate implications

11.1 There are no direct implications arising from this report.

12. Corporate implications

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

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

Background papers: DCLG/ MHCLG notifications
Contact officer: Ashley Wilson (Head of Finance) Ext 5609
Executive member: Cllr K Lynch



Hinckley & Bosworth Borough Council

Forward timetable of consultation and decision making

Finance and Performance
Council
Wards affected:

8 July 2024
16 July 2024
All

FINANCIAL OUTTURN 2023/24

Report of Head of Finance

1. Purpose of report

1.1 To inform members of the draft financial outturn for 2023/24.

2. Recommendation

2.1 That Council members approve:

- a) the General Fund Outturn for 2023/24 as outlined in section 3.3 of the report,
- b) the transfers to earmarked reserves and balances as outlined in section 3.7 of the report and Appendix 4,
- c) the General Fund revenue carry forwards into 2024/25 as detailed in Appendices 1 to 3 section 3.5,
- d) the Housing Revenue and Housing Repairs Account Outturn for 2023/24 and transfers to and from balances as detailed in sections 3.9 to 3.10,
- e) the Capital Programme outturn for the General Fund and Housing Revenue Account from 2023/24 as outlined in section 3.11 to 3.12,
- f) the HRA carry forwards outlined in Appendix 5, and
- g) the Capital carry forwards as detailed in Appendix 6 and sections 3.13 to 3.14.
- h) The additional budget approvals outlined in 3.15 and 3.16

3. Background to the report

- 3.1 The Outturn presented below is before the audit of the financial statements and excludes unbudgeted statutory charges in accordance with accounting practice that have no overall impact on General Fund or HRA balances. Balances in this report are still subject to audit. Any material post audit variations that impact on General fund or HRA balances will be reported back to this committee.

General Fund

- 3.2 The original budget for 2023/24, revised budget for 2023/24 (Presented at February Council) together with the draft outturn are summarised below. (Before any regulatory accounting adjustments, which do not affect balances).
- 3.3 After taking account of adjustments to the budget, (e.g., virements and supplementary budgets and savings identified in year) the provisional outturn shows £18.26m being spent on services compared against a budget of £18.77m with a net amount of **£0.677m** being transferred from earmarked reserves and **£0.029m** being taken from General Fund balances. Overall, this means a reduction in use of balances of **£0.163m** compared against the position of £0.192m reported to Council in February 2024.

TABLE 1	Original Estimate 2023/24	Revised Estimate 2023/24	Draft Outturn 2023/24
	£	£	£
Corporate & Street Scenes Services	9,790,740	9,138,171	9,661,620
Community Services & Development Services	8,032,050	9,555,277	8,599,161
Impact of Pay Award	0	145,000	0
Impact of Increased Utility and Fuel Costs	0	(70,000)	0
Total service expenditure	17,822,790	18,768,448	18,260,781
Less:			
Special Expenses	(783,720)	(791,652)	(799,503)
Capital Accounting Adjustment	(1,589,700)	(1,589,700)	(1,606,370)
Net external interest (received)/paid	227,150	187,150	(472,714)
IAS19 Adjustment	(1,958,190)	(1,958,190)	(1,967,961)
Accumulated Absences Adj	0	0	(3,028)
Carry forwards from prior year	0	(137,616)	(137,616)
Carry forwards to next yr.	0	0	219,299
Transfer to reserves	415,000	1,340,474	2,993,141
Transfer from reserves	(1,760,582)	(2,266,183)	(2,170,912)
Transfer to (from) unapplied grants	(15,060)	(414,100)	172,770
Transfer from Crematorium Reserve	0	0	(1,500,000)
Transfer to/(from) balances	227,961	(192,296)	(29,379)
HBBC Budget Requirement	12,585,649	12,946,335	12,958,508

The table below summaries the draft funding position.

Table 2 Financing	Original Budget	Revised Budget	Outturn
	£	£	£
National Non-Domestic Rates BLF (Base Line Funding)	2,696,030	2,696,030	2,696,030
<i>Business Rates Growth *</i>	3,714,313	4,074,999	4,087,172
<i>Lower Tier Support Grant</i>	215,616	215,616	211,460
<i>Services Grant</i>	100,950	100,950	105,106
<i>New Homes Bonus</i>	581,966	581,966	581,966
<i>Net Collection Fund Surplus / (Deficit)</i>	(59,396)	(59,396)	(59,396)
<i>Council Taxpayer</i>	5,144,303	5,144,303	5,144,303
<i>RSG (included in BLF in 2022/23)</i>	191,867	191,867	191,867
<i>Total Financing</i>	12,585,649	12,946,335	12,958,508

- 3.4 Total service expenditure on the face of the summary shows an underspend of £0.511m compared against the revised budget of £18,768m after allowing for carry forwards the net service overspend is £383,000.

Table 3	£000's
Service Expenditure Latest Budget February 2023	18,768
Service Expenditure Draft Outturn	18,260
Underspend	(508)
Carry fwd. for contractual commitments	315
Carry fwd. of grants for contractual commitments (net)	588
Net Overspend	395

The net overspend after allowing for these variations is £383k. Major variances between the budget reported to Council and the draft outturn are summarised below:

Table 4	£000's
Crematorium costs – Offset by £1.5m reserve contribution.	1,551
Pooled Business Rates income received in advance of budget	(1,653)
MIRA funding agreement income posted as interest income	478
Additional Benefits Expenditure	187
Additional Planning income net of costs	(100)
Leisure centre management benchmarking and management fee	(161)
Reduction in Planning Policy Funding	60
Other Minor Variations	33
Total	395

Carry Forward Budgets

- 3.5 In a number of cases budget managers have requested that the under spend in their budget(s) be carried forward to 2024/25 because of delays in committing expenditure. Requests totalling a net £979,921 have been received. Funding details of the requests are summarised below, and details can be found in appendices 1, 2 and 3.

Table 5 Source of Funding	Amount (£)	
General Fund carry forwards – Reserves	95,271	Appendix 1
General Fund carry forwards	219,299	Appendix 1
Unapplied Grant Carry fwd.	556,052	Appendix 2
Unapplied Grants fwd. prior grants	109,299	Appendix 3
Total	979,921	

- 3.6 Unapplied Grants are specific grants and contributions which have not been spent and are transferred to “unapplied grants and contributions” in accordance with accounting standards. Pending approval, budgets will be set up for these amounts in 2024/25 and funding released accordingly from the Balance Sheet.

Earmarked Reserves

- 3.7 The table below shows the expected transfers to and from reserves for the general fund revenue compared against the budgeted position. The movement of £467,238. The Local Plan Procedure Reserve and Carry forwards movement will be required in 2024/25 as part of the carry forward process. The £1.5m contribution from reserves is to fund £2.1 million Crematorium costs charges to services. The £1.6m to the Economic Priority reserve is the additional amount received in year that was budgeted for in 2024/25. The overall reserves position is attached in Appendix 4.

Table 6 Reserves	Budget February 2024	Actual	Variance to carry forwards
Local Plan Procedure	240,601	145,330	95,271
Business Rates Equalisation Reserve	657,780	657,780	0
Year End Carry Forwards	137,616	(81,683)	219,299
Maint Fund - Green Towers	50,000	50,000	0
ICT Reserve	(15,000)	(15,000)	0
Election Reserve	25,005	25,005	0
Enforcement & Planning Appeals	120,000	120,000	0
Hinckley Community Development Fund	350,000	350,000	0
Developing Communities Fund	300,000	300,000	0
Environmental Improvement Reserve	(160,000)	(160,000)	0
Financial Support Reserve	415,000	415,000	0
S31 Ctax Hardship Support	42,797	42,797	0

Economic Priorities Reserve	(1,100,474)	(1,100,474)	0
Total Carry fwd Movement	1,063,325	748,755	314,570
Additional Movements	Budget February 2024	Actual	
Economic Priorities Reserve *1	0	(1,652,667)	1,652,667
Crematorium Reserve *2	0	1,500,000	(1,500,000)
Total	1,063,325	596,088	467,238

*1 Pooled income budgeted for in 24/25 received in 23/24

*2 Crematorium costs of £2.141m posted to services funded from reserves of £1.5m

General Fund Balances

- 3.8 The table below summaries the transfers for the general fund and the Special Expenses Area

Table 7 Balances Contributions (to)/from balances	Transfer to/(from) Balances Original Budget	Transfer to/(from) Balances Latest Budget	Transfer to/(from) Balances Outturn
	£000	£000	£000
General Fund Element	228	(192)	(29)
Special Expense Element	(71)	(75)	(66)
Total General Fund	157	(267)	(95)

The general fund balance as at the 31 March 2024 equals £1,288,000 after the use of balances noted above. The current balance including SEA is considered adequate at 9% but it is below the target of 15%.

Table 8	Total	General Fund	Special Expenses
	£'000	£'000	£'000
Budgeted at 31 March 2023	1,383	1,084	299
Outturn 31st March 2024	1,288	1,055	233

Housing Revenue Account

- 3.9 Costs relating to the HRA as at 31st March 2023: the HRA outturn surplus of £36,529 against the latest budgeted deficit of £5,829. This is a variation of £42,358. The main reasons for the variances are summarised below:

Table 9 Under (over) spends		£000's
Increase in contribution to Bad Debt Provision		(28)
Additional interest received		191
Additional employee costs		(64)
Additional rent income		122
Additional Support Service Recharges		(87)
Additional Contribution to Housing Repairs		(108)
Other minor variations		(12)
Total		42

Housing Repairs Account

3.10 The Housing Repairs Account outturn is £ 54,963 compared to the latest approved budget of £10,938. This is an overspend of £43,751. The main reasons for the variances are summarised below:

Table 10	under (over) spends
	£000's
Additional Central Support costs	22
Additional Responsive Repairs to dwellings – primary due to increases in demand	97
Contribution from HRA to fund cost	(108)
Other variations	32
Reduction in amount transferred to Reserves	(43)

HRA reserves are summarised in the table below: -

Table 11	Closing Balance 31st March 2023	(To) / From reserves	From reserves Capital Spend	Estimated Outturn current position 31/3/2024
Regeneration Reserve	(4,484)	(2,153)	3,911	(2,726)
HRA Piper Contribution Revenue	(98)	(30)	102	(26)
Major Repairs Reserve	(929)	(3,009)	3,895	(43)
Year End Carry Forwards	(43)	43	0	0
Pensions Contribution	(53)	(3)	0	(56)
HRA Communal Furniture	(5)	0	0	(5)
Service Improvement Rese	(50)	0	0	(50)

HRA Housing Repairs Account	(127)	54	0	(73)
Rent Equalisation Reserve	(60)	0	0	(60)
	(5,849)	(5,098)	7,908	(3,039)

Details of HRA Carry Forwards are attached in Appendix 5

Capital Programme

- 3.11 For the General Fund £7,434,633 has been spent on capital schemes to the end of March 2024 against a budget of £9,965,235. This represents an under-spend of £2,530,732. In the majority of cases, under spends at the year-end are due to slippage and therefore will be spent in forthcoming years. If approved, the relevant financing for these schemes will be transferred to the 2024/25 Capital Programme. Council will be requested to approve carry forwards totalling £2,361,627. Capital carry forwards are detailed at Appendix 6. Other major variations above £25,000 have been summarised as follows:

Table 12 Scheme	£000's Under spend/ (Overspend)	Explanation
Waste Management	(30)	Additional requirement for Waste Containers)
Environmental Improvements	26	Reduction in spend to offset lower than anticipated funding.
Major Works (Private Housing improvements)	120	Demand Led budget. Budget not required.
Total	116	

- 3.12 For the HRA £9,787,945 has been spent against a revised budget of £12,934,416. This represents an under-spend of £3,146,471. Carry forward requests have been requesting totalling £2,165,274 (Please refer to Appendix 6.) The request relates to existing commitments for the repairs programme and rephasing of the Peggs Close Development. This leaves a net underspend of £981,197. Major variations are summarised below:

Table 13: Scheme	£000's Under spend/ (Overspend)	Explanation
Housing Development Budget	1,085	Development to be purchased in 24/25
Aids and Adaptations	(31)	Additional in year demand
Major Void Enhancements	(42)	Additional Void works in last 4 months of financial year. Demand led to ensure properties are bought back into use as soon as possible
Property Enhancements	(43)	Demand Led Budget. Additional one-off capital works

- 3.13 A full capital carry forward list is detailed in Appendix 6

Housing Arrears write offs.

- 3.14 As part of the monthly debt review there are currently £39,765.92 of debts that officers have been unable to recover. Members are requested to approve the write off of these debts as part of the year end process. A provision has been set aside to pay for these debts at year end. A list of the write offs is attached in Appendix 7.

Additional Budget Approvals

- 3.15 Council are requested to approve the following approval to the 2024/25 budgets that will have no impact on Council Budgets

Description	Value £		
UK SPF Decarbonisation	85,000	move budget to from a revenue budget to a capital budget	External
Mental Health	50,000	Funding received for mental health support	External

- 3.16 Additionally members are asked to approve a budget of £750,000 for decarbonisation works for HRA properties to ensure external funding can be claimed against the project. This cost has been allowed for in the Business Plan.

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 [JS]

6.1 The Local Government Act 2003 places a duty on the S151 Officer to report to members on the budget setting process and comment on the adequacy of the reserves allowed for.

7. Corporate Plan implications

7.1 The budget and MTFS contribute to all objectives of the Corporate Plan.

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.

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.

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

Management of significant (Net Red) Risks		
Risk Description	Risk Description	Owner
That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	That the Council has insufficient resources to meet its aspirations and cannot set a balanced budget	A Wilson

10. Knowing your community – equality and rural implications

10.1 There are no direct implications arising from this report

11. Climate implications

- 11.1 There are no direct implications arising from this report. However financial planning is a key tool for delivering the corporate priorities of the Council. Included in those priorities are the Climate change considerations for services. The budget decisions made directly affect the council's abilities to invest in climate change priorities. The financial pressure on the council will mean it become increasing difficult to meet it carbon emergency targets by 2030.

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 Ext. 5924

Executive member: Cllr K Lynch

Appendix 1: General Fund Carry Forwards

Ref	Description	Earmarked Reserves	General Fund	Detail
		£	£	
1	Planning Policy	95,271		Evidence studies delayed due to changes in the preparation stages of the Local Plan.
2	Planning Policy		26,676	A carry forward of this budget is requested in order to fulfil HBBC's contributory commitments to working collaboratively with neighbouring authorities in Leicester and Leicestershire on strategic planning and evidence studies
3	Active Involvement		1,484	The monies are needed to deliver a Youth Conference in December 24 as part of the 50 th anniversary celebrations.
4	General Grants		1,249	This is monies agreed by Hinckley Area Committee to support a MVAS Project agreed in Nov 21. These monies are the contingency element of the project. There are no other funds available should funding be needed to support the project for areas that cannot be currently identified
5	Community Planning		7,200	This carry forward is requested to facilitate a special funding round for community and voluntary organisations to bid in to celebrate HBBC 50 th anniversary.
6	Community Planning		2,437	This carry forward is requested to facilitate a special funding round for community and voluntary organisations to bid in to celebrate HBBC 50 th anniversary.
7	Economic Development		4,750	Careers project- participants have been identified however filming has not commenced
8	Planning Policy		31,975	A carry forward of this budget is requested in order to fulfil HBBC's statutory obligations to support the preparation and making of Neighbourhood Development Plans (NDPs) within the borough.
9	Private Sector Housing		2,416	This is to fund PPE for the team including the new starters, including safety equipment: -safety shoes, hats and coats.
10	Cashiers Dept		8,500	Supply of handheld card machines and software – PO raised in March 23-24, not received items or invoices yet, carry forward budget to use in 24-25

Appendix 1: General Fund Carry Forwards (continued)

Ref	Description	Earmarked Reserves	General Fund	Detail
11	Environmental Health		6,976	New acoustic consultants costs for Mallory racing circuit ongoing legal case.
12	Environmental Health		1,380	Data cables required for equipment
13	Environmental Health		1,146	PPE purchase delays due to staffing changes
14	Climate Change		40,000	Carry forward required to cover costs of Climate Change Admin support and to cover committed costs of current consultant's work in respect investigating and review all of the council owned properties.
15	Private Sector Housing		6,360	Carry forward required to cover RAIMS subscription and for legal costs
16	Civic Expenses		2,000	Carry forward the balance outstanding on the Mayors Budgets due to the mayoral year being different from the financial year
17	Internal Audit		72,000	Carry forward for completion of work in audit plan
18	Estates		2,750	Balance of legal fees for NHS
	Total	95,271	219,299	

Appendix 2: Unapplied Grants Carry Forward Requests 2023-24 to 2024-25

Unapplied Grants Carry Forward Requests 2023-24 to 2024-25 (For Grants received in 2023-24)			
Ref	Cost Centre Name	Unapplied Grants (General Fund)	Detail
1	Community Safety Partnership	2,668	This is external ring-fenced funding from the Police and Crime Commissioner. Funds must be carried over and used for specific projects (PCC) for CSP.
2	Cadent - centres for warmth	50,862	This is external monies from Cadent to deliver a Centres for Warmth project over a two-year period. This is external funding and so must be carried forward and spent for Cadent Project as agreed in project specification
3	Planning Skills Delivery grant	60,000	Planning Skills Support
4	UKSPF - Revenue schemes	133,520	Prior year funding agreed to be carried forward with funding body.
5	Homes for Ukraine	166,980	External funding to support and backfill staffing pressures arising from Homes from Ukraine workstreams.
6	Mental Health	17,555	External monies to be carried forward to meet ongoing work in relation to partnership arrangement in relation to place based mental health delivery
7	Housing and Respiratory illness Pilot	124,467	Carry forward required to complete external funded project funded from Better Care Fund to deliver Housing and Respiratory illness Pilot. Committed costs includes salaries for employees
	Total	556,052	

Appendix 3: Unapplied Grants Carry Forward Requests Prior Year

Unapplied Grants Carry Forward Requests 2023-24 to 2024-25 (For Grants received prior to 2023-24)			
Ref	Cost Centre Name	Unapplied Grants (General Fund)	Detail
		£	
1	Community Safety Partnership	7,221	Ring-fenced funding PCC funds. Carried over and to be used for used for specific project i.e. emerging threat.
2	Diversion Pathways	19,028	Ring fenced funding from PCC to be carried over and used for specific project i.e. diversionary activities.
3	Grassroots funding	13,500	Ring-fenced funding from the PCC to be carried over and will be used to deliver grassroots community safety activities.
4	Seasonal Campaigns	3,868	Ring-fenced funding from PCC, to be carried over and used for specific project i.e. community safety campaigns.
5	Contain T2	33,630	External funding set aside for a variety of health promotion and social support.
6	Contain T3	21,829	External funding set aside for a variety of health promotion and social support.
7	Domestic Abuse	2,574	External monies from Leicestershire County Council to commission domestic abuse housing training
8	Safety Crew	7,541	Ring-fenced funding from PCC to be used for specific project i.e. safety crew/ schools work.
9	Home Security	108	Ring fenced funding from the PCC To be used for specific project i.e. home security service
	Total	109,299	

Appendix 4 - General Fund Earmarked Reserves

	Closing Balance 31st March 2023	Capital Expenditure	To Revenue	From Revenue	Closing Balance 31st March 2024
Special Expenses Reserve	(309,426)	92,061	31,500	(110,000)	(295,865)
Local Plan Procedure	(658,115)		145,330		(512,785)
Business Rates Equalisation Reserve	(2,560,780)		657,780		(1,903,000)
Year End Carry Forwards	(137,616)		137,616	(219,299)	(219,299)
Maint Fund - Green Towers	(50,000)		50,000		0
ICT Reserve	(15,000)	15,000		(15,000)	(15,000)
Waste Management Reserve	(252,000)	15,000			(237,000)
Asset Management Reserve	(400,000)				(400,000)
Election Reserve	(50,005)		50,005	(25,000)	(25,000)
Grounds Maintenance	(30,000)				(30,000)
Enforcement & Planning Appeals	(180,000)		120,000		(60,000)
Building Maintenance costs	(588,120)				(588,120)
Hinckley Community Development Fund	(350,000)		350,000		0
Developing Communities Fund	(702,448)	166,635	300,000		(235,813)
Environmental Improvement Reserve	(40,000)		40,000	(200,000)	(200,000)
Crematorium Reserve	(442,536)	(1,057,464)	1,500,000		0
Financial Support Reserve	(415,000)		415,000		0
Enterprise Zone - Covid	(295,911)	81,425			(214,486)
S31 Ctax Hardship Support	(42,797)		42,797		0
Economic Priorities Reserve	0			(2,753,141)	(2,753,141)
Total	(7,519,754)	(687,342)	3,840,028	(3,322,440)	(7,689,509)

Appendix 5: HRA Carry Forwards 2023-24 to 2024-25

Ref	Cost Centre Name	HRA	Detail
		£	
1	William Iliffe Street	8,700	This code is used for furniture, new beds & bedding. There was a delay in spending budget due to waiting for hostel to be decorated first
2	Strategic Tenant Participation	20,815	Money carried forward to meet new burdens imposed by Social Housing Regulation Act.
3	Supervision & Management	20,998	Monies to be carried forward to support short term staffing arrangements required to maintain current resourcing within the tenancy management team, until a longer-term solution can be reached
4	Supervision & Management	20,000	Monies to be carried forward to support short term staffing arrangements required to maintain current resourcing within the tenancy management team, until a longer-term solution can be reached
5	Neighbourhood Improvement Fund	5,434	Money carried forward for neighbourhood improvements across HRA estates
6	EEM Warm Homes	9,704	External monies carried forward to support residents with fuel poverty
	Total	85,651	

Appendix 6: Capital Programme Carry Forwards 2023-24 to 2024-25

Ref	Cost Centre Name	HRA	General Fund	Detail
		£	£	
1	Borough improvements		10,856	Borough improvement schemes which have been committed during the 2023/24 programme but have not been completed by year end.
2	UKSPF - capital schemes		55,443	Externally funded project budgets to be rephased
3	UKSPF - rural prosperity		47,122	Externally funded project budgets to be rephased
4	Sketchley Brook S106		44,190	Externally funded project budgets to be rephased
5	HAZ		224,000	Balance Heritage Action works completed in new year
6	Fuel Poverty		1,096	Externally funded project - Monies to be transferred to the County wide green living Leicestershire scheme when the partnership agreement is finalised
7	Disabled Facilities Grant		100,842	Active cases currently committed within the 23/24 financial year but works will be completed in 24/25. This budget is externally funded from the Better Care Fund
8	Major Works Grants		25,500	Active cases currently committed within the 23/24 financial year but works will be completed in 24/25.
9	Private Sector Housing Enforcement		23,524	The funding is required for a property which is currently subject to enforcement action by the PSH team with an improvement notice having been served.
10	Green Deal		138,869	Externally funded project - Monies to be transferred to the County wide green living Leicestershire scheme when the partnership agreement is finalised
11	Hoarding Project		128,411	This is Externally funded through the Bettercare fund and delivered through the lightbulb partnership across the County.
12	Minor Works Grants		8,615	Active cases currently committed within the 23/24 financial year but works will be completed in 24/25.
13	Electric Charging Points		117,353	Continuation of electrical vehicle installation in P&D car parks
14	Resurfacing Car Parks		40,356	Resurfacing of P & D car parks as other works prevented work being undertaken.
15	Clarendon Park		336	Funding committed for white lining works at Clarendon Park in March 2023 works unable to be completed due to weather conditions. Works to be completed April 2024. Section 106 funds
16	The Greens		38,475	Works to install a new surface footpath and to install a nature trail have been committed but works have been unable to start due to wet ground conditions. Works will start as soon as ground conditions allow. Section 106 funds.

Appendix 6: Capital Programme Carry Forwards 2023-24 to 2024-25 (continued)

Ref	Cost Centre Name	HRA £	General Fund £	Detail
17	Parks: Major Works		15,265	Work orders have been committed last financial year for a number of jobs including tarmac and white lining works, repairs to the steps at Wykin Park and new fencing at Hollycroft Park, where works have been unable to start due to ground conditions. These works will be completed as soon as ground conditions allow.
18	Parish & Community Initiatives		99,026	Carry forward of grant funding for projects that have been unable to completed during the last financial year. Projects will be completed during this financial year.
19	Hinckley Community Initiative Fund -H		14,108	Carry forward of grant funding for projects that have been unable to completed during the last financial year. Projects will be completed during this financial year.
20	Waterside Open Space (SEA)		57,988	Contribution from developer to improve landscaping on adoption of site. Site not yet adopted.
21	Waterside Play Area		70,668	S106 money – for improvements to play area. Site not yet adopted. Works to take place on adoption of open space.
22	Argents Mead Moat Improvements		3,493	Further works were carried out at the Moat in March by the grounds team, but the works weren't invoiced before the end of year. Funding is required to be carried forward to cover the costs of these works.
23	Jellicoe Way		10,613	Works have now been completed at Jellicoe Way by grounds team and external contractors. The carry forward of this budget is required to pay for these works, which weren't completed and invoiced last financial year.
24	Granville Road		5,125	Commitments have been made for new items of play equipment which will be covered from this budget. Funds required in 2024/25 to cover further play area maintenance issues. Section 106 funds.
25	Burbage Common - The Greens		51,036	Funding required for new signage and footpath improvement works. Signage works have already been procured and order has been submitted. Further footpath improvements will be carried out during the summer months when ground conditions are favourable.
26	Sports Facility Improvement Fund		15,200	Balance of capital funding to be used to complete scheme
27	Bosworth Sculpture Trail		109,375	Awaiting evidence of works being completed before funds are released.

Appendix 6: Capital Programme Carry Forwards 2023-24 to 2024-25 (continued)

Ref	Cost Centre Name	HRA £	General Fund £	Detail
28	Developing Communities Fund		113,818	Carry forward balance of funds to complete scheme
29	Solar Panel Scheme at Hinckley Leisure Centre		200,000	Carry Forward required to complete works
30	IT Future Operating Model		47,214	Carry forward requested due to capacity issues.
31	Network & Server Resilience		(14,707)	Additional expenditure required ahead of budgeted profile. 2024/25 scheme budget reduced
32	Network Upgrades Phase 2		(31,399)	Additional expenditure required ahead of budgeted profile. 2024/25 scheme budget reduced
33	ICT Security Upgrades		(11,668)	Additional expenditure required ahead of budgeted profile. 2024/25 scheme budget reduced
34	Wi-Fi Upgrades		(65,336)	Additional expenditure required ahead of budgeted profile. 2024/25 scheme budget reduced
35	Partnership IT Schemes		268,687	works carried over to 2024/25 due to capacity issues
36	NHS Hinckley Hub upgrade		183,650	delay in works due to final designs
37	Regeneration LLEP Enterprise Zone		214,486	Awaiting evidence of works being completed before funds are released.

- 2,361,627

1	Peggs CI set aside	2,091,405		Scheme crosses financial years
2	Fire Risk Assessment	70,518		Delays due to contractor resource issues. To be completed in 2024/25
3	Sheltered Scheme Enhancements	3,351		Woks ordered to be completed in 2024/25

2,165,274

Appendix 7: HRA Debt Write Offs

Ref. No	Arrears	Termination date	Comments
20018485	£9,639.88	12/05/2024	Debt relief Order
20011357	£9,165.80	05/03/2023	Death- No response to letters
20017674	£2,814.10	20/08/2023	In prison until 2037. Letter returned.
20021306	£155.84	09/07/2023	Death- No response to letters
20021785	£566.46	21/05/2023	Death- No response to letters
20017263	£4,456.81	09/12/2018	No response form letters
20020406	£1,353.32	03/05/2020	Domestic abuse victim- fled area
20015274	£230.00	09/04/2017	No response to letter- Aged Debt
20018392	£577.47	14/04/2019	No response to letters. Aged Debt
20021811	£748.86	05/09/2021	No response to letters Aged Debt
20017478	£423.81	15/09/2019	In prison. No response to letters
20016640	£1,398.18	30/04/2017	Death. No response form letters
20002589	£3,220.00	17/12/2023	Death. Confirmed by public trustee
20021808	£3,181.41	Current tenant	Debt relief order
20017464	£1,833.98	Current tenant	Debt relief order
Total	£39,765.92		



Hinckley & Bosworth
Borough Council

Finance & Performance Scrutiny Work Programme 2024

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Agenda Item 9

Key to corporate aims

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

FINANCE & PERFORMANCE SCRUTINY 2024

Date	Issue	Reason	Outcomes	Lead Officer	Supports corporate aims
8 July 2024	Performance Management Framework update	Quarterly review	Monitor performance	Julie Kenny	All
	Financial outturn Q4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Business rates and pooling update Quarter 4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	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
2025	Business rates and pooling update Q3 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
2025	Treasury management Qtr 3/4 – 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All
	Sundry Debts Q3/4 2023/24	Quarterly review	Monitor performance	Ashley Wilson	All

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