



Meeting	The Overview and Scrutiny Committee
Date and Time	Monday, 3rd September, 2018 at 6.30 pm.
Venue	Walton Suite, Guildhall, Winchester

AGENDA

PROCEDURAL ITEMS

- 1. Apologies and Deputy Members**
To note the names of apologies given and Deputy Members who are attending the meeting in place of appointed Members.
- 2. Disclosures of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.

Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.

If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.

- 3. Chairman's Announcements**
- 4. Membership of Sub-Committees and Informal Groups etc**
- 5. Minutes** (Pages 5 - 12)
Minutes of the meeting held on 9 July 2018.
- 6. To note the Scrutiny Work Programme for 2018/19 (attached to reverse of agenda) and the Forward Plan for October 2018 (Forward Plan to be tabled)** (Pages 13 - 16)



BUSINESS ITEMS

7. Public Participation
To receive and note questions asked and statements made from members of the public on matters which fall within the remit of the Committee
8. Community Infrastructure Levy - Operational Review (Pages 17 - 38)
(OS208)
9. Q1 Financial and Performance Monitoring Report (Pages 39 - 86)
(OS207)
10. EXEMPT BUSINESS: To consider whether in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
 - i) To pass a resolution that the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100 (l) and Schedule 12A to the Local Government Act 1972.

Item

Para No. of Schedule
12a to the Act giving description of
exempt information giving rise
to the exclusion of the public

Environmental Services Contract Decision Making
(Exempt Report & Appendices)

3 & 5

11. **Environmental Services Contract Decision Making (Exempt Report)**
(Pages 87 - 152)

L Hall
Interim Head of Legal Services

City Offices
Colebrook Street
Winchester SO23 9LJ

23 August 2018

Agenda Contact: Claire Buchanan, Senior Democratic Services Officer Tel: 01962
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Agenda, reports and previous minutes are available on the Council's Website www.winchester.gov.uk

MEMBERSHIP

Chairman: Learney (Liberal Democrats) **Vice-Chairman:** Stallard (Conservative)

Conservatives

Cunningham
Gemmell
McLean
Weston

Liberal Democrats

Clear
Evans
Thompson
Tod

Deputy Members

Berry and Mather

Hiscock and Weir

Quorum = 4 members

Relevant Portfolio Holders:

Having regard to the content of the agenda, the Chairman requests that The Leader and all relevant Portfolio Holders attend meetings of the committee

PUBLIC PARTICIPATION

A public question and comment session is available at 6.30pm for a 15 minute period. There are few limitations on the questions you can ask. These relate to current applications, personal cases and confidential matters. Please contact Democratic Services on 01962 848 264 in advance of the meeting for further details. If there are no members of the public present at 6.30pm who wish to ask questions or make statements, then the meeting will commence.

Voting:

- apart from the Chairman, every Member has one vote when a matter before the meeting requires a decision.
- in the event of an equality of votes, the Chairman may exercise a casting vote and that vote may be exercised in any way seen fit.
- a Member may abstain from voting, or vote differently from how they may have indicated during the debate, without further explanation.
- the way each Member voted will not be recorded in the minutes, unless a motion to have a Recorded Vote has been passed.

DISABLED ACCESS:

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email democracy@winchester.gov.uk to ensure that the necessary arrangements are in place.

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Public Document Pack Agenda Item 5

THE OVERVIEW AND SCRUTINY COMMITTEE

Monday, 9 July 2018

Attendance:

Councillors
Learney (Chairman)

Stallard
Cunningham
Evans
Gemmell

Thompson
Tod
Weston

Deputy Members:

Councillor Mather (as deputy for McLean) and Weir (as deputy for Clear)

Others in attendance who addressed the meeting:

Councillors Horrill (Leader) , Ashton (Portfolio Holder for Finance) Humby (Deputy Leader and Portfolio Holder for Business Partnerships) and Miller (Portfolio Holder for Estates)

Apologies for Absence:

Councillors Clear and McLean

1. DISCLOSURES OF INTERESTS

Councillor Stallard declared a personal (but not prejudicial interest) interest in item 10 (Q4 Financial and Performance Monitoring Report) as she was an Executive Member for Public Health at Hampshire County Council, which included portfolio responsibility for security bollards. This Council was making a financial contribution to the County Council toward these – Appendix 1 to the report (section 5) refers.

2. CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked David Ingram, Head of Environmental Health and Licensing, and Ernie Shelton, Director of Horizon Power and Energy Limited, for their informative Member Briefing held just before this meeting. Mr Ingram had updated Members on progress made with the Council's Air Quality Action Plan and Mr Shelton had set out considerations for the Council's electric vehicle charging infrastructure, the strategy for which would be considered by Cabinet later in the year.

The Chairman also advised of a special Overview and Scrutiny Committee meeting being scheduled for 24 September 2018 to consider Station Approach and the related business case prior to Cabinet

3. **MINUTES**

RESOLVED:

That the minutes of meetings held 21 May and 4 June 2018 be approved and adopted.

4. **TO NOTE THE SCRUTINY WORK PROGRAMME AND THE AUGUST 2018 FORWARD PLAN AND COMMENT ON ANY ITEMS FOR FUTURE CONSIDERATION.**

The Chief Executive advised that, in respect of a query raised about the waste contract, the Council was awaiting partnership information from East Hampshire District Council before arrangements could be finalised.

It was suggested that a street markets item be added to the Work Programme, in consultation with Winchester Town Forum, as well as plans for the future of the River Park leisure centre site and the allocation of CIL monies. The Chairman would discuss with officers how best to proceed with this.

RESOLVED:

1. That the August 2018 Forward Plan be noted; and;
2. That the Scrutiny Work Programme for 2018/19 be noted.

5. **FOR INFORMATION ONLY (REPORTS CAB3055(SA) AND CAB3049 BELOW (TO FOLLOW)**

(Reports CAB3055(SA) and CAB3049 refer)

The Committee noted that the following reports were due for consideration by Cabinet (Station Approach) Committee and Cabinet respectively. In line with financial procedure rules, opportunity needed to be given to the Committee to consider the matters, if required.

- CAB3055(SA) – Station Approach Public Realm
- CAB3049 – Coitbury House Roof Winchester (less exempt appendices)

However, since the publication of the agenda, the Coitbury House Roof item would not now be considered by the next meeting of Cabinet and so no papers were ready for this Committee to view at this time.

In respect of the Station Approach scheme, officers introduced the Public Realm report which focused on proposals in Station Hill and Station Road and to enable the Council to take a business case to the M3 Local Economic Partnership (LEP) for £5m of funding. The report set out the procurement strategy to progress key priorities in the Public Realm Strategy which was considered at the Cabinet

Committee on 27 February 2018. In order to take this work forward, proposals in the Strategy will need to go through a design process and it was proposed to extend the current contract with Lifschutz Davidson Sandilands to undertake the design work. In addition, a technical role to bring in engineering, design and specification work, tendering, contract and construction management and advice to help with seeking approvals was needed. It was proposed that this role be undertaken by the County's Design and Engineering Services consultancy. The report set out why this was important in progressing the application to the Enterprise M3 LEP for a £5m grant.

Members sought clarifications on the bidding process and what needed to be demonstrated within this.

RESOLVED:

That the matter not be called in for scrutiny and therefore passed to the Cabinet Committee for consideration.

6. **PUBLIC PARTICIPATION**

There were no members of the public in attendance.

7. **HOUSING REVENUE ACCOUNT AND CAPITAL PROGRAMME OUTTURN 2017/18**

(Report OS203 refers)

Councillor Horrill, in introducing the report, referred to the continued high levels of satisfaction of Council tenants with the housing stock and expressed her thanks to the Housing team for their continued hard work in maintaining this. Councillor Horrill then set out the changing context of the housing market in which the Council continued to build properties and work in partnership with others. The Corporate Head of Housing then outlined the budget for the year, including savings made; progress with the Chesil Lodge scheme; the repairs programme; the New Build programme; how the Right to Buy sales income was calculated and the restrictions on its use.

Members then asked a number of detailed questions and sought clarification in a number of areas including:

- The roll out and preparations for Universal Credit, which were still ongoing matters.
- The work being done to assist tenants being able to self-help through enhanced digital abilities – self service portals were being installed as was Wi-fi.
- The role of the Housing Company (paragraph 11.2 of the report) and how this will enhance the New Build Programme Support.
- The progress of the Chesil Lodge project.
- How underspends occurred and were accounted for, and appreciation of their cyclical nature.
- Ventilation of properties – Councillor Tod offered to send a report to officers on other funding options now available.

- Right to Buy arrangements, and why, due to cost-effectiveness, the current acquisitions policy was not focusing on this (with investments greater in new rather than existing housing).

The Committee welcomed the report's content and expressed its thanks to officers for such positive work. It was requested that the numbering system in future reports be reformatted slightly so as to make issues clearer.

RESOLVED:

That forthcoming recommendations to Cabinet continue to be considered by this Committee first, so as to facilitate meaningful pre-decision scrutiny.

8. **Q4 FINANCIAL AND PERFORMANCE MONITORING REPORT**

(Report OS204 refers)

Councillor Ashton introduced the Report which summarised the Council's performance and financial position during the final quarter of 2017/18. The Council had been able to set aside an increased amount to reserves to help support future budgets and enhance protection for the council against future financial volatility. The report gave updates against major projects, the Council Strategy outcomes and key performance measures. A financial summary set out the detail of the General Fund revenue and capital budgets as well as the Housing Revenue Account (HRA).

A number of points and issues were raised:

- Winchester High Street security bollards contribution – no public consultation had occurred on these owing to statutory emergency planning responsibilities, but where there were options (eg fixing to the ground) then interested parties such as the Town Forum and BID would be consulted.
- St Maurice's Covert – a new design had been received from the architect following concerns raised by the Police and this was now being considered.
- Constitution review – this would be progressed in the coming weeks, following further review by legal services.
- The generating of an additional £500k of returns through a strategic asset purchase scheme was queried against the actual returns generated.
- There would shortly be a fundamental review of fees and charges for 2018/19.
- A point was raised as to what 'on track' meant and how this differed from 'Green' in the RAG (Red, Amber, Green Status) status. In the specific example of restricting permitted development rights in Winchester,

Councillor Horrill confirmed that following more data collection recommendations on this would be forthcoming.

- The Cabinet (Housing) Committee had considered the issue of HMO size reductions and Government's direction on this. A programme of inspection would be drawn up and Members kept fully briefed.
- The Strategic Director: Resources was asked to provide Members with details of the numbers of litter fines issued (page 63 of the agenda refers) and how successful this had been to date.
- In respect of employment opportunities for young people, Councillor Humby confirmed that a company was being used to talk to local businesses about developing / encouraging opportunities.
- The Economic Strategy was being reviewed to incorporate more meaningful targets.
- With regard to the Central Winchester Regeneration project, Councillor Horrill confirmed that a meeting tomorrow would take into account new supplementary planning guidance and other governance recommendations, including working up further detail. The lessons learned from the Bath, Chester and Oxford city visits and how the retail 'mix' and related strategies evolved here.
- The Replacement Surgery project was on hold due to the GPs yet to finalise arrangements with the Clinical Commissioning Group and NHS more widely on longer-term provisions.
- The Central Winchester Archaeology Advisory Panel had reported to the IPG, making recommendations on how to proceed with the site. The Cabinet Committee was inviting them back so that interested parties could ask questions directly of them.
- On Internal Audit actions, it was noted that there had been significant improvements and that there were now fewer outstanding issues.
- A risk-based, comprehensive approach continued to be taken when responding to FOI requests.
- In respect of paying invoices within 30 days, a 100% target would be near impossible to achieve as there can be clarifications sought or disputes to resolve before payments can be completed. The figure was currently mid 90% of invoices that were paid in less than 30 days.
- With regard to increased homelessness, Councillor Horrill outlined a number of initiatives and partnership arrangements currently being progressed to continue addressing this.
- Learning points were being gathered in respect of the Enterprise Centre, and the capital strategy would be revised in the future.

The Committee commended the continual improvements to the report, but asked that the Capital Expenditure Outturn figures be reformatted so that they were more easy to read.

RESOLVED:

That the Leader and other relevant Portfolio Holders notes the comments of the Committee but that no items of significance to be drawn to the attention of Cabinet.

9. **TREASURY MANAGEMENT OUTTURN 2017/18**
(Report OS205 refers)

The Strategic Director: Resources introduced the report which provided detail of the performance of the treasury management function, on the effects of the decisions taken and the transactions executed in the past year, and confirmation that there were no instances of non-compliance with the Council's Treasury Management Policy Statement and Treasury Management Practices, for the year 2017/18. The report was produced in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management. In 2017-18 the Council's investment strategy delivered £54k of additional income above budget. The level of borrowing undertaken was in line with the budget for the financial year.

It was noted that, in respect of the comparative credit rating, the bail-in risk was lower than other similar organisations.

RESOLVED:

That no issues be raised with Cabinet on this report.

10. **MEDIUM TERM FINANCIAL CHALLENGE**
(Report OS206 refers)

Councillor Ashton introduced the report which set out the medium term financial planning challenge that the Council faced. A range of scenarios had been prepared, which took into account a variety of known and unknowable financial pressures on the Council. The report set out what the financial position is whereas later reports would address how the Council could best respond.

With specific regard to business rates, a likely reset in 2020/21 could reduce funding by up to £2.6m. Whilst the Government may change its stance in this area, a successful application into a Business Rate pool with other authorities may well be useful and advantageous; the Council is progressing this

Members sought clarification on how the options, and assumptions within them, had been drawn up and the justification that was given for these. The Strategic Director: Resources explained that the middle option assumed a hard line business re-set and that a fair funding review was benign to the City Council. The 'blue' and 'green' options were more extreme and less likely but shouldn't be

ruled out. Members also queried as to whether longer-term periods should be built in. Councillor Ashton felt that this could generate over-reactions on longer-term service provision and that this Council's demand was unlikely to fluctuate as much as other larger organisations.

With regards to the Outcome Based Budgeting, a detailed breakdown of the £3.8m to be achieved would be set out in the Medium Term Financial Strategy.

Committee Members reiterated their concerns that longer-term forward planning needed to be developed, so as to address the challenge more robustly.

RESOLVED:

That Cabinet be advised of this Committee's concerns about the level of proposed detail to come in the Medium Term Financial Strategy, and that there should be a timetable of planning for the Council's financial future as well as more specific figures attached to named projects.

The meeting commenced at 6.30 pm and concluded at 8.50 pm

Chairman

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THE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2018/19

3 SEPTEMBER 2018

	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Community Infrastructure Levy - Operational Review	Richard Botham	3 September 2018		
	Q1 Financial and Performance Monitoring Report	Joseph Holmes	3 September 2018		
	Environmental Services Contract Decision Making	Steve Tilbury	4 June 2018	3 September 2018	CAB3044 - Exempt Report

5 OCTOBER 2018

Page 13	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Council Strategy Update	Joseph Holmes	15 October 2018		
	Community and Voluntary Sector Grants Review	Susan Robbins	15 October 2018		
	Annual Report: Local Government and Social Care Ombudsman 2017/18	Simon Howson	15 October 2018		
	Winchester Markets	Kevin Warren	15 October 2018		

26 NOVEMBER 2018

	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/ COMMENTS
			Original	Revised	
	Outcome Based Budgeting	Darren Kennedy	26 November 2018		
	Q2 Financial and Performance Monitoring	Joseph Holmes	26 November 2018		
	Asset Management Plan	Kevin Warren	26 November 2018		

28 JANUARY 2019

Page 14	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Medium Term Financial Strategy	Joseph Holmes	28 January 2019		
	General Fund Budget 2019/20	Joseph Holmes	28 January 2019		
	Treasury Management Strategy	Joseph Holmes	28 January 2019		
	Housing Revenue Account Budget 2019/20 and Business Plan 2019/2049	Richard Botham	28 January 2019		
	Capital Strategy	Joseph Holmes	28 January 2019		
	Leisure Centre – Full Business Case	Andrew Hickman/Jo Anderson	28 January 2019		

25 FEBRUARY 2019					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Station Approach – RIBA Stage 2 Design and Outline Business Case	Ian Charie/Zoe James	25 February 2019 - Date TBC		Cabinet Report
	Annual Emergency Planning Report	David Shaw	25 February 2019		
	Community Safety Partnership Performance Review	Sandra Tuddenham	25 February 2019		
	Q3 Financial and Performance Monitoring	Joseph Holmes	28 January 2019	25 February 2019	

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REPORT TITLE: COMMUNITY INFRASTRUCTURE LEVY – OPERATIONAL REVIEW

3 SEPTEMBER 2018

REPORT OF PORTFOLIO HOLDER: Portfolio Holder for Built Environment, Councillor Caroline Brook

Contact Officer: Richard Botham Tel No: 01962 848421 Email rbotham@winchester.gov.uk

WARD(S): ALL

PURPOSE

The City Council approved its Community Infrastructure Levy (CIL) Spending protocol in June 2016 (CAB2087 refers).

This report reviews the progress with the protocols and with committing CIL income. Whilst in general the protocols and priorities are considered to be sound, the Council now has significant CIL reserves and the report proposes additional measures, including introducing an additional means by which external groups such as parish councils can make formal proposals for additional investment in their areas.

RECOMMENDATIONS:

To Cabinet:

1. That the proposal to appoint a CIL Implementation Officer, funded from 5% provision for CIL Administration, be supported.
2. That the existing principle to pass 25% of the available “district” CIL funding to Hampshire County Council cease with immediate effect.
3. That from 2019 to 2022, £1m of CIL receipts be used to fund proposals of between £10,000 and £200,000 submitted as part of a bid invitation open to all (members, parish councils, community groups etc) with bids to be submitted between January and March each year (details of the assessment

methodology to be delegated to Corporate Head of Regulatory in consultation with the Portfolio Holder for Built Environment).

4. That a further report on the additional proposals for the use of existing CIL receipts as set out in paragraph 17 be brought to Cabinet in December 2018.
5. That the revised Regulation 123 list be consulted upon with key partners and any proposed amendments to be presented to Cabinet in January 2019.

To The Overview and Scrutiny Committee:

1. That the Overview and Scrutiny Committee raises with the Leader or relevant Portfolio Holder any issues arising from the information in this report and considers whether there are any items of significance to be drawn to the attention of Cabinet'.

IMPLICATIONS:1 COUNCIL STRATEGY OUTCOME

- 1.1 The Community Infrastructure Levy (CIL) can be used to fund infrastructure investment that will contribute to all four core priorities of the Council Strategy.

2 FINANCIAL IMPLICATIONS

- 2.1 The administration of CIL is complex and this is recognised by the fact that the Regulations allow for up to 5% of CIL receipts to be used to cover the administrative costs, including the employment of a CIL Officer to provide advice to planning applicants and to enforce the payment of CIL where necessary. The Council currently has one administrative officer to support CIL. However, in order to improve the way CIL funds are allocated to schemes and their subsequent delivery it is proposed to add a second post focussing on programme management and delivery to support the implementation of these funds. Costs of this post are projected at £43k - £52k per annum (full time grade 6). The Protocol set out in this report identifies a methodology for spending CIL income. Infrastructure items will only be included in the CIL spending programme if sufficient funds have already been received. If, and when, CIL contributions decline, the administrative function will be reviewed to match the level of CIL income.
- 2.2 The Council currently has over £4m of “district” CIL receipts. A further £2.5m is due to be received by March 2020.
- 2.3 To date, only £210,000 of works have been completed or are on site and underway. A further £900,000 has been formally committed and additional proposals amounting to £1,500,000 are being evaluated.
- 2.4 If all proposals and commitments are implemented, the Council will still have an estimated £3.5m of “district” CIL contributions available between now and March 2020. This report sets out proposals for allocating £1m of these receipts to invite bid proposals from parish councils and other bodies. It also proposes that the remainder be retained pending the outcome of the Movement Study.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Regulations aim to ensure that CIL contributions and payments made under section 106 agreements do not overlap. Section 106 agreements and highways agreements cannot be used to provide (or contribute to) infrastructure which is listed on the Regulation 123 list.
- 3.2 Under the Regulations, a local planning authority can only continue to secure funding using section 106 agreements for infrastructure projects (for example, a new school classroom funded by a local housing allocation) where it has identified these as projects for which CIL will **not** be used. These

projects are set out in the Regulation 123 list which identifies the categories of project which may be supported by CIL and any specific projects to be excluded (so that they can be funded through section 106 agreements or s278 agreements in relation to some highway works when relevant developments come forward).

- 3.3 It is very important to note that the R123 list has a particular technical purpose. With the one exception noted below, it is not a definitive statement of all the individual projects or schemes which might be funded by CIL. Individual projects to be funded from CIL are not mentioned because they will all fit into one or other of the broad categories listed.
- 3.4 The one exception relates to transport projects. The County Council would normally expect a developer to enter into s278 agreement relating to works on the public highway to mitigate the impact of a development on the highway infrastructure. Because the nature of these requirements is unknown (since it is purely a product of development proposals) it has been determined that they should form a more specific category within the R123 list. The R123 list therefore lists specifically those transport projects for which CIL will be used (and s106/s278 agreements will not therefore be used) because they are unlikely to be funded from individual development proposals. However, this has resulted in difficulties bringing other transport schemes forward and it is proposed to review this as part of consulting on the existing R123 list. The review will consider the scope to provide more flexibility to bring other transport related schemes forward. Otherwise there will be a requirement to update the R123 list more regularly.
- 3.5 The approach adopted for works on the public highway does prevent other highway schemes being considered unless the R123 list is regularly reviewed. The Council's list has not been reviewed since 2014 and therefore it is recommended that statutory bodies and other agencies be consulted with a view to updating the list. It is proposed that there will be additional flexibilities to consider additional schemes subject to them meeting the wider protocols for the CIL scheme (see para 17 later in the report) and that a revised R123 list be brought back to Cabinet later in the year.

4 WORKFORCE IMPLICATIONS

- 4.1 The Council currently funds a CIL Officer from the 5% of receipts that can be retained to fund administration costs. The officer is responsible for all relevant CIL charging and for monitoring spend across the programme.
- 4.2 This report highlights the difficulties the Council has faced in bringing forward appropriate schemes and it is proposed to appoint an additional officer to focus on supporting and coordinating the implementation of CIL funded schemes, once funding has been agreed, as well as assisting the assessment of new proposals for CIL funding.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Whilst CIL income cannot be used to fund general maintenance and improvements to existing assets, it can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development.

6 CONSULTATION AND COMMUNICATION

- 6.1 The current priorities, protocols and R123 list were all developed in consultation with key partners. As the R123 list has not been reviewed since 2014, it is proposed that it be reviewed and that partners be consulted as part of this process.
- 6.2 The success or otherwise of the proposals set out in this report and in particular the proposed additional bidding process will rely on very effective communication and promotion and if approved, a communications plan will be prepared which will include briefings for members and for parish councils.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The CIL spending programme includes proposals that will have significant positive impacts on the environment including flood alleviation schemes, open space improvements and investment in green infrastructure.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Whilst the report proposes some administrative changes, although they are not considered to represent a major policy change and so the original assessment would still apply.

8.2 DATA PROTECTION IMPACT ASSESSMENT

- 8.3 None required

9 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property Assets may not have capacity to cope with increased development</i>	CIL can be used to enhance capacity in such circumstances	
<i>Community Support</i>		
<i>Timescales Insufficient proposals to commit existing CIL funds</i>	Introduction of "bidding" process will assist with this.	
<i>Project capacity Limited Council capacity to deliver CIL funded</i>	CIL Implementation Officer can assist in promoting and coordinating projects	Bidding process will encourage other agencies to bring forward proposals

infrastructure projects		for investment
<i>Financial / VfM Scheme becomes over-subscribed</i>	Whilst bidding process should increase proposals, £1m limit over 3 year programme and formal assessment process will prioritise schemes within financial limits	Council could decide to increase provision to support “bid” process
<i>Legal R123 list too restrictive</i>	R123 list to be reviewed and amended to take account of latest information	

10 SUPPORTING INFORMATION:

10.1 The City Council’s Community Infrastructure Levy (CIL) came into effect in April 2014. CIL funds will be used to provide infrastructure, as outlined in the adopted Regulation 123 List, and set out in the Infrastructure Delivery Plan which list the infrastructure required to support the growth planned in the Council’s Local Plans. CIL largely replaced tariff based policies for the delivery of infrastructure, such as transport and open space provision, which traditionally had been secured by s106 agreements/unilateral undertakings (planning obligations) related to specific developments (planning permissions). Whilst therefore there is still a role for planning obligations they are now only used where required in order to make a development acceptable in its own right e.g. affordable housing provision. .

10.2 CIL income is received on the basis of charging per square metre of new floor space created in association with the development of a site for particular uses (residential, hotel, retail only in the District). These rates are determined by use and location within the District and do not apply inside the South Downs National Park (the National Park Authority has its own CIL). In some cases a net figure is produced where existing floor space is to be demolished which is effectively off-set against the CIL charge for the new floor space. Payments are triggered once development begins on site. The current charging rates are set out on our webpages at <http://www.winchester.gov.uk/search?gsq=CIL+charging+rates&=>

11 Summary of the current scheme and progress to date

11.1 In March 2014, under CAB2569, Cabinet approved a scheme which sets out the broad appropriation of income derived from CIL:

- Up to 5% of CIL receipts can be used to cover administrative costs (this has been implemented and is supporting the CIL Officer role);

- 15% of CIL from qualifying development to the relevant parish council in accordance with CIL regulations¹ (25% in the case of Denmead because it has an approved neighbourhood plan);
 - 15% of CIL from qualifying development to the Winchester Town Account for expenditure on infrastructure projects in the Winchester Town area which are consistent with the Council's Regulation 123 list;
 - 25% of the remaining annual CIL receipts (i.e. after the administrative contribution and allocation to parish councils or the Winchester Town Forum) to Hampshire County Council for the delivery of infrastructure projects which are the responsibility of the County Council from the Regulation 123 list;
- 11.2 All other CIL receipts to a programme to be developed alongside the City Council's capital or revenue expenditure programmes for the delivery of priority infrastructure projects by the City Council or other key providers.
- 11.3 After this distribution of income, 45% – 55% of CIL receipts remain to be allocated by the Council on behalf of the community for investment in infrastructure for the District.
- 12 Prioritisation of CIL funds
- 12.1 The current agreed spending protocol built upon the principles in CAB2569 and prioritises schemes which are identified in the R123 list and Infrastructure Delivery Plans which underpin the growth set out in the Council's adopted Local Plans (the Town Forum has its own protocol for the neighbourhood portion of CIL within the city). The City Council's proportion of CIL funds must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure needed to support the development of the area. It is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies unless they will be made more severe by new development.
- 12.2 The Regulation 123 list refers to the types of infrastructure CIL can be used to deliver but with some exceptions is not specific regarding particular schemes or projects. The Council's Infrastructure Delivery Plan (IDP) set out the various types of infrastructure needed to support and provide for the development that is proposed in the adopted Winchester District Local Plans to 2031. CAB3046 considered by members in July, acknowledged the need for the CIL charging schedule itself to be updated as part of the local plan 2036 process that has recently commenced. This will be undertaken separately to the process currently being considered.

- 12.3 Whilst it was always expected that the Regulation 123 list would be subject to ongoing review, the City Council's list has not been reviewed to date. Whilst it is not specific in relation many potential areas of expenditure (open space, education and community facilities for example) it is arguably too specific in relation to transport schemes and also does not include drainage proposals. It is proposed that the list now be reviewed and that key partners be consulted as part of this process.

13 Summary of Current Process and Timetable

- 13.1 The table below summarises the current spending Protocol agreed in 2016 (CAB2807) and sets out the current timetable for approving CIL spending plans.

Table 1: Summary of Current Process and Timetable

Date	Action
April	Available funds determined for next financial year with predictions for years 2 and 3.
June	Officers prepare draft rolling 3 year programme of projects to be funded comprising topic areas and specific schemes from Regulation 123 List and IDP.
July	Cabinet approval of 3 year programme including funding for schemes in year 1. Reviewed by Cabinet against delivery and priorities as part of budget process annually so that an approved 3 year programme is always current.
July/October	Programme update included in draft Medium Term Financial Strategy and Capital Strategy.
October/January	Consideration of draft budget documents
February	Final Budget setting

14 Income and distribution of funds:

- 14.1 The table below shows CIL income received since April 2014 and how it has been used including where allocated to particular infrastructure projects. It also shows predicted CIL income up to 2020.

Table 2: CIL receipts as at 20 June 2018

Allocation	Collected	Transferred	Committed/ proposed	Available
CIL Administration	305,844	305,844		
Neighbourhood CIL - Parishes	619,451	541,031		78,420
- Winchester Town Forum	302,457			302,457
District-wide CIL	3,666,846		3,610,000 (see table 3)	56,846
HCC	1,222,282	1,103,672		118,610
Total	£6,116,880	£1,950,547	£3,610,000	£556,333

Table 3: Committed and proposed CIL scheme

Committed schemes:

Winchester - Whiteshute Ridge	25,000
Swanmore – New Road recreation ground	185,000
Winchester – Durngate flood alleviation	300,000
Bishops Waltham - Jubilee Hall	50,000
Alresford - The Dean car park	250,000
Wickham - drainage	250,000
Bishops Waltham pedestrian/ cycle scheme	50,000
	£1,110,000

Proposed schemes:

Winchester Sport & Leisure Park	1,000,000
Central Winchester – Paving Refurbishment	500,000
Provision for Proposed Bidding Process	1,000,000
	£2,500,000

Table 4: Potential CIL receipts, April 2018 to March 2020
(including Police HQ site, Tangier Lane etc)

Allocation	Projected instalments due 2018/19 to 2019/20
CIL Administration	162,357
Neighbourhood CIL - Parishes	188,547
- Winchester Town Forum	285,195
District-wide CIL	1,958,294
HCC/District Wide CIL	652,765
Total	£3,247,15

15 Progress to Date

- 15.1 Whilst the priorities, protocols and timetable agreed in 2016 remain reasonable, to date only two schemes which have been allocated CIL funding (Whiteshute Ridge and New Road, Swanmore) have been completed or will be finished shortly with a total value of c£210k. The Council has formally committed an additional £900k to schemes which have yet to be implemented. Progressing these schemes is not wholly within the Council's control. However, the additional post recommended in this report will assist with bringing forward the delivery of these projects.
- 15.2 Even if all proposed schemes come forward, the Council would still have over £2.5m of existing CIL receipts uncommitted with further receipts to fund district wide CIL schemes of at least an additional £2.5m expected by March 2020. Proposals for the £2.5m of existing CIL receipts are set out in paragraph 17 below. With regard to future receipts, it is proposed that this resource be retained pending the outcome of the Movement Study, further detail on which is expected early in 2018.
- 15.3 Whilst over £1.2m has been passed to Hampshire County Council to help fund infrastructure schemes delivered by them, none has yet been committed and it is recommended below that this key principle be amended in future.
- 15.4 The Council's capacity to deliver CIL funded schemes is limited and it is proposed that an additional post of CIL Implementation Officer be established, funded from CIL administration income to help support, promote and coordinate the delivery of CIL funded proposals.

16 Proposals for new CIL protocol

- 16.1 Whilst key principles and protocols for CIL funding are reasonable, some amendments are recommended to ensure the Council can make best use of the income it receives. In a time of declining financial resources to the Council, it is important to ensure that funds available to the Council are utilised to help support infrastructure across the district rather than continue to increase the levels of Council reserves.
- 16.2 One of the key amendments to form a new protocol is to incorporate an additional “bidding” process to be implemented between January and March each year. This bidding process will be for members, parish councils, community groups and other partners, and they will be encouraged to submit detailed proposals for CIL funding in their area of between £10,000 and £200,000. £1m of CIL income in total is proposed to be set aside to support this process between 2019 and 2022. It is also proposed that all proposals for the “district CIL” element of the programme (whether from Council teams, statutory providers or other partners) should be assessed using the same criteria. Whilst ultimately it will be for Cabinet to approve funding in line with the existing timetable, an informal panel (including Portfolio Holder for Built Environment, Strategic Director (Services), Strategic Director (Resources) and Strategic Director (Place)) will be established to review proposals and make recommendations to Cabinet.
- 16.3 It is recommended that the key principle of allocating 25% of district CIL funding to Hampshire County Council be ceased with immediate effect. The County Council is in a position to request CIL funding to support infrastructure works as set out in the existing Regulation 123 list or IDP at any stage and such bids would be properly assessed against other proposals in line with the existing protocols. As no CIL funds have been utilised to date by the County Council, this proposal ensures that there is a more demand led approach to the distribution of CIL funds.
- 16.4 The residual CIL funding will be allocated towards schemes as determined by the Council’s Cabinet that help to enhance infrastructure for the district. At present it is proposed to allocate £1m to the Sport & Leisure Park and £500k to the Central Winchester Regeneration project to contribute towards the cost of repaving works in the High Street. Cabinet will also need to consider other areas of major infrastructure that it wishes to set aside CIL funds for, or to increase/decrease current levels of funds set aside.
- 16.5 Whilst the IDP will be reviewed as part of the Local Plan preparation process, it is recommended that the existing Regulation 123 list (see appendix 1) be reviewed in consultation with key partners this year
- 16.6 It is recommended that the criteria for assessing future proposals be based on the requirements set out in table 5 below. It is recommended that the Corporate Head of Regulatory Services be given delegated authority in

consultation with the Portfolio Holder for the Built Environment to determine a clear assessment process based on these criteria.

Table 5 - New Criteria for utilising CIL funds

Criteria (Projects to meet at least one of the following criteria)	Yes/No
Proposal contributes to the delivery of infrastructure schemes and requirements set out in the adopted Winchester District Local Plans (Parts 1 and 2), Council Strategy or supporting strategies	
Proposal contributes to the delivery of key development sites in the district	
Proposal is included in the R 123 list	
Proposal is included in the Infrastructure Delivery Plan	
Proposal contributes towards the delivery of infrastructure by a provider (including the County Council) where it can be satisfactorily demonstrated that the infrastructure would not otherwise be delivered, i.e. that all other possible funding sources are insufficient	
Proposal levers in other funds that would not otherwise be available, e.g. needed to match or draw grant funding	
Proposal offers wider as well as local benefits	
Proposal addresses a specific impact of new development beyond that which has been secured through a s106 Obligation or s278 Agreement	

16.7 A proposed revised timetable is set out in table 6 below:

Table 6 - Summary of Revised Process and Timetable

Date	Action
Oct - Dec	R123 list reviewed and subject to consultation Launch and Promotion of CIL Bidding Programme
Jan-Mar	Formal Bids and Proposals invited
April	Available funds determined for next financial year with predictions for years 2 and 3. Evaluation of Bids and Proposals
May	Officers prepare draft rolling 3 year programme of projects to be funded (for both District CIL and £1m Bid Programme).

Date	Action
July	Cabinet approval of 3 year programme including funding for approved bids and schemes in year 1. Reviewed by Cabinet against delivery and priorities as part of budget process annually so that an approved 3 year programme is always current.
July/October	Programme update included in draft Medium Term Financial Strategy and Capital Strategy.
October/ Dec	R123 list reviewed and subject to consultation Launch and Promotion of CIL Bidding Programme

17 OTHER OPTIONS CONSIDERED AND REJECTED

17.1 Councils adopt a range of approaches to committing CIL expenditure. Options considered as part of this process include:

- a) Continue with Existing Protocols and Priorities – whilst in general existing arrangements are sound and mirror many other councils, it is clear that insufficient schemes are coming forward and the recommendation to encourage additional proposals from external partners should assist with this.
- b) Open all “District” CIL to wider bidding process. It is anticipated that the majority of the District CIL will continue to be committed in line with the agreed protocols and the annual capital budgeting process. With very significant major projects on the horizon, the use of CIL to open up future development capacity will be required. However, in the absence of appropriate schemes, the Council could increase provision to support the external bidding programme if required.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB2569 - Community Infrastructure Levy – Approval of Regulation 123 List, Instalments Policy and CIL Allocations dated 14 March 2014

[CAB 2807](#) - Community Infrastructure Levy (CIL) Spending Protocol dated 8 June 2016

Other Background Documents: None

APPENDICES:

Appendix 1 Winchester CIL Regulation 123 List

Appendix 2 Draft Funding Bid Pro-forma

Community Infrastructure Levy (CIL)

Regulation 123 List

This document forms Winchester City Council's CIL Regulation 123 list and specifies projects or types of infrastructure which the City Council intends will be, or may be, funded fully or partly by CIL contributions. The exclusions denote infrastructure which does not form part of the Regulation 123 list, and for which S.106 contributions may be sought. The Council's Payments in Kind and Infrastructure Payments Policy can be found at the end of this document.

In accordance with CIL Regulation 122, developments will be expected to provide for, or make contributions towards, infrastructure not listed in the Regulation 123 List, to make the development acceptable in planning terms. This provision will be in addition to CIL. Further information on planning obligations that might be sought to make a development acceptable in planning terms can be found in [Winchester City Council's Guide for Developers and Land Owners](#).

Winchester City Council retains the right to determine where CIL contributions are spent and are not restricted by this list, providing the requirements of the CIL Regulations are met. CIL spending projects and priorities will be set out in a separate CIL Spending List.

CIL contributions will be collected from eligible development towards the following items of infrastructure. Planning obligations (under S106) may also be required to make the development acceptable in planning terms.

In the strategic allocations at North Whiteley, North Winchester and West of Waterlooville, a zero CIL rate has been set. For the development of these strategic allocations, all infrastructure and facilities needed to serve those developments will be provided through S.106/S.278 agreements. All such infrastructure and facilities are therefore excluded from this list.

Infrastructure Type or Project (CIL)	Exclusions (S106)
<p>Education facilities comprising</p> <ul style="list-style-type: none"> • Provision of additional primary school capacity at existing schools; or • Provision of additional secondary school capacity at existing schools. 	<p>a) Provision of additional capacity at the following existing schools (where contributions will be sought through S.106 contributions from developments allocated through Local Plan Part 2 and served by the following schools):-</p> <ul style="list-style-type: none"> • Bishops Waltham Infants and Junior Schools; • St John the Baptist Primary School, Waltham Chase; • Sun Hill Infants and Junior Schools, New Alresford; • Colden Common Primary School;

Infrastructure Type or Project (CIL)	Exclusions (S106)
	<ul style="list-style-type: none"> • Swanmore College of Technology Secondary School. <p>b) Provision of new primary and secondary schools to be provided in conjunction with the development of the North Whiteley, North Winchester and West of Waterlooville Strategic Allocations.</p>
<p>Open Space Provision</p> <ul style="list-style-type: none"> • Provision of facilities for addressing open space deficiencies in terms of quantity, quality or accessibility, particularly those set out in the Winchester City Council (WCC) Open Space Strategy.* 	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p>Built facilities Indoor Sport and recreational facilities comprising:</p> <ul style="list-style-type: none"> • Provision of facilities to address deficiencies in indoor and built sports, recreation or leisure facilities in accordance with LPP1 Policy CP7; particularly those identified in the WCC Built Facilities Study. 	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p>Green infrastructure:</p> <ul style="list-style-type: none"> • Provision and enhancement of the Green Infrastructure network as defined in Local Plan Part 1 Policy CP14, particularly through projects identified in the PUSH Green Infrastructure Strategy, WCC Green Infrastructure Study, or the Hampshire Countryside Access Plans. • Provision of mitigation projects for infrastructure identified through the Solent Disturbance and Mitigation Project. 	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p>Community and cultural facilities:</p>	<p>Provision necessary to make the</p>

Infrastructure Type or Project (CIL)	Exclusions (S106)
<ul style="list-style-type: none"> • Provision of new facilities for community use and improvements to existing facilities in deficiency areas as identified in the Cultural Strategy, Built Facilities Study or Infrastructure Delivery Plan. • Refurbishment or replacements of libraries as set out in the Hampshire County Council Infrastructure Statement. 	<p>development acceptable in planning terms.</p>
<p>Transport schemes:</p> <ul style="list-style-type: none"> • Bishop's Waltham public realm enhancements to Town Centre. • Curdridge/ Bishop's Waltham: upgrade old disused railway line linking to Bishop's Waltham. • Cycle route between Bishops Waltham and Swanmore College of Technology. • Public realm and parking enhancements in Denmead Village Centre. • Kings Worthy to Winnall using footway alongside A33/A34 (Highways Agency) - clear existing footway and upgrade to allow cycle use; over short distance on A34, footway has been displaced by a lay-by and so is inadequate width. Provide link to existing sub. • Creation of footway/cycle route along former railway line between Kings Worthy and Alresford (Watercress Way) possibly extending to South Wonston. • New Alresford public realm and accessibility – West Street 	

Infrastructure Type or Project (CIL)	Exclusions (S106)
<p>improvements.</p> <ul style="list-style-type: none"> • The Soke, New Alresford: traffic management improvements to formalise priority working to alleviate vehicle conflicts and delay, and consideration of footway provision. • Environmental enhancement to Wickham Square. • Footpath on Fontley Road, Wickham to Fareham boundary. • Park Road Rail Bridge, Winchester- improve pedestrian facilities. • Crossing of Romsey Road at Clifton Terrace, Winchester - Public Realm and Accessibility. • Hockley to Otterbourne: complete section ofNCN23. • Shared space improvements to Stoney Lane, Winchester in the vicinity of the Waitrose supermarket to improve the public realm, traffic calm and improve the pedestrian and cycle accessibility. • M3 Junction 9 major highway improvements. 	

*** Payments in Kind and Infrastructure Payments Policy under CIL Regulation 73 and 73A**

Winchester City Council may exceptionally accept ‘payment in kind’ or ‘infrastructure payments’ in lieu of the whole or part of the CIL due in respect of a chargeable development, subject to the following criteria:-

1. it meets an identified local need for open space, and

2. the provision is over and above what is required in any event, to ensure an acceptable development.

The Council will retain discretion as to whether it accepts 'payments in kind' or 'infrastructure payments'.

**Winchester City Council - Community Infrastructure Levy (CIL)
Draft Funding Bid Pro-forma
September 2018**

Please Note:

When preparing your submission, please ensure that your proposal is in conformity with criteria set out in the Protocol and:

- Is supported by robust evidence;
- Includes evidence of existing and additional demands and the extent to which existing infrastructure can meet those demands;
- Includes estimated costs for the scheme and timing for delivery of the scheme;
- Includes a reasonable assessment of alternative funding mechanisms available.

Infrastructure Provider/Service/Body making the bid:

Project Lead Officer/Person and contact details:

Project Title:

Project Summary:

(no more than 150 words)

Who will the project be delivered by?

If your organisation/body is not the body with statutory responsibility for the works proposed have you sought agreement from the relevant statutory body?

What are the problems that are being solved or addressed?

What are the consequences of not carrying out the project?

How will the scheme help support the ongoing development of the Winchester district, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands?

What are the costs of the project?

What other funding sources have been identified/explored?

If CIL funding is not available what is the likelihood of funding from these sources within next 5/10 years?

Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or S278 may be justified?

Please provide an outline of the implementation timetable, including key milestones:

If the project is to be undertaken in next financial year set out the outline Q1 – Q4 project plan;

If it is necessary to undertake project development work to address technical issues and establish costs then it may be appropriate to seek project development funds through a two-stage bid with funds allocated over more than one year

Stage 1: Feasibility/evaluation

Stage 2: Implementation

Please specify responsibility for on-going maintenance costs:

Prioritisation Criteria

a	Contribute to delivery of Council Strategy Priorities
c	Contribute to delivery of other Council strategies
d	Included in the Regulation 123 List
E	Included in the Infrastructure Delivery Plan
f	Other possible funding sources are insufficient
g	Lever in other funds (match or draw grant funding)
H	Offer wider as well as local benefits
I	Address specific impact of new development
k	Project located wholly within the Winchester District

REPORT TITLE: Q1 FINANCE & PERFORMANCE MONITORING

3 SEPTEMBER 2018

REPORT OF CABINET

Contact Officer: Joseph Holmes Tel No: 01962 848 220 Email
jholmes@winchester.gov.uk

WARD(S): ALL

PURPOSE

This report provides a summary of the Council's performance and financial position during the first quarter of 2018/19.

This is the first progress report for 2018/19 and covers the aims and outcomes included in the refreshed Council Strategy 2018-20. The report also includes progress updates for the Council's major projects and key performance measures.

A financial summary is also included for the General Fund revenue and capital budgets as well as the Housing Revenue Account (HRA).

RECOMMENDATIONS:

That the Overview and Scrutiny Committee raises with the Leader or relevant Portfolio Holder any issues arising from the information in this report and considers whether there are any items of significance to be drawn to the attention of Cabinet.

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 This report forms part of the framework of performance and financial monitoring in place to check the progress being made against the projects and programmes included in Service Plans and the achievement of the outcomes included in the Council Strategy.

2 FINANCIAL IMPLICATIONS

- 2.1 The financial implications of this report are detailed in Appendix 1. Almost all the projects included in the Council Strategy and Service Plans have financial implications, some significant and these are agreed and reported separately before the commencement of the project.
- 2.2 The following supplementary budget requests, which Cabinet will be asked to approve at its next meeting on 19 September, are detailed below and in Appendix 1:
- a) a supplementary capital estimate of £50,000 in respect of the replacement large format printer, funded by the IT earmarked reserve.
 - b) a supplementary capital estimate and expenditure of £50,000 in respect of the County Council's contribution to the High Street Security Bollards project.
 - c) a supplementary revenue estimate of £75,000 in respect of the drainage works to the West of Waterlooville play area, funded by developer contributions.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None directly in this report, though individual projects are subject to review by Legal Services where required.

4 WORKFORCE IMPLICATIONS

- 4.1 None directly, although naturally staff will be required to deliver each project.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly in this report.

6 CONSULTATION AND COMMUNICATION

- 6.1 Cabinet members, Executive Leadership Board and Heads of Team have been consulted on the content of the report.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None.

8 EQUALITY IMPACT ASSESSEMENT

8.1 None required arising from the content of the report, although some of the projects will require an Equality Impact Assessment to be undertaken.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property - none</i>		
<i>Community Support – Lack of consultation on for example major projects, affects residents and can cause objections or delay.</i>	Regular consultation and engagement with stakeholders and residents regarding major projects or policy changes.	Positive engagement and consultation can bring forward alternative options that might not have otherwise been considered.
<i>Timescales – delays to project delivery can lead to increased cost and lost revenue.</i>	Regular project monitoring undertaken to identify and resolve slippage.	
<i>Project capacity – availability of staff to deliver projects.</i>	Resources to deliver projects are discussed at the project planning stage and agreed by the project board.	Opportunities present themselves for staff to get involved in projects outside their normal role enabling them to expand their knowledge and skills base as well as working with others.
<i>Financial / VfM – budget deficit or unforeseen under or overspends.</i>	Regular monitoring of budgets and financial position including forecasting to year end to avoid unplanned over/underspends.	Early notification of unplanned under/overspends through regular monitoring allows time for plans to be put in place to bring the finances back into line with budget forecast.
<i>Legal – none.</i>		
<i>Innovation – none.</i>		
<i>Reputation – ensuring that the Council delivers the outcomes as set out in the Council Strategy.</i>	Regular monitoring and reporting of the progress the Council is achieving against its priorities included in the Council Strategy, including this report.	

11 SUPPORTING INFORMATION:

- 11.1 This report provides an update on the Council's performance during the first quarter of 2018/19 and financial position as at 30 June 2018.
- 11.2 The Quarterly Finance and Performance Management Report, attached as Appendix 1, is arranged into four sections with each covering the significant areas of performance that the Council is monitoring. An introduction and summary is also included at the beginning of the report.

Drainage works at West of Waterloo play area

- 11.3 During wet weather there is a serious flooding problem at Newlands Walk. Water comes out of the ground and off our open space and emerges on to the road and footpath between Mellick Way and Hambledon Road opposite the extra care home on the corner. Hampshire can not adopt the road until such time as the flooding issue is dealt with.
- 11.4 It is proposed that developer contributions of up to £75,000 are used towards these drainage works but it should be noted that this will cause future funding shortfalls as these contributions were intended to cover normal annual maintenance costs.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 None.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CL139 Council Strategy Refresh

Other Background Documents:-

None

APPENDICES:

Appendix 1 Q1 Finance and Performance Monitoring Report 2018/19



FINANCE & PERFORMANCE MONITORING REPORT FIRST QUARTER 2018/19



Contents

Introduction and Summary

Section 1: Financial Update – First Quarter 2018/19

- General Fund Revenue
- General Fund Capital
- Outcome Based Budgeting – progress update
- Housing Revenue Account

Section 2: Council Strategy 2018-20 Progress Update

- Winchester District will be a premier **business** location
- Delivering quality **housing** options
- Improve the **health and happiness** of our community
- Improving the quality of the District's **environment**

Section 3: Project Management – Projects Update

- Central Winchester Regeneration
- Chesil Lodge – Extra Care Home
- Environmental Services Contract
- New Homes Delivery Programme
- Station Approach
- Winchester Sport and Leisure Park

Section 4: Managing the business – Corporate Health Performance Indicators

Introduction and Summary

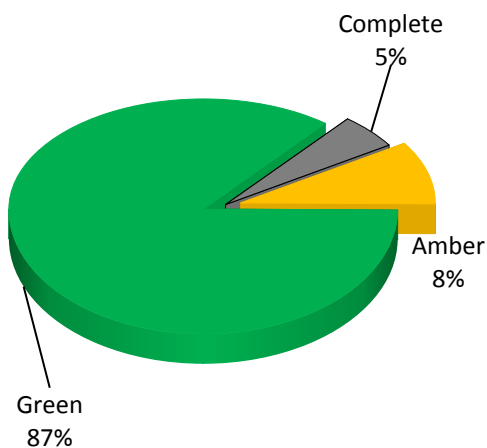
This purpose of this report is to demonstrate the performance of the Council at the end of each quarter throughout the financial year in relation to the aims and objectives in the Council Strategy, progress of the Council's major projects, the financial position and corporate health performance indicators.

The report does not provide detailed information relating to the numerous activities included in individual team service plans but includes the significant projects that the Council is undertaking.

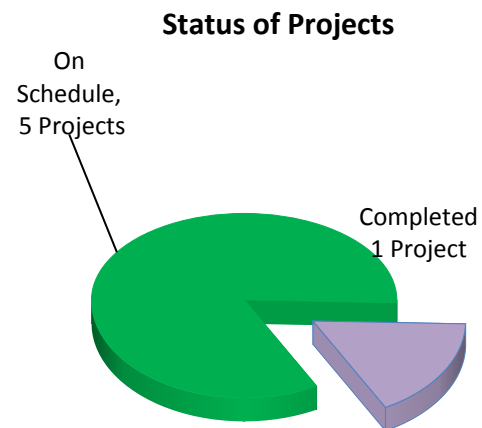
Similarly there are performance measures that are not reported here but support the business of that team and managed by each Corporate Head of Service.

The following diagrams provide a summary of the position of the Council as at the 30 June 2018 (Quarter 1) across the key areas of performance. Further information is provided in the following appendices.

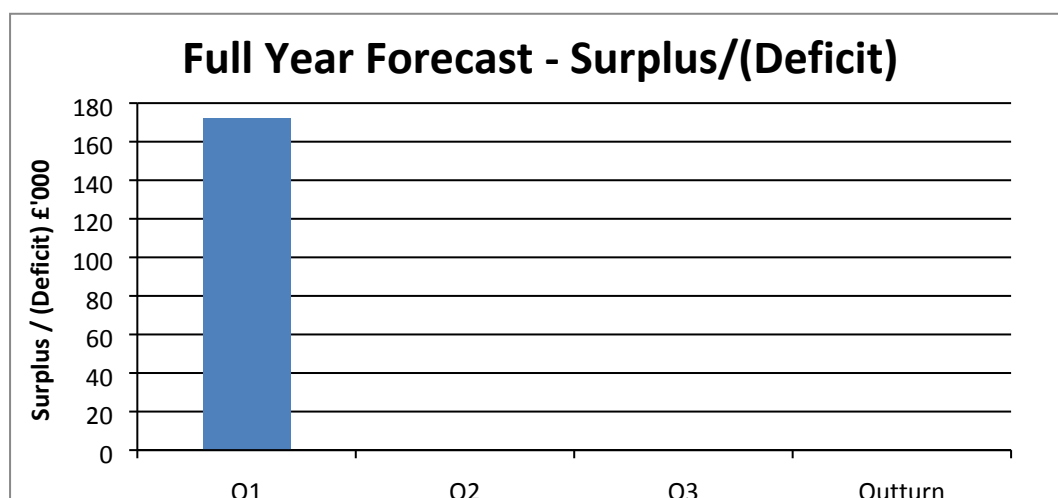
Council Strategy Q1 2018/19



Project Monitoring Q1 2018/19



Summary General Fund Revenue Financial Service Forecast



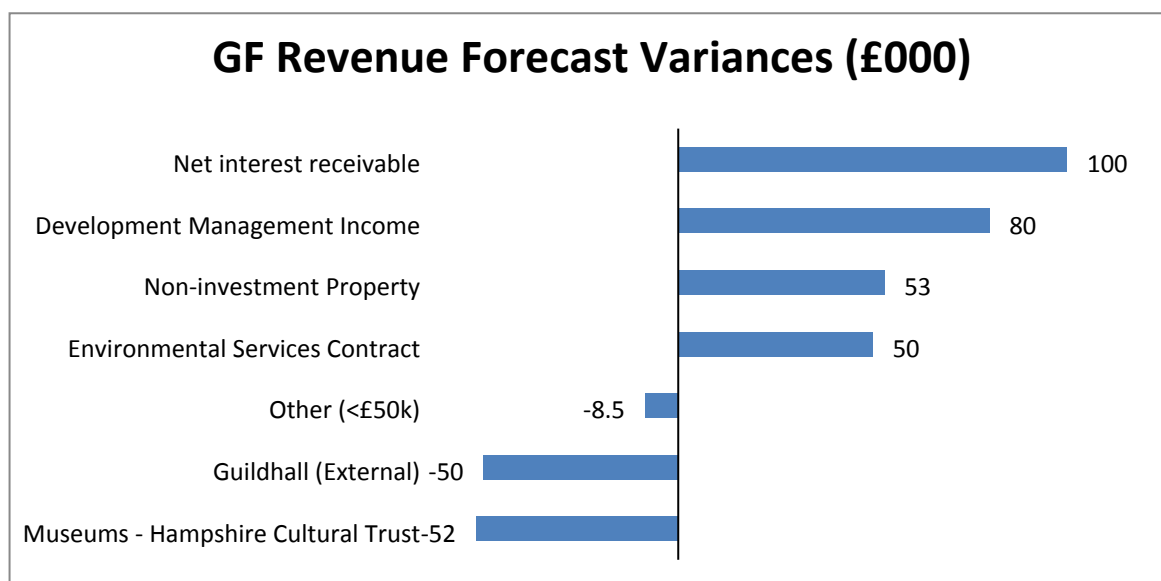
Section 1 – Financial Update as at 30 June 2018

This section presents a summary of the Council's financial position as at 30 June 2018 with regard to the General Fund and Housing Revenue Account budgets.

General Fund Revenue

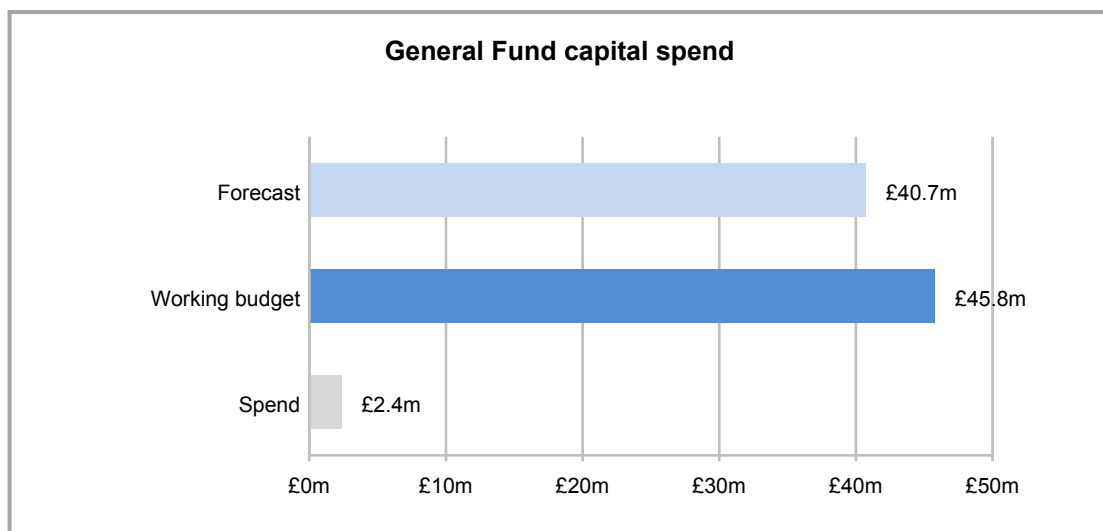
1. The in-year reporting process for Q1 2018/19 has highlighted additional full year forecast income / underspends totaling £0.42m which is expected to fund additional in-year pressures of £0.25m, with a net underspend of £0.17m.
2. Also included in this appendix is a report that shows the progress and status of the 2018/19 Outcome Based Budgeting proposals. The overall target status is green, meaning we are on target to achieve the net savings target of £0.67m.
3. Quarter 1 full year forecast variances (>£50k):
 - i) **Net Interest receivable** – (+£100k) higher than budgeted cash balances during Q1 have resulted in a revised forecast net receivable interest of £325k.
 - ii) **Development Management Income** – (+£80k) higher planning fees and a number of larger applications have led to an increased total planning fee forecast of £960k.
 - iii) **Non-investment Property Income** – higher than planned income of £53k relates mainly to the Vaultex site (Coventry House).
 - iv) **Environmental Services Contract** – a revised (lower) inflation estimate for 2018/19 will reduce the total contract expenditure.
 - v) **Guildhall (External)** – additional forecast employee expenditure and reduced forecast café income is expected to cause an adverse 'external' forecast of £50k. Additional internal income is expected to result in a balanced trading position overall, but this internal income does not help the overall general fund position.
 - vi) **Museums** – when the Hampshire Cultural Trust was set up it was agreed that both HCC and WCC would consider contributing towards reorganisation costs caused by a stepped reduction in funding (a 10% stepped reduction took place for 2018/19). WCC share of the reorganisation costs is estimated to be £52k.

Table 1 – General Fund Forecast Variances 2018/19



General Fund Capital

1. General Fund capital expenditure to the end of June was £2.4m of which the single largest item was £1.6m on the acquisition and associated stamp duty in respect of Coventry House (Vaultex).
2. Capital budgets for 2018/19 were revised for brought forward balances and three additional budgets as part of the 2017/18 outturn reporting process and approved at July Cabinet.
3. Since approval, the forecast has been revised down by £5.1m with the largest single item (£3.9m) being the new doctors' surgery. This is currently delayed due to ongoing negotiations with the prospective tenants. The objectives of some other projects are currently under review and further revisions to the forecast are expected. The car park at the Dean, Alresford is also subject to delay (£1m) as negotiations continue with the developers who hope to submit a planning application in September.



4. Key items of expenditure in Q1 of 2018/19 include:

- **Coventry House (Vaultex)** *Total Budget: £2,091k*

Expenditure: Prior years £57k Q1 £1,620k Total £1,677k

The purchase of Coventry House was completed in May 2018. The Council is leasing the property for 12 months generating an income of £95,000. During this period, the Council will be able to undertake preliminary work (e.g. surveys) in preparation for future development of the site.

- **Disabled Facilities Grants** *Total Budget: £1,207k*

Expenditure: recurring Q1 £200k

The amount of funding from central government has increased significantly in recent years. Spend to date is on target and two significant grants totalling in excess of £300,000 are expected to be made in 2018/19 to enable individuals with long term immobility to return to their own homes.

5. **Other General Fund capital budget changes**

Replacement Large Format Printer

The current large format printer will reach the end of its lease in 2018. Work is underway to assess the best option to replace the existing printer including whether it is financially favourable to the Council to buy a replacement rather than lease.

Its replacement also presents an opportunity to acquire a printer with more advanced functions that will allow the Council to achieve revenue savings by being able to bring in-house much of the expensive, outsourced material used

for short term internal posters, event banners and high-quality graphics applications.

Approval is therefore sought for a supplementary capital estimate of £50,000 for the purchase of a new printer should it prove financially advantageous for the Council.

High Street Security bollards

In Report CAB3060 a contribution from the Council of £75,000 was approved towards a permanent replacement of the temporary security measures in the High Street. Hampshire County Council has approved a contribution of £50,000 towards the project and therefore approval is sought for a supplementary estimate and expenditure to bring the total budget to £125,000.

General Fund 2018/19

	General Fund Revenue					General Fund Capital	
	Budget		Forecast			Budget	Forecast
	Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Variance		
£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Total Housing	210	(1,791)	(1,581)	(1,581)		1,532	1,532
Total Environment	10,081	(13,585)	(3,503)	(3,394)	109	2,352	2,273
Total Health & Happiness	372	(2,384)	(2,012)	(2,084)	(72)	14,874	10,881
Total Business	215	(1,613)	(1,399)	(1,389)	10	11,256	11,267
Total Operational Delivery	3,206	(7,201)	(3,995)	(3,951)	44	1,876	1,876
Total Investment Activity	3,014	(409)	2,605	2,737	132	13,681	13,681
Total Organisational Management	427	(7,182)	(6,755)	(6,763)	(8)	236	236
Corporate	25	(1,846)	(1,821)	(1,865)	(44)		
Council Tax Support Grant to Parishes		(77)	(77)	(77)			
Cost recharge to HRA		1,852	1,852	1,852			
	<u>17,550</u>	<u>(34,236)</u>	<u>(16,687)</u>	<u>(16,515)</u>	<u>172</u>	<u>45,807</u>	<u>41,746</u>
Total Tax and Grant Income			14,192	14,338	146		
Total Financing & Treasury Activity			(225)	(225)			
Total Reserve Related Movements			2,271	2,575	(146)		
Total Funding			<u>16,687</u>	<u>16,687</u>			
Transfer to General Fund Balance					172		

Housing Revenue Account 2018/19

	Housing Revenue Account				
	Budget		Forecast		
	Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Full Year Forecast Variance
£'000	£'000	£'000	£'000	£'000	
Rent Service Charges & Other Income	27,551	-	27,551	27,551	
Housing Management General	131	(4,664)	(4,533)	(4,713)	(180)
Housing Management Special	1,165	(2,578)	(1,413)	(1,503)	(90)
Repairs (including Administration)	100	(5,113)	(5,013)	(5,136)	(123)
Interest	21	(5,182)	(5,161)	(5,147)	14
Depreciation	-	(6,044)	(6,044)	(6,660)	(616)
Capital Expenditure Funded by HRA	-	(5,550)	(5,550)	(2,343)	3,207
Other Income & Expenditure	21	(106)	(85)	(85)	
	<u>28,989</u>	<u>(29,237)</u>	<u>(248)</u>	<u>1,964</u>	<u>2,212</u>
Working Balance at 1 April 2018			9,116	9,116	
Add Surplus / (Deficit)			(248)	1,964	2,212
Projected Working Balance at 31 March 2019			<u>8,868</u>	<u>11,080</u>	<u>2,212</u>

Housing Revenue Account Capital 2018/19

	HRA Capital Programme	
	Budget	Forecast
	£'000	£'000
Housing Major Works	6,083	6,952
Improvements and Conversions	1,180	1,251
Other Capital Spend	138	243
New Build Programme	14,632	9,300
	22,033	17,746

Notes:

1. The increase in the full year forecast allows for a provision of £100k for Universal Credit tenant support and £50k for setting up a housing company.
2. A carry forward allowance of £70k from 2017/18 for furniture at Chesil Lodge has been added to this forecast.
3. A comprehensive void programme at Sussex Street hostel has been allowed for in the repairs forecast, part funded by savings against the responsive and cyclic budgets
4. An increase in the contribution to major repair costs reflects the actual depreciation charge applied in 2017/18
5. A reduction in the capital programme has resulted in a lower level of funding from HRA balances this year
6. The forecast for the capital programme now matches the revised forecasts approved by Cabinet (Housing) in report CAB3036(HSG) in July 2018

Outcome Based Budgeting – 2018/19 Progress Monitoring

The General Fund Budget 2018/19 report ([CAB3011](#), 14 February 2018 refers) included a number of budget proposals for 2018/19 that would achieve savings of £1.1m, less investments of £0.4m, giving a net total of £0.7m which would enable a balanced budget for 2018/19 and contribute towards savings for future years.

The table below provides an update on the progress achieved against the proposals for savings and investments.

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
Savings Proposals						
Removal of ISDN line	45		19	19	Amber	Project delayed until a target November implementation, full year forecast unchanged
External Audit fee reduction	25	25		25	Green	
Internal Audit fee reduction	20	20		20	Green	
Changes to MRP to the annuity basis	43	43		43	Green	
Benefits restructure	25	25		25	Green	
Un-utilised transport budget removed	217	217		217	Green	
Internal Managed Vacancy Factor moved to 2% (£350k 18/19)	105	26	79	105	Green	
Print Room Structure changes	20			0	Amber	Project currently under review
IT – GIS Support Technician	18	18		18	Green	
HRA/ GF Asset transfer	100		88	88	Green	
Customer Services/ Digitalisation Review	50		30	30	Amber	

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
Re-investment of car parking charges	100		100	100	Green	
Review of grants and commissioning	140	140		140	Green	
New trading opportunities	25			0	Amber	Project currently under review
Increased planning fees	160		160	160	Green	
TOTAL	1,093	514	476	990		
Investment/ Growth areas						
Smart City app development	(41)		(41)	(41)	Amber	
Increased DM (planning) costs	(80)	(20)	(60)	(80)	Green	
Review of pay and benefits	(30)		(20)	(20)	Green	Health Care cash plan launched July 2018
Environmental enhancements	(50)		(50)	(50)	Green	
Apprentices	(50)		(40)	(40)	Green	New recruitment process in place
Additional Park & Ride bus	(71)	(66)		(66)	Green	Additional bus actual costs lower than budgeted
Estates	(100)			0	Green	Structure under review
	(422)	(86)	(211)	(297)		
TOTAL	671	428	265	693		

Section 2: Council Strategy 2018-20 Progress Update

The following chart and tables provide a summary of the progress against the actions included in the refreshed Council Strategy 2018-20, that was adopted at Council on 22 February 2018 (Report [CL139](#) refers) as at the end of the first quarter of 2018/19 (30 June 2018).

The Council Strategy 2018-20 includes sixty performance measures supporting the delivery of the Council's four strategic outcomes.

Each action, which includes a performance measure, is assigned to a responsible manager, with previously agreed timescales and targets that are set out in the Council Strategy.

Progress against the agreed timescales and targets is presented using a Red/Amber/Green status. These categories are defined as follows:

- **Red** – Unlikely to deliver against agreed timescales and/or budget. Corrective Action Plan required.
- **Amber** – Some slippage or overspend, corrective action required to bring to meet schedule.
- **Green** – On schedule to be delivered on time.

Measures where actions have been completed are shown as complete.

As of 30 June 2018 there were three measures that had been completed and fifty two measures on schedule and to be delivered on time (Green).

A further five actions are showing as Amber, with some slippage.

There are no measures showing as Red where the agreed timescale has not been met or is unlikely to be met.

Further detailed information against each of the outcomes and performance measures is given in the following pages.

Council Strategy – Progress Report (Quarter 1 – 2018/19)

Winchester will be a premier business location

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Promote a sustainable economy by enabling major regeneration schemes	Support the regeneration of the Central Winchester area. Measure: <i>Adoption of Central Winchester SPD by summer 2018.</i>	Sept 2018	SPD Complete	Central Winchester Regeneration SPD adopted at Cabinet on 20 June 2018 Report CAB3034 refers). Discussions for next steps underway.
		Manage the project and support the regeneration of the Station Approach area of Winchester, both Carfax scheme and adjacent Public Realm works. Measure: <i>Increased office floor space on the Carfax/ Station Approach site of 140,000ft²</i>	Original Date Mar 2019 Revised- Public Realm Mar 2021 Carfax 2022	Green	As at July 2018, there are 2 matters which have delayed the Programme; access being resolved with HCC and addressing viability issues. A report to Station Approach Cabinet in October 2018 will update on these matters, along with progress on Public Realm proposals, including preparation of the Business Case for the potential award of LEP Grant in October 2018.
2.	Prioritise support for the knowledge-based, creative and tourism sectors	Development of an Economic Strategy Measure: <i>adoption of updated Economic Strategy, including Action Plan and performance measures included in the Strategy</i>	Mar 2019	Green	Work has commenced on the drafting of a new strategy. Meeting with key people are being arranged to gather insight as to the direction and focus of the new strategy. The programme is on track.
		Sustain our rural economy by supporting existing businesses to grow and new enterprises to start including Fieldfare LEADER Programme Measure: <i>LEADER support for 70 businesses (WCC only)</i>	Mar 2020	Amber	Staffing shortages had put this project at risk of underspend. Officers continue to work to deliver a compliant and successful programme. The current call for applications is out until the end of August 2018.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
3.	Utilise our environment to drive business growth	Facilitate and support the development and delivery of strategically important sites across the District and working with partners to deliver employment opportunities. Measure: <i>additional floor space identified/ provided</i>	Mar 2020	Green	An update on the progress of the Station Approach and Central Winchester Regeneration projects is given in the Major Projects update on pages 37 to 44 of this report.
		Seek to secure partners for a public service hub to be based around the City Offices/West Wing/Guildhall buildings Measure: <i>Number of partners secured/ amount of floor space utilised</i>	Mar 2020	Green	Cabinet approved updates to City Offices reception that will create a space within the council offices that can be let to an external partner organisation (Report CAB3056 , 18 July 2018 refers)
		Use a Strategic Asset Purchase Scheme to generate financial and community returns Measure: <i>Additional £500k generated from Strategic Asset Purchase Scheme.</i>	Mar 2019	Green	Budgeted returns for 2018/19 are £225k based on existing purchases.
		Develop an up to date car parking strategy which manages demand with sufficient spaces in appropriate locations including Park and Ride expansion where there is a demonstrable need Measure: <i>Adoption of new Winchester Car Parking Strategy by Dec 2018</i>	Dec 2018 Revised April 19	Amber	Work on a new parking strategy has already begun with a parking survey carried out in May this year. However it is sensible to wait for the City of Winchester Movement Strategy as this will inform the City Council's future approach to developing a parking strategy for the city.
		Undertake a strategic review of traffic and transport issues affecting Winchester and produce high level options to improve movement	Dec 2018	Green	City Of Winchester Movement Strategy is progressing well with first round of public consultation, member briefings and stakeholder workshops completed along

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		Measure: <i>Adoption of the Movement Strategy by December 2018</i>			with the development of a database. Next step is to use this information to carryout computer modelling of a number of options to assess their effects on movement in and around the city before preparing a draft strategy for consultation in the autumn. The exact timescales for carrying out this consultation and ultimately adopting the strategy may need to be reviewed depending upon how long it takes to complete the modelling work which will commence shortly.
		Support new businesses set up in the District with advice to thrive and prosper Measure: <i>Number of new businesses supported, including with grants and advice</i>	Mar 2020	Green	352 business hours have been spent at cultural network events; 160 officer and volunteer hours assisting LEADER applicants; Enterprise First contract proving successful with both monthly workshops and informal networking sessions very well attended.
4.	Develop new employment opportunities across the District	Directly develop space to support Small, Medium Enterprises to grow Measure: <i>New net floor space provided for SME's</i>	Mar 2020	Green	The Council continues to review opportunities as they become available.
5.	Work with strategic partners to deliver critical digital infrastructure projects across the District	Support the roll-out of Super Fast Broadband in line with the aims of the Council Digital Strategy Measure: <i>to achieve 95% access across Hampshire to SuperFast Broadband</i>	Mar 2019	Green	Hampshire led project has achieved 95% access to SuperFast Broadband across Hampshire.
6.	Be innovative by exploring opportunities to generate	Work with partners to implement and promote the provision of online	Mar 2020	Green	Hack Winchester! event planned for 8 September 2018 to develop the use of

Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
additional revenue and maximise key revenue streams	services as set out in the Digital Strategy Measure: <i>Achieve 100% of all services available online</i>			digital technologies to support businesses.
	Explore the opportunities to establish joint-ventures to enable more efficient services Measure: <i>Number of joint venture opportunities explored and potential efficiency savings</i>	Mar 2019	Green	Ongoing. Opportunities reviewed as they present themselves.
	Carry out improvements to the current City Offices while reviewing the long term options for staff office accommodation Measure: <i>Refurbishment completed March 2018, Works and longer term study complete March 2019</i>	Mar 2019	Green	Additional programme of works agreed and underway. Cabinet approval for updates to City Offices reception that will improve the customers' experience.

Delivering quality housing options

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Deliver good housing stock condition and energy performance for Council owned dwellings that meet the Decent homes standard	Carry out repairs and maintenance improvements as per the capital repairs programme Measure: 100% of housing stock meets the Decent Homes Standard with and energy performance ratings	Mar 2020	Green	Programme on track. Roofing programme on city estates under review to determine best approach to deliver value for money whilst minimising impact on residents
2.	Respond to the need to provide more affordable housing in the District	Significantly increase the number of council houses built in the period 2017 – 2020 Measure: An additional 600 new homes delivered by 2020	Mar 2020	Green	Over 200 units now delivered or with planning approved. Chesil Lodge now open. Victoria Court due for completion in Oct 18.
		Bid for grant to support additional development Measure: 50% of New Homes Programme supported by grant	Mar 2020	Green	£3.2m grant secured for the Valley development in Stanmore
		Establish a housing company or other specialist vehicle to support the delivery of sub-market rented housing Measure: Housing company established	May 2018	Amber	Work ongoing to identify appropriate vehicle to support Council programme.
3.	Drive down homelessness across the District and support partner agencies in the drive for an improved life for those in need	Avoiding reliance on B&B as a housing option by focussing on preventing homelessness and effective use of temporary accommodation Measure: No use of B&B accommodation (other than in exceptional circumstances)	Mar 2020	Green	Minimal use of B&B this quarter (4 placements) due to emergency situations.
		Support an increase in the provision of supported housing units/move on accommodation by establishing and	Mar 2019	Green	Social Inclusion Forum now well established with all relevant agencies represented.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		leading multi agency Homelessness/ Social Inclusion forum Measure: <i>Provision of 10 supported/ move-on units</i>			
4.	Provide good access to affordable housing options across a range of tenures, including affordable and sub market rent (within Local Housing Allowance rates), market rent, shared ownership, student housing etc.	Work with private landlords through “City Lets” initiative offering effective management and lettings service Measure: <i>Increase of 30 to 50 homes by March 2019</i>	Mar 2019	Complete	50 private rent units now managed through City Lets scheme
		Support and enable development partners/ Registered Social Landlords (RSLs) to develop more affordable housing Measure: <i>Number of affordable homes developed by other organisations in the District</i>	Mar 2020	Green	Positive discussions with providers re 106 sites, rural exception sites.
		Develop an effective “shared ownership” programme Measure: <i>At least 30 affordable shared ownership homes developed by March 2020</i>	Mar 2020	Green	Shared Ownership units at Chesil Lodge and Mitford Rd, Alresford, all sold and Victoria Court progressing well.
5.	Be proactive in our Tenant engagement, achieving effective representation and insight across all tenant and customer groups	Making a more effective use of the Survey of Tenants and Residents through better use of data and wider engagement Measure: <i>Increase the number of ‘involved’ tenants to 200</i>	Mar 2019	Green	Survey of Tenants and Residents (STAR) planned for 4 th quarter 2018/19.
6.	Restrict permitted development rights in Winchester so that new Houses of Multiple Occupation (HMOs) require planning permission	Make an Article 4 Direction(s) where evidence shows the proliferation of HMOs is unbalancing housing stock in Winchester, or parts of the city. Measure: <i>Number of Article 4 Directions approved.</i>	Mar 2020	Green	Article 4 now active in Stanmore and Winnall. Data regarding other areas (Fulford and Badger Farm) being analysed. New HMO Licensing scheme being implemented in October which will provide improved data for all areas as

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					well as additional controls re conditions.
7.	Support residents to buy their own home.	Develop an effective “shared ownership” programme (shared target with aim to “Provide good access to affordable housing options”) Measure: <i>At least 30 affordable shared ownership homes developed by 2020.</i>	Mar 2020	Green	As 4 above
		Provide access to custom build initiatives Measure: <i>Two custom build plots identified</i>	Mar 2020	Green	The Council is currently considering potential sites to be used for self-build properties
		Create a Partner Home Purchase Scheme to enable residents to buy their own home in a shared equity scheme with the Council Measure: <i>Ten households (by March 2018) and a total of 50 by March 2019</i>	Mar 2019	Green	A total of 8 applicants have applied since the launch of the scheme in March 2018 with two purchases currently going through.

Improve the health and happiness of our community

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Work with partners to reduce health inequalities in the District and to promote good mental and physical health	Council grants programme to prioritise sports and physical activity programmes Measure: <i>Number of grants and the total financial amount approved for sports groups</i>	Mar 2019	Green	Sports and physical activity grants being considered as part of the wider review of the Council's grants programme.
		Develop the Exercise Referral programme to include classes for adults with long term health conditions Measure: <i>Achieve 265 referrals and class attendance during 2018/19. Achieve 2,300 throughput of attendees at community classes</i>	Mar 2019	Green	Q1 – 71 Referrals April – 23 referrals May – 28 referrals June – 20 referrals
		Promote and encourage health walks across the District, helping everyone live longer, healthier and happier lives Measure: <i>Achieve 5,900 participants taking part in health walks during 2018/19</i>	Mar 2019	Green	Q1 – 1,259 throughput April – 261 May – 604 June – 394 <u>Q1 - Breakdown</u> City Centre – 406 Sutton Scotney – 170 Alresford – 65 Friarsgate – 53 Bishops Waltham – 209 Weeke – 183 Colden Common – 130 Kings Worthy – 43
		Target discretionary business rates relief towards sports clubs Measure: <i>Number of sports clubs receiving rate relief</i>	Mar 2019	Green	This action was considered last year and it was recognised that sports clubs/ associations, and organisations associated with sport or activity, are

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>already well supported by the Council's policy. Any new applications for discretionary relief for sports clubs would be considered favourably in the awards process.</p> <p>In 2017/18, of the £272k discretionary relief awarded, less than £51k was for organisations <i>not</i> associated with sport.</p>
		<p>Increase the number of adults participating in sport or physical activity Measure: <i>Number of adults participating in sporting or physical activities per week.</i> <i>Inactive – target 19%</i> <i>Fairly active – target 14.5%</i> <i>Active – target 66.5%</i></p>	<p>Mar 2019</p>	<p>Green</p>	<p>Sport England – Active Lives Data (Nov 16/17) – latest figures published March 2018. Inactive – 17.9% Fairly Active 10.9% Active 71.2% (May 2017-18) Next Data – October 2018 & April 2019</p>
		<p>Support and promote the successful delivery of the Winchester junior parkrun open to children aged 4 to 14 Measure: <i>5,000 junior participants in 2018</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>Q1 – 1,017 junior participants April – 305 May – 355 June – 357</p> <ul style="list-style-type: none"> - On-going promotion with parkrun director and volunteers to encourage more children to take part in the event. - School assemblies - Posters and flyers - A parkrun banner rotated around a number of city centre schools once a month. - Social media advertisement - Active Lifestyles booklet

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<ul style="list-style-type: none"> - Winchester City Council (Active Winchester) website - Engaging with Winchester and District Athletics Club - Monthly Sports Development Newsletter. <p>To launch a Whiteley junior parkrun in September 2018.</p>
		Support and promote the Winchester adult parkrun Measure: 13,500 adult participants in 2018	Mar 2019	Green	<p>This is a Sports and Physical Activity Alliance (SPAA) funded initiative</p> <p>Q1 – 3,860 adult participants</p> <p>April – 1,262</p> <p>May – 1,504</p> <p>June – 1,094</p> <p>On-going promotion with parkrun director and volunteers to encourage more participants to take part in the event.</p> <ul style="list-style-type: none"> - Posters and flyers - A parkrun banner will be displayed at River Park Leisure Centre - Social media advertisement - Active Lifestyles booklet - Winchester City Council (Active Winchester) website - Engaging with Winchester and District Athletics Club - Monthly Sports Development Newsletter.
		Support and promote the Whiteley adult parkrun Measure: 10,000 participants in 2018	Mar 2019	Green	<p>This is a SPAA funded initiative</p> <p>Q1 – 2,925</p> <p>April – 1,057</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>May – 1,002 June – 866</p> <p>On-going promotion with parkrun director and volunteers to encourage more participants to take part in the event.</p> <ul style="list-style-type: none"> - Posters and flyers - Social media advertisement - Active Lifestyles booklet - Winchester City Council (Active Winchester) website - Engaging with local running clubs within the area; Stubbington Green Runners. - Regular promotion on Whiteley Voice - Monthly Sports Development Newsletter.
		<p>Support the delivery of the Golden Mile event involving primary schools across the Winchester District</p> <p>Measure: <i>Participation of 20 schools and 4,000 pupils who have collectively walked 50,000 miles.</i></p>	Mar 2020	Green	<p>Q1 – 2,545 pupils/ 19 schools/ 129 classes/ 7,468 miles</p> <p>A Golden Mile re-launch festival will take place after October half term with all local schools within the District. This will help maintain levels of enthusiasm and ensure the initiative is sustained throughout the next academic year.</p> <p>Newsletters will be published and sent to schools every term to highlight the successes within schools</p> <p>Challenges and fun competitions will be set for schools to take part in to keep</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					them engaged.
		Invest annually in disabled facilities grants in line with Government funding to help people in their own home Measure: <i>100 residents given assistant to remain in their own home</i>	Mar 2020	Amber	QTR 1 – 19 grants issued. Completion of DFG's delayed this quarter due to necessary policy and financial approval amendments. Approved in July via the Housing (Cabinet) Committee. Now on schedule to be delivered on time
		Support the delivery of the Winchester Health and Wellbeing Action Plan which includes the following high priorities; improving workplace health, reducing the number of 'increasing risk' alcohol drinkers and supporting people with dementia and their carers to lead active and fulfilling lives in their communities for as long as possible. Measure: <i>To achieve the targets as set out in the current action plan</i>	Mar 2020	Amber	The action plan was due to be reviewed and updated for the current financial year. This did not happen due to the absence of a key officer for several months. However, preliminary discussions have recently taken place internally to agree a way forward – this will include wider discussions with partner agencies, an analysis of current health data to clarify the main priorities for the City Council and a review of the role and structure of the Health and Wellbeing Board.
2.	Provide new leisure facilities in Winchester that meet the needs of a broad cross section of our communities for now and the future	Build a new Sport and Leisure Centre at Bar End Measure: <i>Start of construction in Spring 2019</i>	Spring 2019 start on site	Green	Planning application submitted in June with a decision expected during the autumn.
3.	Encourage volunteering to support and extend local services	Promote and encourage adults to volunteer in community events and sporting activities Measure: <i>Increase to 22% the number of adults volunteering in sport</i>	Mar 2020	Green	Data Available - April 2018-Sep 2018 figures released in April 2019 (Sport England Active Lives) Quarter 1 - Local data (parkrun) – 745 volunteers. Regular social media posts will be

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					scheduled to promote opportunities which young people and adults can help volunteer with.
4.	Support the delivery of a programme of festivals and events across the District	Support the Winchester Festivals Group to deliver a range of high quality sustainable events and festivals that are safe, well organised and well attended Measure: <i>Number of events supported, held and number of attendees</i>	Mar 2020	Green	Winchester Festivals Group currently reviewing opportunities for sponsorship. Two recent meetings held ensuring that events through the summer are well organised and safe.
		Develop the Winchester Criterium and CycleFest to increase participation and spectators Measure: <i>8,500 spectators at the 2018 event</i>	Jun 2019	Complete	13,000 spectators attended the Criterium and CycleFest held in June 2018
5.	Provide support to residents who are affected by the Welfare Reform and Universal Credit changes	Support residents affected by the impact of Welfare Reform, the benefit cap and Universal Credit into work Measure: <i>Ten people supported per quarter</i>	Mar 2019	Green	There have been no specific cases recorded by the Benefits & Welfare team where residents were affected by the welfare reforms or Universal Credit (UC) changes and required support in the first quarter of this year. However, leading up to the full rollout of UC, which commenced in Winchester from 4 th July, the Housing team, assisted by the Benefits & Welfare team, have been setting up a support service to assist claimants and residents in all areas of welfare reform. This has been well publicised since June.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					The Benefits & Welfare team continue to consider communications from claimants and are looking especially to assist anyone who contacts them in respect of UC or welfare reform related matters.
6.	Work with partners to achieve significant and sustained change for vulnerable families with multiple, complex and persistent problems	Lead the implementation of the Government's Supporting (Troubled) Families Programme in the Winchester District Measure: <i>To support 61 families during 2018/19</i>	Mar 2020	Green	<p>The target number of families to be identified & engaged with Winchester Supporting Families (WSF) for 2018/19 (Cohort 7) is 61 (which includes 12 Intensive Family Support places). Note: this figure was not available at the time the Council Strategy 2018 Performance Measures were drawn up.</p> <p>At the end of Q1 18 families had signed up. This number had increased to 24 by the WSF Strategic Group meeting on 17 July – ahead of target.</p> <p>Looking ahead, the main focus of effort will be on embedding the 'whole family' approach within our normal working practices and processes to ensure that the transformational legacy of the programme post 2020 is not lost.</p> <p>Performance reports for the end of Cohort 6 (2017/18) and the latest monthly report Cohort 7 (2018/19) can be found on the following link:-</p> <p>http://www.winchester.gov.uk/community-recreation/health-wellbeing/supporting-families-in-the-winchester-district</p>

Improving the quality of the District's environment

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Protect , enhance and respect the District's rich heritage and landscape whilst allowing appropriate development to take place enabling our historic to evolve over time having due regard for the landscape character	Having an adopted up-to-date Local Plan with positive policies which allow development to take place which protects and enhances the heritage associated with the built and natural environment Measure: <i>Commence local plan review in 2018</i>	Mar 2020	Green	Formal launch of the preparation of Local Plan 2036 to commence in accordance with approved timescales in Local Development Scheme.
2.	By working with our partners and by using powers available to us, make Winchester a safer and more pleasant place to live, work and visit	Be proactive in tackling incidents reported of fly-tipping within the District Measure: <i>To reduce the overall incidents of fly-tipping across the District</i>	Mar 2020	Green	Two current cases awaiting prosecution and final authorisation via legal. Educational activity is being developed to encourage greater reporting of fly tips across the district. Working closely with the CMO's we can ensure effective use of our time, which means that we can try and stay focused on those sites that have some evidential value. If there is no evidence they will be 'marked up' and cleared as soon as possible.
		Always evaluate prosecution as a deterrent to those who fly-tip within the District	Mar 2020	Green	The Enforcement Officer presents each case she investigates for prosecution to a panel of internal managers to ensure

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<p>Measure: 100% success rate for all fly-tips that have been moved forward as application to the court for prosecution</p>			<p>transparency in decision making. This also ensures that any cases going through for prosecution is as court ready as it can be.</p> <p>A £400 FPN was issued on 17 July to an individual for dumping a small amount of fly tip into a bin belonging to a business.</p> <p>Quarterly updates are collated and set against baseline data and those updates are included in subsequent internal reports.</p>
		<p>Investigate introducing litter fines and other incentives/ penalties (new legislation and not rolled out within the Council yet).</p> <p>Measure: Fixed Penalty notices issued for low-level fly-tips</p>	Mar 2020	Green	<p>Recent legislation provides local authorities with a new power to tackle littering from a vehicle. This is currently being rolled out nationwide and the Council is now awaiting guidance/further direction.</p> <p>The Council already has the power to issue FPNs for littering. To date officers have issued two fines for litter drops, but as a rule will generally try to educate individuals in the first instance by asking the individual to pick it up their litter and dispose of it in a bin.</p>
		<p>Conduct the area specific satisfaction survey to take action to reduce incidents or concerns of Anti Social Behaviour in priority locations, the first being in 2017</p> <p>Measure: Satisfaction levels recorded via the survey</p>	Mar 2020	Green	<p>The survey has already been pencilled in for a Winter distribution and any outcomes will be reported via an O&S Committee report for February 2019.</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		Utilise the tools and powers provided within the ASB, Police and Crime Act 2014 to tackle and reduce crime in the District Measure: <i>Number of interventions to reduce incidents of ASB</i>	Mar 2020	Green	The use of statutory tools and powers are ever evolving e.g. within this first quarter we have supported a number of ASB related activity which includes the use of Section 35 dispersal orders, Community Protection Notices, Community Banning Orders and the development of partnership operations.
3.	Protect, enhance and increase the use of open spaces in both the towns and more rural areas of the District	Deliver a rolling programme for estate improvements, including environmental and parking schemes Measure: <i>Deliver £250k annually with a range of benefits for the local communities</i>	Mar 2020	Green	Two Stanmore parking schemes completed. Proposals for Colden Common, Curdridge, Highcliffe and Weeke (Trussell Crescent) currently out to consultation.
		To undertake and act upon a visitors user survey on key open spaces to ascertain current use and future demand for such space Measure: <i>Visitor usage and satisfaction rates</i>	Mar 2020	Green	Survey that seeks the views of visitors to the parks and open space across the District currently available from the Council's website, running to 30 November 2018.
4.	Work to change attitudes to waste, fly-tipping and littering and significantly improve recycling levels	Support and encourage residents living in the District to recycle through public awareness campaigns including a focus on reducing the rates of contaminations of materials collected for recycling Measure: <i>Increase recycling from the 2016/17 baseline position</i>	Mar 2020	Green	Ongoing promotion and increasing of awareness among residents to recycle. The percentage of household waste sent for reuse, recycling and composting in 2018 shows a 1% increase in April/May/June period when compared to the same period in 2017.
		We will investigate options for additional income through increased recycling	Mar 2020	Green	The Council continues to investigate opportunities to raise additional income through recycling.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		Measure: <i>Income collected through additional channels</i>			
5.	Work with strategic partners to continue to develop flood resilience measures to protect our communities	Support schemes that will protect residents' homes and property from the threat of flooding Measure: <i>Flood scheme assessments on all completed schemes</i>	Mar 2020	Green	Flood alleviation works ongoing. This report recommends approval of £75,000 for drainage works at West of Waterlooville to alleviate flooding.
6.	Improve the environment and reduce harmful emissions through holistic transport planning	Delivery and implementation of the actions included in the Winchester Air Quality Action Plan 2017 – 2023 Measure: <i>Improved air quality in accordance with the Air Quality Action Plan</i>	Mar 2020	Green	Work is continuing regarding the implementation of the nine core and nine complimentary measures in the Action Plan with an update report to be considered by Cabinet in September 2018 (Report CAB3074 refers)
		Delivery of the 12 Actions for a Lower Carbon Council Measure: <i>Reduce by 40% or 25,000 tonnes of CO2 per annum by 2020</i>	Mar 2020	Green	To be reviewed by the Low Carbon Board to consider progress made and whether these actions need to be refreshed. It is acknowledged that meeting this target will continue to be a challenge bearing in mind the Council has only limited control over carbon emissions generated across the District. The Council continues to make good progress in reducing its own carbon footprint and figures for 2016/17 show a reduction of 9.1% on the previous year and 22.5% on the baseline year (2009/10).
		We will increase the use of P&R to support and encourage parking outside of the city centre Measure: <i>An additional 200 Park & Ride spaces created</i>	Mar 2019	Green	Additional P&R bus added to service (peak bus number increased from 8-9) to cope with increasing passenger demand. Further will follow on from the City of Winchester Movement Strategy.

Section 3: Programme Management – Projects Update

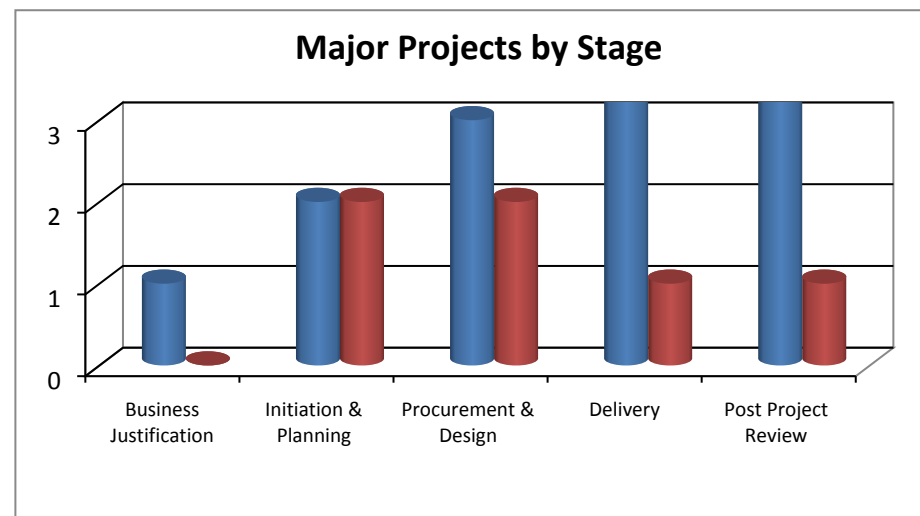
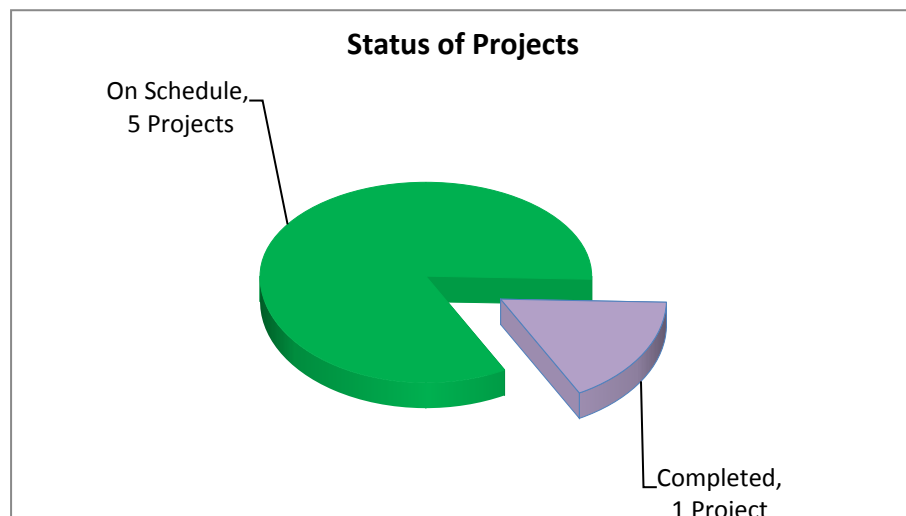
This report provides an update on the progress made against the Council’s significant programmes and projects which are being or will be undertaken during the next five years. These programmes and projects have been selected for inclusion in this report following an exercise to evaluate against a number of criteria the significance, complexity and cost of each of the projects and the need for regular monitoring.

The Council’s Major Projects include:

- Central Winchester Regeneration
- Chesil Lodge – Extra Care Scheme
- Environmental Services contract
- New Homes Programme
- Station Approach
- Winchester Sport and Leisure Park

Summary Report

The charts below summarise the status of the Council’s significant projects as set out in the report





Management Report – Major Projects


Summary		Status & Progress		Project Milestones
<u>Winchester Sport & Leisure Park</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • Options appraisal – 2013 to 2015 - Completed • Feasibility assessment of preferred option – 2016 - Completed • Prepare Outline Business Case for preferred option - 2016/17 - Completed • Outline Business Case – 16 January 2018 - Completed • Prepare and seek planning permission - 2018 • Start on site – 2018 (now likely to be early 2019) • Completion – 2020 (now likely to be 2021)
Project Phase: Procurement and Design		✓	✓	
Project Start Date: 01 May 2013	Projected End Date: Spring 2021			
Project Sponsor: Chas Bradfield	Project Executive: Andy Hickman			
Project Budget: Capital: £38,000,000 Revenue: £759,402	Total Actual Spend: Total: £1,223,035			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Design Framework agreed by Cabinet – 6 June 2018 • Operator procurement details agreed by Cabinet 6 June 2018 • Deed of Variation agreed by Cabinet – 6 June 2018 • Phase 4 consultation complete • Planning application submitted – June 2018 				
Next Steps				
<ul style="list-style-type: none"> • Planning determination anticipated September/ October 2018 • Procurement of operator to commence early August 2018 				


Summary		Status & Progress		Project Milestones
<u>Station Approach</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> 15/12/16 - Procurement of RIBA Competitions Office - Completed 20/03/17 - Cabinet to agree start of procurement – Completed 14/08/17 - Cabinet (SA) to approve appointment of architects - Completed 27/02/18 – Cabinet (SA) approve content of the Public Realm Strategy and Masterplan Framework - Completed 12/07/18 – Cabinet (SA) approved Procurement route for Public Realm Strategy design work Oct 18 – Cabinet (SA) to approve Brief for Public Realm works and note update on RIBA stage 2 Carfax scheme re-design Dec 18 – Update on Public Realm proposals and Carfax scheme, noting potential delivery options Mar 2019- Cabinet (SA) to approve RIBA stage 2 outputs, and proceed to RIBA stage 3 Sept 2019 – Target date for planning application submission Feb 2020 – Planning application to be considered by Planning Committee Sep 2019 - Cabinet (SA) to approve: RIBA stage 4 outputs, and to proceed to stage 5 Q2 2020 – Earliest on-site start date (dependent on delivery route)
Project Phase: Procurement and Design		✓	✓	
Project Start: February 2015	Project End Date: 01 December 2022			
Project Sponsor: Chas Bradfield	Project Executive: Ian Charie			
Project Budget: Project Budget: Capital: £1,800,000 Revenue (Carfax): £1,500,000 Revenue (Public Realm): £225,000	Spend to date: £863,134 (current project)			
Project Update & Next Steps				
<ul style="list-style-type: none"> Masterplan Framework and Public Realm Strategy agreed and consultation held March 2018 Proposals for procuring the design work for the public realm strategy agreed at Cabinet (SA) in July 2018. RIBA Stage 2 design work being costed and viability assessments being undertaken to inform the outline business case to be reported to Cabinet (SA) in October 2018. Liaison with Hampshire County Council, Network Rail and South West Rail on taking forward public realm proposals 				
Next Steps				
<ul style="list-style-type: none"> Progress on RIBA Stage 2 for Carfax Preparation of outline business case Finalisation of Public Realm Brief 				



- Further liaison with key stakeholders and landowners
- Preparation of LEP Business Case for grant funding

Summary		Status & Progress		Project Milestones
<u>Central Winchester Regeneration</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • 27/11/17 - Draft SPD reviewed and signed off • 06/12/17 – Cabinet approval to commence consultation • 11/12/17 – Start of Formal Consultation • 05/02/18 – End of Formal Consultation • 20/06/18 – Cabinet resolution to adopt SPD • 10/07/18 – Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate • 25/09/18 – Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 /07/18 to Cabinet (CWR) Committee for approval to proceed
Project Phase: Initiation & Planning				
Project Start: March 2016	Project End: Ongoing			
Project Sponsor: Chas Bradfield	Project Executive: Veryan Lyons			
Project Budget: Revenue: £335,000	Spend to date: £268,084 (includes committed spend)			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Cabinet resolution to adopt draft SPD – 20 June 2018 • Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate – 10 July 2018 • Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 July to Cabinet (CWR) Committee for approval to proceed on 25 September 2018 				
Next Steps				
<ul style="list-style-type: none"> • Set up Advisory Panels for Coitbury House, meanwhile uses and public realm • Meanwhile uses and improvements to the existing estate and public realm – produce estimates for costs and timescales for Coitbury House, and Lower High Street and Broadway paving. Begin looking into options for longer term improvements to the Broadway, meanwhile uses for vacant buildings and pop up uses for the vacant area in the bus station • Archaeology dialogue – agree dates, set up events and publicise • Movement Strategy – continue to liaise with HCC on how best to incorporate emerging themes into the development proposals for the CWR area • Further, more detailed work to inform decisions on delivery options and designs • Continue developing relationships with stakeholders and landowners • Seek to find consultants where specialist expertise is required 				

- Investigate options to facilitate a process for finding a name for the CWR area
- Cabinet (CWR) Committee visits to Bath and Chester

















Summary		Status & Progress		Project Milestones
<u>Chesil Lodge – Extra Care Scheme</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • 05/02/15 – Planning permission granted at Planning Committee • 11/04/16 – Construction started on site • 10/03/17 – ‘Topping Out’ ceremony held • 22/03/17 – Award of contract for catering service at Chesil Lodge (report <u>CAB2912(HSG)</u> refers) • Completion / handover by contractor • Phased moving in of residents
Project Phase: Post Project Review		Completed		
Project Start: January 2013	Project End: 2018			
Project Sponsor: Richard Botham	Project Executive: Andrew Palmer			
Project Budget: £15,431,560	Spend to date: £15,650,598 (pre liquidated damages) to 30 June 2018			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Scheme handed over to the Council by contractor 21st June 2018 • First resident moved in June 28th, phased move in for remaining residents during July <p>Next Steps</p> <ul style="list-style-type: none"> • Phased moving in of residents • Practical completion of whole scheme including S278 Highway works. • Formal opening event in Autumn 2018 • Post project review to be carried out 				

Summary		Status & Progress		Project Milestones
Environmental Services Contract		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> Member decision on procurement – September 2018
Project Phase: Initiation & Planning			n/a	
Project Start: January 2018	Project End: December 2019			
Project Sponsor: Steve Tilbury	Project Executive:			
Project Budget: £225,000	Spend to date: £10,000			
Project Update & Next Steps				
<ul style="list-style-type: none"> East Hants District Council (EHDC) to determine approach to partnership, July 2018 Joint and solo extension offers received <p>Next Steps</p> <ul style="list-style-type: none"> Member consideration of procurement options, September 2018 Project Plan to be formulated to deliver approved process 				













Summary		Status & Progress		Project Milestones
<u>New Homes Programme</u>		Current Quarter	Previous Quarter	<ul style="list-style-type: none"> • The Valley – tender process underway (stage 2 mini tender) • Mitford Rd – flat completion August 2018 • Bailey Close – completion September 2018 • Hillier Way – completed in November 2017 • Victoria House – completion delayed due to insolvency • Knowle - Started on site • Rowlings Rd – Planning consent secured, preparing to Tender
Project Phase: Delivery				
Project Start: December 2012	Project End: December 2022			
Project Sponsor: Richard Botham	Project Executive: Andrew Palmer			
Project Budget: Capital: £43,942,000	Spend to date: Capital: £7,962,270 to 30 June 2018			
Project Update & Next Steps				
<ul style="list-style-type: none"> • Mitford Rd – Flats to be handed over on 28th August 2018. • Bailey Close – work re-started on site following administration of original contractor. Anticipated completion August 2018 • Hillier Way – completed (November 2017) • Victoria House – Contractor entered administration in April 2018, Council has appointed construction consultants to re-engage sub contractors, completion delayed until October 2018 • Knowle - Ground works have commenced on sites, however build contract not signed whilst contractors Bond query is resolved. • The Valley – Homes England grant awarded of £3.2m, 2nd stage of tender process underway with design drawings and soil testing being immediate tasks requiring action. 				

Section 4 – Managing the business (performance indicators)

The table below provides an update on the performance the Council is making against a set of ‘corporate health’ indicators.

Performance Indicator	2016/17	2017/18				2018/19	Current Status	Annual Target	Expected Outturn
	Q4	Q1	Q2	Q3	Q4	Q1			
Average Sickness per member of staff (<i>days</i>) – rolling year	6.3	6.4	6.5	6.9	6.3	6.8		7.5	
Staff Turnover - quarterly	3.63%	5.48%	5.69%	4.22%	3.25%	4.45%	No target set	No target set	No target set
Speed of processing new Housing Benefit/ Council Tax Support Claims (<i>days</i>)	13.72	10.38	9.75	10.41	11.13	14.36		14.00	
Speed of processing changes in circumstances Housing Benefit/ Council Tax Support Claims (<i>days</i>)	4.18	3.37	3.22	3.37	3.21	4.22		7.00	
Number of overdue/ outstanding internal audit actions (<i>end of quarter</i>)	20	32	23	25	15	14		10	
Number of High Priority Overdue Internal Audit Management Actions	7	9	0	3	0	0		0	
Number Internal Audit Reports issued with ‘No Assurance’ opinion	0	0	0	0	0	0		0	
Accounts Payable – invoices paid within 30 days	96%	96%	90%	95%	94%	96%		100%	
Invoices processed with a Purchase Order	100%	98%	100%	99%	100%	100%		100%	
Number of complaints recorded on corporate complaints system	67	86	67	76	129	136	Not Applicable	No Target Set	Not Applicable

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Performance Indicator	2016/17	2017/18				2018/19	Current Status	Annual Target	Expected Outturn
	Q4	Q1	Q2	Q3	Q4	Q1			
Percentage of FOI requests responded to within 20 working days	86.64%	73.91%	78.70%	79.88%	78.53%	72.19%		90.00%	
Number of Fly-Tipping Incidents reported	254	142	200	193	249	183	No Target Set	No Target Set	Not Applicable
Percentage of household waste sent for reuse, recycling and composting - quarterly	32.99%	37.94%	38.31%	35.30%	32.31%	38.98%		35.87%	
Percentage of Major applications determined within 13 weeks or Agreed Extension of Time	84.00%	66.67%	71.43%	83.33%	100.00%	87.50%		60.00%	
Percentage of Non Major applications determined with 8 weeks or Agreed Extension of Time	70.00%	83.13%	81.03%	88.74%	90.96%	96.91%		65.00%	
Number of Enforcement Cases Opened	70	89	91	83	90	76	No Target Set	No Target Set	Not Applicable
Number of Enforcement Cases Closed	57	128	108	103	108	73	No Target Set	No Target Set	Not Applicable
Voids – Average re-let time (general needs and Sheltered)	11.48	12.51	12.27	12.32	12.63	13.80		19	
Arrears - Number of tenants owing more than 4 weeks rent	203	222	327	206	205	206	Not Applicable	No Target Set	Not Applicable
Repairs – Average number of days to complete responsive repairs	3.96	5.4	5.3	5.0	5.16	5.96		8	
Homelessness – Numbers presenting to Council as being at risk of homelessness	357	324	404	334	460	360	No Target Set	No Target Set	Not Applicable

Key to symbols:



This performance indicator is on target



This performance indicator is below target but within 5% of the target



This performance indicator is more than 5% of the target

Key Actions:

Freedom of Information (FOI) processes continue to be reviewed by a cross Council information governance group focussing on where responses are being completed outside the 20 working day target.

Performance has improved during the current quarter with 86.52% of FOI requests responded to within 20 working days.

An action plan to support the improvement of responses to FOI's has been drafted and is appended to this report.

Responses to FOI's will continue to be closely monitored to ensure that improvements in performance are achieved and the target of 90% is met during 2018/19.

FOI performance improvement action plan

No.	Action	Officer Responsible	Target Date	Progress Update
1	Update Pentana Performance Management System to 'fire' trigger emails to FOI assigned officers after 10 days	Corporate Business Manager	03 Aug 2018	Complete
2.	Circulate to Corporate Heads of Service (CHoS) performance data for their areas covering 2017/18 and Q1 18/19	Corporate Business Manager/ CHoS	08 Aug 2018	Complete
3.	Circulate to CHoS names of staff in their areas who have access to the FOI module on Pentana	Corporate Business Manager	08 Aug 2018	Complete
4.	Agree with Corporate Heads of Team the names of staff in their areas who are nominated as responsible officers for each individual team	Corporate Business Manager/ CHoS	17 Aug 2018	Complete
5.	City Voice article reminding staff on the need to respond to FOI requests within 20 working days.	Corporate Business Manager	17 Aug 2018	Complete
6.	Consideration given and way forward agreed as to how best manage FOI requests that require responses from more than one team at the Council	Strategic Director: Resources/ Corporate Business Manager/ Fiona Sutherland	31 Aug 2018	
7.	Monthly report to Corporate Heads showing the numbers of FOI requests received and completed and percentage responded to within 20 working days, arranged by team	Corporate Business Manager	Ongoing – after the end of each month	
8.	Reminder given at Senior Managers Group meeting on 4 September	Simon Howson/ Planning & Information Solicitor	04 Sept 2018	
9.	Detailed report and update presented to Senior Leadership Team (SLT) on 18 September	Corporate Business Manager	18 Sept 2018	
10.	SLT to review progress at meeting on 20 November	Senior Leadership Team	20 Nov 2018	

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