

Agenda

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Finance Panel (Panel of the Scrutiny Committee)

Date: **Wednesday 4 July 2018**

Time: **6.00 pm**

Place: **Plowman Room - Oxford Town Hall**

For any further information please contact:

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As a matter of courtesy, if you intend to record the meeting please let the Contact Officer know how you wish to do this before the start of the meeting.

Finance Panel (Panel of the Scrutiny Committee)

Membership

| | |
|--------------|--------------------------------|
| Chair | Councillor James Fry |
| | Councillor Craig Simmons |
| | Councillor Mohammed Altaf-Khan |
| | Councillor Chewe Munkonge |
| | Councillor David Henwood |
| | Councillor Roz Smith |

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AGENDA

PART ONE PUBLIC BUSINESS

Pages

1 **APOLOGIES**

Substitutes are not allowed.

2 **DECLARATIONS OF INTEREST**

3 **WORK PLAN**

The Finance Panel is requested to agree its work plan for the year, which can be adjusted to reflect the wishes of the Panel at each subsequent meeting. In addition to the proposed work plan which features items that have been requested by the 2017/18 Panel, there have also been three new suggestions, listed at the end of the work plan, which the Panel is asked to consider.

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4 **MINUTES OF THE PREVIOUS MEETING**

The Panel is asked to note the minutes of the previous meeting held on 7 December 2017.

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5 **QUARTERLY INTEGRATED FINANCE PERFORMANCE Q4**

To consider the Integrated Performance Report for Quarter 4 2017/18 that was considered by the City Executive Board on 13 June 2018. The Panel is asked to note and comment on the report.

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6 **THE LOCAL IMPLICATIONS OF BREXIT**

To receive an update for the Head of Financial Services on the local economic impacts associated with Britain's planned exit from the European Union. The panel have asked to receive bi-annual update on this matter.

This report will be published as a separate supplement, and is to follow.

7 **FUTURE MEETING DATES**

Meetings are scheduled as follows:

10 September 2018
6 December 2018
7, 8, 9 January 2019 (Budget Review)
16 January 2019
30 January 2019

All meetings start at 6.00pm.

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licences for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

Finance Panel Work Plan 2018/19

4 JULY 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|---------------------------|--|
| The Local implications of Brexit | No | To monitor and consider the impacts of Brexit on the Council and the local economy. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Quarterly Integrated Report, Finance & Performance Q4 | Yes | Quarterly Integrated Report, including Finance, Performance Management and Risk | Finance, Asset Management | Anna Winship, Management Accountancy Manager |

10 SEPTEMBER 2018 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|---|---------------------------|--|
| Monitoring social value | No | To consider the case and opportunities for monitoring social value through integrated financial, social and environmental accounting. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |
| Legal Services Income Generation | No | To consider the Council's income generation through Legal Services | Finance, Asset Management | Anita Bradley, Head of Law and Governance |
| Council Tax Reduction Scheme for 2019/20 | Yes | To review the Council Tax Reduction Scheme | Finance, Asset Management | Paul Wilding, Programme Manager Revenue & Benefits |
| Treasury Management Annual Report | Yes | To consider the Treasury Management Performance Report | Finance, Asset Management | Bill Lewis, Financial Accounting Manager |
| Quarterly Integrated Report, Finance & Performance Q1 | Yes | Quarterly Integrated Report, including, Finance, Performance Management and Risk | Finance, Asset Management | Anna Winship, Management Accountancy Manager |

6 DECEMBER - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|----------|--|---------------------------|--|
| Quarterly Integrated Report, Finance & Performance Q2 | Yes | Quarterly Integrated Report, including, Finance, Performance Management and Risk | Finance, Asset Management | Anna Winship, Management Accountancy Manager |

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7, 8, 9 AND 16 JANUARY 2019

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---------------------|-----------------|--|---------------------------|---|
| Budget Review Group | Yes | To carry out a review into budget proposals for 2019/20, which will go to Council on 13 February 2019. | Finance, Asset Management | Nigel Kennedy, Head of Financial Services |

30 JANUARY 2019 - PROVISIONAL REPORTS

| Agenda item | Decision | Description | CEB Portfolio | Report Contact |
|---|-----------------|--|---------------------------|--|
| Capital Strategy | Yes | To consider the Capital Strategy. | Finance, Asset Management | Anna Winship, Management Accountancy Manager |
| Quarterly Integrated Report, Finance & Performance Q2 | Yes | Quarterly Integrated Report, including, Finance, Performance Management and Risk | Finance, Asset Management | Anna Winship, Management Accountancy Manager |

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| New suggestions | CEB item | Description | Lead Officer | Suggested approach |
|--|-----------------|--|---|---------------------------|
| 1. Business rates retention | No | To review possible changes to the national scheme for local authority business rate retention. | Nigel Kennedy, Head of Financial Services | Commission report |
| 2. Council Tax Exemption Monitoring | No | To consider where council tax exemptions may be subject to abuse, and strategies for tackling this. | Nigel Kennedy, Head of Financial Services | Commission report |
| 3. Crowd-funding to invest in social bonds | No | To consider how the Council might operate as a vehicle to facilitate crowdfunding schemes and projects of community benefit. | Nigel Kennedy, Head of Financial Services | Commission report |

FINANCE PANEL (PANEL OF THE SCRUTINY COMMITTEE)

Thursday 7 December 2017

PANEL MEMBERS PRESENT: Councillors Fry (Chair), Simmons and Taylor.

BOARD MEMBER PRESENT: Councillor Brown (Customer & Corporate Services)

OFFICERS PRESENT: Andrew Brown (Committee Services Manager), Nigel Kennedy (Head of Financial Services), Paul Wilding (Programme Manager Revenue & Benefits) and Angela Turner (Technical Officer, Treasury & VAT)

67. APOLOGIES

No apologies were received.

The Panel decided to swap items 69 and 70 because Cllr Brown was running late.

68. DECLARATIONS OF INTEREST

There were no declarations.

Cllr Fry mentioned that Lothbury were the owners of his company's business premises.

69. COUNCIL TAX REDUCTION SCHEME FOR 2019/20

The Revenue and Benefits Programme Manager introduced this item, which the Panel had previously considered at the pre-consultation stage. He said that the Council was proposing to make 6 changes to the scheme and explained what these were. The Board Member for Customer and Corporate Services added that the scheme represented a major investment in the Council's Financial Inclusion Strategy but it was important to continue ensuring that the scheme was the best way of delivering support to the right people. There were costs to not providing this support.

The Board Member and the Panel noted that the number of consultation responses was somewhat low, which perhaps reflecting the relatively small proportion of the local population that benefitted from the scheme. Some key stakeholders had not responded to the consultation.

The Panel noted that there was no formal recording of the impacts of different schemes across the country but evidence suggested that where councils had introduced higher minimum charges, collection rates had dropped. The 'cost' of the scheme in terms of reduced Council Tax income was also borne by the County Council and Police and Crime Commissioner, who had raised no objections.

The Panel queried whether any work had been done on understanding the impacts of the overall package effect of the Council Tax Reduction Scheme (CTRS) together with other Council Tax reliefs. The Panel raised some concerns about suspended students falling through the net and heard that officers were doing some work in this area. The teams administering the CTRS scheme and other reliefs worked closely together and looked holistically at the circumstances of each case. Work was also taking place around checking single persons' discounts, of which 20,000 were currently awarded in the city, which seemed like a very high number.

The Panel supported the proposed changes to the CTRS, noting that the income banded approach would provide the Council with flexibility in the future while simplifying administration and contributing to efficiency savings.

70. TREASURY MANAGEMENT PERFORMANCE: ANNUAL REPORT AND PERFORMANCE 2017/18

The Treasury and VAT Technical Officer introduced the report. She said that economic growth was down and that interest rates were poor, notwithstanding the recent rise in the base rate which had occurred outside of this reporting period. Overall the Council's investment income was on track. Property funds had recovered the value that was lost following the Brexit referendum (values were based on a valuation rather than a market price). The Council had undertaken no new market borrowing and was keeping the case for borrowing in advance of need under review.

The Panel questioned why the £5m real lettings investment referred to in paragraph 11 had been reclassified and heard that the biggest efficiency was from reduced spending on temporary accommodation, on the service side rather than the treasury side. The Panel noted that the Council had some borrowing headroom and was considering making additional investments in property funds.

The Panel considered the merits of investing in property funds verses real lettings at a time when asset prices were high. While the Panel note that the matched funding for the real lettings scheme is no longer available, the Panel expressed support for investments that contribute to improved housing outcomes in the city, as well as a financial return.

71. BUDGET MONITORING - QUARTER 2

The Panel heard that there had been a £440k overachievement against income targets in Direct Services and an adverse variance of £300k in the Housing Revenue Account (HRA) related to the tower blocks. There had previously been one corporate red risk, around company governance, but this had been downgraded to an amber risk.

In discussion the Panel also noted:

- The additional income would be rolled into the budget in future years.
- Bad debt provision may need to be increased at year end.
- The profile of homelessness property investments was quite 'lumpy'.

- Performance against the leisure usage target was concerning and the Scrutiny Committee had asked to monitor Fusion Lifestyle's performance during the year, not just at year end.
- The Council and its companies had separate auditors and there had been no takers when a single provider had been sought.

72. BUDGET REVIEW 2018/19 - SUGGESTED SCOPE

The Panel agreed the scope of the review, noting that the meetings were scheduled for 4, 8 & 9 January, not 8, 9 & 11 as stated in the paperwork.

73. WORK PLAN

Noted.

74. DATES OF FUTURE MEETINGS

Noted.

The meeting started at 6.00 pm and ended at 7.10 pm

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To: City Executive Board
Date: 13 June 2018
Report of: Head of Financial Services
 Head of Business Improvement
Title of Report: Integrated Performance Report for Quarter 4 2017/18

| Summary and recommendations | |
|--|--|
| Purpose of report: | To update Members on Finance, Risk and Performance as at the end of the financial year. |
| Key decision: | No |
| Executive Board Member: | Councillor Ed Turner |
| Corporate Priority: | Efficient and Effective Council. |
| Policy Framework: | Corporate Plan |
| Recommendations: That the City Executive Board resolves to: | |
| 1. | Note the financial outturn and performance of the Council for the year 2017/18 and also the position on risks outstanding as at 31 st March 2018; |
| 2. | Agree the carry forward requests in respect of the General Fund and recommend to Council the establishment of budgetary provision of £364k in respect of the new bids shown in paragraph 6 and Appendix D; |
| 3. | Agree the additional transfer to the General Fund Capital Financing Reserve of £533k detailed in paragraph 2 a; |
| 4. | Agree the carry forward requests outlined in paragraph 16 to 19 in respect of the HRA as detailed in Appendix D and recommend to Council the establishment of budgetary provision of £70k in respect of the new bids; |
| 5. | Agree the additional transfer to the HRA Contributions to HRA Projects Reserve of £0.550 million detailed in paragraph 2 (c); |
| 6. | Note the underspend against the latest budget on the Capital Programme of £636k detailed in appendix B, the funding for which will be returned to Capital Financing Resources; and |
| 7. | Agree to allow the roll forward of all CIL related allocations, totalling £130k in 2018/19, detailed in paragraph 9. |

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| Appendices | |
|-------------------|-------------------------------------|
| Appendix A | General Fund Outturn |
| Appendix B | Capital Programme Outturn |
| Appendix C | HRA Outturn |
| Appendix D | Carry Forward Requests and New Bids |
| Appendix E | Corporate Risks |
| Appendix F | Corporate Performance Outturn |

Introduction and background

1. This report updates the Board on the performance of the Council for 2017/18 together with the corporate and service risks faced as at 31 March 2018. A brief summary is as follows:
2. **Financial Position**
 - a. **General Fund** – The surplus on the General Fund is £0.533 million (2.53% of the Net Budget Requirement of £21.056 million), after allowing for carry forwards to reserves of £0.704 million. Of this carry forward amount £0.340 million is for committed schemes and £0.364 million is for new schemes. The biggest driver of the surplus is over-achievement of income. If these carry forwards are agreed in line with the recommendation, the remaining £0.548 million will be transferred to the Capital Financing Reserve to fund future capital expenditure;
 - b. **Efficiencies, Fees and Charges and Service Reduction Targets** – at year end the actual sum is on target at £1,558,498.
 - c. **Housing Revenue Account** – The surplus on the HRA is £6.170 million, after allowing for carry forwards of £0.495 million against the original budget of £5.619 million. This represents a favourable variation of £0.550 million (9.81% of the Budgeted surplus of £5.619 million). Carry forward requested £0.425 million is for committed schemes and £0.070 million as a new bid. It is recommended to transfer the remaining amount of £0.550 million into the HRA projects reserve. It should be noted that the HRA is setting aside funds to mitigate the impact of the government’s proposed policy of “forced sale” of higher value properties, although that policy has not yet been implemented.
 - d. **Capital Programme** – the outturn spend is £37.710 million, a favourable variance of (£11.228) million against the latest budget. Of this (£10.592) million is slippage, which will be carried forward into future years and (£0.636) million is net underspend on schemes, the funding for which will be transferred to the capital financing reserve. The actual spend equates to

69% of the original budget of £54.626 million. Several larger items were to do with transfers of funds to other bodies, rather than completion of particular projects of capital works directly by the City Council.

3. **Performance** – 75% (12) of the Corporate Performance targets were delivered as planned and 25% (4) were short of target; individual performance targets are detailed in Appendix F.
4. **Corporate Risk Management** – There is one red corporate risk and the remaining 9 risks are Amber risks, these are detailed in paragraph 24-25 and in Appendix E.

General Fund Revenue

5. The General Fund is showing a favourable variance of (£0.533) million as set out in Appendix A, after carry forward and new bid requests. The revenue balance remains unchanged at £3.622 million.

General Fund Earmarked Reserves and Working Balance

6. A number of requests have been made to carry forward unspent sums in respect of previously approved budgets that have either a) not yet started, or b) are started but not completed (£0.340 million). Additionally, new bids of £0.364 million on which to use the underspend have been proposed. Details of these requests are summarised in the table below, and further details shown in Appendix D:

| Description | Amount Requested £ | New Scheme £ | Slipped Scheme £ | Total £ |
|---|-----------------------|-----------------|---------------------|----------------|
| Regeneration & Economy | 89,536 | 0 | 89,536 | 89,536 |
| Financial Services | 45,000 | 45,000 | 0 | 45,000 |
| Planning, Sustainable Development and Regulatory Services | 25,000 | 0 | 25,000 | 25,000 |
| Direct Services | 200,000 | 200,000 | 0 | 200,000 |
| Community Services | 66,500 | 55,000 | 11,500 | 66,500 |
| Business Improvement | 161,000 | 0 | 161,000 | 161,000 |
| Law and Governance | 4,000 | 0 | 4,000 | 4,000 |
| Welfare Reform | 113,154 | 63,676 | 49,478 | 113,154 |
| General Fund | 704,190 | 363,676 | 340,514 | 704,190 |

7. The new scheme requests include the following:
 - **Investigations marketing - £45k** – budget to develop the commercial trading including marketing, open day expenses, apprenticeship contribution and web site development;

- **City Centre Improvements - £200k** -to carry out a backlog of repairs to the public realm within the City Centre where routine revenue budgets are either not identified or insufficient to maintain a satisfactory standard. This will improve safety and the visual appearance to items such as street furniture and paved surfaces. It reflects the City Council's ambition to ensure that all areas of the City Centre match the appeal of the new Westgate Centre.
 - **Nightsafe: Public safety and late-night economy - £40k** – to carry out a review our joint approach to managing the night-time economy to improve public safety;
 - **Grants budget - £15k** – increase in grants budget to align the allocated budget with expenditure agreed;
 - **Home choice pilot (Rent guarantee & Coaching model) - £64k** - .this projects seeks to provide a new model for the Council in placing families at risk of homelessness into the private rented sector. This will be achieved by topping up the rent of those placed in the private rented sector.
8. The City Executive Board is asked to review and agree the carry forward requests and new bids. It is recommended that any sums not agreed are transferred to the Capital Financing Reserve.
 9. The City Executive Board is also asked to review and agree to change the recommendation regarding the Neighbourhood portion of CIL Funding. It previously agreed that these funds would only be rolled forward for schemes that may be implemented over more than one year, we are now proposing that all unspent funds are rolled forward to allow members to allocate the funds in future years.
 10. Subject to CEB agreeing the recommended carry forwards, Earmarked Reserves as at the 31st March 2018 would stand at £35.511 million, 25% of which relates to funding of the Capital Programme and 13% relates to Business Rates Retention reserve.
 11. The most notable transfer to and from Earmarked Reserves in year is:
 - NNDR Retention reserve – (£1.737) million this reserve is held in accordance with proper accounting practices;

General Fund Service area position

12. At the year end the General Fund service areas showed a favourable variance of (£1.357) million, (£0.704) million after carry forward requests. The most significant of these variances are explained below:
 - **Housing and Property** – year end adverse variance of £0.157 million, due to increased expenditure on temporary staffing during the year, under recovery on fees charged to capital due to a reduction of work provided to capital projects and the provision of bad debts against garage income being higher than expected in year;

- **Regeneration and Economy** – year end favourable variance of (£0.547) million, (£0.308) million of this relates to the year-end adjustment for the revaluation of shared ownership mortgage debt the financial effect of which is offset by a compensating adjustment showing within the Corporate accounts. Commercial property investment income over achieved its target by £0.089 million. The Property support services team have also had staffing vacancies throughout the year. There has been a delay in some feasibility studies in year and a carry forward request for £110k has been submitted for these.
- **Direct Services** – year end favourable variance of (£0.813) million, fuel prices have been increasing throughout the year and have led to an overspend of £0.086 million in this area. There has been overachievement of income in Commercial Waste (£0.125) million and engineering services (£0.439) million. Off street parking has achieved an additional (£0.110) million, this has offset unachieved budgeted additional income of £0.160 million for Seacourt Park and Ride.
- **Business Improvement** – year end favourable variance of (£0.218) million due to staff turnover and vacancies within the Business Improvement team, offset by an adverse variance in ICT due to pressures on the telephony budget and temporary staffing. HR & OD have a favourable variance due to the apprentice programme and training budget, and a carryforward request has been submitted to carry these funds into 2018/19.
- **Service Level Agreements and Capital Charges** are showing a favourable variance of (£3.068) million due to a significant upward revaluation of the Council's Investment Properties. This is off set by a corresponding entry in accordance with Local Government accounting within the Corporate Accounts, to ensure that this does not have an overall impact on the bottom line of the financial accounts.

Corporate Accounts, Contingencies and Transfers to/from Earmarked Reserves

13. The adverse variance of £6.251 million on the Corporate Accounts is due to

- Compensating adjustment in respect of the revaluation of shared ownership mortgage debt ;
- Compensating adjustment in respect of the revaluation of the Council's Investment Properties;
- An increase in the use of revenue contributions to finance the capital programme to mitigate the need to borrow

14. **Local cost of benefits** - an adverse variance of £0.558 million at the end of the year has arisen from the Housing Benefit expenditure in relation to local authority error and admin delays above the upper threshold at which subsidy is not payable. Losses of subsidy are offset against income received from overpaid Housing

Benefit. This variance has been offset by the use of reserves which were previously set aside for this reason.

15. **Investment Income** – a favourable variance of £0.328 million has arisen from increased investment income from our property fund investments and loans to Oxwed (our West End delivery partnership).

Housing Revenue Account

16. The HRA is showing a favourable variance on the HRA of (£0.550) million above the original budgeted surplus of (£5.619) million (Appendix C). This is after allowing for carry forward requests, totalling £0.495 million, £70k of new schemes and £425k in respect of slippage.
17. The £70k for a new scheme is to provide some temporary resources in the Tenancy Management Team, who have a number of staffing issues including dealing with some long term sickness and, consequently these temporary resources will enable the team to operate more effectively and efficiently than recently experienced.
18. The HRA working balance remains unchanged at £4.0 million.
19. The year end variance is shown as (£0.550) million and the major variations include:
 - **Management and Services (Stock Related)** has a favourable variance of (£0.875) million this is as a result of lower than anticipated public utilities costs across the stock and reduced Council Tax on empty properties arising from a reduction in void turnaround times.
 - **Misc Expenditure (Non Stock Related)** has a favourable variance of (£0.201) million, associated with lower than expected spend on those HRA dwellings used for Temporary Accommodation, and the savings arising from the ability to recharge the Project Manager to the HRA capital programme.
 - **Interest paid** has a favourable variance of £0.219 million due to reduced interest on loans.
 - **Depreciation** has an overall adverse variance of £0.801 million, this is due to the calculation of depreciation in year being higher than that budgeted for.
 - **Appropriations** has an overall minimal favourable variance of £0.025 million, these accounts represent the entries relating to movements to and from reserves, capital financing, impairments and gains and losses on asset disposals.

Capital

20. The outturn on the Capital Programme is £37.710 million with a favourable variance of (£11.228) million against the latest outturn estimate forecast in February as shown in Appendix B. This represents a 69% spend of the original budget compared to 78% last year and 69% the previous year.
21. The variance of (£11.228) million is made up of (£10.592) million of slippage into 18/19 and (£0.636) million of net underspends. Should members agree the recommendations then funding in respect of the underspend will be returned back to the Capital Financing Reserve.

GENERAL FUND

- **Oxpens regeneration** – (£4.160) million loan due to OXWED in respect of Council owned land to be transferred to the company which has not yet taken place;
- **ICT project** – (£0.377) million due to delays in procurement and slippage on implementation of Bartec;
- **Cave Street and 1-5 George Street Developments** – (£0.251) million, feasibility work is being undertaken along with planning application for George Street;
- **Lucy Faithful House** – (£0.456) million slippage, £0.544 million has been spent in year for the purchase of the lease back from Riverside and securing of the vacant building , and the remaining budget of £0.456 million to be used to demolish the building in preparation for redevelopment is being slipped into 2018/19;
- **Horspath Sports Park** – (£0.533) million slippage into 2018/19 due to delays on site, the project is still due to complete by June 2018;
- **Go Ultra Low** – (£0.119) million slippage into 2018/19 due to the remaining chargers being installed in April 2018;
- **Housing Company Loans** – (£2.695) million slippage on the Housing Company development programme;
- **Seacourt Park and Ride** – (£0.233) million slippage – delays in project delivery due to liaison with other agencies and receiving planning permission. Work now expected to start on site in May 2018;

HRA

- **Tower Blocks** – (£0.315) million – additional funding required to the scheme for the replacement cladding;
- **Great Estates** – (£0.243) million slippage, to completed the committed schemes;
- **Developments at Bracegirdle and Mortimer Drive** – (£0.558) million slippage, Contractors have been appointed to manage the delivery of this scheme and pre application planning has been undertaken, work will continue into 2018/19;
- **Barton Regeneration** – (£0.154) million slippage, to enable works on Barton Road Flats to be completed now that planning permission has been received.

Performance Management

22. There are sixteen corporate performance measures that were monitored during the year (Appendix F). Twelve (75%) were delivered as planned (Green) and four (25%) fell short of their target.

23. The four indicators are detailed below:

- a. Amount of employment floor space permitted for development –target of 15,000 and a year end result of 4,553; it should be noted that significant developments of employment space are proposed in the coming years;
- b. Net increase in number of businesses operating in the city – target of 200 and a year end result of 140;
- c. Number of people using leisure centres – target of 1,450,000 and a year end result of 992,316;
- d. Percentage of customers satisfied with the OCC website – target of 65% and a year end result of 62%.

Corporate Risk

24. Corporate risks are reported in Appendix E

25. There are nine Amber risks and one Red risk, the red risk is detailed further below:

- a. Climate change – The risk that a flood event happens that mitigations and plans are not sufficient to deal with.

Financial implications

26. All financial implications are covered in the body of this report and the Appendices.

Legal issues

27. There are no legal implications directly relevant to this report.

Level of risk

28. All risk implications are covered in the body of this report and the Appendices.

Equalities impact

29. There are no equalities impacts arising directly from this report.

| | |
|----------------------------|---|
| Report author | Nigel Kennedy Helen Bishop |
| Job title | Head of Financial Services Head of Business Improvement |
| Service area or department | Financial Services/Business Improvement |
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| e-mail | nkennedy@oxford.gov.uk / hbishop@oxford.gov.uk |

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|--------------------------------|
| Background Papers: None |
| |

| GF Outturn Report 17/18 @ 31st March, 2018 | Approved Budget (per Budget book) | Actual YTD | Budget YTD | Variance YTD | Carry Forward Requests | Revised Outturn (incl C/fwd) | Final Variance |
|--|--|-------------------|-------------------|---------------------|-----------------------------------|---|-----------------------|
| | £000's | £000's | £000's | £000's | £000's | £000's | £000's |
| Directorates | | | | | | | |
| Assistant Chief Executive | 614 | 427 | 405 | 22 | | 427 | 22 |
| Housing Services | 5,429 | 5,151 | 4,994 | 157 | | 5,151 | 157 |
| Assistant Chief Executive | 6,043 | 5,578 | 5,399 | 179 | | 5,578 | 179 |
| Regeneration & Economy | (9,562) | (10,024) | (9,477) | (547) | 90 | (9,935) | (457) |
| Regeneration & Economy | (9,562) | (10,024) | (9,477) | (547) | 90 | (9,935) | (457) |
| Planning, Sustainable Dev & Regulatory | 1,856 | 1,262 | 1,224 | 38 | 25 | 1,287 | 63 |
| Community Services | 5,091 | 5,461 | 5,411 | 49 | 67 | 5,527 | 116 |
| Direct Services | 3,384 | 3,535 | 4,348 | (813) | 200 | 3,735 | (613) |
| Sustainable City | 10,332 | 10,258 | 10,984 | (726) | 292 | 10,549 | (435) |
| Transformation | 227 | 396 | 393 | 3 | | 396 | 3 |
| Business Improvement | 8,885 | 8,654 | 8,872 | (218) | 161 | 8,815 | (57) |
| Welfare Reform Team | 158 | 380 | 380 | | 113 | 493 | 113 |
| Financial Services | 2,888 | 2,824 | 2,873 | (49) | 45 | 2,869 | (4) |
| Law & Governance | 2,675 | 2,652 | 2,651 | 1 | 4 | 2,656 | 5 |
| Organisational Development & Corporate Services | 14,833 | 14,906 | 15,169 | (263) | 323 | 15,229 | 60 |
| Directorate Total Excl SLA's & Capital Charges | 21,646 | 20,718 | 22,075 | (1,357) | 704 | 21,422 | (653) |
| SLA's & Capital Charges | (337) | 3,566 | 6,634 | (3,068) | | 3,566 | (3,068) |
| Corporate Accounts | (1,973) | (2,402) | (9,160) | 6,758 | (507) | (2,909) | 6,251 |
| Contingencies | 1,334 | | 507 | (507) | 507 | 507 | |
| Total Corporate Accounts & Contingencies | (639) | (2,402) | (8,653) | 6,251 | | (2,402) | 6,251 |
| Net Expenditure Budget | 20,670 | 21,882 | 20,055 | 1,827 | 704 | 22,586 | 2,531 |
| Transfer to / (from) Ear Marked Reserves | 386 | 373 | 3,372 | (2,999) | | 373 | (2,999) |
| Net Budget Requirement | 21,056 | 22,255 | 23,428 | (1,173) | 704 | 22,959 | (468) |
| Funding | | | | | | | |
| External Funding (RSG) | 1,460 | 1,513 | 1,460 | 53 | | 1,513 | 53 |
| External Funding (NNDR Retention) | 6,647 | 8,384 | 8,384 | | | 8,384 | |
| Council tax | 13,121 | 13,132 | 13,121 | 11 | | 13,132 | 11 |
| Less Parish Precepts | (172) | (171) | (172) | | | (171) | |
| Collection Fund Surplus | | | | | | | |
| Section 31 Grants | | | | | | | |
| Total Funding Available | 21,056 | 22,858 | 22,793 | 64 | | 22,858 | 64 |
| (Surplus) / Deficit for year | | (603) | 635 | (1,237) | 704 | 102 | (533) |

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| Capital Budget and Spend as at | | 31st March 2018 | | | | | |
|---|--|---------------------|------------------|--------------------------|--------------------|--------------------------|-----------------------------------|
| Cost Centre | Capital Scheme | 2017/18 Budget Book | Latest Budget | Spend to 31st March 2018 | Variance to Budget | Variance due to Slippage | Variance due to Over/ Under spend |
| | | £ | £ | £ | | £ | £ |
| C3039 | ICT Infrastructure | 400,000 | 88,499 | 71,699 | (16,800) | (16,800) | - |
| C3061 | LAN/WiFi Refresh Hardware | - | 137,798 | 137,798 | 0 | - | - |
| C3063 | LAN / WiFi Refresh Professional Services and Install | - | 108,000 | - | (108,000) | (108,000) | - |
| C3062 | Datacentre Upgrade | - | 65,703 | 19,531 | (46,172) | (46,172) | - |
| C3044 | ICT Software and Licences | 150,000 | 150,000 | 151,783 | 1,783 | - | 1,783 |
| C3055 | Waste Management Project | - | 164,000 | 62,140 | (101,860) | (101,860) | - |
| C3056 | Agresso Upgrade | 50,000 | 100,430 | 90,803 | (9,627) | (9,627) | - |
| C3057 | Housing System Replacement | 250,000 | 428,290 | 333,735 | (94,555) | (94,555) | - |
| C3058 | CRM Application | 100,000 | - | - | - | - | - |
| C3060 | End-Point Devices | 150,000 | - | 9,454 | 9,454 | 9,454 | - |
| G6013 | Superconnected Cities | - | 8,853 | 9,890 | 1,037 | 1,037 | - |
| S03 Business Improvement | | 1,100,000 | 1,251,573 | 886,832 | (364,742) | (366,524) | 1,783 |
| M5023 | Oxpens Regeneration | 4,160,000 | 4,160,000 | - | (4,160,000) | (4,160,000) | - |
| S10 Regeneration and Economy | | 4,160,000 | 4,160,000 | - | (4,160,000) | (4,160,000) | - |
| CIL and S106 Funded Schemes | | | | | | | |
| F7005 | Oxford Road Park, Littlemore - Improvements | 7,973 | 7,973 | 7,973 | 0 | 0 | - |
| F7006 | Work of Art - Littlemore | 7,892 | 7,892 | 7,892 | - | - | - |
| F7007 | Woodfarm / Headington Community Centre | - | 20,000 | - | (20,000) | (20,000) | - |
| F7011 | Headington Environmental Improvements | (59,004) | - | - | - | - | - |
| F7020 | Work of Art Shotover View | - | - | - | - | - | - |
| F7024 | St Clements Environmental Improvements | - | - | - | - | - | - |
| F0025 | Westgate area public realm improvements | 567,000 | - | - | - | - | - |
| F0026 | Pedestrianisation of Queen Street | - | - | - | - | - | - |
| Grants | | | | | | | |
| E3511 | Renovation Grants | (773) | 50,000 | 35,632 | (14,368) | - | (14,368) |
| E3521 | Disabled Facilities Grants | 189,041 | 700,000 | 792,578 | 92,578 | 92,578 | - |
| E3561 | Additional DFG Funding 2017/18 | - | 116,069 | 107,212 | (8,857) | (8,857) | - |
| Environmental Sustainability | | | | | | | |
| E3554 | Additional SALIX Plus funding | - | 37,685 | 37,681 | (4) | - | (4) |
| E3555 | Flood Alleviation at Northway & Marston | 1,381,000 | 1,824,335 | 1,395,530 | (428,805) | - | (428,805) |
| E3557 | Oxford and Abingdon Flood Alleviation Scheme | 380,000 | 380,000 | 380,000 | - | - | - |
| E3558 | Go Ultra Low | 35,000 | 276,695 | 157,573 | (119,121) | (119,121) | - |
| E3559 | Earl Street Pumping Station | - | 26,050 | 24,910 | (1,140) | - | (1,140) |
| S11 Planning, Sustainable Development & Regulatory | | 2,508,129 | 3,446,698 | 2,946,982 | (499,716) | (55,399) | (444,317) |
| Covered Market | | | | | | | |
| B0027 | Covered Market - Improvements & Upgrade to Roof | - | 4,214 | 125,769 | 121,555 | - | 121,555 |
| B0028 | Covered Market - New Roof Structures to High St | - | 72,570 | 9,089 | (63,481) | - | (63,481) |
| B0036 | Investment - Covered Market | - | 75,662 | 1,260 | (74,402) | - | (74,402) |
| Investment Properties | | | | | | | |
| B0040 | Investment - Broad Street | - | 4,326 | 15,953 | 11,628 | - | 11,628 |
| B0041 | Investment - Misc. City Centre Properties | - | 30,000 | 9,657 | (20,343) | - | (20,343) |
| B0043 | Investment George Street | - | 94,415 | 162,080 | 67,665 | - | 67,665 |
| B0046 | Investment - Ship Street | - | 42,171 | 29,651 | (12,520) | (12,520) | - |
| B0092 | Cave Street development | 505,642 | 290,000 | 167,503 | (122,497) | (122,497) | - |
| B0098 | 1-5 George Street | - | 300,000 | 171,596 | (128,404) | (128,404) | - |
| B0099 | Ship Street & New Road | - | 75,000 | 22,486 | (52,514) | (52,514) | - |
| Miscellaneous Council Properties | | | | | | | |
| B0082 | Garages | - | 40,386 | 86,770 | 46,385 | - | 46,385 |
| B0104 | Old Gas Works Bridges | - | 20,000 | - | (20,000) | (20,000) | - |
| B0105 | Westhill Barns (Shotover) | - | 1,000 | - | (1,000) | (1,000) | - |
| Parks & Cemeteries | | | | | | | |
| B0048 | Leisure - Cemeteries | - | - | (150) | (150) | - | (150) |
| B0065 | Cemeteries Infrastructure | - | 123,704 | 96,884 | (26,820) | - | (26,820) |
| Town Hall & St Aldates Chambers | | | | | | | |
| B0054 | Town Hall | - | - | - | - | - | - |
| B0093 | Health & Safety Works to SAC | - | - | (124) | (124) | - | (124) |
| General Fund Housing Projects | | | | | | | |
| M5019 | Purchase of Homeless Properties | 10,000,000 | 5,871,720 | 6,131,810 | 260,090 | 260,090 | - |
| M5020 | Empty Homes CPO Revolving Fund | - | - | - | - | - | - |

| Cost Centre | Capital Scheme | 2017/18 Budget Book | Latest Budget | Spend to 31st March 2018 | Variance to Budget | Variance due to Slippage | Variance due to Over/ Under spend |
|-------------|---|---------------------|-------------------|--------------------------|--------------------|--------------------------|-----------------------------------|
| | | £ | £ | £ | | £ | £ |
| M5021 | Equity Loan Scheme for Teachers | 100,000 | 170,600 | - | (170,600) | (170,600) | |
| M5026 | Housing Company Loans | 3,000,000 | 3,000,000 | 305,000 | (2,695,000) | (2,695,000) | |
| M5027 | Purchase of Leasehold Lucy Faithful House | 1,000,000 | 1,000,000 | 543,870 | (456,130) | (456,130) | |
| | S13 Housing Services | 14,605,642 | 11,215,767 | 7,879,105 | (3,336,662) | (3,398,575) | 61,912 |
| B0075 | Stage 2 Museum of Oxford Development | - | 80,000 | 89,306 | 9,306 | 9,306 | |
| G3017 | South Oxford Community Centre Cafe | - | 100,000 | 210,688 | 110,688 | - | 110,688 |
| B0033 | Community Centres | - | - | 4,076 | 4,076 | - | 4,076 |
| B0034 | Rose Hill Community Centre | - | 87,128 | 114,671 | 27,543 | - | 27,543 |
| B0083 | East Oxford Community Centre | 27,059 | - | (2,059) | (2,059) | - | (2,059) |
| B0095 | Barton Community Centre | 950,000 | 65,000 | 61,683 | (3,317) | (3,317) | - |
| B0096 | Bullingdon Community Centre | 500,000 | 50,000 | 31,952 | (18,048) | (18,048) | |
| A3129 | Donnington Recreation Ground Improvements | 44,375 | 44,375 | 6,525 | (37,850) | (37,850) | |
| A4808 | Blackbird Leys Leisure Centre Improvements | - | 10,388 | (4,764) | (15,153) | - | (15,153) |
| A4837 | Quarry Pavillion | - | 775,061 | 854,785 | 79,724 | - | 79,724 |
| A4820 | Upgrade Existing Tennis Courts | - | 35,000 | 34,448 | (552) | - | (552) |
| A4814 | Leisure Centre Substantive Works | - | - | 1,080 | 1,080 | - | 1,080 |
| A4840 | Cuttleslowe Lower Pavillion | - | - | 1,495 | 1,495 | - | 1,495 |
| A4833 | Horspath Sports Park | 5,000,000 | 3,245,848 | 2,712,783 | (533,065) | (533,065) | |
| A4838 | Invest to Save in Leisure Service | - | - | - | - | - | - |
| A4842 | Florence Park Tennis Courts | - | 208,774 | 208,774 | (0) | - | 0 |
| A4848 | Barton Fit Trail | - | 69,000 | 61,915 | (7,085) | (7,085) | - |
| | S22 Community Services Total | 6,521,434 | 4,770,575 | 4,387,358 | (383,217) | (590,059) | 206,842 |
| R0005 | MT Vehicles/Plant Replacement Programme. | 1,429,750 | 1,554,217 | 1,563,177 | 8,959 | 8,959 | - |
| T2289 | Vehicle Brush Wash | - | 6,494 | 3,973 | (2,521) | - | (2,521) |
| T2277 | Food waste collection from flats | - | 50,154 | 34,730 | (15,424) | (15,424) | - |
| T2288 | Cowley Marsh Electrical Works | - | 54,444 | 55,068 | 624 | - | 624 |
| B0081 | Car Parking Oxpens | - | - | (9,889) | (9,889) | - | (9,889) |
| B0086 | Extension to Seacourt Park & Ride | 1,620,194 | 399,010 | 166,126 | (232,885) | (232,885) | |
| T2273 | Car Parks Resurfacing | 300,000 | 174,738 | 174,739 | 0 | - | - |
| T2274 | Gloucester Green Car Park Waterproofing | - | 38,000 | 39,848 | 1,848 | - | 1,848 |
| A4836 | Court Place Farm Car Park | - | 189,050 | 190,405 | 1,355 | - | 1,355 |
| T2290 | Marsh Road Recreation Ground Car Park Extension | - | 64,980 | 109,515 | 44,535 | 44,535 | |
| T2291 | Oatlands Recreation Ground Car Park | 75,000 | 75,000 | 47,977 | (27,023) | - | (27,023) |
| T2292 | Cuttleslowe Car Park Extension | - | 70,000 | 70,242 | 242 | - | 242 |
| T2293 | Marsh Road Depot Extension | - | 150,000 | - | (150,000) | (150,000) | |
| T2286 | Cycling | - | 24,246 | 25,004 | 758 | - | 758 |
| T2287 | Recycling Transfer Station | 2,293,000 | 175,000 | 131,800 | (43,200) | (43,200) | - |
| M5028 | Property Rationalisation (Depot Project) | 250,000 | - | - | - | - | - |
| A4830 | Develop new burial space | - | - | - | - | - | - |
| | S23 Direct Services Total | 5,967,944 | 3,025,335 | 2,602,714 | (422,621) | (388,014) | (34,607) |
| B0074 | B0074 R & D Feasibility Fund | 100,000 | 90,000 | 108,121 | 18,121 | 18,121 | |
| | S32 Finance Total | 100,000 | 90,000 | 108,121 | 18,121 | 18,121 | - |
| | General Fund Total | 34,963,149 | 27,959,948 | 18,811,111 | (9,148,837) | (8,940,450) | (208,387) |
| | Housing Revenue Account Capital Programme | | | | | | |
| | External Contracts | | | | | | |
| N6384 | Tower Blocks | 6,959,000 | 8,764,940 | 8,449,892 | (315,048) | (315,048) | |
| N6386 | Structural | 61,000 | 161,000 | 118,888 | (42,112) | (40,000) | (2,112) |
| N6389 | Damp-proof works (K&B) | 99,000 | 99,000 | 132,713 | 33,713 | - | 33,713 |
| N6392 | Roofing | 166,000 | 166,000 | 231,005 | 65,005 | - | 65,005 |
| N6434 | Doors and Windows | - | 280,000 | 310,717 | 30,717 | - | 30,717 |
| N7020 | Extensions & Major Adaptions | 150,000 | 520,000 | 377,595 | (142,405) | (142,405) | - |
| N7026 | Communal Areas | 166,000 | 398,050 | 191,585 | (206,465) | (200,000) | (6,465) |
| N7033 | Energy Efficiency Initiatives | 300,000 | - | - | - | - | - |
| N7038 | Insulation Works | - | 300,000 | 265,524 | (34,476) | - | (34,476) |
| N7041 | Electric Heating Conversion to Gas | 400,000 | 400,000 | 337,719 | (62,281) | - | (62,281) |
| N7044 | Lift Replacement Programme | 150,000 | - | 875 | 875 | - | 875 |
| | New Build | | | | | | |
| N7029 | HCA New Build | - | - | (232,292) | (232,292) | - | (232,292) |
| N7032 | Great Estates: Estate Enhancements and Regeneration | 1,200,000 | 1,240,000 | 997,406 | (242,594) | (242,594) | - |
| N7040 | Blackbird Leys Regeneration | 3,050,000 | - | - | - | - | - |
| N7042 | Barton Regeneration | 900,000 | 458,145 | 304,350 | (153,795) | (153,795) | |
| N7045 | Development at Bracegirle | 278,250 | 278,250 | - | (278,250) | (278,250) | |
| N7046 | Development at Mortimer Drive | 311,250 | 311,250 | 31,492 | (279,758) | (279,758) | |
| N7047 | Social Rented Housing Acquisitions | - | 2,362,000 | 2,369,487 | 7,487 | - | 7,487 |

| Cost Centre | Capital Scheme | 2017/18 Budget Book | Latest Budget | Spend to 31st March 2018 | Variance to Budget | Variance due to Slippage | Variance due to Over/ Under spend |
|-------------|--------------------------------|---------------------|-------------------|--------------------------|---------------------|--------------------------|-----------------------------------|
| | | £ | £ | £ | | £ | £ |
| | | - | - | | - | | |
| | Internal Contracts | - | - | | - | | |
| N6385 | Adaptations for disabled | 602,000 | 595,800 | 591,227 | (4,573) | - | (4,573) |
| N6390 | Kitchens & Bathrooms | 2,255,000 | 2,341,826 | 2,309,705 | (32,121) | - | (32,121) |
| N6391 | Heating | 1,816,000 | 1,624,335 | 1,639,184 | 14,849 | - | 14,849 |
| N6388 | Major Voids | 375,000 | 271,250 | 86,530 | (184,720) | - | (184,720) |
| N6395 | Electrics | 424,000 | 406,739 | 385,653 | (21,086) | - | (21,086) |
| | | | | | | | |
| | Housing Revenue Account | 19,662,500 | 20,978,585 | 18,899,254 | (2,079,331) | (1,651,850) | (427,481) |
| | | | | | | | |
| | Grand Total | 54,625,649 | 48,938,533 | 37,710,365 | (11,228,168) | (10,592,300) | (635,867) |

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| HRA Outturn Report 17/18 @ 31st March 2018 | Approved Budget (per Budget book) | Actual YTD | Budget YTD | Variance YTD | Carry Forward Requests | Revised Outturn | Final Variance |
|---|--------------------------------------|-----------------|-----------------|----------------|---------------------------|-----------------|----------------|
| | £000's | £000's | £000's | £'000's | £'000's | £'000's | £'000's |
| Dwelling Rent | (42,051) | (42,147) | (42,131) | (16) | | (42,147) | (16) |
| Service Charges | (1,567) | (1,799) | (1,727) | (72) | | (1,799) | (72) |
| Garage Income | (216) | (220) | (216) | (4) | | (220) | (4) |
| Miscellaneous Income | (783) | (1,107) | (1,118) | 11 | | (1,107) | 11 |
| Right to Buy (RAF) | (52) | (44) | (52) | 8 | | (44) | 8 |
| Net Income | (44,669) | (45,317) | (45,244) | (73) | | (45,317) | (73) |
| Management & Services (Stock Related) | 9,643 | 8,770 | 9,975 | (1,205) | 330 | 9,099 | (875) |
| Misc Expenditure (Not Stock Related) | 579 | 197 | 522 | (325) | 125 | 322 | (201) |
| Other Revenue Spend (Stock Related) | 211 | 44 | 71 | (27) | | 44 | (27) |
| Bad Debt Provision | 384 | 492 | 464 | 28 | | 492 | 28 |
| Responsive & Cyclical Repairs | 11,327 | 11,125 | 11,125 | () | 40 | 11,165 | 40 |
| Interest Paid | 7,920 | 7,702 | 7,920 | (219) | | 7,702 | (219) |
| Depreciation | 6,287 | 7,087 | 6,287 | 801 | | 7,087 | 801 |
| Total Expenditure | 36,351 | 35,417 | 36,364 | (947) | 495 | 35,911 | (452) |
| Net Operating Expenditure/(Income) | (8,318) | (9,900) | (8,880) | (1,020) | 495 | (9,405) | (525) |
| Investment Income | (76) | (129) | (117) | (12) | | (129) | (12) |
| Other HRA Reserve Adjustment | 2,775 | (5,283) | 265 | (5,548) | | (5,283) | (5,548) |
| MIRS | | (412) | | (412) | | (412) | (412) |
| MRA Adjustment | | | | | | | |
| Impairment | | 5,506 | | 5,506 | | 5,506 | 5,506 |
| Gain/Loss on sale of Fixed Asset | | (5,094) | | (5,094) | | (5,094) | (5,094) |
| Transfer (to)/from MR/OR | | 8,648 | 3,113 | 5,535 | | 8,648 | 5,535 |
| Total Appropriations | 2,699 | 3,236 | 3,261 | (25) | | 3,236 | (25) |
| Total HRA (Surplus)/Deficit | (5,619) | (6,664) | (5,619) | (1,045) | 495 | (6,170) | (550) |

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| Description | Amount Requested | New Scheme | Slipped Scheme | Total |
|---|------------------|----------------|----------------|----------------|
| | £ | £ | £ | £ |
| Regeneration & Economy | 89,536 | 0 | 89,536 | 89,536 |
| Financial Services | 45,000 | 45,000 | 0 | 45,000 |
| Planning, Sustainable Development and Regulatory Services | 25,000 | 0 | 25,000 | 25,000 |
| Direct Services | 200,000 | 200,000 | 0 | 200,000 |
| Community Services | 66,500 | 55,000 | 11,500 | 66,500 |
| Business Improvement | 161,000 | 0 | 161,000 | 161,000 |
| Law and Governance | 4,000 | 0 | 4,000 | 4,000 |
| Welfare Reform | 113,154 | 63,676 | 49,478 | 113,154 |
| General Fund | 704,190 | 363,676 | 340,514 | 704,190 |

| Description | Amount Requested | New Scheme | Slipped Scheme | Total |
|-------------|------------------|---------------|----------------|----------------|
| | £ | £ | £ | £ |
| HRA | 494,610 | 70,000 | 424,610 | 494,610 |
| HRA | 494,610 | 70,000 | 424,610 | 494,610 |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18**Regeneration & Economy**

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|------------------------------------|------------|---------------|-----------------|------------------|------------|----------------|---------------|-------------------------|---|
| | | | £ | £ | £ | £ | £ | | |
| Project Feasibility & Consultatnts | BN25 | Jane Winfield | 175,000 | 55,000 | | 55,000 | 55,000 | | To carry out feasibility and viability work on the following projects: Diamond Place; Odeon Cinema; Cowley Workers Social Club; BT Exchange & Magistrate Court and Floyds Row |
| Commercial EPC Surveys | BN26 D3411 | Jane Winfield | 61,000 | 34,536 | | 34,536 | 34,536 | | To meet the Councils legal obligation to carry out EPC Surveys, to improve energy efficiency and reduce carbon emisisions |
| | | | <u>236,000</u> | <u>89,536</u> | <u>0</u> | <u>89,536</u> | <u>89,536</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18
S32 - Financial Services

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|--------------------------------|------|--------------|-----------------|------------------|---------------|----------------|---------------|-------------------------|---|
| | | | £ | £ | £ | £ | £ | | |
| Investigations Trading Surplus | CD22 | Scott Warner | 142,445 | 45,000 | 45,000 | | 45,000 | | Budget to develop commercial trading including marketing, open day expenses, apprenticeship contribution and web site development |
| | | | <u>142,445</u> | <u>45,000</u> | <u>45,000</u> | <u>0</u> | <u>45,000</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18
Planning, Sustainable Development and Regulatory Services

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|--|------|--------------|-----------------|------------------|------------|----------------|--------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| Central Oxford Conservation Area Appraisal | HK12 | Clare Golden | 25,000 | 25,000 | | 25,000 | 25,000 | | Provision of an upto date conservation area appraisal to enable new development to preserve or enhance the heritage and built environment of the City Centre |
| | | | 25,000 | 25,000 | 0 | 25,000 | 25,000 | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18

S23 - Direct Services

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|--------------------------|------|--------------|-----------------|------------------|------------|----------------|-----------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| City Centre Improvements | | Tim Sadler | | 200,000 | 200,000 | | 200,000 | | To carry out a backlog of repairs to the public realm within the City Centre where routine revenue budgets are either not identified or insufficient to maintain a satisfactory standard. This will improve safety and the visual appearance to items such as street furniture and paved surfaces. |
| | | | 0 | 200,000 | 200,000 | | 0 200,000 | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18**S22 -Community Services**

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|--|------|--------------|-----------------|------------------|---------------|----------------|---------------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| Nightsafe - Public Safety and late-night economy | KN33 | Ian Brooke | 0 | 40,000 | 40,000 | | 40,000 | | Increase public reassurance during night-time economy and improve safeguarding responses for those in need. Reduce crime and the fear of crime |
| International Links Assistant post | KA20 | Ian Brooke | 30,000 | 11,500 | | 11,500 | 11,500 | | International Links Assistant post - funded for 12 months and only filled for 7 months of current year, carry forward to fund for remaining 5 months of term |
| Grants Budget | | Ian Brooke | | 15,000 | 15,000 | | | | Additional grant budget to align the with expenditure agreed |
| | | | <u>30,000</u> | <u>66,500</u> | <u>55,000</u> | <u>11,500</u> | <u>51,500</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18

S03 - Business Improvement

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|------------------------|------------|----------------------------|------------------|------------------|------------|----------------|----------------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| Training | CD41 A0622 | Michelle Iddon | 30,000 | 20,000 | | 20,000 | 20,000 | | ICT restructure has meant courses for technical skills were not able to be delivered in 17/18. Training to include ITIL, Prince 2, Management Development and specialist systems |
| Apprenticeship Cohorts | DP11 | Chris Harvey | 281,000 | 91,000 | | 91,000 | 91,000 | | Cohorts run outside of Financial Years, therefore balance needs to be carried forward to run through to the end of the current cohort in Sept 2018 |
| IKEN Upgrade | DA70 D3513 | Sue Brown/Rocco Laberlatte | 1,795,000 | 50,000 | | 50,000 | 50,000 | | To upgrade the existing IKEN (Law & Governance) software case management system to the latest version and render it compatible with Windows 10 and the new end-user device rollout project |
| | | | <u>2,106,000</u> | <u>161,000</u> | <u>0</u> | <u>161,000</u> | <u>161,000</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18

S34 - Law & Governance

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|----------------|------------|---------------|-----------------|------------------|------------|----------------|--------------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| Staff Training | KS02 A0636 | Anita Bradley | 11,380 | 4,000 | | 4,000 | 4,000 | | Enhanced training programme to reflect needs identified at the Service Away Day and organisational priorities resulting in the upskilling of staff |
| | | | <u>11,380</u> | <u>4,000</u> | <u>0</u> | <u>4,000</u> | <u>4,000</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18
Welfare Reform

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Committed / Uncommitted | Reason for Request |
|---|------|--------------|-----------------|------------------|---------------|----------------|----------------|-------------------------|--|
| | | | £ | £ | £ | £ | £ | | |
| Home Choice Pilot Project (Rent Guarantee & Coaching model) | CB55 | Paul Wilding | 129,143 | 63,676 | 63,676 | | 63,676 | | this projects seeks to provide a new model for the Council in placing families at risk of homelessness into the private rented sector. This will be achieved by topping up the rent of those placed in the private rented sector. |
| Universal Credit - Emergeny Hardship Scheme | CD69 | Paul Wilding | 50,000 | 49,478 | | 49,478 | 49,478 | | The changes that have been made in 2018/19 to the Council Tax Reduction scheme are to make admin more efficient however ther ewill inevitably be some situations where individuals are caused hardship as a result of these changes, and as such it would be prudent to make funding available to cover request for discretionary assistance in such circumstances |
| | | | <u>179,143</u> | <u>113,154</u> | <u>63,676</u> | <u>49,478</u> | <u>113,154</u> | | |

SUMMARY OF CARRY FORWARD REQUESTS 2017/18
S24 - HRA

| Description | Code | Submitted By | Original Budget | Amount Requested | New Scheme | Slipped Scheme | Total | Reason for Request |
|---|------------------|----------------|-----------------|------------------|---------------|----------------|----------------|--|
| | | | £ | £ | £ | £ | £ | |
| Barton Regeneration | MD95D3401 | Stephen Clarke | | 40,000 | | 40,000 | 40,000 | This project is funded by HCA grant and the project is ongoing in 2018/19 |
| Blackbird Leys Regeneration | MD95D3417 | Stephen Clarke | | 44,710 | | 44,710 | 44,710 | This project is funded by HCA grant and the project is ongoing in 2018/19 |
| Rents Collection Performance Improvement | MM41A0101 /D3501 | Stephen Clarke | | 80,000 | | 80,000 | 80,000 | Additional temporary resources in 2018/19 to improve the rent collection performance and get the team back on track to hitting their targets |
| Sheltered schemes - renewal of furniture | MD31D3001 | Stephen Clarke | | 18,754 | | 18,754 | 18,754 | Following inspections of the communal lounge furniture provided for the use of residents living in the sheltered schemes there is a need to replace broken and worn furniture and furnishings. Office furniture also requires updating to comply with work station requirements |
| 36 Tenancy Management Support | MC11D3511 | Stephen Clarke | | 196,146 | | 196,146 | 196,146 | Revenue contribution towards the implementation of the new Housing and Asset Management System - Aaeron |
| Internal/External common areas | NE20B1227 | Stephen Clarke | | 45,000 | | 45,000 | 45,000 | Fire risk assessments and further asbestos analysis works are required and delays have been incurred in the current year |
| Tenancy Management Support - additional resources | | Stephen Clarke | | 70,000 | 70,000 | | 70,000 | Provide some temporary resources in the Tenancy Management Team, who have a number of staffing issues including dealing with some long term sickness and, consequently these temporary resources will enable the team to operate more effectively and efficiently than recently experienced. |
| | | | 0 | 494,610 | 70,000 | 424,610 | 494,610 | |

(Oxford)

As at: Mar-2018

| Ref | Risk | | Owner | Gross | | Current | |
|---------|------------------------------------|--|----------------|-------|---|---------|---|
| | Title | Risk description | | I | P | I | P |
| CRR-040 | Climate change | Risk that a flood event happens that mitigations and plans are not sufficient to deal with | Jo Colwell | 5 | 4 | 5 | 4 |
| CRR-031 | Supporting Economic Growth | Uncertainty around the exit from the EU may disadvantage Oxford. Non-delivery or underperformance of key growth-related projects such as Oxford to Cambridge Corridor or the local plan could have a detrimental effect on the local economy | Patsy Dell | 4 | 3 | 4 | 3 |
| CRR-032 | Delivery of financial plan | Unable to balance the Medium Term Financial Plan and hence deliver the Council's Corporate Plan priorities | Nigel Kennedy | 4 | 3 | 4 | 3 |
| CRR-033 | Housing | The Council has key priorities around Housing, including ensuring housing delivery and supply for the City and enabling sufficient house building and investment. | Stephen Clarke | 5 | 4 | 3 | 3 |
| CRR-034 | Workforce and skills | Most services in house, challenges around recruitment and retention of high calibre staff, geographical proximity to London, high cost of housing, congested transport infrastructure. | Helen Bishop | 3 | 3 | 3 | 3 |
| CRR-035 | Community Cohesion | The Council needs to be fair and equitable to all, and be recognised as such. | Ian Brooke | 2 | 2 | 4 | 2 |
| CRR-036 | Innovative arrangements and models | The Council is unable to optimise the potential of innovative arrangements and models | Nigel Kennedy | 5 | 4 | 3 | 3 |
| CRR-037 | Devolution | Risk that the City Council doesn't get a significant enough devolution deal | Caroline Green | 5 | 4 | 3 | 3 |
| CRR-038 | ICT Resilience | Non delivery of digital strategy or failure of the ICT service delivery | Helen Bishop | 3 | 3 | 4 | 3 |
| CRR-039 | Partnerships / supply chain | Risk that the Council does not work collectively and coherently with partners | Caroline Green | 3 | 3 | 3 | 3 |

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Green = target met
 Amber = within tolerance
 Red = outside tolerance

| Objective | Description | Latest Data | | Comments |
|--|--|----------------|---------------|---|
| | | Target | Result | |
| Vibrant and Sustainable Economy | | | | |
| Vibrant and Sustainable Economy | PA001: Net increase in number of businesses operating in the city | 200 Number | 140 Number | annual figs not released by ONS until Nov 18. 140 is the final figure |
| | PA002: Number of jobs created or safeguarded in the city as a result of the City Council's investment and leadership | 900 Number | 3863 Number | No additional recorded. Final figure for 17/18 |
| | PR001: Amount of employment floor space permitted for development (m2) | 15000 Number | 4553 Number | 3 story building at Oxford Science Park - Magdalen Centre 17/03419/FUL |
| Meeting Housing Need | | | | |
| Meeting Housing Need | ED025: The percentage of estimated HMOs in the City that are licenced | 75% | 82% | Financial penalties are encouraging compliance. It is now harder to locate unlicensed HMOs with only 1 in 7 visits discovering an unlicensed property. |
| | HP008: Number of new homes granted permission in the city | 400 Number | 721 Number | Target for the year has been met and exceeded. |
| | NI 156: Limit our use of temporary accommodation at 2015 levels | 120 Number | 107 Number | This is an excellent result, against a target of less than 120 households in temporary accommodation. Reducing or maintaining the number of households in temporary accommodation is a challenging target in a very difficult external environment, where the demand for services remains high, and the ability to find suitable accommodation, at affordable rents, locally is increasingly difficult. This result is testament to the continued exceptional homeless prevention work and temporary accommodation management undertaken by Housing Needs teams. |
| Strong and Active Communities | | | | |
| Strong and Active Communities | LP119: The number people taking part in our youth ambition programme | 6000 Number | 6022 Number | The program has exceeded its target this year. The summer holiday activities including those that are funded have generally been more successful this year which is due in part to better advertising and promotion of these. We have undertaken a mock audit with the National Youth Agency of our services in October with positive feedback and areas for improvement. We have delivered a 'working together' event with key partners that work with young people across the City this has been very successful and young people were involved in the planning and delivery of this event. December and January have been very quiet which in part may be down to the poor weather. However the figures in February and |
| | LP220: Number of people using leisure centres | 1450000 Number | 992316 Number | Whilst under target the wider activity offer & number of affordable & accessible leisure facilities in the city has increased (including those funded by the Council). |
| | PC018: Resident Satisfaction with their area as a place to live | 82.0% | 82.0% | Data is collected every 2 years so the figure won't change until approx Autumn 2018. |

| Objective | Description | Latest Data | | Comments |
|---|---|-------------|------------|--|
| | | Target | Result | |
| Cleaner Greener Oxford | | | | |
| Cleaner Greener Oxford | DS010: Satisfaction with our street cleaning services | 0.00% | 0.00% | survey not due |
| | ED002: Implementation of measures to reduce the city council's carbon footprint by 5% each year | 452 Tonnes | 461 Tonnes | Progressing towards appointment of supplier for Solar Car Port installation at Leys Leisure centre. Developing the case for other Solar projects across estate - inc Seacourt P&R car ports; Cutteslowe Depot, Barton Pool car park car ports. SAC LED lighting upgrade order placed - work to commence imminently. Working towards ISO50001 Energy Management system for SAC and Town Hall. Energy bureau work - closed queries (avoided energy/water spend from spotting billing errors) - 126 closed queries to date this financial year with total value of £30,744.08 |
| | NI 191: The amount of non-recyclable waste produced in the city per household decreases each year | 421.00 kgs | 365.30 kgs | Lots of work is being carried out to reduce refuse waste and increase recycling across the city. |
| An Efficient and Effective Council | | | | |
| An Efficient and Effective Council | CS001a: The % of customers satisfied at their first point of contact (telephone) | 98.00% | 99.25% | 711 telephony customers provided feedback and rated satisfaction at 99.57%. Our telephony results were ranked 2nd in the Gov-Metric league which benchmarks survey results across 70 different councils. Our best result to date ! |
| | CS001b: The % of customers satisfied at their first point of contact (face to face) | 80.00% | 86.21% | 166 face to face customers rated satisfaction at 88.55%. We have continued to encourage take up of face to face customer surveys maintaining increased volumes over the last few months |
| | CS055: The % of customers satisfied with the OCC website | 65% | 62% | 346 customers surveyed for the web. We received positive comments about Find your bin collection day, Severe weather updates and Book a bulky waste collection pages. Negative comments were received about Contact Us, Find your bin collection day and Book a bulky waste collection pages. |
| | FN033: Delivery of the council's cost savings and income targets | £1,558,498 | £1,558,498 | all measures met as set and agreed |