

AGENDA

Business & Transformation Scrutiny Panel

Tuesday, 07 December 2021 AT 16:00
In the Cathedral Room, Civic Centre, Carlisle, CA3 8QG

****A pre meeting for Members to prepare for the Panel will
take place 45 minutes before the meeting****

The Press and Public are welcome to attend for the
consideration of any items which are public.

Members of the Business & Transformation Scrutiny Panel

Councillor Bainbridge (Chair) , Councillors Alcroft (Vice Chair), Allison, Mrs
Bowman, Mrs Mitchell, Mitchelson, Sunter, Dr Tickner

Substitutes:

Councillors Mrs Atkinson, Mrs Birks, Brown, Collier, Ms Ellis-Williams, Mrs
Finlayson, Mrs Glendinning, Glover, Lishman, Mrs McKerrell, Meller, Morton,
Patrick, Robson, Shepherd, Miss Sherriff, Southward, Mrs Tarbitt, Miss
Whalen.

PART A

To be considered when the Public and Press are present

APOLOGIES FOR ABSENCE

To receive apologies for absence and notification of substitutions.

DECLARATIONS OF INTEREST

Members are invited to declare any disclosable pecuniary interests, other registrable interests and any interests, relating to any items on the agenda at this stage.

PUBLIC AND PRESS

To agree that the items of business within Part A of the agenda should be dealt with in public and that the items of business within Part B of the agenda should be dealt with in private.

MINUTES OF PREVIOUS MEETINGS

To note that Council, on the 9 November 2021, received and adopted the minutes of the meetings held on 26 August and 7 October 2021. The Minutes will be signed by the Chair.
Minute Book Volume 48(3)

A.1 CALL-IN OF DECISIONS

To consider any matter which has been the subject of call-in.

Portfolio: Finance, Governance and Resources
Directorate: Finance and Resources

Members are reminded that the Budget Book was circulated to all Councillors on 12 November 2021 and are asked to bring it to the meeting.

The Executive Decisions from 22 November 2021 are attached.

(a) Minutes of the Health and Wellbeing Scrutiny Panel and Economic Growth Scrutiny Panel

To receive the views of the Health and Wellbeing Scrutiny Panel and the Economic Growth Scrutiny Panel on the service implications of the Budget reports.

(Copy Minutes of 25 November and 2 December 2021 to follow)

Revenue Budget Reports:

(b) Budget Update – Revenue Estimates 2022/23 to 2026/27

Report: RD.46/21

Officer: Alison Taylor, Corporate Director of Finance and Resources
Budget Book Pages 1 - 28

To consider and comment on the summary of the Council's revised revenue base estimates for 2021/22, together with base estimates for 2022/23 and forecasts up to 2026/27 for illustrative purposes. Potential new spending pressures and savings are also considered along with new savings proposals and additional income generation.

(c) Individual Charges Reviews –

Background:

To consider and comment upon Individual Charges review reports as follows:

Community Services

Report: CS.37/21

Officer: Darren Crossley, Deputy Chief Executive
Budget Book pages 29 - 54

Economic Development

Report: ED.39/21

Officer: Jane Meek, Corporate Director of Economic Development

Budget Book Pages 55 - 64

Governance and Regulatory Services

Report: GD.55/21

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

Budget Book Pages 65 - 96

Licensing

Report: GD.82/21

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

Budget Book Pages 97 - 116

(d) Revised Capital programme 2021/22 and Provisional Capital Programme 2022/23 to 2026/27

Report: RD.79/21

Officer: Alison Taylor, Corporate Director of Finance and Resources

Budget Book Pages 117 - 128

To consider and comment on the revised capital programme for 2021/22, together with the proposed method of financing and the proposed programme for 2022/23 to 2026/27 the light of new capital proposals identified, and the estimated capital resources available to fund the programme.

(e) Corporate Assets –3 Year Repair and Maintenance Programme 2022/23 – 2024/25

Report: GD.79/21

Officer: Mark Lambert, Corporate Director of Governance and Regulatory Services

Budget Book Pages 129 - 134

To consider and comment on the repair and maintenance programme budget proposals for the Council's Corporate Property assets for the three year period 2022/23 to 2024/25 together with an update on building maintenance.

(f) Treasury Management Quarter 2 2021/22 and Forecasts for 2022/23 to 2026/27

Report: RD.49/21

Officer: Alison Taylor, Corporate Director of Finance and Resources

Budget Book Pages 135 - 148

To receive the regular quarterly report on Treasury Transactions and the City Council's Treasury Management estimates for 2022/23 with projections to 2026/27.

(g) Local Taxation 2022/23 – 2026/27

Report: RD.48/21

Officer: Alison Taylor, Corporate Director of Finance and Resources
Budget Book Pages 149 - 158

To receive the considerations as part of the budget process that need to be made in relation to aspects of funding received by the Council from Local Taxation.

Why are these items on the agenda?

Annual scrutiny as part of the Budget process

What is the Panel being asked to do?

Scrutinise the reports and provide feedback to the Executive.

A.3 REVENUE BUDGET OVERVIEW AND MONITORING REPORT APRIL TO SEPTEMBER 2021

**17 -
42**

Portfolio: Finance, Governance and Resources

Directorate: Finance and Resources

Officer: Alison Taylor, Corporate Director of Finance and Resources

Report: RD.50/21 and Minute Excerpt herewith

The Corporate Director of Finance and Resources to submit a report providing an overview of the Council's overall budgetary position for the period April to September 2021 for revenue schemes only. The matter was considered by the Executive on 22 November 2021.

Why is this item on the agenda?

Budget monitoring report.

What is the Panel being asked to do?

To scrutinise the overall budgetary position for the period April to September 2021.

A.4 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT APRIL TO SEPTEMBER 2021 **43 - 62**

Portfolio: Finance, Governance and Resources
Directorate: Finance and Resources
Officer: Alison Taylor, Corporate Director of Finance and Resources
Report: RD.51/21 and Minute Excerpt herewith

The Corporate Director of Finance and Resources to submit a report providing an overview of the budgetary position of the City Council's capital programme for the period April to September 2021. The matter was considered by the Executive on 22 November 2021.

Why is this item on the agenda?

Budget monitoring report

What is the Panel being asked to do?

To scrutinise the overall budgetary position for the period April to September 2021.

A.5 SICKNESS ABSENCE QUARTER 2 2021/22 **63 - 72**

Portfolio: Finance, Governance and Resources
Directorate: Community Services
Officer: Darren Crossley, Deputy Chief Executive
Report: CS.45/21 herewith

:

The Deputy Chief Executive to submit a report on the authority's quarter 2 sickness absence levels for the period 1 April to 30 September 2021 and other sickness absence information.

Why is this item on the agenda?

Annual monitoring of sickness absence within the authority.

What is the Panel being asked to do?

Scrutinise and comment on the information on sickness absence provided in the report.

A.6 QUARTER 2 PERFORMANCE REPORT 2021/22 **73 - 90**

Portfolio: Finance, Governance and Resources
Directorate: Corporate Support

Officer: Gary Oliver, Policy and Performance Officer
Report: PC.40/21 herewith

The Policy and Communications Manager to submit a report on the Quarter 2 2021/22 performance against the Council's current Service Standards and a summary of the Carlisle Plan 2021-23 actions as defined in the Plan. Performance against the Panel's 2021/22 Key Performance Indicators (KPIs) are also included.

Why is this item on the agenda?

Annual monitoring of performance.

What is the Panel being asked to do?

Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

A.7 OVERVIEW REPORT

**91 -
96**

Portfolio: Cross Cutting
Directorate: Cross Cutting
Officer: Rowan Jones, Overview and Scrutiny Officer
Report: OS.29/21 herewith

:

To consider a report providing an overview of matters related to the work of the Business and Transformation Scrutiny Panel.

Why is this item on the agenda?

The Business and Transformation Scrutiny Panel operates within a work plan which has been set for the 2021/22 municipal year. The Plan will be reviewed at every meeting so that it can be adjusted to reflect the wishes of the Panel and take into account items relevant to this Panel in the latest Notice of Executive Key Decisions.

What is the Panel being asked to do?

Note the items within Panel remit on the most recent Notice of Executive Key Decisions

Note the current work programme

PART B

To be considered when the Public and Press are excluded from the meeting

- NIL -

Enquiries, requests for reports, background papers etc to:
committeeservices@carlisle.gov.uk

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 NOVEMBER 2021

Item
A.2

EX.127/21 BUDGET PROCESS 2022/23 - 2026/27

The Deputy Leader introduced Agenda item A.1 which constituted the official start of the 2022/23 Budget process. The reports under consideration by the Executive today would proceed to Scrutiny, and come back before the Executive, prior to submission to the Special Council meeting scheduled to take place on 1 February 2022.

EX.128/21 BUDGET UPDATE - REVENUE ESTIMATES 2022/23 TO 2026/27

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel

Health and Wellbeing; Economic Growth; Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.46/21 providing a summary of the Council's revised revenue base estimates for 2021/22, together with base estimates for 2022/23 and forecasts up to 2026/27 for illustrative purposes. The base estimates had been prepared in accordance with the guiding principles for the formulation of the budget over the next five-year planning period as set out in the Medium Term Financial Plan (MTFP) and Charging Policy; Capital Strategy; and Asset Management Plan approved by Council on 14 September 2021.

The report set out known revisions to the MTFP projections, although there were a number of significant factors affecting the budget that were currently unresolved and which would be considered as the budget process progressed (paragraph 1.3 referred).

Details of the outstanding key issues and resource assumptions were set out at Section 4 and details of the income and budget monitoring shortfalls were documented at paragraph 5.7. Section 8 of the report set out the funding requirements for the Local Government Reorganisation.

The Deputy Leader concluded by moving the recommendations as detailed within the report. The Leader seconded them.

Summary of options rejected none

DECISION

That the Executive:

1. Noted the revised base estimates for 2021/22 and base estimates for 2022/23.
2. Noted the current Medium Term Financial Plan projections, which would continue to be updated throughout the budget process as key issues became clearer and decisions were taken.
3. Noted the initial budget pressures, bids and savings which needed to be taken into account as part of the 2022/23 budget process.
4. Noted the review of the earmarked reserves as outlined in paragraph 9 and Appendix F to Report RD.46/21.

Reasons for Decision

To note the Revenue Base Estimates; updated Medium Term Financial Plan projections and budget pressures / savings for consideration as part of the 2022/23 budget process

EX.129/21 REVIEW OF CHARGES 2022/23 - COMMUNITY SERVICES

(Key Decision KD.10/21)

Portfolio Environment and Transport; Culture, Heritage and Leisure

Relevant Scrutiny Panel

Economic Growth; Health and Wellbeing; Business and Transformation

Subject Matter

The Deputy Leader submitted report CS.37/21 setting out the proposed fees and charges for 2022/23 relating to those services falling within the Community Services Directorate. The report proposed a varied approach to the charges for the use of the city centre. To encourage the use of commercial pitches, pavement cafes and Farmers Markets it was proposed to maintain the rates at the current rate and the remainder of charges would increase by 3%. It was also proposed that 10p be added to all tariffs across all car parks and an increase of 10p per day to permit prices.

Details of the other proposed charges in relation to City Centre usage by external organisations; events; digital banner; Old Fire Station; allotments; use of parks; sports pitches; Talkin Tarn; Bereavement Services; Waste Services and Garage charges were also provided.

The original 2021/22 budgets and 2022/23 forecast income levels based upon the current charge structure and forecast volume were as detailed in the table in section 11 of the report. The charges highlighted within the report would result in an anticipated level of income of £2,810,500 against the MTFP target of £3,196,200. That represented a shortfall of £385,700 against the MTFP target.

The Deputy Leader moved and the Leader seconded the recommendations.

Summary of options rejected none

DECISION

That the Executive:

1. Had reviewed the proposed charges as set out in the body of Report CS.37/21 and relevant appendices with effect from 1 April 2022, noting the impact those would have on income generation as detailed within the report.
2. Made the report of proposed charges available to relevant Scrutiny Panels for their review and comment.

Reasons for Decision

To ensure that the City Council's Corporate Charging Policy is complied with.

EX.130/21 REVIEW OF CHARGES 2022/23 - ECONOMIC DEVELOPMENT

(Key Decision KD.10/21)

Portfolio Economy, Enterprise and Housing

Relevant Scrutiny Panel Economic Growth; Business and Transformation

Subject Matter

The Deputy Leader submitted report ED.39/21 setting out the proposed fees and charges for areas falling within the responsibility of the Economic Development Directorate.

The proposed charges in relation to Planning Services included Development Control income; Building Control income; Building Control Discretionary Charges; Shop Mobility and Investment and Policy Income.

Acceptance of the charges highlighted within the report would result in an anticipated level of income of £656,000 against the Medium Term Financial Plan target of £656,000

The Deputy Leader then moved the recommendation, which was seconded by the Leader.

Summary of options rejected none

DECISION

That the Executive agreed the charges, for consultation, as set out in Report ED.39/21 and accompanying Appendices, with effect from 1 April 2022; noting the impact those would have on income generation as detailed within the report.

Reasons for Decision

To ensure that the City Council's Corporate Charging Policy is complied with.

EX.131/21 REVIEW OF CHARGES 2022/23 - GOVERNANCE AND REGULATORY SERVICES

(Key Decision KD.10/21)

Portfolio Cross Cutting

Relevant Scrutiny Panel Health and Wellbeing; Business and Transformation

Subject Matter

The Deputy Leader submitted report GD.55/21 concerning the proposed fees and charges for areas falling within the responsibility of the Governance and Regulatory Services Directorate.

The report set out the proposed charges relative to Environmental Health and Housing; Homeless, Prevention and Accommodation Services; and Legal Services.

The introduction of the proposed charges was forecast to generate income of £802,800 in 2022/23 as summarised in the table at paragraph 5.11.1 of the report.

The Deputy Leader then moved the report, it was seconded by the Leader.

Summary of options rejected none

DECISION

That the Executive agreed for consultation the charges as detailed within Report GD.55/21 and accompanying Appendices, with effect from 1 April 2022; noting the impact those would have on income generation as detailed within the report.

Reasons for Decision

To ensure that the City Council's Corporate Charging Policy is complied with.

EX.132/21 REVIEW OF CHARGES 2022/23 - LICENSING

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report GD.82/21 setting out the proposed fees and charges for areas falling within the responsibility of the Licensing Section of the Governance and Regulatory Services Directorate. The Regulatory Panel had responsibility for determining the licence fees, with the exception of those under the Scrap Metal Dealers Act 2013, which fell to the Executive.

The Deputy Leader then moved that the Executive note the charges which had been considered by the Regulatory Panel on 27 October 2021. The fees under the Scrap Metal Dealers Act 2013 fell to the Executive for approval and were included in appendix A of the report. The Leader seconded the recommendation.

Summary of options rejected none

DECISION

That the Executive:

1. Noted the charges which were considered by the Regulatory Panel on 27 October 2021.
2. Approved the charges, for consultation, under the Scrap metal Dealers Act 2013 with effect from 1 April 2022.

Reasons for Decision

To ensure that the City Council's Corporate Charging Policy is complied with and sufficient income is generated to cover the costs associated with administering and enforcing the Council's statutory licensing function.

EX.133/21 REVISED CAPITAL PROGRAMME 2021/22 AND PROVISIONAL CAPITAL PROGRAMME 2022/23 TO 2026/27

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel

Economic Growth; Health and Wellbeing; Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.47/21 detailing the revised Capital Programme for 2021/22, now totalling £29,917,200, together with the proposed method of financing. The summary of the revised programme for 2021/22 showed a potential borrowing requirement in the sum of £28,794,905.

Also summarised was the proposed programme for 2022/23 to 2026/27 in the light of the new capital proposals identified, together with the estimated capital resources available to fund the programme.

The Deputy Leader concluded his presentation by moving the recommendations as detailed within the Corporate Director's report. The Leader seconded the recommendation.

Summary of options rejected none

DECISION

That the Executive:

1. Noted the revised capital programme and relevant financing for 2021/22 as set out in Appendices A and B to Report RD.47/21 including approval of the reduction of £1,894,800 to the 2021/22 capital programme;
2. Had given initial consideration and views on the proposed capital spending for 2022/23 to 2026/27 given in the report in the light of the estimated available resources;
3. Noted that any capital scheme for which funding had been approved by Council may only proceed after a full report, including business case and financial appraisal, had been approved.

Reasons for Decision

To note the details of the revised Capital Programme and relevant financing and make arrangements for the new capital bids to be considered as part of the 2022/23 budget process

EX.134/21 CORPORATE ASSETS - 3 YEAR REPAIR AND MAINTENANCE PROGRAMME 2022/23 TO 2024/25

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report GD.79/21 setting out the repair and maintenance programme budget proposals for the Council's Corporate Property assets for the three year period 2022/23 to 2024/25, required to ensure that the legal responsibilities of the City Council were met.

Local authorities had a duty to manage their property assets, particularly operational assets, in a safe and efficient manner which contributed to the quality of service delivery. The maintenance strategy was fully integrated with the Asset Management Plan and environmental policy. In addition, the Council followed good practice by, where practical, allocating its budget 70% planned maintenance and 30% reactive maintenance.

The report indicated that the proposed 2022/23 revenue maintenance budget amounted to approximately £782,200 spread across a wide range of assets; and that the Council had a capitalised major repairs programme with a provision of £250,000 included in the Capital Programme. The total outstanding maintenance figure on the operational buildings, based on a costed 5 year plan derived from the Condition Surveys, currently stood at just under £2,164,000. That figure omitted the outstanding maintenance works at the Pools due to the impending closure of the facility, however, it was anticipated that the total maintenance figure would rise once costs associated with the Victorian Health Suite and the Sands sports hall roof were known.

Turning to the issue of planned maintenance, the report recorded that the projects detailed at Section 2 reflected the highest priority projects to be funded from capital. The Council had submitted a bid for Public Sector Decarbonisation Scheme funding. The bid totalled £2.1million and if successful would allow energy efficiency improvements to be undertaken to a number of the Council's operational assets.

The Deputy Leader concluded by moving the recommendations set out in the report. The Leader seconded the recommendation.

Summary of options rejected none

DECISION

That the Executive approved:

1. The three-year revenue maintenance programme set out in Appendix A to Report GD.79/21 as part of the budget process.
2. The 2022/23 capital budget of £250,000 and the associated list of capital projects selected to meet the allocated budget.

Reasons for Decision

The Council's property assets require regular repair and maintenance to ensure they provide a safe working environment for their users and occupiers. The recommendations outlined ensured that Council assets were maintained to a standard that supported service provision and ensured the safety and comfort of their users and occupiers.

EX.135/21 TREASURY MANAGEMENT QUARTER 2 2021/22 AND FORECASTS FOR 2022/23 TO 2026/27

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.49/21 providing the regular quarterly report on Treasury Transactions, together with an interim report on Treasury Management as required under the Financial Procedure Rules. The report also discussed the City Council's Treasury Management estimates for 2022/23 with projections to 2026/27 and set out information regarding the requirements of the Prudential Code on local authority capital finance.

Treasury Management projections were reviewed annually to ensure that current interest rate forecasts were updated, and that current and future spending implications were built into the cash flow forecasts model. Average cash balances would need to be amended to reflect revised

forecasts for anticipated capital receipts, capital expenditure and use of revenue reserves and that would adjust the final pressure/saving requirement from treasury management. The draft base Treasury Management estimates for 2022/23 with projections for 2026/27 were set out at Appendix C.

The Deputy Leader concluded by moving the recommendation set out in the report. The Leader seconded the recommendation.

Summary of options rejected none

DECISION

That Report RD.49/21 be received and the projections for 2022/23 to 2026/27 be incorporated into the Budget reports considered elsewhere on the Agenda.

Reasons for Decision

To receive the report on Treasury Management and refer it as part of the budget process.

EX.136/21 LOCAL TAXATION 2022/23 - 2026/27

(Key Decision KD.10/21)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.48/21 considering aspects of Local Taxation decisions which needed to be made as part of the Budget process for 2022/23 onwards.

Set out within the report were the various considerations, including the levels of Council Tax for the City Council (including Parish Precepts), Council Tax Surplus calculations, Council Tax Base calculations, Local Support for Council Tax including War Widows Pension Disregard, and Business Rate Retention (including Pooling arrangements). A summary of the assumptions made was also provided at Section 4.

The Deputy Leader moved, and the Leader seconded, the recommendations.

Summary of options rejected none

DECISION

That the Executive:

1. Noted the contents of Report RD.48/21 including the current assumptions built into the MTFP with regard to local taxation issues;
2. Approved, for recommendation to Council as part of the budget process, the 2022/23 Local Support for Council Tax scheme as set out in paragraph 2.4, and the War Pensions Voluntary Disregard as set out in paragraph 2.5;
3. Approved the continuation of involvement in the Cumbria Business Rate Pool arrangements for 2022/23, subject to the continuing involvement of the other partners with the final decision on participation being delegated to the Corporate Director of Finance and Resources.

Reasons for Decision

To make recommendations on aspects of Local Taxation decisions required to be made as part of the 2022/23 Budget process.



Carlisle City Council

Report to Business and Transformation Scrutiny Panel

Item
A.3

Meeting Date: 7 December 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Policy and Budget Framework: Yes
Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to September 2021
Report of: Corporate Director of Finance and Resources
Report Number: RD 50/21

Purpose / Summary:

This report provides an overview of the Council's General Fund revenue budgetary position for the period April to September 2021 which was considered by the Executive on 22 November 2021.

Questions for / input from Scrutiny:

Members are asked to scrutinise the variances contained within this report.

Recommendations:

Members of the Business and Transformation Scrutiny Panel are asked to scrutinise the overall budgetary position for the period April to September 2021.

Tracking

Executive:	22 November 2021
Scrutiny:	7 December 2021
Council:	n/a

Carlisle City Council

Report to Executive

Meeting Date: 22 November 2021
 Portfolio: Finance, Governance and Resources
 Key Decision: No
 Policy and Budget Framework: Yes
 Public / Private: Public

Title: Revenue Budget Overview & Monitoring Report: April to September 2021
 Report of: Corporate Director of Finance and Resources
 Report Number: RD 50/21

Purpose / Summary:

This report provides an overview of the Council's overall budgetary position for the period April to September 2021 for revenue schemes only and provides details of the impact of COVID-19 on the revenue budget. The report also includes details of balance sheet management issues, bad debts written off in the period and progress against the budget savings is also provided.

Recommendations:

The Executive is asked to:

- (i) Note the budgetary performance position of the Council to September 2021;
- (ii) Note the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;
- (iii) Note the release of reserves as set out in the table at paragraph 2.2, and note the virements approved as detailed in Appendix A.

Tracking

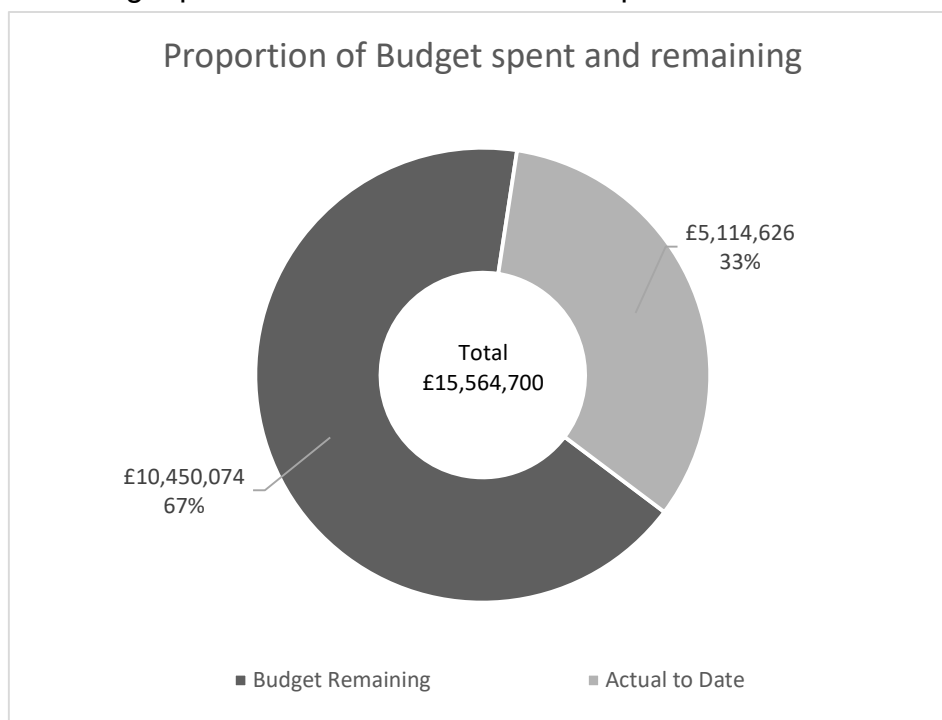
Executive:	22 November 2021
Scrutiny:	7 December 2021
Council:	n/a

1. Background

- 1.1. In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. Further details of virements processed can be found in **Appendix A**. It is the responsibility of individual Chief Officers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2. All Managers currently receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision-making process.
- 1.3. Please note that throughout this report:
- (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
 - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
 - (iii) the term 'overspend' includes both spending above budget and/or shortfall in income.

2. 2021/22 Revenue Budget Monitoring

- 2.1 The budget position of the Council as at September 2021 is as follows:



2.2 The summarised revenue budgetary position as at September 2021 is shown in the following table:

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Community Services	B1	9,480,600	11,472,900	4,350,147	4,113,393	(236,754)
Corporate Support	B2	2,632,600	276,700	364,332	364,405	73
Economic Development	B3	974,700	2,116,900	869,020	679,455	(189,565)
Finance & Resources	B4	2,054,500	1,893,700	791,856	567,018	(224,838)
Governance & Regulatory Services	B5	1,305,800	2,330,700	942,246	793,978	(148,268)
Corporate Management	B6	(3,042,200)	(2,584,000)	(498,729)	(362,451)	136,278
Service Expenditure		13,406,000	15,506,900	6,818,872	6,155,798	(663,074)
Exceptional Items	B7	(25,000)	57,800	(466,904)	(1,041,172)	(574,268)
Service Expenditure		13,381,000	15,564,700	6,351,968	5,114,626	(1,237,342)
Parish Precepts		708,300	708,300	708,300	708,056	(244)
Total		14,089,300	16,273,000	7,060,268	5,822,682	(1,237,586)
Transfers to/(from) Reserves						
Cremator Replacement Reserve		0	41,000			
Revenue Grants Reserve		0	(380,300)			
General Fund Reserve		466,600	(1,346,700)			
Planning Services Reserve		0	18,900			
Economic Recovery Reserve		0	(50,000)			
Total Transfer to/(from) Reserves		466,600	(1,717,100)	217,682	1,803,471	1,585,789
Financed by:						
Precept from Collection Fund		(8,346,900)	(8,346,900)	(4,173,450)	(4,173,433)	17
Business Rate Retention		(6,209,000)	(6,209,000)	(3,104,500)	(3,452,720)	(348,220)
Total Grants		(14,555,900)	(14,555,900)	(7,277,950)	(7,626,153)	(348,203)
Total		(14,089,300)	(16,273,000)	(7,060,268)	(5,822,682)	1,237,586

2.3 Further details for each directorate can be found in **Appendices B1 – B7**. Each appendix shows a breakdown of the variances for the Directorate, with comments and a note of any performance issues. Although the net position is shown in the table above, the main variances are summarised in the table below.

Budget Area		Underspend £	Overspend £
Car Parking Income (excl. contracts)	B1	0	180,574
Healthy Cities	B1	(104,745)	0
Recycling and Waste Management	B1	(249,056)	0
Building Control Income	B3	(55,787)	0
Development Control Income	B3	(100,564)	0
Loan Interest (incl. new borrowing)	B4	(188,962)	0
Building & Facilities	B5	(76,359)	0
The Lanes Income	B5	0	127,586
Asset Review Income	B5	(99,244)	0
Homeless Accommodation	B5	0	38,908
Profiled Budget Savings to Find	B6	0	211,904
Salary Turnover Savings	B6	(84,262)	0

2.4 Some of the significant service expenditure and income variances are set out below:

- A shortfall in car parking income from tickets, permits and PCNs due to Covid-19.
- A net underspend in Healthy Cities mainly due to savings at the Art Centre, Small Scale Community Projects and the GLL contract.
- A net underspend in Recycling and Waste Services due to reduced transport costs and increased income from garden waste, plastic and card recycling, sale of recyclates and Bring Sites.
- An increase in Building Control Income including Inspection Fee income, Building Notice fee income and Plan Deposit fee income
- An increase in Development Control fee income due to a significant application fee being received.
- A saving from interest on borrowing due to no new borrowing scheduled for 2021/22 being entered into as yet.
- A net underspend on Buildings and Facilities due to reduced costs for Building Cleaning, Civic Centre and Public Conveniences.
- Rental income losses from the Lanes to date. Projections for 2021/22 are being prepared and reviewed on a regular basis and the likely year end position will be reported more fully in a future monitoring report.
- Additional income generated from completed rent reviews.
- An underspend of £65,959 on expenditure on Homeless Accommodation and a shortfall in income of £104,868. This is a direct result of Covid-19 as changes to occupancy and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
- An overspend due to profiled budget savings to end of September for 2021/22 of £211,904. The annual position is reported more fully in paragraph 2.9.
- Additional salary turnover achieved against the budget to date.

2.5 A subjective analysis of the summarised budgetary position excluding exceptional items as at September is shown in **Appendix C**.

2.6 As usual the Council's virement procedures will be utilised in 2021/22 to accommodate new areas of spend outwith the current base budgets which can be funded from underspends, as highlighted within this monitoring report, thus avoiding the additional use of reserves, or pressures on future years budgets.

2.7 The following table provides a summary position of the income and expenditure within Exceptional Items:

		Original Budget £	Net Updated £	Net Budget to Date £	Net Spend to Date £	Variance £
Flood Related	B7	0	(10,500)	0	0	0
Covid-19 Related Expenditure	B7	0	93,300	46,669	148,534	101,865
Covid-19 Government Funding	B7	0	(25,000)	(25,000)	(701,138)	(676,138)
Covid-19 Government Grants	B7	0	0	(484,289)	(484,342)	(53)
Covid-19 Specific Grants	B7	0	0	(4,284)	(4,226)	58
Total Exceptional Items		0	57,800	(466,904)	(1,041,172)	(574,268)

2.8 Further details for this directorate can be found in **Appendix B7**. The main variances are also summarised below.

- A net underspend position on Council related expenditure as a result of Covid-19. However, the balance will be required to support other pressures/shortfalls in income (reported above) that are currently reported against individual service areas but are as a direct result of Covid-19 e.g. car parking income, and therefore will reduce the current reported underspend. The current Covid-19 position is as follows:

	Charged to Core Services £	Exceptional Items £	Total £
Losses Reported on Covid Return	0	98,735	98,735
Reopening the High Street	29,740	0	29,740
Elections	18,353	0	18,353
Compliance and Enforcement	0	23,700	23,700
RBS New Burdens Expenditure	0	3,145	3,145
Rough Sleeping	14,297	0	14,297
Sales Fees & Charges Income Shortfalls	243,209	0	243,209
Sales Fees & Charges Reduction in Expenditure	(61,515)	0	(61,515)
Other Income Shortfalls	116,947	0	116,947
Commercial Income	128,543	0	128,543
Total Covid Pressures	489,574	125,580	615,154
Funding Received	0	(616,032)	(616,032)
Sales Fees and Charges Compensation accrued	0	(51,376)	(51,376)
Compliance and Enforcement Funding Applied	0	(23,700)	(23,700)
Test & Trace Funding Received	0	(33,729)	(33,729)
Reopening the High Street Funding Applied (to be claimed)	(29,740)	0	(29,740)
Additional Funding for Elections	(7,996)	0	(7,996)
General Fund Surplus September 2021	451,838	(599,257)	(147,419)
Accommodation and Support Charges	0	46,653	46,653
Government Grants to Businesses & Individuals	0	(484,342)	(484,342)
Covid-19 Specific Grants	0	(4,226)	(4,226)
Revised Net Position on Covid-19	451,838	(1,041,172)	(589,334)

Note: Government grants to businesses and individuals are subject to a reconciliation process and any remaining balance of the grant income received will be required to be returned to Central Government on completion of the schemes.

- 2.9 The following table shows the position as at September 2021 of savings achieved against the budget savings targets to date.

Savings Target	Target (£)	Achieved (£)	(Overachieved) /Outstanding (£)
Inflation savings	21,900	48,300	(26,400)
Energy Savings	20,000	0	20,000
To be found from 2021/22 onwards	500,000	0	500,000
Net Recurring position 2021/22	541,900	48,300	493,600
Found in 2021/22 on non-recurring basis	0	21,800	(21,800)
Total Non-Recurring position 2021/22	541,900	70,100	471,800

The recurring savings targets will need to be achieved in accordance with the three current strands contained within the approved Savings Strategy i.e. Asset Strategy;

Service Reviews; Core Budgets. £1.6million has been set aside in an earmarked reserve as part of the 2020/21 outturn which can be used on a non-recurring basis to fund any savings unachieved in year subject to approval to release funds by the Executive. However, the required savings as at the end of September 2021 (£211,904) can be accommodated from other underspends in the revenue budget.

3. Forecast Outturn Position 2021/22

3.1 The Council's financial position is affected by a number of external factors that have a financial impact during the course of the year and ultimately at the year end.

These include:

- The general effect of local economic activity on the Council's income streams e.g. car parking, tourism and leisure activities, and property rentals especially in relation to the retail sector and especially economic recovery following Covid-19.
- Fuel prices, energy costs and other inflationary issues.
- The effects of the housing market and property prices, especially with regard to income from land charges, rents and building and development control.
- The impact of the delay to the Spending Review, the Fair Funding Review and Business Rates Retention Review.
- The impact of Covid-19 on Council's budgetary position.

3.2 The Council's financial position will continue to be closely monitored and the projected year end position will be reported more fully in a future monitoring report. It will be important to maintain a prudent approach to ensure a sustainable position for future years to avoid any significant variance at year end.

3.3 The areas of significant variance noted in this report will be scrutinised fully and incorporated into the 2022/23 budget process where necessary.

3.4 Members should note that the impact of Covid-19 on the Council's revenue budget and the level of funding received to date makes forecasting the outturn position particularly difficult.

4. Impact of Covid

4.1 Emergency Funding

4.1.1. The MHCLG allocated emergency funding to local authorities to meet pressures across council services, as a result of reduced income, rising costs or increased demand. Monthly returns are submitted through DELTA to the MHCLG to report additional costs and loss of income. An assessment of the annual impact is very difficult to predict but as more data is collected each month, the position will become clearer and therefore the estimates of lost income and additional costs incurred may change.

- 4.1.2 Government funding was also received to distribute Covid-19 grants to businesses in the area and these have been distributed as quickly as possible. All grants paid are subject to a reconciliation process and any remaining balance of the grant income received will be required to be returned to Central Government.

4.2 Collection Fund

- 4.2.1 As a result of the 100% business rate relief provided to the retail, leisure and hospitality sector for the 1st quarter of 2021/22 and a 66% reduction from July 2021 to March 2022, the net business rates payable for 2021/22 has reduced by approximately £8.676million from £45.023million to £36.347million.
- 4.2.2 The Council will be recompensed during the year for the additional reliefs granted through a Section 31 grant so there will no cash flow or budget issues; however, the main risk relates to the receipt of the £36million payable from businesses and how these are affected by COVID-19 and economic recovery following lockdown. Collection rates are reported elsewhere on the agenda (RD49/21) and these will continue to be monitored to assess the financial impact on cash flow, bad debts and the potential for year-end deficits.

5. **Funding**

- 5.1 The main sources of funding for the Council are Council Tax Income and Business Rates income. Council Tax income does not vary in year from the amounts set at the budget, as any variation in Council Tax income received is usually adjusted in the Collection Fund Surplus/Deficit calculation for the following year's budget. However, the MHCLG announced a 3-year deficit recovery period for any arrears as at 31st March 2021.
- 5.2 Business Rates Income is largely prescribed by the amounts submitted to MHCLG on the NNDR1 form which estimates Business Rate Income for the year when calculated in January, however, there are two elements of this income that can vary throughout the year, namely, section 31 grants paid by government for business rates reliefs granted, and the levy and pooling calculations to the Cumbria Pool.
- 5.3 The current estimates of Business Rates income for the quarter to the end of September compared to the initial estimates submitted in January are shown in **Appendix D**.

The figures show that based on 2021/22 NNDR1 (prepared in January 2021), the Council may receive an extra £348,220 in business rates income over and above what it has budgeted for. However, it is anticipated that this position could change significantly throughout the year depending upon the performance of other authorities in the Cumbria Pool, the implications of Covid-19 and the amount of

reliefs granted during the year that are subject to Section 31 Grant reimbursement and an updated position will be reported later in the year. A 3-year deficit period is now permitted for any Collection Fund deficits as at 31 March 2021 in accordance with the funding package provided by MHCLG. There is likely to be a further deficit on the Business Rates Collection Fund in 2021/22 due to the continuation of business rate reliefs to retail, leisure and hospitality sectors for the first quarter of 2021/22 and reduced rates liabilities beyond that not being announced until after the NNDR1 estimates were submitted to MHCLG. Government is, however, compensating local authorities for this loss of income in the form of additional Section 31 grant and this will need to be set aside at the end of the year to match the deficit falling on general fund in 2022/23.

6. Balance Sheet Management

- 6.1 In line with CIPFA guidance and good practice, information relating to significant items on the Council's balance sheet is shown below. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis.

Balance Sheet item	Balance at 31/03/2021	Balance at Sep 2021	Note
Investments	£14.29m	£28.40m	(i)
Loans	£13.30m	£13.06m	(ii)
Debtors System	£1.38m	£1.24m	(iii)
Creditors System	£0.007m	£0.352m	

- (i) The anticipated annual return on these investments is estimated at £166,800 for 2021/22 with current forecasts anticipated to be in line with these projections. Further details on the overall Treasury Management performance can be found elsewhere on the agenda.
- (ii) The cost of managing this debt (including any new debt budgeted for from 2021/22 onwards), in terms of interest payable, is budgeted at £589,900 in 2021/22 with costs currently showing a saving against budget due to new borrowing not entered into yet.
- (iii) There may be a significant impact on the cash flow of the Council if outstanding debts are not received. Any debts deemed to be irrecoverable are written off against a bad debt provision set up specifically for this purpose. Other significant debts relate to Council Tax, NNDR, and Housing Benefit overpayments.
- (iv) The Council's VAT partial exemption calculation for the period ending September 2021 is currently 1.89%, well below the 5% limit.

7. Bad Debt Write-Offs

- 7.1 The Corporate Director of Finance and Resources has delegated authority for the write-off of outstanding debts for NNDR, Council Tax and Debtors (including Penalty Charge Notices). In accordance with this, the Executive is asked to note that debts totalling £29,434.77 have been written off during Quarter 2 to the end of September 2021. A summary of bad debts is given in Table 1 in **Appendix E** of this report and these costs will fall against the following:

	£
General Fund	1,103.84
Council Tax (Collection Fund)	24,903.73
NNDR	3,427.20
Total Write-offs	29,434.77

- 7.2 The “write-ons” itemised in Table 2 in **Appendix E**, totalling £3,948.22, are in respect of balances originally written off that have since been paid. The write-ons will be credited as follows:

	£
General Fund	29.85
Council Tax (Collection Fund)	3,799.99
NNDR	118.38
Total Write-ons	3,948.22

- 7.3 In the case of the General Fund, the write-offs will be charged against provisions for bad debts. However, VAT, which has been identified separately, will be recouped in future VAT returns. Any write-off/write-on of Council Tax/NNDR will fall against the provisions within the Collection Fund. Any Council Tax court costs written off will be charged against the Bad Debt Provision within the General Fund.
- 7.4 The level of outstanding debt has increased during the pandemic and although a ‘soft’ debt recovery process was initially agreed whereby letters were issued asking debtors to contact the Council to discuss flexible repayment terms, and a signpost to the CTRS scheme for council tax payers, more formal debt recovery procedures are now in place in order to safeguard the Council's cash position.

8. Risks

- 8.1 The ongoing impact of issues identified will be monitored carefully in budget monitoring reports and appropriate action taken.
- 8.2 The main risk to the Council is the overall cost of COVID-19 in terms of additional costs and shortfalls of income and how this compares to the level of emergency funded provided to date, and any future funding package. The economic recovery of

the city and surrounding areas is part of the Recovery Strategy and any financial impact will need to be closely monitored.

9. Consultation

9.1 Consultation to date.

SMT and JMT have considered the issues raised in this report.

9.2 Consultation Proposed

Business and Transformation Scrutiny Panel will consider the report on 7 December 2021.

10. Conclusion and reasons for recommendations

10.1 The Executive is asked to:

- (i) Note the budgetary performance position of the Council to September 2021;
- (ii) Note the action by the Corporate Director of Finance and Resources to write-off bad debts as detailed in paragraph 6;
- (iii) Note the release of reserves as set out in the table at paragraph 2.2, and note the virements approved as detailed in Appendix A.

11. Contribution to the Carlisle Plan Priorities

11.1 The Council's revenue budget is set in accordance with the priorities of the Carlisle Plan and the position for the second quarter of 2021/22 shows the delivery of these priorities within budget.

Contact details:

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- A, B1 to B7, C to E

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - The Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

Property Services - Property asset implications are contained within the main body of the report.

Finance - Financial implications are contained within the main body of the report.

Equality - This report raises no explicit issues relating to the public sector Equality Duty.

Information Governance - There are no information governance implications.

REVENUE BUDGET MONITORING 2021/22

VIREMENTS PROCESSED FOR PERIOD JULY TO SEPTEMBER 2021

Date	Virement Details	Recurring/ Non-recurring	Value	Authorised By
Requested by Officers (under £35,000 or delegated authority)				
23/07/2021 & 07/10/2021	Direct Revenue Financing to fund replacement of Waste Receptacles	Non-recurring	19,000	Neighbourhood Services Manager
09/08/2021 & 03/09/2021 & 11/10/2021	Release of funding from Revenue Grant Reserve for Domestic Abuse Victim Support	Non-recurring	(1,500)	Corporate Director of Finance and Resources
09/08/2021	Release of funding from Revenue Grant Reserve for Gas Safe	Non-recurring	100	Corporate Director of Finance and Resources
09/08/2021 & 03/09/2021 & 11/10/2021	Release of funding from Revenue Grant Reserve for St Cuthbert's Garden Village	Non-recurring	34,800	Corporate Director of Finance and Resources
03/09/2021	Release of funding from Revenue Grant Reserve for Electoral Registration	Non-recurring	5,100	Corporate Director of Finance and Resources
03/09/2021	Release of funding from Revenue Grant Reserve for Warm Homes Fund	Non-recurring	4,000	Corporate Director of Finance and Resources
03/09/2021	Release of funding from Revenue Grant Reserve for Town's Deal	Non-recurring	1,300	Corporate Director of Finance and Resources
20/08/2021	Release of Economic Recovery Reserve for Restarting Communities Fund	Non-recurring	50,000	OD.86/21 Corporate Director of Economic Development
01/10/2021	Release of Planning Services Reserve to fund Improvements in Development Management	Non-recurring	56,100	OD.95/21 Chief Executive
24/09/2021	Direct Revenue Financing to fund Financials Upgrade	Non-recurring	68,500	OD.92/21 Corporate Director of Finance and Resources
24/09/2021	Provision of revenue budgets for costs associated with Financials Upgrade	Non-recurring	1,400	OD.92/21 Corporate Director of Finance and Resources
11/10/2021	Release of funding from Revenue Grant Reserve for Supporting People	Non-recurring	600	Corporate Director of Finance and Resources
Approved by Executive (£35,000 to £70,000 or delegated authority)				
Approved by Council (over £70,000)				
20/07/2021	Release of General Fund Reserves for Programme Management Office	Non-recurring	91,500	Council ED.22/21

REVENUE BUDGET MONITORING 2021/22

COMMUNITY SERVICES	Gross Expenditure	Gross Income	Recharges	Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	20,932,200	(5,739,600)	(3,719,700)	11,472,900
Budget to date	9,389,820	(2,968,186)	(2,071,487)	4,350,147
Total Actual	9,109,176	(3,001,094)	(1,994,689)	4,113,393
Variance	(280,644)	(32,908)	76,798	(236,754)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(280,644)	(32,908)	76,798	(236,754)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Car Parking	1	(26,605)	199,855	56	173,305
Garage Services	2	(33,548)	6,012	70,872	43,336
Healthy Cities	3	(147,816)	43,072	0	(104,745)
Recycling and Waste Services	4	24,363	(268,641)	(4,778)	(249,056)
Miscellaneous	5	(97,037)	(13,206)	10,648	(99,595)
Total Variance to date		(280,644)	(32,908)	76,798	(236,754)

Note	Community Services - Comments
1.	Various minor underspends including premises related costs; Shortfall in ticket income, contract income and penalty charge notice income.
2.	Underspend on employee costs and supplies & services; shortfall in trading income (recharges).
3.	Main underspend relates to expenditure at the Art Centre; shortfall in income due to the venue being closed as a result of Covid-19 restrictions
4.	Underspend on transport costs, overspend on employee costs and savings not yet achieved. Surplus income from Plastic and Card recycling, Garden Waste, sale of recyclates and Bring Sites income.
5.	Minor underspends, increased income and reduced trading income (recharges) across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

CORPORATE SUPPORT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	3,769,300	(334,900)	(3,157,700)	276,700
Budget to date	2,213,251	(269,441)	(1,579,478)	364,332
Total Actual	2,173,346	(229,884)	(1,579,057)	364,405
Variance	(39,905)	39,557	421	73
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(39,905)	39,557	421	73

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Customer Contact Centre	1	(42,828)	39,721	169	(2,937)
Miscellaneous	2	2,923	(164)	252	3,010
Total Variance to date		(39,905)	39,557	421	73

Note	Corporate Support - Comments
1.	Underspends on employee related costs; offset by shortfall in income. The loss of income is been factored into the sales, fees & charges compensation claims to Government.
2.	Minor underspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

ECONOMIC DEVELOPMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	3,745,900	(1,121,600)	(507,400)	2,116,900
Budget to date	1,764,964	(642,141)	(253,803)	869,020
Total Actual	1,730,039	(796,849)	(253,735)	679,455
Variance	(34,925)	(154,708)	68	(189,565)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(34,925)	(154,708)	68	(189,565)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Regeneration	1	57,139	114	0	57,254
Development Control	2	(30,044)	(100,564)	0	(130,608)
Building Control	3	(21,260)	(55,787)	0	(77,047)
Miscellaneous	4	(40,760)	1,529	68	(39,163)
Total Variance to date		(34,925)	(154,708)	68	(189,565)

Note	Economic Development - Comments
1.	Overspend in relation to revenue costs of Paton House which is now being demolition; overspend on project related costs of which external funding is anticipated or has been received.
2.	Underspend on employee related costs, supplies and services & consultants fees; increased fee income received.
3.	Underspend on employee related costs; increased fee income received.
4.	Minor underspends and shortfalls in income across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

FINANCE AND RESOURCES	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	24,645,700	(19,759,500)	(2,992,500)	1,893,700
Budget to date	12,636,505	(9,944,809)	(1,899,840)	791,856
Total Actual	12,440,877	(9,974,389)	(1,899,470)	567,018
Variance	(195,628)	(29,580)	370	(224,838)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(195,628)	(29,580)	370	(224,838)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Treasury and Debt Management	1	(188,328)	(8,060)	0	(196,387)
Miscellaneous	2	(7,300)	(21,520)	370	(28,451)
Total Variance to date		(195,628)	(29,580)	370	(224,838)

Note	Finance and Resources - Comments
1.	Saving on borrowing costs due to no new borrowing arrangements entered into yet.
2.	Minor underspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

GOVERNANCE AND REGULATORY	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	12,177,900	(6,074,200)	(3,773,000)	2,330,700
Budget to date	6,061,347	(3,231,893)	(1,887,208)	942,246
Total Actual	5,738,275	(3,076,564)	(1,867,733)	793,978
Variance	(323,072)	155,329	19,475	(148,268)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	(323,072)	155,329	19,475	(148,268)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Buildings & Facilities Services	1	(94,280)	(1,494)	19,415	(76,359)
The Lanes	2	7	127,586	0	127,593
Other Rental Properties	3	21,475	46,353	0	67,829
Asset Review Income	4	(99,244)	0	0	(99,244)
Homeless Accommodation	5	(65,959)	104,868	0	38,908
Regulatory Services	6	7,993	(57,865)	(349)	(50,221)
Miscellaneous	7	(93,064)	(64,119)	409	(156,774)
Total Variance to date		(323,072)	155,329	19,475	(148,268)

Note	Governance & Regulatory Services - Comments
1.	Underspend on premises expenditure (including Public Conveniences and Civic Centre); additional rental income received; shortfall in trading income.
2.	Shortfall in rental income.
3.	Overspend on premises expenditure; shortfall in rental income including final adjustment for prior year head rent.
4.	Additional income generated from completed rent reviews.
5.	Underspend on employee related expenditure and supplies and services; shortfall in income as a direct result of Covid-19 as changes to occupancy levels and the available provision have had to be made to ensure the health and wellbeing of residents and staff.
6.	Various minor underspends; Additional licence income and agency fee income received.
7.	Minor underspends and increased income across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

CORPORATE MANAGEMENT	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	(1,241,600)	(1,342,400)	0	(2,584,000)
Budget to date	172,553	(671,282)	0	(498,729)
Total Actual	307,948	(670,399)	0	(362,451)
Variance	135,395	883	0	136,278
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	135,395	883	0	136,278

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Other Financial Costs	1	131,515	883	0	132,398
Miscellaneous	2	3,880	0	0	3,880
Total Variance to date		135,395	883	0	136,278

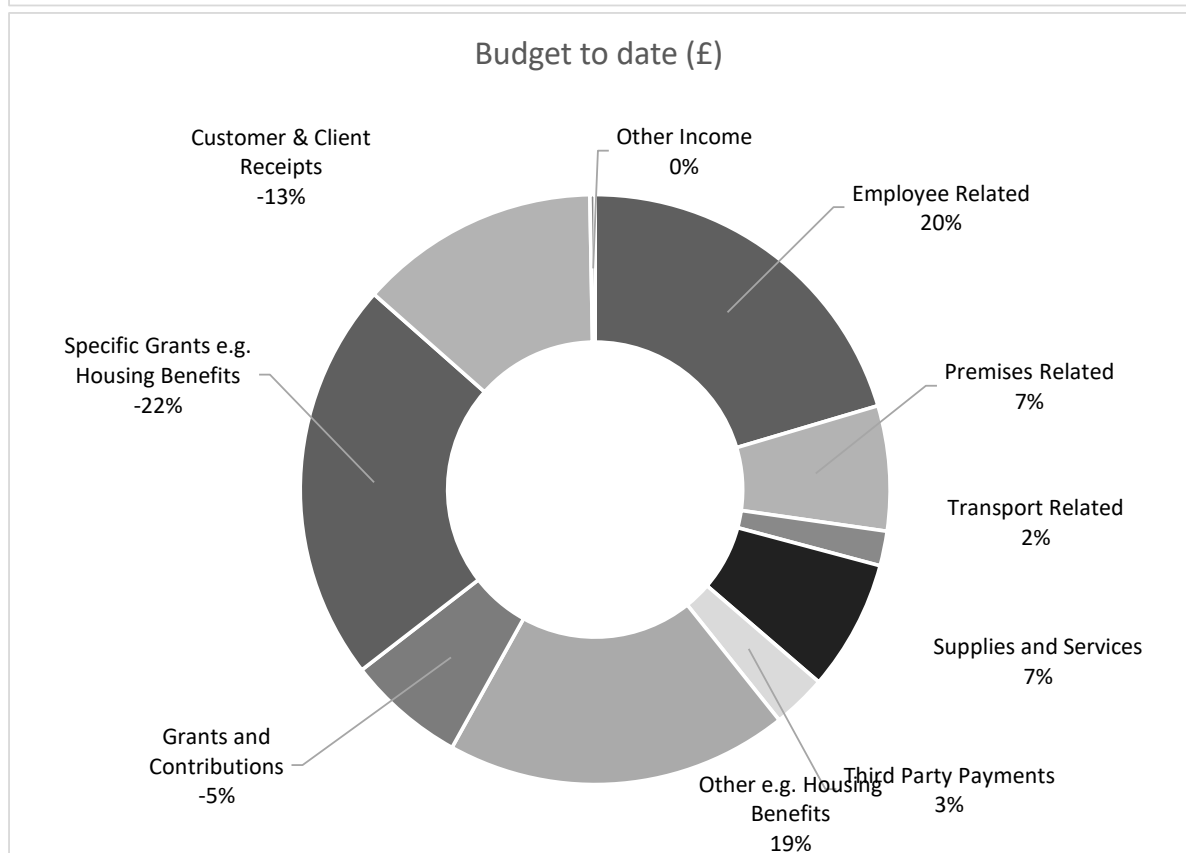
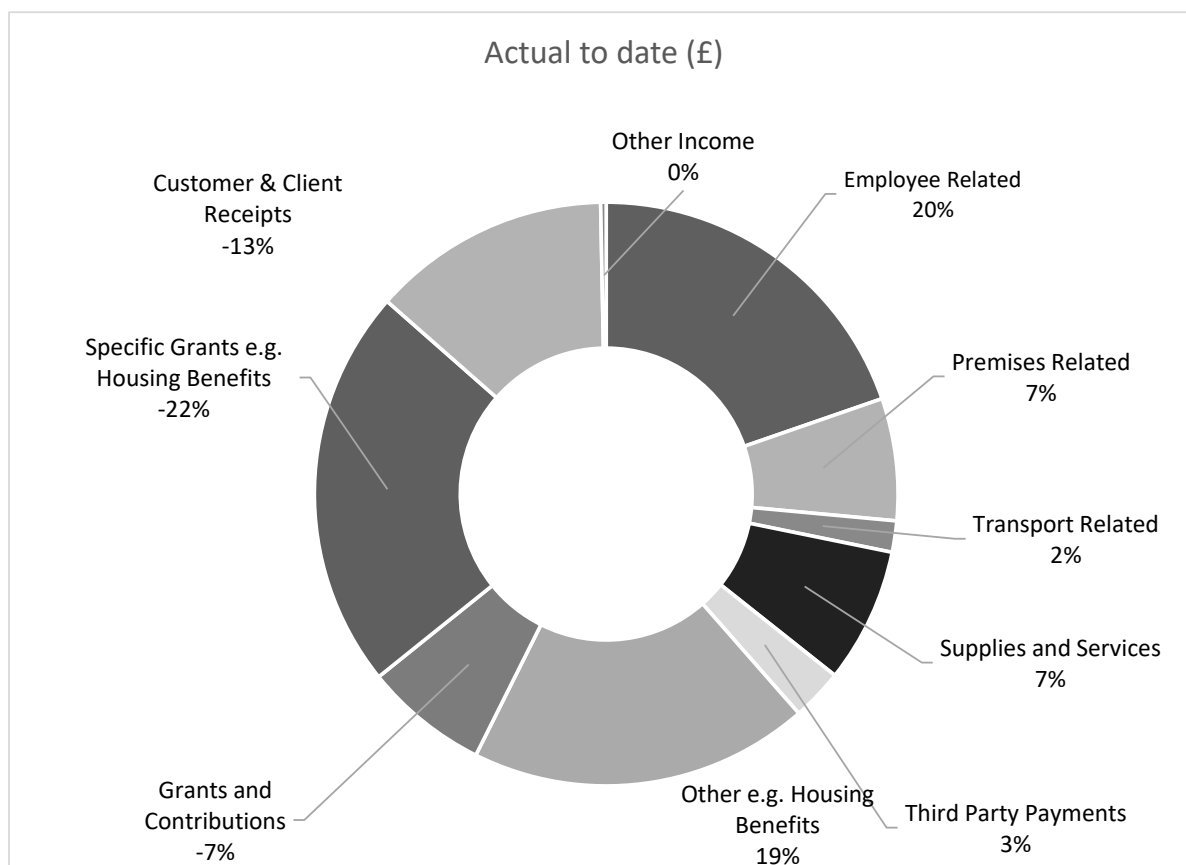
Note	Corporate Management - Comments
1.	Improvements in savings for Salary Turnover (£84,262) and shortfall in savings to be found (£211,904).
2.	Minor overspends across other services within the Directorate.

REVENUE BUDGET MONITORING 2021/22

EXCEPTIONAL ITEMS	Gross Expenditure	Gross Income	Recharges	Adjusted Total
Position as at 30 September 2021	£	£	£	£
Annual Budget	11,342,900	(11,285,100)	0	57,800
Budget to date	10,807,696	(11,274,600)	0	(466,904)
Total Actual	10,902,086	(11,943,258)	0	(1,041,172)
Variance	94,390	(668,658)	0	(574,268)
Carry Forwards/Reserves & Provisions				0
Adjusted Variance	94,390	(668,658)	0	(574,268)

Analysis of Variances		Expenditure Variance	Income Variance	Recharges Variance	Adjusted Variance
Service	Note	£	£	£	£
Covid-19 Related Expenditure & Grants	1	89,968	(664,236)	0	(574,268)
Flood Recovery	2	4,422	(4,422)	0	0
Total Variance to date		94,390	(668,658)	0	(574,268)

Note	Exceptional Items - Comments
1.	A net underspend position on Council related expenditure as a result of Covid-19. The balance will be required to support other pressures/shortfalls in income that are currently reported against individual service areas but are a direct result of Covid-19 e.g. car parking income
2.	Expenditure resulting from flooding caused by Storm Ciara funded by insurance settlement.

SUBJECTIVE ANALYSIS

BUSINESS RATES INCOME

	2020/21 Outturn	2021/22 NNDR1	2021/22 Q2
Local Share of Income (Per NNDR1)	(17,018,157)	(17,415,961)	(17,415,961)
Renewables (Per NNDR1)	(376,067)	(378,052)	(378,052)
Renewables Bfwd (NNDR3 Previous Year)	4,686	4,122	4,122
Enterprise Zone (Per NNDR1)	(469,480)	(307,797)	(307,797)
Tariff (Per Final Settlement)	12,568,846	12,568,847	12,548,847
Section 31 Grants (reimbursement of funded reliefs)		(1,798,403)	(1,667,248)
Section 31 Grants (Flooding)	(11,188,692)	0	0
Section 31 Grant Expanded Retail Discount, Nursery and Local Newspaper		0	0
Section 31 Grant B/Fwd (Earmarked Reserve)	0	(9,463,000)	(9,463,000)
Estimated Collection Fund Deficit/(Surplus) per NNDR1	216,038	9,265,582	9,265,582
Spreading of Deficit	0	197,036	197,036
Tax Income Guarantee Scheme Compensation	(22,487)	0	0
Levy Payable to Pool	1,256,125	1,439,547	1,359,251
Pool Redistribution	(712,221)	(600,000)	(700,000)
Total Income	(15,741,409)	(6,488,079)	(6,557,220)
Budget			
Baseline Funding	(3,335,200)	(3,335,200)	(3,335,200)
Business Rates Multiplier Grant	(133,700)	(173,800)	(173,800)
Additional Rates Income - Pooling/Growth	(2,400,000)	(2,700,000)	(2,700,000)
Total Budget	(5,868,900)	(6,209,000)	(6,209,000)
Additional Income retained	(9,872,509)	(279,079)	(348,220)

BAD DEBT PROVISION

TABLE 1		Write-Offs September 2021		Comments
Type of Debt	No.	£		
NNDR (General)	1	3,427.20	01/07/21 to 30/09/21	
Council Tax	33	24,903.73	01/07/21 to 30/09/21	
Debtors:				
Private Tenants	0	0.00	01/07/21 to 30/09/21	
Housing Benefit Overpayments	0	0.00	01/07/21 to 30/09/21	
General Fund	12	771.84	01/07/21 to 30/09/21	
Penalty Charge Notices:				
On Street	0	0.00	01/07/21 to 30/09/21	
Off Street	4	332.00	01/07/21 to 30/09/21	
TOTAL	50	29,434.77		

TABLE 2		Write-Ons September 2021		Comments
Type of Debt	No.	£		
NNDR (General)	4	118.38	01/07/21 to 30/09/21	
Council Tax	22	3,799.99	01/07/21 to 30/09/21	
Debtors:				
Private Tenants	0	0.00	01/07/21 to 30/09/21	
Housing Benefit Overpayments	11	28.73	01/07/21 to 30/09/21	
General Fund	2	1.12	01/07/21 to 30/09/21	
TOTAL	39	3,948.22		

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 NOVEMBER 2021

EX.142/21 REVENUE BUDGET OVERVIEW AND MONITORING REPORT: APRIL TO SEPTEMBER 2021

(Non Key Decision)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted the Revenue Budget Overview and Monitoring Report (RD.50/21) for the period April to September 2021. Outlined within the report were the overall budget position for revenue schemes only and details of the impact of Covid 19 on the revenue budget. The report also included details of balance sheet management issues. Bad debts written off and progress against the budget savings.

Set out at paragraph 2 was the summarised budgetary position as at September 2021; the main variances were as summarised at paragraph 2.4. The table at paragraph 2.9 showed the position as at September 2021 of savings achieved against the transformation savings targets to date.

The Council's financial position, which was affected by a number of external factors which had a financial impact during the course of the year and ultimately at the year end, would continue to be closely monitored and reported more fully in a future monitoring report. It would be important to maintain a prudent approach so as to ensure a sustainable budget position for future years to avoid any significant variance at the year end.

Information on the main variances in the Directorates' Budgets; the forecast outturn position for 2021/22; and impact of COVID-19 was provided .

The Deputy Leader concluded by moving the report, which was seconded by the Leader.

Summary of options rejected none

DECISION

That the Executive:

1. Noted the budgetary performance position of the Council to September 2021;
2. Noted the action by the Corporate Director of Finance and Resources to write off bad debts as detailed in paragraph 6 of Report RD.50/21;
3. Noted the release of reserves as set out in the table at paragraph 2.2, and noted the virements approved as detailed in Appendix A to the report.

Reasons for Decision

To show that the Executive had been informed of the Council's actual financial position compared with the budgeted position, and to bring to their attention any areas of concern.



Carlisle City Council

Report to Business and Transformation Scrutiny Panel

Item
A.4

Meeting Date:	7 December 2021
Portfolio:	Finance, Governance and Resources
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	Capital Budget Overview & Monitoring Report: April to September 2021
Report of:	Corporate Director of Finance and Resources
Report Number:	RD51/21

Purpose / Summary:

This report provides an overview of the budgetary position of the City Council's capital programme for the period April to September 2021 which was considered by the Executive on 22nd November 2021.

Questions for / input required from Scrutiny:

Members are asked to scrutinise the variances contained within this report.

Recommendations:

Members of the Business and Transformation Scrutiny Panel are asked to scrutinise the overall budgetary position for the period April to September 2021.

Tracking

Executive:	22 November 2021
Scrutiny:	7 December 2021
Council:	n/a



Carlisle City Council

Report to Executive

Meeting Date: 22 November 2021
Portfolio: Finance, Governance and Resources
Key Decision: No
Policy and Budget Framework: Yes
Public / Private: Public

Title: Capital Budget Overview & Monitoring Report: April to September 2021
Report of: Corporate Director of Finance and Resources
Report Number: RD51/21

Purpose / Summary:

This report provides an overview of the Council's overall budgetary position for the period April to September 2021 for the Council's capital programme.

Recommendations:

The Executive is asked to:

- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to September 2021;
- (ii) Note the adjustments to the 2021/22 capital programme as detailed in paragraph 2.1;
- (iii) Approve the reduction to the 2021/22 capital programme as detailed in paragraph 3.3 and paragraph 3.10.

Tracking

Executive:	22 November 2021
Scrutiny:	7 December 2021
Council:	n/a

1. Background

- 1.1. In accordance with the City Council's Financial Procedure Rules, the Corporate Director of Finance and Resources is required to report to the Executive on the overall budget position, the monitoring and control of expenditure against budget allocations and the exercise of virement on a regular basis. It is the responsibility of individual Chief Officers to control income and expenditure within their service areas and to monitor performance, taking account of financial information provided by the Corporate Director of Finance and Resources.
- 1.2. All Managers receive a monthly budget monitoring report covering their areas of responsibility. Information is collated from the main accounting system and then adjusted to correct any known budget profiling trends, timing differences and commitments. The report has been developed in line with the need to provide sound financial management information to inform the decision-making process.
- 1.3. Please note that throughout this report:
 - (i) the use of a bracket represents a favourable position i.e. either an underspend or additional income received,
 - (ii) the term 'underspend' is taken to include both reduced expenditure and/or increased income,
 - (iii) the term 'overspend' includes both spending above budget and/or shortfall in income.
- 1.4. It is important to understand the distinction between capital and revenue expenditure.

The general rule is that all expenditure must be treated as revenue expenditure unless it meets strict criteria allowing it to be treated as capital expenditure.

Capital expenditure is for fixed assets such as acquisition of land and buildings, construction, conversion or enhancement of existing buildings, or the purchase of new technology, vehicles, plant, machinery or equipment that yields benefits to the Council and the services it provides for more than one year.

Revenue expenditure is for the day to day running costs of providing Council services such as staff costs, premises, transport, and goods and services used in the delivery of services.

2. Capital Budget Overview

- 2.1 The following statement shows the annual capital programme for 2021/22:

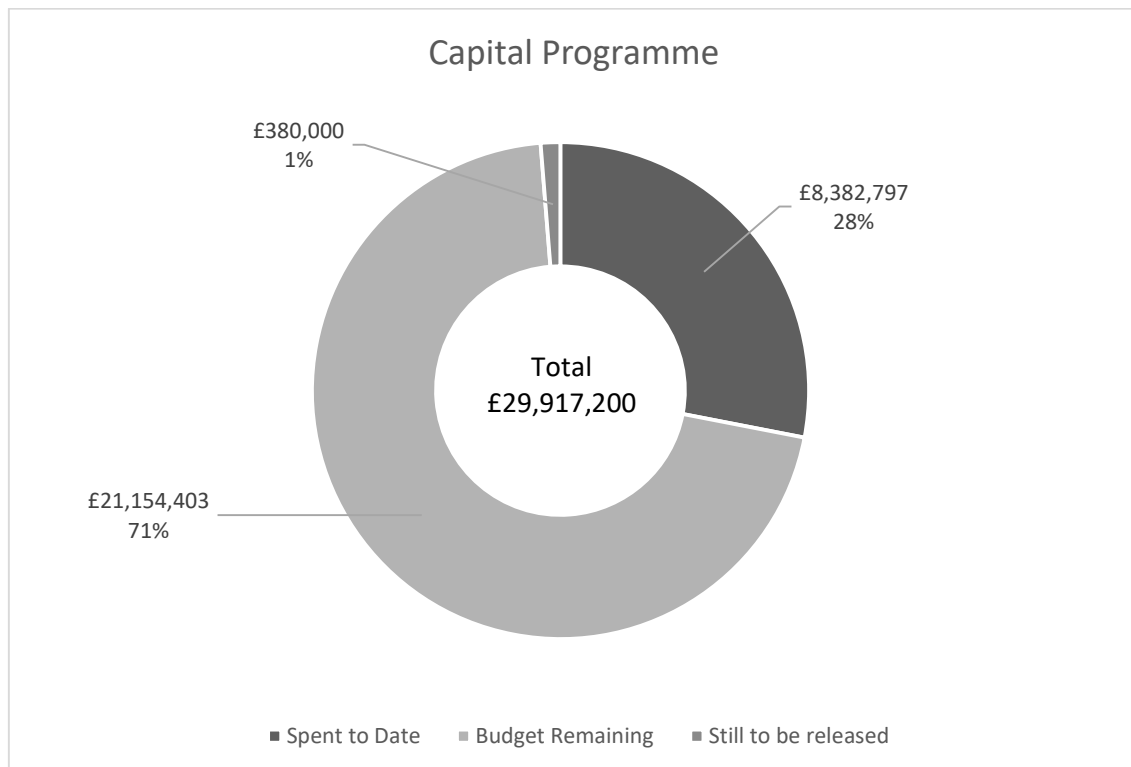
2021/22 Capital Budget	£
2021/22 Capital Programme (RD16/21 Council 20/07/21)	28,057,900
Increase for Tullie House Levelling Up Fund (ED17/21 Council 15/06/21)	1,500,000
Increase from S106 contributions for Bitts Park Public Realm (OD60/21)	32,000
Increase from S106 contributions towards Play Area Improvements (OD47/21)	5,000
Revenue Contribution towards Bitts Park Towns Deal	30,000
Increase for grant funding towards Litter Bininfrastructure project	24,300
Future High Street Fund (ED22/21 Council 20/07/21)	1,436,000
Revenue Contribution towards the purchase of Waste Receptacles	19,000
Footway Lighting Melbourne Park (OD73/21)	22,200
S106 contribution towards Affordable Housing (ED25/21 Executive 02/08/21)	600,800
Revenue Contribution towards IT equipment	1,900
Revenue Contribution towards Civic centre Reinstatement	2,000
Financials Upgrade (OD92/21)	80,900
Revised 2021/22 Capital Programme (at Sep 2021)	31,812,000
Less reduction in Capital programme by Executive (see para 3.3)	(394,800)
Removal of Reserves to be released by Executive (see para 3.10)	(1,500,000)
Revised 2021/22 Capital Programme	29,917,200
Less Capital Reserves to be released by Executive (see para 3.10)	(380,000)
Revised 2021/22 Capital Programme (released)	29,537,200

2.2 A breakdown of the revised capital programme can be found in **Appendix A**.

3. 2021/22 Budget Monitoring

3.1 The position as at September 2021 can be summarised as follows:

Directorate	Revised Annual Budget £	Budget to Date £	Spend to date £	Variance to date £	Para. Ref.
Community Services	20,046,900	6,850,325	6,895,400	45,075	3.3
Corporate Support	315,600	126,958	126,942	(16)	3.4
Economic Development	4,064,000	213,185	213,227	42	3.5
Finance and Resources	80,900	12,400	12,444	44	3.6
Governance & Regulatory Services	5,019,300	1,578,738	1,129,994	(448,744)	3.7
Exceptional Items	10,500	10,500	4,790	(5,710)	3.8
Total	29,537,200	8,792,106	8,382,797	(409,309)	
Reserves to be released	380,000	0	0	0	3.10
Total	29,917,200	8,792,106	8,382,797	(409,309)	



Schemes still to be released by the Executive are outwith the budget monitoring process until the budgets have been released.

A detailed analysis of the schemes within each directorate can be found in **Appendices B to G** with the main issues being summarised in the paragraphs below.

- 3.2 As at the end of September, expenditure of £8,382,797 has been incurred on the Council's core capital programme. When considered against the profiled budget of £8,792,106 this equates to an underspend of £409,309.
- 3.3 The variance in Community Services relates to an overspend of £38,278 on Bitts Park Improvements. Additional funding sources are being resourced.

Executive are asked to approve the reduction of £394,800 to the 2021/22 capital programme to realign the Vehicle Plant and Equipment budget with the updated Replacement Plan.

- 3.4 There are no significant variances to report in Corporate Support.
- 3.5 There are no significant variances to report in Economic Development.
- 3.6 There are no significant variances to report in Finance and Resources.

- 3.7 The variance in Governance & Regulatory Services is attributable to an underspend of £429,357 on Disabled Facilities Grants. Spend in the first half of 2021/22 was £877,799 which is considerably higher than the expenditure in the first half of 2020/21 (£730,583). The position is being closely monitored.
- 3.8 There are no significant variances to report in Exceptional Items (Flood Recovery Capital Expenditure).
- 3.9 The unspent balance remaining of the revised annual budget of £29,537,200 is £21,154,403. A review of the 2021/22 capital programme will be undertaken to identify accurate project profiles for the remainder of the financial year and any potential slippage into future years.
- 3.10 A number of schemes are included in the capital programme for 2021/22 that require a report to be presented to the Executive for the release of funding before the project can go ahead.

Scheme	Budget £	Note
Cemetery Infrastructure	30,000	
Crematorium Infrastructure	350,000	
Tullie House Levelling Up Fund	1,500,000	1
Total	1,880,000	

Notes:

1. The Government has recently announced that the Council's submission for levelling up funding was not successful as part of the first round of the bidding process; therefore, this allocation of £1.5million, which was the Council's 10% match funding, will be released back into capital resources i.e. reduce the Council's borrowing requirement.

Executive are asked to approve the reduction of £1,500,000 to the 2021/22 capital programme to remove this project from the programme.

4. Financing

4.1 The 2021/22 capital programme can be financed as follows:

	Annual Budget £	Revised Annual Budget £	Current Programme £
Total Programme to be financed (para 2.1)	31,812,000	29,917,200	29,537,200
Financed by:			
Capital Receipts / Borrowing	1,491,000	0	0
Receipts Used to fund resources	(112,000)	(112,000)	(112,000)
Borrowing Requirement (in year)	21,439,700	21,035,900	21,005,900
Capital Grants			
• Disabled Facilities Grant	2,155,600	2,155,600	2,155,600
• Future High Street Fund	1,436,000	1,436,000	1,436,000
• General	2,349,900	2,349,900	2,349,900
Direct Revenue Financing	2,232,100	2,232,100	1,882,100
Other Contributions	819,700	819,700	819,700
Total Financing	31,812,000	29,917,200	29,537,200

5. Capital Resources

5.1 The following table shows the position as at September 2021 of capital resources due to be received during 2021/22:

	2021/22 Annual Budget £	2021/22 Revised Budget £	2021/22 Actual £	2021/22 Variance £	Note
Capital Receipts					
· Asset Review	(1,491,000)	0	0	0	1
· Used to fund resources	112,000	112,000	0	(112,000)	1
· Vehicle Sales	0	0	(44,070)	(44,070)	2
Capital Grants					3
· Disabled Facilities Grant	(2,155,600)	(2,155,600)	(2,155,574)	26	
· Future High Street Fund	(1,436,000)	(1,436,000)	(1,164,790)	271,210	
· Sands Centre	(134,000)	(134,000)	0	134,000	
· On Street Charging	(102,800)	(102,800)	(2,292)	100,508	
· Towns Deal	0	0	(985,000)	(985,000)	
· General	(124,300)	(124,300)	(24,336)	99,964	
Capital Contributions					4
· Section 106	(787,700)	(787,700)	(150,376)	637,324	
· Disabled Facilities Grants	0	0	(17,571)	(17,571)	
· General	(32,000)	(32,000)	(34,500)	(2,500)	
Total	(6,151,400)	(4,660,400)	(4,578,509)	81,891	

Notes:

1. The asset review receipts have been revised downwards and reprofiled into future years in line with the current Asset Disposal Plan receipts which are considered as part of the budget reports elsewhere on this agenda (RD47/21).
2. Included within vehicle sales are receipts of £44,070 for individual vehicle sales that are below the de minimis for capital receipts. These will be transferred to revenue at the year end and will be used to fund the capital programme in line with the capital strategy.
3. Capital grants are generally received once associated capital expenditure has been incurred and the amounts then reclaimed from the sponsoring body. Capital grant in relation to Towns Deal has however been received in advance of expenditure with Government releasing 5% of the approved £19.7million deal up front to support project delivery. A further report will be presented to Executive (and possibly Council) for budgets to be updated and the projects to progress in accordance with the terms and conditions set out within the grant award.
4. Contributions from Section 106 agreements to Play Area/Open Space Improvements (£164,700), Footway Lighting Improvements at Melbourne Park (£22,200) and Affordable Housing (£600,800).

6. Balance Sheet Management

- 6.1 In line with CIPFA guidance and best practice, information relating to significant capital items on the Council's balance sheet is provided in this section. The information concentrates on those items that may have a material impact on the Council if not reviewed on a regular basis and will ensure that the Council is using its resources effectively and that appropriate governance arrangements are in place around the use of Council assets and liabilities.
- 6.2 Fixed assets are revalued annually to ensure that an up to date value is held in the balance sheet. The revaluation programme is the responsibility of Property Services. It should be noted that some expenditure will be incurred during the course of the year which can be correctly classified as capital expenditure, but which will not increase the value of any of the Council's assets. This expenditure is written off to the revaluation reserve or through the Comprehensive Income and Expenditure Account as appropriate.
- 6.3 The value of fixed assets is a significant part of the balance sheet. In the 2020/21 accounts, fixed assets totalled £191million (2019/20 £187million). This represents 97% of the net current assets of the City Council.

6.4 Debtors

This relates to the amount of income due to the Council that has not yet been received. For capital items, this mainly relates to grants and contributions that the Council is able to claim towards funding capital expenditure. Generally capital debtors arise due to timing differences where a cut off point occurs (e.g. the financial year-end) and/or expenditure has been incurred in advance of making the grant claim. As at September 2021 debtors of £189,750 (£298,188 at 31 March 2021) were outstanding for capital grants, contributions and receipts.

6.5 Creditors

This is the amount of money due to be paid by the Council for goods and services received from its external customers and contractors. For capital schemes this also includes retentions i.e. the amount due to the contractor after a specified period (normally one year) following the completion of a project; this time is used to assess and correct any defects outstanding on the scheme. Amounts earmarked for retention as at September 2021 totalled £260,152 (£1,487,658 at 31 March 2021).

7. Performance

7.1 The 2021/22 programme has been kept to a level that takes account of the Council's ability to deliver schemes with regard to capacity and available resources. Work is ongoing to continue to monitor the profiling of budgets, and these are adjusted to reflect progress in current capital schemes. It is likely that there will still be a requirement for some carry forwards at the year end due to further slippage and delays on projects. Members are reminded that budgets now totalling £380,000 are being held in reserves until approved by Executive for release, noting that the Levelling Up bid was not successful.

7.2 The Senior Management Team will provide strategic overview and monitor the effectiveness of the overall programme of work in delivering the Council's priorities and objectives. Technical project support and quality assurance of business cases and associated project management activities will be managed by a Transformation Sub-Group chaired by the Chief Executive. Decisions to proceed or otherwise with proposed projects will be made in the usual way in accordance with the Council decision making framework.

7.3 A review of all capital expenditure incurred is ongoing to ensure that the expenditure has been correctly allocated between revenue and capital schemes. This will facilitate the year end classification of assets.

8. Risks

8.1 Individual capital schemes have different risks involved. A risk assessment of the overall capital programme is included at **Appendix H**. An additional risk to the

Council is the overall cost of COVID-19 in terms of increased costs and delays to supplies.

9. Consultation

9.1 Consultation to date.

SMT and JMT have considered the issues raised in this report.

9.2 Consultation Proposed

Business and Transformation Scrutiny Panel will consider the report on 7 December 2021.

10. Conclusion and reasons for recommendations

10.1 The Executive is asked to:

- (i) Note and comment on the budgetary position and performance aspects of the capital programme for the period April to September 2021;
- (ii) Note the adjustments to the 2021/22 capital programme as detailed in paragraph 2.1;
- (iii) Approve the reduction to the 2021/22 capital programme as detailed in paragraph 3.3 and paragraph 3.10.

11. Contribution to the Carlisle Plan Priorities

11.1 The Council's capital programme supports the current priorities in the Carlisle Plan.

Contact Officer: Emma Gillespie

Ext: 7289

Appendices attached to report:

- A to H

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - The Council has a fiduciary duty to manage its finances properly and the proper reporting of the budget monitoring is part of this process.

Property Services - Property asset implications are contained within the main body of the report.

Finance - Financial implications are contained within the main body of the report.

Equality - This report raises no explicit issues relating to the public sector Equality Duty.

Information Governance - There are no information governance implications.

Scheme	Original Capital Programme 2021/22 £	Carry Forwards from 2020/21 £	Carry Forwards from 2020/21 £	Other Adjustments £	Proposed Savings £	Revised Capital Programme 2021/22 £
<u>Current non-recurring commitments</u>						
Sands Centre Redevelopment	15,236,700	700,000	985,900	0	0	16,922,600
Civic Centre Development	1,020,600	1,150,000	(89,000)	2,000	0	2,083,600
Energy Monitoring System	12,000	0	0	0	0	12,000
<i>Savings to Fund Civic Centre</i>	<i>(200,000)</i>	<i>0</i>	<i>0</i>	<i>200,000</i>	<i>0</i>	<i>0</i>
Future High Street Fund - Market Square	100,000	0	0	357,300	0	457,300
Future High Street Fund - 6-24 Castle Street	0	0	0	170,300	0	170,300
Future High Street Fund - Central Plaza	0	0	0	712,400	0	712,400
Future High Street Fund - Devonshire Street	0	0	0	73,600	0	73,600
Future High Street Fund - Delivery Costs	0	0	0	122,400	0	122,400
Cemetery Infrastructure	0	5,700	0	0	0	5,700
Skew Bridge Deck	0	68,500	(1,500)	0	0	67,000
Towns Deal - Bitts Park Improvements	0	125,000	(25,800)	30,000	0	129,200
Planning Software	0	150,000	0	0	0	150,000
Play Area Improvements	0	36,500	0	158,200	0	194,700
Carlisle Citadels	0	0	32,200	902,500	0	934,700
Towns Deal - Caldew Riverside	0	0	842,500	0	0	842,500
On Street Charging Points Infrastructure	0	0	102,800	0	0	102,800
Gateway 44	0	0	896,200	0	0	896,200
LED Footway Lighting Installation	0	0	29,700	0	0	29,700
Rough Sleeping Initiative	0	0	10,000	0	0	10,000
Swifts Wildlife Haven	0	0	0	70,000	0	70,000
IC All Risks - Bitts Park Water Feature	0	0	0	10,500	0	10,500
Bitts Park Public Realm	0	0	0	32,000	0	32,000
Financials Upgrade	0	0	0	80,900	0	80,900
Footway Lighting Melbourne Park	0	0	0	22,200	0	22,200
Affordable Homes	0	0	0	600,800	0	600,800
	16,169,300	2,235,700	2,783,000	3,545,100	0	24,733,100
<u>Recurring commitments</u>						
Planned Enhancements to Council Property	250,000	145,800	63,000	0	0	458,800
Vehicles, Plant & Equipment	255,000	0	781,600	(200,000)	(394,800)	441,800
Recycling Containers	45,000	0	0	43,300	0	88,300
ICT Infrastructure	101,300	150,000	62,400	1,900	0	315,600
	651,300	295,800	907,000	(154,800)	(394,800)	1,304,500
<u>Disabled Facilities Grants</u>						
Private Sector Grants	1,899,800	500,000	731,600	255,800	0	3,387,200
Empty Property Grants	0	0	3,000	109,400	0	112,400
	1,899,800	500,000	734,600	365,200	0	3,499,600
TOTAL	18,720,400	3,031,500	4,424,600	3,755,500	(394,800)	29,537,200
<u>Capital Reserves to be released</u>						
Crematorium Infrastructure	350,000	0	0	0	0	350,000
Cemetery Infrastructure	0	0	30,000	0	0	30,000
Tullie House Levelling Up Fund	0	0	0	1,500,000	(1,500,000)	0
	350,000	0	30,000	1,500,000	(1,500,000)	380,000
REVISED TOTAL	19,070,400	3,031,500	4,454,600	5,255,500	(1,894,800)	29,917,200

COMMUNITY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Vehicles & Plant	441,800	68,099	75,074	6,975	Replacement of vehicles will be contained within overall annual budget.
Cemetery Infrastructure	5,700	0	0	0	For further improvements to Fairy Beck due to be carried out in 2021/22.
Civic Centre Development	2,083,600	1,472,692	1,472,697	5	Project progressing as planned.
Play Area Developments	194,700	164,592	164,587	(5)	Projects progressing as planned.
Towns Deal - Bitts Park Improvements	129,200	126,953	165,231	38,278	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020.
Skew Bridge Deck	67,000	3,357	3,355	(2)	Budget earmarked towards this scheme as part of the 2020/21 budget process. Released by Executive 13/01/2021.
Swifts Wildlife Haven	70,000	17,325	17,329	4	Externally funded project to transform the former Swifts driving range into an urban site for wildlife and people following the end of its use as a leisure facility.
Bitts Park Public Realm	32,000	0	0	0	Externally funded project to undertake public realm improvement works at Bitts Park.
Sands Centre Redevelopment	16,922,600	4,937,507	4,937,639	132	Capital expenditure for the enhancement work to Leisure Facilities. Progress is being monitored and is currently on schedule.
Recycling Containers	88,300	59,800	59,488	(312)	Purchase of waste receptacles.
Energy Monitoring System	12,000	0	0	0	To provide an Energy Management System to be installed to monitor energy usage across Council owned property.
Grand Total	20,046,900	6,850,325	6,895,400	45,075	

CORPORATE SUPPORT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
ICT Infrastructure	315,600	126,958	126,942	(16)	Part of ICT Strategy Business Case.
Grand Total	315,600	126,958	126,942	(16)	

ECONOMIC DEVELOPMENT

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Carlisle Citadels	934,700	88,359	88,351	(8)	Project approved as per Leader Decision Notice (LD.02/21) and is due to complete in 2021/22.
Towns Deal - Caldew Riverside Remediation	842,500	115,278	115,278	0	Funding received from the Town Deal Capital Accelerated Fund and presented and approved by Executive 14/12/2020.
Planning Software	150,000	0	0	0	Project yet to start.
Future High Street Fund - 6-24 Castle Street	170,300	0	0	0	Increase to capital programme approved by Council (ED22/21 20/07/21)
Future High Street Fund - Central Plaza	712,400	9,548	9,598	50	
Future High Street Fund - Market Square	457,300	0	0	0	
Future High Street Fund - Devonshire Street	73,600	0	0	0	
Future High Street Fund - Delivery Costs	122,400	0	0	0	
Affordable Homes	600,800	0	0	0	Use of Affordable Homes Commuted Sums to bring empty properties back into use approved by Executive 02/08/2021 (ED25/21)
Grand Total	4,064,000	213,185	213,227	42	

FINANCE AND RESOURCES

Scheme	Annual Budget £	Adjustments £	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Financials Upgrade	0	80,900	80,900	12,400	12,444	44	Increase to capital programme to cover necessary improvements to the Financials System, fully funded from existing budgets.
Grand Total	0	80,900	80,900	12,400	12,444	44	

GOVERNANCE & REGULATORY SERVICES

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
Planned Enhancements to Council Property	458,800	131,144	131,639	495	Individual projects progressing as planned.
Rough Sleeping Initiative	10,000	0	0	0	Capital grant received from MHCLG for the development of the Rough Sleeping Initiative.
Gateway 44	896,200	39,164	39,189	25	Development and Improvement costs associated with the Junction 44 retail development.
Disabled Facilities Grants	3,387,200	1,307,156	877,799	(429,357)	Mandatory Grants. Grant work is picking up but it is still uncertain how this year's expenditure will be affected. The position is being closely monitored.
Empty Property Grants	112,400	28,100	8,220	(19,880)	Discretionary grants to assist getting empty properties back into use.
On Street Charging Infrastructure	102,800	30,449	30,445	(4)	To install Electric Vehicle charge points at locations within Carlisle where residents have no access to off-street parking to encourage the uptake of electric vehicles. This project is fully funded by external grant.
LED Footway Lighting Installation	29,700	20,525	20,527	2	To upgrade Footway Lights to LED lanterns throughout the District resulting in energy savings and increased reliability of the lights which should reduce future maintenance costs.
Footway Lighting Melbourne Park	22,200	22,200	22,175	(25)	Use of S106 funds for Footway Lighting Improvements in Melbourne Park (OD73/21)
Grand Total	5,019,300	1,578,738	1,129,994	(448,744)	

EXCEPTIONAL ITEMS CAPITAL EXPENDITURE

Scheme	Revised Annual Budget £	Budget to date £	Expenditure to date £	Variance to date £	Details of major variance
IC Buildings Flood Capital	10,500	10,500	4,790	(5,710)	Budget carried forward in relation to approved expenditure on the reinstatement of Bitts Park.
Grand Total	10,500	10,500	4,790	(5,710)	

Risk	Likelihood	Impact	Mitigation
Capital projects are approved without a full appraisal of the project and associated business case.	Remote	High	Strengthen the role of Transformation Sub-Group when considering capital project appraisals, to include consideration of business cases
Full capital and revenue costs of a project not identified.	Remote	High	Capital spending must meet statutory definitions. Financial Services to regularly review spending charged to capital. Appraisals to identify revenue costs, including whole life costs to improve financial planning.
VAT partial exemption rules are not considered.	Remote	High	Reduced impact following the decision to elect to tax land and property. To be considered as part of Project Appraisals and assessed by Financial Services.
Capital projects are not monitored nor reviewed (post contract) to ensure that the original business case assumptions have been achieved	Reasonably probable	Marginal	Better project management skills (including contract monitoring) have been introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects, including post contract reviews.
Capital projects are not delivered to time and/or are delayed due to the impact of COVID-19/Brexit on the supply of contractors and materials	Reasonably Probable	High	Significant slippage in the current capital programme. Better project management skills to be introduced through PRINCE 2. Project managers to take more ownership and responsibility for the delivery of projects. The review of the capital programme currently underway will address some of these issues.
Capital projects are not delivered to budget. Major variations in spending impact on the resources of the Council. Delays and increased costs due to COVID-19	Reasonably Probable	High	Improved capital programme monitoring through PRINCE 2 and monthly financial monitoring. Corrective action to be put in place where necessary. Increased costs as a result of COVID-19 may impact on
Assumptions on external funding for capital projects are unrealistic	Remote	High	Potential shortfalls arising from changes to external funding have to be met from other Council resources, so assumptions need to be backed by firm offers of funding before projects are submitted for appraisal. Risk increased due to uncertainty around funding, e.g. Government grants
Spending subject to specific grant approvals e.g. housing improvement grants, disabled persons adaptations varies from budget	Remote	Marginal	Specific grants are generally cash limited so variations in projects supported by funding of this nature will be monitored closely to ensure target spend is achieved to avoid loss of grant or restrictions on subsequent years grant funding.
Shortfall in level of capital resources generated from Capital Receipts	Probable	High	Economic downturn will impact - early warning so as not to over commit capital resources.

EXCERPT FROM THE MINUTES OF THE EXECUTIVE HELD ON 22 NOVEMBER 2021

EX.143/21 CAPITAL BUDGET OVERVIEW AND MONITORING REPORT: APRIL TO SEPTEMBER 2021

(Non Key Decision)

Portfolio Finance, Governance and Resources

Relevant Scrutiny Panel Business and Transformation

Subject Matter

The Deputy Leader submitted report RD.51/21 providing an overview of the budgetary position of the City Council's capital programme for the period April to September 2021. Detailed therein were the capital budget overview; the overall budget position for the various Directorates; the monitoring and control of expenditure against budget allocations and the exercise of virement.

As at the end of September, expenditure of £8,382,797 had been incurred on the Council's core capital programme. When considered against the profiled budget of £8,792,106 that equated to an underspend of £409,309. The unspent balance remaining of the revised annual budget of £29,537,200 was £21,154,403. A review of the 2021/22 capital programme would be undertaken to identify accurate project profiles for the remainder of the financial year, any potential slippage into future years.

In addition, paragraph 3.10 recorded that a number of schemes were included in the capital programme for 2021/22 which required reports to be presented to the Executive for the release of funding before the project could go ahead.

The 2021/22 programme had been kept to a level that took account of the Council's ability to deliver schemes with regard to capacity and available resources. Work was ongoing to continue to monitor the profiling of budgets, and those were adjusted to reflect progress in current capital schemes. It was likely that there would still be a requirement for some carry forwards at the year end due to further slippage and delays on projects. Budgets now totalling £380,000 were being held in reserves until approved by Executive for release, noting that the Levelling Up bid had not been successful.

The Deputy Leader then moved the recommendations set out in the report, which were seconded by the Leader.

Summary of options rejected none

DECISION

That the Executive:

1. Noted and had commented on the budgetary position and performance aspects of the capital programme for the period April to September 2021;
2. Noted adjustments to the 2021/22 capital programme as detailed in paragraph 2.1 of report RD.51/21;
3. Approved the reduction to the 2021/22 capital programme as detailed in paragraph 3.3 and paragraph 3.10.

Reasons for Decision

To inform the Executive of the Council's actual financial position opposite its Capital programme for 2021/22.

Report to Business & Transformation Scrutiny Panel

Item
A.5

Meeting Date:	7 th December 2021
Portfolio:	Finance, Governance and Resources
Key Decision:	No
Within Policy and Budget Framework	Yes
Public / Private	Public
Title:	SICKNESS ABSENCE REPORT QUARTER 2 2021/22
Report of:	The Deputy Chief Executive
Report Number:	CS 45-21

Purpose / Summary:

This report sets out the authority's sickness absence levels for the period 1st April 2021 to 30th September 2021 and outlines other sickness absence information.

Recommendations:

- 1) Scrutinise and comment on the information on sickness absence provided in the report.

Tracking

Executive:	Not applicable
Scrutiny: BTSP	7 th December 2021
Council:	Not applicable

1. BACKGROUND

1.1 Business and Transformation Scrutiny Panel met on 13th February 2021 and during a discussion on the Sickness Absence Report, it was resolved that a Task and Finish Group would be established to assist the HR Manager in reviewing the Attendance Management Policy which would enable Managers to manage absence more effectively.

1.2 A new Improving Attendance Policy was drafted as part of the work of this group. The draft Improving Attendance Policy, developed as part of the Member led Task and Finish group, has been through a consultation process with staff, managers and Trade Unions. Issues raised within the consultation were considered and included in the final document. The policy is intended to support managers and employees with improving attendance at work. The policy was formally adopted by Employment Panel on 14th September 2021 and took effect from 22nd September 2021.

1.3 Current sickness statistics are shown below, with the number of days lost per FTE equating to 5.9 in the first half of 2021/22 (first half of 2020/21 was 4.1).

2. 2021/22 SICKNESS ABSENCE

2.1 The tables below show the 5.9 days lost per FTE split between long and short-term sickness (long term sickness is defined as any absence more than 4 consecutive working weeks):

2021/22	Days Lost	Days Lost per FTE
Long-term	2,001 (78%)	4.6 (78%)
Short-term	564 (22%)	1.3 (22%)
Total	2,565	5.9

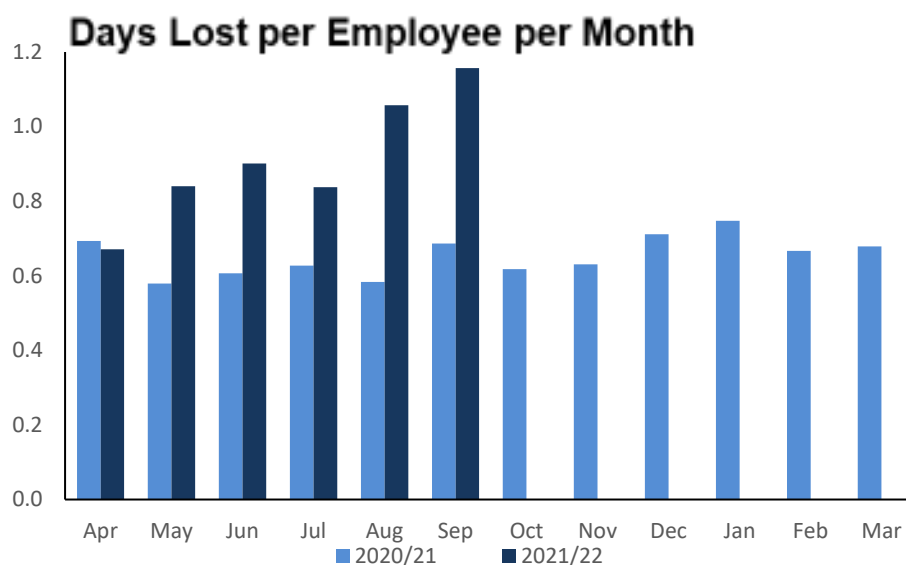
2.2 The tables below provide absence levels split by directorates for the first half of 2021/22 and the first half of previous years.

All Directorates (471 head count/413 Full-Time Equivalents (FTE) as at 30/09/21)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE	5.2	4.6	4.1	5.9
Number of working days lost due to sickness absence	2,208	1,877	1,853	2,565
Proportion of sickness absence that is long term (four working weeks or more)	68%	65%	76%	78%
Community Services (189 head count/178 FTE)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE	6.7	4.1	4.7	8.8
Number of working days lost due to sickness absence	1,154	665	810	1,550
Proportion of sickness absence that is long term (four working weeks or more)	70%	59%	68%	79%
Economic Development (39 head count/37 FTE)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE	1.1	3.4	0	0.8
Number of working days lost due to sickness absence	39	122	0	27
Proportion of sickness absence that is long term (four working weeks or more)	0%	60%	0%	0%
Governance and Regulatory Services (136 head count/112 FTE)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE	5.9	4.7	4.5	5.4
Number of working days lost due to sickness absence	644	484	595	725
Proportion of sickness absence that is long term (four working weeks or more)	86%	76%	92%	87%
Corporate Support* (31 head count/25 FTE)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE			5.4	1.2
Number of working days lost due to sickness absence			373	34
Proportion of sickness absence that is long term (four working weeks or more)			75%	0%
Finance and Resources* (76 head count/61 FTE)				
Indicator	2018/19	2019/20	2020/21	2021/22
Working days lost due to sickness absence per FTE			2.2	3.5
Number of working days lost due to sickness absence			76	228
Proportion of sickness absence that is long term (four working weeks or more)			55%	71%

*Corporate Support and Finance and Resources directorates restructures took effect from October 2018 with further significant changes in April 2020 therefore reporting on new directorates recommenced from 2020/21.

2.3 So far in 2021/22, there has been a 44% increase in overall days lost per employee when compared to the same period in the previous year. 41 employees have been absent long-term (those cases where the absence is 4 working weeks or more) throughout the year - five more than the same period of the previous year. 19 long-term cases remained open as of 15th October 2021. There are nine different reasons for the absences included in those 19 cases.

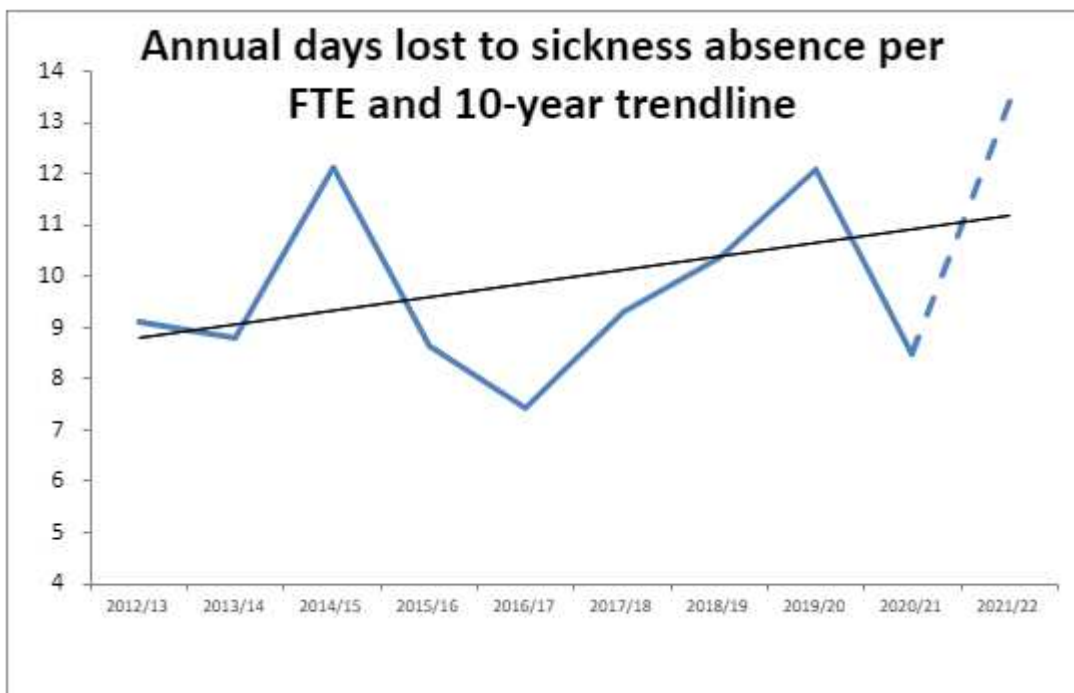
2.4 The following graph compares the months of 2021/22 with those of the previous year. There has been monthly year-on-year increases in all months since April. This increase follows eleven consecutive months of reductions in days lost compared to the same months of the previous year. Much of this reduction was attributed to a decline in short-term sickness cases during the height of Covid-19 pandemic but this is no longer the case in 2021/22.



3. TRENDS

3.1 As stated above, Authority-wide, compared to the first half of 2020/21, 2021/22 levels of sickness have risen by 44%. The long-term trend can be seen in the graph below. The medium to long term direct and indirect impacts of the Covid-19 pandemic on the Authority's sickness absence level continue to be difficult to predict e.g. impacts of 'long' Covid and future 'waves'. However, absences will continue to be proactively managed and the absence data monitored for any emerging issues.

3.2 The black line is the long-term trendline and the dotted line for 2021/22 is a year-end prediction based on the first half of the year typically accounting for 44% of the year's absence



4. SICKNESS ABSENCE REASONS

4.1 The reasons for sickness absence in 2021/22 are shown in the table below. The table shows the FTE days lost due to each reason for the sickness absence. 'Stress, depression, mental health, fatigue syndromes' currently represents the absence reason with the greatest days lost (959 days). 90% of these lost days were from 17 long term absentees. Only five of these cases were still open at the time of writing.

FTE Days lost by reason and directorate	<i>Total</i>
Back and neck problems	134 (5%)
Other musculo-skeletal problems	199 (8%)
Stress, depression, mental health, fatigue syndromes	959 (37%)
Infections (incl. colds and flu)	126 (5%)
Neurological (incl. headaches and migraine)	105 (4%)
Genito-urinary / gynaecological	138 (5%)
Pregnancy related (not maternity leave)	50 (2%)-
Stomach, liver, kidney & digestion (incl. gastroenteritis)	291 (11%)
Heart, blood pressure & circulation	147 (6%)
Chest & respiratory (incl. chest infections)	171 (7%)
Ear, eye, nose & mouth / dental (incl. sinusitis)	30 (1%)
Other	218 (8%)

4.2 The absence trends for Quarter 2 have remained broadly consistent with the trends seen in Quarter 1, as set out in the previous report, with the exception of an increase in absence related to infections (cold, flu and so on) from 1% to 5%. This was anticipated with the lifting of Covid-19 restrictions and more interaction between people thereby increasing transmission rates of infections. Covid-19 related infections are not included in the absence figures.

4.3 Two key areas highlighted in the last report were absences related to musculo-skeletal problems and absences related to stress, depression and mental health. In terms of absences due to musculo-skeletal problems combined with back and neck problems it was highlighted in the previous report that there had been a significant increase from around 17% to 28% in 2020/21 with Quarter 1 2021/22 figures showing a drop back to pre-Covid levels (circa 14%). This reduction has been maintained through Quarter 2.

4.4 In terms of absence related to stress, depression and mental health the percentage of absence related to this category remained relatively static. This type of absence however, still accounts for over a third of all our days lost. According to the HSE (2020):

“...in 2019/20 work-related stress, depression or anxiety accounted for 51% of all work-related ill health and 55% of all days lost due to work-related ill-health. Over recent years the rate of self-reported work-related stress, anxiety or depression has increased with the latest year 2019/20 significantly higher than the previous year. Evidence suggest this is not related to COVID-19 however, there is no clear trend in the rate of working days lost per worker for work-related stress, anxiety or depression.”

The report further states that:

“...absence related to stress, depression or anxiety is more prevalent in public service industries, such as education; health and social care; and public administration and defence. By occupation, professional occupations that are common across public service industries (such as healthcare workers; teaching professionals and public service professionals) show higher levels of stress as compared to all jobs.”

4.5 The statistics around absence due to stress, depression and anxiety are of national concern and we continue to monitor the national guidance on what interventions may best support affected colleagues. The Council has robust interventions in place to support positive mental health including a comprehensive wellbeing programme and quick and easy access to counselling services through the Council’s employee assistance provider. Health and wellbeing of colleagues is also a key consideration for the local government reorganisation programme.

4.6 Around three-quarters of sickness in the first half of the year is classified as long-term sickness. There continues to be a focus on this type of sickness absence by the HR Team and senior management. All absences over four weeks are closely monitored and reviewed by the HR Team on a weekly basis. Since the last report, every long-term

absence has had a case review with absence being managed in line with the Council's policy for long-term absence.

5. RETURN TO WORK INTERVIEWS (RTW)

5.1 Carrying out a return to work interview continues to be one of the most effective ways to manage attendance and reduce absence.

5.2 Up to the end of September 2021, 94% of return to work interviews have been conducted (2020/21: 97%). The number of working days between the employees returning to work and interviews being conducted and the proportion completed within five working days has also been included in the table below:

Directorate	Proportion of RTWs conducted	Average time taken to complete RTW (working days)	Proportion of RTWs completed within 5 working days
Community Services	95%	4.9	73%
Corporate Support	87%	7.3	40%
Economic Development	78%	6.4	56%
Finance & Resources	95%	6.8	59%
Governance & Regulatory Services	100%	10.6	72%
All Directorates	94%	6.4	68%

6. PROPOSALS

None

7. RISKS

None

8. CONSULTATION

The report was reviewed by the Senior Management Team in November 2021.

9. CONCLUSION AND REASONS FOR RECOMMENDATIONS

The Panel are asked to scrutinise and comment on the sickness absence information with a view to driving continuous improvement.

10. CONTRIBUTION TO THE CARLISLE PLAN PRIORITIES

Monitoring sickness absence to help ensure the staff resources available to deliver the Carlisle Plan are maximised.

Contact Officers: Gary Oliver, Bibian McRoy

Appendices
attached to report:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

CORPORATE IMPLICATIONS:

LEGAL - This report raises no explicit legal issues.

FINANCE – This report raises no explicit financial issues

EQUALITY – This report raises no explicit equality issues

INFORMATION GOVERNANCE – This report raises no explicit issues relating to Information Governance.

PROPERTY SERVICES - This report raises no explicit issues relating to Property Services

Carlisle City Council

Report to Business & Transformation Scrutiny Panel

Item
A.6

Report details

Meeting Date:	7 th December 2021
Portfolio:	Finance, Governance and Resources
Key Decision:	No
Policy and Budget Framework	Yes
Public / Private	Public
Title:	QUARTER 2 PERFORMANCE REPORT 2021/22
Report of:	Policy and Communications Manager
Report Number:	PC 40/21

Purpose / Summary:

This report contains the Quarter 2 2021/22 performance against the current Service Standards and an update on the delivery of the Carlisle Plan 2021-23 actions as defined in the Plan. Performance against the Panel's 2021/22 Key Performance Indicators (KPIs) are included as a dashboard.

Recommendations:

1. Scrutinise the performance of the City Council with a view to seeking continuous improvement in how the Council delivers its priorities.

Tracking

Executive:	20 th December 2021
Scrutiny:	Business and Transformation 7 th December 2021 Health and Wellbeing 25 th November 2021 Economic Growth 2 nd December 2021
Council:	N/A

1. Background

1.1 This report contains the Quarter 2 2021/22 performance against the Service Standards and a summary of the Carlisle Plan 2021-23 actions as defined in the Plan. The Panel's Key Performance Indicators (KPIs) are also included as an appended dashboard.

1.2 Service Standards are the measures judged to be the most important to our customers and therefore the mostly likely to influence the overall satisfaction with how the Council performs. The following pages contain the Council's performance against the Service Standards for this Panel.

1.3 The measures are predominately lagging indicators (looking back at performance) and cover a range of services. Some indicators naturally lend themselves to having a specific target, or a national target, whilst with others the aim is to continually improve year-on-year compared to past performance. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The measures can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form, through performance reporting, is just one aspect of the Council's wider performance framework.

1.4 The current position of the projects and programmes of the Carlisle Plan are presented in Section 3. All action are included in this report. The intention is to give the Panel a brief overview of the current position without duplicating the more detailed reporting that takes place within the Scrutiny agendas and Portfolio Holder reports.

1.5 Summary of KPIs and Service Standards:

Service Standards – 3 'red', 0 'amber' and 2 'green'

KPIs – 2 'red', 0 'amber', 8 'green'

Summary of Exceptions (RED)

Measure	Target	Performance
SS04 Average number of working days to process new benefits claims	19 days	22.1 days 1,553 new claims have been made in the first half of the year; a slight increase on the previous year. However, the additional work to provide Test & Trace (T&T) Support payments have affected claim processing timescales. In Quarter 2, 1,487 T&T applications were received, 54% of all the applications since the scheme began in Oct. 2020. Performance has improved to 20.6 days in Oct. 2021.

SS05 Proportion of corporate complaints dealt with on time	100%	92% We received 38 complaints (which is very high) in the first two quarters, of which three went over 15 days. This was due to the complex nature of the complaints that required further investigation.
SS08 Proportion of official local authority searches completed on time.	85%	68% 404 applications were processed in the first two quarters. This is an increase of 76% on the same period last year and 33% increase on the same period in 2019/20 (pre-Covid-19). All but six applications were completed within three weeks. Throughout the Summer months, the delay was primarily due to some external partners taking longer to return information to us than usual. It is expected that the Autumn and Winter months coupled with the end of the temporary stamp duty reduction will result in demand on the service reducing and performance improving.
CSe14 Actual car parking revenue as a percentage of car parking expenditure	126%	94% Revenue £200k under target.
FR03 Average number of working days lost due to sickness absence per FTE (full-time equivalent) employee.	4.1	5.9 See separate report at BTSP on 7/12/21.

2. Proposals

None

3. Risks

None

4. Consultation

The report was reviewed by relevant senior management and will be considered at the other Scrutiny Panels.

5. Conclusion and reasons for recommendations

The Panel are asked to scrutinise the Performance Report prior to it being submitted to Executive.

6. Contribution to the Carlisle Plan Priorities

Detail in the report.

Contact details:

Contact Officer: Gary Oliver

Ext: 7430

Appendices attached to report:

- Performance Dashboard

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- None

Corporate Implications:

Legal - This report raises no explicit legal issues.

Property Services - This report raises no explicit property issues

Finance - This report raises no explicit financial issues

Equality - This report raises no explicit issues relating to the Public Sector Equality Duty.

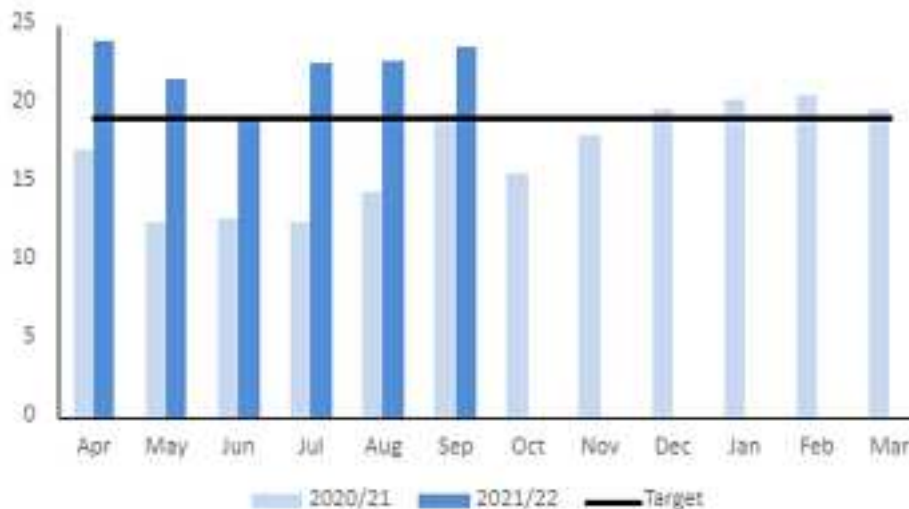
Information Governance- This report raises no explicit issues relating to Information Governance.

Section 1: Service Standards 2021/22

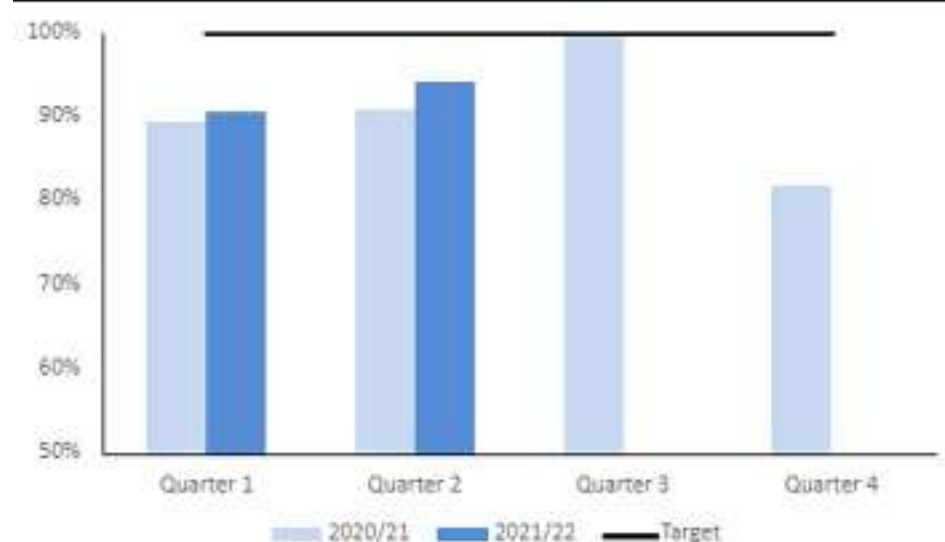
Service Standards were introduced in 2012 after consultation with Service Managers, DMTs, SMT and JMT. Five further measures were introduced from Quarter 2 2017/18 and all are reviewed during Quarter 3 each year as part of the service planning process. Service Standards are the measures judged to be the most important to our customers, therefore, the most likely to influence the overall satisfaction with how the Council performs.

The following pages contains the Council's performance against the Service Standards within the Panel's remit.

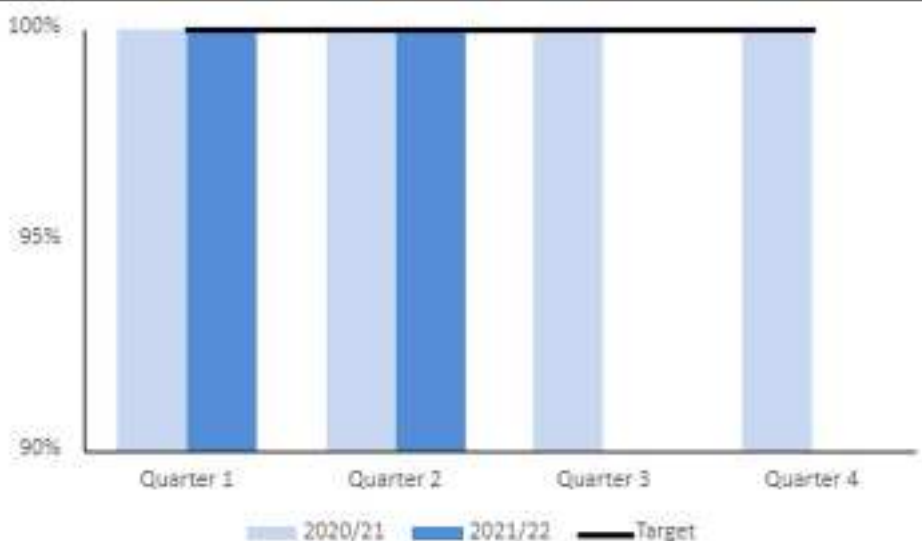
SS04: Average number of working days to process new benefits claims

Service Standard	End of Quarter 2 2021/22	Performance by Month	Further Information																																							
New claims should be processed within 19 days to achieve top two quartiles compared to other local authorities	22.1 days (Q2 2020/21: 14.8 days)	 <table><caption>Monthly Performance Data (Estimated)</caption><thead><tr><th>Month</th><th>2020/21 (Days)</th><th>2021/22 (Days)</th></tr></thead><tbody><tr><td>Apr</td><td>17</td><td>24</td></tr><tr><td>May</td><td>12</td><td>21</td></tr><tr><td>Jun</td><td>12</td><td>19</td></tr><tr><td>Jul</td><td>12</td><td>22</td></tr><tr><td>Aug</td><td>14</td><td>22</td></tr><tr><td>Sep</td><td>18</td><td>23</td></tr><tr><td>Oct</td><td>15</td><td>19</td></tr><tr><td>Nov</td><td>18</td><td>19</td></tr><tr><td>Dec</td><td>19</td><td>19</td></tr><tr><td>Jan</td><td>20</td><td>19</td></tr><tr><td>Feb</td><td>20</td><td>19</td></tr><tr><td>Mar</td><td>19</td><td>19</td></tr></tbody></table>	Month	2020/21 (Days)	2021/22 (Days)	Apr	17	24	May	12	21	Jun	12	19	Jul	12	22	Aug	14	22	Sep	18	23	Oct	15	19	Nov	18	19	Dec	19	19	Jan	20	19	Feb	20	19	Mar	19	19	1,553 new claims have been made in the first half of the year; a slight increase on the previous year. However, the additional work to provide Test & Trace (T&T) Support payments have affected claim processing timescales. In Quarter 2, 1,487 T&T applications were received, 54% of all the applications since the scheme began in Oct. 2020. Performance has improved to 20.6 days in Oct. 2021.
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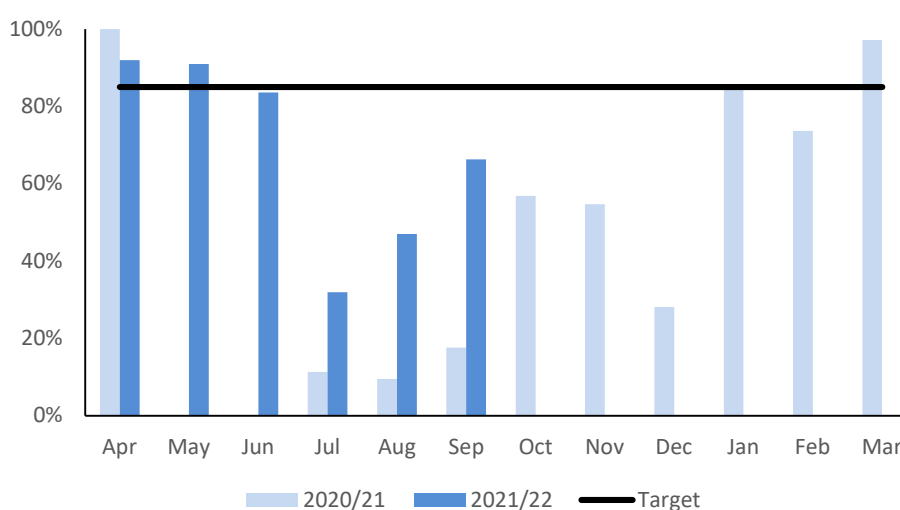
SS05: Proportion of corporate complaints dealt with on time

Service Standard	End of Quarter 2 2021/22	Performance by Quarter	Further Information
Corporate complaints should be dealt with within 15 working days	92%		We received 38 complaints (which is very high) in the first two quarters, of which three went over 15 days. This was due to the complex nature of the complaints that required further investigation.
	(Q2 2020/21: 90%)		
	On target?		
	✗		

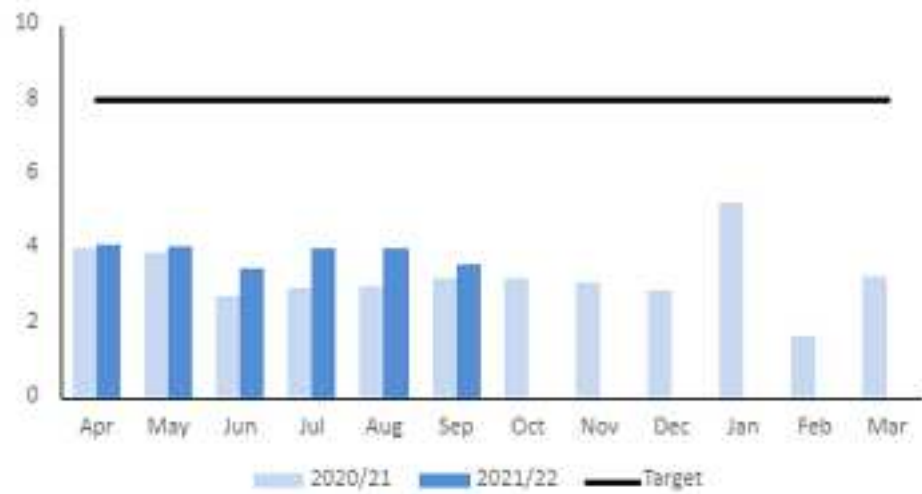
SS07: Proportion of non-contentious licence applications completed on time

Service Standard	End of Quarter 2 2021/22	Performance by Quarter	Further Information
100% of non-contentious licence applications should be completed within 10 working days	100%	 <p>100%</p> <p>95%</p> <p>90%</p> <p>Quarter 1 Quarter 2 Quarter 3 Quarter 4</p> <p>2020/21 2021/22 Target</p>	437 out of 437 applications completed on time.
	(Q2 2020/21: 100%)		
	On target?		
	✓		

SS08: Proportion of official local authority searches completed on time

Service Standard	End of Quarter 2 2021/22	Performance by Month	Further Information
85% of official local authority searches should be completed within 10 working days	68.1%		404 applications were processed in the first two quarters. This is an increase of 76% on the same period last year and 33% increase on the same period in 2019/20 (pre-Covid-19).
	(Q2 2020/21: 16.5%)		
	On target?		
	✗		

SS10: Average number of working days to process benefit claimants' changes of personal details

Service Standard	End of Quarter 2 2021/22	Performance by Month	Further Information																																							
Changes should be processed within 8 days	3.9 days (Q2 2020/21: 3.4 days)	 <table><thead><tr><th>Month</th><th>2020/21 (days)</th><th>2021/22 (days)</th></tr></thead><tbody><tr><td>Apr</td><td>3.9</td><td>4.0</td></tr><tr><td>May</td><td>3.8</td><td>4.0</td></tr><tr><td>Jun</td><td>2.7</td><td>3.4</td></tr><tr><td>Jul</td><td>2.8</td><td>3.9</td></tr><tr><td>Aug</td><td>2.9</td><td>3.9</td></tr><tr><td>Sep</td><td>3.1</td><td>3.5</td></tr><tr><td>Oct</td><td>3.1</td><td>-</td></tr><tr><td>Nov</td><td>3.0</td><td>-</td></tr><tr><td>Dec</td><td>2.8</td><td>-</td></tr><tr><td>Jan</td><td>-</td><td>5.1</td></tr><tr><td>Feb</td><td>1.6</td><td>-</td></tr><tr><td>Mar</td><td>3.1</td><td>-</td></tr></tbody></table>	Month	2020/21 (days)	2021/22 (days)	Apr	3.9	4.0	May	3.8	4.0	Jun	2.7	3.4	Jul	2.8	3.9	Aug	2.9	3.9	Sep	3.1	3.5	Oct	3.1	-	Nov	3.0	-	Dec	2.8	-	Jan	-	5.1	Feb	1.6	-	Mar	3.1	-	Over fifteen thousand changes were processed in the first half of the year.
	Month		2020/21 (days)	2021/22 (days)																																						
	Apr		3.9	4.0																																						
May	3.8	4.0																																								
Jun	2.7	3.4																																								
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Jan	-	5.1																																								
Feb	1.6	-																																								
Mar	3.1	-																																								
On target?																																										
✓																																										

Section 2: Key Performance Indicators (KPIs)

Service Standards are not the only set of measures used to interrogate the performance of the Council. Alongside the review of Service Standards, a set of Key Performance Indicators, derived from the links between the service plans and budget resolution were developed. The measures are predominately lagging indicators (looking back at performance) and cover a range of internal and external facing services. Some indicators naturally lend themselves to having a target or may have a national target set whilst with others, the aim is to improve year-on-year. Regularly monitoring the Council's performance helps to drive continuous improvement and protects against any financial or organisational issues by flagging up indicators that are off target. The KPIs can also be used for a variety of other purposes including: to evaluate, control, budget, motivate, promote, celebrate and learn. Performance management in this form is just one aspect of the Council's wider performance framework.

The KPIs are attached as a dashboard at the end of this report.

Section 3: Draft Carlisle Plan 2021-23 Actions

The new Carlisle Plan covers the period 2021 to 2023 and was adopted by Council on 14th September 2021 following a period of public consultation. The following table provides an update on the delivery of the actions in the plan following the baseline position that was provided in the previous report. Not all projects are within the remit of the Panel but the Carlisle Plan as a whole is.

Key Action	Project Activity
1 Delivering the Borderlands Inclusive Growth Deal	<p>Carlisle Railway Station</p> <ul style="list-style-type: none">• Work on the final designs with Design & Build contractor and commence pre-planning activity.• Public consultation on phase one design options was held September 2021. <p>Citadels</p> <ul style="list-style-type: none">• Full Business Case submitted to the Department for Levelling Up, Housing & Communities.• Good progress on land assembly work that Carlisle City Council is leading on to support the delivery of the project. Continued engagement with leaseholders on English Street. Offer letters have been issued with the majority indicating they are willing to progress deal. <p>Paton House</p> <ul style="list-style-type: none">• Contractor procured and demolition has commenced, beginning with 'soft strip'. <p>Place Programme – Longtown</p> <ul style="list-style-type: none">• Awaiting Department for Levelling Up, Housing & Communities approval of the Place Programme Business Case
2 Delivering St Cuthbert's Garden Village	<ul style="list-style-type: none">• Engagement with potential master developers commenced to understand potential nature and scope. Action plan prepared and circulated informally in draft to advance Local Plan to publication and submission. Planning Inspectorate 'advisory visit' held 27th July and recommended actions are now being explored. Aspinall Verdi reappointed to provide advice on viability. Delivery Workshop held on 8th September to review potential phasing and infrastructure requirements. Governance procedures reviewed in draft.• Draft project plan prepared and to be formally agreed. Workshop held with Member Advisory Group (8th August) to

Key Action	Project Activity
	<p>scope the draft vision and objectives for the Dev Co. Provisional project plan considered and agreed by JMT (August). Series of 'learning' meetings held with other Dev Corps and candidate Dev Co authorities.</p> <ul style="list-style-type: none"> Funding in place to deliver landscape competition to deliver Start with the Park designs. Landowner engagement progressing. Brief finalised and the Stage 1 competition concluded in August. .
<p>3 Delivering the Future High Street Fund (FHSF), Towns Fund, Town Deal Accelerated Fund, and related regeneration projects</p>	<p>Repurposing 6-24 Castle Street - establishment of officer working group (Regeneration / Property Services) - meeting regularly. Property Services currently preparing a tender specification for surveying / dilapidation works.</p> <p>Caldew Riverside</p> <ul style="list-style-type: none"> Supplementary ground investigations have concluded, samples are with the lab and are being assessed. A report will be taken to Environment Agency for consideration. The results indicate that the majority of the site is not affected by contamination, with the main concentration adjacent to the Victoria Viaduct car park. <p>Container Village / Bitts Park - all site works complete and operator opened for business 28th August.</p> <p>Central Plaza</p> <ul style="list-style-type: none"> CBRE appointed for design support / costing for site stabilisation and uses within the £4.7m FHSF envelope. Updated marketing prospectus for the site prepared. Ongoing discussions with Chancerygate on potential development options. <p>Reimagining the Green Market / Market Square as Carlisle's events space – Carlisle City Council (CaCC)/Cumbria County Council (CuCC) officer group established to manage development and delivery of project. Collaboration agreement has been drafted by CaCC legal team - setting out roles and responsibilities of both authorities - for consideration and comment by CuCC legal team..</p> <p>Pedestrian enhancement of Devonshire Street - CaCC/CuCC officer team meeting regularly. Collaboration agreement has been drafted by CaCC legal team - setting out roles and responsibilities of both authorities - for consideration and comment by CuCC legal team.</p>
<p>4 Building on success through new</p>	<p>Morton Retail & Employment Site - Terms agreed with CuCC for both permanent & temporary Carlisle Southern Link Road (CSLR)</p>

Key Action	Project Activity
economic opportunities	land take & temporary works compound. Discussions commenced with Persimmon regarding access into the Church Commissioners Land.
5 Delivering the Phase VII World Health Organisation Healthy City Plan	<p>Welcome to your City - An initiative which aims to engage with community groups and individuals who usually don't feel confident enough or welcome to use local facilities and socialise in society.</p> <p>Active Spaces improvements - Encouraging physical activity and development through the provision of play and recreation facilities. Recent work includes upgrading play facilities at Chances Park and Hammonds Pond.</p> <p>Food Carlisle - On the run up to COP26 (United Nations Climate Change Conference), Food Carlisle hosted a Low Carbon Lunch for its partners and network members.</p> <p>This was organised to coincide with the national Sustainable Food Places Day of Celebration and Action on Wednesday 29 September. Food served was all locally procured or rescued from going to landfill.</p> <p>A low carbon lunch includes mostly plants, with meat, fish, and dairy from sustainable sources with high animal welfare and sourced in ways that result in healthier and prosperous communities.</p> <p>Social Prescribing</p> <p>Thriving Communities - the partnership has been delivering their Inside Out programme at Morton Community Centre and Brampton Community Centre. This is a 6-week programme of taster activities, designed to get people out and about and engage with activities in the community. This is due to be rolled out across the District in the new year.</p> <p>Volunteering - We have been working with the Get Cumbria Buzzing Project officer within the Cumbria Wildlife Trust, to develop a wildflower planting sessions for volunteers</p>
6 Delivering The Sands Centre Redevelopment project	<p>The two pool structures and balancing tank have been water tested and passed.</p> <p>The roofing work is now complete</p> <p>Work is continuing the enclosure of the building to make it weathertight and secure.</p> <p>Work has started on the NHS accommodation on the Sands site.</p>

Key Action	Project Activity
7 Support the delivery of partnership plans	<p>Deliver the National Lottery funded Place Standard programme to engage with local communities across the district to identify and work together on addressing local issues of concern:</p> <p>The recruitment of the Place Standard Co-ordinator has restarted after being on hold due to COVID restrictions. Once in post the Co-ordinator will work to implement the Place Standard Tool to support key priorities across the partnership plan – such as healthy weight, healthy aging and Place.</p> <p>Develop and deliver an application to the National Lottery Partnership Fund to seek support for a project that will improve our ways of securing and delivering community funding programmes:</p> <p>The Collaborative Funding Pilot (CFP) met on 21/10/21 to agree a time-line and resource commitment to complete and submit the bid to the lottery by December 2021. The redraft of the bid will include a focus on LGR and align with the Place Standard project delivery.</p> <p>Work with key partners to build on the work of the Carlisle Resilience Group and develop a stronger communities' network that can continue to support residents to participate in community action:</p> <p>The Partnership Manager is working with the Healthy Cities Manager and the Carlisle/North Cumbria Manager (Cumbria CVS) to ensure a joined up approach to support a stronger communities network. This will include linking this network and activities to the Place Standard project and the CPF project to maximise opportunities.</p>
8 Delivering the Homelessness Prevention and Rough Sleepers Strategy	<p>A strategic board and operational multi-partnership subgroup have been established since the launch of the Strategy and will monitor and oversee performance against the action plan.</p> <p>Q1 and 2 performance data is on track to achieve year one actions; review will be undertaken later this year to finalise year two priority actions.</p>
9 Delivering the private sector housing standards to include a range of grants, advice, support and regulation	<p>43 private landlords were requested to provide compliant electrical installation checks for their rental properties. Of these, 18 properties either did not have the required certification or the certification was completed after the Government deadline of the 1st April 2021. Two properties had certificates warning of serious electrical hazards (C2 unsatisfactory codes are potentially dangerous and require urgent remedial action). Four appeals have</p>

Key Action	Project Activity
	<p>been considered by the Regulatory Services Manager but none have been upheld. Final Civil Penalty Notices are likely to be issued for 18 properties with the final appeal for these to the 1st tier housing tribunal.</p> <p>5 HMO (Houses in Multiple Occupation) inspections have been undertaken – the scheduled inspections have started again following the relaxing of Covid controls (covid risk assessments and precautions are being implemented for all visits).</p> <p>344 new referrals for Disabled Facilities Grants (DFGs) were made in the first two quarters. 151 of these were from the main referral agency – Adult Social Care. 162 DFGs were completed and closed in the first two quarters, the most commons works being discretionary DFGs for heating improvements and house clearances (to facilitate moving from hospital back home) and Mandatory DFGs for stairlifts and level access showers.</p> <p>A KPI report is being finalised with Foundations which will allow improved progress reporting on DFG activity recorded through the Case Manager Software.</p> <p>The Housing Renewal Assistance Policy revision is starting its consultation and Committee approval process.</p>
<p>10 Delivering the Local Environment (Climate Change) Strategy</p>	<p>The LECC Strategy has been audited and the recommendations are being actioned. The report will be considered by the Audit Committee in December.</p> <p>The ZCCP Manager presented an overview of the partnership work to the Health & Wellbeing Scrutiny Panel in October.</p> <p>Notable other activity in the last quarter include:</p> <p>Great Big Green Week</p> <p>We supported a city centre event that combines creativity, nature and community to make an engaging celebration of how our city can tackle the climate crisis together. Part of national Great Big Green Week, the event was held on Saturday, 18 September outside the Old Town Hall.</p> <p>Heat Decarbonisation Plan</p> <p>The successful application to the Public Sector Low Carbon Skills Fund, has enabled a heat decarbonisation plan to be developed with the support of an external consultant. This plan is now being worked through to identify opportunities to develop decarbonisation projects.</p>

Key Action	Project Activity
	<p>Phase 3 PSDS</p> <p>Priorities identified in the Heat Decarbonisation Plan (HDP) are being used to develop a full capital bid to the Phase 3 Public Sector Decarbonisation Scheme. If successful, this funding will support delivery of priorities identified via HDP.</p> <p>Northumbria University Business Clinic</p> <p>We have received the final report from the students at Northumbria University, 'Marketing for a Greener Future'. The recommendations in this report will help inform our communication and engagement work as we implement the Local Environment (Climate Change) Strategy.</p>
<p>11 Delivering the Green Spaces Strategy and supporting the delivery of the Local Cycling and Walking Infrastructure Plan (LCWIP)</p>	<p>Cycling and Walking projects</p> <p>Installation of new footpath, approximately 300 metres in length, has been constructed to provide a formal pedestrian link between communities in Meadow View and Hunters Crescent, Harraby South and Parklands. Further enhancements are planned in this area, with tree planting in the green space to the South of Pennine Way Primary School due to commence shortly.</p> <p>The bridge deck replacement of Skew Bridge has been completed. The bridge is part of a vital pedestrian and cycling route linking the City Centre with Denton Holme and beyond. The new deck provides a safe non-slip surface for walkers and cyclists and replaces the end of life deck that was originally installed in the 1990's.</p> <p>A new upgraded 300m path has been installed linking Mardale Road with Raffles Avenue and the path network in Heysham Park providing improved access to green space for the local communities.</p> <p>Local Cycling and Walking Infrastructure Plan (LCWIP)</p> <p>Due to the substantial interest in the LCWIP consultation, The County Council took the decision to push back the consultation start date to the 5 November. This will still be for a three week duration to the 26 November. This will enable the team to fully consider the comments they have received and amend plans. The County Council will also be hosting a live drop in event during the consultation.</p>
<p>12 Developing the new Cumbria Waste Strategy</p>	<p>A draft interim strategy has been developed and is currently being toured around each of the seven districts prior to consideration by the Cumbria Strategic Waste Partnership and the County Council (lead authority). The draft interim strategy may then be submitted</p>

Key Action	Project Activity
	<p>to public consultation. The draft interim strategy was considered by Carlisle's JMT on Monday 25 October 2021.</p> <p>Local Government Reorganisation in Cumbria will create two new waste disposal authorities and different unitary structures that in time will lead to further changes in service delivery for residents, hence the development of an interim strategy. This interim strategy also recognises that, the Government's Waste and Resources Strategy will lead to other significant changes for the sector and place new burdens on local authorities.</p>
13 Supporting the delivery of the Carlisle Cultural Framework	A draft framework has been presented to the culture group for discussion and the feedback from partners will help develop a final version.



Business & Transformation Scrutiny Panel Performance Dashboard

Quarter 2 2021/22

Key	
↓	Performance is deteriorating (compared to same period last year)
↑	Performance is improving (compared to same period last year)
→	No change in performance (compared to same period last year)
✗	Off target
▲	Close to target (within 5%)
✓	On target

On Target?	New Code	Measure	Frequency	Performance Q2 2021/22	Performance Q2 2020/21	Trend	Target	Comments
✗	CSe14	Actual car parking revenue as a percentage of car parking expenditure	Quarterly	93.9%	51.2%	↑	121.5%	Revenue £200k under target
✓	CSu04	Percentage of Council Tax collected	Quarterly	56.3%	55.0%	↑	55.0%	
✓	CSu05	Percentage of NNDR collected	Quarterly	50.1%	50.0%	↑	50.0%	
✓	CSu06	Proportion of direct social media messages on Facebook and Twitter responded to within 24 hours (work days)	Monthly	100%	100%	→	100%	
✓	CSu07	Customer Services - Respond to customer emails within 48hrs	Quarterly	100%	99.0%	↑	90%	
N/A	CSu08	Customer Services - Calls answered within 1 minute	Quarterly	N/A	N/A	N/A	80%	Unable to measure in Q1 and Q2 due to temporary telephony system in place while staff work from home. Reporting will be possible from Q3
N/A	CSu09	Customer Services - visitors served within 10 minutes	Quarterly	N/A	100%	N/A	90%	Unable to measure in Q1 and Q2 due to the Customer Contact Centre being closed. Reporting will be possible from Q3
✓	FR01	Actual net spend as a percentage of annual net budget.	Quarterly	39.7%	45.2%	↑	44.0%	
✓	FR02	Percentage of all invoices paid within 30 working days	Monthly	99.1%	99.4%	↓	98%	
✗	FR03	Average number of working days lost due to sickness absence per FTE (full-time equivalent) employee.	Monthly	5.9	4.1	↓	4.1	See separate report at BTSP on 7/12/21
✓	FR04	Percentage of return to work interviews completed in five working days of returning to work.	Monthly	94%	75.4%	↑	75.4%	
✓	GRS05	Proportion of Temporary Event Notices licences processed within 1 working day.	Quarterly	100%	100%	→	100%	35 applications in the quarter

Business and Transformation Scrutiny Panel

Item
A.7

Meeting Date: 07/12/2021
Portfolio: Cross-cutting
Key Decision:
Policy and Budget Framework No
Public / Private Public

Title: Overview Report
Report of: Overview and Scrutiny Officer
Report Number: OS.29/21

Purpose / Summary:

This report provides an overview of matters related to the Scrutiny Panel's work. It also includes the latest version of the work programme.

Recommendations:

Members are asked to:

- Note the items within Panel remit on the most recent Notice of Key Executive Decisions
- Note the current work programme

Tracking

Executive:	Not applicable
Scrutiny:	BTSP 07/12/21
Council:	Not applicable

1. Notice of Key Decisions

1.1. The most recent Notice of Key Executive Decisions was published on 19 November 2021. This was circulated to all Members and is available on the CMIS section of the Council's webpages. The following items fall within the remit of this Panel:

Items that are included in the Panel's work programme:

- KD 10/21 Budget Process 2022/23 – 2026/27

Items that are not included in the Panel's work programme:

- KD 19/21 Review of the Statement of Gambling Policy

2. References from the Executive

2.1. None

3. Progress on resolutions from previous meetings

3.1. The following table sets out the meeting date and resolution that requires following up. The status is presented as either "completed", "pending" (date expected), or "outstanding". An item is considered outstanding if no update or progress has been made after three panel meetings. All the completed actions will be removed from the list following the meeting.

	Meeting date	Minute reference	Action	Status
1	15/07/21	BTSP 53/21	That a future Scrutiny Arrangements Task and Finish Group be established.	Complete
2	07/10/21	BTSP 75/21	2) That the Property Services Manager provide the Panel with an update on the number of outstanding rent reviews at Kingstown Industrial Estate.	Pending
3	07/10/21	BTSP 76/21	2) That the Corporate Director of Finance and Resources provides the Panel with information on the budget for the Gateway 44 Project and the projected return on capital.	Pending
4	07/10/21	BTSP 80/21	2) That the Deputy Chief Executive circulate a briefing note in plain English to the Panel. 3) That an update on Squad Working within the City Council be submitted to the Panel at a future meeting.	Pending Pending
5	07/10/21	BTSP 84/21	2) That an updated ICT Services Project Status report be submitted to the Panel in three months time. 3) That an update on the recruitment process be circulated to the Panel along with details of the next steps should the process be unsuccessful.	Complete Added to workplan Pending

4. Contribution to the Carlisle Plan Priorities

4.1. The overview and scrutiny of the Carlisle Plan items that fall within the remit of this Panel contribute to ongoing policy development.

Contact Officer: Rowan Jones

Ext: 7257

Appendices

1. Draft Scrutiny Panel Work Programme 2021-22

attached to report:

Note: in compliance with section 100d of the Local Government Act 1972 the report has been prepared in part from the following papers:

- **None**

CORPORATE IMPLICATIONS:

LEGAL –

PROPERTY SERVICES -

FINANCE –

EQUALITY – This report raises no explicit issues relating to the public sector Equality Duty

INFORMATION GOVERNANCE –

APPENDIX 1: Draft Scrutiny Panel Work Programme 2021-22

BTSP Date	Title	Lead Officer	Type of Scrutiny
03/06/2021	End of Year Performance Report	Gary Oliver	Monitoring
	Financial Update on the Impact of Covid-19	Alison Taylor	Monitoring
	Sands Centre Project Monitoring Report	Darren Crossley	Monitoring
	Outturn Reports	Steven Tickner	Monitoring
	Sickness Absence - end of year report 2020/21	Gary Oliver	Monitoring
15/07/2021	Update on IT projects	D. Strong/ M. Kelly	Monitoring
	Business Rates Outturn 2020/21	Alison Taylor	Monitoring
	Future Scrutiny Arrangements	Rowan Jones	Policy develop't
	Draft Carlisle Plan	Steven O'Keeffe	Policy develop't
26/08/2021	Medium Term Financial Plan	Alison Taylor	Policy develop't
	Asset Management Plan & Annual Property Survey	Mark Walshe	Policy develop't
	Capital Investment Strategy	Alison Taylor	Policy develop't
	Performance Report Q1	Gary Oliver	Monitoring
	Sickness Absence Q1	Gary Oliver/ Bibian McRoy	Monitoring
	External Audit Report - Action Plan follow up	Alison Taylor	Monitoring
	Outcome of Old Fire Station Tender	Darren Crossley	Call- in
07/10/2021	Budget monitoring Q1 2021/22	Steven Tickner	Monitoring
	Squad working	Darren Crossley	Policy develop't
	Commercialisation Strategy T&F group report	Alison Taylor	Policy develop't
	Sands Centre Project Monitoring Report	Darren Crossley	Monitoring
	Civic Centre Re-instatement and Development	Darren Crossley	Monitoring
	Update on IT projects - Part B report	D. Strong/ M. Kelly	Monitoring
	Emerging agile working policy/ staff survey	Darren Crossley	Policy develop't
07/12/2021	Budget Setting	Alison Taylor	Budget
	Performance Report Q2	Gary Oliver	Monitoring
	Sickness Absence Q2	Gary Oliver	Monitoring
	Budget monitoring Q2 2021/22	Steven Tickner	Monitoring
06/01/2022	Budget Setting (Including Treasury Management Strategy Statement)	Alison Taylor	Budget
	Covid-19 financial impacts - wrap up report	Alison Taylor	Policy update
	Local Government Re-organisation	Jason Gooding	Policy develop't
	Future Scrutiny T&F group report	Rowan/ Darren	Policy develop't
	Update on IT projects - Part B report	D. Strong/ M. Kelly/ Jason Gooding	Monitoring
31/03/2022	Performance Report Q3	Gary Oliver	Monitoring
	Sickness Absence Q3	Gary Oliver	Monitoring
	Squad working	Darren Crossley	Policy update
	Sands Centre Project Monitoring Report	Darren Crossley	Monitoring
	Budget monitoring Q3 2021/22	Steven Tickner	Monitoring
24/04/2022	Scrutiny annual Report	Rowan Jones	Policy update
	Corporate Projects	Jason Gooding	Monitoring
	Corporate Risk Register	Darren Crossley	Monitoring
	Sands Centre Project Monitoring Report	Darren Crossley	Monitoring
	LGR - Programme Clarity	Darren Crossley	Policy develop't

