

Date: 03 January 2024

Dear Councillor,

**Finance and Management Committee**

A Meeting of the **Finance and Management Committee** will be held at **Council Chamber (Special)**, Civic Offices, Civic Way, Swadlincote, DE11 0AH on **Thursday, 11 January 2024** at **18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**

Councillor R Pearson (Chair), Councillor L Singh (Vice-Chair)  
Councillors S Harrison, M Mulgrew, G Rhind, B Stuart, S Taylor and N Tilley.

**Conservative Group**

Councillors D Corbin, M Fitzpatrick, M Ford and S Meghani

**Liberal Democrats**

Councillor G Andrew

## **AGENDA**

### **Open to Public and Press**

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To note any declarations of interest arising from any items on the Agenda
- 3** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 4** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 5** Reports of Overview and Scrutiny Committee.
- 6** SERVICE BASED BUDGETS 2024-25 **3 - 23**
- 7** COUNCIL TAX BASE 2024-25 AND SURPLUS 2023-24 **24 - 29**
- 8** COMMITTEE WORK PROGRAMME **30 - 36**

### **Exclusion of the Public and Press:**

- 9** The Chairman may therefore move:-  
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 10** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 11** LEISURE MANAGEMENT CONTRACT PROCUREMENT

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE (SPECIAL)</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>11 JANUARY 2024</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHARLOTTE JACKSON</b> <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>	<b>DOC:</b> S/Finance/Committee/2023-24/January
<b>SUBJECT:</b>	<b>SERVICE BASED BUDGETS 2024-25</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: FM 08</b>

## **1.0 Recommendations**

- 1.1 That the proposed revenue budget for this Committee's services for 2024/25 as detailed in **Appendix 1** is considered and recommended for Council approval.
- 1.2 That the proposed fees and charges as detailed in **Appendix 2** for 2024/25 are considered and recommended to for Council approval.
- 1.3 That the proposed Capital budget for this Committee's services for 2024/25 as detailed in **Appendix 3** is considered and recommended for Council approval.

## **2.0 Purpose of the Report**

- 2.1 As part of the annual financial planning cycle, the report details the Committee's proposed base budget for 2024/25. This includes service delivery proposals, cost pressure and savings of the Committee's main spending areas.
- 2.2 It is proposed that the estimated income and expenditure is included in the consolidated budget of the Council for 2024/25 within the Council's overall medium-term financial position. This will be considered by the Finance and Management Committee on 15th February 2024.
- 2.3 The report also sets out proposals for the level of fees and charges under the responsibility of this Committee for 2024/25.
- 2.4 The details contained within this report are subject to public consultation with the Council's relevant Committees, ratepayers and the public, as part of the Council's own budget process and statutory and wider consultation.

### 3.0 Introduction

3.1 At the inception of the budget setting process, the following three key principles were agreed with Members and set out to Heads of Service to guide the preparation of budget proposals contained within this report:

- **Budgets should support Service Plan and the Council Plan** –That the budget aligns with Service Plans and the Council Plan to ensure that appropriate funding is in place. The intention is to reduce the need for further reports to Committee for additional funding requests throughout the forthcoming year, unless there are specific requests from Members, or other requirements around procurement or approval considerations.
- **Revenue investment should be based on demonstratable need or be self-funding** - That any cost-pressures (such as inflation pressures on supplies, services, and contracts), additional staff or reductions in income due to lower demand or reduced fees, should, insofar as is possible, be “self-funding”. Services were asked to try as far as is reasonably practical to off-set increases in financial resources by making savings in other areas or alternatively, additional revenue investments should be fully demonstrated. Overall, the budget process sought for proposals that demonstrated an evidence-based business case which set out the service need, how additional revenue funding will seek to meet that need, and where possible, reduce ongoing expenditure or increase income in other areas.
- **Capital growth will be considered based on need and innovation meaning it is essential for the maintenance of service delivery or will improve service delivery by way of revenue improvement** –That when we are investing to create or enhance an asset, it is because it will improve the Council’s financial position through reducing spend or generating income, or because we must to maintain services.

3.2 As part of the Council’s commitment to continuous improvement and good financial governance, the process for budget setting undertaken this year has been adapted. These changes were set out in the “Budget Setting Approach 2024/25” report delivered to the Council’s policy Committees and Overview and Scrutiny at their meetings in September and October 2023.

3.3 In line with the principles set out at 3.1, the Council’s Heads of Service and their service managers have been heavily involved in developing proposals for their service area. Proposals relating to the Finance and Management services, such as Central Support Services, Democratic and Elections, Property and Estates Management. All proposals have undergone assessment and refinement by the Council’s Leadership Team, who have challenged, scrutinised and refined proposals in light of the principles and the overall financial position of the Council.

3.4 The revenue budget approach has been ‘incremental’ meaning that the focus is on budget changes compared to the current year (2023/24) position. As such, revenue proposals are categorised to easily explain the changes and also where proposals can be rejected. The categories as set out in the report for the General Fund and Housing

Revenue Account (HRA) are below and Appendices 2 and 4 set out the individual changes.

- **Savings** – savings identified through either a reduction in budgeted expenditure or income that is additional to that budgeted in the current year because of increase in charges and/or a forecast increase in demand.
- **Cost Pressures** – where additional budget provision is required to cover unavoidable cost increases. One-off items will be funded through earmarked reserves (see 3.5 below).
- **Service Developments** – proposals to enhance service provision and which require a decision around investment. One-off items will be funded through earmarked reserves (see 3.5 below).

3.5 Where increases in spending, either as a cost pressure or a service development are one-off, they will be funded by earmarked reserves. This is following the Section 151 Officer’s phase 1 review. This repurposing of earmarked reserves represents an effective way of managing one-off expenditure, given its very nature, and in the context of the Council wishing to close its budget gap and it having a high level of reserves and earmarked reserves that have been identified as no longer required for the original purpose for which they were set aside.

3.6 The proposed level of fees and charges are presented in **Appendix 1** along with the rationale for the proposed variation on the 2023/24 level.

3.7 Proposals for capital investment are set out in the report on **Appendix 3** along with the existing capital programme commitments.

### Budget Development Timetable

3.8 As detailed below this Committee will review standalone proposal decisions, where proposals are of material nature policy decisions are required. This report is tabled alongside any stand-alone reports. This is specifically the case where there are proposals to add posts to the establishment, and where this is the case, **Appendix 1** makes this clear.

**Table 1 – Committee Timetable**

	Consideration of the draft 2024/25 budget	Consideration of stand-alone policy decisions
<b>Finance and Management Committee</b>	11 January 2024	15 February 2024

3.9 The final budget will be presented to the Finance and Management Committee in February 2024 who will recommend it to Council for final approval in the same month.

## **Consultation**

3.10 In line with the Council's statutory requirement to consult with ratepayers, it is proposed that relevant stakeholders in the business community are written to and views on the budget proposals are sought.

3.11 Between (circa) the early-December 2023 and mid-February 2024 wider public consultation will take place via the Council's website and at Area Forums.

3.12 Feedback received will be collated and reported as part of the final budget report in February 2024.

## **4.0 Detail**

4.1 The draft net revenue expenditure position for the 2024/25 year is anticipated to be £670k as reported in the draft consolidated budget at Finance & Management Committee on 23<sup>rd</sup> November. This is made up of net revenue expenditure (spend) of £18.3m and funding of £17.64m.

4.2 The Finance and Management Committee will consider the detail of the overall financial position on 15<sup>th</sup> February 2024, including proposals from this Committee.

4.3 Since the Council budgets on an incremental basis, the individual changes compared to the 2023/24 position are set out in Appendix 1 is as follows:

- Service developments – proposed to increase spend by £775,818. Appendix 1.
- Cost pressures – increasing spend by £659,779. Appendix 1.
- Savings (inc. Recharges) - £2,325,581. Appendix 1.

## **Service Developments – Appendix 1**

4.4 Across the range of proposals service developments have been developed by service areas for review and whilst being tabled as required for the effective delivery of services, they are additional to what the Council currently provide and could be classified as voluntary additional expenditure.

4.5 As detailed above at paragraph 3.5, one-off items will be funded through earmarked reserves.

4.6 All service developments are detailed in Appendix 1. The most significant are:

- Management Restructure £350,000 – to cover the anticipated costs in a forthcoming management structure review, to be brought forward by the Chief Executive
- Microsoft Team Telephony £50,000 - to cover the cost of replacing the existing telephone infrastructure system with telephony module within Microsoft Teams.
- Insurance Revaluation of Councils Assets £35,000 - to cover the costs of the Valuation Office to undertake a revaluation of the Council's property assets including the Housing stock for building insurance purposes.

## Cost Pressures – Appendix 1

- 4.7 Across the range of proposals cost pressures generally relate to areas where additional budgetary provision is required to continue critical services. There are no proposals that represent developments of service areas or that could be classified as voluntary additional expenditure, except for spend already incurred in relation to non-statutory services.
- 4.8 All cost pressures are detailed in Appendix 1.
- 4.9 Staffing costs represent a significant amount of expenditure on the General Fund, with broadly three quarters of all spending related to staffing. The table below sets out the budgetary pressures in relation to staffing.
- 4.10 Members should note that the assumed pay award for 2024/25 is included in the cost pressures detailed in the report. The assumptions include the agreed 2023/24 pay award and an indicative pay award of 4% for 2024/25, based on Officer for Budget Responsibility (OBR) April 2023 forecast for CPI at April 2024 of 1.5% and a further allowance for risk purposes mitigation purposes. A further OBR forecast will be received for inflation in November 2023 alongside the Autumn Statement and the provision for the 2024/25 pay award will be reviewed as part of the final budget.
- 4.11 The additional salary for Service Development Proposals is the total from all the submitted bids requesting additional staffing resources. These have been included but are subject to separate reporting requirements.

**Table 2 – Staffing cost pressure and service developments**

Area	Amount	Detail
<b>Pay Award 2024/25</b>	£245,203	Assumed Pay Award @ 4%, inclusive of salary rises of £201,254 (Included in costs pressures)
<b>Service Development Proposals relating to staff</b>	£324,623	There are a number of additional posts requested to be added to the establishment. These are listed in Appendices 2a and are subject to committee review and consideration.
<b>Members Pay Award 2024/25</b>	£27,355	Assumed Pay Award @4% based on Office for Budget Responsibility (OBR)

4.12 The most remaining other significant areas of cost pressure are:

- Audit £85,336 – Like all Councils who commission procurement services via the Public Sector Audit Appointments process, the Council faces a significant increase in the cost of audit in 2024/25 and beyond.
- Inflationary £82,997 – This covers inflationary increases the Council is exposed to through its day-to-day spend with suppliers.
- Utilities £39,865 – Although the Council's prices are largely fixed for utilities for the majority of the 2024 year, the current spend is above the budgeted level

and this needs correcting in the budget in order to avoid unexpected overspends.

## **Savings and Income – Appendix 1**

4.13 Total savings related to this committee is £2,325,581. Savings are a result of increased income in some areas and a reduction in costs compared to last year's budget the some of the larger saving are detailed below:

- Removal of Capital Contributions £733,530 – alternative funding methods will be utilised to fund the Council's capital programme rather than General Fund contributions.
- Investment income £414,020 – representing an increase in the forecast interest earned on balances held, based on interest rate predictions from the Council's treasury advisors.
- Removal of Contingent Sums £370,041 – these are now included in the base budget.
- Removal of Provisions £157,500 – these are now included in the base budget.
- Conducting Elections £115,447 – This saving is because the Council is not running a District election next year.
- Reduction to MRP £27,262 – this represents the reduction to the Councils CFR. Any new capital expenditure in 24/25 will not be repayable until 25/26.

## **5.0 Fees and Charges**

5.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges set by the Council are increased in line with inflation or other factors taken in to consideration, in line with the Corporate Charging Policy:

- Statutory obligations
- Policies objectives of the Council;
- Local market research and competition (where relevant);
- The impact of price changes on activity level of demand;
- Changes in taxation;
- Budget position and any associated gap;
- The cost of providing the service.

5.2 Included at **Appendix 2** is the proposed charge position, together with of explanation of changes to individual charges.

## **6.0 Capital Programmes**

6.1 The proposed draft Capital Programme for 2024/25 – 2028/29 is set out in **Appendix 3**.

## **Finance and Management Capital Schemes**

6.2 Proposals funded through 'unsupported borrowing' on the General Fund impact the 'Minimum Revenue Provision' (MRP) estimate for future years, which effectively is a

method of calculating the estimated repayment of that internal borrowing. MRP is funded through revenue, and so an increase in capital expenditure plans funded through unsupported borrowing, increases expenditure on the General Fund in respect of MRP.

- 6.3 The total General Fund programme for 2024/25 is £7,532,201, consisting of currently budgeted and new schemes, projects relating specifically to this Committee is £535,000.
- 6.4 There are no new proposals for capital schemes the capital programme items were approved as part of previous the year's budget process and will be spent on General Fund Properties and ICT replacement equipment.

## **7.0 Corporate Implications**

### **Employment Implications**

- 7.1 There are no direct employment implications arising from this report. However, a number of the indicative proposals will likely have employment implications through the creation of new posts to be added to the council's staffing establishment. These requests will be considered by this committee on 15<sup>th</sup> February 2024 and associated employment implications clearly set out.

### **Legal Implications**

- 7.2 There are no direct legal implications arising from this report. The draft budget has been developed on a series of requirements of the Council in line with legal and regulatory requirements around service provision. Should indicative proposals have specific legal implications, these will be clearly set out in the forthcoming reports to this committee on 15<sup>th</sup> February 2024.

### **Corporate Plan Implications**

- 7.3 This draft budget has been prepared to support the delivery of the Council's new Council Plan.

### **Risk Impact**

- 7.4 This budget has been prepared to support the effective management of service risk. A full risk register will be presented as part of the Council Plan for 2024/25.

## **8.0 Community Impact**

### **Consultation**

- 8.1 As detailed in the report, relevant stakeholders in the business community have been written to and views on the budget proposals are sought, in line with the council's statutory duty to consult ratepayers.
- 8.2 In addition, between (circa) the early-December 2023 and mid-February 2024 wider public consultation will take place via the Council's website and at Area Forums.

8.3 All consultation feedback received will be collated and reported as part of the final budget report in February 2024.

### **Equality and Diversity Impact**

8.4 A full Equalities Impact Assessment (EIA) will be undertaken on the budget and presented to Finance and Management Committee and Full Council as part of the final budget approval process.

### **Social Value Impact**

8.5 Where relevant, the social value impact of proposals will be set out in any forthcoming papers to relevant committees in January/February 2024.

### **Environmental Sustainability**

8.6 Where relevant, the environmental impact of proposals will be set out in any forthcoming papers to relevant committees in January/February 2024.

## **9.0 Background Papers**

9.1 Consolidated Draft Budget Report 2024/25 and Medium-term Financial Plan to 2028/29.

9.2 Report to Finance and Management Committee, 5 October 2023, "Budget Setting Approach 2024/25".

## SERVICE DEVELOPMENTS – FINANCE &amp; MANAGEMENT

Committee	Value of one-off / funded by reserve proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	TOTAL
Finance and Management Committee	41,914	733,904	775,818
<b>TOTAL</b>	<b>41,914</b>	<b>733,904</b>	<b>775,818</b>

Service Area	Title of Proposal	Value	One-off or recurring	Reason for Change	Committee meeting date for material policy / staffing decisions
Legal & Democratic	Service Resource	66,906	Recurring	This proposal will consider resources in this area to ensure effective service provision in the legal and democratic and enforcement service areas. These service development proposals are seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee	Finance and Management Committee - 15th February 2024
Business Change and ICT	ICT	33,366	Recurring	This proposal will consider staffing resources in IT. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	Finance and Management Committee - 15th February 2024

<b>Business Change and ICT</b>	<b>Microsoft Teams Telephony</b>	<b>50,000</b>	<b>Recurring</b>	Replacement of the existing telephone infrastructure system with telephony module within Microsoft Teams.	<b>N/A</b>
<b>Organisational Development and Performance</b>	<b>Human Resources Provision</b>	<b>105,166</b>	<b>Recurring</b>	This proposal will consider resources in HR ensure an effective corporate service. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	<b>Finance and Management Committee - 15th February 2024</b>
<b>Corporate Resources</b>	<b>Procurement</b>	<b>63,672</b>	<b>Recurring</b>	This proposal will consider resources in respect of Procurement to ensure effective service delivery for an area of high risk and high reputational risk for the Council. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	<b>Finance and Management Committee - 15th February 2024</b>
<b>Customer Services</b>	<b>Customer Feedback</b>	<b>55,513</b>	<b>Recurring</b>	This proposal will consider resources for the management of corporate complaints. The service development proposal is seeking to add to the Council's staffing establishment on a permanent basis and as such will be subject to a further report setting out the detail to the relevant policy	<b>Finance and Management Committee - 15th February 2024</b>
<b>Legal Services</b>	<b>Shared Drive for Emails</b>	<b>9,281</b>	<b>Recurring</b>	This service development proposal relates to an application that allows the team to save emails direct to shared drive.	<b>N/A</b>

<b>Organisational Development and Performance</b>	<b>Corporate Plan Development Support</b>	<b>6,914</b>	<b>One-off</b>	This service development proposal is to support the development of resources and materials for the launch of the new Council Plan 2024-28. The additional costs are required to change corporate branding across the Council and requires additional external support to progress this via a graphic designer.	<b>N/A</b>
<b>Property Services</b>	<b>Revaluation of the Council's property assets</b>	<b>35,000</b>	<b>One-off</b>	This service development proposal is seeking the Valuation Office to undertake a revaluation of the Council's property assets including the Housing stock for building insurance purposes.	<b>N/A</b>
<b>Chief Executive</b>	<b>Management Restructure</b>	<b>350,000</b>	<b>Recurring</b>	This service development proposal will be presented by the Chief Executive in a subsequent report and will outline the proposed management structure for delivering Council services. The service development proposal is seeking to change the Council's existing management staffing establishment on a permanent basis and is considered material in value. As such will be subject to a further report setting out the detail to the relevant policy Finance & Management Committee.	<b>Finance and Management Committee - 15th February 2024</b>

**COST PRESSURES – FINANCE & MANAGEMENT**

Committee	Value of one-off proposals (2024/25 only)	Value of recurring proposals (2024/25 and every year thereafter)	Totals
Finance and Management Committee		320,548	<b>320,548</b>
Establishment Costs		272,558	<b>272,558</b>
Reduction to Utilities		-28,500	<b>-28,500</b>
De-minimis		95,173	<b>95,173</b>
<b>TOTAL</b>		<b>659,779</b>	<b>659,779</b>

Service	Title of Proposal	Value	One-off or Recurring	Reason for Change
Finance	Uplift in Internal Audit Fees	9,311	Recurring	Annual Contributions to the Central Midlands Audit Partnership (CMAP) (increased by 5% as confirmed by CMAP)
Finance	Bank Charges	8,110	Recurring	Increase in fees in line with Contract
Finance	External Audit Fees	85,336	Recurring	The audit fee scale variation was increased by 151% in 23/24 to £144,179 (a £76,824 uplift on current budget provisions) as part of the Redmond review. Additional budgetary provision to cover Pooling Audits, which was previously insufficient.
Corporate Resources	Procurement Shared Service	7,500	Recurring	Cost of current provider increased by 25% for reprocurring of new contract
ICT & Business Change	Increase costs of Computer Licenses	46,890	Recurring	Inflationary increase to cover anticipated additional costs over and above current budget of £296k, since the current agreement for Microsoft expires December 2024.

Customer Services	Out of Hours call answering service	6,577	Recurring	Budget now includes Answer 4u - Out of hours calls. This service provision is under review and any further budgetary implications will be presented to members.
Customer Services	Postage costs	18,686	Recurring	The Council's postage supplier has announced price increases for their services. The average of these increases is around 18.5% and therefore this has been reflected in the budget
Customer Services	Customer Relationship Manager (CRM) System	54,084	Recurring	System costs going forward
Organisational Development	Health & Safety - Employee equipment to work from home	6,000	Recurring	The Council has adopted an employment model that enables staff to work from home. It is estimated that including both new starters and existing staff on a yearly basis, up to 40 employees may need equipment each year
Customer Services	External Audit Fees for Housing Benefit claims	6,400	Recurring	Cost of audit of the Housing Benefit Subsidy Claim on an annual basis that was previously not budgeted for.
Customer Services	Housing Benefits Administration - Revenue and Benefit Claims Processing	10,000	Recurring	Due to the complexities of Supported Exempt Accommodation cases these are being managed internally by our Benefits Officers. The additional off-site processing provision through Capita has assisted in keeping our processing times down for new claims and changes of circumstances cases whilst our experienced benefits officers are focusing their time on these more in-depth cases. This budget will cover the continuation of this and mitigate the need for an increase in establishment.
Customer Services	Corporate Fraud - Counter Fraud Services	7,041	Recurring	Contractual inflationary increase for the Derby City Council Counter Fraud Services.
Property Services	Admin Offices & Depot - Utilities	43,316	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.

Property Services	Estate Management - Utilities	11,297	Recurring	This additional cost pressure is based on the Council's utilities position which includes Electricity being fixed until September '24 and Gas fixed until November '24.
Current Establishment	Incremental Rises	57,068	Recurring	
Current Establishment	Current Establishment - Pay Award	188,135	Recurring	Indicative pay award of 2% based on Officer for Budget Responsibility (OBR) April 2023 forecast for CPI at April 2024 of 1.5%, pending OBR forecast November 2023, which will be published alongside the Autumn Statement.
Current Establishment	Current Establishment - Members Allowances	27,355	Recurring	Additional opposition group and responsibility allowances not previously budgeted
De-minimis	Total value of budgetary changes that increase provision and that are individually below £5k	95,173	Recurring	Various costs to include, insurances, subscriptions and training
Reduction to Utilities	Removal of contingency within Utilities Budget	-28,500	Recurring	

**SAVINGS – FINANCE & MANAGEMENT**

<b>Committee</b>	<b>Value of one-off proposals (2024/25 only)</b>	<b>Value of recurring proposals (2024/25 and every year thereafter)</b>	<b>Total</b>
<b>Finance and Management Committee</b>		677,160	<b>677160</b>
<b>Establishment Savings</b>		40,000	<b>40,000</b>
<b>Inter-departmental Recharges</b>		21,785	<b>21,785</b>
<b>HRA Recharges</b>		277,130	<b>277,130</b>
<b>Reserve Funding Savings</b>		21,173	<b>21,173</b>
<b>Capital Contributions</b>		733,530	<b>733,530</b>
<b>Contingent Sums</b>		370,041	<b>370,041</b>
<b>Provisions</b>		157,500	<b>157,500</b>
<b>MRP</b>		27,262	<b>27,262</b>
<b>TOTAL</b>	<b>0.00</b>	<b>2,325,581</b>	<b>2,325,581</b>

<b>Service</b>	<b>Title of Proposal</b>	<b>Value</b>	<b>One-Off/Recurring</b>	<b>Reason for Change</b>
ICT & Business Change	Reduction in Public Transport	-1,000	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Allowances	-300	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Car Parking - Staff expenses	-70	Recurring	Not used - budget removed

ICT & Business Change	Reduction in Materials - Other Materials	-500	Recurring	Not used - budget removed
ICT & Business Change	Reduction in Computing Maintenance Agreements for actual charge	-481	Recurring	actual cost calculation
ICT & Business Change	Reduced professional fess	-25,611	Recurring	Professional fees have been reduced due to a new Digital Systems Specialist Post (in Planning). ICT cover the cost of this post in excess of £20k contributed by Planning. No longer outsourcing this service, now managed in house. Approve at EDS/FM November '22
ICT & Business Change	Computer Licenses reduced to allow additional budget to be offset in maintenance	-10,000	Recurring	Reduction to budget as previously used as a contingency - utilised towards increases to maintenance/licences.
ICT & Business Change	Reduction in maintenance agreements	-17,870	Recurring	Renewal terms not agreed when package deal expired
Financial Services	Subscription no longer required in Professional Fees	-25	Recurring	Subscription fees reduced for CIPP
Financial Services	Reduction in Training Expenses	-1,000	Recurring	Not used - budget removed
Financial Services	Cancelled Subscription to Newspapers and Magazines	-892	Recurring	Not used - budget removed
Financial Services	Subscription no longer required in Professional Fees	-192	Recurring	Removal of CIPP
Financial Services	Subscription no longer required in Professional Fees	-819	Recurring	Removal of CIPP

Finance Services	Interest on Council Investment portfolio	414,020 -	Recurring	Interest rates have remained high throughout 2023/24 return on investment is currently averaging around 5%. Market experts predict that going into 2024/25 the interest rates will slowly start to come down and the effects will be felt in the market. Therefore, the increase in budgeted income for the year predicts an average rate of 4% which is where the market is predicted to be while the wider economy settles. The budget is set on an investment portfolio of £35m
Property Services	Reduction in Business rates payable for the Civic Offices	-10,617	Recurring	Reduction to Civic Offices RV rate
Property Services	Reduced water charges	-1,178	Recurring	Reduction based on actual meter readings
Property Services	Insurance Charge reduction for terrorism	-1,686	Recurring	Insurance - reduced risk
Property Services	Reduction in Training Expenses	-5,000	Recurring	Reallocated budget to PSX85 to fund Building Surveyors MA
Property Services	Reduction in Business rates payable for the Depot	-2,380	Recurring	Reduction in rateable value
Property Services	Reduction in rechargeable Insurance to Commercial Properties	-2,692	Recurring	Insurance recharge to Commercial Properties
Property Services	Increase in Rental income - Shops	-1,318	Recurring	Increase to rental income as we relet - 12% void provision - increased voids from 10% to 12% as plans to repossess
Property Services	Increase in Rental income - Other Property	-5,455	Recurring	Increase to income as we relet - 12% void provision
Procurement	Business Credit Check reports	-364	Recurring	Dun & Bradstreet - Finance Analytics - reduced number of searches
Legal & Democratic Services	District Election costs not required	-67,000	Recurring	Reduction from 23/24 - No District Election

Legal & Democratic Services	Maintenance agreement	-447	Recurring	Xpress annual fee - renewing contract until 2025
Customers Services	Reduction in insurance Premium	-75	Recurring	Reduction in Insurance premium
Customers Services	Reduction in - Public Transport	-300	Recurring	Not used - budget removed
Customers Services	Reduction in staff Car Parking	-50	Recurring	Not used - budget removed
Customers Services	Reduction in Non Staff Advertising not required	-1,000	Recurring	Not used - budget removed
Customers Services	Reduction in costs associated with recovery services	-3,000	Recurring	Land registry and Court Costs not fully spend budget reduced to be in line with actual spend
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-400	Recurring	Not used - budget removed
Customers Services	Reduction in Car mileage	-1,239	Recurring	Not used - budget removed
Customers Services	Government Grants Within AEF	-87,578	Recurring	Income reviewed over prior 3 years and increased budget accordingly.
Customer Services	Rent Allowances & Rebates	-11,361	Recurring	Additional income from Housing Benefits
Current Establishment	Essential User	-40,000	Recurring	Reduction to casual wages relating to the elections budget. 23/24 budget includes casual wages for the District Election. 24/25 budget only includes casual wages for any by-elections
Interdepartmental Recharges	Interdepartmental Recharges Changes	-21,785	Recurring	Recharges between GF Departments
HRA Recharges Changes		-277,130	Recurring	Increase in HRA recharges as a result of General Fund increases passed on, in line with HRA recharge policy.

Reserve Funded Changes		-21,173	Recurring	Changes funded via reserves.
Capital Contributions		733,530	Recurring	Removal of capital contributions from reserves – capital items funded by dedicated existing reserve or via borrowing.
Contingent Sums		370,041	Recurring	Change in accounting approach, with contingent sums now included in base budget.
Provisions		157,500	Recurring	Change in accounting approach, with contingent sums now included in base budget.
MRP Reduction		-27,262	Recurring	Reduction in Minimum Revenue Provision payment for 2024/25.

**PROPOSED FEES AND CHARGES 2024/25**

**APPENDIX 2**

VAT Key - O: Outside Scope S: Standard rate E: Exempt Z: Zero

MISCELLANEOUS FEES AND CHARGES	VAT	GL Account Code	Unit	Date of Last Change	2023/24 £:	Proposed Fee 2024/25	%age Increase	£ Increase	Externally set	Explanation regarding the recommended level of charge
<b>Court Costs</b>										
Court Costs Recovered	O	R9312 ACA00		01/04/2019	67.50	67.50	0.00%	0.00		
<b>National Bus Pass Scheme</b>										
Replacement Card Scheme	O	R9308 HTT00			5.00	TBC				
<b>Benefit Fraud</b>										
Fraud Investigation Court Costs recovered	O	R9312 ACA00		N/A	At Cost	At Cost				
<b>Sale of Radar Keys</b>										
Sale of Radar Keys - disabled	S	R9202 PSX77			2.55	3.06	20.00%	0.51		Fees and charges updated to reflect the actual cost of radar keys
<b>Penalty Charge</b>										
Penalty charge for C Tax payers who fail to notify us of a change in circumstances relating to a discount or exemption. Second or subsequent failure to notify	O	R9312 ACA00			250.00	250.00	0.00%	0.00		
Penalty charge for Council Tax accounts who fail to notify us of a change in circumstances relating to a discount or exemption.	O	R9312 ACA00			70.00	70.00	0.00%	0.00		
<b>Legal Fees</b>										
Conveyancing Certificate required by the HM Land Registry		R9308 PSX65		01/04/2022	50.00	50.00	0.00%	0.00		
LPE 1 & Deed Assignment		R9308 PSX65		01/04/2022	150.00	150.00	0.00%	0.00		
S106 - Draft, Negotiate and Complete		R9308 PSX65			0.00	1,000.00				New Fees which we are legally allowed to charge - Benchmarked against neighboring authorities (DCC, Rushcliffe, Leicester)
S106 - Check, Negotiate and Approve		R9308 PSX65			0.00	500.00 - 750.00				New Fees which we are legally allowed to charge - Benchmarked against neighboring authorities (DCC, Rushcliffe, Leicester)
Unitateral Undertaking - Check, negotiate and approve		R9308 PSX65			0.00	500.00				Benchmarked against neighbouring authorities
Commerical Leases - Draft, Negotiate and Complete		R9308 PSX65			0.00	450				Benchmarked against neighbouring authorities

PROJECT CODE	Committee	Accountable Budget Holder	Nominated Officer	PROJECT	Budget	Budget	Budget	Budget	Budget	Total spend	Funded by										Commentary			
					2024/25	2025/26	2026/27	2027/28	2028/29	B/fwd adjs	Self Financing	Grants	External Contributions	Reserves	Capital Receipts	Revenue Contributions	Section 106	Other	Internal Borrowing	Total Funding				
AA1012	HCS (HRA)	Head of Housing	Asset and Improvements Mar	Major Improvements under Self-financing	2,577,000	2,616,000	2,197,000	2,932,000	3,011,000	13,333,000		13,333,000										13,333,000	Housing Revenue Account budget for investment in the Housing Stock	
	HCS (HRA)	Head of Housing	Architectural Project Officer	Major Disabled Facilities Grant (Council Houses MRA)	300,000	300,000	300,000	300,000	300,000	1,500,000		1,500,000										1,500,000	Housing Revenue Account budget for investment in the disabled adaptations in Housing Stock	
	HCS (HRA)	Head of Housing	Head Of Operational Services	HRA Vehicle Replacements	0	227,503	0	0	0	227,503							227,503					227,503		
<b>Total HRA</b>					<b>2,877,000</b>	<b>3,143,503</b>	<b>2,497,000</b>	<b>3,232,000</b>	<b>3,311,000</b>	<b>15,060,503</b>	<b>0</b>	<b>14,833,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>227,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,060,503</b>		
AA1001	HCS	Head of Housing	Architectural Project Officer	Disabled Facility Grants and other Works	400,000	400,000	400,000	400,000	400,000	2,000,000			2,000,000									2,000,000	Funded by the BCF - Derbyshire County Council	
AA1083	EDS	Head of Planning	Strategic Housing Manager	Strategic Housing Market Assessment	25,000					25,000					25,000									
AA1102	EDS	Head of Planning	Strategic Housing Manager	Private Sector Stock Condition Survey	60,000					60,000					60,000									
<b>PRIVATE SECTOR HOUSING</b>					<b>485,000</b>	<b>400,000</b>				<b>2,085,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>0</b>	<b>85,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>		
AA1173	HCS	Head of Cultural & Parks & Green Space Manager	Revitalising Rosliston Forestry Centre		315,218	0				315,218				125,290	189,928							315,218	Agreed programme of work to Rosiston Forestry Centre as part of the 2020 Capital Bids	
AA1180	HCS	Head of Cultural & Parks & Green Space Manager	SUDS Improvements		50,000	0				50,000					50,000							50,000	Agreed programme of work to SUDS as part of the 2020 Capital Bids	
<b>COMMUNITY SERVICES</b>					<b>365,218</b>	<b>0</b>				<b>365,218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125,290</b>	<b>239,928</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>365,218</b>		
AA1193	EDS	Head of Environment Low Carbon Homes Manager	Green Homes Grant		840,000	420,000				1,260,000			1,260,000									1,260,000	Funding from BEIS for reducing carbon emissions in private homes	
<b>ENVIRONMENTAL SERVICES</b>					<b>840,000</b>	<b>420,000</b>				<b>1,260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,260,000</b>		
AA1025	FMC	Head of Property Services	Repairs to Village Halls and Community Facilities		135,000					135,000						135,000						135,000		
	EDS	Head of Operational Services	Vehicle Replacements		839,814	1,265,260	191,211	0	0	2,296,285					946,285	1,350,000						2,296,285	7.4.7 Fleet replacement programme - To be updated	
AA1145	FMC	Head of Business Change & IT Strategy	ICT Strategy programme of replacement equipment		400,000	100,000				500,000					500,000							500,000	ICT Strategy programme of replacement equipment	
<b>PROPERTY AND OTHER ASSETS</b>					<b>1,374,814</b>	<b>1,365,260</b>	<b>191,211</b>	<b>0</b>	<b>0</b>	<b>2,931,285</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,446,285</b>	<b>0</b>	<b>1,485,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,931,285</b>		
<b>Total General Fund</b>					<b>3,065,032</b>	<b>2,185,260</b>	<b>191,211</b>	<b>0</b>	<b>0</b>	<b>6,641,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,260,000</b>	<b>1,571,575</b>	<b>324,928</b>	<b>1,485,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,556,503</b>		
<b>Current Planned Expenditure</b>					<b>5,942,032</b>	<b>5,328,763</b>	<b>2,688,211</b>	<b>3,232,000</b>	<b>3,311,000</b>	<b>21,702,006</b>	<b>0</b>	<b>14,833,000</b>	<b>0</b>	<b>3,260,000</b>	<b>1,571,575</b>	<b>324,928</b>	<b>1,712,503</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,617,006</b>		
0	EDS	Head of Economic Development	Swadlincote Town Centre Grant Scheme		55,169					55,169						55,169						55,169	7.4.8 Rival of the Town Centre - Shop fronts	
0	EDS	Head of Economic Development	Indoor Market		1,000,000					1,000,000							1,000,000					1,000,000	7.4.1 Swadlincote Events Space - Indoor Market	
0	HCS	Head of Culture & Parks & Green Space Manager	Cemetery Infrastructure Replacement		120,000	100,000	80,000			300,000												300,000	7.2.2 Cemetery Infrastructure - Refurb and replacement	
0	HCS	Head of Culture & Parks & Green Space Manager	Parks and Green Spaces Infrastructure		100,000	100,000	100,000	60,000		360,000												360,000	7.4.3 Parks & Green Spaces Infrastructure - Refurb & replacement	
0	HCS	Head of Culture & Parks & Green Space Manager	Play Area Refurbishment		280,000	288,000	365,000	150,000	200,000	1,283,000							1,283,000					1,283,000	7.4.4 Play Area Refurbishment - Play area equipment	
0	HCS	Head of Culture & Parks & Green Space Manager	Stenson Community Centre Air Conditioning		15,000					15,000						15,000						15,000	7.4.5 Stenson Community Centre - Air conditioning	
0	HCS	Head of Culture & Parks & Green Space Manager	Town Hall Heating, Lighting and AV		20,000					20,000												20,000	7.4.6 Town Hall Heating & Lighting and AV	
<b>Budget Proposals</b>					<b>1,590,169</b>	<b>488,000</b>	<b>545,000</b>	<b>210,000</b>	<b>200,000</b>	<b>3,033,169</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>55,169</b>	<b>0</b>	<b>0</b>	<b>2,958,000</b>	<b>0</b>	<b>0</b>	<b>3,013,169</b>		
<b>Total Capital Programme</b>					<b>7,532,201</b>	<b>5,816,763</b>	<b>3,233,211</b>	<b>3,442,000</b>	<b>3,511,000</b>	<b>24,735,175</b>	<b>0</b>	<b>14,833,000</b>	<b>0</b>	<b>3,260,000</b>	<b>1,571,575</b>	<b>324,928</b>	<b>1,767,672</b>	<b>0</b>	<b>0</b>	<b>2,958,000</b>	<b>0</b>	<b>0</b>	<b>24,630,175</b>	

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE (SPECIAL)</b>	<b>AGENDA ITEM: 7</b>
<b>DATE OF MEETING:</b>	<b>11 JANUARY 2024</b>	<b>CATEGORY:</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHARLOTTE JACKSON</b> <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>	<b>DOC:</b> S/Finance/Committee/2023-24/Jan/Council tax
<b>SUBJECT:</b>	<b>COUNCIL TAX BASE 2024-25 AND SURPLUS 2023-24</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

## **1.0 Recommendations**

- 1.1 That the Council Tax Base for 2024/25 of 38,809 (equivalent Band D) properties as detailed in **Appendix 1** is approved.
- 1.2 That a Council Tax Surplus of £550,000 for 2023/24 is declared on the Collection Fund and that the Council's proportion of £55,000 is transferred to the General Fund in 2023/24.

## **2.0 Purpose of the Report**

- 2.1 To update on the Council Tax element of the Collection Fund Surplus and to provide detail of the Tax Base for Council Tax in 2024/25.

## **3.0 Detail**

### **Council Tax Base**

- 3.1 This is the number of chargeable properties for Council Tax after taking account of exemptions and discounts, including the Local Council Tax Support Scheme.
- 3.2 The calculation of the Tax Base for 2024/25, as detailed in **Appendix 1**, is based on the number of properties listed on the Council Tax register as at 30 September 2023 plus the growth trajectory of the District of 340 properties.
- 3.3 A statutory return is reported on the same basis across the country and the Derbyshire Preceptors base their budgeted income for the following year for Council Tax on this return.
- 3.4 The "Band D equivalent" is calculated on the statutory return and the Tax Base for 2024/25 is 38,809, which is an increase of 1,146 (3.04%) of properties from 2023/24.

3.5 The expected growth forecasted in the Medium-Term Financial Plan (MTFP) was 953 properties with a growth prediction of 2.5%, this will increase the level of income retained by the Council in 2024/25.

### **Council Tax Surplus**

3.6 In setting the level of Council Tax for 2024/25, the Council is also required to estimate the balance on the Collection Fund for the current financial year.

3.7 Due to growth of the district in previous years, a surplus has been generated on the Collection Fund for Council Tax.

3.8 **Appendix 2** shows a forecasted deficit on Council Tax for 2023/24 of approximately £195k due the Council Tax Support Scheme and the bad debt provision for 2023/24 which is expected to be approximately 2% of the income generated.

3.9 The surplus on Council Tax Collection fund as at the end of 2022/23 totalled £2.2m. A Council Tax Surplus of £500k was declared as part of the Budget round in January 2023 for distribution to preceptors through 2023/24.

3.10 By declaring a surplus of £550k in 2023/24 and the estimated deficit on the fund of £195k the remaining balance at the end of 2023/24 is predicted to be £934k. This will be held in the Council Tax Collection fund for any unforeseen fluctuations in collection rates and the anticipated cost of the continuation of the Council Tax Support Scheme. The allocation of the proposed surplus to distribute to Preceptors in 2024/25 is listed in the following table.

	<b>%</b>	<b>£</b>
Derbyshire County Council	72.8%	399,926
Derbyshire Fire	4.1%	23,227
Derbyshire Police	12.9%	72,139
SDDC	10.2%	54,708
	<b>100.0%</b>	<b>550,000</b>

### **4.0 Financial Implications**

4.1 Detailed in the report.

### **5.0 Corporate Implications**

#### **Employment Implications**

5.1 None.

#### **Legal Implications**

5.2 None.

#### **Corporate Plan Implications**

5.3 None directly.

## **Risk Impact**

5.4 None.

## **6.0 Community Impact**

### **Consultation**

6.1 None required.

### **Equality and Diversity Impact**

6.2 None.

### **Social Value Impact**

6.3 None.

### **Environmental Sustainability**

6.4 None.

## **7.0 Background Papers**

7.1 None.

**APPENDIX 1**

<b>PARISH</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Change</b>
ASH	23	27	31	4
ASTON ON TRENT	732	735	789	54
BARROW ON TRENT	243	241	242	1
BARTON BLOUNT	34	40	36	-4
BEARWARDCOTE	13	13	13	0
BRETRY	414	414	409	-5
BURNASTON	688	690	683	-7
CALKE	9	7	9	2
CASTLE GRESLEY	632	632	658	26
CATTON	22	21	20	-1
CAULDWELL	48	47	47	0
CHURCH BROUGHTON	255	250	252	2
COTON IN THE ELMS	287	288	286	-2
DALBURY LEES	136	139	141	2
DRAKELOW	318	342	447	105
EGGINGTON	255	255	256	1
ELVASTON	1,197	1,264	1,345	81
ETWALL	1,190	1,193	1,285	92
FINDERN	1,504	1,534	1,544	10
FOREMARK	32	34	30	-4
FOSTON & SCROPTON	252	248	251	3
HARTSHORNE	1,162	1,218	1,339	121
HATTON	917	1,001	1,119	118
HILTON	2,891	3,073	3,152	79
HOON	23	23	23	0
INGLEBY	51	51	50	-1
LINTON	779	776	841	65
LULLINGTON	61	59	61	2
MARSTON ON DOVE	18	18	18	0
MELBOURNE	2,020	2,033	2,060	27
NETHERSEAL	336	339	341	2
NEWTON SOLNEY	386	390	393	3
OSLESTON & THURVASTON	123	119	118	-1
OVERSEAL	940	957	971	14
RADBOURNE	527	679	846	167
REPTON	1,222	1,231	1,247	16
ROSLISTON	306	317	318	1
SHARDLOW & GREAT WILNE	427	427	429	2
SMISBY	123	123	128	5
STANTON BY BRIDGE	125	123	126	3
STENSON	1,499	1,502	1,497	-5
SUTTON ON THE HILL	68	69	69	0
SWADLINCOTE	9,770	9,852	9,987	135
SWARKESTONE	498	603	637	34
TICKNALL	302	303	297	-6
TRUSLEY	42	42	42	0
TWYFORD & STENSON	71	68	70	2

WALTON ON TRENT	307	315	310	-5
WESTON ON TRENT	658	686	702	16
WILLINGTON	1,031	1,050	1,050	0
WOODVILLE	1,735	1,802	1,794	-8
<b>TOTAL</b>	<b>36,702</b>	<b>37,663</b>	<b>38,809</b>	<b>1,146</b>

## APPENDIX 2

## COUNCIL TAX FORECAST 2023/24

## In year collection

Estimated Council Tax Receivable 2023/24	-77,916,642	
		<u>-77,916,642</u>
Estimated Bad Debt Provision 2023/24	1,558,333	
		<u>1,558,333</u>
Precepts 2023/24:		
Derbyshire County Council	55,665,161	
Derbyshire Fire	3,232,992	
Derbyshire Police	10,040,956	
SDDC	6,577,466	
Parishes	1,037,217	
		<u>76,553,792</u>
<b>In year deficit on Council Tax Collection</b>		<u><b>195,483</b></u>

## COUNCIL TAX - COLLECTION FUND 2023/24

<b>Opening Surplus Balance</b>		<b>-2,179,803</b>
Surplus Paid 2023/24:		
Derbyshire County Council	364,004	
Derbyshire Fire	20,656	
Derbyshire Police	64,289	
SDDC	51,051	
		<u>500,000</u>
Declaration of Surplus 2024/25		550,000
Estimated in year deficit		195,483
<b>Estimated closing balance</b>		<u><b>-934,320</b></u>

---

<b>REPORT TO:</b>	<b>FINANCE AND MANAGEMENT COMMITTEE (SPECIAL)</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>11 JANUARY 2024</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>DEMOCRATIC SERVICES 01283 59 5722/5889</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

---

**1.0 Recommendations**

1.1 That the Committee considers and approves the updated work programme.

**2.0 Purpose of Report**

2.1 The Committee is asked to consider the updated work programme.

**3.0 Detail**

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

**4.0 Financial Implications**

4.1 None arising directly from this report.

**5.0 Background Papers**

5.1 Work Programme.

**Finance and Management Committee  
Work Programme for the Municipal Year 2023/24**

<b>Work Programme Area</b>	<b>Date of Committee Meeting</b>	<b>Contact Officer (Contact details)</b>
Corporate Plan 2020-24: Performance Report (2022-2023 Quarter 4 – (1 April to 31 March))	08 June 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Consultation of Customer Access Strategy 2023-2026	08 June 2023	Catherine Grimley Head of Customer Services (07979149583)
Treasury Management Annual Report	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Revenue Budget Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Capital Out-turn 22-23	20 July 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 1 – (1 April to 30 June))	24 August 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Q1 Quarterly Budget Monitoring Report	24 August 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Q1 Treasury Management Report	24 August 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Comments, Compliments, Complaints and Freedom of Information Requests 01 October 2022 to 31 March 2023	24 August 2023	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>
Budget Setting Approach 2024/25	05 October 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Long Term Lease of Shardlow Allotments to Shardlow and Great Wilne Parish Council (Exempt)	05 October 2023	Sean McBurney Head of Cultural and Community Services <a href="mailto:Sean.mcburney@southderbyshire.gov.uk">Sean.mcburney@southderbyshire.gov.uk</a>
Write off: Council Tax Business Rates Benefit Overpayment (Exempt)	05 October 2023	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Sharpe's Pottery Heritage and Arts Trust (Exempt)	05 October 2023	Mike Roylance Head of Economic Development <a href="mailto:Mike.roylance@southderbyshire.gov.uk">Mike.roylance@southderbyshire.gov.uk</a>
Regrade of Post – Project Officer Environment (HO132) (Exempt)	05 October 2023	Paul Whittingham Head of Housing <a href="mailto:Paul.whittingham@southderbyshire.gov.uk">Paul.whittingham@southderbyshire.gov.uk</a>
Outstanding Internal Audit Recommendations	05 October 2023	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>

Devolution Retrofit Funding	05 October 2023	Craig Lodey Low Carbon Homes Manager <a href="mailto:Craig.lodey@southderbyshire.gov.uk">Craig.lodey@southderbyshire.gov.uk</a>
IT Protocol	05 October 2023	Anthony Baxter Head of Business Change, Digital & ICT <a href="mailto:Anthony.baxter@southderbyshire.gov.uk">Anthony.baxter@southderbyshire.gov.uk</a>
Q2 Quarterly Budget Monitoring Report	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Q2 Treasury Management Report	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Draft Consolidated Budget 2024-25	23 November 2023	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 2 – (1 July to 30 September)	23 November 2023	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Service Base Budget 2024-25	11 January 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Council Tax Base 2024-25 and Surplus for 2023-24	11 January 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Leisure Management Contract Procurement (exempt)	11 January 2024	Sean McBurney Head of Cultural and Community Services <a href="mailto:Sean.mcburney@southderbyshire.gov.uk">Sean.mcburney@southderbyshire.gov.uk</a>
CTS Banded Scheme	15 February 2024	Catherine Grimley Head of Customer Services <a href="mailto:Catherine.grimley@southderbyshire.gov.uk">Catherine.grimley@southderbyshire.gov.uk</a>
Comments, Compliments, Complaints and Freedom of Information Requests 1 April 2023 to 30 September 2023	15 February 2024	Tracy Bingham Strategic Director (Corporate Resources) <a href="mailto:Tracy.bingham@southderbyshire.gov.uk">Tracy.bingham@southderbyshire.gov.uk</a>
Treasury Management Strategy & Prudential Indicators	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Capital Strategy	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final 2024-25 General fund Revenue Budget	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final 2024-25 HRA Budget	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Final Capital Programmes 2024-25 to 2028-29	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Council Tax Setting	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Annual Report of the Section 151 Officer	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Medium Term Financial Strategy	15 February 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Climate and Environmental Action Plan Review	15 February 2024	Matt Holford (Head of Environmental Services) <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Electric Recharge Infrastructure	15 February 2024	Matt Holford (Head of Environmental Services) <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Q3 Quarterly Budget Monitoring Report	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Q3 Treasury Management Report	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>
Sundry Debtor Write Offs (Exempt)	14 March 2024	Charlotte Jackson Head of Finance <a href="mailto:Charlotte.jackson@southderbyshire.gov.uk">Charlotte.jackson@southderbyshire.gov.uk</a>

Environmental Services Commercialisation Plan Review	25 April 2024	Matt Holford (Head of Environmental Services) <a href="mailto:Matt.holford@southderbyshire.gov.uk">Matt.holford@southderbyshire.gov.uk</a>
Proposed Policy for Paying Market Supplements	TBC	Fiona Pittam (Head of Organisational Development & Performance) <a href="mailto:Fiona.pittam@southderbyshire.gov.uk">Fiona.pittam@southderbyshire.gov.uk</a>