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Our Ref: DS
Your Ref:

Date: 7 March 2018

Dear Councillor,

Finance and Management Committee

A Meeting of the **Finance and Management Committee** will be held in the **Council Chamber**, on **Thursday, 15 March 2018 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Mrs Coyle, Ford, Hewlett, Smith, Swann, Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Southerd and Wilkins

AGENDA

Open to Public and Press

- 1** Apologies and to note any Substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the following Meeting:-

Finance and Management Committee 11th January 2018 Open Minutes **4 - 8**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** CORPORATE PLAN 2016-21 - PERFORMANCE REPORT (1 OCTOBER-31 DECEMBER 2017) **9 - 25**
- 8** BUDGET AND FINANCIAL MONITORING 2017-18 **26 - 46**
- 9** STREET SCENE RESOURCES AND IMPROVEMENTS **47 - 50**
- 10** SWADLINCOTE TOURIST INFORMATION CENTRE **51 - 54**
- 11** APPLICATION FOR EUROPEAN STRUCTURAL AND INVESTMENT FUNDS **55 - 59**
- 12** COMMITTEE WORK PROGRAMME **60 - 66**

Exclusion of the Public and Press:

- 13** 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.
- 14** To receive the Exempt Minutes of the following Meeting:-
- Finance and Management Committee 11th January 2018 Exempt Minutes
- 15** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 16** ESTABLISH A NEW SUPPORT POST IN THE ICT UNIT
- 17** COMMUNITIES TEAM – SERVICE ASSISTANT
- 18** PREMISES IN SWADLINCOTE
- 19** ROSLISTON FORESTRY CENTRE

FINANCE AND MANAGEMENT COMMITTEE:
SPECIAL – BUDGET

11th January 2018

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Mrs Brown (substituting for Councillor Smith), Mrs Coyle, Ford, Hewlett, Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Southerd and Wilkins

FM/107 **APOLOGIES**

Apologies were received from Councillors Mrs Coe and Smith (Conservative Group)

FM/108 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been received.

FM/109 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

FM/110 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

FM/111 **IMPLICATIONS OF THE HOMELESSNESS REDUCTION ACT 2017**

The Strategic Director (Corporate Resources) presented the report to Committee.

Councillor Richards requested that congratulations be relayed to the officer concerned relating to the successful outcomes reported in December.

RESOLVED:

1.1 That, following approval by the Housing and Community Services Committee on 5th October 2017, Members noted the content of this report and the proposed amendments to the delivery of the Council's front line statutory homeless service.

1.2 Members granted approval for the Strategic Director to agree the use of the Flexible Support Grant, the DCLG grant allocation and homeless prevention budget to deliver the Act and its associated enhanced prevention services and review functions.

1.3 That within the £25k received (since the October Housing and Community Services Committee in December 2017) from the DCLG New Burdens funding, £15k is ring-fenced to provide rent deposits and/or rent in advance to people who are homeless or threatened with homelessness in order to secure accommodation in the private rented sector. The payments will be repayable back to the Council over the initial 12 months of the tenancy. This scheme will provide Officers with an additional prevention tool to assist homeless households.

FM/112 **LONE WORKER DEVICE**

The Strategic Director (Corporate Resources) presented the report to Committee.

Members raised queries as to the extent of coverage, the proposed number and whether the scheme could be extended to include Members. The Chief Executive undertook to investigate the insurance and legal implications relating to use by Members.

The Committee voted in favour of amending the resolution to include Members.

RESOLVED:

Members approved the purchase of an IT solution, Solo-Protect, to enhance the health and safety management arrangements for employees and Members of the Council who are assessed at risk due to the requirement to lone work or undertake work activities where there is an increased risk to their health and safety – working out of hours, for example.

FM/113 **SERVICE BASE BUDGETS 2018/2019**

The Strategic Director (Corporate Resources) presented the report to Committee, highlighting the net reduction in Base Budget spending equal to £368k, with the only increase relating to bad debt provision. Reference was also made to concurrent functions, industrial estate repairs, factory premises, the potential for loss of income and the 2018 roll out of Universal Credit, along with the 2018/19 fees and charges.

RESOLVED:

1.1 That the proposed revenue income and expenditure for 2018/19 as detailed in Appendix 1 for the Committee's Services were considered and included in the consolidated proposals for the General Fund.

1.2 Members considered and approved the proposed fees and charges for 2018/2019, as detailed in Appendix 2 to the report.

1.3 Members approved a 2% increase in contributions to Parish Councils in 2018/19 for Concurrent Functions.

1.4 Members approved an increased one-off repairs and maintenance sum of £75,000, included in the Base Budget for expenditure on the Boardman Industrial units car park.

FM/114 **BUDGET REPORT 2018/19, INCORPORATING THE CONSOLIDATED BUDGET PROPOSALS AND MEDIUM TERM FINANCIAL PLAN TO 2023**

The Strategic Director (Corporate Resources) presented the report to Committee, stating that there had been no change in the principles applied, drawing attention to the improving position, the good level of General Reserves, the projected budget deficit from 2019/20, the New Homes Bonus allocations, the projected increases in the costs base, provision for growth costs and the Business Rates 100% Retention Pilot scheme. Risks relating to Planning and Licensing income, recycling, growth and funding for community and leisure services were also referenced.

The Director outlined issues relating to the Collection Fund, the 2018/19 Council Tax Base, Council Tax surplus and Business Rates deficit. Reference was made to the change in referendum limits for 2018/19, allowing for Council Tax increases of up to 3%. The Medium Term Financial Plan to 2023 was presented, with all known changes factored in, albeit still an estimate, an indication of direction of travel. It was noted that the expenditure base remains unsustainable in the longer-term, the resources required for growth and service delivery, but that the General Reserve will remain above the agreed minimum level, proposed to rise from £1m to £1.5m. The impact of the 100% Business Rates retention pilot outcomes were still subject to assessment. Whilst a balanced approach was still being adopted, budgetary savings were still required.

The Chairman commented on the healthy financial position, whilst noting the risks ahead and the remedial action required due to unknown factors such as the distribution of retained Business Rates, the pay award negotiations and changes to the National Living Wage.

Councillor Wheeler referred to future uncertainties, the forecast deficit to be tackled and the pressure to maintain the Council Tax increase at 1.95%, but proposed that £250k from the General Reserve be allocated to another round of the Community Partnership Scheme in 2018/19, a proposal agreed by Committee.

RESOLVED:

1.1 Members considered the estimates of revenue income and expenditure for 2018/19 for the General Fund and approved a level of income and expenditure.

- 1.2 Members approved a 2% increase in grants to voluntary bodies and payments to Parish Councils under concurrent functions.**
- 1.3 That the Council Tax Base for 2018/19 of 32,467 (equivalent Band D) properties, as detailed in Appendix 3 to the report, be approved.**
- 1.4 That a Council Tax Surplus of £500,000 be declared on the Collection Fund for 2017/18 and the Council's proportion of £55,000 be transferred to the General Fund in 2018/19.**
- 1.5 Members approved an increase of 1.95% in the rate of Council Tax for 2018/19, to be referred to Council on 26th February 2018.**
- 1.6 Members approved the updated 5-year financial projection on the General Fund to 2023, as detailed in Appendix 1 to the report, including associated assumptions and risks as detailed in the report.**
- 1.7 That the General Fund Statutory Balance be increased from £1m to £1.5m.**
- 1.8 That a strategy and action plan be drawn up to generate budget savings on the General Fund ahead of 2019/20.**
- 1.9 That £250,000 of the General Reserve Balance be allocated to a further round of the Community Partnership Grant Scheme.**
- 1.10 That the decisions made in recommendations 1.1 to 1.9 above be used as the basis for consultation with local residents, businesses, voluntary and community groups, etc. and are subject to review by the Overview and Scrutiny Committee.**

FM/115 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11

The Committee was informed that no questions had been received.

HEALTH PARTNERSHIP MANAGER / PARK LIFE OFFICER

Members approved the recommendations in the report.

PAY AND GRADING REVIEW: TRANSFERRED POSTS

Members approved the recommendations in the report.

The meeting terminated at 6.50pm.

COUNCILLOR J HARRISON

CHAIRMAN

REPORT TO:	FINANCE AND MANAGEMENT	AGENDA ITEM: 7
DATE OF MEETING:	15th MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT. 5811)	
SUBJECT:	CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCTOBER – 31 DECEMBER 2017)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

- 1.1 That progress against performance targets is considered.

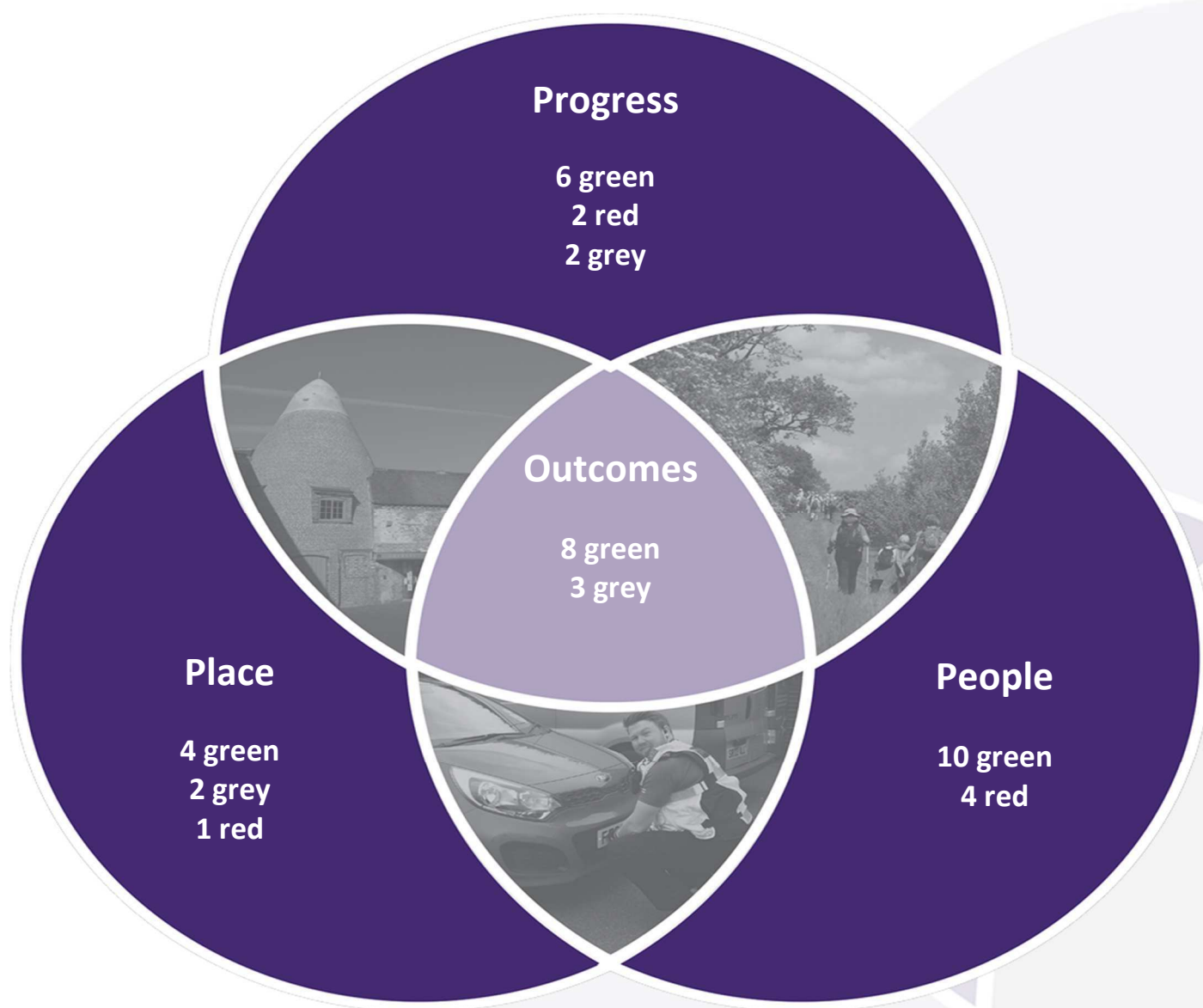
2.0 Purpose of Report

- 2.1 To report progress against the Corporate Plan for quarter three (1 October to 31 December 2017) under the themes of People, Place, Progress and Outcomes.

3.0 Detail

- 3.1 The Corporate Plan 2016 – 2021 was approved following consultation into South Derbyshire's needs, categorising them under four key themes: People, Place, Progress and Outcomes. The Corporate Plan is central to our work – it sets out our values and visions for South Derbyshire and defines our priorities for delivering high-quality services.
- 3.2 This Committee is largely responsible for overseeing the delivery of successful Outcomes. These are as follows:
- Maintain financial health
 - Achieve proper Corporate Governance
 - Maintain customer focus
 - Be aware of and plan for financial, legal and environmental risks
 - Promote and enable active democracy
 - Enhance environmental standards
 - Maintain a skilled workforce
 - Promote inclusion
- 3.3 Of the 14 measures and projects under the jurisdiction of the Finance and Management Committee, 11 are showing green and three are annual targets. There are no reds for quarter three, meaning an action plan is not required.
- 3.4 More information can be found in the Performance Board in **Appendix A**. A detailed breakdown of performance for Finance and Management is available in the Success Areas document (**Appendix B**), while associated risks are contained in the risk registers in **Appendices C, D and E**.

4.0 Overall Council performance – Quarter three (October 1 to December 31, 2017)



5.0 Financial and Corporate Implications

5.1 None directly.

6.0 Community Implications

6.1 The Council aspires to be an excellent Council in order to deliver service expectations to local communities. This report demonstrates how priorities under the People, Place and Progress and Outcomes themes contribute to that aspiration.

7.0 Appendices

Appendix A – Performance Board
Appendix B – Finance and Management: Success Areas
Appendix C – Chief Executive's Risk Register
Appendix D – Corporate Services Risk Register
Appendix E – Strategic Risk Register

Theme	Aim	Project	Q2 progress	Q3 target	Q3 performance	Q3 detail
Outcomes	Maintain financial health	Generate ongoing revenue budget savings in the General Fund.	No update to the savings of £400,000 approved from Corporate Services in quarter one.	O1.1 Annual target of £850,000, as per the Medium Term Financial Plan. F&M	On track	Final budget for 2018/19 approved by Finance and Management Committee on December 15. Budget savings and additional income achieved - totals of £690k to-date. Effect of 100% Business Rates Pilot now being assessed.
Outcomes	Maintain proper Corporate Governance	Compile and publish an Annual Governance Statement in accordance with statutory requirements.	The Council's value for money opinion was given an 'except for' qualification.	O2.1 An unqualified value for money opinion in the Annual Audit Letter. F&M	Annual target	Annual target which was reported and dealt with in quarter two. No further reporting this year.
Outcomes	Enhance environmental standards	Demonstrate high environmental standards. Ensure continual compliance with ISO 14001 standard.	Annual senior management review completed. All non conformities closed.	O3.1 Prepare for and deliver external ISO14001 certification. E&DS	On track	External reaccréditation inspection is programmed for February 26-28.
Outcomes	Maintain a skilled workforce	Ensure ongoing training and development for individuals and groups of employees where applicable.	27% of staff had completed all mandatory training	O4.1 95% of all employees to complete mandatory training (annual target). F&M	Annual target	109 employees, or 35% of the workforce, have attended all mandatory courses. The outturn figure for each of the eight courses (six for staff and two extras for managers) is between 59% and 80%. More courses are scheduled for quarter four.
			N/A	O4.2 95% of all employees to have an annual performance appraisal (annual target). F&M	Annual target	N/A
Outcomes	Maintain customer focus	Develop a new website and provide functionality for greater transactional processing online	Website went live.	O5.1 Number of people viewing website on a mobile phone is >45% F&M	Mobile phone - 49.6% Desktop - 33% Tablet - 17.4%	This compares to desktop (44.32%), mobile (39.63%) and tablet (13.59%) before go live, showing the demand for a device responsive solution. Feedback continues to be positive.
		Develop a Social Media Strategy to provide easy and innovative options for residents to engage with the Council.	Audits of social media accounts carried out and usage analysed.	O5.2 Start to create Social Media Strategy and consult with stakeholders. F&M	On track	Extensive evidence base complete, enabling work to start on the strategy. Elected Members, departments and social media users all consulted. Action plan also being devised.
		Expand services in Customer Contact Centre and maintain facilities for face to face enquiries where required.	82%	O5.3 80% of telephone calls answered within 20 seconds. F&M	83.8%	Successfully went live with new in house CRM data base in December for Waste and Cleansing following the removal of Northgate CRM System as no longer PSN compliant.
			6.20%	O5.4 Call abandonment rate of <10%. (Number of visitors to Civic Offices to be recorded). F&M	4.2%	Contact Centre handled an additional 1,000 calls for waste and cleansing due to weather conditions in December. 19,101 calls were handled in quarter three. We also had 8,364 visitors to the Civic Offices.
		Deliver Equalities and Safeguarding action plan to demonstrate principles are embedded in service delivery.	Accreditation achieved to Safe Place Scheme and training undertaken.	O5.5 Achieve Dementia Friendly Community status. F&M	On track	Dementia Friendly Community Status achieved. This will help us to spread the word about the disorder to residents, partners and businesses. A partnership group has been formed, with an action plan driving activity. Dementia friendly films are being shown at locations across the District, with local school children also being engaged.
Outcomes	Continue to strengthen the ICT platform and ensure that ICT is able to support change and minimise business risks.	Three year review of ICT Strategy and adoption of action plan to 2020.	New IT and Digital Strategy approved by Committee.	O6.1 Strategy adopted. F&M	On track	As approved by the Finance and Management Committee in October 2017. First (stabilisation) phase of the strategy on-going until March 2018.
People	Enable people to live independently	Provide an efficient and well-targeted adaptation service (including Disabled Facilities Grants) and make better use of previously adapted dwellings.	90%	PE1.1 Percentage of adapted properties allocated on a needs basis is >90%. H&CS	83%	See Action Plan.
			100%	PE1.2 Percentage of residents satisfied with the quality of their new home is >88%. H&CS	96%	27 surveys returned during quarter three. 26 satisfied with the quality, one customer expressed dissatisfaction with the décor.
People	Protect and help support the most vulnerable, including those affected by financial challenges	Maintain regular contact with tenants, with a focus on those identified as vulnerable.	275	PE2.1 Total number of tenancy audits completed (250 target). H&CS	286	827 completed during the year to date.
			95.45%	PE2.2 Number of successful introductory tenancies (target of 97%). H&CS	89.00%	See Action Plan.
People		Process Benefit claims efficiently	14.3 days	PE2.3 Average time for processing new Benefit claims is <18 days. F&M	16.4 days	Impact of sickness absence on small processing team offset by offsite support.
			5.4 days	PE2.4 Average time for processing notifications of changes in circumstances is <8 days. F&M	6.8 days	Impact of sickness absence on small processing team offset by offsite support.
			0.20%	PE2.5 Meet Housing Benefit Subsidy Local Authority error target threshold set by DWP (<0.48%). F&M	0.30%	Casework reviews and corrections following 2016/17 subsidy audit.

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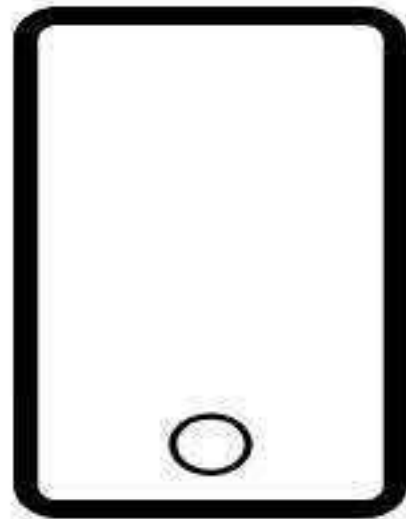
		Provide a service for homeless applicants which is nationally recognised as delivering 'best practice'. Attain NPSS Bronze Standard for Homelessness by March 31, 2018.	Project progressed to further improve the housing options prevention service.	PE2.6 Prepare submission to NPSS. H&CS	See Action Plan	See Action Plan.
People	Use existing tools and powers to take appropriate enforcement action	Bring empty homes back into use.	Two completed (target of three)	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years (target is three). H&CS	Six completed	All interventions available have now been completed for properties on Ashby Road, Melbourne; Park Road, Church Gresley; Bretby Road, Newhall; Bernard Street, Woodville and Ashby Road, Woodville (two properties).
People	Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health, physical activity and play scheme participations.	Rosliston = 55,588 (target = 60,000). Leisure centres = 259,799 (target = 170,404).	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre. Target for Rosliston = 40,000. Target for leisure centres = 170,404. H&CS	Rosliston 36,987. Leisure centres 249,667	See Action Plan.
		Tackle physical inactivity and develop/implement a Sport, Health and Physical Activity Strategy	Friday Night Project and Hilton Youth Group restarted, with health walks held across the District.	PE4.2 Deliver targeted physical activity programme. H&CS	On track	Examples of targeted work includes carpet Nordic walking and a dementia walk at Oakland Village, Walking for Health across the District, the Street Games project at Midway Community Centre and Hilton Youth Club.
People	Reduce the amount of waste sent to landfill	Minimise waste sent to landfill.	106 kgs (target - <120kgs)	PE5.1 Household waste collected per head of population is <110kgs. E&DS	92 kgs (target - <120kgs). Estimated figure.	Estimate to be confirmed due to limited data for December 2018. Should still be well within target. Figures for quarter two now confirmed.
			51.1% (target 53%)	PE5.2 >47% of collected waste recycled and composted. E&DS	47.6% (target - 47%). Estimated figure.	Estimate to be confirmed due to limited data for December 2018. Should be within target and may improve slightly. Figures for quarter two confirmed.
People	Develop the workforce of South Derbyshire to support growth.	Increase Council engagement to raise aspirations. Provide opportunities for young people to reach their potential.	Potential projects identified and workstreams driven towards the urban core.	PE6.1 Review working relationships with schools. H&CS	On track.	Ongoing relationship management with schools continues. The project is progressing with an external marketing campaign being developed. In addition there are a number of sub projects now in existence, with a RISE ambassador identified from within the local community.
Place	Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range for all affordable housing provision.	N/A	PL1.1 Increased supply of affordable homes. Annual target of >150. H&CS/E&DS	124 units delivered (year to date)	124 units delivered by Trent and Dove, Derwent Housing Association and Notts Community Housing during the year to date. Locations include Repton, Littleover, Chellaston and Boulton Moor.
		Deliver an adopted South Derbyshire Local Plan, parts 1 and 2, and key supplementary documents.	Consultation on proposed Main Modifications and Sustainability Appraisal undertaken.	PL1.2 Review consultation responses. E&DS	On track.	Local Plan Part 2 adopted on November 2. Design Guide Supplementary Planning Document (SPD) and Affordable Housing SPD adopted on November 16.
		Facilitate and deliver sustainable infrastructure.	Still awaiting information from the Government.	PL1.3 Consider the introduction of a Community Infrastructure Levy. E&DS	N/A	Elected members to be kept informed of progress in Q2 and Q4.
Place	Help maintain low crime and antisocial behaviour levels in the District.	Deliver a programme of proactive interventions to reduce environmental crime such as fly-tipping.	182 (target <180)	PL3.1 Downward trend in fly-tipping incidents. Quarterly target is <180. E&DS	Year to date - 511 (target is <540) Quarter three incidents - 150 (target - <180)	The observed reduction in December is suspected to be due to a shorter reporting month rather than a real reduction in incidents. This will only become clear when the statistics for January are issued.
		Review, publish and deliver the Safer South Derbyshire Community Safety Partnership Plan.	21 sessions, with 2,975 participants, held in urban parks over holidays.	PL3.2 Deliver hate crime campaign around Hate Crime Awareness Week. H&CS	On track.	Campaign delivered via social media, visits to local establishments and Catch a Coffee with a Copper event held in Swadlincote.
Place	Support provision of cultural facilities and activities throughout the District	Implement and manage the leisure facility capital build programme.	Plan completed and prioritised for capital developments at Green Bank Leisure Centre in Swadlincote.	PL5.1 Produce development plan for Etwall Leisure Centre. H&CS	See Action Plan	See Action Plan
Place	Deliver services that keep the District clean and healthy	Reduce contamination risk rating of land in South Derbyshire	1	PL6.1 Complete one contaminated land assessment. E&DS	1	Phase one review completed of a former sawmill in Repton Road, Bretby.
Progress	Work to attract further inward investment	Showcase development and investor opportunities in South Derbyshire.	Vacant commercial property bulletin prepared and published	PR1.1 Publish investor prospectus. E&DS	On track	Investor prospectus designed, printed and published.
Progress	Unlock development potential and ensure the continuing growth of vibrant town centres	Delivery of Swadlincote Townscape project, including Princess Diana Memorial Garden.	Delays caused by new terms and conditions being set and a change in approach with materials used.	PR2.1 Annual maintenance day held for Princess Diana Memorial Garden. E&DS	See Action Plan	See Action Plan.
		Increase attendance and participation at town centre events.	Five events delivered and supported, including 'Ay Up Me Duck' Day (target - 3)	PR2.2 Two events delivered and/or supported, including Christmas Lights Switch On. E&DS	7	Thousands attended Swadlincote International Food and Drink Festival (which attracted around 60 traders), Swadlincote Christmas Lights Switch On, two Magic Attic Townscape talks, Remembrance/Armistice Day and Victorian Market.

		Ensure the continuing growth of vibrant communities and town centres.	N/A	PR2.3 Vacant premises in Swadlincote town centre, Hilton and Melbourne (proxy). To be reported twice a year. E&DS	10 vacant units in Swadlincote Town Centre.	Swadlincote continues to be vibrant. Over the past 12 months we have seen a range of small independents opening, including Smart Accountants, Salts, Beauty Bubble, Studio C, The Little Florist and Matilda Bentley Bridal Ltd to name a few. Curly Magpie and Friends has expanded its offer by taking up space that had recently been vacated and The Vintage Kiosk has relocated to larger premises on the High Street in partnership with Simply Needlecraft Sewing Studio. Some doors have closed, including Mind and Brantanos, but both are now occupied by new tenants. Figures for Hilton and Melbourne to be reported at year end.
Progress	Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.	Support the operation and development of the tourism sector.	11,666 (target 8,000)	PR3.1 Number of queries handled by Swadlincote Tourist Information Centre. Target is 5,000. E&DS	*Monitoring data not available for quarters three and four due to fundamental change in methodology statement caused by the introduction of new website and interruption in electronic publisher operation. Figures would not offer a like for like comparison.	Autumn and Winter edition of What's On published. Promotion of South Derbyshire and The National Forest at events such as Elvaston Wood Fair. Co-ordination of Heritage Open Days in South Derbyshire.
		Review and procure new management for Rosliston Forestry Centre.	Invitation to tender advertised and initial bids received	PR3.2 Select management contractor and prepare contract. H&CS	See Action Plan	See Action Plan.
		Work with Swadlincote TIC to attract evening visitors to the District's leisure, food and drink and retail offer.	Promotional leaflet 'Nightlife in South Derbyshire' designed	PR3.3 Undertake promotional initiative in the run up to Christmas. E&DS	On track	Second feature published in What's On guide. Late night shopping event held with Swadlincote Victorian Christmas Market and Carols Evening. In spite of the extreme cold conditions, all but a couple of traders turned up. The response to evaluation cards was overwhelmingly positive, although the reaction was more mixed on social media. This will be reviewed over the coming months.
Progress	Provide business support and promote innovation and access to finance, including in rural areas	Food businesses with the top hygiene rating of five.	85.20%	PR5.1 >81% food businesses which have a Food Hygiene Rating score of five. E&DS	84.50%	Improvements in food performance are indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance.
		Registered food businesses active in the District.	825	PR5.2 >810 registered food businesses active in the District. E&DS	829	Improvements in food performance are indicative of the continuous work we do with our local food business community to support new businesses and provide support and guidance on hygiene conformance.
		Guidance offered to businesses or people thinking of starting a business.	42 (target - 25)	PR5.3 Guidance offered to businesses or people thinking of starting a business (through the Business Advice Service). Target is 25. E&DS	61	'Thinking of Starting a Business?' workshop staged in Melbourne. Business Awards evening held to recognise local successes including: Ayva Pharma, Bright Side Vets, IG Elements and Willshee's.

Finance and Management Committee
Strategic and Service Success Areas
Quarter three, 2017/18



Appendix B



Website

Device usage

49.6% of people now view the Council website on a mobile phone thanks to device responsive solution.



83.8%

Target 80%

Percentage of calls answered within 20 seconds.



Dementia

Status achieved

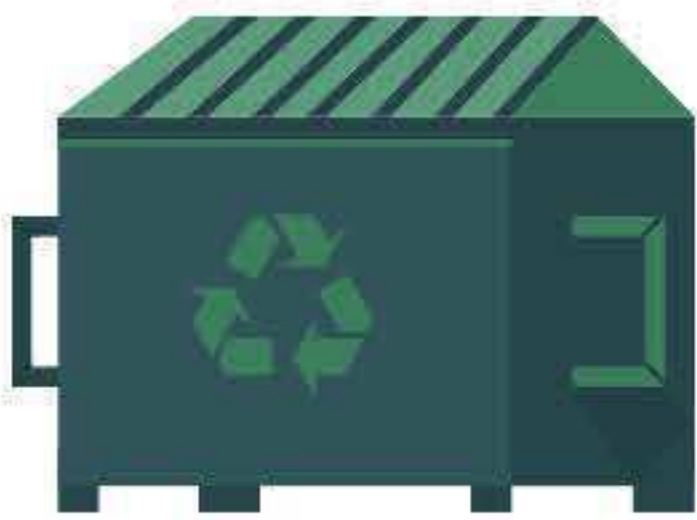
Dementia Friendly Community Status achieved to help us to spread the word about the disorder.



16.4 days

Target <18 days

Average time for processing new benefit claims.



Depot

Opening

New Council depot has opened on Boardman Industrial Estate in Swadlincote.

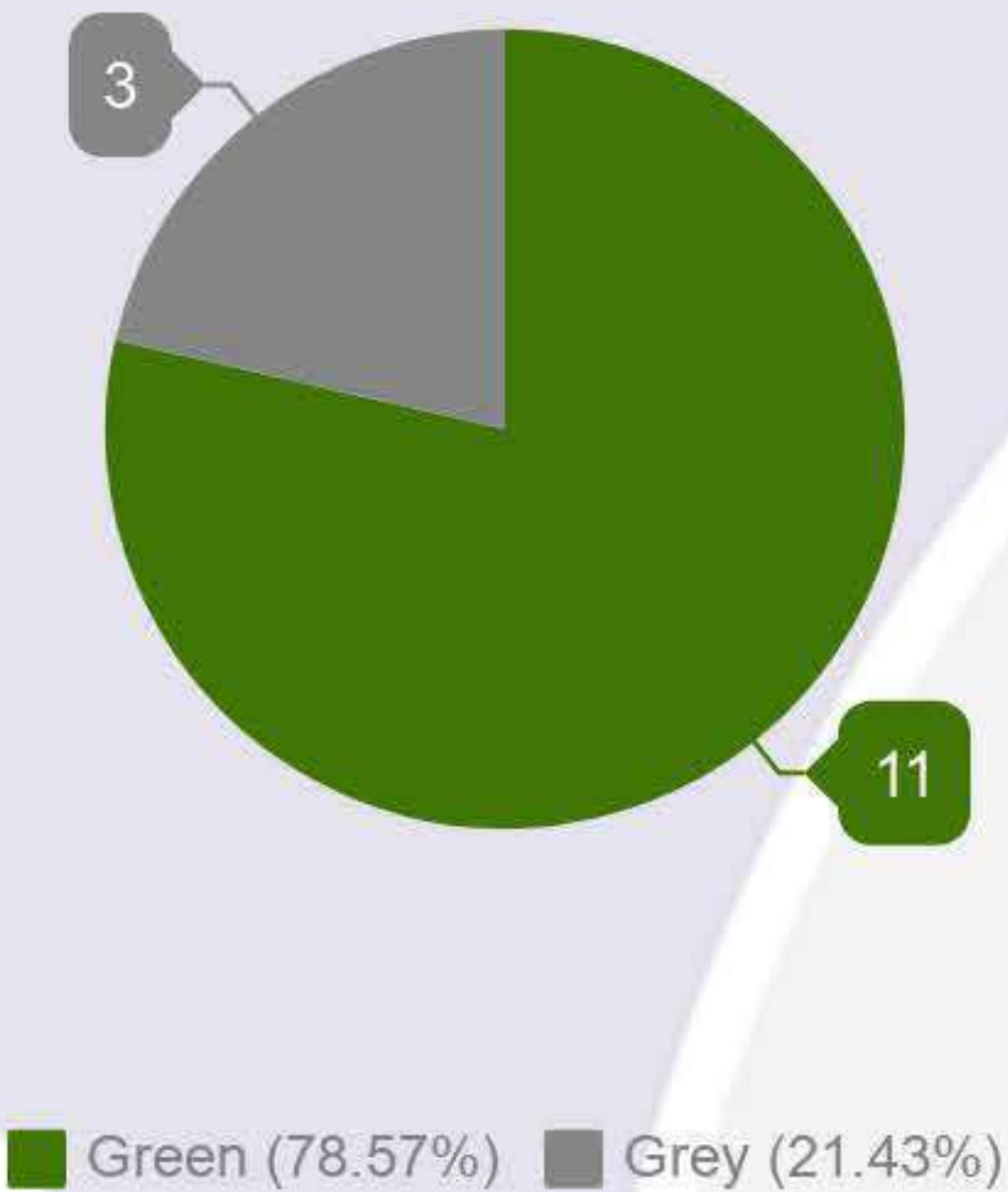


0.30%

Target <0.48%

Housing Benefit Subsidy Local Authority error target threshold met.

F+M Performance Overview



Audit

Social media

Extensive evidence base completed and consultation undertaken for Social Media Strategy.



£690,000

Savings made

Budget savings and additional income achieved during the year to date.



Data

New regulations

Work ongoing to ensure compliance with new Data Protection Regulations



4.2%

Target <10%

Call abandonment rate has dramatically decreased from previous quarter.

Chief Executive's Risk Register

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Outcomes/Delivery of Service	Failure to meet statutory deadlines in relation to the licensing function, unable to process licences, leading to individuals unable to trade, legal issues, complaints	Low	Medium	Treat	<ul style="list-style-type: none"> Processes and procedures are in place to ensure all matters are processed within statutory time-frame Staff trained and aware of authority's duties Keep under review 	Ardip Kaur
Outcomes/Delivery of service	Failure to meet statutory deadlines and/or statutory functions during litigation, contractual matters, land sales/purchases, enforcement matters	Low	High	Treat	<ul style="list-style-type: none"> Qualified officers with professional training and experience Processes and procedures are in place to ensure compliance Case management reviews Keep under review 	Ardip Kaur
Outcomes/Delivery of service	Non-performance of local government statutory duties at Committee and Council meetings	Low	Medium	Treat	<ul style="list-style-type: none"> Compliance with Council's Constitution Processes and procedures in place Strict adherence to timetable 	Ardip Kaur

Outcomes/ Delivery of service	Failure to meet statutory deadlines for the canvass and in compiling and publishing the Register	Low	High	Treat	<ul style="list-style-type: none"> Processes and procedures in place Experienced officers carry out process Close monitoring 	Ardip Kaur
Outcomes/Delivery of service	Failure to meet statutory responsibilities, denying right of franchise at Election/Referendum time	Low	High	Treat	<ul style="list-style-type: none"> Processes and procedures in place Strict adherence to statutory timetable Assistance from Electoral Commission available, when needed Support staff employed to assist Close monitoring 	Ardip Kaur
Progress/Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of National Forest and Beyond Tourism Partnership leading to an adverse impact on businesses in local visitor economy	Low	Medium	Treat	<ul style="list-style-type: none"> Proactive engagement in partnership and with individual partners Commitment of officer time and resources to partnership activities Monitoring of projects and performance 	Mike Roylance
Progress/People/ Place	Failure of the South Derbyshire Partnership, leading to non-delivery of the community's vision and priorities as set out in the Community Strategy and Action Plan	Low	Medium	Treat	<ul style="list-style-type: none"> Proactive support for partnership Commitment of officer time and resources to partnership facilitation Engagement of partners in policy making and project design and delivery 	Mike Roylance

Progress/Work to attract further inward investment	Downturn in the local economy leading to a loss of jobs, business failures, and a reduction in income to the Council (e.g. Business Rate income; Take-up of commercial properties, etc)	Medium	High	Treat	<ul style="list-style-type: none"> Monitoring of economic trends Economic Development Strategy designed to increase robustness of local economy Delivery of economic development activities, including provision of South Derbyshire Business Advice Service 	Mike Roylance
Progress/Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists	Failure of Sharpe's Pottery Heritage and Arts Trust, leading to a loss of service to visitors and residents through the Tourist Information Centre	Medium	High	Treat	<ul style="list-style-type: none"> Officer advice and support available to Trust Member involvement in Trust Board Monitoring of services and performance 	Mike Roylance
Outcomes/Delivery of service	Failure to meet statutory deadlines for Gender Pay reporting, resulting in financial penalties and reputational damage	Low	Medium	Treat	<ul style="list-style-type: none"> Process and procedures in place to ensure that procedures are in place to meet deadlines. Development of Resourcelink to produce Gender Pay report 	David Clamp
Outcomes/maintain a skilled workforce	Employees are not developed and trained to effectively undertake their roles	Low	Low	Treat	<ul style="list-style-type: none"> Mandatory training programme delivered. All employees to complete annual Performance Development Review Provision of adequate and appropriate training interventions 	David Clamp

Outcomes/Delivery of Service	Failure to maintain adequate health and safety management arrangements that could result in financial penalties, employee injury or reputational damage.	Low	Medium	Treat	<ul style="list-style-type: none"> • Health and Safety Action Plan delivered • Health and Safety legislation and local procedures are followed. • Professional Health and Safety advice provided to support managers and employees 	David Clamp
Outcomes/Maintain a skilled workforce and customer focus	Reputational risk to Council due to lack of knowledge and understanding of Corporate Plan	Low	Low	Treat	<ul style="list-style-type: none"> • Inductions for all new staff to highlight the importance of the Plan • Ensure all internal and external comms tie in with our collective vision • Ensure staff are actively involved in service and strategic planning • Strong and consistent branding on publications 	Keith Bull
Outcomes/Achieve proper corporate governance	Poor quality performance data	Low	Medium	Treat	<ul style="list-style-type: none"> • Reviewed quarterly as part of the performance reporting process. • Methodology statements compiled and reviewed • Annual data quality audit undertaken 	Keith Bull
Outcomes/customer focus	Failure to deliver expected efficiencies and savings through channel shift and digital methods of communication	Low	Low	Treat	<ul style="list-style-type: none"> • New website launched in October 2017 • Analytics to consider impact in terms of channel shift • Further functionality to be developed to increase self-serve • Social Media Strategy currently under development 	Keith Bull



Corporate Services Directorate Operational Risk Register

Theme/aim	Risk description	Likelihood	Impact	Risk Treatment	Mitigating action	Responsible officer
Protect and support the most vulnerable including those affected by financial challenges	On-going Welfare Reform and the impact of Universal Credit. Potential impact on the Directorate's resources.	Medium	Medium	Treat the risk	The impact of welfare reform to-date has been dealt with and revised systems and processes have been put in place. The impact to date of UC itself has been insignificant for Revenues. The Government has informed the Council that it plans to fully implement UC in South Derbyshire from November 2018. This could have a greater impact. Central Government funding has been set-aside in an earmarked reserve. This is being kept under review.	Revenues and Customer Services Manager
Maintain financial health	A small discrete unit has responsibility for leading on this theme. The Unit is sensitive to a temporary change in resources.	Low	Medium	Treat the risk	Training and sharing knowledge across the Unit is essential to mitigate the risk and this is currently in place. The current structure of Financial Services was implemented in September 2015. All posts are occupied by suitably experienced and qualified people. Three trainee posts in place with post holders undergoing formal training programmes, both academically and practically. Training and development programme in place for all staff.	Financial Services Manager

Growth and Regeneration	Potential impact on the Directorate's resources	Medium	Medium	Treat the risk	Following a period of increased demand the revised structure and resources in the Land Charges Unit has stabilised service provision, although the statutory turnaround time of 20 days continues to be tight. Volumes and external requirements imposed through legislation being kept under review.	Corporate Asset Manager
Fraudulent activity and compliance	With the transfer of the Council's fraud team to the DWP in 2015/16, there is a potential that fraud could go undetected and compliance is not consistently applied across all services	Low	Medium	Treat the risk	The Council works in partnership with other Derbyshire authorities who share a software package that enables data matching in Council Tax and Business Rates. In addition, a Partnership arrangement with Derby City Council and the Audit Partnership was implemented in January 2017, following the appointment of a new and dedicated Fraud Unit at the City. The Council buys in the equivalent of one post to help detect fraud in other areas across the Council, allowing knowledge and skills to be shared. The success of this Partnership is measured in the Corporate Plan.	Revenues and Customer Services Manager
Change in service delivery	The ending of the contract with Northgate Public Services in February 2017 could potentially lead to some temporary disruption and shortfall in resources. ICT is considered a particular risk area.	Medium	Medium	Treat the risk	Additional resources were approved for ICT following the transfer and these are being utilised via external support, together with the appointment of permanent and temporary staff. A new IT and Digital Strategy, together with a three year phased work programme, were approved by the Committee in October.	Strategic Director Corporate Services



Strategic Risk Register

Risk	Risk Indicators	Likelihood	Impact	Risk Treatment	Mitigating action / factors
A reduction in Core Spending Power	<p>The Council is aware of reductions over the period 2017/18 to 2019/20 as confirmed in the Government's 2016 budget. Budget savings are required in the medium-term.</p> <p>Lead officer: Strategic Director Corporate Resources</p>	Medium	Medium	Treat the risk	<p>The updated MTFP, which was approved by the Committee in February 2018, shows a stable and relatively healthy position into the medium-term. Longer-term budget savings may be required although General Reserves are adequate and known financial risks are being provided for in the MTFP.</p>
The impact of the national economic situation locally	<p>Due to external factors, the economic outlook remains uncertain. Council Tax and Rent arrears have increased. Regeneration initiatives have slowed.</p> <p>Lead officers: Chief Executive and Strategic Director Corporate Resources</p>	Medium	Medium	<p>Tolerate the risk, but keep under review.</p>	<p>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate any risk.</p> <p>On-going budgets for income from planning fees, land charges, etc. are set at levels below current actuals, leaving some room for the effect of any significant downturn.</p> <p>The MTFP is not reliant on interest rates increasing from the current level to generate revenue.</p> <p>Debt is at fixed interest rates and is affordable within the HRA's financial plan.</p>

					<p>The Property Strategy has focused on ensuring the Council's assets are being positioned to react to local investment opportunities, including land assembly and joint ventures. The redevelopment of William Nadin Way and the Council's Depot site is now substantially complete.</p> <p>On-going dialogue through the Derbyshire Economic Prosperity Board to access funding and with developers to look at alternative options for regeneration.</p>
<p>Keeping pace with technology, together with management and security of data</p>	<p>The Council's ICT infrastructure and systems need to keep pace with existing and emerging technologies. Stricter regulations for managing and exchanging information in electronic form through the Public Services Network. Systems subject to virus attacks. Greater expectations through Data Protection to safeguard personal information. This includes processing of transactions through credit and debit cards to mitigate risk of fraud.</p> <p>Lead officer: Strategic Director Corporate Resources</p>	High	Medium	Treat the risk	<p>Investment continues to be made in upgrading the infrastructure and network to ensure PSN compliance.</p> <p>An annual independent audit is undertaken each year to test the Council's compliance with the PSN network.</p> <p>An annual internal audit review tests the robustness of systems and the infrastructure with recommendations to strengthen the ICT environment being monitored by the Audit Sub-Committee.</p> <p>Regular training and briefings given to Members and Officers to raise awareness of data and security issues.</p> <p>Work is on-going with other Derbyshire authorities to detect and prevent fraud. In addition, the Council is to buying-in resources to strengthen information governance and compliance, in particular to ensure compliance with forthcoming changes to Data Protection Regulations in May 2018.</p> <p>Following previous malware virus attacks, additional measures have been implemented to restrict Internet access to certain sites, together with implementing additional monitoring controls to prevent direct virus attacks.</p> <p>Work continues to upgrade the Council's internet connection and to strengthen Disaster Recovery provisions.</p>

Business Continuity and in particular the loss of the main Civic Offices and ICT capability	<p>Council services are predominantly managed from one administrative building with two external sites in close proximity.</p> <p>Lead officer: Strategic Director Corporate Services</p>	Low	High	Treat the risk	<p>Business Continuity and Emergency Plans in place and regularly reviewed, supported by the internal Resilience Liaison Forum. Regular meetings also take place with other agencies. An ICT Disaster Recovery (DR) solution is in place off-site. Data is backed-up and stored in a secure off-site facility outside of the immediate region.</p> <p>Provision for home-working and remote access is in place.</p> <p>Comprehensive insurance in place with insurers providing support to secure temporary accommodation if required.</p>
Capacity and resilience in service provision	<p>Overall staff numbers have declined in recent years and further budget reductions are required. This is set against a growing demand for some services.</p> <p>Lead officer: Chief Executive</p>	Medium	Medium	Tolerate the risk, but keep under review.	<p>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk.</p> <p>A training and development programme is in place for senior and aspiring managers.</p> <p>The third year of the current management development programme has commenced. This followed a review with the service provider Penna to ensure that it will continue to meet the needs of the Council and to support the requirements of the updated Corporate Plan.</p> <p>Recent senior management restructure and review undertaken by the Local Government Association to strengthen organisational structures to ensure that they are efficient.</p>
Reducing resources for partners in the community and voluntary sector who deliver services with or on behalf of the Council	<p>These organisations have seen a reduction in overall funding.</p> <p>Lead officer: Strategic Director Service Delivery</p>	Medium	Medium	Tolerate the risk, but keep under review.	<p>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk.</p> <p>The Council's current grant funding has been maintained and has been increased in 2018/19 for all supported organisations.</p> <p>Spending can be refocused to meet external funding requirements and is project-based.</p> <p>Dedicated officer time in place to support the voluntary sector and local organisations. This includes direct secondment where necessary, for example with Sharpe's Pottery during 2016.</p>

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	15th MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) kevin.stackhouse@south-derbys.gov.uk	DOC: s/finance/committee/2017-18/Mar18
SUBJECT:	BUDGET and FINANCIAL MONITORING 2017/18	REF
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 08

1.0 Recommendation

- 1.1 That the latest budget and financial position for 2017/18 as detailed in the report is considered and approved.

2.0 Purpose of the Report

- 2.1 To provide progress on performance against budgets for the financial year 2017/18, together with an update on the Council's treasury management activities for the year.
- 2.2 Where applicable, the effects upon the Medium-Term Financial Plan (MTFP) are also noted.
- 2.3 The report details performance up to 31st January 2018 (unless stated otherwise) and is an update of forecasted income and expenditure for 2017/18.
- 2.4 The report covers:
- General Fund Income and Expenditure
 - Collection Fund
 - Housing Revenue Account
 - Capital Expenditure and Financing
 - Treasury Management
 - Financial Performance Indicators

3.0 Detail

GENERAL FUND REVENUE ACCOUNT

- 3.1 Apart from Council Housing, day-to-day revenue income and expenditure on Council services is accounted for through the General Fund. The Net Expenditure is financed from the Council's Core Spending Power which contains:
- General Government Grant [Page 26 of 66](#)
 - Retained Business Rates

- New Homes Bonus
- Council Tax

3.2 The Base Budget for 2017/18, which was approved by the Council in February 2017, estimated a budget surplus of £482,058 for 2017/18. The estimated surplus was due to an increase in core funding offset in part by additional cost pressures.

3.3 Following an update to the MTFP, which was reported to this Committee in February, the estimated surplus was increased to £876,205. The main reasons for the increased surplus are as follows and are listed in more detail in the table at 3.16:

- Savings from termination of the Shared Services Contract
- Reduction in the provision for “off-payroll” payments
- Transfer of Pay and Grading ongoing costs into future years
- The Housing Restructure

3.4 The updated budget is summarised below.

	£
Base Budget	11,391,631
Reverse out Depreciation	-783,025
Minimum / Voluntary Revenue Provisions	345,428
Contingent Sums	102,274
Total Estimated Spend	11,056,308
Financing	-11,932,513
Estimated Surplus	-876,205

3.5 A summary of the position to date and the projected position for the year compared to the Base Budget for each Policy Committee is shown in the following table.

Budget Monitoring - January					
Summary by Policy Committee					
COMMITTEE	ANNUAL			RESERVES	
	BUDGET	PROJECTED ACTUAL	PROJECTED VARIANCE	EARMARKED	NET EFFECT ON GF
	£	£	£	£	£
Environmental & Development	3,975,943	4,092,982	117,039	11,854	105,185
Housing & Community	2,231,776	1,747,883	(483,893)	(529,153)	45,260
Finance & Management	5,183,911	3,452,607	(1,731,304)	(1,662,643)	(68,661)
TOTAL	11,391,630	9,293,472	(2,098,158)	(2,179,942)	81,784

3.6 Although the above table shows that projected net expenditure is £2,098,158 lower than the base budget, £2,179,942 is due to grant income, external contributions and receipts received from developers under Section 106 agreements, for ongoing projects and capital schemes which stretch beyond 2017/18. This funding is transferred to specific reserves and drawn down to finance expenditure when it is incurred.

3.7 Excluding transfers to earmarked reserves, the above table shows that based on current spending, there is a projected increase in overall net expenditure across General Fund Services of approximately £82k compared to the base budget for the year.

3.8 An analysis by main service area is shown in the following table.

Budget Monitoring - January					
Summary by Main Service Area					
MAIN SERVICE AREA	BUDGET			RESERVES	
	BUDGET	PROJECTED ACTUAL	PROJECTED VARIANCE	EARMARKED	NET EFFECT ON GF
	£	£	£	£	£
Economic Development	248,120	242,524	(5,596)	0	(5,596)
Environmental Services	508,326	503,512	(4,814)	0	(4,814)
Highways	24,468	74,587	50,119	0	50,119
Licensing and Land Charges	(11,029)	(62,686)	(51,658)	0	(51,658)
Planning	468,705	369,276	(99,429)	22,524	(121,953)
Town Centre	89,585	92,499	2,914	0	2,914
Waste Collection & Street Cleansing	1,871,569	2,141,027	269,458	28,000	241,458
Environmental Education	74,865	36,194	(38,670)	(38,670)	0
Transport	701,334	696,049	(5,285)	0	(5,285)
Community Development and Support	557,666	518,463	(39,203)	(65,414)	26,211
Leisure and Recreational Activities	182,006	181,588	(418)	(1,405)	987
Leisure Centres and Community Facilities	450,974	165,547	(285,427)	(276,081)	(9,346)
Parks and Open Spaces	656,591	632,907	(23,684)	(36,076)	12,392
Private Sector Housing	384,539	249,378	(135,160)	(150,176)	15,016
Central and Departmental Accounts	3,543,896	3,504,259	(39,636)	(95,719)	56,083
Revenues and Benefits	474,459	384,011	(90,449)	(84,207)	(6,241)
Electoral Registration	177,550	177,550	(0)	0	(0)
Corporate and Democratic Costs	613,331	593,925	(19,406)	0	(19,406)
Payments to Parish Councils	351,158	351,633	475	0	475
Concessionary Travel	0	(9,235)	(9,235)	0	(9,235)
Property and Estates	(206,013)	(279,157)	(73,144)	0	(73,144)
Pensions, Grants, Interest and Receipts	229,530	(1,270,379)	(1,499,908)	(1,482,716)	(17,192)
TOTAL	11,391,630	9,293,472	(2,098,158)	(2,179,942)	81,784

Overview of Spending to date

3.9 The main reasons for the projected variance at this stage, is shown in the following table.

Main variances

	£'000
Salary savings (vacancies, maternity etc.) - F&M	-272
Increased Planning Fee Income	-125
Salary savings (vacancies, maternity etc.) - E&D	-79
Lettings from Industrial and Commercial Units	-73
Unbudgeted Grant Income	-48
Professional Fee Underspend (Depot £25k, Local Plan £8k)	-34
Increased Licensing Income	-25
Increased Interest on Investments	-25
Street Naming Increased Income	-22

Employee Training	-17
Increased Personal Searches Fee Income	-12
Increased Trade Waste Income	-6
Lower Diesel Costs	-5
Housing Restructure savings	-5
Additional Computer Maintenance Unbudgeted	4
Materials Overspend (Depot)	8
Reduction in Building Regs Income	20
Markets Additional Costs	21
Railfreight Income Budgeted, not received	28
Revenues and Benefits Processing Charges	44
Gulley Cleaning Additional Costs	50
Waste and Cleansing Agency Cost	130
Vehicle Hire	146
Interim Support	381
Other Variances (net)	-2
TOTAL - OVERALL PROJECTED VARIANCE	82

3.10 The main variances relate firstly to the cost of vehicle hire which is due to growth of the District plus an aging vehicle fleet. Growth expenditure can be absorbed within contingent sums of £200k (see table 3.16) and the replacement of 8 refuse freighters and 29 vans has been procured for delivery in March, April and May 2018.

3.11 Budget savings are currently being made from vacant posts although agency and interim support costs to support service areas are higher overall than the savings currently forecast. This is shown in the following table.

Service Area	Salary saving £000	Training £000	Support costs £000	Net cost / saving £000
Senior Management	-108	0	147	39
HR	0	-12	28	16
Policy Communications	0	0	20	20
Admin Offices	-33	0	50	17
Procurement	-34	0	56	22
Caretaking	-31	0	6	-25
Other Central and Departmental Accounts	-37	0	0	-37
Revenues and Benefits	-27	-2	19	-10
Environmental Services	-28	0	15	-13
Licensing and Land Charges	-14	0	0	-14
Planning	-9	-3	15	3
Waste Collection and Street Cleansing	-30	0	145	115
Parks and Open Spaces	-4	0	2	-2
Private Sector Housing	4	0	8	12
	251	-17	511	143

- 3.12 Waste and Cleansing agency cost is partially offset by vacancy savings but due to growth of the District, an increase in staffing support is required whilst recruitment of approved additional posts is underway. The cost of the additional posts once recruited will be funded from the Growth Provision.
- 3.13 Gulley cleaning costs have increased due to a new contract. Previously, gulley cleaning was not at the required standard due to on-going issues with the former contractor. This has now been rectified and has been included in the Base Budget in 2018/19.
- 3.14 Revenues and Benefits additional costs have been incurred for processing claims but these are offset by unbudgeted grant income from DWP.
- 3.15 Increases on Industrial Unit income is due to a reduction in void properties and will give a favourable variance by year-end.

Contingent Sums

- 3.16 The following sums have been provided in the base budget but not allocated to specific budgets.

	£
Pay and Grading review	10,000
Waste Collection and Recycling	100,000
Growth	200,000
Shared Services Contract savings	-400,000
Other Contingent Sums	92,274
Bad Debt Provision Contribution	100,000
Total	102,274

- 3.17 The other contingent sums relate to:

- Restructure costs approved after the initial draft of the base budget
- Pension deficit which will be funded from earmarked reserves
- Reduction to the HRA recharges
- Provisions for the Apprenticeship Levy, implementation of the National Living Wage and potential “off-payroll” payments.

Provisions

- 3.18 The following provisions were made in the Council's accounts in 2016/17 for liabilities due in 2017/18.

Provision For	£
Refund of Personal Land Searches	13,000
Planning Appeals	102,000
TOTAL PROVISIONS	115,000

- 3.19 The provision for the refund of personal land searches is that remaining from the original provision of approximately £100,000 made several years ago. It is anticipated that this matter will be concluded in 2017/18 with the remaining provision being utilised to meet outstanding claims.

Core Grants and Funding

- 3.19 The Council's central funding, besides Retained Business Rates, is fixed for the year as shown in the following table.

Core Grants and Funding 2017/18	£
Council Tax	4,942,217
Retained Business Rates (est)	3,549,355
Discretionary Business Rates Relief Scheme	100,832
New Homes Bonus	2,613,640
Revenue Support Grant	668,239
Collection Fund Surplus	55,000
Transitional Grant	3,230
Total Core Funding 2017/18	<u>11,932,513</u>

- 3.20 The final amount for Business Rates will depend upon income and expenditure during the year, including any return from the Derbyshire Pool. The latest projection regarding Business Rates is detailed below. This has been included in the MTFP.

	Estimate £'000	Projection £'000
Approved Precept	9,508	9,922
Tariff paid to the Derbyshire Pool	-6,194	-6,194
S31 Grants - Business Rates Relief	354	456
Payment of Levy to Derbyshire Pool	-200	-999
Share of growth returned from the Pool	200	649
Business Rates Deficit 2017/18	0	-257
Net amount received in retention system	3,668	3,577
Declared deficit 2016/17	0	-285
Reversal of deficit 2017/18	0	257
Total Business Rates Retained	<u>3,668</u>	<u>3,549</u>

THE COLLECTION FUND

- 3.22 The Collection Fund is the statutory account that records the collection of Council Tax and Business Rates and shows how that income has been distributed to the Government and Preceptors on the Fund, including this Council.
- 3.23 Any surplus or deficit on the Fund is transferred to the General Funds of the Preceptors, in proportion to precepts levied each year. The projected position on the Fund for 2017/18, based on transactions up to 31st December 2017, is detailed in **Appendix 1**.
- 3.24 This shows that the projected surplus balance on Council Tax is approximately £825k, with a projected deficit balance of approximately £1,268k on Business Rates. In both instances, this is currently more favourable than estimated.

Council Tax

- 3.25 The projected balance at the year-end is approximately £825k compared to the budget estimate of £440k. This is due to the continuing increase in the tax base (number of properties).

- 3.26 The budget was based on a Tax Base of 31,647 Band D equivalent properties (after exemptions and discounts) with the total number of dwellings on the valuation list numbering 42,131. At the end of January 2018, the actual Tax Base amounted to 32,763 (+ 1,116) with the overall number of properties at 43,388 (+ 1,257).
- 3.27 During the Budget Round for 2017/18, the Council declared a surplus on the Collection Fund of £500,000 and this is being paid to Preceptors in the current financial year as shown in Appendix 1. It is anticipated that income will continue to increase with further residential development but will be offset by associated costs.
- 3.28 The Precepts are fixed payments for the year. The only other variable is the provision for bad debts which is calculated at the year-end. Even allowing for any further increase in the estimated amount, there will be a continuing surplus on Council Tax. The Council's share is approximately 11%.

Business Rates

- 3.29 As previously reported, due to a high level of appeals lodged by local businesses with the Valuation Office, large provisions were made in the accounts for 2015/16 and 2016/17. This has placed Business Rates into a deficit position of £1.3m which is detailed in Appendix 1. This deficit is being charged back to the General Funds of the Preceptors in 2017/18, although 50% is met by the Government.
- 3.30 As Appendix 1 shows, receipts are expected to rise in 2017/18 due to a growth in the Tax Base, together with increases arising from the 2017 Rating Valuation. Therefore, the deficit is now projected to reduce marginally in 2017/18, although this will depend on the outcome of appeals and whether any further appeals will be lodged, arising from the latest Valuation.
- 3.31 The Government has provided funding to support local businesses most affected by the Valuation. The Council's proposed scheme for allocating this funding was approved by the Committee in October with the condition that the funding is allocated by February 2018.

Business Rates Retention

- 3.32 At its meeting in October, the Committee approved to support an application to the Government alongside other Derbyshire councils, to become a pilot to trial 100% Business Rates Retention in 2018/19. Subsequently, the application was successful and a financial review is currently underway.
- 3.33 The pilot will effectively relinquish the Revenue Support Grant, but will retain the 50% of Business Rates income that currently flows to the Government, plus all future growth. Initially, the pilot will only be for one year and no additional responsibilities are being passed down from central to local government at this stage.
- 3.34 The Business Case for Derbyshire shows that approximately £21m (net) of extra resources per year would be retained within the County but a full financial review is currently underway to determine expected benefits to the pilot authorities.

HOUSING REVENUE ACCOUNT (HRA)

- 3.41 The Council is required to account separately for income and expenditure in providing Council Housing.

3.42 The approved HRA Budget for 2017/18 was set with an estimated deficit of £214,878, financed from the HRA General Reserve.

3.43 An update to the MTFP in February 2018 has altered this estimated deficit to a surplus of £940k due to a review of the Capital Programme and a change in the profile of revenue reserve contributions to the Debt Repayment Reserve.

3.44 The position on the HRA as at January 2018 is summarised in the following table.

Summary HRA 2017/18	BUDGET £000	PROJECTED ACTUAL £000	PROJECTED VARIANCE £000
Total Income	-12,868	-12,897	-29
Contribution to Capital & New Build	2,500	2,500	0
Responsive & Planned Maintenance	3,252	3,286	34
Interest on Debt	1,762	1,653	-109
Supervision & Management	1,790	1,689	-101
Supported Housing & Careline Services	833	861	28
Provision for Bad Debts	44	44	0
Provision for Debt Repayment	1,517	1,517	0
Asset Replacement Contribution	215	215	0
Contingent Sums	15	15	0
Surplus	-940	-1,117	-177

3.45 The above table shows that overall the HRA is now projected to achieve a surplus of approximately £1,117k which is £177k more than reported. The main variances are shown in the following table.

<u>HRA variances</u>		£'000
Salary savings (vacancies, maternity etc.)		-202
Interest Payable Savings on Variable Debt		-109
Favourable Rental Income		-29
Professional Fees for New Build		-25
Additional Careline Income		-15
Vehicle Hire		15
Careline Subsidy Adjustment		48
Redundancy and Early Termination Costs		57
Agency and Consultancy Staff		84
Other Variances (net)		-1
TOTAL - OVERALL PROJECTED VARIANCE		-177

3.46 The main variances are due to vacant posts partially offset by agency and consultants to support services. The savings on vacancies have also helped to support the one off costs of the Housing restructure.

3.47 Rental income is forecast to be slightly higher than budget due to full occupation of new build and acquired properties which were originally budgeted to include some voids.

- 3.48 Interest payable on HRA loans is lower than forecast on the variable rate loan as the interest rate budgeted is 2.5% versus actual paid of 0.45%.
- 3.49 A small proportion of council house tenants are currently not charged for Careline services. This decision was made prior to 2013 when changes to the subsidy received from Derbyshire County Council were determined. Revenue reported previously has been overstated and an adjustment is required to account for this correctly. The cost is estimated to be approximately £10k per annum but this is now under review. The overstatement of income in previous years is £48k as noted in the table above at 3.45.
- 3.50 Renewal of Planned Maintenance contracts has resulted in a delay to the original planned works. The anticipated saving totals £300k but this will be earmarked at year-end and carried forward into 2018/19.

CAPITAL EXPENDITURE and FINANCING 2017/18

- 3.51 The Capital Programme for 2018/19 was approved by the Committee in February 2018.
- 3.52 Progress in 2017/18 across the main projects and schemes in the updated programme is shown in the following table.

Capital Spending 2017/18 (as at January 2018)	Approved Budget £	B/fwd 2016/17 £	Updated Budget 2017/18 £	Expenditure to-date £
Council House Capital Works	1,800,000	0	1,800,000	941,238
Private Sector Housing Works	448,000	592,957	1,040,957	303,313
Environmental and Heritage Schemes	155,165	113,783	268,948	124,228
S106 Project	20,000	0	20,000	13,500
Swadlincote Woodlands Nature Reserve	37,000	0	37,000	0
Rosliston Forestry Centre - Play Project	130,000	0	130,000	0
Community Partnership Scheme (2016/17)	100,000	-24,075	75,925	49,937
Table Tennis Tables	0	1,730	1,730	1,900
Eureka Park	0	0	0	24,377
Town Hall Windows	0	13,600	13,600	14,820
Melbourne Assembly Rooms	65,000	-28,000	37,000	43,197
Vehicle Replacements	1,521,203	0	1,521,203	35,994
Depot Relocation	1,061,000	85,303	1,146,303	1,267,414
Property Maintenance, Development and Refurbishment	204,198	39,230	243,428	576
Total	5,541,566	794,528	6,336,094	2,820,494

Council House Capital Works and New Build Schemes

- 3.53 Major improvement works are set to underspend during the year due to the commissioning of a stock condition survey. Once results of the survey are received the Major Repairs will be reviewed with potentially new proposals for spend going forward. This will be reported to Members once work is complete. Any underspend in year will be carried forward into 2018/19.
- 3.54 The final New Build project at Lullington Road is still in the early stages and has a funding agreement in place with the Housing and Communities Agency. This project

is being progressed by the Strategic Housing Manager with starts on site due early 2018/19.

Private Sector Housing Works

- 3.55 The funding in place for Disabled Facilities has increased and there are works in the pipeline that can be completed within the allocated funds. The Strategic Housing Manager reported to committee in October proposals to increase the establishment on a temporary basis to help reduce the waiting time for adaptations and ensure all allocated funding is utilised.

Environmental and Heritage Schemes

- 3.56 This relates to the Swadlincote Town Centre Scheme following the award of funding in 2016/17.
- 3.57 The scheme is progressing well with a number of the grant projects being undertaken over the summer months. It is anticipated that the full budget of £269k will be utilised during the year.

Leisure and Community Schemes

- 3.58 Member approval to utilise earmarked reserves for the Swadlincote Woodlands Nature Reserve project has been granted therefore this project will be undertaken during 2018/19.
- 3.59 The Rosliston Play Project is to be conjoined with the new contract at Rosliston Forestry Centre. There will not be any spend during this financial year and so this budget will need to be carried forward into 2018/19.
- 3.60 Eureka Park capital project is now complete with final funding to be claimed from the HLF.
- 3.61 New windows for the Town Hall have been funded through revenue contributions and earmarked reserves alongside funding from the Swadlincote Heritage Town Centre Scheme.
- 3.62 Melbourne Assembly Rooms is now complete and additional funding from MARS plus underspends on contractual works have resulted in the project being on budget.

Vehicle Replacements

- 3.63 New mowers have been purchased in year but no major vehicle replacements have been made to-date. A procurement exercise has been undertaken and 8 new refuse freighters have been ordered for delivery in March and April 2018. In addition, a further procurement exercise has been concluded to replace vans which are due for delivery in May 2018.

Relocation of the Council Depot

- 3.64 All refurbishment works at the new site have been completed. Some additional items have been identified although the cost to-date has been contained comfortably within the contingency for provisional items.

Housing Capital Receipts

- 3.65 There have been 16 council house sales up to 31st December 2017 as shown in the following table. The net amount retained of £667,694 has been transferred to the New Build Reserve.

	Sales	Gross Receipts £	Less Pooled £	Retained £	% Retained
Quarter 1	4	117,800	-24,253	93,547	79%
Quarter 2	4	262,680	-130,094	132,586	50%
Quarter 3	8	520,912	-79,351	441,561	85%
Total	16	901,392	-233,698	667,694	74%

- 3.66 There have been a further 4 sales since December making a total of 20 to-date in 2017/18.

General Capital Receipts

- 3.67 A receipt of £1m was received, as expected, in April 2017 from the final tranche of land sold as part of the development of William Nadin Way. This had previously been earmarked to partly finance the relocation of the Depot.
- 3.68 A sum of £738,599 has been received regarding an overage payment from the redevelopment of Chestnut Avenue, Midway.
- 3.69 In addition, £28,000 has been received from the Fire Service for a strip of land outside the Fire Station in Swadlincote.

TREASURY MANAGEMENT

- 3.70 An analysis of the Council's borrowing and bank deposits is summarised in the tables which follow below. These show the position at 31st January 2018.
- 3.71 Debt outstanding is split between the HRA and the General Fund and this represents the "two pool" approach adopted for debt management.

As at 1/4/17 £'000	As at 30/9/17 £'000	As at 31/1/18 £'000
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Housing Revenue Account

Debt Outstanding (Average Rate 2.7%)	57,423	57,423	57,423
Capital Financing Requirement (CFR)	61,584	61,584	61,584
Statutory Debt Cap	66,853	66,853	66,853
Borrowing Capacity (Cap Less Debt o/s)	9,430	9,430	9,430

General Fund

Debt Outstanding	0	0	0
Capital Financing Requirement (CFR)	5,999	5,999	5,999
Borrowing Capacity (CFR Less Debt o/s)	5,999	5,999	5,999

Temporary Deposits and Short Term Borrowing

Temporary Bank and other Deposits	10,000	23,500	30,000
Less Parish Council Deposits	-28	-28	-28
Total - Short-term Cash Position	9,972	23,472	29,972

Average Interest Rate on Deposits	0.25%	0.19%	0.20%
Average 7-Day Money Market Rate	0.36%	0.25%	0.33%

Short-term Deposits

3.72 The money on deposit of £30m was spread over 12 deposits, 9 with other local authorities and 3 with the Government's Debt Management Office. The totals together with the average interest rate are shown in the following table.

	As at 1/4/17		As at 30/9/17		As at 31/1/18	
	£'000	%	£'000	%	£'000	%
Debt Management Office (DMO)	0	0.00%	7,500	0.10%	9,000	0.25%
Other Local Authorities	10,000	0.38%	16,000	0.41%	21,000	0.42%

3.73 Money on deposit with other local authorities tends to be for longer periods of up to 364 days. Deposits with the DMO are for shorter periods to manage cash flow.

3.74 The Council also has a long-term indefinite deposit of £1m with the CCLA LAMIT fund after approval from this Committee in August. This was invested on 28th September 2017, with the investment purchasing 317,985 units at an offer price of 314.48p per unit.

3.75 As previously reported, the value of these units and the income from them can fall as well as rise. Past performance is no guarantee of future returns; however the fluctuations in the value of the units can be seen in the following table.

	28/02/2018	31/01/2018	31/12/2017	30/11/2017	31/10/2017	30/09/2017
	pence/unit	pence/unit	pence/unit	pence/unit	pence/unit	pence/unit
CCLA LAMIT Property Fund - Prices						
Offer (buying) price	320.69	319.65	319.44	315.83	315.20	314.48
Net asset value	300.41	299.44	299.24	295.86	295.27	294.60
Bid (selling) price	295.75	294.80	294.60	291.27	290.69	290.03

3.76 Quarter 3 performance for the units we own is shown in the following table.

Q3
2017/18
£

CCLA LAMIT Property Fund

Amount Invested	1,000,000
Dividend Received	10,738
Annual Equivalent Interest Rate	4.30%

3.77 In August this committee also approved the use of Money Market funds. The first deposit was made on 8th December 2017, and returns to date are shown in the following table.

As at
31/1/18
£

Federated Investors Liquidity Fund

Amount Invested	2,000,000
Dividend Received	1,191
Annual Equivalent Interest Rate	0.40%

Lending Policy and Counterparty List

- 3.78 The Committee agreed an updated list and associated lending policy as part of the Treasury Management Strategy for 2018/19 in February. The counterparty list has been updated to include the CCLA LAMIT fund referred to in 3.74 plus the Money Market funds also approved in August. A full counterparty list is provided in Appendix 2.

Financial Markets - Update

- 3.79 Previous updates to the Committee have focused on the potential impact of the Brexit negotiations. Clearly, these are still on-going and the main focus of the markets in more recent weeks has been whether the Bank of England will again increase interest rates, following the November 2017 increase to 0.5%.
- 3.80 Following February's Bank of England Inflation Report, the Monetary Policy Committee (MPC) has raised expectations for further rises in the Bank Base Rate, both sooner and to a higher level than previously anticipated by markets. Reiterating the view of the UK economy's impaired supply capacity and survey data of higher private sector earnings growth, meaning inflationary outcomes are more likely, the MPC also revised the UK's economic growth prospects slightly higher due to the pull of global economic momentum.
- 3.81 The MPC have been mindful of the slow growth in the economy as measured by the Gross Domestic Product (GDP). However, this has increased again slightly during the fourth quarter of 2017 (0.5% compared to 0.4% in the previous quarter).
- 3.82 Household consumption growth has softened, despite high employment and low saving rates. The depreciation in sterling is assisting the economy to rebalance away from spending. Export volumes have increased, helped by stronger global Eurozone economic expansions.

FINANCIAL and OTHER PERFORMANCE

- 3.83 In addition to the Corporate Plan, the Corporate Resources Directorate also maintain a set of key performance indicators to monitor the progress of its services. These indicators, although more operational, also relate back to the main aims in the Corporate Plan and are contained in the Directorate's Service Plan.
- 3.84 The indicators are maintained to ensure that each service area meets its intended outcomes and is a measure of its success. Several of the indicators are governed by statute. The targets are based on current benchmarks and are designed to improve on previous year's performance.
- 3.85 The indicators for 2017/18, together with progress to January 2018, are detailed in **Appendix 3**.

Payments to Suppliers

- 3.86 Under the Public Contracts Regulations 2015, the Council is required to publish its speed in processing payments to suppliers. Under the Regulations, the Council should pay all undisputed invoices within 30-days of receipt.
- 3.87 Although there is no specific penalty if this regulation is not complied with, individual suppliers have the right, under Late Payments Legislation, to claim interest on late payments. The rate of interest is 8% above the prevailing Bank of England Base Rate (currently 0.5%).
- 3.88 Overall performance against this indicator is shown in Appendix 3. The Council's detailed performance in 2016/17, together with that to-date in 2017/18, is shown in the following tables.

	<u>No of Invoices</u>	<u>No. Paid in 30 Days</u>	<u>% Paid with 30 days</u>	<u>No. Paid in 10 Days</u>	<u>% Paid with 10 days</u>
Apr-16	435	429	98.62%	373	85.75%
May-16	379	370	97.63%	299	78.89%
Jun-16	582	544	93.47%	428	73.54%
Jul-16	457	446	97.59%	365	79.87%
Aug-16	566	553	97.70%	408	72.08%
Sep-16	482	476	98.76%	402	83.40%
Oct-16	411	405	98.54%	333	81.02%
Nov-16	597	588	98.49%	494	82.75%
Dec-16	336	332	98.81%	295	87.80%
Jan-17	446	432	96.86%	304	68.16%
Feb-17	424	406	95.75%	310	73.11%
Mar-17	556	535	96.22%	385	69.24%
Total	5671	5516	97.27%	4396	77.52%

	<u>No of Invoices</u>	<u>No. Paid in 30 Days</u>	<u>% Paid with 30 days</u>	<u>No. Paid in 10 Days</u>	<u>% Paid with 10 days</u>
Apr-17	326	317	97.24%	223	68.40%
May-17	448	429	95.76%	313	69.87%
Jun-17	409	380	92.91%	289	70.66%
Jul-17	524	504	96.18%	320	61.07%
Aug-17	549	535	97.45%	381	69.40%
Sep-17	525	457	87.05%	351	66.86%
Oct-17	420	401	95.48%	266	63.33%
Nov-17	627	603	96.17%	464	74.00%
Dec-17	353	339	96.03%	199	56.37%
Jan-18	573	543	94.76%	373	65.10%
	4754	4508	94.83%	3179	66.87%

- 3.89 Standard benchmarks are 97.5% for all invoices to be paid within 30 days and 65% for 10-day payments. The Council did not receive any claims or make any payments for late interest in 2016/17 or to-date in 2017/18.
- 3.90 The percentage of invoices paid within 30 days has fallen since September due to more robust financial control measures being implemented. To eliminate cross departmental ordering and approving, each budget area has a designated officer to raise purchase orders. As a result, administering the new procedure has caused delays in orders being raised and goods receipted. Training sessions have been rolled out to all designated officers during February and therefore an improvement in the performance indicators will be apparent going forward.

4.0 Financial Implications

- 4.1 As detailed in the report

5.0 Corporate Implications

- 5.1 None directly

6.0 Community Implications

- 6.1 None directly

7.0 Background Papers

- 7.1 None

APPENDIX 1

COLLECTION FUND MONITORING 2017/18 (as at 31st December 2017)

	Actual 2016/17	Estimated 2017/18	3rd Qtr Projection 2017/18	Notes
COUNCIL TAX - INCOME & EXPENDITURE	£'000	£'000	£'000	
INCOME				
Council Tax Collectable	50,265	52,778	53,300	Estimated Increase in Tax Base and Precepts of 5%; projection per report Ct6140c
EXPENDITURE				
County Council Precept	36,109	38,345	38,345	As approved by Full Council 1st March 2017
Police and Crime Commissioner Precept	5,487	5,715	5,715	As above
Fire and Rescue Authority Precept	2,206	2,297	2,297	As above
SDDC Precept	4,747	4,942	4,942	As above
SDDC Parish Precepts	679	756	756	As above
Increase in Bad Debts Provision	655	396	533	Estimated at 1% of income
Total Expenditure	49,883	52,451	52,588	
Surplus for the Year	382	327	712	
COUNCIL TAX BALANCE				
Opening Balance 1st April	407	613	613	Per Final Accounts 2016/17
Share of Previous Surplus to County Council	-128	-367	-367	As approved by Full Council 1st March 2017
Share of Previous Surplus to Police	-20	-56	-56	As above
Share of Previous Surplus to Fire Authority	-8	-22	-22	As above
Share of Previous Surplus to SDDC	-20	-55	-55	As above
Surplus for Year (as above)	382	327	712	
Closing Balance as at 31st March	613	440	825	

	Actual 2016/17	Estimated 2017/18	3rd Qtr Projection 2017/18
BUSINESS RATES - INCOME & EXPENDITURE	£'000	£'000	£'000

INCOME

Business Rates Collectable	23,787	24,805	24,840
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Estimate as per NNDR1 Submission; projection per report NR7050 (as at 30th Sept)

EXPENDITURE

Central Government Precept	11,767	12,402	12,402
SDDC Precept	9,414	9,922	9,922
Derbyshire County Council Precept	2,118	2,232	2,232
Fire and Rescue Service Precept	235	248	248
Cost of Collection	91	91	91
Transitional Protection Payments	15	15	15
Increase in Bad Debts Provision	226	236	248
Provision for Appeals	312	322	323

Per NNDR1 Submission

As above

As above

As above

As above

Nominal

Estimated at 1% of income

Estimated at 1.3% of income

Total Expenditure	24,178	25,468	25,481
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Surplus / Deficit (-)	-391	-663	-641
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BUSINESS RATES BALANCE

Opening Balance 1st April	-400	-1,339	-1,339
Transfer of Previous Year's Surplus paid	-274	356	356
Transfer of Previous Year's Surplus paid	-49	285	285
Transfer of Previous Year's Surplus paid	-5	64	64
Transfer of Previous Year's Surplus paid	-220	7	7
Surplus / Deficit (-) for the Year as above	-391	-663	-641

Per Final Accounts 2016/17

Per NNDR1 Submission

As above

As above

As above

Closing Balance as at 31st March	-1,339	-1,290	-1,268
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COUNTERPARTY LIST 2018/19
(As at February 2018)

Institution	Limit	Maximum Term
<u>Specified Investments</u>		
<ul style="list-style-type: none"> UK Debt Management Office (DMO) 	£15m	364 Days
<ul style="list-style-type: none"> Local, Police, Fire and Parish Authorities 	£5m with any one Authority	364 Days
<u>Non Specified Investments</u>		
<i>Named Counterparties</i>		
<ul style="list-style-type: none"> CCLA Lamit Property Fund 	£1m	Indefinite period, subject to quarterly review
<ul style="list-style-type: none"> Money Market Funds 	£10m in total and £2m with any one Fund	60 days
<ul style="list-style-type: none"> HSBC Lloyds Bank Bank of Scotland 	£2m with any one Bank	6 months
<ul style="list-style-type: none"> Close Brothers Santander UK / Abbey National Treasury Services 	£2m with any one Bank	6 months
<ul style="list-style-type: none"> Barclays Bank Goldman Sachs International 	£2m with any one Bank	100 days
<ul style="list-style-type: none"> Royal Bank of Scotland /National Westminster Bank 	£1m with any one Bank	35 days
<ul style="list-style-type: none"> Nationwide Building Society Coventry Building Society 	5% of total deposits	6 months
<ul style="list-style-type: none"> Leeds Building Society 	5% of total deposits	100 days
<i>Foreign Counterparties</i>		
<ul style="list-style-type: none"> AAA rated institutions (<i>subject to separate approval by the Section 151 Officer</i>) 	£1m with any one Bank	1 month
<i>Independent Building Societies</i>		
<ul style="list-style-type: none"> <i>subject to separate approval by the Section 151 Officer</i> 	£1m with any one society	100 days

Corporate Plan Aim	Measure	Annual target 2017/18	Progress as at Jan 2018
Maintain financial health	Deliver a balanced budget in accordance with the statutory timetable	Balanced budget agreed by the Council on 26 th February 2018	This was completed and approved by Full Council on 26 th February.
Maintain financial health	Produce regular budget monitoring information	Performance against budget reported to the Council on a quarterly basis	Completed
Maintain financial health	Through better procurement, generate budget savings directly or through supporting other services	Total cashable savings meet salary costs of £80,000	<i>Total Net Savings to-date £200,000 which includes:</i> <ul style="list-style-type: none"> • Refuse Freighters £176k • Council House Heating £32k • Asbestos Surveys £5k • Care line Monitoring £5k (cost) • Electrical Re-wiring £8k cost
Maintain financial health	Collection of Council Tax	In-year Collection Rate of at least 98%	95.0% in line with the profiled target
Maintain financial health	Collection of Business Rates	In-year Collection Rate of at least 98%	86.9% slightly below profiled target due to RV adjustments in January
Maintain financial health	Arrears for Council Tax, Business Rates and Housing Benefit Overpayments	Reduction in the annual Provision for Bad Debts	Not due until Final Out-turn
Maintain financial health	Identification of Fraud	Value of fraud identified meets service costs of £35,000	£2,300 single person discount £6,000 Council Tax support £62,640 Housing and Corporate fraud
Maintain financial health	Lettings of Industrial and Commercial Properties	Achieve 90% occupancy of all units and less than 10% of properties with rent arrears greater than 3 months	67 out of 67 units occupied (100%) with 2 tenants having rent arrears greater than 3 months (3%)

Maintain financial health	Income from Land Searches	Service breaks-even	Due to additional income, the service is currently running at a surplus of £12,000.
Good Governance	Produce a draft set of Accounts and Financial Statements for Annual Audit and Inspection	30 th June 2017	
Good Governance	Completion of Approved Internal Audit Plan and outcomes reported to the Audit Sub-Committee	At least 90% completed (<i>this is monitored by the Audit Sub-Committee</i>)	As at January 2018, of 23 planned Audits for the year, 10 had been completed and signed-off, with a further 6 Audits in progress and well advanced. The final 7 Audits had been allocated but not started. Due to investigation work earlier in the year, progress slipped but it is considered that at least 90% will be achieved by the year-end.
Customer Focus	Minimise downtime of IT	Downtime is less than 1% over the year	1% Unplanned Downtime. In October and November 17 outage occurred due to a - VMware 503 error, resulting in homeworkers being unable to access for 1.5 hours respectively.
Customer Focus	Prompt payment of invoices for goods and services	97% of undisputed invoices paid within 30-days	Cumulatively, 94.8% paid to-date (4,508 invoices out of 4,754)
Customer Focus	Prompt payment of invoices	65% paid within 10-days for	66.9% - 3,179 invoices

	for goods and services	local suppliers	
Customer Focus	Freedom of Information requests answered within the statutory time limit	98% of requests satisfactorily answered with 20-days	In the period April to September 2017, 293 from 313 requests received were answered within 20-days. This equates to 93% as reported to the Committee on 30 th November 2017.

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	15th MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	ADRIAN LOWERY ext. 5764	DOC:
SUBJECT:	STREET SCENE RESOURCES AND IMPROVEMENTS	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 To approve an increase to the Establishment of one new Cleansing Operative post and two new Grounds Maintenance Operative posts to help respond to increasing demand for service due to continual growth within the District.
- 1.2 To increase the Council's vehicle fleet by one additional compact sweeper, one additional ride on mower and one additional van/pick-up to help respond to increasing demand for service due to continual growth within the District.
- 1.3 To approve the purchase of other ancillary equipment including strimmers, blowers, fuel, spare parts etc.to help respond to increasing demand for service due to continual growth within the District.
- 1.4 To approve an increase to the Establishment of four new Grounds Maintenance Operative posts to improve the maintenance standards within the District.
- 1.5 To increase the Council's vehicle fleet by one additional van/pick-up to improve the maintenance standards within the District.
- 1.6 To approve the purchase of other ancillary equipment including strimmers, blowers, fuel, spare parts etc. to improve the maintenance standards within the District.

2.0 Purpose of Report

- 2.1 Committee is being asked to consider additional staffing and vehicle resources to enable our Street Scene service to continue to respond to the growth within the District.
- 2.2 Committee is also asked to consider additional staffing and vehicle resources to improve the maintenance standards within the District.

3.0 Detail

- 3.1 The number of streets and public open spaces has grown within the District by over 10% during the last five years. This period has also seen a significant increase in the volume of work required of the grounds maintenance service due to the increase in public open spaces, highway verges and play/sports facilities a total of 94,310 square meters, which equates to cutting a further 1.5 million square meters during the summer period.
- 3.2 The current staffing resources available to deliver these services are 20 Grounds Maintenance Operatives and 9 Street Cleansing Operatives; this is unchanged from at least eight years ago.
- 3.3 In order to meet the increasing size of the District we have reorganised grounds maintenance and cleansing rounds on a number of occasions. We do not have sufficient capacity to meet any future growth and have recently had to abort some grounds works and significantly delay some cleansing jobs due to resource issues.
- 3.4 Direct Services introduced weed spraying to grassed areas around eight years ago to primarily reduce the exposure of operatives to Hand Arm Vibration Syndrome (HAVS) and to reduce the resource requirements of strimming.
- 3.5 The current practice is to use herbicides to kill grassed areas around obstructions such as fences, posts and street furniture, creating a buffer zone, in order that ride on mowers can cut grassed areas more efficiently.
- 3.6 This practice has reduced operatives use of strimmers. The herbicide application takes place twice a year, whereas strimming would be required on each maintenance visit (around 16 per year).
- 3.7 Whilst the impacts of HAVS have been reduced following the introduction of better equipment, better health surveillance and better monitoring, the practice of using hand blowers to blow cut grass back onto plots from pavements and paths has increased utilising the resources that would once have undertaken strimming.
- 3.8 The extensive use of herbicides in public places is not popular with the public and is often very unsightly, reducing the aesthetics of the District. Further to this the Government is positively encouraging local authorities to significantly reduce the use of herbicides and in particular glyphosate based products.
- 3.9 Typically we would spray grassed areas as indicated above twice per year, in order to reduce reliance on spraying and return to a regime of strimming will require an increase in resources, as strimming will need to be undertaken on each occasion the grass is cut, this is around 16 times per year in most locations as stated above.
- 3.10 Further to the above, the quantity of winter works has increased disproportionately, with significant volumes of tree work and shrub bed maintenance. The additional resources will be deployed in the winter to improve the maintenance of these areas. They will also be utilised to enhance litter picking specifically on highway verges.
- 3.11 Due to the rapid growth of the District it is likely that the grounds and cleansing work load will continue to expand.

4.0 Financial Implications

4.1 The table below shows the additional costs proposed to the General Fund of increasing the Street Scene service provision.

	2018.19 £	2019.20 £	2020.21 £	2021.22 £	2022.23 £	Total £
Salaries: 6 x Grounds Ops & 1 x Cleansing Op	153,874	157,721	161,664	165,706	169,848	808,813
Training	1,500	1,530	1,561	1,592	1,624	7,806
Equipment	7,000	0	7,283	4,245	7,577	26,105
PPE	2,800	700	714	2,971	742	7,927
Vehicle maintenance	20,304	20,710	23,124	25,787	27,303	117,227
Additional revenue cost	185,478	180,661	194,346	200,300	207,094	967,878
Sweeper	66,500	0	0	0	0	66,500
2 x Van	73,000	0	0	0	0	73,000
Mower	24,500	0	0	0	0	24,500
Additional capital cost	164,000	0	0	0	0	164,000
Total cost	349,478	180,661	194,346	200,300	207,094	1,131,878

4.2 This proposal will increase the Establishment by 7 staff plus other additional revenue expenditure adding approximately £967,878 over a five year period. The on-going additional cost can be contained within the Growth Provision set-aside each year.

4.4 Provisions for growth are within contingent sums and total £500,000 per annum from 2018/19. The Growth Provision will be reduced per annum by the additional costs proposed resulting in no added pressure to the General Fund.

4.5 The capital cost in 2018/19 can also be contained within the Growth Provision. To ensure that there is enough set-aside for replacement of assets going forward it proposed that £30,000 per annum is taken from the Growth Provision and transferred into an Asset Replacement reserve.

4.6 Below is a table to show the impact on the Growth Provision from the proposals within the report.

	2018.19 £	2019.20 £	2020.21 £	2021.22 £	2022.23 £	Total £
Provision B/fwd	0	120,522	409,861	685,516	955,215	2,171,114
Street Scene Drawdown	-349,478	-180,661	-194,346	-200,300	-207,094	-1,131,878
Asset Replacement	-30,000	-30,000	-30,000	-30,000	-30,000	-150,000
Annual Contribution	500,000	500,000	500,000	500,000	500,000	2,500,000
Provision C/fwd	120,522	409,861	685,516	955,215	1,218,122	3,389,236

4.7 In summary, the additional on-going costs included within the report can be contained within provisions set-aside for growth and a healthy balance is still available for service pressures in future years.

5.0 Corporate Implications

- 5.1 Legal implications – the Council are a designated Principal Litter Authority and have a statutory duty to arrange for the collection of litter and fly tipping. There are no legal implications; however, the Government has issued 'Weeds, Best Practice Guidance for Integrated and Non-chemical Amenity Hard Surface Weed Control', which does require local authorities to give consideration to alternative means of weed control.
- 5.2 Employment Implications – we will create seven additional local jobs. Sufficient staff resources will need to be allocated from Human Resources and Direct Services to undertake the recruitment process.

6.0 Community Implications

- 6.1 Increase in the number of local jobs available for local people. Less reliance on the use of herbicides improves the environmental benefits to the community.

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	15th MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	
MEMBERS' CONTACT POINT:	MIKE ROYLANCE (01283 595725) mike.roylance@south-derbys.gov.uk	DOC:
SUBJECT:	SWADLINCOTE TOURIST INFORMATION CENTRE	REF: u/KS/budgets/budget round 2018 19/tic march 2018
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 08

1.0 Recommendations

- 1.1 That an increase of £3,000 per year in the Grant to Sharpe's Pottery Heritage & Arts Trust for the operation of the Tourist Information Centre is approved.
- 1.2 That the increase is subject to the satisfactory completion of the Service Level Agreement between the Council and the Trust.
- 1.3 That the increase is applied from 2018/19 onwards.
- 1.4 That a retrospective contribution of £1,500 is made to the Trust in 2017/18 to cover increased costs of operating the Tourist Information Centre.

2.0 Purpose of Report

- 2.1 To seek Members' support to provide additional funding to Sharpe's Pottery Heritage & Arts Trust for the operation of Swadlincote Tourist Information Centre (TIC) reflecting an increase in staffing costs. This report refers specifically to the grant from the District Council to Swadlincote TIC. Sharpe's also receives a grant from the District Council towards the Museum of £26,000 per year.

3.0 Detail

Background

- 3.1 Tourism is one of the country's fastest growing business sectors. The National Forest has brought new tourism opportunities to businesses in South Derbyshire, from farms diversifying to provide bed and breakfast and holiday cottages to village pubs serving walkers and cyclists. Tourism in the Forest already supports more than 4,700 jobs, attracts more than 7.8 million visitors a year and contributes £376 million to the local economy.
- 3.2 Swadlincote Tourist Information Centre (TIC) opened in 2006, aiming to contribute to economic development within South Derbyshire through the growth of tourism in the District. It seeks to maximise the economic benefits of tourism in a variety of ways,

for example, by attracting visitors to the District, and encouraging them to stay for longer periods, to visit in off-peak and shoulder months, and to return in the future. The greater the visitor spend, the greater the benefits for the local economy in terms of business income and employment. With many tourism businesses located in rural areas, they play a vital role in providing business creation and diversification opportunities in the countryside, and create new employment opportunities.

3.3 The role of Swadlincote TIC is:

- To provide an impartial visitor service for local residents and visitors to South Derbyshire and The National Forest, in accordance with prevailing Tourist Information Centre criteria and specified customer service standards, together with agreed targets. This is based upon maintaining Visit England 'Official Partner' status for tourist information services;
- To support and promote visitor-related businesses, including attractions, accommodation and facilities, together with relevant food & drink and retail outlets. Similarly, event and market organisers, including operating a booking service on behalf of the Council and tourism and leisure operators; and,
- To contribute to joint destination marketing activities which will attract visitors to South Derbyshire, including those of the National Forest & Beyond destination marketing partnership and the Visit Peak District & Derbyshire destination management organisation.

3.4 In 2016/17 Swadlincote TIC responded to over 44,000 visitor enquiries, though face-to-face queries both at the Centre and at events, via telephone and email, and online through websites and social media. It also prepared three editions of the "What's on" guide and contributed to a range of other publications including the National Forest & Beyond Attractions Guide, Heritage Open Days Guide and Derbyshire Well Dressings & Gardens Guide.

Operation

- 3.5 The TIC employs 1.8 Full Time Equivalent (FTE) staff. The District Council meets the cost of employing the staff, together with associated materials and equipment, plus a contribution towards the maintenance and utilities of the Museum buildings from which the TIC operates. This is included in an annual grant paid to Sharpe's Pottery Heritage & Arts Trust and totalled £53,194 in 2017/18.
- 3.6 At the time of establishing the TIC, a commitment was made by the District Council to Sharpe's that Swadlincote TIC would be 'cost-neutral' for Sharpe's i.e. that the District Council would meet the full cost of its operation.
- 3.7 However, there was an expectation that any anticipated increase in costs would be agreed in advance with the District Council prior to being incurred. The operation of the TIC, including its funding and performance monitoring, etc. is contained within a Service Level Agreement (SLA).
- 3.8 During 2017, Sharpe's implemented an increase in salary costs for all of their staff. This was based upon the Board's decision to adopt the National Living Wage for the lowest paid staff and to maintain a salary differential for higher paid staff including between the TIC Assistants and TIC Manager posts. Additionally, the Government's

introduction of an automatic enrolment workplace pension scheme (National Employment Savings Trust) has added to staffing costs.

- 3.9 This has led to an ongoing increase in the cost of salaries relating to the TIC, that Sharpe's has requested is met by the District Council. Sharpe's has also sought to recoup additional expenditure incurred in the current financial year arising from the increased staffing costs.
- 3.10 To-date, Sharpe's have been reluctant to agree a Service Level Agreement with the District Council. A new draft SLA has recently been prepared between the District Council and Sharpe's covering the funding for both the Museum and Swadlincote TIC.

4.0 Financial Implications

- 4.1 External funding was used to meet the capital costs of establishing Swadlincote TIC, including the purchase of equipment and materials. This was part of a Phase 2 development of the Sharpe's site and was funded approximately 50/50 between the Council and a contribution from the Derby and Derbyshire Economic Partnership (DDEP). Total capital investment was approximately £140,000 in 2005/06.
- 4.2 As part of the funding received from DDEP, the Council made a commitment to fund the on-going costs for the financial years 2006/07 and 2007/08 and provision was made in the Council's budget. Since that time, the Council has supported the on-going costs of the TIC through an annual grant to Sharpe's.
- 4.3 The amount of this grant is considered during the annual budget cycle alongside other grants paid to voluntary bodies and is cash limited each year.
- 4.4 The increased employment cost to Sharpe's is approximately £3,000 in 2017/18. Sharpe's have requested that this additional cost is met annually by the District Council from 2018/19 onwards.
- 4.5 If agreed, this would increase the base amount of the annual grant paid to Sharpe's of £53,000. This would then still be subject to an inflationary increase as part of the annual review of all grants made to voluntary and third sector organisations.
- 4.6 Sharpe's has also sought to recoup £1,500 from the District Council as a contribution towards the additional salary costs incurred in the current financial year (2017/18). As a one-off, this payment has been met from within an existing budget in Economic Development.

Service Level Agreement

- 4.7 The Council has previously made a commitment to fund the on-going costs of the TIC. This is achieved through the annual cash limited grant. Therefore, it is considered important that the draft SLA is signed to ensure that the on-going funding of the TIC is secured. This will also mitigate the Council's risk from any unforeseen costs and strengthen control over what the TIC are able to commit.

5.0 Corporate Implications

- 5.1 Swadlincote TIC directly contributes to the Corporate Plan's vision to 'make South Derbyshire a better place to live, work and visit' and in particular to the themes of:

- Place – Creating vibrant communities to meet residents
- Progress - Encouraging inward investment and tourism opportunities

5.2 The key aims include:

- Support provision of cultural facilities and activities throughout the District
- Unlock development potential and ensure the continuing growth of vibrant town centres
- Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.

6.0 **Community Implications**

- 6.1 Swadlincote TIC contributes directly to the South Derbyshire Partnership's Sustainable Community Strategy vision of '*a dynamic and caring South Derbyshire, able to seize opportunities to develop and empower successful communities, whilst respecting and enhancing the varied character and environment of our fast growing and diverse District*'.
- 6.2 Sustainable Development is highlighted as a key theme, with the aim of achieving 'A more prosperous, better connected, increasingly resilient and competitive economy' and 'A better place to live, work and visit at the heart of The National Forest', with measures including unemployment levels in the District and spend by visitors to The National Forest.

7.0 **Conclusions**

- 7.1 Tourism is one of South Derbyshire's key sectors, identified in the District's Economic Development Strategy 2016-2020. The Strategy highlights that maximising the potential of The National Forest is a key challenge for the District in order to realise the full benefit of this unique initiative.
- 7.2 As such the continued operation of Swadlincote TIC is an identified action in the Economic Development Strategy and in the District Council's Corporate Plan for 2017/18.

8.0 **Background Papers**

- 8.1 None

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	15th MARCH 2018	CATEGORY:
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	MIKE ROYLANCE (01283 595725) mike.roylance@south-derbys.gov.uk	DOC: U/KS/BUDGETS/BUDGET 2018 19/ESF APP FINAL
SUBJECT:	APPLICATION FOR EUROPEAN STRUCTURAL & INVESTMENT FUNDS	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM 08

1.0 Recommendations

- 1.1 That an application for a two and half year European Structural & Investment Fund Project that will enable voluntary and community sector organisations to apply for the proposed South Derbyshire Employability Grants Fund to deliver 'back to work' projects and programmes across the District is approved.
- 1.2 That a post of Grants and Monitoring Officer, fully funded through the Investment Fund, is added to the Council's Establishment and is employed on a fixed-term contract to co-ordinate the delivery of the Grants Fund.
- 1.3 That the Council becomes the Accountable Body for the Project and the Project is delivered in accordance with the relevant policies and procedures of the Council.
- 1.4 To note that the Council will utilise current resources in Finance, Economic Development and Housing as match funding to discharge its accountabilities as the Accountable Body and to support the Project.
- 1.5 That any opportunities for the Council to utilise the Grants Fund directly with matched funding from within existing budgets is kept under review, to support Council Tenants and other residents with the implementation of Universal Credit.

2.0 Purpose of Report

- 2.1 To inform Members of the European Social Fund (ESF) application for funding as part of the Priority Axis1: Inclusive Labour Markets, Investment 1.4 Active Inclusion, following the success of an Expression of Interest that the Council put forward in partnership with South Derbyshire CVS.
- 2.2 The application will be for a two and half year South Derbyshire Grants Fund worth a total value of £522k, including on-costs. The South Derbyshire Grants Fund will enable voluntary and community organisations to apply for projects and programmes to work with Council tenants and residents with multiple and complex barriers, promoting equal opportunities and active participation together with improving employability locally by breaking down barriers and getting people back into work.

- 2.3 The main outcome of the funding will be to lessen the reliability on the welfare system, raise aspirations, improve the local economy and mitigate the impact on current business relating to administering the housing benefit provision as a result of the introduction of Universal Credit.

3.0 Detail

- 3.1 The 2014 to 2020 European Structural and Investment Funds (ESIF) bring the European Regional Development Fund (ERDF), European Social Fund (ESF) and part of the European Agricultural Fund for Rural Development (EAFRD) together into a single European Union (EU) Structural Investment Fund (ESIF) Growth Programme for England.
- 3.2 The fund is aimed at supporting the key growth priorities of innovation, research and development, support for Small and Medium Enterprises (SME), low carbon, skills, employment, and social inclusion. European Structural and Investment Funds are managed by the Department for Communities and Government (ERDF), and Department for Work and Pensions (ESF).
- 3.3 Over the past few months, officers have been working on a number of employability projects and exploring the impacts of changes in the welfare system along with how ESIF can be maximised. In particular to mitigate potential rent arrears from Council stock as a result of the roll out of Universal Credits later on in 2018, and gearing up to generally support those residents directly affected.
- 3.4 South Derbyshire is a District where there is low unemployment and high inactivity, especially in relation to mental health. As with many places nationally, there is a reliance on specialist voluntary and community services to support this demographic towards independence and employment. However, over the last 12 months, these services have lost funding reducing provision in the local area.
- 3.5 The Council have identified a clear need to fund specialist local provision to support dis-advantaged and vulnerable groups into work, to reduce the reliance on welfare benefits and support individuals with the transition to Universal Credit. The proposed South Derbyshire Grants Fund will enable voluntary and community organisations to apply for grants from £5 up to £50k that will support up to 253 tenants and local residents back into work or training and ensure they are not left financially or socially excluded. The ESIF money will match fund contributions from these organisations as shown in Section 4.
- 3.6 Apart from the Grants Fund, it is proposed that the Council will be the managing agent (Accountable Body) for the South Derbyshire Grants Fund with the support of South Derbyshire CVS who will be a delivery partner. As the managing agent, the Council will be required to administer and monitor grant applications. As part of the application, it is proposed that this will be undertaken by a part time Grants & Monitoring Officer that will be employed by the Council and fully funded through the Project. This would be supported by existing staff resources to support the Project and associated processes. This can be claimed as matched funding.
- 3.7 As part of the Project, South Derbyshire CVS will have a part time Development Officer funded through the Project matched by their own staff time in-kind. This will help to build capacity within the community to enable voluntary and community organisations in particular, small grass roots organisations, who have excellent reach into our communities, to develop their ability to apply and deliver funded provision through the South Derbyshire Grants Fund. The following will:

- Support people with multiple and complex barriers to participation to address these underlying issues and to move closer to or into the labour market.
- Engage marginalised individuals and support them to re-engage with education, training, or in employment.

3.8 As part of the grant application criteria, applicants will be expected to demonstrate project costs including 50% match funding contributions, clear outputs, that they have the relevant Equality and Diversity policies in place, in addition to how they would work with other organisations to engage participants, as well as complement and add value to existing services and activities provided by the Council, DWP at Swadlincote Job Centre such as:

- Support around housing issues that may arise
- Support for claimants to get on-line and stay on line e.g. PC/public internet sites across the district
- Processing for Local Council Tax Support Scheme
- Support for claimants with complex needs and in particular those who require personal budgeting support
- Referring claimants to the relevant service / Department who may need an alternative payment arrangement e.g. because of rent arrears or vulnerability
- Work with Universal Credit Programme in preparing landlords

3.9 Match funding for individual projects put forward to the South Derbyshire Grants Fund will be assisted by South Derbyshire CVS who will support groups to identify other sources of match available to them, including:

- South Derbyshire CVS small grants pot
- SDDC Community Partnership Fund
- South Derbyshire Partnership themed group funds
- Derbyshire County Council grants, such as the County Councillors Community Fund
- Private sector contributions i.e. local business sponsorship

3.10 Applications for the South Derbyshire Grants Fund will be submitted to the Grants & Monitoring Officer who will appraise each of the projects and then put these forward to a Grants Panel for approval. The Grants Panel will be made up of representatives from the Council CVS, Swadlincote Job Centre Plus, Derbyshire County Council and a third-party provider (likely to be the YMCA who delivers under all three streams of BBO in South Derbyshire).

3.11 As the Accountable Body, the Council would be responsible for ensuring all financial management and control procedures are in place, including the process for compiling, authorising and ensuring only eligible and defrayed expenditure is included in the ESIF claims for payment. ESIF is paid quarterly in arrears so any grant payments made to individual groups within this period would be incurred by the Council.

3.12 The Council will need to issue each successful applicant with a grant offer letter outlining the necessary process and procedures, including amount awarded,

expected outputs which will then be monitored by the Grants & Monitoring Officer to enable them to report back to the Department for Work and Pensions and claim ESIF Funds.

- 3.13 Individual projects will not receive payment until the necessary evidence and financial documentation has been provided and signed off by the Council's Finance Unit.
- 3.14 The Grants & Monitoring Officer will keep a record of all documentation They will also be required as part of their role to follow all processes and procedures in line with Council's policies including Equalities & Diversity, Procurement, Environmental Policy, as well as ensuring voluntary and community organisations applying for grants also follow good practices.

4.0 Financial Implications

- 4.1 The estimated costs of the Project are summarised in the following table.

Estimated Costs of the Project (Lifetime)					
	Total	Council	CVS	Community Bids	ESF
Staff Costs and Overheads	£	£	£	£	£
CVS Development Officer	54,500		27,250		27,250
Grants and Monitoring Officer	33,500				33,500
Manager	10,400	10,400			
Finance and Central Costs	23,400	23,400			
Total Staff Costs and Overheads	121,800	33,800	27,250	0	60,750
Grants Fund	400,000			200,000	200,000
Total Cost of Project	521,800	33,800	27,250	200,000	260,750

- 4.2 The Council's contribution as managing agent can be accommodated within existing budgets. The Council will have responsibilities as the Accountable Body and will be responsible for cash flow due to ESF Funds being paid quarterly in arrears. The Council will need to ensure that all monies are spent in accordance with grant conditions to claim the ESF funding.
- 4.3 The cost of recruitment of the Grants & Monitoring Officer will need to be funded by the Council.

5.0 Corporate Implications

- 5.1 This project is aimed at firstly increasing employment in the area and employability for our residents, meaning a stronger local economy and less reliance on the welfare system. This in turn will establish South Derbyshire as a better place to live, work and visit.
- 5.2 Communication of the Project will be through the usual channels including social media and in the local press. Successful grant applicants will be responsible for advertising their own projects in order to meet agreed output targets.

6.0 Community Implications

- 6.1 As previously explained, the aim of this Project is to enable residents to access employment and education. The output targets included in the application highlight

that up to 250 residents will have access to sustainable education or employment over a two year Project.

7.0 Conclusions

- 7.1 The Project will promote South Derbyshire to become a better place to live, work and visit. Successful projects funded through the Grants Fund will enable more residents to access work and education raising the district's income overall and increasing wellbeing among residents. This in turn will improve the district's economy and reputation.

8.0 Background Papers

- 8.1 None

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	15th MARCH 2018	CATEGORY: DELEGATED
REPORT FROM:	DIRECTOR OF FINANCE AND CORPORATE SERVICES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT 5811)	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

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 – 15th March 2018 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered By Last 3 Committees		
Information Technology and Digital Strategy 2017 to 2020	12 th October 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811)
Update on the Council's Medium-Term Financial Position	12 th October 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811)
Proposed Local Council Tax Support Scheme 2018/19	12 th October 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811)
Discretionary Business Rate Relief Schemes	12 th October 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811)
Disabled Facilities Grants – the 2017/18 allocation	12 th October 2017	Eileen Jackson Strategic Housing Manager (01283) 595763
Corporate Plan 2016-21: Performance Report (1 July – 30 September 2017)	30 th November 2017	Keith Bull Head of Communications (01283 598705)

Budget and Financial Monitoring 2017/18	30 th November 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811
Compliments, Complaints and Freedom of Information Requests 1 st April to 30 th September 2017	30 th November 2017	Kevin Stackhouse Director of Finance and Corporate Services (01283 595811
Change to Establishment – Direct Services Unit	30 th November 2017	Adrian Lowery Direct Services Manager (01283) 595764
Refuse Collection Resources	30 th November 2017	Adrian Lowery Direct Services Manager (01283) 595764
Implications Of The Homelessness Reduction Act 2017	11 th January 2018	Eileen Jackson Strategic Housing Manager (01283) 595763
Lone Worker Device	11 th January 2018	Tony Guest Health And Safety Officer (01283) 595872
Service Base Budgets 2018/19	11 th January 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Budget Report 2018/19 Incorporating the Consolidated Budget Proposals and Medium Term Financial Plan to 2023	11 th January 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811

Discretionary Business Rates Revaluation Relief Scheme	15 th February 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Council Tax Premium on Long-Term Empty Properties	15 th February 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Environmental Education Service: Service Development Proposal	15 th February 2018	Kate Allies Environmental Development Manager (01283) 535039
Treasury Management Strategy 2018/19 and Prudential Indicators 2018/19	15 th February 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Final Budget Proposals 2018/2019 and Financial Plan to 2023	15 th February 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Provisional Programme of Reports to be considered by Committee		
Corporate Plan 2016-21: Performance Report (1 October – 31 December 2017)	15 th March 2018	Keith Bull Head of Communications (01283) 598705
Budget and Financial Monitoring 2017/18	15 th March 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811

Street Scene Resources and Improvements	15th March 2018	Adrian Lowery Direct Services Manager (01283) 595764
Swadlincote Tourist Information Centre	15th March 2018	Mike Roylance Economic Development Manager (01283) 595725
Application for European Structural and Investment Funds	15th March 2018	Mike Roylance Economic Development Manager (01283) 595725
Data Protection Regulations	3 rd May 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Budget and Financial Monitoring 2017/18	3 rd May 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811
Corporate Plan 2016-21: Performance Report (1 January – 31 March 2018)	14 th June 2018	Keith Bull Head of Communications (01283) 598705
Data Quality Strategy and Annual Report 2017/18	14 th June 2018	Keith Bull Head of Communications (01283) 598705
Annual Equalities and Safeguarding Report 2017/18	14 th June 2018	Keith Bull Head of Communications (01283) 598705

Annual Training and Development Report 2017/18	14 th June 2018	Loyd Baker Service Lead HR and Training (01283) 228770
Annual Health and Safety Report 2017/18	14 th June 2018	Tony Guest Health and Safety Officer (01283) 595872
Absence Management Report 2017/18	14 th June 2018	David Clamp Head of Organisational Development (01283) 595729
Annual Consultation Report 2017/18	14 th June 2018	Keith Bull Head of Communications (01283) 598705
Annual Communications Report 2017/18	14 th June 2018	Keith Bull Head of Communications (01283) 598705
Compliments, Complaints and Freedom of Information Requests October 2017 to March 2018	14 th June 2018	Kevin Stackhouse Strategic Director Corporate Resources (01283) 595811
Final Budget Out-turn 2017/18	26 th July 2018	Kevin Stackhouse Strategic Director Corporate Resources (01283) 595811
Treasury Management Annual Report 2017/18	26 th July 2018	Kevin Stackhouse Strategic Director Corporate Resources (01283) 595811

Annual Accounts and Financial Statements 2017/18	26 th July 2018	Kevin Stackhouse Strategic Director Corporate Resources (01283) 595811
Corporate Plan 2016-21: Performance Report (1 April 2018 – 30 June 2018)	30 th August 2018	Keith Bull Head of Communications (01283) 598705
Budget and Financial Monitoring 2018/19	30th August 2018	Kevin Stackhouse Strategic Director (Corporate Resources) (01283) 595811