

Public Document Pack



COMMITTEE:	BABERGH CABINET
DATE:	MONDAY, 6 SEPTEMBER 2021 10.30 AM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members		
<u>Conservative</u> Jan Osborne John Ward (Chair) Michael Holt Elisabeth Malvisi	<u>Independent</u> Derek Davis Clive Arthey Alastair McCraw	<u>Liberal Democrat</u> David Busby

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AGENDA

This meeting is a simultaneous meeting with Mid Suffolk Cabinet

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

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- 1 **APOLOGIES FOR ABSENCE**
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- 6 **MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**

7 FORTHCOMING DECISIONS LIST

Please note the most up to date version can be found via the website:

[Forthcoming Decisions List » Babergh](#)

8 **BCa/21/18 GENERAL FUND FINANCIAL MONITORING 2021/22 - QUARTER 1** 13 - 30

Cabinet Member for Finance

9 **BCa/21/19 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2021/22 QUARTER 1** 31 - 38

Cabinet Member for Finance

10 **BCa/21/20 QUARTER 1 - PERFORMANCE PRESENTATION** 39 - 68

Cabinet Member for Customers, Digital Transformation and Improvement

A presentation of performance across the whole Council for the period 1 April – 30 June 2021 (Q1).

To note the information contained within the presentation, giving the opportunity to reflect and comment on progress made against the key priorities aligned to the Corporate Plan 2019 – 2027.

11 **BCa/21/21 ADOPTION OF THE REVISED TABLE OF FARES FOR HACKNEY CARRIAGES** 69 - 78

Cabinet Member for Environment

Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 4 October 2021 at 10.30 am.

Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils YouTube page:
https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

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Introduction to Public Meetings

Babergh/Mid Suffolk District Councils are committed to Open Government. The proceedings of this meeting are open to the public, apart from any confidential or exempt items which may have to be considered in the absence of the press and public.

Domestic Arrangements:

- Toilets are situated opposite the meeting room.
- Cold water is also available outside opposite the room.
- Please switch off all mobile phones or turn them to silent.

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

BMSDC COVID-19 – KING EDMUND COUNCIL CHAMBER ENDEAVOUR HOUSE AFTER 19 JUNE 2021

Guidance for visitors to BMSDC sites after 19 July 2021

On the 19 July Government legal requirements to wear face coverings and to socially distance in our social lives was lifted. However, in the workplace the onus to maintain safe working arrangements is the responsibility of the employer.

Government guidance is that there is a place for continued Covid-19 control measure when meeting with people who are ‘unknown’ to you.

Before visiting our staff – please consider if what you wish to do can be achieved through one of our on-line services, by contacting us via email or by telephone. If this is possible, please use this method in preference to a face-to-face visit.

In order to protect both our visitors and our staff if you wish to access our services in this building or meet our staff, please follow these steps:

- Please carry out a lateral flow test beforehand. If this is positive, please self isolate and do not continue with your visit.
- If you are unwell or have any of the Covid-19 symptoms, please do not continue with your visit.
- Please sanitise or wash your hands before entering the building
- Please wear a face covering before you enter the building and whilst in the building – unless you are seated in a meeting and advised by our staff that this may be removed. If you have a health condition which makes this uncomfortable for you, please advise our staff in advance of your visit.
- Please use the NHS Covid-19 App for track and trace purposes and use this to ‘check-in’ to our building using the QR code at the door.
- Please socially distance within our building.

As Covid-19 case numbers change we reserve the right to cancel or re-book visits when we judge that this is necessary to protect the health and wellbeing of our staff

Babergh and Mid Suffolk District Councils (BMSDC) have a duty of care to ensure the office and the space used by Members of the Public, Councillors and Staff are COVID-19 Secure and safe. But each person is responsible for their own health and safety and that of those around them.

The BMSDC space within Endeavour House has been assessed and the level of occupancy which is compatible with the updated COVID-19 Secure guidelines reached, having regard to the requirements for social distancing and your health and safety. As a result, you will find the number of available seats available in the Council Chamber and meeting rooms much lower than previously.

You must only use seats marked for use and follow signs and instructions which are on display.

Arrival at Endeavour House (EH) and movement through the building

- Please observe social distancing – remaining a minimum of 2m apart from your colleagues.
- The floor is marked with 2m social distancing stickers and direction arrows. Please follow these to reduce the risk of contact in the walkways.
- Do not stop and have conversations in the walkways.
- There are restrictions in place to limit the occupancy of toilets and lifts to just one person at a time.
- Keep personal possessions and clothing away from other people.
- Do not share equipment including pens, staplers, etc.
- A seat is to be used by only one person per day.
- On arrival at the desk/seat you are going to work at you must use the wipes provided to sanitize the desk, the IT equipment, the arms of the chair before you use them.
- When you finish work repeat this wipe down before you leave.

Cleaning

- The Council Chamber and meeting rooms at Endeavour House have been deep cleaned.
- General office areas including kitchen and toilets will be cleaned daily.

Fire safety and building evacuation

- If the fire alarm sounds, exit the building in the usual way following instructions from the duty Fire Warden who will be the person wearing the appropriate fluorescent jacket.
- Two metre distancing should be observed as much as possible, but may ways not be practical. Assemble and wait at muster points respecting social distancing while you do so.

First Aid

Reception is currently closed. If you require first aid assistance call 01473 264444

Health and Hygiene

- Wash your hands regularly for at least 20 seconds especially after entering doors, using handrails, hot water dispensers, etc.
- If you cough or sneeze use tissues to catch coughs and sneezes and dispose of safely in the bins outside the floor plate. If you develop a more persistent cough please go home and do not remain in the building.
- If you start to display symptoms you believe may be Covid 19 you must advise your manager, clear up your belongings, go home and follow normal rules of isolation and testing.
- Whilst in EH you are required to wear your face covering when inside (unless you have an exemption) in all parts of the building (including the access routes, communal areas, cloakroom facilities, etc.). Re-useable face coverings are available from the H&S Team if you require one.
- First Aiders – PPE has been added to first aid kits and should be used when administering any first aid.
- NHS COVID-19 App. You are encouraged to use the NHS C-19 App. To log your location and to monitor your potential contacts should track and trace be necessary.

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Agenda Item 3

BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 2 August 2021

PRESENT:

Councillor: John Ward (Chair)

Councillors: Jan Osborne
Clive Arthey
Elisabeth Malvisi
Derek Davis
David Busby

In attendance:

Councillors: Mary McLaren

Officers: Chief Executive (AC)
Assistant Director – Corporate Resources (KS)
Assistant Director – Housing (GF)
Assistant Director – Environment and Commercial Partnerships (CC)
Corporate Manager – Financial Services, Commissioning and Procurement (ME)
Assistant Manager – Financial Accountant (RH)
Service Improvement Advisor – Environment & Commercial Partnerships (SB)
Senior Governance Support Officer (HH)

Apologies:

Michael Holt
Alastair McCraw

29 DECLARATION OF INTERESTS BY COUNCILLORS

29.1 There were no declarations of interests declared.

30 BCA/21/13 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 JULY 2021

It was **RESOLVED**: -

That the minutes from the meeting held on the 5 July 2021 be confirmed as a true record.

31 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME

None received.

32 QUESTIONS BY COUNCILLORS

None received.

33 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES

There were no matters referred.

34 FORTHCOMING DECISIONS LIST

The Forthcoming Decisions List was noted.

35 BCA/21/14 GENERAL FUND FINANCIAL OUTTURN 2020/21

35.1 The Cabinet Member for Finance, Councillor Ward introduced the report and provided Members with details of the General Fund Financial Outturn 2020/21.

35.2 Councillor Ward proposed the recommendations in the report. This was seconded by Councillor Osborne.

35.3 Councillor Arthey referred to recommendation 3.2 and asked where the transfer of reserves figure of £363K was detailed in the report.

35.4 Councillor Ward stated that this figure could be found in paragraph 6.5 by adding up the figures for waste, planning, joint local plan and climate change and biodiversity.

35.5 Councillor Busby asked if any staff had been furloughed during the Covid-19 pandemic and the Chief Executive informed Members that no staff had been furloughed.

35.6 In response to Councillor Busby's questions in relation to staffing for bin collections and bring sites during last year's pandemic, the Chief Executive responded that the only service which had been disrupted had been the brown bin collection due ill health amongst staff. The household waste recycling sites, which were managed by Suffolk County Council, had remained open.

35.7 Councillor Arthey then detailed the arrangements for waste collection and the bring sites and how this related to the figures detailed in the report.

It was RESOLVED: -

1.1 That the 2020/21 General Fund financial outturn of £736k surplus as set out in this report be noted.

- 1.2 That, the following transfers be approved;**
- a) Transfer to reserves of £363k being the net amount, for specific earmarked reserves, referred to in section 6.5 of this report;**
 - b) Surplus of £373k be transferred to the Transformation Fund**
- 1.3 That the revenue carry-forward requests totalling £571k referred to in paragraph 6.12 and Appendix E of this report be approved.**
- 1.4 That the total capital carry-forward requests referred to in paragraph 6.18 of this report totalling £13.802m be approved.**

Reason for Decision:

To ensure that Members are kept informed of the outturn position for both General Fund Revenue and Capital and to approve earmarked reserve transfers and carry forward requests.

36 BCA/21/15 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL OUTTURN 2020/21

- 36.1** The Cabinet Member for Finance, Councillor Ward provided Members with a summary of significant areas in the report.
- 36.2** Councillor Ward proposed the recommendations in the report. This was seconded by the Cabinet Member for Housing, Councillor Osborne.
- 36.3** Councillor Arthey referred to the income variance for rents and asked for clarification for the variance referred to in paragraph 5.2 and 6.6 of the report.
- 36.4** The Assistant Director for Housing stated that the rents had been set too low and that this was an adjustment to the budget.
- 36.5** Councillor Busby questioned the adverse variance of £1m due to the increase of the value of the Council's properties and asked where this was shown in the budget.
- 36.6** In response the Assistant Director for Corporate Resources provided details of the accounting methods of the General Fund and the Housing Revenue Accounts. Properties had to be valued each year as part of the Statement of Accounts. Depreciation for housing did impact on the HRA account and was a real charge. The increase of valuation of properties had decreased the depreciation of the properties. The increase in value of the properties were shown in the balance sheet.

It was RESOLVED:-

- 1.1 That the 2020/21 HRA financial outturn as set out in this report be noted.**

- 1.2 That the transfer of £2.941m, being the HRA revenue surplus for the year (£2.607m more than planned) as per paragraph 6.4, to the Strategic Priorities Reserve be approved.
- 1.3 That the HRA capital carry-forward requests referred to in paragraph 6.18 of this report totalling £10.323m be approved.

Reason for Decision:

To ensure that Members are kept informed of the outturn position for both Housing Revenue and Capital and to approve earmarked reserve transfers and carry forward requests.

37 BCA/21/16 THE CREATION OF A PARKING STRATEGY FOR BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Note: The meeting was adjourned between 11:31am and 11:43 am.

- 37.1 The Cabinet Member for Environment, Councillor Malvisi, introduced the report, and outlined the reasons for the creation of a Parking Strategy for Babergh District.
- 37.2 Councillor Malvisi proposed the recommendations in the report. This was seconded by Councillor Osborne.
- 37.3 In a response to Councillor Arthey's question regarding data gathering for the installation of electrical vehicle charging points in Stage 1, the Assistant Director for Environment and Commercial Partnerships assured Members that electrical vehicle charging, and super-fast charging points would be included at this stage.
- 37.4 Councillor Davis questioned the need to spend funding to create a parking policy, when a national Parking Policy and parking guidelines already existed. Some parking arrangements were under Suffolk County Council and others were for the individual towns to decide. In addition, car parking charges had already been established.
- 37.5 The Cabinet Member for Environment responded that the car parks were owned by Babergh District Council, and valid data was required to make the necessary updates.
- 37.6 The Assistant Director for Environment and Commercial Partnerships advised Members that the purpose of the Strategy was to make a commitment to considered options for what could be undertaken for parking in the district based on evidence. Currently it was only possible to make assumptions.
- 37.7 In response to a question from Councillor Osborne regarding residents parking permits, the Assistant Director for Environment and Commercial Partnerships advised Members that the open consultation would enable residents to voice their concerns and that this information would be valuable

to form the Strategy.

- 37.8 Councillor Busby queried why the funding was charged to the Transformation Fund and not to the Babergh Parking Budget, to which the Assistant Director for Environment and Commercial Partnerships responded that this was based on the advice she had received.
- 37.9 Councillor McLaren queried how the Parking Strategy would assess parking on grass verges and how work would be undertaken to engage with the Planning Committee. In addition, she also queried how the Council could influence motorist's behaviours in relation to responsible parking.
- 37.10 The Assistant Director for Environment and Commercial Partnerships stated that this was a high-level parking strategy, and that the open consultation would provide further information regarding parking on grass verges. The data collected from the consultation would provide evidence to address the demands and opportunities of parking in the District.
- 37.11 Members debated the issues including the responsibilities of Suffolk County Council for on-street parking and parking on grass verges, and that parking in towns and rural areas was a problem for visitors and residents and impacted on the quality of lives.
- 37.12 Councillor Ward clarified what was not included in the Parking Strategy, and that the parking strategy was necessary to develop a parking policy going forward to address the current parking issues.
- 37.13 In response to Councillor Arthey's comment that the cost of developing the parking strategy should be charged to the parking budget, Councillor Ward explained that the Councils' car parks were making a loss, but that there was money in the Transformation fund to cover the costs of the funding contribution towards the Parking Strategy.
- 37.14 Councillor Busby was concerned regarding what the Parking Strategy would be delivering, and that residents would have to pay for residents parking permits. He thought that parking charges should form part of the Strategy.
- 37.15 Councillor Ward proposed an amendment to recommendation 3.2:
- That funding of £20,500 for Babergh's contribution towards the formulation of the parking strategy, from the Babergh Parking Budget, be approved.*
- 37.16 This was approved by Councillor Malvisi, the proposer, and Councillor Osborne, the seconder.

It was RESOLVED: -

- 1.1 That the start of the formulation of Babergh and Mid Suffolk's first parking strategy be agreed.**
- 1.2 That funding of £20,500 for Babergh's contribution towards the**

formulation of the parking strategy, from the Babergh Parking Budget, be approved.

Reason for Decision:

To ensure the best possible outcomes for our communities, for both on-street and off-street parking, by looking ahead and working in collaboration with key stakeholders.

The business of the meeting was concluded at 12:43 pm.

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Chair

Agenda Item 8

BABERGH DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: BCa/21/18
FROM: Councillor John Ward, Cabinet Member for Finance	DATE OF MEETING: 6 September 2021
OFFICER: Katherine Steel, Assistant Director, Corporate Resources	KEY DECISION REF NO. CAB271

GENERAL FUND FINANCIAL MONITORING 2021/22 – QUARTER 1

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to June as well as the impact of COVID19 on the Council's finances and highlights significant variances expected for the financial year 2021/22. As at 30th June a surplus position of £261k is forecast.

2. OPTIONS CONSIDERED

- 2.1 At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS
3.1 That, subject to any further budget variations that arise during the rest of the financial year, the surplus position of £261k, referred to in section 6.6 and Appendix A of the report, be noted;
3.2 The revised 2021/22 Capital Programme referred to in Appendix E and section 6.14 be noted.
REASON FOR DECISION
To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.

4. KEY INFORMATION

Strategic Context

- 4.1 In February 2021 Babergh District Council approved the General Fund Budget 2021/22 and Four-Year Outlook. The budget was prepared during one of the most challenging and uncertain times due to the impacts of COVID19 on the Council's finances, staff, residents, and local economy. Income streams were reviewed when setting the budget and revised where appropriate and any COVID19 related costs were assumed to be funded from the £1.171m in the COVID19 reserve.

- 4.2 The financial impact of COVID19 for 2021/22 and beyond remains difficult to predict, therefore regular monitoring and reporting to MHCLG of the financial impact is vital during this financial year.

Comprehensive Spending Review

- 4.3 The Government's three-year Comprehensive Spending Review (CSR) was planned to conclude in July 2020, however, on 24 March 2020 the Chancellor announced that the CSR would be delayed 'to enable the Government to remain focussed on responding to the public health and economic emergency'. On 21 October 2020, the Chancellor announced the decision to provide a one-year Spending Review (SR) to prioritise the response to COVID19 and focus on supporting jobs. Details of this SR20 were published on 25 November 2020.
- 4.4 At this stage there is no indication of what the spending review for 2022/23 will look like or how many years this will cover.

Business rates review and revaluation

- 4.5 The Fair Funding Review, Business Rates Review and business rates reset have been delayed. A fundamental review of the business rates system may be undertaken, and the Government is considering responses to the call for evidence. A final report with conclusions of this review is expected during 2021. A consultation on business rates revaluations concluded in August with the outcome awaited.

5. IMPACT OF COVID19

Government support schemes

- 5.1 The Council continues to administer the business restart and back to business grants as well as self-isolation payments in 2021/22.
- 5.2 The table below shows the amount of grants that have been paid out in the first quarter of the year.

COVID SUPPORT ADMINISTERED BY BABERGH	£'000	£'000	£'000	£'000
	Balance at 1 April 21	Received from Government	Paid out	Balance at 30 June 21
Business Grants				
Local Restrictions Support Grant Funding (LRSG)	2,382		352	2,031
Additional Restrictions Funding (ARG), Restart and Back to Business Grants	1,232	(6,547)	7,473	306
	3,615	(6,547)	7,825	2,336
Self isolation payments				
MHCLG Self Isolation Funding payments	37		2	35
	37	-	2	35

Financial Impact for the Council

- 5.3 The impacts of COVID19 for 2021/22 continue to remain a risk for the Council's finances as the pandemic continues to have an impact nationally and locally. The long-term effects and speed of recovery is still unknown at this stage.
- 5.4 As the Council did not use all of the £2.6m Government funding during 2020/21 it was able to top up the existing COVID19 reserve by £891k giving a total reserve balance of £1.171m to mitigate the financial impacts and support recovery in 2021/22 along with a further £414k of COVID funding received in 2021/22.
- 5.5 The main areas where support is currently anticipated during 2021/22 are additional costs for public health, leisure, and business support but this will be kept under review throughout the year.
- 5.6 The full year impact forecast at the first quarter of the year is additional costs relating to COVID19 of £613k and a loss of income of £309k as shown in the table below.

COVID FINANCIAL IMPACT ON BABERGH		£'000
Amounts carried forward as creditors from 2020/21		(107)
COVID Reserve		(1,171)
Total Funding at 1st April 2021		(1,278)
LOSS OF INCOME		
Sales, fees & charges income losses		
Garden waste		153
Trade waste		29
Car Park Income		7
Licensing		22
Total sales, fees & charges loss		211
Other income losses		
Council tax - income from court fees		98
Total loss of Income		309
COVID COSTS		
Housing - rough sleeping accomodation and support		23
Public Health - Testing, contact tracing and outbreak management		93
Compliance and Enforcement		5
Leisure centres - support		216
ICT & remote working		1
Additional external audit costs		40
Additional staff costs - Home But Not Alone and Business grants		83
Cost of hiring venue for council meetings and screens for EH		24
Recovery support for Businesses		50
Elections costs		4
Aditonal Contractor costs for Capital works		22
Supplies and materials including Personal Protective Equipment		51
Total COVID costs		613
GENERAL FUND IMPACT BEFORE FUNDING		
		921
NEW FUNDING		
COVID-19 Local Authority Support Grant		(414)
Containment outbreak management fund		(107)
TOTAL NEW FUNDING		(521)
Surplus forecast		
		(878)
Specific grants to be carried forward		(115)
Balance remaining in COVID Reserve		(762)

6. 2021/22 OUTTURN POSITION

6.1 The report covers:

- The General Fund Revenue Budget
- The General Fund Capital Programme.

6.2 Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:

- Economic conditions and those services that are affected by demand
- Uncertainties relating to funding or other changes that were not known at the time the budget was approved.

6.3 Taking each area in turn, the position on key aspects of the 2021/22 budget is summarised below:

General Fund Revenue Account

6.4 In relation to funding:

- (a) Council Tax (£5.8m): at the end of June, the collection rate was 29.43%, compared with 28.7% for the same period the previous year.
- (b) Government Grants: baseline business rates of £1.6m and New Homes Bonus (NHB) of £835k were forecast in the 2021/22 budget. NHB is fixed but the actual amount of business rates will vary.
- (c) Business Rates: at the end of June, the collection rate was 24.15% compared with 26.43% for the same period the previous year. Collection rates have been impacted by COVID19. This will be reviewed and monitored during the year. It is anticipated that any financial impact of this will be mitigated by the £133k compensation payments received from Government in 2020/21 for 75% of irrecoverable loss of council tax and business rates, which was put into the Business Rates and Council Tax reserve to be used this year.

6.5 Based upon financial performance and information from April to June (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.

6.6 A tolerance level of 10% based on full year actual to budget has been used to identify those variances where further narrative is provided. Appendix A shows the main items that are included in the overall variance of £261k. The forecast variances identified within this report will be taken into consideration when setting the budgets for 2022/23.

Business Rates Retention Pilot

- 6.7 Following the successful bid by the 8 local authorities in Suffolk to become a pilot area for the retention of 100% business rates growth in 2018/19, for one year only, Appendix B provides further details of the schemes and spend as at June 2021. A separate report will be prepared for Cabinet setting out proposals for use of the unallocated balance for feasibility work under the three themes of the Economic Strategy and Recovery Plan.

Strategic Priorities Reserve (Previously Transformation Fund)

- 6.8 The table below provides a high-level summary of the anticipated movement in the Strategic Priorities Reserve during 2021/22. It does not include the £261k surplus, as this is likely to change as the year progresses and will comprise a number of other transfers to and from reserves. These will be approved as part of the outturn report. A more detailed breakdown of the expenditure from the Fund is shown in Appendix C.

Strategic Priorities Reserve	£'000
Restated Balance at 31 March 2021*	1,062
<u>Less:</u>	
Actual spend 2021/22 - Appendix C	(16)
Other Commitments - Appendix C	(398)
Total spend & commitments	(415)
Remaining unallocated balance	647

* reduced by £291k due to an audit adjustment for CIL

- 6.9 Commitments in 2021/22 will continue to be reviewed to ensure the key priorities are supported.

Earmarked Reserves

- 6.10 Earmarked reserve balances were £7.945m as at 1 April 2021 excluding the £4.541m S31 grants received in 2020/21 that will be used to cover the cost of retail, hospitality and leisure reliefs during 2021/22 through the Collection Fund. Appendix D outlines the specific earmarked reserve movements that are included within the full year forecast for Quarter 1.
- 6.11 Earmarked reserves are for a particular purpose or known requirements that affect more than one financial year. The Council can increase its earmarked reserves when underspends occur, income has exceeded costs or where grant monies or other sources of funding are received for specific purposes. For those service areas that are now incurring expenditure in 2021/22 in relation to these grants / funding, it is possible to make a transfer from those reserves. They include Community Housing Fund (£26k), Temporary Accommodation (£14k), and Well-being (£56k). There are also transfers to reserves for Homelessness (£25k), Elections (£20k), and Neighbourhood Planning Grants (£45k).

Capital

- 6.12 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
- 6.13 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects relating to investments and commercial delivery where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved because of the capital investment rather than variances against the plan for a particular year.
- 6.14 Capital expenditure for the period April to June 2021 totals £526k, against a revised programme (including carry forwards) of £20.79m, as set out in Appendix E. The profile of the anticipated spend for 2021/22 is difficult to assess at this stage of the year and it is likely that there will be slippage in the delivery of some programmes due to the ongoing effects of COVID19 and based on previous years outturns.
- 6.15 Some items in the capital programme, such as the Strategic Investment Fund, Regeneration Fund and Belle Vue are unlikely to be fully spent in year, so the figures in Appendix E anticipate that a request will be made to carry forward any unspent balance at year-end.

7. LINKS TO THE CORPORATE PLAN

- 7.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to financially sustainable Councils, managing our corporate and housing assets effectively, and property investment to generate income.

8. FINANCIAL IMPLICATIONS

- 8.1 These are detailed in the report.

9. LEGAL IMPLICATIONS

9.1 There are no specific legal implications.

10. RISK MANAGEMENT

10.1 This report is most closely linked with the Council's Significant Risk No. 13 – We may be unable to respond in a timely and effective way to financial demands and Corporate Risk No. 5E05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the forecast savings and efficiencies are not delivered, then it will have a detrimental impact on the resources available to deliver services and the strategic priorities	3 - Probable	2 - Noticeable	Monitored throughout the year by Finance Teams, Corporate Managers, Assistant Directors and the Senior Leadership Team
If economic conditions and other external factors like COVID19 are worse than budgeted for it could have an adverse effect on the Councils 2021/22 and medium-term financial position	3 - Probable	2 - Noticeable	Focus is on monitoring key income and expenditure streams – but Government changes and economic conditions continue to affect costs and income for a number of services. COVID19 reserve used to offset these costs and maintain sufficient minimum reserve level to withstand the impact.

11. CONSULTATIONS

11.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate

12. EQUALITY ANALYSIS

12.1 An equality analysis has not been completed because there is no action to be taken on service delivery as a result of this report.

13. ENVIRONMENTAL IMPLICATIONS

13.1 There are a number of areas that as a result of COVID19 have had a positive effect on the Council’s environmental impact as well as the financial position. They include for example, reduced travel, less printing and reduced utility costs.

14. APPENDICES

Title	Location
Detailed Variances (Revenue)	APPENDIX A
Business Rates Retention Pilot	APPENDIX B
Strategic Priorities Reserve	APPENDIX C
Earmarked Reserves	APPENDIX D
Detailed Variances (Capital)	APPENDIX E

15. BACKGROUND DOCUMENTS

23 February 2021 General Fund Budget 2021/22 and Four-Year Outlook – BC/20/24

REVENUE DETAILED VARIANCES

Area	Full Year Budget £000's	Q1 Full Year Forecast £000's	Q1 Forecast Variance £000's	Comment
Assets & Investments	390	335	-55	
Endeavour House - HQ	245	207	-38	Reduced Service Charge negotiated along with savings associated with rent reduction on giving up members area.
Other Expenses/Revenue	145	127	-17	
Communities & Wellbeing	743	763	20	
Wellbeing Clinical Commissioning Group (CCG) Funding	36	46	10	3 month saving on Integration and Partnerships post (£9k) offset by £19k Homestart Costs which will be funded by transfer from reserves
Other Expenses/Revenue	708	717	9	
Corporate Resources	1,632	2,090	458	
External Audit	80	120	40	Finalisation of 2019/20 audit fees, which were higher than previously estimated. Shortfall will be funded from COVID19 Reserve.
Pay Inflation and Increment Costs	-414	-93	321	Adjustment to reflect variances on vacancy management included in the functional areas, tracking £93k away from centrally held budget.
Council Tax Collection	-181	-83	98	Budget for Recovery of legal costs on collections will not be realised due to change in availability of court time which reduces the amount of costs added to outstanding debts. Shortfall will be funded from COVID19 Reserve.
Other Expenses/Revenue	2,146	2,146	0	
Customers, Digital Transformation & Improvement	1,720	1,654	-66	
Business Improvement (Corporate)	135	103	-32	Staff vacancies that are in the process of being recruited to.
Customer Services	544	509	-35	Staff vacancies that are in the process of being recruited to.
Other Expenses/Revenue	1,042	1,042	0	
Economic Development & Regeneration	330	315	-16	
Visitor Economy	20	7	-13	£7k favourable reflecting Visit Suffolk Marketing Contribution & Reduction of £5k in Grant to Sudbury Town Council to reflect reduced usage of Sudbury Town Hall as a walk in centre.
Other Expenses/Revenue	310	307	-2	

REVENUE DETAILED VARIANCES

Area	Full Year Budget £000's	Q1 Full Year Forecast £000's	Q1 Forecast Variance £000's	Comment
Environment & Commercial Partnerships	3,892	3,748	-144	
Kingfisher Leisure Centre	178	143	-35	(£11k) favourable due to Covid Relief on Rates running into Q1, (£22k) budget for Repairs & Maintenance not yet utilised.
Service Improvements - Environment & Projects	31	0	-31	Staff vacancy that is in the process of being recruited to.
Food & Safety (General)	270	218	-53	Staff vacancies that are in the process of being recruited to.
Sudbury Car Parks	184	266	82	Car park income still down on budget with effect of lock downs. Rates on car parks ahead of budget.
Domestic Waste	1,878	1,863	-15	Budget set on previous tonnage rate and new rates are favourable to budget. Decrease in disposal costs; Paper bank collection stopped May 2021 and costs reduced.
Garden Waste	-418	-450	-31	(£131k) favourable to forecast due to Recycling credits and large uptake on Garden Waste subscriptions, partly offset by increase in recycling costs. Further savings were achieved on the Serco contract as budget (+3%) was set before re-indexing of -1.39% was agreed. £100k adverse variance to budget due to HVO purchase.
Licensing Staff Costs	82	0	-82	Staff vacancies that are in the process of being recruited to.
Taxi & Private Hire Licensing	-64	-49	15	Shortfall in income in Q1 forecast through to full year deficit due to ongoing effects of the Pandemic
Alcohol, Entertainments & Late Night Refreshment	-82	-61	22	Shortfall in income in Q1 forecast through to full year deficit due to ongoing effects of the Pandemic, which will be covered by COVID19 Reserve
Other Expenses/Revenue	1,834	1,818	-15	
Housing (General Fund Revenue)	492	493	0	
Law & Governance	987	988	1	

REVENUE DETAILED VARIANCES

Area	Full Year Budget £000's	Q1 Full Year Forecast £000's	Q1 Forecast Variance £000's	Comment
Planning & Building Control	1,122	662	-460	
Development Management	161	-200	-361	(£311k) favourable variance attributed to strength of applications on developments getting underway post lockdowns - income expected to be strong in Q1 & Q2 before falling back to normal levels. (£50k) favourable to budget on staff vacancies, partially offset by Consultancy costs
Pre-Application Charging	-39	-58	-20	Favourable Q1 & Q2 income associated with volume of development
Planning Performance Agreement	-10	11	21	Current Activity not supporting budgeted income - to be reviewed in Q2
Building Regulations Chargeable Service	-32	-94	-62	Strength of development still driving additional income to the council, expected to continue to be strong before falling off early 2022.
Street Naming & Numbering	5	-11	-16	Above anticipated levels of income in line with strength and volume of development
Planning Enforcement	167	153	-13	Staff vacancies as above
Other Expenses/Revenue	870	861	-9	
Senior Leadership Team	673	675	2	
Total	11,982	11,721	-261	

BABERGH – BUSINESS RATES PILOT

Scheme Description	BRR Funding £'000	Actual Spend 2018/19 £'000	Actual Spend 2019/20 £'000	Actual Spend 2020/21 £'000	Actual Spend 2021/22 £'000	Commitments 2021/22 £'000	Cumulative Spend to 2021/22 £'000
Hamilton Road Quarter, Borehamgate & Belle Vue Site	500	46	118	131	11	21	327
Angel Court Housing Development	200	-	3	30	-	71	103
Workspace & Grow-on Commercial	200	20	65	3	-	4	91
Inclusive Growth Engagement Officer	60	-	-	-	-	-	-
Establishment of a Central Suffolk Chamber of Commerce	42	30	-	12	-	-	42
St Peters Church Regeneration	100	-	-	100	-	-	100
Business Innovation Grants	158	-	-	-	-	-	-
Unallocated	159	-	-	-	-	-	-
BRRP Total	1,419	96	185	275	11	96	664

Strategic Priorities Reserve

Project	Total Budget £'000	Council's Share of Budget £'000	Cumulative spend to 2019/20 £'000	Spend 2020/21 £'000	Spend 2021/22 to Q1 £'000	Total Spend £'000	Variance (favourable / adverse) £'000	Commitments £'000
Business Growth								
Town Visioning & Investment work - the Economic Development Team will engage with key town stakeholders to create and maintain sustainable partnerships for the delivery of a range of projects and programmes that benefit the town's future development and growth. These vital partnerships in the form of Vision or Invest Boards will promote our places through a single voice to stimulate investment, support our businesses and create jobs, enhance and grow our cultural offer, and create opportunities to raise skills levels and aspiration in our communities, making our 5 key market towns desirable places to live and work in. (BDC - 21%, MSDC - 79%)	209	44	11	-	5	16	(28)	28
Hadleigh A1071 Workspace Scheme (BDC only)	100	100				-	(100)	100
Community Capacity Building								
New engagement post within Communities to support the development of key sites. PROJECT COMPLETE	86	31	26	5	-	31	(0)	-
Community Capacity Building 2020/21	314	64	-	46	0	47	(17)	17
Members Locality Budgets 2021/22	314	64				-	(64)	64
Efficient Organisation								
Additional resources to enable Senior Planning Officer level to be released to support delivery of the planning transformation Programme (BDC -50%, MSDC - 50%)	205	103	55	1	-	56	(47)	47
To provide resource to support the management and delivery of the Customer Transformation Programme - work designed to accelerate a number of customer and digital focused projects. (BDC -50%, MSDC - 50%)	33	16	7	-	-	7	(10)	-
To fund the IESE customer focus wheel intervention and Business Process Re-engineering training. The customer focus wheel will provide the Councils with a sound evidence base to help benchmark where we are against customer centric culture, processes, vision and performance to understand if the proposed projects will ensure we deliver the expected outcomes. The project is anticipated to be a minimum of 2/3 years. (BDC -50%, MSDC - 50%)	29	15	-	15	-	15	-	-
Public Realm - transition to combined in-house delivery	98	49	-	34	0	35	(14)	14
Housing Delivery/Business Growth								
Commissioning of external specialist feasibility / viability work on key sites as required, to be able to move them forward for approval and development to support economic and housing growth	475	259	194	-	-	194	(65)	65

Strategic Priorities Reserve

Project	Total Budget £'000	Council's Share of Budget £'000	Cumulative spend to 2019/20 £'000	Spend 2020/21 £'000	Spend 2021/22 to Q1 £'000	Total Spend £'000	Variance (favourable) / adverse £'000	Commitments £'000
Environment								
Solar PV multi-function carport including battery storage & vehicle charging points Funding required for technical feasibility and viability appraisal for installations at two Leisure Centres & Council carparks in Sudbury and Stowmarket. Also, a third flexibly deployable option to be worked up as part of the study. This can support external investment opportunities and delivery against environmental and economic priorities, including transitioning towards carbon neutral districts by 2030.	40	20	-	11	1	12	(8)	8
Sustainable travel officer post & licence for commonplace engagement software regarding cycling and walking routes Funding for the above post as approved by Cabinets and matched by the IECCG Wellbeing funding together with software license to enable stakeholder engagement	45	23	-	1	2	3	(19)	19
Solar PV multi-function carport including battery storage & vehicle charging points Funding for capital expenditure 2021/22	223	112	-	-	-	-	(112)	112
General Transformation - other projects								
Other items	286	17	17	-	-	17	-	-
Trees for Life (BDC - 40%, MSDC - 60%)	23	9	3	-	-	3	(7)	7
Sports strategy refresh	40	20	-	10	7	16	(4)	4
HR Business Partner	52	26	-	-	-	-	(26)	26
Total	2,362	866	312	130	16	457	(408)	398

General Fund Earmarked Reserves

	Balance 31 March 2021 (£'000)	Transfers between (£'000)	Forecast transfers to (£'000)	Forecast transfers from (£'000)	Balance 31 March 2022 (£'000)
Carry Forwards	571	-	-	(571)	-
Strategic Priorities*	1,061	-	-	(415)	647
Business Rates Retention Pilot (BRRP)	862	-	-	(107)	755
Business Rates & Council Tax	6,106	-	77	(4,541)	1,642
Climate Change and Biodiversity	200	-	143	(54)	289
Government Grants	164	-	5	-	169
Commuted Maintenance Payments	822	-	-	-	822
COVID 19	1,171	-	414	(823)	762
Elections Fund	40	-	20	-	60
Elections Equipment	35	-	-	-	35
Homelessness	159	-	60	(35)	184
Temporary Accommodation	145	-	-	(14)	131
Rough Sleepers	26	-	-	-	26
Planning (Legal)	323	-	-	-	323
Neighbourhood Planning Grants	49	-	68	(23)	94
Community Housing Fund	178	-	-	(26)	152
Strategic Planning	40	-	-	-	40
Joint Local Plan	100	-	-	-	100
Planning Enforcement	93	-	-	-	93
Well-being	253	-	-	(56)	197
Waste	87	-	-	-	87
Total Earmarked Reserves	12,486	-	787	(6,666)	6,607

*Strategic Priorities Reserve reduced by £291k due to accounting adjustment for CIL as part of 2019/20 audit

2021/22 Capital Programme

BABERGH DC CAPITAL PROGRAMME 2021/22	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q1	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	
General Fund Housing						
Mandatory Disabled Facilities Grant	760	747	1,507	111	1,507	
Renovation/Home Repair Grant (formerly Discretionary Housing Grants)	100	37	137	43	137	
Empty Homes Grant	100	142	242	-	242	
Grants for Affordable Housing	-	400	400	-	400	
Total General Fund Housing	960	1,326	2,286	154	2,286	
Environment and Projects						
Recycling Bins	65	-	65	36	65	
HVO Storage Tank	50	-	50	-	50	Being financed from CIL
Total Environment and Projects	115	-	115	36	115	
Communities and Public Access						
Planned Maintenance / Enhancements - Car Parks	55	79	134	-	134	
Vehicle and Plant Renewals	715	-	715	-	715	
Total Community Services	770	79	849	-	849	
Economic Development and Regeneration						
Belle Vue	-	2,000	2,000	0	2,000	
Total Economic Development and Regeneration	-	2,000	2,000	0	2,000	

2021/22 Capital Programme

BABERGH DC CAPITAL PROGRAMME 2021/22	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend to date	Full Year Forecast at Q1	Comments
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	
Sustainable Communities						
Play Equipment	129	77	206	-	206	
S106 Open Spaces Grants	-	-	-	54	54	To be financed from S106 monies
Community Development Grants	117	79	196	28	196	
Total Sustainable Communities	246	156	402	81	456	
Leisure Contracts						
Kingfisher Leisure Centre - Improvements	100	627	727	12	727	
Hadleigh Pool and Leisure - Improvements	50	353	403	-	403	
Hadleigh Pool and Leisure - New Pool and Refurbishment	-	346	346	0	346	
Battery Storage and Solar Car Ports	600	-	600	-	600	
Total Leisure Contracts	750	1,326	2,076	12	2,076	
Assets and Investments						
Planned Maintenance / Enhancements - Corporate Buildings	30	-	30	-	30	
CIL Funded Infrastructure Grants	-	-	-	146	146	To be financed from CIL
Strategic Investment Fund	-	3,000	3,000	-	3,000	
Regeneration Fund	64	6,411	6,475	94	6,475	
Regeneration Fund - Former Council Offices	2,979	181	3,160	(0)	3,160	
Total assets and Investments	3,073	9,592	12,665	239	12,811	
Total Customers, Digital Transformation and Improvement	250	150	400	3	400	
Total General Fund Capital Spend	6,164	14,628	20,792	526	20,992	

Agenda Item 9

BABERGH DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: BCa/21/19
FROM: Councillor John Ward, Cabinet Member for Finance	DATE OF MEETING: 6 September 2021
OFFICER: Katherine Steel, Assistant Director, Corporate Resources	KEY DECISION REF NO. CAB273

HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2021/22 – QUARTER 1

1. PURPOSE OF REPORT

- 1.1 This report considers the revenue and capital financial performance for the period April to June as well as the impact of COVID19 on the Council's finances and highlights significant variances expected for the financial year 2021/22. The revenue position is forecast to be an adverse variance of £223k.

2. OPTIONS CONSIDERED

- 2.1 At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the adverse variance of £223k, referred to in section 6.5 of the report, be noted;
- 3.2 The 2021/22 revised Capital Programme referred to in Appendix A and section 6.13 be noted.

REASON FOR DECISION

To ensure that Members are kept informed of the current budgetary position for both the HRA Revenue and Capital Budgets.

4. KEY INFORMATION

Strategic Context

- 4.1 The financial position of the HRA for 2021/22 should be viewed in the context of the 30-year business plan. The budget set in February 2021 showed a forecast surplus position for 2021/22 of £127k this was achieved by reviewing both capital and revenue budgets.
- 4.2 The Housing Service continuously identifies savings, efficiencies and income generation opportunities that will achieve a sustainable business plan into the future. The business plan sets out the aspiration of the Council to increase the social housing stock by either buying existing dwellings or building new ones.

- 4.3 Following a period of five years that saw annual rent reductions, which ended in March 2020, councils are allowed to increase rents by the maximum of the Consumer Price Index (CPI) +1% for a period of five years from April 2020. Subject to Compliance with the Regulator of Social Housings Rent Standard, this begins to mitigate the impact of the 1% reduction on the 30-year plan.
- 4.4 With the Council's housing stock at 3,443 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. Members should therefore consider annual variances in the context of the medium-term outcomes that the Council wishes to achieve.
- 4.5 As COVID restrictions ease, property repairs and maintenance work are re-commencing within the Government's COVID19 safety guidelines. However, the impact of the backlog of works to be carried out is likely to incur additional costs during 2021/22.
- 4.6 The new build programme has been impacted as development ground to a halt during lockdown and has been slow to recover, and as it does, now carries additional COVID19 related costs for site works to re-commence safely.

5. 2021/22 Financial Impact of COVID19

- 5.1 The HRA is likely to continue to be impacted by COVID19 during 2021/22 due to additional costs for sub-contractors to deal with backlogs in maintenance, potential delays in the capital programme and additional costs as described below and in 4.5 above.
- 5.2 In terms of income, there has not been any reduction to income levels during the first quarter of 2021/22. This may not be the case when the furlough scheme comes to an end in September 2021 as tenants who are in employment may be impacted. Housing Benefit and Universal Credit tenants are likely to be unaffected. However, levels of debt to be written off are expected to be very low, if any, as any outstanding rents are likely to be reclaimed, but over a longer period because of secure tenancies. As well as the decision last year not to evict any tenant that has generated arrears as a result of COVID19. The team will continue to monitor the situation closely over the coming months and update the financial position accordingly.

6. Quarter 1 Position

- 6.1 The report covers:
- The Housing Revenue Account (HRA) Revenue Budget
 - The Housing Revenue Account (HRA) Capital programme
- 6.2 Budget monitoring is a key tool and indicator on the delivery of the council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:
- Economic conditions and those services that are affected by demand.
 - Base budgets being over or understated.
 - Uncertainties relating to funding or other changes that were not known at the time the budget was approved.

- 6.3 Based upon financial performance and information from April to June 2021 (with trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
- 6.4 Taking each area in turn, the position on key aspects of the 2021/22 budget is summarised below:

Revenue

- 6.5 The original budget set for the HRA for 2021/22 shows a surplus of £127k, which would be transferred to reserves to achieve a balanced budget position. The forecast position for the year as at June is an adverse variance of £223k, as detailed in the table below.

	Budget 2021/22	Full Year Forecast Quarter 1 2021/22	Full Year Forecast Variance to Budget (favourable) / adverse	% variance
	£'000	£'000	£'000	
Dwelling Rents	(16,492)	(16,488)	4	0%
Service Charges	(584)	(577)	8	-1%
Non Dwelling Income	(183)	(195)	(12)	7%
Other Income	(11)	(11)	0	0%
Interest Received	(10)	(10)	-	0%
Total Income	(17,281)	(17,281)	(0)	0%
Housing Management	2,959	2,915	(43)	-1%
Building Services	3,564	3,831	267	7%
Depreciation	4,280	4,280	-	0%
Interest payable	3,161	3,161	-	0%
Debt Repayment	150	150	-	0%
Revenue Contribution to Capital	2,901	2,901	-	0%
Bad Debt Provision	139	139	-	0%
Total Expenditure	17,154	17,377	223	1%
Deficit / (Surplus) for Year	(127)	97	223	

- 6.6 The forecast variances identified within this report will be taken into consideration when setting the budgets for 2022/23.
- 6.7 The main items that are included in the overall adverse variance of £223k are detailed below:
- 6.8 **Housing Management – a favourable variance of £43k**
- Unfilled vacant roles have driven the savings against budget.
- 6.9 **Building Services (Responsive Repairs and Maintenance) – an adverse variance of £267k**
- A £345k adverse variance to budget is predicted on the use of sub-contractors to support the Trades Team in completing a backlog of void and responsive jobs, built up because of Covid restrictions. This backlog has also led to an increase in spend on materials. Increases in the cost of materials has not impacted the Council which works to a national schedule of rates. Actions have been taken to mitigate against scarcity of supply post COVID19.

- A favourable variance of (£52k) income is forecast from the Renewable Heat Incentive scheme. Quarter one has shown a larger than expected uptake of the scheme following identification of more eligible households.
- A favourable variance of (£35k) is forecast due to a short delay in the adoption of hydro-treated vegetable oil (HVO) fuel vehicles, meaning the higher costs built in to the budget have not yet been required.
- Other small adverse variances totalling £9k.

6.10 The net £223k adverse position means that the total HRA balances as at 31 March 2022 would be £16.673m. This includes a minimum working balance of £1m, £15.558m in the Strategic Priorities Reserve and £116k in other earmarked reserves.

Capital

6.11 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans. A zero-based approach was adopted for the capital programme for 2021/22 to ensure that resources are aimed at delivering the Council's strategic priorities.

6.12 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during a particular financial year. The Council continues to embark on new projects e.g., building new homes, where it is difficult to accurately predict at the planning stage how payments will be scheduled. Members should therefore focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.

6.13 Actual capital expenditure for the period April 2021 to June 2021 totals £3.12m, against the budget (including carry forwards) of £27.61m, as set out in Appendix A.

6.14 For the capital programme the full year forecast is currently equal to the budget. It is difficult to predict what the full year position will be at this stage of the year, but past years' experience suggests it is unlikely that this will be fully spent. We will continue to monitor this position as the year progresses.

7. LINKS TO CORPORATE PLAN

7.1 Ensuring that the Council makes best use of its resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to a financially sustainable Council, managing our housing assets effectively, and property investment to generate income.

8. FINANCIAL IMPLICATIONS

8.1 These are detailed in the report.

9. LEGAL IMPLICATIONS

9.1 There are no specific legal implications.

10. RISK MANAGEMENT

10.1 This report is most closely linked with the Council's Significant Risk No. 13 – We may be unable to respond in a timely and effective way to financial demands and also Corporate Risk No. 5E05 – if the Finance Strategy is not in place with a balanced

position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If there are increases in inflation and other variables, then Council Housing self-financing could result in a greater risk to investment and service delivery plans.	Unlikely - 2	Noticeable – 2	Inflation and interest rate assumptions have been modelled in the HRA business plan. Capital receipts and capital programme funding have been reviewed.
If we fail to spend retained right-to-buy (RTB) receipts within the 5-year period, then it will lead to a requirement to repay to the Government with interest.	Probable - 3	Bad - 3	Provision has been made in the budget and Investment Strategy to enable match funding and spend of RTB receipts.
If we borrow too much to fund new homes, we will not be able to pay the loan interest.	Unlikely - 2	Bad - 3	Follow the CIPFA Prudential Code which states capital investment plans must be affordable, prudent and sustainable.
If economic conditions and other external factors like Covid19 are worse than budgeted for it could have an adverse effect on the Council's 2021/22 and medium-term financial position.	Probable – 3	Noticeable - 2	Maintain the focus and momentum on reducing the budget deficit throughout the financial year. Use of the Covid19 reserve. Maintain sufficient minimum reserve level to withstand the impact.
If capital data is inaccurate it could lead to problems with treasury management debt and cashflows.	Unlikely - 2	Bad - 3	Work closely with treasury management when setting capital budgets and how this will be financed. Monitor the capital spend quarterly and raise any changes with treasury management.

11. CONSULTATIONS

- 11.1 Consultations have taken place with the Assistant Director, Corporate Managers and other Budget Managers as appropriate

12. EQUALITY ANALYSIS

12.1 An equality analysis has not been completed because there is no action to be taken on service delivery as a result of this report.

13. ENVIRONMENTAL IMPLICATIONS

13.1 There are a number of areas that as a result of COVID19 have had a positive effect on the Council's environmental impact as well as the financial position. They include for example, reduced travel and fuel costs.

14. APPENDICES

Title	Location
APPENDIX A – Capital Programme	Attached

15. BACKGROUND DOCUMENTS

23 February 2021 Housing Revenue Account (HRA) Budget and Four-Year Outlook Report 2020/21 – BC/20/25

Capital Programme

BABERGH CAPITAL PROGRAMME 2021/22	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual at end Q1	Full Year Forecast at Q1
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000
Housing Maintenance					
Planned maintenance	3,351	4,202	7,553	966	7,553
ICT Projects	200	213	413	-	413
Environmental Improvements	500	991	1,491	386	1,491
Disabled adaptations to council dwellings	200	174	374	97	374
Horticulture and play equipment	30	30	60	-	60
Total Housing Maintenance	4,281	5,609	9,891	1,449	9,891
New Build and Acquisitions					
New build programme inc acquisitions	7,474	10,242	17,717	1,670	17,717
Total HRA Capital Spend	11,755	15,852	27,607	3,119	27,607

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Quarter 1 Performance

Babergh District Council

September 2021 Cabinet

Agenda Item 10





This performance report has been developed in collaboration with Cabinet members, Senior Leadership Team and corporate managers. It covers the period April - June (Q1).

This quarter continues to reflect the ongoing work undertaken by our officers to support our communities, and the assistance offered in the recovery process from the pandemic. During this period the Councils also undertook an effective local elections campaign ensuring that both officers and the general public remained Covid secure throughout.

Following on from the successful nominations in the iESE awards our Housing team are celebrating having been shortlisted for a national award by local government magazine, The Municipal Journal (The MJ). Their success, in the Community Heroes of the Year category, recognises the team's efforts in keeping vulnerable residents off the streets during the pandemic. As well as the transformation of a delict property in Sudbury.

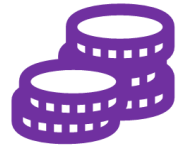
There are also many positive signs highlighting the work being carried out in working towards achieving the outcomes of the key priorities from the Corporate Plan.

Please note:

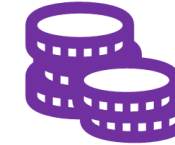
- This is a high-level report, highlighting how the council is performing against its six key priority areas from the Corporate Plan (2019-27). It also gives a snapshot of the overall health of the organisation (including headline performance indicators) and looks in brief towards projects commencing in the next quarter.
- The report provides high level assurance that the council is delivering against the Corporate Plan.

Babergh Economy

Headline Performance Indicators



Covid grant funding:
8442 grants paid worth £42,254,329



£5,111,793

Local Restrictions Support Grant (LRSB) (Closed) (Addendum) Nov and Jan Lockdowns
2432 grants paid

£ 438,342

Discretionary Restart Grant
Paid to 89 businesses

£230,208

Back to Business Grant
11 grants paid

£3,763,000

Closed Business Lockdown Payment
823 grants paid

£50,000

Restart Grant
Paid to 726 businesses

£2,251,740

Additional Restrictions Grant (discretionary grant for businesses affected by Nov and Jan Lockdowns and Tier 4 restrictions)

893 grants paid

Economy

Objectives and progress



Objective 1 – Connected and Sustainable :To be one of the best-connected places in the East of England and be a testbed for new innovation in clean growth industries

Progress:

- Levelling Up Fund bid for £6.36m submitted for on-street bus and bus route/junctions and Hamilton Road Quarter assembly.
- Hadleigh Workspace report signed off by Cabinet and forward funding for next preliminary work package approved.
- Developed Service Level Agreements with Sudbury and Hadleigh Town Councils to support reopening of high streets through Welcome Back Fund.
- Consultation opened for cycling and walking route improvements.
- Exchanged contracts with Apollo on new site for doctors surgery in Sudbury – pre-application submitted to Planning for redevelopment of site.

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What we plan to do next quarter:

- Progress development of digital infrastructure strategy for rollout of ultrafast broadband and promotion of broadband vouchers to businesses.
- Develop specific sector intelligence for key sectors to inform investment and business support in Clean Growth.
- Develop costed pipeline of projects in conjunction with the Local Enterprise Partnership (LEP)
- Sign documentation for the delivery of Sproughton Enterprise Zone.
- Work with Suffolk County Council to develop projects linked to Active Travel phase 2 funding.
- Secure funding for Sudbury bus and junctions through the newly launched Levelling Up Fund and look at alternatives.
- Refresh of workspace and grow-on study evidence post-Covid.
- Progress to next stage all capital projects/pipeline.

Economy

Objectives and progress



Objective 2 – Innovative and Creative :We will become a growing area for Innovation, Enterprise and Creativity in the East

Progress:

- Policy developed for discretionary Restart grants and programme launched to support businesses excluded from main grants programme.
- Recovery Plan drafted and full action plan agreed.
- High Street Heroes programme launched to support independent retailers and businesses across the Districts.
- Analysis of new employment data and collation of key evidence to support refresh of Evidence base for the new Economic Strategy.
- Tender drafted for a screen and creative cluster at Brantham, jointly funded by Suffolk County Council and the landowner/developer.
- Received confirmation that funding bid to Suffolk Inclusive Growth Investment Fund (SIGIF) for Innovate Local project was successful.
- Suffolk Market Events appointed as delivery partner for market stall offer in Hadleigh for Innovate Local programme.
- Extension of Virtual High Street (VHS) programme was launched in Hadleigh and over 50 businesses signed up since the launch.
- Sustainable model developed for the VHS allowing the platform to be financially viable going forward.

What we plan to do next quarter:

- Delivery of digital skills programme.
- Launch of new innovation grants programme.
- Publication of refreshed Evidence Base and launch Recovery Strategy.
- Draft new Economic Strategy.
- Development of an Inward Investment website to ensure the Districts are promoted to investors as a place to locate.
- Progress plans for a Centre of Excellence linked to Innovation Labs to showcase innovation in the region.
- Support plans for redevelopment of key employment/development sites including Brantham and Delphi.

Economy

Objectives and progress



Objective 3 – Successful and Skilled :We will raise levels of aspiration and ambition in our districts and recognise and celebrate our success

Progress:

- Community Renewal Fund bid submitted for £503k to deliver a holistic programme of support for young people and businesses including transferrable skills programme, Knowledge Transfer Partnerships Lite scheme and a community project aimed at inspiring and engaging young people.
- Working with local Cultural Education Partnership to extend programmes across Babergh.
- Supported submission of University of Suffolk led Institute of Technology Phase 2 bid.
- Suffolk Business Survey distributed to businesses across the District.
- Supported development of a Local Enterprise Partnership wide Tourism Recovery Strategy.

What we plan to do next quarter:

- Launch a “trade local” scheme to celebrate the innovation from our businesses during Covid-19 and maintain ongoing local business to business trade.
- Scope an innovation futures pilot with a local school.
- Development of workspace strategy and delivery plan across the District to ensure we have sufficient workspace.
- Commence delivery of Innovate Local programme through opening of Innovation Hub in Sudbury and market stall space in Hadleigh.

Babergh Environment

Headline Performance Indicators



522

New garden waste subscribers

Total subscriptions to date 16,171, there has been a continual increase in the number of subscribers.



81

Incidents of fly tipping

This is a reduction of 50% compared to Q4 20/21



6

Building Control visits in connection with dangerous structures

The building control team dealt with 6 reports of unsafe structures, ranging from unsafe walls / fences, derelict buildings and an out of hours call to assist emergency services with a road traffic collision.



15.15%

of recycling collected was identified as contaminated or too small to process (under 45mm)

Items included mainly bags or bagged waste, glass, food waste or dirty containers and wood. This is a slight decrease on the previous quarter (Data from Materials Recovery Facility input sample)



99%

of fly tips cleared in 48 hours

There have been no fly tipping prosecutions started this year.

Fly tipping data relates to tips on public land only

Environment

Objectives and progress



Objective 1 – To achieve the Councils’ ambition to become carbon neutral by 2030, following the adoption of the Carbon Reduction Management Plan.

Progress:

- Procurement for the Hydrotreated Vegetable Oil (HVO) fuel infrastructure and fuel is complete, and suppliers contracted.
- Tender published for solar car ports contractor and Award of Contract Notice issued.
- Cabinet approved expenditure for the new water filtration system at Kingfisher Leisure Centre.
- The leisure centres and Wenham Depot decarbonisation project is progressing on schedule.
- The leisure centres have been transferred to green tariffs for electricity use.
- An initial feasibility study of our car parks for electric vehicle chargers has been completed.
- First sponsors confirmed for Low Carbon Innovation Showcase event.

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What we plan to do next quarter:

- Installation of HVO tanks is due for completion in July, with the transfer to HVO fuel currently scheduled for August.
- Development of delivery plan with contractor for solar carport.

Environment

Objectives and progress



Objective 2 – Improve the biodiversity of the district, consistent with the biodiversity pledge adopted by the Council

Progress:

- Tree canopy cover survey commissioned which uses satellite imagery and National Tree Map data to produce ward by ward assessment of the percentage of tree cover. This work will also:
 - Quantify ecosystem services provided by trees in each ward – carbon storage, carbon sequestration and rainfall runoff reduction.
 - Assess the percentage of Ash trees in each ward, the impact and costs of removal and replanting due to ash dieback disease.
 - Produce a tree planting strategy which categorises the areas where tree planting will benefit the existing tree stock or improve habitat networks.
 - Quantify the asset value of the trees in each district, define replacement costs for asset management and planning guidance.
 - Tree canopy cover and ecosystem service data will be made publicly accessible on a new web map.
 - Work scheduled for completion in October
- All parishes contacted to begin process of identifying locations for new tree and hedgerow planting,
- In addition, all parishes have been asked to help identify sites where mowing regimes can be adapted to allow wildflowers to establish.

What we plan to do next quarter:

- Tree and hedgerow planting applications out to all Parishes and in addition we are asking Parishes to identify areas they would like to leave grass longer or create wildflower meadows.
- Tree planting to take place over the winter months, new grass regimes to be set up for Spring 2022.

Environment

Objectives and progress

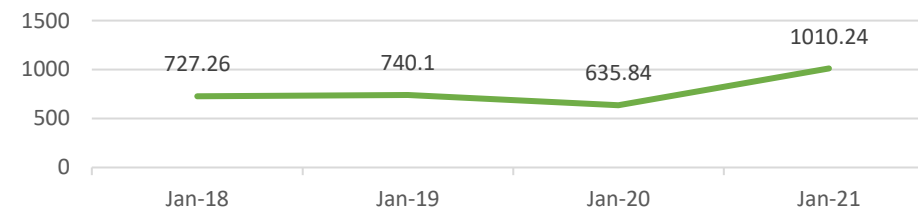
Sustainable environment for



Objective 3 – To promote a safe, healthy, and sustainable environment for our districts.

Progress:

- Site visits to food premises have resumed with the priorities being new businesses which registered during lockdown and the most high-risk existing businesses. Site visits to animal premises such as kennels, catteries and dog breeders have also resumed. We continue to use remote methods of assessment for those that are lower risk to protect our staff and the general public.
- We are continuing to encourage residents to recycle glass through the bottle bank network by using promotional material produced by the Suffolk Waste Partnership.
- BDC have collected over 1,000 tonnes of garden waste in June 2021. This is the first month we have reached 4 figures since the scheme started in 2018. This waste may have otherwise been sent for incineration or disposed of elsewhere.
- We have completed our time with the Design Council (an independent charity with the purpose to make life better by design), understanding how we could make biodiversity changes and one of the outputs from the work was the implementation of smart bins, which will be trialled in Q2.



What we plan to do next quarter:

- We aim to be carrying out food inspections in accordance with the Food Standards Agency's Food Law Code of Practice
- For 2021/22 we are focusing on reducing the amount of glass in recycling bins and encourage them to be recycled through the bottle bank scheme.
- A draft litter and fly tipping strategy is being created.
- To continue our Design Council project work to trial the use of smart bins and the impact of this on littering and create further opportunities to support on biodiversity and climate change initiatives.

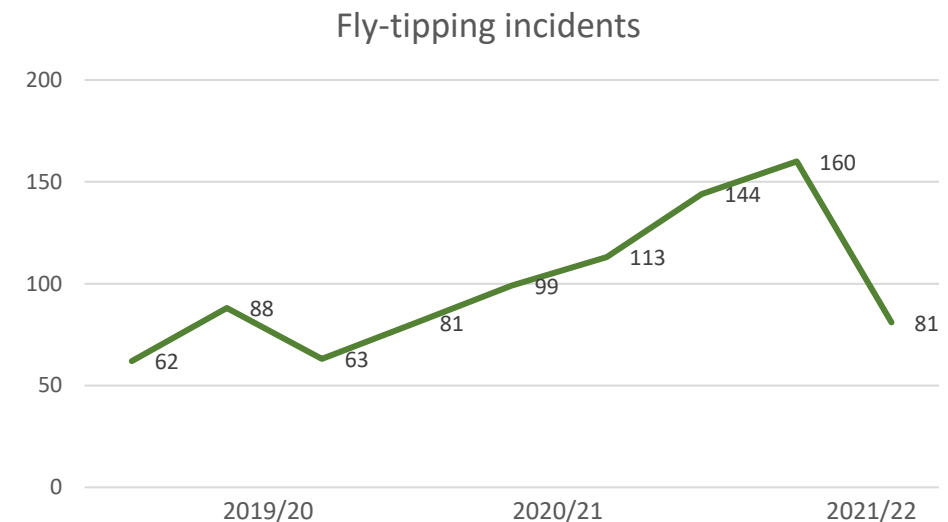
Case study – Fly-tipping reporting toolkit

As part of the Business Process Re-Engineering NVQ a cohort of employees reviewed the processes the Council used for the reporting of fly-tipping. The Council and the Environment Agency are responsible for clearing up and investigating fly-tipping on public land. Clearing fly-tipping from private land is the responsibility of the landowner.

This was a timely piece of work as during the recent pandemic there was a significant increase in the numbers of incidents.

Improvements have been made on the [Councils website](#) offering mobile friendly reporting “from the scene”, with map pinning, reporting on the type and size of the tip as well as the capability to upload photographs. Information is also provided regarding the types of tips that the Council is not responsible for along with information on how to report incidents on private land.

This work also links in with the Suffolk wide campaign **#SCRAPflytipping**



Customers

Headline Performance Indicators

Combined data for both councils



5223
daily
web visits (av.)

Page 50
Reason: lower traffic for Council tax billing and waste pages and COVID-19 related change pages, however, increases for elections.



602
calls per day (av.)

17% increase from Q4
Reason: council tax recovery, repairs and rent letters. These are more complex queries that cannot be self-served in many cases due to the nature of the calls (recovery for example.)



74
email responded to
per day (av.)

19% increase from last quarter.



1635
Social media responses
issued



61
compliments

Increase of 20%



4.56
out of 5

New form satisfaction levels for Q1. Waste services and Council Tax enquiries made up most of the forms used.



21%
abandon rate

9% increase from Q4
Reason: higher call volumes



3 min & 16 sec
wait time (av.)

Reason: higher call volumes an extra 100 calls per day from the previous quarter on av.



2,017/680
chatbot and automated
telephone sessions

Chatbot activity reduced by 37% from Q4 and automated telephony up 47% from Q4.



150
stage 1 complaints

Decrease of 30% from Q4. 78% not upheld (23% were service requests or not in scope of the complaints policy)

Customers

Objectives and progress



Objective 1: We will implement the technology capabilities that support and enhance customer and employee experience, invest in our people to give them confidence to use and promote digital services and tools, and underpin this with an ethos and culture of listening and engagement.

Progress:

- Based on feedback regarding the search function on our website, we reviewed the top 50 search reasons and ensured that these all linked to the correct areas (improved from 24% accuracy to 100% accuracy). We will continue to monitor this to ensure that as additional content is added, its linking to the correct areas for customers to easily search.

Over Q1 we implemented a satisfaction survey on our chatbot and automated telephony service to shape future improvements using customer feedback. Based on the frequent searches in the chatbot we have ensured where customers are searching for housing/council tax enquiries in the environment chatbot we provide links to the correct pages on the website (previously these searches would have yielded no results as the bot was set up the answer environmental enquiries).

What we plan to do next quarter:

- Our complaints survey was circulated in early July to all customers who submitted a complaint in the last 12 months using our online portal. This will help to inform the changes we make to our complaints policy, we have also asked customers to provide details if they wish to take part in further conversations about our complaints process to journey map our complaints process from a customer perspective.
- A review of our waste pages on our website has started to ensure these are accessible and consider customer feedback over the last 12 months. Once this has been completed, we will monitor the feedback to understand the customer satisfaction changes over time.
- Lastly, we will continue to make changes to our chatbot and automated telephony service based on the feedback from our satisfaction survey and once we have 3 months of data, will share these in future performance reports.

Customers

Objectives and progress



Objective 2: We will develop and deliver a phased approach to supporting customers with digital inclusion and digital upskilling by working with like-minded community partners and using insight and intelligence to baseline our approach and measure our success.

Progress:

- We have nearly completed our first cohort of digital skills champion training with Suffolk Libraries, following the last 2 sessions we will review the feedback and create a further cohort.
- The tenant's survey was delayed due to the Housing Revenue Account (HRA) business plan consultation, this is now due to go to all tenants in late July early August. The tenants sounding board have been engaged in making changes to the survey.
- The iPads with Suffolk Libraries have been updated to include commonly used applications and helpful links that will assist customers. We are in the process of finalising arrangements for how customers will loan devices, including updating the user agreement, with the service launching at the end of July/early August.

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What we plan to do next quarter:

- Analyse the results of the digital skills survey and work with tenants to create a digital skills support package focused on tenants.
- Monitor the initial use of the iPads through surveys to understand the impact from a customer perspective.
- Create a further cohort of digital champions training and gain interest in our first face to face training session for external customers in digital skills due to be delivered in September.

Customers

Objectives and progress



Objective 3 – We are committed to putting our customers first by reviewing our current processes and re-designing them to ensure that they are simple, intuitive and maximise the use of technology.

Progress:

- The payments system went live in Q1.
- We have agreed new dates for our next cohort of NVQ opportunities in September to help us to drive making improvements to our processes from a customer perspective. We launched the fly-tipping reporting tool, following our first improvement project (from the original NVQ group).

We have recruited a customer insight and intelligence officer starting in September, to support with the creation of customer forums and process redesign work from a customer perspective

Page 53

What we plan to do next quarter:

- Commence a 2nd NVQ cohort to help make improvements to our processes and a review of our fly-tipping data to understand the impact of the new reporting tool.
- To commence work building customer forums, to support with the codesign of services and capture the voice of the customer in our business process redesign work.



Babergh Communities

Headline Performance Indicators



Community Grants



£27,759.71

Capital Grant spend

99% of 2021/22 budget allocated due to carried over projects from 2020/21 and budget carryovers not decided.

£3,304

Community Restart Funding

£32,315.50

S106 funds spent or allocated

£1,714.12

Minor Grant spend

Minor Grants budget 53% allocated for 2021/22.

£32,304

Total amount of funding offered (not spent) through Capital, Minor and Community Restart

(cumulative)

17

Voluntary, Community & Social Enterprises (VCSE) supported

Detailed information on allocations on page 19

Communities

Objectives and progress



Objective 1: To create great places to live and to empower local people and communities to shape what happens in their area

Progress:

- The Leisure, Sport and Physical Activity Strategy was approved by Cabinet in July.
- Sudbury culture group met with a creative strategist to find out more about celebrating Culture 2021 culture tourism campaign and how to best engage. Working with Local Cultural Education Partnership to bridge the gap between arts organisations and local schools.

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Planning of the Silk Festival due to take place in September which will include specialist talks, walks, newly created silk trail app, silk and textile demonstrations, community workshops and film screenings.

- Armed Forces Day: 22/06 Flag Raising Event at Wattisham. Mayor and Chairman attended Shop Window Trail and Hadleigh Royal British Legion painted Armed Forces Day Mural.

What we plan to do next quarter:

- Review and develop the Delivery Plans for the Communities Strategy and the Leisure, Sport and Physical Activity Strategy.
- Silk Festival planning to continue and festival held on 11th and 12th September.

Communities

Objectives and progress



Objective 2 – To effectively deliver our Community Safety Statutory responsibilities deliver on the priorities agreed within the Western Suffolk Community Safety Partnership (WSCSP) Action Plan.

Progress:

- Successful completion of training for staff on sanctions available under the Anti-social Behaviour, Crime and Policing Act (ASBCPA 2014).
- Continued to support the Western Suffolk Community Safety Partnership and contribute to ongoing activities set out in its Action Plan.
- The Anti-Social Behaviour Action Plan continues 70% of tasks completed. Remaining are in line to be completed within deadline.
- The Suffolk Hope awards took place in June with our area being strongly represented. The HOPE Awards are a new opportunity to celebrate the contributions young people make within our communities.
- Working as a member and feeder to the CSP priorities with focus across all priorities.
- Domestic Abuse training identified for December which will promote at least two officers to 'Champion' status.

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What we plan to do next quarter:

- Continue to deliver the Anti-Social Behaviour Action Plan with a focus on ensuring ECINS is rolled out to partners.
- Continue to work with WSCSP partners to deliver its action plan
- Support and promote ASB National Awareness week (19th-25th July).

Communities

Objectives and progress



Objective 3 – To deliver a Community Grants Services that is inclusive and transparent, supports community participation & activity and works with Voluntary and Community Sector organisations to develop thriving communities

Progress:

- Community Grants and S106 funded projects include: S106 contributions towards Lawshall play area access improvements, Hadleigh skate park extension and the regeneration of Belle Vue Park.
- Capital Projects include extension to Preston St Mary Village Hall and carried over projects from 2021/22 including Nedging with Naughton Village Hall's extension, Pinewood Community Centre car park refurbishment and St Peter's Church in Sudbury.
- Revenue Grants: Funding Officer in regular communication with all organisations and in process of meeting on an individual basis.
- Locality Awards: Locality Awards for 2021/22 have been launched with several applications received during Q1.

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What we plan to do next quarter:

- Capital/Minor/S106: Pipeline projects include outdoor gym equipment installation at East Bergholt and Bentley, S106 and support towards Hadleigh Town Council at Layham Road. Capital Grant applications currently on hold but site visits and external funding support still being provided.
- Revenue Grants: Q2 payments to be released and health checks carried out with all client organisations.
- Grants Review: Work ongoing to digitise all application forms.



Babergh Wellbeing

Headline Performance Indicators



Easter Holidays

9 Families engaged in Family Cooking Project – 90% take up
17 Children attended Adventure Days – 43% take up

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6

Home But Not Alone referrals made across both districts by the Communities Team during this period



Outreach programmes developed with Active Suffolk -
No new clients due to covid restrictions.



15

Attendances at Great Cornard for Family Cooking School in May Half Term



7 (cumulative)

Schools supported to help young and vulnerable people to live well
Active Schools – no new activity

Wellbeing

Objectives and progress



Objective 1 – To develop the Councils first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do.

Progress:

The Wellbeing Strategy is now complete in final draft and will be taken to Council in September for approval. In the meantime, work has progressed on the following wellbeing initiatives:

- Women’s Tour – Plans taking shape with Parish Councils, Schools and Community Groups on community Engagement events in villages and towns along the route of the race. Queen of the Mountains (QoM) stage in Glemsford and Sprint in Long Melford.
- Active Wellbeing Virtual Meetings continued – Glemsford/Shotley and Holbrook had no new clients due to covid restrictions.
- Quay Theatre awarded Holiday Activity Funding to deliver summer activities targeted at children in receipt of free school meals.
- Active Schools held virtual meetings and schools are completing their Year 2 reports for action plans.
- Our Parks started in May in Great Cornard (HIIT class) and has an average of 23 attendees per week. Our Parks allows users to participate in quality group exercise classes, outdoors for free.
- Letter Box Project - 22 currently being written to and 36 volunteers.
- Continuing with the development of the Youth Social Prescribing Framework and linking with Suffolk County Council Youth Voice work.
- Working in partnership with the Tobacco Control Alliance to reduce smoking and vaping within the workplace as well as with other businesses in the district.

Wellbeing

Objectives and progress



Objective 1 – To develop the Councils first Wellbeing Strategy to ensure that we put the wellbeing of our communities at the heart of everything we do.

What we plan to do in the next quarter:

- Women’s tour – Activity will be plotted between July and September as tour details are announced.
- Holiday Activity Fund – plans to deliver 16 projects across Babergh aimed at children who receive free school meals but open to all with some paid for and free activities on offer in varied venues/locations. Activities include: Swimming, Footballs, Arts & Crafts, Dance, Music and Activity Days.
- Active Wellbeing – ongoing legacy will be the Fit villages project and sessions such as Older People’s Club at Glemsford Library.
- Active Wellbeing – Project in Shotley/Holbrook completes end of August. Plans for Wellbeing event hosted by Shotley open spaces team with BMSDC & Active Suffolk on 25th August at Shotley village Hall showcasing Health Walks, Social Prescribing and Fitness MOT’s.
- Active Schools – Virtual school sports competition with most schools taking part in interactive challenges.
- Our Parks – promote locally to increase participation.
- Sinfonia Viva Orchestra Dementia Music Project begins in July lasting 5 weeks. Series of virtual workshops with dementia groups and Dementia Action Alliance’s (DAA) in Sudbury, Hadleigh and local care homes using art packs and live musicians.
- Letter Box Project – initially an 8 week programme but will continue as 34 volunteers wish to carry on writing.
- As part of the Suffolk Says Thanks we are working in partnership with East and West Councils to produce “Keep Learning” training for November and December.
- Supporting “Food to Fork” Cookery Classes programme in Hadleigh, a family programme which is due to start at the end of July.

Babergh Housing

Headline Performance Indicators



11

Households placed into temporary accommodation

There has been a noticeable reduction in the number of households requiring Temporary Accommodation during the last quarter, which is positive. However, the team continue to be incredibly busy and dealing with lots of new cases.



19 (17 built and 2 acquired)

New Affordable Homes Acquired or Built

There continue to be issues with the availability of materials and social distancing requirements for the construction industry which is causing some delays.



34

cases where homelessness has successfully been prevented or relieved

There has been slight drop in successful outcomes during the last quarter. However, the team are continuing to work diligently to prevent and relieve homelessness wherever possible.



58

Properties relet (not temporary accommodation)

There has been a slight increase in the number of homes available to let, which is really positive for those needing somewhere safe to call home.



21

average number of days for standard VOID re-lets

There has been an improvement in voids performance in this quarter, which is really positive, and we are now back within target.

Housing

Objectives and progress



Objective 1 – Enabling delivery and provision of homes within the Districts.

Progress:

- The Council’s development partner is marketing and selling shared ownership properties on the Council’s behalf.
- Preparation of Phase 2 housing delivery sites for planning submission in Autumn 2021.
- There were 30 housing specific planning applications granted, these will deliver 131 homes.
- First handovers of 10 new homes at Wolsey Grange, Sproughton.
- Completed an agreement to acquire 5 S106 Units at Phase 1B Great Waldingfield, with Phase 2B due to complete in July.
- Awarded £403k across both Councils via the Rough Sleeper Initiative Funding, from Ministry of Homes, Communities and Local Government (MHCLG). Providing 16 dedicated beds for rough sleepers, and 3 additional staff to provide outreach support.
- Consultation with tenants undertaken on their views on how to spend rent over the next 30 years, as part of the Housing Revenue Account (HRA) Business Plan, 401 tenants responded providing clear indications on what they feel our priorities should be.

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What we plan to do next quarter:

- Shared ownership properties at Waldingfield Road, Sudbury and Bantocks Road, Great Waldingfield to be marketed.
- Handover of properties on four different developments anticipated providing 34 units.
- Design guide consultation to be undertaken with tenants, with further work on the technical specification enabling both to be completed in Autumn 2021.
- Put a stakeholder engagement plan into place for each of the Phase 2 housing sites to ensure that local communities are kept informed/consulted on developments in their areas.
- Organising workshop with tenants, officers and councillors to continue work on the HRA Business Plan priorities.

During Q1 of 2021/22, we launched our news and information bulletin which is emailed out to 3,769 tenants across Babergh and Mid Suffolk.

The 'My Home Email Bulletin' is issued monthly and provides our tenants with information from us as their Landlord.

To date, we have issued four bulletins, which have gone to all tenants, on:

- Our repairs service being reopened following Lockdown 3.0
- Consultation on the Housing Revenue Account Business Plan – resulting in 401 tenants taking part in an initial survey to understand what they think our priorities should be for the next 30 years
- Fire safety in the home
- Summer – consider your neighbours and communities

We have issued two targeted bulletins, which have gone to specific groups of tenants, on:

- Signing up for Tenant Portal (sent only to those that didn't have an active account)
- Repairs satisfaction (a survey that went to tenants who had received a repair in the last two years only)

From the system we use, we know that our average bulletin's performance is above our peer's (other local government users).

- Peer's 'emails opened' average performance – 33.4%
- Our 'emails opened' average performance – 44.7%

You can view previous bulletins here: <https://www.midsuffolk.gov.uk/housing/council-housing/our-tenants/my-home-bulletin-news-for-our-tenants/>



Babergh Health of the Organisation

Headline Performance Indicators

Combined data for both Councils if not specified



1.27

average no. of days
sickness per FTE

Last year's Q1 was 0.82 days



368

Total number of days lost
to sickness

*Top 2 reasons for absence:
36% Mental Health
22% Musculo Skeletal*



129,600

Babergh Twitter
impressions

*'impressions' are the number of
times a Twitter
user sees our Tweets*



219,900

Babergh Reach for
Facebook

*'reach' is the number of unique users
who had any content from our Facebook
page or about the page enter their screen*



475

Babergh Committee /
Council meeting views

*There were 7 meetings held during this
period, 2 of which were joint with an
additional 32 views, Public attendance
to meetings was restored on 12 May*

Health of the Organisation

Objectives and progress



Objective 1 – Develop and implement a comprehensive 'People' Strategy that ensures we are a great organisation to work for, that our people are supported to learn and grow, energised and enabled to deliver our ambitions

Progress:

- Reviewed our people priorities as part of our strategy to ensure we support our people in the right way as we start to emerge from Covid-19.
- Carried out a Health and Wellbeing audit with a group of our people, with the support of 2 occupational psychologists.
- Engaged with Equality, Diversity and Inclusion experts to carry out confidential group sessions with our people from under-represented groups to ensure we are treating everyone fairly and that everyone has equal opportunity within the council.
- Continued to support our early careers programme with the recruitment of 8 interns who have the opportunity to work with us on key projects and develop their learning before returning to education.

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What we plan to do next quarter:

- Review of our occupational health cover and contract.
- Continue to work on our agile / hybrid way of working and revise policies to support this way of work.
- Develop learning interventions to support leaders, managers and our people to lead and work effectively in a hybrid manner.
- Scope work for Phase 2 of our Leadership and management development programme and commence delivery.
- Continue our work on our wellbeing programme, commencing delivery of our mental health and stress management sessions.
- Develop an organisational approach to regular pulse surveys and commence delivery.
- Develop an action plan based on the feedback from our health and wellbeing audit.
- Develop an action plan based on the feedback from our equality, diversity and inclusion sessions.

Health of the Organisation

Objectives and progress



Objective 2 – Provide robust effective management of the Councils finances, including our capital projects and contracts. We will use our resources in a sustainable way and prioritise based upon our Corporate Plan.

Progress:

- Majority of pipeline spend meetings taken place and refining the contracts and tender timeline document for review by the Commissioning and Procurement Board.
- Environmental, Social and Governance (ESG) report presented to Joint Audit and Standards.
- Monthly COVID impact returns prepared for Ministry of Housing, Communities and Local Government (MHCLG).
- Work continued towards finalising the 2019/20 Statement of Accounts.
- Information prepared to inform the 2020/21 outturn reports and work underway on the 2020/21 Statement of Accounts.

Page 66

What we plan to do next quarter:

- 2019/20 Statement of Accounts signed off by external audit.
- Publish the Draft 2020/21 Statement of Accounts and audit work commences.
- Treasury Management 2020/21 outturn report to be presented to Joint Audit and Standards Committee.
- General Fund and HRA 2020/21 outturn reports to be presented to Cabinet.
- General Fund and HRA 2021/22 Quarter 1 reports to be presented to Cabinet.
- Progress on the Finance Transformation plan.

Health of the Organisation

Objectives and progress



Objective 3 – Effective and efficient management of our property portfolio to make the best use of our assets.

Progress:

- Delivery against Strategic Asset Management Action Plan has progressed with a focus against high priority actions embedding a corporate approach to property. Current focus is on operational and income producing assets.
- Endeavour House - Initial proposals and design development ongoing with the help of a staff working group and a councillor working group to deliver our Accommodation and Agile Strategy.
- Completed the sale of a long-standing void premises in Great Waldingfield, at auction securing a capital receipt some £49,000 above Guide Price.
- Completed letting of land at South Suffolk Business Centre to accommodate the Go Start Community Buses.
- Completed the acquisition of a premises at Borehamgate, Sudbury to provide temporary accommodation.

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What we plan to do next quarter:

- Continue to develop the proposals and design to deliver the Accommodation and Agile Strategy
- Continue to deliver the Strategic Asset Management Action Plan Priorities-Undertake first phase of non-housing asset reviews.
- Produce a draft Land Adoption Policy.
- Report first phase of vacant garage reviews.

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Agenda Item 11

BABERGH DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: BCa/21/21
FROM: Elizabeth Malvisi – Cabinet for Environment	DATE OF MEETING: 6 September 2021
OFFICER: Cassandra Clements – Assistant Director – Environment and Commercial	KEY DECISION REF NO. CAB299

ADOPTION OF THE REVISED TABLE OF FARES FOR HACKNEY CARRIAGES

1. PURPOSE OF REPORT

- 1.1 This report is to adopt the revised table of fares fixed for Hackney Carriages operating in the controlled zone of the Babergh District, which was considered by the Licensing and Regulatory Committee at the Meeting of 16 August 2021, following the statutory public consultation exercise. Further it is to quash the resolution made by Cabinet to adopt the revised table of fares on the 4th of February 2021. Members will recall that, unfortunately, the table was found to be discriminatory following the decision.

2. OPTIONS CONSIDERED

Officers have undertaken the statutory public consultation exercise as instructed by the Licensing and Regulatory Committee at the meeting of 11 June 2021. The Licensing and Regulatory Committee in accordance with the Local Government (Miscellaneous Provisions) Act 1976 considered the two options set out below.

Option 1

That the Licensing and Regulatory Committee was minded that no change was necessary to the revised table of fares fixed for Hackney Carriages operating in the controlled zone of the Babergh District.

Option 2

That the Licensing and Regulatory Committee was minded, to modify the revised table of fares fixed for Hackney Carriages operating in the controlled zone of the Babergh District.

- 2.2 The Licensing and Regulatory Committee following consideration of the options above made the following recommendations to Cabinet that:
- (i) Option 2 be approved, and the revised table of fares attached to this report as Appendix A, for Hackney Carriages within the controlled zone of the Babergh District be adopted; and
 - (ii) once adopted the revised table of fares shall become effective on **1 November 2021**

<p>3. RECOMMENDATIONS</p> <p>3.1 That Cabinet quashes the resolution made on the 4th of February 2021 to adopt the table of fares which were previously recommended by Licensing and Regulatory Committee.</p> <p>3.2 That Cabinet following consideration of Licensing and Regulatory Committee’s recommendation, adopts the revised table of fares, attached at Appendix A to this report, and in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976, and set the date of 1 November 2021 for these to come into effect.</p>
<p>REASON FOR DECISION</p> <p>To adopt the revised table of fares for Hackney Carriages within the Babergh District.</p>

4. KEY INFORMATION

- 4.1 Local authorities have the power to fix the maximum rates of fares for hackney carriages within their District by virtue of section 65 of the Local Government (Miscellaneous Provisions) Act 1976. There are no statutory powers to set fares for private hire vehicles. A hackney carriage may ply for hire and wait on a taxi rank. Private hire vehicles must be pre-booked, and operators may set their own charges.
- 4.2 Taximeters and corresponding fare tables should be calibrated in imperial units, rather than metric (although metric equivalents may also be shown). This is due to Regulation 5(2) of the Units of Measurement Regulations 1995.
- 4.3 Fares for hackney carriages in Babergh District have not increased since August 2016 and a review, revision and consultation have now been undertaken.
- 4.4 It will be an operational decision for each operator/proprietor whether the maximums are charged, as they have discretion to charge less if they so wish and a passenger is entitled to attempt to negotiate a lesser fare. However, proprietors must meter the maximum fares permissible in the district. Maximum fares should be transparent to fare paying passengers and should enable operators to charge realistic fares.

5. LINKS TO CORPORATE PLAN

- 5.1 These licensing functions most closely align with -
 - supporting businesses to thrive and grow, with a particular emphasis on smaller and start-up concerns;
 - encouraging employable skills (local transport and public service standards);
 - supporting safe and active communities; and
 - co-ordinating our approach to regulation with Suffolk County Council to minimise the burdens on local business (particularly through the safety and suitability arrangements the District/Boroughs have together with the County, in respect to school transport and social service contracts).

6. FINANCIAL IMPLICATIONS

- 6.1 This is a statutory function, and the legislation provides for recovery of the reasonable costs of administration, inspection and supervision of the licensing scheme.

7. LEGAL IMPLICATIONS

- 7.1 The Act doesn't set out a specific right of appeal where a Council has adopted a maximum table of fares for hackney carriages, however the fare table may from time to time be subject to judicial review. Consultation and following the prescribed Notice requirements mitigate the main risks.

8. RISK MANAGEMENT

- 8.1 This report is most closely linked with the Council's Significant Business Risk No. 12 - Councils may be perceived to be untrustworthy and have a poor reputation. Operational risk 2AO1 - If licensing functions are not delivered within prescribed framework/local policy/timeframe, then businesses will be impacted, and reputational harm/appeal likelihood will increase. Financial loss. Further Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to regularly review and consult upon hackney carriage fares may impact negatively on the trade who are subject to variable costs and overheads, licence fees, fluctuating fuel prices, market forces, insurance and vehicle maintenance costs.	2 - Unlikely	2 - Noticeable	Review, revise and re-consult on the hackney carriage table of fares on a regular basis.

9. CONSULTATIONS

- 9.1 The Statutory Public Notice was issued in the local press (East Anglian Daily Times – 14 June 2021 edition), a Notice was posted at the Council Offices and also Notices were placed at the customer access points within the districts to advertise the proposed variation of hackney carriage fares, as required by Section 65 of the Local Government (Miscellaneous Provisions) Act 1976 Part II.
- 9.2 Responses received from the Hackney Carriage trade are attached to this report as Appendix C.
- 9.3 There have been **no** responses to the table of fares from the general public during the consultation period.

10. EQUALITY ANALYSIS

There are no equality implications arising directly from this report. This is a revision to an existing fare scheme. The council recognises its obligations under the Equality Act 2010, in the exercise of its licensing functions, and shall have due regard to any comments received during the consultation, or individual applications, on equality issues.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no Environmental Implications arising from this report.

12. APPENDICES

Title	Location
(a) Revised hackney carriage table of fares	Attached
(b) Existing table of fares for hackney carriages	Attached
(c) Responses received during the consultation period	Attached

13. BACKGROUND DOCUMENTS

13.1 Local Government (Miscellaneous Provisions) Act 1976

14. REPORT AUTHORS

Emma Richbell – Assistant Manager for Food, Safety and Licensing

Katherine Green – Licensing Officer

APPENDIX A



Table of Fares for Hackney Carriages (Taxis) within the Babergh District

SECTION 65 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976
Maximum Hackney Carriage Fares allowed

	Fare up to 528 yards or 108 seconds (or combination of distance and time)	Each additional unit of 176 Yards or part thereof or period of 36 seconds or part thereof	Waiting Time per hour
Rate 1 For Hirings for 1-4 passengers between 07:00 – 23:00 hrs (Mondays to Sundays inclusive)	£3.20	18p (£1.80 per mile)	£18.00
Rate 2 For Hirings for 1-4 passengers between 23:00 – 07:00hrs (Mondays to Sundays inclusive) and ALL BANK HOLIDAYS excluding those covered by Rate 3. AND For Hirings of Multi Seater vehicles carrying 5-8 passengers between 07:00 -23:00hrs (Mondays to Sundays inclusive)	£4.80	27p (£2.70 per mile)	£27.00
Rate 3 For Hirings for 1-4 passengers between Christmas Eve: 18:00 on 24 December to 07:00 on 27 December and New Year's Eve: 18:00 31 December to 07:00hrs 2 January. AND For Hirings for 5-8 passengers between 23:00 – 07:00hrs (Mondays to Sundays inclusive) and ALL BANK HOLIDAYS excluding those covered by Rate 4.	£6.40	36p (£3.60 per mile)	£36
Rate 4 For Hirings for 5-8 passengers between Christmas Eve: 18:00 on 24 December to 07:00 on 27 December and New Year's Eve: 18:00 31 December to 07:00hrs 2 January.	£8.00	45p (£4.50 per mile)	£45

Toll Charge/Congestion:

Any Congestion/Toll Charge may be passed onto the hirer.

APPENDIX A

Damage & Soilage:

A further charge may be made by the proprietor of the vehicle for any soiling/fouling to the interior of vehicle rendering it unfit for further immediate hiring. This is a matter between the proprietor and hirer. Vehicle proprietors should clearly display details of their soiling/fouling charge policy inside the vehicle.

**NO EXTRA CHARGE SHALL BE MADE FOR LUGGAGE, SHOPPING, ASSISTANCE DOGS,
WHEELCHAIRS, MOBILITY SCOOTERS OR OTHER DISABILITY APPARATUS**

Hackney Carriage (Taxi) Tariff Table



BABERGH DISTRICT COUNCIL

SECTION 65 OF THE LOCAL GOVERNMENT
(MISCELLANEOUS PROVISIONS) ACT 1976

The table of fares below is effective from 06.01 hours on 01 August 2016. These are the MAXIMUM fares allowed. Passengers may negotiate a lesser fare at the discretion of the owner/driver.

DISTANCE

If the distance does not exceed 400 yards (365.76 metres) for the whole distance	£3.00
If the distance exceeds 400 yards (365.76 metres)..... for the first 400 yards	£3.00
For each mile (1760 yards/1609.34 metres) after the first 400 yards (365.76 metres)	£1.60
Calibrated in increments of £0.10 per 1/16 of a mile (110 yards/100.6 metres)	

WAITING TIME

For each 120 seconds (2 minutes) or uncompleted part thereof	£0.50
Charge per hour	£15.00

ADDITIONAL CHARGE (for the whole journey)

For all hirings between midnight and 6.00 a.m.	50% of above rate of fare
<u>For Bank Holidays (except Christmas and New Year)</u> 24 hour period from midnight to midnight	50% of above rate of fare
<u>Christmas</u> From 6.00 p.m. Christmas Eve until 6.00 a.m. 27 th December	100% of above rate of fare
<u>New Year</u> From 6.00 p.m. New Year's Eve to 6.00 a.m. New Year's Day	100% of above rate of fare
From 6.00 a.m. New Year's Day to 6.00 a.m. next day	50% of above rate of fare

SOILING / FOULING CHARGE

A further charge may be made by the proprietor of the vehicle for any soiling/fouling to the interior of vehicle rendering it unfit for further immediate hiring. This is a matter between the proprietor and hirer. Vehicle proprietors should clearly display details of their soiling/fouling charge policy inside the vehicle.

NO EXTRA CHARGE SHALL BE MADE FOR LUGGAGE OR SHOPPING OR ASSISTANCE DOGS

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APPENDIX C

From: Steve Hale

Sent: 28 June 2021 17:03

To: BMSDC Licensing Team <LicensingTeam@babberghmidsuffolk.gov.uk>

Subject: New Taxi Tariff Proposals

For the record. I am happy with the current proposals for the new taxi tariffs, for Hackney Carriages in Babergh District, put forward at the previous licensing meeting.

Regards

Steve Hale

Hale-A-Cab

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