

TEWKESBURY BOROUGH COUNCIL

Report to:	Overview and Scrutiny Committee
Date of Meeting:	7 September 2021
Subject:	Council Plan Performance Tracker and Covid-19 Recovery Plan Tracker 2021/22 (Qtr1)
Report of:	Head of Corporate Services
Corporate Lead:	Chief Executive
Lead Members:	Leader of the Council
Number of Appendices:	5

Executive Summary:

The Council Plan (2020-24) was approved by Council on 28 January 2020. The approved plan included four existing priorities - i.e. finance and resources, economic growth, housing and communities and customer first - plus the approval of two new priorities i.e. garden communities and sustainable environment. Supporting the priorities is a set of objectives and actions. Progress in delivering the objectives and actions are reported through a Council Plan Performance Tracker (Appendix 1). The tracker is a combined document which also includes a set of Key Performance Indicators (KPIs). As in previous years, to ensure the plan remains a 'live' document, all actions are reviewed annually and they are refreshed where appropriate. The refreshed plan is to be considered by Executive Committee on 1 September 2021 and then by Council on 28 September 2021. It is not anticipated there will be any major changes to any of the actions.

Since the approval of the Council Plan, the Council's response to the COVID-19 pandemic has meant that resources have been prioritised and deployed to support staff, residents, businesses and communities whilst maintaining core service delivery. Whilst COVID-19 continues to present the Council with significant challenges, a corporate COVID-19 recovery plan has been established to address those challenges. The plan has been designed around the six priorities of the Council Plan as the strategic priorities of the Council remain the same despite COVID-19. Similar to the Council Plan, the recovery plan has a number of objectives and actions. The recovery plan was approved by Executive Committee on 5 August 2020. A recovery plan tracker has been created to monitor progress in delivering those objectives and actions (Appendix 2). Similar to the Council Plan, the recovery plan actions have also been refreshed.

Given the synergies of the two tracker documents, they are reported together. For example, given that resources have been deployed in response to the pandemic, this will inevitably mean that some of the actions within the Council Plan may not have progressed as intended.

Key financial information is also reported so Members have a rounded view of overall performance information. Attached is the revenue budget summary statement (Appendix 3), capital monitoring statement (Appendix 4) and the reserves position summary (Appendix 5).

This performance information is reported to the Overview and Scrutiny Committee on a quarterly basis and the outcome is then reported to the Executive Committee by the Chair of the Overview and Scrutiny Committee.

This report introduces the performance information for the first quarter of the second year of our Council Plan.

Recommendation:

To scrutinise the performance management and recovery information, and where appropriate require action or response from the Executive Committee.

Reasons for Recommendation:

The Overview and Scrutiny Committee Terms of Reference require it to review and scrutinise the decisions and performance of the Council and its Committees.

Resource Implications:

None directly associated with this report other than to note that a number of actions have been impacted by the Council's response to COVID-19.

Legal Implications:

None directly associated with this report.

Risk Management Implications:

If delivery of the Council's priorities is not effectively monitored, the Council cannot identify where it is performing strongly or where improvement in performance is necessary. The impact of COVID-19 has been commented upon in relation to a number of Council Plan actions. A separate corporate recovery plan has been developed to assist in risk identification and risk management in relation to COVID-19 and the Council's responsibilities in relation to recovery.

Performance Management Follow-up:

Performance management information is reported to Overview and Scrutiny Committee on a quarterly basis. The outcome of each quarterly review is then reported to Executive Committee.

Environmental Implications:

None directly associated with this report.

1.0 INTRODUCTION/BACKGROUND

- 1.1 A new Council Plan (2020-24) was approved by Council on 28 January 2020. The approved plan included four existing priorities - i.e. finance and resources, economic growth, housing and communities and customer first - plus the approval of two new priorities i.e. garden communities and sustainable environment. Supporting the priorities is a set of objectives and actions. Progress in delivering the objectives and actions are reported through a Council Plan Performance Tracker (Appendix 1). The tracker is a combined document which also includes a set of Key Performance Indicators (KPIs). As in previous years, to ensure the plan remains a 'live' document, all actions are reviewed annually and are refreshed where appropriate. The refreshed plan is to be considered by Executive Committee on 1 September 2021 and then by Council on 28 September 2021. It is not anticipated there will be any major changes to any of the actions.

- 1.2** Since the approval of the new Council Plan, the Council's response to the COVID-19 pandemic has meant that resources have been prioritised and deployed to support staff, residents, businesses and communities whilst maintaining core service delivery. Whilst COVID-19 continues to present the Council with significant challenges, a corporate COVID-19 recovery plan has been established to address those challenges. The plan has been designed around the six priorities of the Council Plan as, despite COVID-19, the strategic priorities of the Council remain the same. Similar to the Council Plan, the recovery plan has a number of objectives and actions. The recovery plan was approved by Executive Committee on 5 August 2020. A recovery plan tracker has been created to monitor progress in delivering those objectives and actions (Appendix 2). Similar to the Council Plan, the recovery plan actions have also been refreshed.
- 1.3** Given the synergies of the two tracker documents, they are reported together. For example, given that resources have been deployed in response to the pandemic, this will inevitably mean that some of the actions within the Council Plan will not have progressed as intended. It could also mean that those actions remain undeliverable as prioritisation is given to actions within the recovery plan.

2.0 COUNCIL PLAN PERFORMANCE TRACKER

2.1 The Council Plan (2020-24) has six priorities which contribute to the overall Council Plan vision "*Tewkesbury Borough, a place where a good quality of life is open to all*". The priorities are:

- Finance and resources
- Economic growth
- Housing and communities
- Customer first
- Garden communities
- Sustainable environment

Each of the six priorities is supported by a number of objectives and actions which will focus activity on delivery of the priorities. The tracker has been developed and contains a set of key performance measures to monitor delivery of each Council Plan action. The actions are reviewed and, where appropriate, refreshed on an annual basis.

2.2 For monitoring the progress of the Council Plan actions, the following symbols are used:

😊 – action progressing well

😐 – the action has some issues or delay but there is no significant slippage in the delivery of the action

😞 – significant risk to not achieving the action or there has been significant slippage in the timetable or performance is below target

Grey – project has not yet commenced

✓ – action complete or annual target achieved

For monitoring of key performance indicators, the following symbols are used:

↑ - PI is showing improved performance on previous year

↔ - PI is on par with previous year performance

↓ - PI is showing performance is not as good as previous year

2.3 This report presents the first quarter of year two of the Council Plan (2020-2024). Key successful activities to bring to Members' attention since the last performance report include:

- The agreement of new leases for various properties within the commercial property portfolio. (page 3 of the tracker)
- The Growth Hub delivered 13 events during quarter one, this is on target to meet the 50 workshops/ events target. The events were on social media, marketing, and action planning. (page 5 of the tracker)
- In June 2021, Gloucestershire County Council announced its preferred design for the proposed upgrade to M5 all-ways Junction 10. (page 7 of the tracker)
- The first promotion event to be held under the Tewkesbury High Street Heritage Action Zone is due to take place on 18 September. (page 9 of the tracker)
- In partnership with ARK Consultancy, work on a new Housing Strategy has commenced. (page 15 of the tracker)
- A collective total of £107,000 has been awarded in Council capital grants to help improve community facilities. (page 19 of the tracker)
- The successful implementation of the new bulky waste service. (page 27 of the tracker)
- The implementation of a new recruitment microsite and an automated recruitment tracker system. (page 28 of the tracker).
- In July 2021, a joint press release with Cheltenham Borough Council announcing HBD X Factory has been selected as its preferred development partner to assist with the Golden Valley Garden community. (page 38 of the tracker)
- Specification for the new heating system has been developed and is out to tender. (page 39 of the tracker)
- Year two of the Carbon Reduction Action Plan was approved by Executive Committee in July 2021. (page 39 of the tracker)
- The implementation of a small Waste Electrical and Electronic Equipment (WEEE) scheme. (page 44 of the tracker)

2.4 Due to the complex nature of the actions being delivered, inevitably some may not progress as smoothly or quickly as envisaged. Actions with either a 😞 or 😊 are highlighted below:

Action	Status and reason for status
<p>Work with the Local Enterprise Partnership (LEP) and other partners to deliver the Local Industrial Strategy (LIS).</p> <p>(Page No. 5 of the Council Plan performance tracker).</p>	<p>The LEP is still awaiting guidance from Business, Energy and Industrial Strategy (BEIS) on the next steps and timescales. Until this has been received no further updates can be provided.</p>
<p>Deliver employment land through allocating land in the Joint Core Strategy (JCS) and Tewkesbury Borough Plan (TBP).</p> <p>(Page No. 6 of the Council Plan performance tracker)</p>	<p>😞 Joint Core Strategy- The target date of summer 2021 for the preferred options consultation to take place has not been achieved. The JCS review requires a number of technical studies and covers a number of complex issues e.g. location of employment and housing growth etc. that need to be agreed with all three local authorities. The JCS timetable is being reviewed and until this has taken place a new target date is unknown.</p>
<p>Work with partners to undertake the required review of the JCS.</p> <p>(Page No. 13 of the Council Plan performance tracker)</p>	<p>😞 Please see above.</p>
<p>Carry out housing needs assessments to deliver affordable housing in rural areas.</p> <p>(Page No. 15 of the Council Plan performance tracker)</p>	<p>😞 The next phase of surveys has been delayed from February 2021 to March 2022 due to capacity issues at Gloucestershire Rural Community Council (GRCC). A meeting is due to take place in September to re-establish the future timeline for the next assessments to be carried out. It is hoped the remaining assessments will likely take place between autumn 2021- winter 2022, this will be confirmed in Q2. The longer-term target of March 2023 should hopefully be achievable.</p>
<p>Ensure adequate land is allocated within the JCS and Tewkesbury Borough Plan to meet housing need.</p> <p>(Page No. 16 of the Council Plan performance tracker)</p>	<p>😞 Joint Core Strategy – please see first action above.</p>
<p>Formally establish the Garden Town planning status through the JCS.</p> <p>(Page No. 37 of the Council Plan performance tracker)</p>	<p>😞 Joint Core Strategy- please see first action above.</p>

Establish planning policies to ensure the delivery of healthy and sustainable communities. (Page No. 40 of the Council Plan performance tracker)	☹️ Joint Core Strategy- please see first action above.
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2.5 It is inevitable that not everything can be delivered at once. Any actions which have yet to commence are 'greyed out' in the tracker with indicative dates for commencement stated.

3.0 COUNCIL PLAN KEY PERFORMANCE INDICATORS (KPIs)

3.1 The set of Key Performance Indicators (KPIs) are a combination of contextual indicators and target related indicators. The set of KPIs must remain flexible to ensure they meet our needs. The data reported is the position at end of June 2021. For 2021/22, six new KPIs have been added. These are KPIs 12-15 and KPIs 28-29. Due to changes into reporting, the housing-related KPIs 9- 11 have also been revised in order to report more effectively, as requested by Overview and Scrutiny Committee.

3.2 Of the **22** indicators with targets, their status as at the end of the first quarter for 2021/ 22 is:

☺️ (on target)	☹️ (below target but confident annual target will be achieved)	☹️ (below target)	Data not available
10	3	6	3*

*The three KPIs where data is not available relate to :

- KPI 7 (number of visitors entering Growth Hub) due to the Hub remaining closed during quarter one.
- KPI 36 (percentage of Freedom of Information requests answered on time). This is due to a change in systems and the report functionality is currently being built. The data for these KPIs will be available in quarter two.
- KPI 37 (percentage of formal complaints answered on time). See above.

In terms of the direction of travel i.e. performance compared to last year, for all indicators the status is:

↑ (better performance than last year)	↓ (not as good as last year)	↔️ (on par with previous year performance)	Data not available
11	6	0	5*

*The five KPIs where data is not available relate to:

- KPI 7, 36 and 37 – as above.
- KPI 28 (Average number of days to process new Council Tax Reduction claims)
- KPI 29 (Average number of days to process change in circumstances for Council Tax Reductions).

KPIs 28 and 29 are new monitoring KPIs that do not have an outturn figure for 2020/21.

3.3

KPIs where the direction of travel is down and/or KPI is ☹️ are highlighted below:

KPI No.	KPI description	Reason for ☹️ or ↓
17	<p>Percentage of 'minor' applications determined within 8 weeks or alternative period agreed with the applicant.</p> <p>(Page No. 22 of the Council Plan performance tracker)</p>	<p>↓ ☹️ The Q1 figure is lower than last year's outturn with only 27 out of 49 (55.10%) decisions being issued within the timescale. This meant the target figure of 80% has not been met this quarter.</p> <p>Measures are being implemented to address the reduction in performance and these measures will be supplemented by improvements arising from the Review of Planning Services.</p>
18	<p>Percentage of 'other' applications determined within 8 weeks or alternative period agreed with the applicant.</p> <p>(Page No. 24 of the Council Plan performance tracker)</p>	<p>↓ ☹️ 129 of 168 decisions were made within agreed timescales during Q1. This equates to performance of 76.79%, which is just below last year's outturn of 84.37% and below the local target of 90%.</p>
19	<p>Enforcement - Investigate category A* cases within 24 hours (without prompt action, material risk of further harm which could be reduced by early intervention).</p> <p>(Page No. 24 of the Council Plan performance tracker)</p>	<p>↓ ☹️ Two category A cases were received in Q1. One of the cases was visited within the 24-hour target. This has resulted in performance of 50% for the quarter which is below both last year's outturn of 100% and this year's target of 90%.</p>
20	<p>Investigate category B cases within five working days (development causing, or likely to cause, irreparable harm or damage).</p> <p>(Page No 24 of the Council Plan performance tracker).</p>	<p>☹️ Four category B cases were received during Q1, and three were investigated within the timescale (75%). This is lower than the local target of 90% but was an improvement when compared to last year's outturn of 61.54%.</p>
21	<p>Investigate category C cases within 10 working days (risk of material harm to the environment or undue harm to residential amenity).</p> <p>(Page No. 25 of the Council Plan performance tracker)</p>	<p>↓ ☹️ 26 category C cases were received in Q1, and five of these were handled within the target timeframe (19.23% outturn). This is significantly below both the local target of 80% and last year's outturn of 36.51%.</p>

22	Investigate category D cases within 15 working days (breaches causing limited material disturbance to local residents or to the environment). (Page No. 26 of the Council Plan performance tracker)	↓ During Q1, 19 category D cases were received, and four cases (21.05%) of these were handled within the target timeframe. Performance has fallen when compared to last year's outturn of 40.68%. Whilst it is lower than last year it is likely to still achieve this year's target of 70%.
31	Average number of days to process change in circumstances to housing benefit claims. (Page No. 33 of the Council Plan performance tracker)	↓ Whilst performance for quarter Q1 (five days), is above the Council's target of four days, the number of days has also increased when compared to last year's outturn of two days. It is still lower than the national average of six days.
38	Number of reported enviro-crimes. (Page No. 45 of the Council Plan performance tracker).	☹ 432 enviro crimes were reported in Q1. If figures remain at this rate throughout the year it will exceed this year's target of 1,000 but will be lower than last outturn of 2,185.

4.0 COVID-19 CORPORATE RECOVERY TRACKER

4.1 For monitoring the progress of the Corporate Recovery Plan actions, and for consistency, the same symbols as the Council Plan tracker are used:

😊 – action progressing well

😐 – the action has some issues or delay but there is no significant slippage in the delivery of the action

☹ – significant risk to not achieving the action or there has been significant slippage in the timetable or performance is below target

Grey – project has not yet commenced

4.2 Key activities to bring to Members' attention include:

- A member of the Audit team has been transferred back from the Business Cell to review the Internal Audit Plan and recommendations to begin the recovery of the internal audit function. (Page 1 of the recovery tracker).
- Tewkesbury Leisure Centre has received good feedback on customer experience following the reopening on 12 April. The number of customers indicates that the leisure contract could soon return to a cost neutral position. (Page 2 of the recovery tracker).
- The Public Services Centre reopened to customers from 19 July and Committee meetings in the Civic Suite started again in person. (Page 2 of the recovery tracker).
- A Business Intelligence Officer has now been recruited and a cross service project plan will be developed to maximise the use of business intelligence within the Council. (Page 3 of the recovery tracker).
- An action plan has been agreed to deliver the 'Welcome Back Fund' – High Street recovery project. (Page 7 of the recovery tracker).

- Housing Services completed assessing the additional demand on the housing service. Surveys were carried out to Housing Register applicants and responses show positive trends of improvement in relation to households with tenancy difficulties. This has been supported by the steady number of housing advice and homelessness cases received, and new temporary accommodation places decreasing. (Page 8 of the recovery tracker).
- The COVID-19 Community Grant Scheme continues to be promoted with 139 groups being awarded £114,079 in total. (Page 9 of the recovery tracker).
- 15 groups from the Voluntary and Community Sector attended an online training seminar hosted by Inform Gloucestershire. (Page 10 of the recovery tracker).
- Executive Committee agreed in March 2021 a package funding of £10,000 per year for the next five years to support the Active Gloucestershire 'We Can Move' project. (Page 16 of the recovery tracker).

4.3 As explained, when the recovery tracker was first presented in October 2020, a number of areas of the Council are still in response mode - for example, business grants and Environmental Health. This means there are services operating across one of 'response', 'recovery' or 'business as usual' mode. Or, in some cases, operating across a combination of the three. This will inevitably mean that actions within the recovery tracker may not progress as originally intended. Such actions are detailed in the table below:

Action	Status of action
Review the effectiveness and efficiency of the environmental health service, including an assessment of additional demand and available resources. (Page 10 of recovery tracker).	Deferred- The effectiveness review has been on hold due to the level of COVID-19 response needed. The demand on the service remains high particularly relating to hosting events in a COVID-19 secure manner. Once cases further stabilise this will be revisited.
Deliver the Council Tax and business rates e-billing project. (Page 12 of the recovery tracker).	☹️ There have been delays in this project, which has resulted in the target date being amended from July 2021 to November 2021 . This new target date will allow the Business Transformation team to test the new system before it goes live in November.
Agree funding for and appoint a new Carbon Reduction Programme Officer to support the Council's climate emergency declaration and the delivery of its action plans. (Page 15 of the recovery tracker).	☹️ It was agreed at Executive Committee in July to recommend to Council at July's meeting; however, this meeting was cancelled and will now go to September's meeting. As a result, the target date has been amended from July 2021 to September 2021 .

4.4 Similar to the Council Plan actions, not all recovery actions will commence at once. Again, any yet to commence are 'greyed out' in the tracker.

5.0 FINANCIAL SUMMARY - REVENUE POSITION

5.1 The financial budget summary for Q1 shows a projected surplus of £22,382 for the full year against the approved budget. Whilst there are numerous moving parts within the base budget reflecting both service delivery and COVID-19 response, the net forecast position is in line with budget estimates for the year. Whilst there are early indications that income streams are improving and there is potential for increased government support, given the report is based on performance in only the first three months of the year, a prudent position is taken with regards to full year estimates.

5.2 The following table highlights the forecast outturn position for service provision, the net position on corporate income and expenditure and the resulting surplus.

	Budget	Full Year Projection	Full Year Variance
<u>Services expenditure</u>			
Employees	£11,009,171	£10,631,663	£377,508
Premises	£590,411	£592,495	-£2,084
Transport	£55,270	£49,617	£5,653
Supplies & Services	£2,083,206	£2,088,946	-£5,740
Payments to Third Parties	£6,524,630	£6,599,635	-£75,005
Transfer Payments - Benefits Service	£13,544,132	£13,544,132	£0
Central Recharges	£29,929	£29,929	£0
COVID-19 Costs	£0	£415,094	-£415,094
Income	-£21,419,831	-£20,685,417	-£734,414
Services Sub Total	£12,416,918	£13,266,095	-£849,177
<u>Corporate expenditure</u>			
Treasury – Interest Received	-£345,000	-£345,000	£0
Treasury – Borrowing Costs	£480,000	£465,000	£15,000
Investment Properties	-£3,176,343	-£3,124,587	-£51,756
Corporate Savings Targets	-£155,000	£0	-£155,000
Core Government funding	-£1,013,409	-£1,608,336	£594,927
New Homes Bonus	-£2,508,861	-£2,508,861	£0
Business rates	£2,672,870	£2,418,711	£254,159
Council Tax Surplus	-£24,833	-£24,833	£0
Council Tax precept	-£4,579,735	-£4,579,735	£0

Use of reserves & MRP	-£3,766,607	-£3,980,836	£214,229
Corporate Sub Total	-£12,416,918	-£13,236,720	£871,559

Surplus / (deficit) £22,382

Service Expenditure

- 5.3** The quarter one full year projection highlights a full year cost of service provision totalling £13.266m, resulting in a deficit against the approved budget of £849,177. The following paragraphs highlight the main reasons for this projected deficit. In addition, Appendix 3 provides detail at a service level with notes on variances over £10,000.
- 5.4** The full year projection for employees highlights a potential gross surplus of £377,508. It should, however, be noted that within the Councils corporate expenditure is a target to save £155,000 from employment costs across the Council. The net position is therefore a surplus against target of £222,508. Savings have accrued across a number of service areas including Corporate, Development and One Legal but also with senior management following the decision in June to delete the post of Deputy Chief Executive. This saving is offset to some degree this year by the cost of recruitment to a new Head of One Legal.
- 5.5** Payments to third parties highlights a small projected overspend of £75,005. This includes additional costs relating to an increased amount of burials at our cemeteries, the cost of a Domestic Homicide Review and a forecast overspend on the Ubico contract sum in relation to extra payment being made in order to attract and retain drivers for our services. A national shortage of drivers, estimated to be around 70,000, has resulted in an impact on many forms of business with local authority waste collection services not immune to this impact. There have been a growing number of examples where authorities have had to suspend collections as a result of driver shortage. To help mitigate the problem on the Tewkesbury Borough contract, an increased market supplement has been agreed, whilst driver training for loaders continues. The rest of the contract sum is on target.
- 5.6** Tewkesbury Borough services continue to see a financial impact from the COVID-19 pandemic with a full year cost estimated at £415,094. The costs include the continued work of the business cell, additional costs for the provision of our waste and recycling services and the continued support to Tewkesbury Leisure Centre. These costs will be met from the additional COVID-19 grant funding provided by the Government and new burdens funding for the business cell work – see Paragraphs 5.10 and 2.12.
- 5.7** Income in many areas of Council activity has recovered well from the impact of coronavirus with a number of income streams either back on budget or delivering a small surplus. Some areas, however, continue to be affected by the COVID-19 pandemic with reductions in income levels in our car parks during the first quarter, an expectation that the Tewkesbury Leisure Centre contract fee won't be provided during the year and current vacancies for our office units within the Council Offices. In addition, One Legal income remains below target although this is offset to an extent by the savings on employee costs.

Corporate Expenditure

- 5.8** The expenditure associated with corporate activities, as well as the financing of the Council, is shown in the second section and highlights an estimated surplus of £871,559 for the financial year.

- 5.9** Treasury activities are largely expected to be in line with budget predictions, although a small saving on borrowing costs could be achieved. Our commercial property portfolio is currently predicting a small deficit on the year as a result of the expected temporary void at one office unit and the inducements offered to secure leases at our Clevedon units. This deficit could be offset by rental income for Unit 5 at our Tipton site where interested parties are currently agreeing heads of terms for a long term lease. Should the commercial property account remain in deficit for the full year, the Council will utilise the commercial property reserve to cover the void and lease costs resulting in no impact on the base budget position - see Paragraph 2.12.
- 5.10** Core government funding is showing a significant surplus as a result of the additional COVID-19 general fund grant of £424,927. In addition to this, the Council will also receive additional new burdens funding for its continuing administration of business grants and it will also be able to claim compensation for losses on its sales, fee and charges as a result of covid for the first quarter of the year. The level of new burdens funding is not yet known and the calculation of the compensation claim has yet to take place. A prudent estimate of £100,000 for new burdens and £70,000 for the compensation claim has been included within the projection. It is hoped that by the second quarter report, exact figures will be known for both elements.
- 5.11** Our anticipated retention of business rates income shows a gain of approximately £1.4m from the original budget, compiled in December 2020. At the time of compilation, the outlook for the economy and businesses was very uncertain as a result of the impact of COVID-19 and we adopted a prudent view, following national guidelines, for likely levels of business rates in 2021/22. The first quarter has highlighted businesses in Tewkesbury Borough to be doing significantly better than these estimates with, for example, the level of empty properties being considerably lower than forecast.
- 5.12** The income line 'Use of Reserves & MRP' highlights the intended level of reserves being brought into the general fund during the year less the cost of the repayment of borrowing – the Minimum Revenue Provision (MRP). Outside of the budgeted transfer from reserves, expenditure being financed by reserves is usually allocated directly to reserves and shown separately in section 7 of the report. However, some expenditure is recorded in the general fund and so additional funding is brought in to match off that expenditure. In this case, the additional reserve use relates to new burdens funding already received for business grant administration and the use of the commercial property reserve to cover any deficit on that account.
- 5.13** Overall, the first quarter projection for the full financial year shows an anticipated surplus of £22,382. As the country continues to recover from the pandemic, we hope that income streams continue the upward trend, the business environment remains positive and we gain clarity on the additional funding due from central government.

6.0 CAPITAL BUDGET POSITION

- 6.1** Appendix 4 shows the capital budget position as at Q1. This is currently showing an underspend of £78,233 against the profiled budget of £286,658. The capital programme estimates total expenditure for the year to be circa £3.9m. This is much reduced on previous years as a result of the end of the acquisition phase of the commercial investment property strategy. The main elements of this year's forecast include:
- Ashchurch Bridge
 - Vehicle replacement
 - The replacement of the heating system at the council offices
 - Disabled Facilities Grants (DFG)

As can be seen from Appendix 4, the first three capital projects have yet to incur any expenditure, or in the case of vehicle acquisition only minor expenditure, but the DFG scheme is ahead of the profiled budget and has incurred an overspend. All expenditure on DFGs is covered by grant funding provided by the County Council and so no cost of this scheme is borne by the Borough Council.

7.0 RESERVES POSITION

- 7.1** Appendix 5 provides a summary of the current usage of available reserves. Supporting notes are provided for reserves where expenditure is high or the expenditure is of note.
- 7.2** Reserves have been set aside from previous years to fund known future costs and the strategic planning of the authority's operation. This year's reserves have been boosted by both grant funding related to COVID-19 and also the release of provisions from the retained business rates scheme. The information in the Appendix does not take account of reserves which have been committed, but not yet paid.
- 7.3** Whilst the Q1 position shows that there remains a significant balance on the reserves, the expectation is that the balances will be spent in the future. Finance has asked for updates from all departments about their plans to ensure that earmarked reserves are either used for their intended purpose or released back to the general fund.

8.0 OTHER OPTIONS CONSIDERED

- 8.1** None

9.0 CONSULTATION

- 9.1** None

10.0 RELEVANT COUNCIL POLICIES/STRATEGIES

- 10.1** Council Plan 2020-24.
COVID-19 Corporate Recovery Plan 2020.

11.0 RELEVANT GOVERNMENT POLICIES

- 11.1** None directly.

12.0 RESOURCE IMPLICATIONS (Human/Property)

- 12.1** None directly.

13.0 SUSTAINABILITY IMPLICATIONS (Social/Community Safety/Cultural/ Economic/ Environment)

- 13.1** Linked to individual Council Plan and Covid-19 Corporate Recovery Plan actions.

14.0 IMPACT UPON (Value For Money/Equalities/E-Government/Human Rights/Health And Safety)

- 14.1** Linked to individual Council Plan and Covid-19 Corporate Recovery Plan actions.

15.0 RELATED DECISIONS AND ANY OTHER RELEVANT FACTS

15.1 Council Plan 2020-24 approved by Council 28 January 2020.

COVID-19 Corporate Recovery Plan 2020 approved by Executive Committee 8 August 2020.

Background Papers: None

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Appendices: Appendix 1 – Council Plan Performance Tracker Qtr 1 2021/22
Appendix 2 – Covid-19 Corporate Recovery Plan performance tracker
Qtr 1 2021/22
Appendix 3 - Revenue Budget
Appendix 4 - Capital Budget
Appendix 5 - Reserves