

Agenda



Contact Officer: Steven Corrigan
Tel: 01235 422526
E-mail: steven.corrigan@southandvale.gov.uk
Date: 30 September 2019
Website: www.southoxon.gov.uk

Listening Learning Leading

A MEETING OF THE

Cabinet

WILL BE HELD ON TUESDAY 8 OCTOBER 2019 AT 9.30 AM

MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, MILTON, OX14 4SB

Members of the Committee:

Sue Cooper (Chair)

David Turner (Vice-Chair)

Pieter-Paul Barker

Robin Bennett

Maggie Filipova-Rivers

Andrea Powell

Leigh Rawlins

David Rouane

Alternative formats of this publication are available on request. These include large print, Braille, audio, email and easy read. For this or any other special requirements (such as access facilities) please contact the officer named on this agenda. Please give as much notice as possible before the meeting.

ITEMS TO BE CONSIDERED WITH THE PUBLIC PRESENT

Reports considered with the public present are available on the council's website.

1 Apologies for absence

To record apologies for absence.

2 Minutes (Pages 4 - 10)

To adopt and sign as a correct record the minutes of the Cabinet meeting held on 10 July and 1 August 2019 - **attached**.

3 Declaration of disclosable pecuniary interest

To receive any declarations of disclosable pecuniary interests in respect of items on the agenda for this meeting.

4 Urgent business and chairman's announcements

To receive notification of any matters which the chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the chairman.

5 Public participation

To receive any questions or statements from members of the public that have registered to speak.

RECOMMENDATIONS FROM COMMITTEES

6 Recommendations from the Climate Emergency Advisory Committee

At its meeting on 19 September the Climate Emergency Advisory Committee considered options for how the council could respond to the climate emergency declaration and agreed a number of recommendations for Cabinet consideration.

The committee also considered the confidential Cabinet report "Crowmarsh Council Offices Project - Sustainability Options".

The views and recommendations of the committee on the above will be circulated prior to the Cabinet meeting on 8 October.

CABINET DECISIONS

7 Affordable Housing and Oxfordshire Growth Deal

To consider the report of the head of development and regeneration – report to follow.

8 Global resettlement scheme and asylum seeker dispersal scheme (Pages 11 - 18)

To consider the head of housing and environment's report.

9 Capital grants policy update (Pages 19 - 36)

To consider the report of the head of community services – attached.

10 Replacement of sewage treatment works in Moulsoford (Pages 37 -

42)

To consider the report of the head of housing and environment – **attached**.

11 Budget monitoring April - May 2019 (Pages 43 - 57)

To consider the report of the head of finance – **attached**.

RECOMMENDATIONS TO COUNCIL

12 Exclusion of the Public

To consider whether to exclude members of the press and public from the meeting for the following item of business under Part 1 of Schedule 12A Section 100A(4) of the Local Government Act 1972 and as amended by the Local Government (Access to Information) (Variation) Order 2006 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 3 Part 1 of Schedule 12A of the Act, and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

ITEMS TO BE CONSIDERED WITH THE PUBLIC EXCLUDED

The council hereby gives notice that it intends to hold part of this Cabinet meeting in private to consider the following items for the reasons set out in the 'exclusion of the public' item above. These reports are not available on the council's website.

13 New office accommodation - design, sustainability and building specification (Pages 58 - 114)

To consider the report of the head of corporate services - **attached**.

MARGARET REED

Head of Legal and Democratic Services

Minutes

OF A MEETING OF THE

Cabinet



Listening Learning Leading

HELD ON WEDNESDAY 10 JULY 2019 AT 6.00 PM

CORNERSTONE ARTS CENTRE, 25 STATION ROAD, DIDCOT, OX11 7NE

Present:

Cabinet members: Councillors Sue Cooper (Chair), David Turner, Pieter-Paul Barker, Robin Bennett, Maggie Filipova-Rivers, Andrea Powell and Leigh Rawlins

Officers: Emma Baker, Steve Culliford, Andrew Down, Adrian Duffield, Holly Jones, Ian Price and Cheryl Soppet

Apologies:

David Rouane tendered apologies.

9 Declaration of disclosable pecuniary interest

None

10 Urgent business and chairman's announcements

None

11 Public participation

Twelve members of the public addressed Cabinet on the emerging South Oxfordshire Local Plan:

1. Stuart Scott-Ely spoke on behalf of Berinsfield Parish Council, urging Cabinet to support either option 1 or 2 in the head of planning's report, to allow the emerging Local Plan to continue through its examination.
2. Michael Tyce spoke on behalf of the Campaign to Protect Rural England, urging Cabinet to scrap the previous council administration's local plan and to adopt option 4, to withdraw the emerging Local Plan from examination and restart the plan making process.
3. Roger Williams spoke on behalf of Planning Oxfordshire's Environment & Transport Sustainability. He believed the council should adopt an option that removed the

Chalgrove Airfield housing allocation from the local plan as this was an unsustainable location for new development.

4. Paul Boone spoke on behalf of Chalgrove Airfield Action Group, expressing concern at Chalgrove Airfield remaining in the Local Plan as a housing site as it would put the plan at risk.
5. Ann Pritchard spoke on behalf of Chalgrove Parish Council, urging Cabinet to support option 3 as it would allow the removal of the Chalgrove Airfield housing allocation from the Local Plan.
6. Caroline Baird spoke on behalf of Save Culham Green Belt, urging Cabinet to support option 4 to re-write the Local Plan, and remove the Culham housing allocation.
7. Ian Chapman spoke on behalf of the UK Atomic Energy Authority, reminding Cabinet that its Culham site would continue to grow and stressing the importance of retaining the Housing Infrastructure Funding.
8. Steven Sensecall spoke on behalf of CEG, which promoted land at Culham. He urged Cabinet to progress the Local Plan through option 1 and to retain the Housing Infrastructure Funding.
9. Adrian Townsend, a resident of Garsington and campaigning for a better South Oxfordshire, urged Cabinet to support option 4, and re-write the Local Plan.
10. Ian Goldsmith spoke on behalf of Cuxham with Easington Parish Meeting, opposing the housing allocation at Chalgrove Airfield as it would exacerbate the traffic problems, and urged Cabinet to support option 3.
11. Richard Harding spoke on behalf of Extinction Rebellion Wallingford, urging Cabinet to take quick action to re-write the Local Plan to respond to the climate emergency.
12. Vicky Fowler spoke on behalf of Martin Baker reminding Cabinet that the proposed housing allocation at Chalgrove Airfield was not available for redevelopment due to the current tenant having a long-term lease of the site.

The chair thanked all of the public speakers for their contributions.

12 Goring Neighbourhood Plan

Cabinet considered the head of planning's report on the Goring Neighbourhood Plan. The report sought Cabinet's recommendation to Council to make the plan part of the council's development plan.

Cabinet noted that the plan was compatible with the current European Union obligations and complied with the Habitats Regulation Assessment.

The referendum, held on 4 July 2019, had resulted in 62.7 per cent support for the plan. Therefore, the Cabinet member for planning recommended that Cabinet supported a recommendation to Council to make the plan part of the council's development plan. Cabinet welcomed the plan and supported the recommendation.

RECOMMENDED to Council to:

- (a) make the Goring Neighbourhood Development Plan so that it continues to be part of the council's development plan; and
- (a) authorise the head of planning, in agreement with the Qualifying Body, to correct any spelling, grammatical, typographical or factual errors together with any improvements from a presentational perspective.

13 South Oxfordshire Emerging Local Plan

Cabinet considered the head of planning's report, which set out the implications of changing the emerging Local Plan.

The Cabinet member for planning addressed Cabinet and thanked the members of the public and business community who had made representations to the meeting. He reported that following the local elections in May 2019 and the subsequent change in leadership, the new council administration had requested some time to look at key policies and projects under development; the Local Plan 2034 was one of these. To assist councillors, officers had prepared a report outlining the advantages and the risks of four different options on taking forward the Local Plan. The four options were:

- Option 1 suggested that the emerging Local Plan 2034 continued its progress through the Examination process. No changes would be recommended by the council. Any modifications made during the examination would be at the discretion of the Inspectors.
- Option 2 allowed the emerging Local Plan to continue through its examination, but the council might be able to recommend a series of main modifications to the plan. These changes would be at the discretion of the Inspectors. The plan could not be changed unless the Inspector found that part of the plan was unsound. There were no early conclusions from the Inspector about the soundness of aspects of the submitted Local Plan or if modifications were needed.
- Option 3 provided the opportunity to withdraw the Local Plan from examination. The council could make changes to the plan, then conduct a further Regulation 19 consultation. The extent of changes would need to fall within the remit of Regulation 19 consultation, i.e. not introduce new subject areas for the plan to cover. The council could then submit a revised plan for examination.
- Option 4 provided an opportunity to withdraw the Local Plan from examination and to restart the plan making process from scratch. This would allow the council to prepare a significantly different plan, subject to compliance with the law, national policies and guidance. The council would need to undertake at least two consultations (Regulations 18 and 19) before submitting the new plan for examination.

The Cabinet member for planning thanked the Scrutiny Committee for its input, and for its recommendation to Cabinet to progress with option 3.

The Cabinet member drew Cabinet's attention to a letter from the Planning Inspector in reply to the council's letter (set out in appendix 10 to the head of planning's report). With regard to option 2, the Inspector highlighted that any modifications would not have been subject to consultation. Also, the Inspector clarified that the inspectorate could only recommend main modifications where they were necessary to ensure the soundness or

legal compliance of the submitted plan. Any changes that the council considered desirable and would amount to main modifications but were not necessary to remedy the soundness or compliance of the submitted plan, would not be recommended by the Inspector as main modifications and could not be taken forward.

The Cabinet member expressed concern about a number of aspects in the Local Plan and did not support continuing with the emerging plan through the Examination process (option 1). He had concerns about:

- the Local Plan's environmental policies. Council had declared a climate change emergency. Therefore, the council needed to explore whether the plan's policies reflected this decision, and how the policies could be developed as the council considered its response to the declaration of this emergency. This aligned with the recommendation to Council on 18 July to establish a Climate Emergency Advisory Committee.
- housing need and Oxford City's unmet housing need, which was not yet determined. He believed that the housing need method advocated in national policy should be based on the standard methodology. The council might know more about Oxford City's unmet housing need after the Oxford Local Plan hearing sessions had taken place.
- with a reduction in housing need, the Local Plan was over-supplying. The plan supplied around 29,000 dwellings against a housing requirement of some 23,000 dwellings. If housing need was adjusted, the sites contributing towards the supply needed to be reviewed to meet the overall requirement. The plan also allocated sites that provided around 4,000 dwellings to be delivered after 2034.
- the proposed policy on strategic housing density was inflexible and did not take into account the local context and circumstances.

He believed that the council needed the opportunity to explore these concerns, whilst protecting the Housing Infrastructure Funds and understanding the impact on communities and the council's housing supply position. Accordingly, he moved a motion that Cabinet recommended Council to:

- (a) express its determination to maintain its housing land supply and avoid speculative housing development;
- (b) express its continued support for the Housing and Infrastructure Fund (HIF) funding and the proposed infrastructure projects that will be delivered by it;
- (c) ask officers to explore with Oxfordshire County Council, the Ministry of Housing, Communities and Local Government and Homes England options for protecting the HIF funding whilst enabling the council to address concerns about the current emerging Local Plan 2034 including (but not limited to) climate change issues and Oxford City's unmet housing need, and to report back to Cabinet and Council;
- (d) recognising that the Climate Change Emergency is all too real and is recognised to be of key and statutory importance under the Climate Change Act 2008 and the associated objective of "zero carbon by 2050", express its wish to do all that it can to respond through the Local Plan process; and
- (e) agree that as soon as practicable, alongside satisfactory progress being made on resolving issues in the emerging Local Plan, work on a subsequent Local Plan shall commence, strengthening climate change considerations.

Cabinet noted that the Housing Infrastructure Funding included new road projects around Didcot and some funding for footpaths and cycleways. A list of the projects was appended to the head of planning's report.

Cabinet concurred that more time was needed to explore options to protect the essential Housing Infrastructure Funding, whilst enabling the council to address concerns about the current emerging Local Plan 2034, including climate change issues and Oxford City's unmet housing need. Cabinet supported the motion.

RECOMMENDED to Council to:

- (a) express its determination to maintain its housing land supply and avoid speculative housing development;
- (b) express its continued support for the Housing and Infrastructure Fund (HIF) funding and the proposed infrastructure projects that will be delivered by it;
- (c) ask officers to explore with Oxfordshire County Council, the Ministry of Housing, Communities and Local Government and Homes England options for protecting the HIF funding whilst enabling the council to address concerns about the current emerging Local Plan 2034 including (but not limited to) climate change issues and Oxford City's unmet housing need, and to report back to Cabinet and Council;
- (d) recognising that the Climate Change Emergency is all too real and is recognised to be of key and statutory importance under the Climate Change Act 2008 and the associated objective of "zero carbon by 2050", express its wish to do all that it can to respond through the Local Plan process; and
- (e) agree that as soon as practicable, alongside satisfactory progress being made on resolving issues in the emerging Local Plan, work on a subsequent Local Plan shall commence, strengthening climate change considerations.

The meeting closed at 7.20 pm

Chairman

Date

Minutes

OF A MEETING OF THE

Cabinet



Listening Learning Leading

**HELD ON THURSDAY 1 AUGUST 2019 AT 6.00 PM
MEETING ROOM 1, 135 EASTERN AVENUE, MILTON PARK, OX14 4SB**

Present:

Cabinet members: Councillors Sue Cooper (Chair), Pieter-Paul Barker, Robin Bennett, Andrea Powell, Leigh Rawlins and David Rouane

Officers: Steve Culliford, Andrew Down, Adrian Duffield, Dominic Lamb, Margaret Reed and Mark Stone

14 Apologies for absence

Councillors David Turner and Maggie Filipova-Rivers had submitted apologies for absence.

15 Minutes

RESOLVED: to approve the minutes of the meeting held on 27 June 2019 as a correct record and agree that the Chairman signs them as such.

16 Declaration of disclosable pecuniary interest

None

17 Urgent business and chairman's announcements

None

18 Public participation

None

19 North Wessex Downs Area of Outstanding Natural Beauty Management Plan 2019-2024

Cabinet considered the head of planning's report, which sought the adoption of the North Wessex Downs Area of Outstanding Natural Beauty Management Plan 2019-2024.

The production of a management plan was a statutory requirement. All nine constituent councils within the Area of Outstanding Natural Beauty had responsibility to adopt the plan, which had been produced by the Area of Outstanding Natural Beauty's Council of Partners. This had councillor and officer representation from each constituent council.

The plan was split into key themes covering landscape, rural land management, biodiversity, the historic environment, natural resources, development, communities, tourism leisure and access. Climate change was a cross-cutting theme also. The policies and actions in the plan supported the fight against climate change. For example, policies aimed at supporting landscape scale habitat restoration and providing habitat linkages both helped the natural environment to adapt to the impacts of climate change and were tackling the causes with the creation of new habitats. Cabinet welcomed this.

Cabinet supported the recommendation to adopt the management plan.

RESOLVED: to adopt the North Wessex Downs Area of Outstanding Natural Beauty Management Plan 2019-2024.

The meeting closed at 6.13 pm

Chairman

Date

Cabinet Report



Listening Learning Leading

Report of Head of Housing and Environment

Author: Phil Ealey, Housing Needs Manager

Telephone: 01235 422456

Textphone: 018001 012235 422456

E-mail: phil.ealey@southandvale.gov.uk

Wards affected: ALL

Cabinet member responsible: David Rouane

Tel: 07957 287799

E-mail: david.rouane@southoxon.gov.uk

To: CABINET

Date: 8 October 2019

Global Resettlement Scheme and Asylum Dispersal Scheme

Recommendation

- (a) that Cabinet decides whether to participate in either or both schemes details of which are set out in this report.
- (b) that if Cabinet decides to participate in the Global Resettlement Scheme officers recommend that the council could accept three families within the current service design.
- (c) that if Cabinet decides to participate in either or both schemes officers recommend a review after one year.

Purpose of Report

1. To provide Cabinet with an appraisal of options for participation in the Government's Global Resettlement Scheme and Asylum Dispersal Scheme.

Background

2. On 26 July 2019, the Housing Needs Manager met with representatives of the Home Office; South East Strategic Partnership for Migration (SESPM); and a Registered Housing Provider to discuss the potential participation of the council in the Global Resettlement Scheme and the Asylum Dispersal Scheme.

Global Resettlement Scheme

3. On 17 June 2019, the Government announced its commitment to a new Global Resettlement Scheme. The scheme will continue to resettle the most vulnerable refugees into the United Kingdom but will have a wider geographic focus than previous schemes.
4. The Global Resettlement Scheme replaces previous refugee schemes, including the Syrian Vulnerable Persons Resettlement Scheme (SVPRS).
5. South Oxfordshire District Council successfully participated in SVPRS. In 2016 the council pledged to resettle two families under the scheme. On arrival in the UK the families received intensive support in their new homes and quickly settled in the local area. The council provides ongoing support to these families who continue to reside in the district.
6. The new Global Resettlement Scheme (GRS) aims to resettle 5,000 refugees in the UK during its first year. There will be funding available to participating authorities at the current funding rates, however the new scheme has only been confirmed for one year. The five-year funding will be available for families arriving before April 2021.
7. SESPM has approached the council to participate in the new Global Resettlement Scheme. Participation in the scheme is voluntary, and the council decides how many families, if any, it will pledge to resettle in the district.

Operation of the Global Resettlement Scheme

8. The selection of refugees for the resettlement scheme is undertaken by the United Nations High Commission for Refugees (UNHCR). The UNHCR and the Home Office screen families to confirm their identity and their suitability for the scheme.
9. The families will receive “Humanitarian Protection” leave to stay for five years. They will have recourse to public funds and will be entitled to work and access services in the UK, including housing. At the end of their five-year protected status the family can apply for indefinite leave to remain.
10. The families resettled under GRS are likely to be vulnerable and require a high level of support in the UK. The council would have a choice of the families that are accommodated.
11. The housing needs team would be responsible for managing GRS. This would include sourcing private rented accommodation for the families and arranging support packages to help them settle successfully in the district.
12. The families would receive an initial period of intensive support on arrival (Phase 1), followed by a period of housing support for at least 12 months. (Phase 2).

13. The table below summarises the support the families would receive as part of the resettlement process.

Phase 1	• Attend multi-agency meetings pre-arrival
	• Meet and collect the family at the airport
	• Ensure that the households have all the essentials, including food, drink and clothing from day one.
	• Provide a welcome pack
	• Source essential household items including bedding and kitchen utensils
	• Accompany the family to sign-up and provide health & safety briefing
	• Complete and submit personal and housing benefit claims
	• Introduce and orientate family to local amenities, services and support networks
	• Provide translation and a language assessment
	• Arrange English language classes
	• Secure school places for the children
	• Refer to health services and to Adult and Children services as required
Phase 2	• Tenancy support, including housing benefit claims
	• Welfare support, including ID and benefit claims
	• Money Management, including banking
	• Signposting and referral to other agencies as appropriate
	• Assistance with translation and interpretation
	• Help with access to health and education services
	• Training and employment support, including help with CV's
	• Support to find alternative accommodation if required

14. The families would continue to receive support after Phase 2 from the council and support agencies. The type of support offered will depend upon the needs of the individual families and will be funded by the scheme.

Scheme funding

15. The Government provides funding to councils for participation in GRS. The funding is based upon a fixed sum for each member of the household, for a period of five years.

16. The table below is an illustration of the funding available to accommodate either three or six four-person families.

Year	£ per household member	£ per four-person family	£ maximum claim for three families	£ maximum claim for six families
Year 1	8,520	34,080	102,240	204,480
Year 2	5,000	20,000	60,000	120,000
Year 3	3,700	14,800	44,400	88,800
Year 4	2,300	9,200	27,600	55,200
Year 5	1,000	4,000	12,000	24,000
Total	20,520	82,080	246,240	492,480

Scheme costs

17. The table below illustrates the indicative costs to accommodate and support three or six refugee families¹ over the five-year period. The actual costs of the scheme would be dependent upon the arrangements with individual landlords and support providers.

Description	£ estimated expenditure over 5 years for three families	£ estimated expenditure over 5 years for six families
Property costs	47,000	94,000
Support contract (two years)	71,000	142,000
Other support costs (eg. transport, language lessons)	31,000	62,000
0.5FTE Support Officer, including on-costs (two-year fixed term contract)	46,000	92,000
Management costs	12,000	24,000
Total	207,000	414,000

18. The scheme costs and available funding is dependent upon the number of families the council may pledge to resettle. The council could support three families within the existing service design.

19. The full cost of the Global Resettlement Scheme will be recovered from the available funding.

¹ The families would be four person households.

Asylum Dispersal Scheme

20. There is an insufficient supply of accommodation for individuals and families who are seeking asylum in the United Kingdom. The Home Office are seeking to work with more local authorities over a wider geographic area to provide accommodation and support for asylum seekers. All local authorities have been approached for assistance.
21. The Home Office is seeking an “agreement in principle” from local authorities that would permit an accommodation provider (Clearsprings Ready Homes Ltd) to source accommodation for asylum seekers in South Oxfordshire. Clearsprings Ready Homes are contracted by the Home Office to source and manage accommodation for asylum seekers in the South East of England.
22. The Home Office has not predetermined the number of asylum seekers to be accommodated within a district. As a guide, they would be looking to accommodate up to 25 people in four to five properties. The Home Office have emphasised that they are keen to work with councils to build participation in the scheme at a pace and scale acceptable to both parties.
23. Under the Immigration Act 1999, the Home Office has the statutory power to require local authorities to participate in the Asylum Dispersal Scheme, however they would prefer to work with councils on a voluntary basis.

Operation of the Asylum Dispersal Scheme

24. All persons seeking asylum are subject to third country screening and security checks. The security checks are designed to identify individuals involved in serious criminal activity, including terrorism.
25. Asylum Seekers are not normally entitled to work or receive benefits and are directly funded by UK Visa and Immigration (UKVI).
26. UKVI has a contract with Clearsprings Ready Homes to provide asylum seeker accommodation. Clearsprings are required to submit any proposal to procure a property to the council for approval.
27. UKVI has the power to overrule an objection by the council to the procurement of a property, however this power has never been used. The council will have an influence over the location and number of properties secured. The council will not have an influence over which asylum seekers are accommodated.
28. UKVI has a contract with Migrant Help to support asylum seekers. This support includes assistance with benefits and housing if they are granted asylum. The service is normally provided remotely, although outreach support can be arranged.
29. UKVI normally make an initial decision on a straightforward asylum claim within six months. There are two possible outcomes. A grant of protection (usually five years) or refusal. Approximately 70 per cent of applications are initially refused.
30. Applicants granted asylum will receive 28 days’ notice to vacate their accommodation. The housing provider will inform the council and assist the refugee to secure alternative accommodation.

31. There is a risk that a person granted asylum may approach the council for housing assistance at the termination of their accommodation. In these circumstances the council would complete a homelessness assessment. If the applicant is assessed as being in priority need, i.e. vulnerable in accordance with the 1996 Housing Act Part VII, the council would have a duty to provide temporary accommodation. The housing needs team would then work with the applicant to secure sustainable housing.
32. Asylum Seekers who have their applications refused and have exhausted the appeals process are not eligible for housing assistance. A refused asylum seeker is expected to return to their country of origin. If a refused asylum seeker approached the council for housing assistance, they would be referred to either Oxfordshire County Council Adult Social Care or local asylum charities for assistance.
33. The Home Office has advised that in their experience asylum seekers who are either granted or refused asylum are unlikely to remain in a rural district. The likelihood is they will move to cities where they may receive support from their local communities

Options and risks

If a) Do not participate in either scheme

Benefits:

- There will be no potential risks associated with participation in either GRS or ADS.
- There will be no additional demands placed upon the council that may have impacted upon the delivery of corporate priorities.

Risks:

- The Home Office has a statutory power to mandate local authorities to participate in the Asylum Dispersal Scheme. Their current position is they want to work with councils on a voluntary basis. They have advised however that if they did exercise this power it would be focussed upon non-participating councils.
- If the Home Office exercised its power to mandate the council to participate in the scheme, the council would not be able to influence the pace and scale of its participation in the scheme.
- The council may receive adverse publicity by not participating in the schemes.

b) Participate only in the Global Resettlement Scheme

Benefits:

- The council will be helping highly vulnerable refugee families seeking resettlement in the United Kingdom.
- The council will be assisting the Home Office in achieving its target for resettling refugee families in the United Kingdom.

- The council may receive positive publicity by participating in GRS.

Risks:

- The additional demands placed upon the council may impact upon the delivery of other corporate priorities. This would be mitigated by employing a dedicated support officer to co-ordinate the scheme.
- Persons in the local population may resent refugees receiving housing assistance at a time when there is a shortage of affordable housing.
- The council is unable to fulfil its pledge to resettle refugee families. In mitigation, the housing needs team are confident that three families could be accommodated within existing service design.
- The families do not resettle successfully in the district. The families may have unrealistic expectations or are not able to adjust to their new environment.
- Parents may separate after their arrival in the UK and require additional housing support.
- There is the possibility of refugee families engaging in or becoming victims of anti-social behaviour.

The level of risk increases with the number of families pledged to be resettled under the scheme.

c) Participate only in the Asylum Dispersal Scheme

Benefits:

- The council will be helping asylum seekers in the United Kingdom.
- The council will be assisting the Home Office with its responsibilities to accommodate and support asylum seekers.

Risks:

- The council will not be responsible for sourcing or managing the accommodation provided.
- The council will not be directly involved in supporting the asylum seekers.
- There is the possibility of asylum seekers engaging in or becoming victims of anti-social behaviour. Asylum Seekers may also be at risk of modern slavery.
- Asylum Seekers granted asylum may approach the council as homeless.
- Asylum Seekers refused asylum may become destitute in the district.

- The council will not be able to access funding from the Global Resettlement Scheme to assist refugees who have been granted asylum. This cross subsidy is permitted under the funding conditions of the Global Resettlement Scheme.

d) Participate in both schemes

Additional Benefits:

- The council will be helping both refugee families and asylum seekers.
- The council will be able to access funding from the Global Resettlement Scheme to assist asylum seekers who have been granted asylum.

Additional Risks:

- The additional demands placed upon the council by participating in both schemes may impact upon the delivery of other corporate priorities. This would be mitigated by employing a dedicated support officer to co-ordinate the GRS.

Financial Implications

34. The full cost of the Global Resettlement Scheme will be recovered from the available funding.

35. There are no financial costs incurred from participating in the Asylum Dispersal Scheme.

Legal Implications

36. There are no legal implications arising from participation in the Global Resettlement Scheme.

37. Under the Immigration Act 1999, the Home Office has the statutory power to require local authorities to participate in the Asylum Dispersal Scheme, however they would prefer to work with councils on a voluntary basis and do not currently have any plans to enforce this power

Other implications

38. None

Conclusion

39. This paper sets out the options available to the council for participation in the Global Resettlement Scheme and the Asylum Dispersal Scheme.

40. The paper advises Cabinet that if the council decides to participate in the Global Resettlement Scheme, three families could be supported within existing service design.

Background Papers

- None

Cabinet Report



Listening Learning Leading

Report of Head of Community Services

Author: Cheryl Reeves

Telephone: 01235 422707

Textphone: 18001 01235 422707

E-mail: Cheryl.reeves@southandvale.gov.uk

Wards affected: All

Cabinet member responsible: Maggie Filipova-Rivers

Tel: 07850 141623

E-mail: Maggie.Filipova-Rivers@southoxon.gov.uk

To: CABINET

Date: 8 October 2019

Capital Grants Policy update

Recommendation(s)

- a) That Cabinet approves the revised policy for awarding capital grants, attached in appendix one.
- b) Cabinet delegates authority to the relevant head of service in consultation with the relevant cabinet member to make minor amendments to the standard terms and conditions.

Purpose of Report

1. To seek Cabinet approval to revise the Capital Grants Policy, to introduce standard terms and conditions for all grants awarded under this scheme and to reflect the council's recent Climate Emergency Declarations.

Corporate Objectives

2. The Capital Grants Policy helps to achieve our corporate objective to build thriving communities, through offering grants towards projects that will benefit our communities. It also supports the equality objective to support communities to deliver better outcomes for disadvantaged groups and encourage community cohesion.

Background

3. The aim of the council's Capital Grants scheme is to fund community projects and initiatives that will improve the health, wellbeing and the quality of life of our

residents. We have a budget of £320,000 to award to new projects in 2019/20. The scheme has been running for many years and has helped to deliver some successful community projects such as village hall improvements, sports pavilion expansions and new playgrounds. The budget in previous years has been over £500,000 and is usually fully committed each year.

4. Officers review the council's grants policies frequently to ensure they still meet the needs of the council and the organisations the grants are supporting. The Capital Grant Policy was last reviewed in November 2018. Since then a number of improvements have been identified including some based on feedback from customers. The policy will be reviewed again in light of the new corporate plan priorities.
5. The main issue with the current scheme is the time it takes to release the funding for community projects over £25,000, which often leads to cash flow problems for organisations or delays to projects. It takes a minimum of three months after a grant has been accepted to release funding (but on average nine months), due to the current requirement for organisations to enter into a comprehensive legal agreement with the council. By replacing this requirement with standard terms and conditions that organisations will need to agree to at application stage, we can improve our relationships with these organisations but also community outcomes by releasing the money quicker and enabling community projects to get off the ground sooner.
6. This approach will mean organisations are clear from the outset the requirements for receiving a grant as they will be asked to agree to these before submitting an application. Currently this isn't clear until organisations receive a draft agreement following a decision, which often leads to some lengthy discussions with organisations as they try to negotiate the clauses/provisions.
7. The other changes proposed to the policy to streamline the process, improve community outcomes and reflect the council's Climate Emergency Declaration, are as follows:
 - a) Lift the standard condition that all grants over £25,000 must register a restriction and/or charge on the registered property title in the council's favour. A restriction on the title gives the council visibility and oversight of the asset as the organisation is required to obtain the council's consent if it wishes to dispose of it first. This gives the council the leverage to consider seeking to recover a proportion of the grant awarded. A 'charge' means there are financial implications for the organisation in selling the property, which in this case would be to pay back a proportion of the grant. However, since the introduction of these clauses, the council has not needed to enforce them in order to recover any grant funds, nor has the council wished to do so. There remains the option to add the condition of a charge or restriction if it is felt necessary. These conditions will be determined using a risk matrix in consultation with the Cabinet member and presented to the Community Grants Panel and Cabinet.
 - b) Change the definition of a long-term asset from 12 months to, at least five years for a grant up to £25,000 and ten years for grants over £25,000. This is to reflect the time we feel these assets could reasonably be expected to last and is based on reviewing projects we have previously funded.

- c) Reduce the maximum grant an applicant can request from the full budget available for each round to £75,000 to enable more projects to benefit from and apply to the scheme.
- d) Open for two rounds of funding instead of three as we're likely to have committed the budget in the first two due to the reduced budget this year and need to have sufficient funds left to justify a further round.
- e) Introduce a condition that organisations must formally accept the grant offer within four weeks, or the offer will be withdrawn. This will incentivise the organisation to commence their project or risk losing financial support for it. It will also help to release funds back into the grants budget for other organisations to apply for, which given the reduced budget and potentially more competition will deliver more community outcomes.
- f) Increase the thresholds for completing projects to deliver more community outcomes. Currently projects under £10,000 must complete within 12 months and we're proposing to increase the threshold to £25,000. Projects currently awarded over £10,000 must start work within 18 months and complete within 36 months. We would like projects awarded over £25,000 to start within 12 months and complete within 24 months. This change will encourage organisations to apply for funding when they're ready to progress their project and mean community benefits are delivered much sooner.
- g) Introduce a new scoring matrix which is clearer to evaluate applications against and reduces subjectivity (appendix one). It will include examples for what officers are looking for and scoring applications against. It will also include weighting for projects that demonstrate energy saving measures.
- h) Introduce a condition to require applicants to measure relevant energy use before and after refurbishment measures according to guidance provided by the council. This will help to contribute towards the Climate Emergency Declaration.
- i) Introduce a condition that grants must be claimed within six months of the project completing or the funds will return to the grants budget. This will incentivise organisations to submit their final claim in a timely manner. It will also release the funds back into the grants budget or council reserves rather than remaining committed to a project.

Options

- 8. To continue with the status quo and operate the scheme under the existing policy. However, this will mean continuing with full legal agreements for grant awards over £25,000, which may continue to cause organisations cash flow problems and delay projects. This option is not recommended.
- 9. To only implement some of the proposed policy changes set out in this paper. This option is not recommended, as it would reduce the ability to improve the experience for the applicant and the effectiveness of the policy for the council

Financial Implications

10. The proposed changes to the policy would not result in any additional costs to the council.
11. The terms and conditions contain a provision to reclaim grant funds at our discretion if organisations fail to comply with any of the conditions, examples include closing the organisation, selling the property, obtaining duplicate funding from a third party for the project or acting illegally or negligently at any time. We would consider this on a case by case basis. The council could look to recover funds as a debt should it be necessary.
12. There may be potential savings for organisations as the terms and conditions are easier to understand than legal agreements so organisations may not need to employ a solicitor to understand their obligations. There could also be an indirect financial benefit due to reducing the need for legal staff resource.
13. Organisations who do not accept the grant offer within four weeks, will have the offer withdrawn making the funds available for other applicants to apply for. This will also apply to grants not claimed within six months of the project completing. Funds will be returned to the reserves if there is not another round of grant funding that year.

Legal Implications

14. The proposed approach may reduce the resource currently required to prepare legal agreements.
15. The council's legal team have been involved in the development of the proposed terms and conditions.
16. The terms and conditions include reference to the relevant legislation that organisations need to comply with during the period of their grant.
17. When submitting the application, applicants must confirm they have their organisation's authority to make the grant application and agree to the terms and conditions. They will also have to confirm that they have all of the relevant permissions in place such as planning permission, landlord consent etc. Failure to do this will mean the application is not valid and will proceed no further.
18. There may be state aid implications of awarding some grants. State aid considerations arise whenever public funds will provide organisations with an 'advantage' over their competitors¹. For example, if a grant given to one organisation to expand their business gave them a commercial advantage over another. However, given that only not for profit organisations can apply to this scheme this is highly unlikely, but the application will include questions that will enable officers to identify whether state aid will apply and take the appropriate action.

¹ The definition of state aid is very broad because 'an advantage' can take many forms. It is anything which an undertaking (an organisation engaged in economic activity) could not get on the open market.

Risks

19. The main risks with this approach are:

- a) The terms and conditions proposed are intended to be legally binding but are not as comprehensive as the previous formal grant agreements and as such could be difficult to enforce. However, as organisations will have to agree to these before applying and will be clear on the expectations from the outset the risk of this is small. The council could pursue recovery of any grant funds as a debt. Officers will also support organisations throughout their projects to iron out any potential issues through building positive working relationships with them throughout the process. However, since the introduction of the more robust grant agreements, the council has not needed to enforce them in order to recover any grant funds, nor has the council wished to do so.
- b) Removing the requirement for a restriction on the property title, means should the organisation wish to dispose of a property, the council would not be alerted to the disposal and is likely to lose visibility and oversight of it. However, the terms and conditions include a requirement to inform the council in writing if the organisation is transferring their assets to, or merging or amalgamating with, any other body or if they plan to sell or give away assets. This risk is relatively low as the policy also requires the organisation to keep the asset for five or ten years for community use. They could however choose to transfer and be in breach of our policy. There remains the option to add the condition of a restriction if it is felt necessary. These conditions will be determined using a risk matrix in consultation with the Cabinet member and presented to the Community Grants Panel and Cabinet, who will meet twice a year in line with the number of rounds.
- c) Lifting the requirement to include a 'charge' would make it difficult for the council to recover any of the grant if it wished to in the future. However, as above we can add this as a condition of any grant where we think it's appropriate and will do this by evaluating applications against a risk matrix. The terms and conditions also contain a provision to reclaim grant funds at our discretion if they fail to comply with any conditions of the grant, but this may be difficult to enforce.

Other implications

20. We have considered our public sector equality duties under the Equality Act 2010. Officers do not consider any of the proposed changes to have a negative impact on those protected by the Act. The policy actively encourages applications from organisations who represent minority or vulnerable groups, particularly that improve outcomes for disadvantaged groups and encourage community cohesion.
21. The grants scoring criteria prioritises projects that benefit the whole community, everyone can access, or will have a significant impact on the health or wellbeing of one group. The terms and conditions refer to compliance with relevant law, government requirement and best practice including equal opportunities.
22. We have considered the impact of including carbon reduction elements in the scoring matrix on those applications where energy saving measures are not a feasible option due to the type of project. 13 of the 23 projects awarded last year fall into this category. The remaining 10 in principle would have been able to include measures. In order to ensure that projects unable to include energy measures are

not disadvantaged they will need to score well in all other categories and help to improve the health and wellbeing of our residents. We, therefore, propose adding a category, enabling these projects to score one point if they have an ongoing carbon neutral footprint.

Conclusion

23. The proposed changes to the policy will help to:

- Speed up the process for the organisation receiving their grant, through the introduction of standard terms and conditions, and potentially reduce the cost to them through not needing to employ a solicitor.
- Encourage the organisations to work with officers to iron out any issues with the projects so that they successfully complete the project in a timely manner.
- Make the budget available to more organisations through introducing a cap on the maximum request for funds.
- Improve the effectiveness of the policy through releasing funds back into the capital budget or council reserves for projects either not accepting their offer or claiming the funding within the timescales set out.
- Release staff resource to support applicants by reducing the number of rounds.

Cabinet are asked to:

- a) Approve the revised policy for awarding Capital grants, attached in appendix one.
- b) Cabinet delegates authority to the relevant head of service in consultation with the relevant cabinet member to make minor amendments to the terms and conditions.

Please note any decision that has financial implications must be made with the knowledge of the council's overarching financial position. This is as reflected in the council's medium term financial plan (MTFP) as reported to Full Council each February as part of the budget setting report. The February 2019 MTFP and the budget report showed that the council was due to receive £3.3 million less in revenue funding than it planned to spend in 2019/20 (with the balance coming from reserves and accumulated New Homes Bonus). This funding gap is predicted to increase to over £6 million per annum by 2023/24. Every decision should be made in cognisance of the need to substantially reduce this funding gap over the medium term and to eliminate it after five years.

Background Paper

- Draft terms and conditions

Appendix 1

Capital Grants (CG) Policy

(REVISED AUGUST 2019)



Introduction

The council provide grants to voluntary and community organisations to help build thriving communities and improve the quality of life for the residents of South Oxfordshire, through projects that; improve health, wellbeing, delivering better outcomes for disadvantaged groups, encourage community cohesion and contribute towards the council's Climate Emergency Declaration.

Applicants apply online through the council's website, where the full guidance is available to help the applicant submit the best possible application.

What type of project will the scheme fund?

We are keen to fund projects that support community initiatives and facilities; that improve the health, wellbeing and the quality of life of our residents and contribute towards the council's Climate Emergency Declaration. They must take place in the district or within a three-mile radius of the district boundary and be able to demonstrate significant numbers of South Oxfordshire residents will benefit, or that the project that will improve outcomes for disadvantaged groups and/or include energy saving measures.

We will only fund capital expenditure (excluding vehicles) from this scheme like buying, building, replacing or making improvements to long term assets (buildings, play areas and equipment). To us a long-term asset must have a life of at least five years for a grant of up to £25,000 and ten years for grants over £25,000. It must remain the property of the organisation we are funding for the requisite 5 or 10 year term.

We won't give grants towards loans, mortgages and revenue costs like maintenance, rent, clothing or salaries. We can award grants for certain repairs, but it depends on the scale and nature of them, so we recommend applicants contact the community enablement team on 01235 422405 before applying.

We only accept applications for projects that haven't already started, however in exceptional circumstances (like a major funder pulling out or unforeseen additional works) then we may make an exception at our discretion.

Organisations cannot apply to this scheme for projects we have awarded grants to before.

Who can apply to the scheme?

- Town & Parish Councils
- Non-profit businesses & Community Interest Companies

- Community based organisations

Organisations will need to be able to provide a copy of their signed constitution or equivalent governing documents.

We are committed to promoting equality and diversity, and welcome applications from organisations who represent minority or vulnerable groups.

Who is not eligible?

- Other local authorities/public sector bodies (for example Oxfordshire County Council, NHS trusts)
- Organisations that are funded by public sector/statutory bodies (for example Schools, GP practices)
- Groups who raise funds on behalf of or will improve/create facilities that will predominately benefit an ineligible organisation (for example PTA's delivering projects to benefit their school)
- Projects that usually fall to other public sector/statutory bodies to provide, or will primarily benefit organisations under their remit
- Individuals (this includes making any payments to individuals on behalf of community groups)
- Profit-based businesses
- Projects for residential buildings

What are the minimum and maximum amounts for the scheme?

Organisations can request a minimum of £1,000 and up to 50 per cent of their total project costs. In exceptional cases, like a major funder pulling out of a project that offers significant benefit to our residents we may consider a request for more than 50 per cent.

To request an exceptional amount, applicants must get approval from us (via the community enablement team) before submitting an application.

We will not award more than the amount requested.

The maximum an applicant can request is the budget available for each round of applications up to a maximum amount of £75k per application, which will be published on the council's website before and after each round of awards. However, we are very unlikely to commit all of the available funding to a single project.

We award our grants as a percentage of the total project costs. If a project ends up costing less than expected we will pay the awarded percentage of the final cost, however if it costs more, we limit our award to the maximum amount agreed.

Opening and closing dates

We will usually open for applications twice each financial year (if there is enough budget available). Except in the financial year during which a district council election is held, when we may only open once. We publish the opening and closing dates on our website.

We will open each round of funding for a minimum of six weeks and subject to committee deadlines will usually make decisions within 12-14 weeks of the closing date.

Scheme eligibility criteria

In addition to meeting the requirements above, applicants must provide:

- a copy of the latest statements for any bank/building society accounts in the name of the organisation
- two quotes for the project or a professional estimate for any building work for projects under £10,000 and three quotes for over £10,000
- a breakdown of the budget for the project including all the sources of funding.

And must confirm:

- they sign up to our standard terms and conditions before proceeding with the application. These are available to download from the website and grants system
- they have a signed constitution and could provide it on request (except parish or town councils, churches or similar organisations that are governed by a central body and therefore don't have their own constitution)
- organisations have the correct authority in place for their representatives to apply and enter into the Grant Agreement and legally bind the organisation. Parochial Church Councils and parish councils have own governing arrangements for this, which should be followed
- the project won't start before a decision has been made, which is usually 12 -14 weeks from the closing date
- they have all the necessary consents such as planning permission, listed building consent, Diocese faculty, landlord or Head lease consent, compliance with any restrictions on the property title etc. and could provide these on request
- they will provide additional information to help us evaluate their application on request.

Applicants requesting more than £10,000 must also provide:

- copies of any necessary planning, listed building, Diocese faculty, landlord or Head lease consent, compliance with any restrictions on the property title and other relevant permissions
- their most recent financial accounts or their working budget and financial plan for the year if they're a new organisation. Parish Councils are required to submit their full accounts.
- a project plan including ongoing maintenance arrangements.

Applicants requesting over £25,000 must also provide:

- evidence of ownership of the property, interest in the property, or a lease with at least ten years remaining, including a copy of the Land Registry title register and plan of no more than 3 months old. If the property is leased, or the Land Registry

documents show another organisation has a claim on the title, please provide valid permission for the works from the third party (freeholder) / landlord.

The head of community services can decide to accept applications that don't meet all the above criteria and will do this on a case by case basis. Applicants must give clear reasons why they can't meet a particular criteria for us to consider an exception.

Organisations must formally accept the grant offer within four weeks of the date of offer letter otherwise the offer will be withdrawn.

Projects awarded up to £25,000 must complete within 12 months from accepting the offer. Projects awarded over £25,000 must start work within 12 months of accepting the offer and must complete within 24 months.

If there's any unexpected delays to the project, applicants can request one extension of up to 12 months, giving the reasons for the delay. We must receive these requests at least one month before the end of the original grant term.

We will send reminders for unclaimed grants three months before they expire for projects that have not started within the specified timescale. We will return any unclaimed awards after the expiry date to the council's general reserves or make the funds available for the next round.

Decision making

COMMUNITY ENABLEMENT TEAM

The community enablement team will review the eligibility of every application before using the scoring matrix in appendix one to suggest scores to the Community Grants Panel. They will also flag any concerns or issues for additional consideration, in order to support the panel's decision making.

HEAD OF SERVICE

In accordance with the council's constitution. The council's head of community services and when relevant, in consultation with the services cabinet member (using delegated powers) will decide:

- if we will accept requests for over 50 per cent of the total project cost
- if we will accept applications that don't meet all the eligibility criteria
- whether to give extensions to the term of any grant
- whether to amend award percentages beyond what was originally agreed, as requested by applicants. Increases will stay within the 50 per cent maximum limit for the scheme.

COMMUNITY GRANTS PANEL (KNOWN AS THE CG PANEL)

The CG panel considers officers suggested scores for each application and makes recommendations to Cabinet for awards base on the scoring matrix at appendix one.

Even if an application scores enough points, the panel can recommend not funding it if they:

- have serious concerns around the management of the project now or in the future
- believe the applicant has sufficient unrestricted reserves to fund the project themselves
- have serious concerns about the financial viability or appropriateness of the project
- believe the project doesn't meet the criteria or help deliver the council's strategic objectives.

The CG panel's recommendations are then presented to Cabinet to consider and decide which grants to award.

Standard terms and conditions for all grant awards

All organisations are required to sign up to our standard terms and conditions before proceeding with the application.

We may add extra conditions to any grant if we consider it necessary. This may include the use of a charge or restriction to protect the council's funds. These conditions will be determined using a risk matrix in consultation with the Cabinet member and presented to the Community Grants Panel and Cabinet.

The head of community services has delegated authority to remove any agreed grant conditions.

We will confirm applicants have met all the conditions before making any payment. Failure to meet all the agreed conditions may delay payment or, in extreme cases, result in us withdrawing our grant offer.

Payment of grants

We will only pay towards costs incurred after the date of the council's decision to award a grant.

We pay the grants in two stages, half when we receive a valid signed acceptance form and terms and conditions. We pay the balance when the project completes, upon receipt of evidence (receipts/invoices) of expenditure.

In exceptional cases like property purchases, we may make a single upfront payment, which officers may recommend as part of their evaluation.

If the project costs less than expected, we will reduce our final payment accordingly and, if necessary, request back some of the first payment (the minimum amount for us to request repayment is £500).

Grants that have not been claimed within six months of the project completing will be closed and the final payment not issued if we do not hear from the applicant.

Scoring and award matrix for CG applications

SCORE	PRIORITY LEVEL	AWARDS (all awards are subject to sufficient budget. Medium priorities will only receive funding if there is budget left after all the high priority projects are awarded).
10 -13 points	High priority	Award full amount requested - budget permitting (capped at 50 per cent of the cost unless we allowed them to request more and they meet the criteria for an exception).
5-9 points	Medium priority	Award between 50 and 75 per cent of the amount requested, depending on their score - budget permitting
0-4 points	Low priority	No funding

Extra facilities/activities

Points	Criteria to score	Examples
0	The project doesn't allow any activities to take place or provide a facility for the community's use.	A decorative village sign doesn't allow any community activities to take place or give the community a facility to use.
1	The project replaces existing facilities or allows existing activities to continue. or The project moderately improves a minor community facility or activity.	It replaces furniture in the village hall with like-for-like replacements. Replacing existing park benches with longer-lasting ones.
2	The project moderately improves or extends a substantial community facility or activity. or The project significantly improves or extends a minor community facility or activity. or The project provides a new minor facility or activity for the community.	Replacing the chairs in the village hall with more comfortable ones or improve a play area to cater for more ages. Buying replacement boats for a small canoeing club. Installing three new noticeboards in the village.

3	The project will provide substantial new facilities or activities to the community. or The project significantly improves a substantial community facility.	Creating a brand-new play area where there wasn't one already. Adding a large extension to a village hall.
Deductions	Deduct one point if the project reduces the activities/facilities on offer. Deduct two points if the project removes a community facility or reduces/stops existing activities taking place.	Like a project to overhaul and landscape a car park that reduces the number of parking spaces. Demolishing an old skatepark without replacing it with anything.

Community Benefit

Points	Criteria to score	Example
0	The project offers little or no direct benefit to the community.	A decorative sign or boundary wall with no other purpose
1	A single sport or special interest group, like an art group, will benefit. However, if a sport club wanted to upgrade their pavilion and other groups frequently use it as well, it can score more.	A project to buy cricket pitch covers, IT equipment for a photography club or landscaping a nursery's garden is only benefiting their members/users.
2	Two or more specific groups will benefit. The project will have a significant impact on the health or wellbeing of one group	A football club is upgrading its changing room, which a hockey club also use Specialist equipment for a centre working with severely disabled people.
3	The project will provide a facility that's open/available to anyone to access, (not just members) Limit the maximum score for projects on sites owned by religious organisations to two points, as they can limit who can access them under special rules in the Equalities Act.	Play areas, community building or recreation ground. (e.g. a church hall or Islamic centre)
Deductions	Deduct at least one point if the project will reduce (two points if it totally removes) an existing benefit to the community	Replacing a recreation ground with tennis courts for a member's club (open community benefit is reduced as only

	without replacing it. Remove one point if there are concerns over the ownership/lease of the property.	tennis members will benefit going forward). Like the term of their lease is too short or their ownership evidence is unreliable.
--	---	---

Finance

Points	Financial overview
0	They don't have a plan of how they'll fund the rest of the project and haven't secured any other funding yet. They haven't given details of how they'll fund the ongoing maintenance and eventual replacements.
1	They've got a funding plan but haven't applied for all of it yet. or They've applied for all the other funding needed but have secured less than 50 per cent so far. They've budgeted for the ongoing maintenance but don't say how they'll fund eventual replacements in the future (if applicable).
2	They've applied for all the funding needed and have already secured over 50 per cent of the balance. They've budgeted for the ongoing costs and have a general idea how they'll fund replacements eventually (if applicable)
3	They've secured all the other funding needed for the project already (including if they're funding the rest themselves). or The organisations have requested 100 per cent of the cost and have provided evidence that they've lost a funder, can't raise money themselves (e.g. via precept) and can't apply for other grants/funding. They've budgeted for the ongoing costs and have a fund/account/pot saving for the replacements in due course.
Deductions	Remove one point if the organisation's finances suggest they could contribute towards the cost but aren't, remove two points if they can afford the whole project without any funding.

Other potential deductions/considerations:

- Their chosen supplier doesn't appear to offer value for money (their other quote was significantly cheaper for the same work).
- They have only provided one quote stating there is no alternative, but officers have found otherwise.

- Their start dates are too soon to work with our decision-making timeline for the scheme, unless we gave them permission to make an exceptional application before submitting their application.
- They are doing lots of small, similar projects instead of doing all the work in one go, which would be more cost effective.
- The community don't support the project or would prefer a different solution.

Carbon reduction/energy saving/renewable energy

Points	Criteria to score	Example
0	<p>The project does not include any energy saving or renewable energy proposals</p> <p>Or</p> <p>The project includes measures which will lead to energy saving improvements, but only through meeting building regulations and no more.</p>	<p>A project to upgrade toilet facilities in a community hub does not include energy saving features such as light sensors or water saving urinals</p> <p>A boiler is replaced with a more efficient one but only meeting building regulations</p> <p>A project to extend a village hall, proposes an extension built with cavity wall insulation that meets building regulations and no more (i.e. does not consider an even higher specification)</p>
1	<p>The project includes implementation of a range of good energy and/or water saving proposals.</p> <p>An energy audit is always recommended to highlight the most cost-effective energy saving improvements</p>	<p>Draught proofing is installed</p> <p>A timer is added to heating controls</p> <p>Lighting sensors are installed, to turn off when no movement is detected.</p> <p>Push taps or sensor taps are installed</p> <p>Energy saving lighting is installed in a kitchen area</p>

<p style="text-align: center;">2</p>	<p>The project includes implementation of significant energy and/or water saving proposals, based on an energy audit.</p> <p>or</p> <p>A project includes implementation of energy saving proposals and a renewable energy technology</p>	<p>A project to refurbish a village hall includes upgrading all building lighting to high energy saving standards and implementing appropriate controls.</p> <p>A project to renovate a community building includes fully upgraded insulation and a building management system</p> <p>A project to upgrade a pavilion includes installation of solar panels, or ground source or water source heat pumps.</p> <p>A project to expand a sports facility includes installation of EV charging points for electric vehicles.</p> <p>A project installs a new rainwater harvesting system</p> <p>A project ensures energy saving features are a high-profile feature of the facility, with energy monitors in public areas and information about the savings achieved presented in a clearly visible and attractive manner to users.</p>
<p style="text-align: center;">3</p>	<p>The project delivers the benefits achieved as above (two points criteria) and in addition:</p> <p>The project adopts a long-term, costed plan to make the facility carbon neutral and is taking substantial first steps in the project plan</p> <p>Or</p> <p>The project invests substantially in renewable energy that will provide more energy than the facility itself requires (carbon positive)</p> <p>Or</p> <p>The project demonstrates an innovative technology and has a</p>	<p>A carbon neutral facility is one that minimises its energy use, uses renewable technologies where possible, and then balances any CO₂ emissions released into the atmosphere by a CO₂ reduction elsewhere.</p> <p>Solar panels are installed with a surplus of electricity. This could, for example, provide electric vehicle charging infrastructure for the local community or be used to supply neighbouring buildings via a private wire network.</p>

	communications plan for dissemination of the results across the district	An innovative technology is installed. For example, one new energy technology is 'Vehicle to Grid', which uses the extra power stored in electric vehicles to provide energy to the national grid at the end of the day when electricity demand across the network is at its peak.
Points for projects with no/little on-going carbon footprint		
1	The project has a good impact on health and well-being and has little/no ongoing carbon footprint	Example projects include a playground refurbishment, new boats for a rowing club

Cabinet Report



Listening Learning Leading

Report of Head of Housing and Environment

Author: John Backley

Telephone: 01235 422667

Textphone: 1800 01235 422667

E-mail: john.backley@southandvale.gov.uk

Wards affected: Moulsoford

Cabinet member responsible: David Rouane

Tel: 07957 287799

E-mail: David.Rouane@southoxon.gov.uk

To: CABINET

Date: 8 October, 2019

Replacement of sewage treatment works in Moulsoford

Recommendations

- (a) To transfer £170,000 from the provisional capital programme (ref. no. 194, HAW Moulsoford) to the approved budget no. 103, Housing Act Works refurbishment.
- (b) To begin a procurement process to identify a suitable supplier for a new replacement sewage treatment works (STW) at Moulsoford.
- (c) Subject to the winning tender being within the capital allocation, to delegate the award of the contract to supply and install a new sewage treatment works to the cabinet member responsible for Housing and Environment via an Independent Cabinet Member Decision.

Purpose of Report

1. To provide budget to carry out the replacement of the sewage treatment plant in Moulsoford which will allow officers to start the tender process. To set out the case for procuring a new STW for Moulsoford and to obtain authorisation to begin a procurement process to supply and install a new works and to delegate authority (subject to financial limits) to award the contract, to the cabinet member responsible for Housing and Environment via an Independent Cabinet Member Decision.

Corporate Objectives

2. This project falls under a number of strategic objectives including investing in the district's future, protecting the natural environment and services that meet the residents' needs

Background

3. Moulsoford is not on mains waste water drainage and a small council owned sewage treatment works (STW) serves 57 properties in the village. Properties not connected to the works have other separate arrangements for dealing with their waste water such as septic tanks.
4. The current STW is composed of two connected sections. Waste water flows from the houses through a private sewer into a three stage solids collection tank located to the rear of 42 Underhill. The waste water is then pumped up hill to two filter beds located behind 25 Underhill where the water is treated and discharged to the ground via land drains and ditches. There is no roadway to the filter bed site so vehicle access to maintain the filter beds is difficult.
5. The District Council owns and is therefore responsible for the running and maintenance of the existing system.
6. Historically, pre 2017 in order to try to reduce future council liabilities a significant amount of officer and Monson's time was invested in negotiating with Thames Water to try to persuade them to adopt a new STW once we have upgraded the works. Unfortunately, because the site access is too narrow to accommodate Thames Water's standard sized vacuum tankers, they were not willing to agree to this. The council plans to empty the new system using a smaller tanker (as we do now), but Thames Water only want to use large tankers which can access any of their works.
7. The possibility of discharging the sewage to public sewers on the east side of the river Thames in South Stoke was also explored with Thames Water in 2013/14. This option would mean that a STW in Moulsoford was not necessary. This was option was discounted due to the very high construction costs which were estimated to be in excess of £2 million.
8. Officers have concerns about the environmental performance of the current STW as it reaches end of life.
9. It is intended to install the new works adjacent to the current solids tanks and pumping station, and to discharge treated waste water across land owned by SOHA into the highways road drainage system. The Environment Agency, SOHA and the Highways Authority have indicated that they would be content with the proposed waste water discharge arrangements and we are in the process of formalising these consents. (Appendix A show location plans for the existing and new works).
10. One garage on site and owned by South Oxfordshire District Council needs to be removed in order to facilitate access to the new works. This is because they will be located slightly further from the road and around a tight right angle bend.

Procurement

11. The proposed procurement process will be managed by Capita procurement through an open tender process advertised via the Capita portal. Our in-house engineers will act as technical consultants ensuring the project is properly managed.
12. The evaluation of tenders will be undertaken against a published criteria by a panel including council engineers, technical, procurement and legal staff. A document detailing the evaluation of each tender will be prepared along with a recommendation to the head of service for housing and environment and the portfolio holder.
13. A contract administrator will be procured separately to ensure that the council meets all the requirements including health and safety of the CDM Construction (Design and Management) Regulations 2015. They will also manage all queries about the new works for example as raised by residents and the parish council.
14. On consideration of the evaluation report the decision to award of the contract will be delegated to the cabinet member responsible for Housing and Environment via an Independent Cabinet Member Decision.

Financial Implications

15. Any decision that has financial implications must be made with the knowledge of the council's overarching financial position. This is as reflected in the council's medium term financial plan (MTFP) as reported to Full Council each February as part of the budget setting report. The February 2019 MTFP and the budget report showed that the council was due to receive £3.3 million less in revenue funding than it planned to spend in 2019/20 (with the balance coming from reserves and accumulated New Homes Bonus). This funding gap is predicted to increase to over £6 million per annum by 2023/24. Every decision should be made in cognisance of the need to substantially reduce this funding gap over the medium term and to eliminate it after five years.
16. The council has allocated £150,000 in the approved capital budget to pay for a replacement STW at Moulsoford and £170,000 in the provisional capital programme (HAW Moulsoford). Part of the overall cost will be funded from the council's reserves. The council will lose interest of £1,275 a year (assuming an average rate of return of 0.75%) by spending this money rather than investing it as it does at the moment. If the council wished to replenish the reserves over the estimated life of the scheme (1 year), then the revenue cost of this scheme will increase to £171,280 per annum.
17. The cost of the project administrator is estimated at £5,000 to £10,000.
18. Officers estimate the total cost of the project to be between £320,000 and £360,000 and therefore request that the full £170,000 is transferred from the provisional to the approved. Officers will itemise the procurement documents and allow for changes to be made to the specification so that any non-critical items can be removed to ensure that the total project cost is within budget. These items include replacement / refurbishment of damaged sections of access road, extension of a water service to the adjacent allotments and some soft landscape enhancement proposals.
19. Ongoing maintenance and running costs of the new plant will be met by residents in the same way as for the current plant. This is calculated by adding up the costs for running all the council's STW then dividing the total by the number of properties served

by all the works. The council's current policy on calculating charges for residents using council owned STWs only allows for recovery of ongoing maintenance and running costs not capital spent on upgrading works.

Legal Implications

20. Planning permission has been granted for the proposed new STW, reference P18/S2681/FUL.
21. Negotiations have been taking place with SOHA for an easement to discharge the treated effluent from the STW into the highways surface water drain across SOHA land involving easements/agreements with SOHA and Oxfordshire County Council Highways authority who own the drain. Separately Council officers have already obtained Environment Agency consent for the revised discharge arrangement.
22. Following the tender process, a suitable standard form of works contract will be entered into with the selected provider to address risk and liability of the parties. The risk assessment has also highlighted the need for a performance bond which will be required.
23. Contracting and development always carries legal risk and legal documents cannot mitigate all of those risks because they need to balance the positions of both parties. Officers have worked hard to ensure that the package of documents which will be put to the market will be on a basis acceptable to the market as well as the Council and known risks mitigated as far as possible.

Risks

24. Officers have carried out a full risk assessment as part of the project management process.
25. Officers are in the process of formalising consents with SOHA, the Environment Agency and the Highways Authority, but until they are formalised there is a risk that they will not be forthcoming. This risk is considered to be low as officers have had informal agreements from the partners.
26. Building regulations permission will be needed for the STW. The design is very similar to other package STWs the council has installed in other locations and obtaining building regulations and the in-house engineers consider that approval is likely to be relatively straightforward.

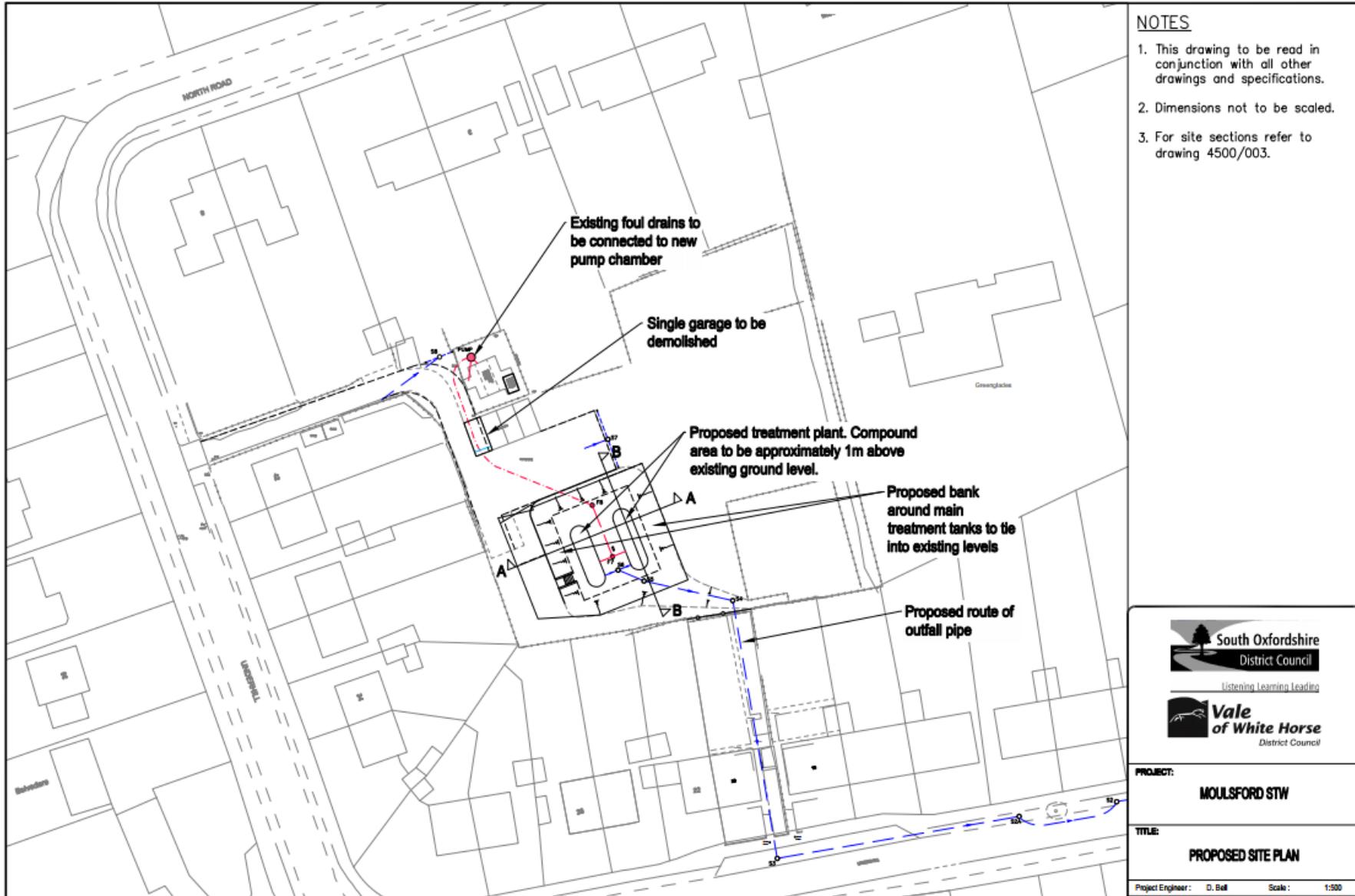
Conclusion

27. Officers have considered a range of options to resolve the capacity, design problems and age of the current STW. Having considered the options the preferred proposal is to undertake an open tender to replace the current STW with a new system designed to accommodate the volume of sewage produced by the 57 houses connected.

Background Papers

- None

Appendix A Location of proposed new sewage treatment plant in Underhill, Moulsoford



Cabinet Report



Listening Learning Leading

Report of Head of Finance
Author: Richard Spraggett
Telephone: 01235 422505
Textphone: 18001 01235 422505
E-mail: Richard.spraggett@southandvale.gov.uk
Wards affected: All
Cabinet member responsible: David Turner
Tel: 01865 891169
E-mail: David.turner@southandvale.gov.uk
To: CABINET
Date: 8 October 2019

Budget monitoring April – May 2019

Recommendation(s)

Cabinet is recommended to note the contents of the report

Purpose of Report

1. To report the revenue and capital expenditure against budget for the period April to May 2019.

Corporate Objectives

2. The allocation of financial resources within the revenue and capital budgets needs to match the objectives agreed by the council. The budget monitoring report shows how these resources have been during the first two months of the financial year.

Background

3. Council agreed in setting the 2019/20 budget to increase the management accounting function of the council to support more frequent revenue and capital budget monitoring activity in year, including the re-introduction of formal reporting to Cabinet of performance against budget three times per year.
4. The formal reports will cover performance to the end of period two (May), period five (August) and period eight (November). These time periods have been chosen so that formal budget monitoring activity does not clash with peak's in the management accounting team's workload on budget setting.

Revenue budget monitoring

5. On 14 February 2019, Council agreed its revenue budget for 2019/20. For revenue service expenditure, Council agreed to a net cost of services of £16.809 million. In reviewing in-year financial performance, the focus is on two things:
 - Comparing expenditure and income for the year to date (in the case of this report for April and May 2019), against the “profiled” working¹ budget for the year to date. The profiled working budget is the proportion of the budget that would have been expected to have been incurred at the end of May 2019
 - Reviewing the outturn forecast of expenditure and income at year end compared to the working budget for the whole year.
6. Appendix 1 is a summary, by service, of both of these. Where variances of over £50,000 are identified, in either net expenditure to date against profiled working budget, or in forecast net expenditure against whole year budget, then heads of service have provided commentary for the reasons. It should be noted that the budgets do not include any revenue carry forwards from the previous financial year which had not been agreed at the time the budget reports were run.
7. At this early stage in the financial year there is little to report, other than in Planning the forecast under achievement of income of £250,000 due to adverse market conditions. This will be monitored as the financial year progresses.

Capital budget monitoring

8. On 14 February 2019, Council agreed a capital programme for 2019/20 as follows:
 - Approved programme - £5.186 million
 - Provisional programme (including Cabinet growth proposals) - £9.811 million.
9. At the end of May 2019, the approved programme had increased to £8.049 million. This reflects the approved capital programme as approved by Council, plus slippage from the previous financial year, additions and deletions, and transfers from the provisional capital programme.
10. As shown in appendix 2, spend against the latest approved capital programme² was £254,714. At this stage no forecast year end underspends against the approved capital programme have been identified.

Financial, legal and any other implications

11. The financial implications are as set out in the body of the report. There are no other implications of this report.

¹ The working budget is the latest budget. It is the original budget agreed by Council, plus any additions such as carry forwards, in year supplementary estimates and externally funded expenditure

² The latest approved capital programme is referred to as “Working budget full year” in appendix 2

Conclusion

12. At this early stage of the financial year only a limited number of year end variances against budget have been identified. However, as budget monitoring activity will be more frequent during 2019/20, it is anticipated that such variances will be identified earlier which will enable corrective action to be undertaken in year and the implications for future years' budgets to be better understood.

Appendices

- 1) Revenue budget monitoring
- 2) Capital budget monitoring

Background Papers

- Budget papers for 2019/20

Net Revenue Expenditure	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Staff costs (inclusive of intra-council recharges)	2,020,514	1,718,322	(302,192)		12,122,895	12,122,895	0	
Premises	219,298	597,417	378,119		1,741,748	1,741,748	0	
Transport costs	22,272	17,970	(4,302)		133,657	133,657	0	
Supplies and services	1,030,593	612,204	(418,390)		5,734,960	5,734,960	0	
Third party payments (contract costs)							0	
Biffa	997,180	943,099	(54,081)		5,983,079	5,983,079	0	
Capita	513,714	553,517	39,803		3,082,280	3,082,280	0	
Other contracts and inter council recharges	55,441	(111,913)	(167,354)		332,669	332,669	0	
Net cost of housing benefits	(81,036)	325,860	406,896		(486,201)	(486,201)	0	
Fees, Charges and non benefits grants	(1,972,733)	(2,030,238)	(57,505)		(11,836,384)	(11,586,384)	250,000	
	2,805,244	2,626,239	(179,004)		16,808,703	17,058,703	250,000	

Community Services Donna Pentelow	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Arts Development	89,232	(18,778)	(108,010)	Underspend as prepaid income and accruals for future months payments are not reflected in figures.	549,230	549,230	0	
Community Services Admin	4,424	2,441	(1,983)		26,540	26,540	0	
GWP Community Facilities	7,998	1,788	(6,210)		49,626	49,626	0	
General Grants	135,136	3,715	(131,421)	Councillor grant scheme has not opened yet. Remainder of year three grant agreements to be paid out	810,811	810,811	0	
Leisure In House	47,108	(131,127)	(178,235)	Timing of S106 & OCC third party payments. These will zero out at year end	282,640	282,640	0	
Leisure Centres Contract	(29,554)	1,117	30,671		(177,336)	(177,336)	0	
Sports Development	19,387	13,231	(6,156)		116,323	116,323	0	
Community Services	273,731	(127,612)	(401,343)		1,657,833	1,657,833	0	

Corporate Management Team Mark Stone	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Corporate Management Team	128,466	66,839	(61,628)	Year End accruals £37k contract costs and timing issues	770,795	770,795	0	
Corporate Management Team	128,466	66,839	(61,628)		770,795	770,795	0	

Corporate Services Adriana Partridge	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Assurance	117,344	117,530	186		255,587	255,587	0	
IT Operations	31,172	16,819	(14,354)		187,033	187,033	0	
IT Applications	47,017	67,923	20,906		282,092	282,092	0	
Land & Property Data	(647)	1,602	2,248		(3,879)	(3,879)	0	
Communications	24,593	12,952	(11,641)		147,558	147,558	0	
Corporate Admin	63,087	47,125	(15,962)		378,531	378,531	0	
Human Resources	25,200	31,251	6,051		151,201	151,201	0	
Pension costs	180,667	76,839	(103,827)	Deficiency & Compensation installment for May outstanding £88k	1,084,000	1,084,000	0	
Policy	90,921	26,763	(64,158)	Vacancies & Profiling	545,528	545,528	0	
Training costs	18,122	(4,872)	(22,994)		108,731	108,731	0	
Corporate Services	597,477	393,933	(203,544)		3,136,381	3,136,381	0	

Development & Regeneration Suzanne Malcolm	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Economic Development	42,077	60,652	18,576		252,466	252,466	0	
Facilities	92,651	312,918	220,267	Outstanding Rental Invoices From VWHDC for Milton park Offices	771,747	771,747	0	
Housing Development	64,330	34,248	(30,083)		385,986	385,986	0	
Development & Regeneration	4,000	29,331	25,331		24,000	24,000	0	
Property	(225,748)	(286,174)	(60,426)	Outstanding Year End [rofling/accruals costs expected shortly	(1,351,165)	(1,351,165)	0	
Development & Regeneration	(22,690)	150,975	173,666		83,034	83,034	0	

Finance William Jacobs	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Finance and Procurement	41,448	44,015	2,567		248,689	248,689	0	
Internal Audit	17,570	18,756	1,186		105,419	105,419	0	
Finance Management	26,423	9,202	(17,222)		158,525	158,525	0	
Revenues and Benefits	(181,135)	205,504	386,639	Timing differences relating to the receipt of housing benefit subsidy	(1,086,795)	(1,086,795)	0	
Finance Revenue	(95,694)	277,477	373,171		(574,162)	(574,162)	0	

Housing & Environment Liz Hayden	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Community Safety/CCTV	39,592	71,835	32,243		237,551	237,551	0	
Car Parking	(111,269)	27,443	138,712	Profiling of NNDR budget all NNDR paid	(484,076)	(484,076)	0	
Environmental Services	75,116	85,638	10,522		450,673	450,673	0	
Housing Needs	104,152	174,072	69,920	Budget Profiling (£20k) & Outstanding YE Accrual reversals (£32k)	624,921	624,921	0	
Licensing	(24,378)	(435,887)	(411,509)	Licencing Income prepaid and profiling of budget profile	(146,255)	(146,255)	0	
Mobile Home Parks	(33,403)	(189,290)	(155,887)	All pitch fees invoices have been raised. This is showing income for whole year but budget is profiled for just two months	(197,637)	(197,637)	0	
Open Spaces	81,466	49,951	(31,515)		489,696	489,696	0	
Private Sector Housing	27,178	25,131	(2,047)		163,076	163,076	0	
Food Safety	70,094	63,769	(6,325)		420,532	420,532	0	
Technical Services	16,585	43,967	27,382		103,508	103,508	0	
Waste	692,932	615,515	(77,417)	Profile needs to be adjusted for year.	4,157,598	4,157,598	0	
Toilets	31,260	44,544	13,284		187,555	187,555	0	
Housing & Environment	969,325	576,687	(392,637)		6,007,142	6,007,142	0	

Legal & Democratic Margaret Reed	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Democratic Services	76,696	59,743	(16,953)		460,123	460,123	0	
Electoral Services	62,436	182,946	120,510	Cost of parish council elections not yet invoiced to parishes, recharges not yet processed and profiling issues (over 12 months rather than project specific)	374,596	374,596	0	
Land Charges	(55,000)	(51,396)	3,604		(330,000)	(330,000)	0	
Legal	92,696	26,737	(65,959)	Variance due mainly to recovery of £20k legal costs which had been paid by the council to Sharpe Pritchard. Not accrued for as not certain we would recover at end of year 2018/19 and open POs for legal cases where we have not yet been billed.	556,175	556,175	0	
Legal & Democratic	176,828	218,029	41,201		1,060,894	1,060,894	0	

Partnership & Insight Andrew Down	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Accelerated Housing	0	11,711	11,711		0	0	0	
Client Team - 5 Councils Partnership	572,153	594,300	22,147		3,432,916	3,432,916	0	
Corporate Services Project	0	200,000	200,000	YE Accrual for 5CP Procurement Project	0	0	0	
Didcot Growth Point	2,810	(25,262)	(28,072)		16,857	16,857	0	
Partnership & Insight Admin	26,778	15,626	(11,152)		160,669	160,669	0	
Partnership & Insight	601,741	796,375	194,634		3,610,442	3,610,442	0	

Planning Adrian Duffield	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Quarter	Forecast variance Manual input required (+ve bad, -ve good)	Explanation of forecast variances >£50,000 Manual input required
Building Control	(5,198)	(12,403)	(7,205)		(31,179)	(31,179)	0	
Planning Policy	135,126	85,793	(49,333)		810,757	810,757	0	
Development Services	112,660	200,147	87,486	Market Conditions adversely effecting planning income	675,933	925,933	250,000	Market Conditions adversely affecting planning income
Planning	242,588	273,536	30,948		1,455,511	1,705,511	250,000	

Contingency	Working Budget Profiled £	Actual Spend to date £	Current variance	Explanation of current variances >£50,000 Manual input required	Working Budget Full Year £	Outturn Forecast This Period	Forecast variance this period	Explanation of forecast variances >£50,000 Manual input required
Contingency	(66,528)	0	66,528		(399,168)	(399,168)	0	
Contingency	<u>(66,528)</u>	<u>0</u>	<u>66,528</u>		<u>(399,168)</u>	<u>(399,168)</u>	<u>0</u>	

Capital Expenditure	Original Budget Full Year £	Working Budget Full Year £	Actual Spend to date £	Forecast last Quarter	Outturn Forecast This quarter	Forecast variance Manual input required (+ve bad, -ve good)	Explanation of forecast variances >£50,000 Manual input required
Community Services - Capital	0	2,366,653	120,805	2,366,653	2,366,653	0	
Corporate Services - Capital	0	2,538,000	108,503	2,538,000	2,538,000	0	
Housing & Environment - Capital	0	1,827,000	24,866	1,827,000	1,827,000	0	
Partnership & Insight - Capital	0	1,275,000	0	1,275,000	1,275,000	0	
Planning	0	17,000	0	17,000	17,000	0	
Direct Service Capital Expenditure	0	8,023,653	254,174	8,023,653	8,023,653	0	

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted