

WEST OXFORDSHIRE DISTRICT COUNCIL
CABINET MEETING – WEDNESDAY 15 NOVEMBER 2017
2017/2018 BUDGET AND PERFORMANCE MONITORING QUARTER 2
REPORT OF THE GROUP MANAGER GO SHARED SERVICES

(Contact: Jenny Poole, Tel: (01285) 623313)

(The Cabinet decisions on this matter will be resolutions)

I. PURPOSE

To consider performance and risk against financial and operational targets for the period 1st April 2017 to 30th September 2017.

2. RECOMMENDATION

That the Quarter 2 2017/18 financial and operational performance be noted.

3. FINANCIAL REPORTING - REVENUE

- 3.1. The budgets and expenditure within this report are based upon the budget agreed by Council in February 2017. From 1st November the majority of the Council's staff and will transfer to Publica and many of the Council's services will be delivered by Publica staff. Following the transfer a number of the budgets and the layout of this report may change (for example employee costs may shift to contract costs). Until that point information has been displayed upon the current set-up and service groupings as agreed by Council in February.
- 3.2. The Council's net revenue budget (Total Cost of Services plus investment income receipts) for 2017/18 is £10,417,900.
- 3.3. Appendix A shows the total budget for each service, along with a profiled budget for the period April to September, compared to actual costs plus commitments [outstanding orders] for the same period. The variance reported is the difference between the profiled budgets to the end of Q2 and the expenditure/income for that period.
- 3.4. As identified in Appendix A, against a profiled budget of £16,638,619 for the period from April to the end of September, the Council has spent (including commitments) £15,903,907, resulting in a current underspend against budget of £734,712.
- 3.5. Significant variances and those of particular note are explained in the body of this report. A full list of variances, by service and cost centre are included in Appendix A to this report.

Expenditure variances

- 3.6. At the end of Quarter 2, employee-related costs (including any costs for Agency staff to cover vacancies or periods of long-term sickness) are approximately £80,000 underspent across the Council (the budget includes a 3% expected staff vacancy factor). There are a number of individual variances – both up and down – between services.

Flood Defence/Land Drainage (£23k), Development Control/Planning Policy (£28k) and Administration/Democratic Services (£35k) being three of the larger areas of underspend.

Income variances

- 3.7. At the end of Q2 income within Development Control (planning application fees and pre-application advice) was over achieving its income target, by approximately £240,000. This overachievement is a result of an increase in large applications received and requests for pre-application advice.
- 3.8. Income within the Land Charges service, Car Parking, Licencing and Trade Waste are all broadly on budget, with combined incomes marginally in excess of target.
- 3.9. Income from the Market service remains slightly below target. Despite a decrease in the income target (of £10,000) in 2016/17, market fees income is under its budgeted target, and is likely to remain so for the rest of the year.
- 3.10. The Building Control fee income target was decreased as part of the 2017/18 budget setting process, reducing the income target by £40,000 (to £404,000 for the year). At the end of Q2 the service is under target, raising £181k of income against the profiled budget target of £202,000. Should the second half of the year mirror the first, there may be a shortfall in income of approximately £40,000.
- 3.11. The Talisman industrial site has underachieved its profiled income target at the end of Q2. Units 2 and 5 were both vacant for much of the first quarter. Unit 5 has been filled, but with an initial short term rent reduction and terms have been agreed on Unit 2. In addition to the vacant periods, essential roofing works at the site have resulted in a cost of approximately £25,000 being payable by the Council. It is anticipated that the cost of the roof works and shortfall in income will mean that the budget for the year will be short in the region of £75,000.
- 3.12. The investment interest target for 2016/17 is £607,300. The investment portfolio has a mixture of investments. Longer term with a fixed level of return to guarantee a certain level of performance, plus bonds, pooled funds, and shorter-term Money Market Funds to ensure an element of the portfolio is liquid. Income receipts for Q2 are above target, primarily due to positive returns on the Pooled Funds. Estimates for performance to the end of the year point towards a surplus over budget of between £30,000 and £45,000.
- 3.13. The take-up of the chargeable Green Waste service has significantly exceeded expectations. A budget was set for the year of £645,000. At the end of Q2 the Council had achieved £931,000 of income, £286,000 above the expected target for the year. While the cost of the service will increase (due to the volume increase) the levels of income achieved will still result in a net benefit to the taxpayer.

Business Rates Retention and Pooling

- 3.14. 2017/18 is the fourth-year that the Council has been part of a business rates pool. The idea of a pool is to reduce the levy payable to central government on growth in the business rates base, with any growth and savings in levy payable being distributed between the pool members rather than all going direct to central government.

- 3.15. The budget for 2017/18 estimated that the Council would see a net income of £3.415m income to the revenue budget from Business rates (excluding the contribution from the Pool). Actual income is subject to change as an estimate is made upon the number of appeals and business failures contribute to revenues. The first quarter initial forecasts indicate that business rate income is exceeding the budgetary expectation and that the associated return from the Pool may be in excess of £600,000. However, this figure is liable to fluctuations and is only provided as an indication at this point in time.

Use of General Fund Balances

- 3.16. The budget set in February 2017 anticipates a minimal £2,611 use of general fund balances. The Q2 position is showing an underspend against the Council's profiled budget and this together with the success of the Green Waste scheme and Planning income it is anticipated that there will be no call on reserves this year.

4. FINANCIAL REPORTING - CAPITAL

- 4.1. The capital programme approved by Council for 2017/18 totalled £10,802,900. Slippage, agreed by Cabinet as part of the 2016/17 outturn report, added a further £1,538,200 to the budget, making a revised total for the year of £12,341,100.
- 4.2. At 30th September the Council had spent £5,029,000 against its approved capital budget. A further £103,000 of expenditure is committed (orders raised), for the purchase of waste & recycling vehicles, containers and works to the Council's office buildings.
- 4.3. Q2 saw the delivery of a number of new Waste and Recycling vehicles for use on the waste contract. In addition to the purchase of vehicles, £645,000 of Waste and Recycling containers have also been purchased to enable to new service to operate.
- 4.4. At the point the budget was set the Council were looking at purchasing an Environmental Services depot. The Council entered into an agreement to lease (for 7-years) the Kier depot site in Witney, the Council's previous Environmental Services contract provider. As the Council has chosen to lease a site, the majority of the £2.5m budget allocated to purchase a permanent site will not be needed (for the immediate future at least). The leased site will requires some capital works, such as improved fencing, portacabins, and an investment in site machinery to make it fit for use. The remaining budget will not be spent this financial year – it will be formally re-profiled as part of the budget setting process, with the scheme likely to be pushed back into 2022/23.
- 4.5. At the end of Q2 £226,000 had been awarded in Disabled Facilities Grants (DFGs). DFGs are used to provide essential adaptations to the homes of disabled residents to enable them to live safely at home and live independently. The works provided include stair lifts, wet rooms and other major works such as extensions and through-floor lifts.
- 4.6. During Q2 the Council received a number of applications toward its 'Mortgage Support Scheme'. The scheme is designed to offer support to key workers and/or local residents who are struggling to get onto the property ladder within the district. A number of applications are awaiting an affordability assessment to determine their suitability for the scheme. It is anticipated that the first of the applicants should be able to be buying their homes later this financial year.

- 4.7. A full breakdown of the schemes for the year and expenditure at 30th September is attached to this report at Appendix B.

5. PERFORMANCE REPORTING

Corporate Performance Framework

- 5.1. Performance against the priority targets for this quarter is set out in Appendix D. This shows that out of 10 indicators reporting this quarter, one (10%) has missed target and one (10%) has missed target but is within tolerance. Eight (80%) are on target. The indicators behind target are detailed below:-

Red Indicator – Target missed

SS2 - Residual household waste per household.

Target: 91kg

Actual: 107kg

There is a national trend towards increasing residual waste. It is hoped the new waste service with a comingled collection of recycling and new kerbside collection of small electrical items will boost recycling in West Oxfordshire and reduce residual waste.

Amber Indicator – target marginally missed

SS3 - Percentage of household waste sent for reuse, recycling and composting

Target: 62%

Actual: 61.55%

The introduction of a charge for garden waste has reduced the tonnage being composted but it was also a very dry growing season which will also have reduced tonnages. Performance is close to target and should be boosted by the new service once initial changes bed down

Key Tasks

- 5.2. The Council Plan 2016 – 2019 sets out a number of key tasks for 2017/18. A summary of progress of these key tasks in Quarter 2 is attached at Appendix E.

Wider Performance Data

- 5.3. In addition to this core basket of indicators the table below shows a summary of the full suite of performance indicators reporting this quarter, for which data was available at the time of writing. These indicators will be presented to the appropriate Overview and Scrutiny Committees. This gives a broad overview of overall performance for Quarter 2. The relevant Overview and Scrutiny Committees will receive an explanation of the reasons for some of the indicators having an Amber or Red status this quarter.

Result	Total number of PIs reported	%
Green (on target)	18	67
Amber (within tolerance)	3	11
Red (below target and not within tolerance)	6	22
Total	27	100

6. RISK MANAGEMENT

The Corporate Risk Register was reviewed in July 2017 and is attached as Appendix E to this report.

7. FINANCIAL IMPLICATIONS

The financial implications are set out in section 3 above.

8. REASONS

To be recognised as a leading Council that provides efficient, value for money services.

Jenny Poole – Chief Finance Officer and Group Manager GO Shared Services

(Authors: Jenny Poole/Philip Alway, Tel: (01285) 623313; EMail: jenny.poole@cotswold.gov.uk)

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Background Papers: None

WEST OXFORDSHIRE DISTRICT COUNCIL

Revenue Budget Monitoring 2017/18
 Quarter 2 - 1st April 2017 to 30th September 2017

	Original Budget (full-year) £	Profiled Budget Q2 £	Actual Expenditure Q2 £	Committed expenditure £	(under) / overspend £
Service Area					
Democratic Services	923,900	521,375	531,570	686	10,881
Environmental & Regulatory Services	699,800	175,450	207,793	427	32,770
Environmental Services	5,927,800	1,176,260	646,425	110,589	(419,246)
GO Shared Services	0	449,800	420,390	5,209	(24,202)
ICT, Change & Customer Services	218,400	762,000	782,080	0	20,080
Land, Legal & Property	(83,900)	438,850	321,526	18,918	(98,406)
Leisure & Communities	1,848,800	497,692	448,268	18,375	(31,049)
Planning & Strategic Housing	1,128,900	449,750	181,451	52,054	(216,245)
Revenues & Housing Support	1,693,500	13,307,137	13,243,793	8,921	(54,424)
Partnership Managing Director	28,100	227,630	244,997	4,350	21,717
Investment Property and Retained Services	(1,360,100)	(1,063,675)	(1,058,919)	45,006	49,762
Total cost of services	11,025,200	16,942,269	15,969,374	264,533	(708,362)
<u>Plus:</u>					
Investment income receipts	(607,300)	(303,650)	(330,000)	0	(26,350)
Total	10,417,900	16,638,619	15,639,374	264,533	(734,712)

Democratic Services

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
SUP001	Administration	0	151,500	109,155	0	(42,345)
SUP018	Press & PR/Communications	0	0	0	0	0
Committee Services Total		0	151,500	109,155	0	(42,345)
Elections Total		244,300	27,075	96,302	686	69,913
DRM001	Democratic Representation and Management	162,900	148,500	136,346	0	(12,154)
DRM002	Support To Elected Bodies	516,700	194,300	189,768	0	(4,532)
Member Support Total		679,600	342,800	326,114	0	(16,686)
Grand Total		923,900	521,375	531,570	686	10,881

Environment & Regulatory Services (ERS)

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
BUC001	Building Control - Fee Earning Work	(90,700)	(89,800)	(56,988)	87	32,898
BUC002	Building Control - Non Fee Earning Work	93,300	32,200	11,032	0	(21,168)
Building Control Total		2,600	(57,600)	(45,956)	87	11,731
EMP001	Emergency Planning	20,000	3,100	7	0	(3,093)
ESM001	Environment - Service Management	111,200	50,950	72,813	0	21,863
PSH002	Private Sector Housing - Condition of Dwellings	16,100	2,500	(3,994)	0	(6,494)
REG001	Environmental Health General	4,800	0	(1,247)	0	(1,247)
REG002	Licensing	46,200	(2,950)	(34,759)	0	(31,809)
REG009	Environmental Protection	230,200	89,850	136,376	0	46,526
REG010	Noise Control	5,800	0	0	0	0
REG011	Authorised Process	4,700	0	0	0	0
REG013	Polution Control	107,700	53,150	31,774	0	(21,376)
REG016	Food Safety	168,900	63,050	72,057	340	9,347
REG021	Statutory Burials	2,600	1,300	3,952	0	2,652
STC011	Abandoned Vehicles	34,600	1,100	44	0	(1,056)
TAC309	Other Trading Services - Markets	(55,600)	(29,000)	(23,273)	0	5,727
Public Protection Total		697,200	233,050	253,749	340	21,039
Total		699,800	175,450	207,793	427	32,770

Environmental Services

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
COR301	Policy Initiatives - Shopmobility	24,300	10,100	8,676	0	(1,424)
CPK001	Car Parks - Off Street	308,100	54,400	29,561	0	(24,839)
CPK011	On Street Civil Parking Enforcement	100,600	(9,650)	(20,270)	(3)	(10,623)
Car Parking Total		433,000	54,850	17,966	(3)	(36,887)
CCC001	Climate Change	88,400	38,500	33,725	0	(4,775)
Climate Change Total		88,400	38,500	33,725	0	(4,775)
ENI002	Grounds Maintenance	364,100	158,317	177,689	0	19,372
ENI303	Landscape Maintenance	18,400	31,250	28,829	4,920	2,499
REG004	Dog Warden	83,400	39,800	43,522	0	3,722
REG018	Pest Control	26,800	(950)	7,666	0	8,616
REG019	Public Conveniences	214,400	87,500	76,743	0	(10,757)
RYC001	Recycling	1,364,000	414,842	329,639	12,292	(72,911)
RYC002	Green Waste	133,500	(329,875)	(600,571)	1,000	(269,696)
STC001	Street Cleaning	31,500	19,400	15,134	0	(4,266)
STC004	Environmental Cleansing	891,000	367,158	360,957	0	(6,201)
TRW001	Trade Waste	81,100	(282,132)	(310,562)	91,232	62,802
TRW002	Clinical Waste	17,900	7,250	12,964	984	6,698
WST001	Household Waste	1,986,400	496,650	422,253	(426)	(74,823)
WST004	Bulky Household Waste	(40,500)	(44,650)	(40,895)	0	3,755
Environmental Services Client Total		5,172,000	964,560	523,368	110,002	(331,190)
FLD001	Flood Defence and Land Drainage	177,500	67,600	49,472	590	(17,539)
REG005	Public Health Sewerage	5,100	1,450	1,374	0	(76)
Flooding Total		182,600	69,050	50,845	590	(17,615)
REG023	Environmental Strategy	51,800	49,300	20,521	0	(28,779)
Waste & Recycling Policy Total		51,800	49,300	20,521	0	(28,779)
Total		5,927,800	1,176,260	646,425	110,589	(419,246)

GO Shared Services

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
SUP009	Accountancy	0	155,500	137,113	5,209	(13,178)
SUP011	Creditors	0	21,100	19,381	0	(1,719)
SUP012	Debtors	0	27,950	21,790	0	(6,160)
SUP035	Insurances	0	4,150	2,378	0	(1,772)
SUP010	Internal Audit	0	64,900	68,275	0	3,375
SUP033	Central Purchasing	0	16,600	10,659	0	(5,941)
Finance Total		0	290,200	259,596	5,209	(25,395)
SUP003	Human Resources	0	96,400	91,456	0	(4,944)
SUP019	Health & Safety	0	14,600	13,872	0	(728)
SUP020	Training & Development	0	18,150	29,437	0	11,287
SUP013	Payroll	0	30,450	26,028	0	(4,422)
Human Resources Total		0	159,600	160,794	0	1,194
Total		0	449,800	420,390	5,209	(24,201)

ICT, Change & Customer Services

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
SUP002	Consultation, Policy & Research	0	58,900	51,163	0	(7,737)
TMR002	Street Furniture & Equipment	4,200	650	(16,374)	0	(17,024)
Business Transformation Total		4,200	59,550	34,789	0	(24,762)
SUP008	Reception/Customer Services	0	236,650	253,272	0	16,622
SUP014	Cashiers	0	6,250	1,662	0	(4,588)
TOU002	Tourist/Visitor Information Centre	214,200	55,950	38,256	0	(17,694)
Customer Services Total		214,200	298,850	293,190	0	(5,660)
SUP005	ICT	0	263,800	291,072	0	27,272
SUP041	Business Solutions	0	139,800	163,030	0	23,230
ICT Total		0	403,600	454,102	0	50,502
Total		218,400	762,000	782,080	0	20,080

Land, Legal & Property

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
ADB301	3 Welch Way (Town Centre Shop)	0	24,000	10,186	0	(13,814)
ADB302	Guildhall	0	(1,800)	5,129	0	6,929
ADB303	Woodgreen	0	126,875	97,679	0	(29,196)
ADB304	Elmfield	0	112,950	98,578	0	(14,372)
ADB305	Corporate Buildings	0	184,150	174,816	15,566	6,232
ADB306	Depot	0	(24,975)	(57,977)	1,813	(31,189)
HLD316	37a High Street (Witney) Insurance	0	0	1,895	1,539	3,434
LLC001	Local Land Charges	(83,900)	(74,400)	(81,351)	0	(6,951)
SUP004	Legal	0	92,050	72,570	0	(19,480)
Land, Legal & Property Total		(83,900)	438,850	321,526	18,918	(98,406)

Leisure & Communities

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
ECD001	Economic Development	160,400	100,950	100,505	0	(445)
ECD301	WOSP - West Oxfordshire Strategic Partnership	0	0	2,660	0	2,660
Community Planning Total		160,400	100,950	103,166	0	2,216
CCR001	Community Safety (Crime Reduction)	27,100	11,150	8,742	0	(2,408)
CCR002	Building Safer Communities	(4,600)	(24,900)	(25,093)	0	(193)
CCT001	CCTV	114,800	4,825	(12,507)	0	(17,332)
Community Safety Total		137,300	(8,925)	(28,858)	0	(19,933)
SUP016	Finance - Performance Review	0	48,200	26,304	0	(21,896)
Corporate Planning Total		0	48,200	26,304	0	(21,896)
CSM001	Cultural Strategy	106,700	46,200	50,607	42	4,449
CUL001	Arts Development	103,800	72,100	75,296	2,310	5,506
CUL301	Heritage & Museums	3,500	1,200	5,215	0	4,015
OPS003	Countryside	6,600	2,400	2,273	0	(127)
REC001	Sports Development	81,500	28,200	30,012	3,225	5,037
REC002	Recreational Facilities Development	67,300	30,000	22,475	3,572	(3,953)
REC003	Play	39,400	22,000	25,197	6,743	9,940
REC301	Village Halls	14,600	6,450	5,613	0	(837)
REC302	Contract Management	899,500	69,117	59,603	2,272	(7,242)
Leisure Management Total		1,322,900	277,667	276,292	18,165	16,789
TOU001	Tourism Strategy and Promotion	228,200	79,800	71,364	210	(8,226)
Tourism Policy Total		228,200	79,800	71,364	210	(8,226)
Total		1,848,800	497,692	448,268	18,375	(31,049)

Planning and Strategic Housing

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
DEV001	Development Control - Applications	(141,700)	(244,450)	(474,242)	33,464	(196,328)
DEV002	Development Control - Appeals	142,300	87,300	87,884	0	584
DEV003	Development Control - Enforcement	223,600	73,500	54,284	0	(19,216)
PSM001	Planning - Service Management and Support	0	74,500	74,749	18,590	18,839
Development Management Total		224,200	(9,150)	(257,325)	52,054	(196,121)
HLD315	Growth Board Project (Planning)	0	31,000	31,837	0	837
ENI301	Landscape Initiatives	113,000	42,050	41,298	0	(752)
PLP001	Planning Policy	456,200	284,200	284,396	0	196
PLP003	Implementation	81,100	26,950	27,866	0	916
PLP004	Conservation	125,700	41,200	26,113	0	(15,087)
PLP009	Planning SSR	4,000	50	0	0	(50)
Planning Policy Total		780,000	425,450	411,509	0	(13,941)
ENA001	Housing Enabling	124,700	33,450	27,267	0	(6,183)
Strategic Housing Total		124,700	33,450	27,267	0	(6,183)
Total		1,128,900	449,750	181,451	52,054	(216,245)

Revenues & Housing Support

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
HBP001	Rent Allowances	403,700	12,677,683	12,641,708	1,483	(34,492)
HBP003	Local Housing Allowance	31,800	700	514	0	(186)
HBP005	Benefit Fraud Investigation	178,800	67,700	71,602	250	4,152
Benefits Total		614,300	12,746,083	12,713,824	1,733	(30,526)
HOM001	Homelessness	372,000	104,055	71,732	2,345	(29,978)
HOM002	Homelessness Grants	91,500	45,750	32,000	0	(13,750)
HOM003	Rent In Advance Scheme	0	(13,000)	(13,119)	0	(119)
HOM004	Refugees	0	70,000	69,364	0	(636)
PSH001	Private Sector Housing Grants	79,400	33,700	15,236	0	(18,464)
PSH004	Home Improvement Service	(36,000)	(25,050)	22,084	596	47,730
Housing Management Total		506,900	215,455	197,297	2,941	(15,217)
LTC001	Council Tax Collection	428,100	199,000	191,450	1,325	(6,225)
LTC002	Council Tax Support Administration	123,900	79,100	67,989	2,100	(9,011)
LTC011	NNDR Collection	20,300	67,500	73,221	822	6,543
PUT001	Concessionary Travel	0	0	11	0	11
Revenues Total		572,300	345,600	332,672	4,247	(8,681)
Grand Total		1,693,500	13,307,137	13,243,793	8,921	(54,424)

Retained Services, Investment Property & Partnership Managing Director

Cost Centre	Cost centre description	Original budget (full-year)	Profiled Budget Q2	Actual expenditure Q2	Committed expenditure	(Under) / Overbudget
FIE341	Town Centre Properties	(636,800)	(385,925)	(379,971)	0	5,954
FIE342	Miscellaneous Properties	(796,900)	(564,300)	(572,379)	0	(8,079)
FIE343	Talisman	(1,121,500)	(889,050)	(833,253)	24,893	80,689
FIE344	Des Roches Square	(436,000)	(327,000)	(346,892)	5,213	(14,679)
FIE345	Gables at Elmfield	0	0	2,212	267	2,479
FIE331	Car Loan Interest	0	0	(1,081)	0	(1,081)
HAV001	Housing Advances	100	(1,250)	0	0	1,250
NDC001	Non Distributed Costs	479,100	1,318,550	1,319,164	0	614
TAC304	Witney Industrial Estate	(188,100)	(179,350)	(177,282)	0	2,068
TAC305	Carterton Industrial Estate	(198,900)	(158,250)	(152,240)	0	6,010
TAC306	Greystones Industrial Estate	1,400	(9,775)	(9,352)	0	423
TAC308	Other Trading Services - Fairs	(4,000)	(3,875)	(5,000)	0	(1,125)
Investment Property and Property Income Total		(2,901,600)	(1,200,225)	(1,156,074)	30,372	74,523
COR003	Corporate Policy Making	811,400	30,650	1,298	0	(29,352)
COR004	Public Relations	29,900	14,700	7,433	0	(7,267)
COR005	Corporate Finance	479,500	56,250	46,360	14,633	4,743
COR006	Treasury Management	81,700	0	(719)	0	(719)
COR007	External Audit Fees	65,100	16,250	11,535	0	(4,715)
COR008	Bank Charges	44,900	16,700	31,249	0	14,549
COR010	Best Value	29,000	2,000	0	0	(2,000)
Corporate Management Total		1,541,500	136,550	97,156	14,633	(24,761)
COR002	Chief Executive	28,100	86,550	100,319	0	13,769
COR011	2020 Vision	0	55,280	50,932	4,350	2
COR061	Public Protection 2020	0	0	597	0	597
COR062	2020 Secure Network (ICT)	0	0	0	0	0
COR063	2020 Universal Collaboration Layer (ICT)	0	85,800	85,869	0	69
COR064	2020 'One Workspace' (ICT)	0	0	7,280	0	7,280
COR065	2020 Applications Layer (ICT)	0	0	0	0	0
Managing Director & Support Total		28,100	227,630	244,997	4,350	21,717
Grand Total		(1,332,000)	(836,045)	(813,922)	49,356	71,479

Capital Expenditure Summary – Quarter 2

Scheme	2017/18	Slippage from 2016/17	Revised Schemes	Total Budget 17/18	Actual spend Q2	Committed purchases	Remaining budget
Parish Council Loans Scheme	600,000		-500,000	100,000	0.00	0.00	-100,000
Southill Community Energy Loan			500,000	500,000	500,000.00	0.00	0
IT Provision - Systems & Strategy	100,000	7,037		107,037	59,125.90	0.00	-47,911
Deployment of High Speed Broadband	1,550,000	50,000		1,600,000	0.00	0.00	-1,600,000
Financial Management System (Agresso)		21,100		21,100	5,606.25	0.00	-15,494
Income Management System		20,400		20,400	0.00	0.00	-20,400
CRM (BICS)		29,200		29,200	0.00	0.00	-29,200
Council Buildings Maintenance Programme	200,000			200,000	14,559.60	31,270.00	-154,170
Housing System		17,339		17,339	0.00	0.00	-17,339
IT Equipment - PCs, Copiers etc	40,000	39,778		79,778	38,463.19	0.00	-41,315
iWorld Revenues & Benefits		161,000		161,000	0.00	0.00	-161,000
Improvement Grants/Disabled Facilities Grants	567,000			567,000	226,461.76	0.00	-340,538
Vehicle & Plant Renewal	100,000	344,000		444,000	0.00	0.00	-444,000
Flood Prevention Works		103,400		103,400	0.00	0.00	-103,400
Community Grants Fund	200,000	373,512		573,512	82,419.30	0.00	-491,093
NE Carterton - Public Art Phase 3		5,300		5,300	0.00	0.00	-5,300
Marriotts Close - Public Artworks		3,800		3,800	0.00	0.00	-3,800
Abbeycare - Public Art		25,371		25,371	7,809.09	0.00	-17,562
Monahan Way Pavilion Improvements		8,000		8,000	0.00	0.00	-8,000
Improvements to Market Square Witney (S.106)		5,278		5,278	428.54	0.00	-4,849
Environmental Services depot site	2,500,000			2,500,000	3,394.95	0.00	-2,496,605
Waste and Recycling Vehicles	3,529,300			3,529,300	3,446,079.00	59,160.00	-24,061
Waste and recycling containers	916,600			916,600	645,560.00	13,107.00	-257,933
Mortgage support scheme	500,000			500,000	0.00	0.00	-500,000
Affordable Housing		300,000		300,000	0.00	0.00	-300,000
Land At New Road Kingham		23,700		23,700	0.00	0.00	-23,700
	10,802,900	1,538,215	0	12,341,115	5,029,907.58	103,537.00	-7,207,670

Sources of financing

Revenue contributions	960,327
Earmarked reserves	1,600,000
External contributions	168,488
Capital grants	567,000
Capital receipts	2,099,400
Borrowing	6,945,900
	<hr/>
	12,341,115

Progress toward achieving key tasks Q2 – 2017/18

	Assignee	Status	Progress
Protect the environment whilst supporting the local economy			
Implement a new waste and recycling contract from October 2017 and chargeable garden waste by April 2017	Claire Locke	On Target	The garden waste contract went live as planned in April 2017 and the waste and recycling contract went live from 1 October 2017. There have been some significant bedding in issues with the new contract due to the changes in contractor, collection schemes and collection days. Progress is being made in resolving all the outstanding issues.
Successfully take the West Oxfordshire Local Plan 2031 through its second phase of examination hearings and then adopt the plan.	Giles Hughes	On Target	The third stage of Local Plan examination hearings took place in July 2017. The Council is carrying out a programme of additional work that will be submitted to the Planning Inspector in October. Subject to the Inspector's conclusions the Council should be in a position to adopt the Local Plan in Spring 2018.
Implement outcomes of the Parking Strategy	Claire Locke	On Target	Cabinet considered an approach to this in October 2017.
Establish community engagement and delivery arrangements for the Oxfordshire Cotswolds Garden Village including preparation of a Garden Village and Eynsham Infrastructure Delivery Plan.	Giles Hughes	On Target	Initial engagement and delivery arrangements have been established with landowners/ site promoter and with Eynsham Parish Council. The Infrastructure Delivery Plan will be taken forward alongside a proposed Area Action Plan subject to the Inspector's conclusions on the Garden Village concept through the Local Plan examination.

Working with communities to meet the current and future needs and aspirations of residents			
Work with providers to ensure better broadband and mobile phone coverage with broadband network build to commence in 2017/18	Giles Hughes Will Barton	On Target	The procurement is complete. Cabinet considered the preferred bidder on 20 September and contracts were signed by the end of October 2017.
Deliver a total of 133 affordable homes in 2017/2018	Giles Hughes Ffiona MacEwan	On Target	The affordable housing programme is ahead of schedule at the end of Quarter 2. A revision has been made to Quarter 1 figures to give 24 homes as completed (rather than the 35 reported). Quarter 2 is ahead of target because of some property completions which had slipped from Quarter 1 and some Quarter 3 completions taking place earlier than expected.
Work with colleagues across Oxfordshire to present a devolution proposal to government to help provide infrastructure financing	Christine Gore	On Target	There has been confirmation from the Government that no proposals for local government reorganisation, or devolution deals will be considered in the foreseeable future. However, in recognition of Oxfordshire's strategic location in relation to the work of the National Infrastructure Commission, all six Oxfordshire local authorities together with the Local Enterprise Partnership (OxLEP), are working closely with a range of government departments on a 'growth deal' which, if successful, will help to facilitate the provision of infrastructure necessary to deliver the housing and economic growth already committed to in the Local Plans across the county.
Deliver Phase 2 of the Carterton Leisure Centre within the life of this Council Plan	Martin Holland	On Target	Consultation has commenced, and a planning application will be submitted by the end of the year.

	Assignee	Status	Progress
Provide efficient and value for money services, whilst delivering quality front line services			
Implement the 2020 Vision to deliver £1.65m per annum savings by 2020	David Neudegg	On target	<p>In September 2016, the Cabinets and Councils of the partner councils agreed to move from a Joint Committee arrangement to a company model.</p> <p>Over the last year, officers have been putting in place the necessary arrangements including legal and governance work, in addition to the appointments of Executive and Non-Executive Directors to the Board so that the company can deliver services for the partner Councils in Autumn 2017.</p> <p>Staff transferred on 1st November to one company, Public Group (Support) Ltd, rather than three companies, as a simpler and more efficient option. Over the next 18 months, services will be re-designed to deliver the 2020 Vision.</p>
Continue to improve the use of our assets to obtain further efficiency savings, for instance income from letting office space.	Frank Wilson Christine Cushway	On Target	<p>No further progress has been made on Elmfield lettings by our tenant Hexagon (40% occupation was achieved at the end of Quarter 1) however the offices above the Town Centre Shop in Witney have now been let.</p> <p>Lettings in other commercial properties remain positive.</p>
Review emergency housing accommodation and consider options for direct provision.	Michelle Clifford Jon Dearing	Achieved	<p>The Housing Support service has completed a review of emergency accommodation, and is considering a number of longer term solutions including:</p> <ul style="list-style-type: none"> • Increasing the capacity of supported accommodation; the four Client Support Officers (for West and Cotswold) provide an enhanced level of support to those residents including preparing them for a tenancy and independent living; • Investigating the viability of purchasing and opportunities to rent suitable accommodation; • A new shared project commencing next quarter is designed

			<p>to increase the availability of private rented stock in the District. One of the aims is to engage private landlords with a view to changing the perception of the 'homeless and benefit customer', as well as considering other types of suitable accommodation such as shared accommodation.</p> <p>In addition, with partnership working, we are now able to offer clients more cost effective accommodation in Gloucestershire and surrounding districts (should they have access to their own transport), rather than accommodating them in Travel Lodges across Oxfordshire.</p> <p>The Housing Support service has completed a review of emergency accommodation, and is considering a number of longer term solutions including:</p> <ul style="list-style-type: none"> • Increasing the capacity of supported accommodation; the four Client Support Officers (for West and Cotswold) provide an enhanced level of support to those residents including preparing them for a tenancy and independent living; • Investigating the viability of purchasing and opportunities to rent suitable accommodation; • A new shared project commencing next quarter is designed to increase the availability of private rented stock in the District. One of the aims is to engage private landlords with a view to changing the perception of the 'homeless and benefit customer', as well as considering other types of suitable accommodation such as shared accommodation. <p>In addition, with partnership working, we are now able to offer clients more cost effective accommodation in Gloucestershire and surrounding districts (should they have access to their own transport), rather than accommodating them in Travel Lodges across Oxfordshire.</p>
Implement a new contract for the management of the Council's leisure facilities by 1 st August	Martin Holland	Achieved	This Key Task has been achieved.

2017			
Lead the implementation of Anti-Fraud arrangements with partner Councils and deliver savings as planned	Emma Cathcart	On target	<p>In February 2017, Cabinet agreed to participate in, and be the host authority, for a permanent Counter Fraud Unit (CFU) tasked with delivering a fully self-sufficient service for Gloucestershire and West Oxfordshire from April 2017.</p> <p>Legal Agreements have been drafted and consultation with partners is nearing completion. The new Collaboration Agreement and Service Delivery Agreement will replace existing arrangements.</p> <p>The CFU has agreed work plans with all Gloucestershire and West Oxfordshire Councils as well as Cheltenham Borough Homes and Gloucester City Homes; and work will have commenced at all sites by mid-October.</p> <p>Income generation/savings are now being reported to Corporate Management and Audit Committees at partner sites following the completion of work streams. We also expect to generate further income from the additional delivery of days via third party contracts.</p>

CORPORATE PERFORMANCE FRAMEWORK 2017/18									
Priority – Protect the environment whilst supporting the local economy									
PI Code	Indicator	Outturn 2016/17	Quarter 2 2017/18	Quarter 2 Target	Quarter 2 RAG status	Year to date 2017/18	Target 2017/18	Overall RAG Status	Comments
CS5	Crime Rate per 1,000 population	In top 25% of all councils in Thames Valley	Yes	Top 25% of all councils in Thames Valley	Green	Yes	Top 25% of all councils in Thames Valley	Green	
SS2	Residual household waste per household.	359kg	107kg	91kg	Red	196.61kg	365kg	Red	There is a national trend towards increasing residual waste.
SS3	Percentage of household waste sent for reuse, recycling and composting.	63.01%	61.55%	62%	Amber	61.55%	60%	Green	The introduction of a charge for garden waste has reduced the tonnage being composted.
PL8	Unemployment Claimant Count	Top 25% SE Councils (0.6%)	0.6%	Top 25% SE Councils (0.6%)	Green	0.6	Top 25% SE Councils (0.6%)	Green	

PI Code	Indicator	Outturn 2016/17	Quarter 2 2017/18	Quarter 2 Target	Quarter 2 RAG status	Year to date 2017/18	Target 2017/18	Overall RAG Status	Comments
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Priority – Working with communities to meet the current and future needs and aspirations of residents									
PL6	Number of affordable homes delivered (gross)	141	78	36	Green	102	133	Green	The affordable housing programme is ahead of schedule at the end of Q2. A revision has been made to Q1 figures to give 24 homes as completed (rather than the 35 reported). Q2 is ahead of target because of some property completions which had slipped from Q1 and some Q3 completions taking place earlier than expected.
RH7	Number of households living in emergency accommodation	6	4	6	Green	4	6	Green	
LC2	Total number of Leisure Centre Visits (Windrush, Chipping Norton, Carterton and Bartholomew) excluding school visits.	922,444	250,701	222,668	Green	466,839	931,669	Green	
LC4	Percentage increase (against the baseline) in membership of Cotswolds Tourism	New indicator for 2017/18	Reported Annually			N/A	Target not yet set	N/A	

PI Code	Indicator	Outturn 2016/17	Quarter 2 2017/18	Quarter 2 Target	Quarter 2 RAG status	Year to date 2017/18	Target 2017/18	Overall RAG Status	Comments
Priority –To provide efficient and value for money services, whilst delivering quality front line services									
	Revenue Spend as % of Budget	96.5%	95.6%	<100% (profiled budget)	Green	95.6%	<100%	Green	
GO1	The number of working days/shifts lost to the Authority due to sickness absence per FTE	7.59 days	2.61 days	3 days	Green	2.61 days	6 days	Green	
RH3	The percentage of Council Tax collected	98.49%	59.42%	59%	Green	59.42%	99%	Green	
	Overall cost of Council Services per Head of Population (from Revenue Estimates)	£73.38 (13th of shire districts nationally)	Reported Annually			Data not yet available	Within top 10% nationally	N/A	Data for 2017/18 will not be available until 2018/19.