



<b>Meeting</b>	Cabinet
<b>Date and Time</b>	Tuesday, 25th May, 2021 at 9.30 am.
<b>Venue</b>	Walton Suite, Winchester Guildhall

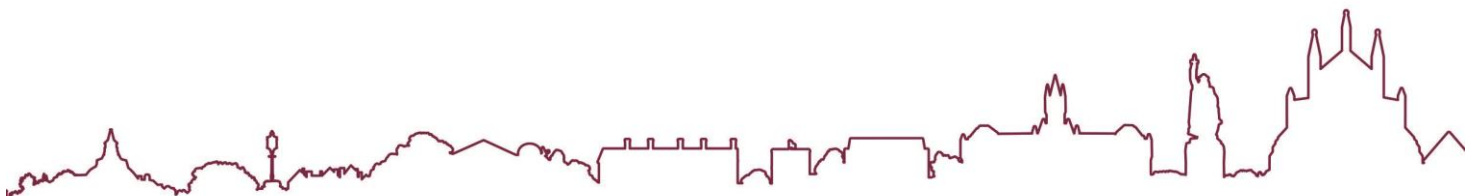
**Note:** *This meeting is being held in person at the location specified above. In line with relevant legislation and public health guidance the following arrangements apply. Members of the public should note that a live audio feed of the meeting will be available from the councils website ([www.winchester.gov.uk](http://www.winchester.gov.uk)) and the video recording will be available shortly after the meeting.*

*For members of the public who are unable to utilise this facility a limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 working days before the meeting. Please note that priority will be given to those wishing to attend and address the meeting over those wishing to attend and observe.*

## AGENDA

### PROCEDURAL ITEMS

- 1. Apologies**  
To record the names of apologies given.
- 2. Disclosure 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.*
- 3. To note any request from Councillors to make representations on an agenda item.**  
*Note: Councillors wishing to speak about a particular agenda item are required to register with Democratic Services three clear working days before the meeting (contact: [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or 01962 848 264). Councillors will normally be invited by the Chairperson to speak during the appropriate item (after the Cabinet Member's introduction and questions from other Cabinet Members).*



## BUSINESS ITEMS

4. **Minutes of the previous meeting held on 10 March 2021.** (Pages 5 - 16)
5. **Public Participation**  
– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items  
*NB members of the public are required to register with Democratic Services three clear working days before the meeting (contact: [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or 01962 848 264).*

Members of the public and visiting councillors may speak at Cabinet, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Wednesday 19 May 2021** via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or (01962) 848 264 to register to speak and for further details.

6. **The Leader to appoint Cabinet Members and allocate responsibilities for 2021/22**
7. **Leader and Cabinet Members' Announcements**
8. Annual appointments to Cabinet informal groups and fora 21/22 (Pages 17 - 26)  
**Key Decision** (CAB3298)
9. Annual appointments to outside bodies 21/22 (Pages 27 - 38)  
**Key Decision** (CAB3299)
10. Q3 Finance & Performance Monitoring (Pages 39 - 120)  
**Key Decision** (CAB3287)
11. To note the future items for consideration by Cabinet as shown on the June 2021 Forward Plan. (Pages 121 - 126)

**Lisa Kirkman**  
**Strategic Director: Resources and Monitoring Officer**

All of the Council's publicly available agendas, reports and minutes are available to view and download from the Council's [Website](#) and are also open to inspection at the offices of the council. As part of our drive to minimise our use of paper we do not provide paper copies of the full agenda pack at meetings. We do however, provide a number of copies of the agenda front sheet at the meeting which contains the QR Code opposite. Scanning this code enables members of the public to easily access all of the meeting papers on their own electronic device. Please hold your device's camera or QR code App over the QR Code so that it's clearly visible within your screen and you will be redirected to the agenda pack.



17 May 2021

Agenda Contact: Nancy Graham, Senior Democratic Services Officer  
Tel: 01962 848 235, Email: [ngraham@winchester.gov.uk](mailto:ngraham@winchester.gov.uk)

*\*With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website [www.winchester.gov.uk](http://www.winchester.gov.uk)*

## **CABINET – Membership 2021/22**

Membership to be advised following annual Council on 19 May 2021

**Quorum** = 3 Members

### **Corporate Priorities:**

As Cabinet is responsible for most operational decisions of the Council, its work embraces virtually all elements of the Council Strategy.

### **Public Participation at virtual meetings**

Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers.-

To reserve your place to speak, you are asked to **register with Democratic Services three clear working days prior to the meeting** – please see public participation agenda item for further details. People will be invited to speak in the order that they have registered, subject to the maximum time period allowed for speaking not being exceeded. Public Participation is at the Chairperson's discretion.

### **Filming and Broadcast Notification**

This meeting may be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#).

### **Disabled Access**

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) three clear working days prior to the meeting to ensure that the necessary arrangements are in place.

### **Terms Of Reference**

Included within the Council's Constitution (Part 3, Section 2) which is available [here](#)

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## CABINET

Wednesday, 10 March 2021

Attendance:

Councillor Thompson (Chairperson)	– Leader and Cabinet Member for Communications
Councillor Cutler (Vice-Chair)	– Deputy Leader and Cabinet Member for Finance and Risk
Councillor Ferguson	– Cabinet Member for Local Economy
Councillor Learney	– Cabinet Member for Housing and Asset Management
Councillor Murphy	– Cabinet Member for Climate Emergency
Councillor Porter	– Cabinet Member for Built Environment and Wellbeing
Councillor Prince	– Cabinet Member for Sport, Leisure and Communities
Councillor Tod	– Cabinet Member for Service Quality and Transformation

Others in attendance who addressed the meeting:

Councillors Bell, Godfrey, Horrill, Lumby, Power, Read and Weir

Monica Gill and David Light (TACT)

[Full audio recording](#)

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1. **MEMBERSHIP OF CABINET BODIES ETC.**

There were no changes to the membership of cabinet bodies to be made.

2. **DISCLOSURE OF INTERESTS**

Councillors Porter and Tod declared personal (but not prejudicial) interests in respect of reports due to their role as a County Councillors.

3. **MINUTES OF THE PREVIOUS MEETING HELD ON 11 FEBRUARY 2021.**

RESOLVED:

That the minutes of the previous meeting held on 11 February 2021 be agreed as a correct record.

#### 4. **PUBLIC PARTICIPATION**

Six members of the public/representatives of organisations spoke during public participation as summarised briefly below.

##### Paul Sapwell (Hampshire Cultural Trust)

General support for the proposals in report CAB3281, including those for Kings Walk, which he believed built on the supplementary planning document and reaffirmed the commitment to heritage and culture. Would like to see more explicit reference to the provision of family friendly heritage and cultural centre in Winchester. Emphasised that such a centre would need to be nationally significant in order to attract both the visitor numbers to make it viable and the necessary funding.

##### Kim Gottlieb

Speaking regarding report CAB3281 considered that Kings Walk was the wrong place for a cultural quarter for a number of reasons, including the overall size, current condition and appearance of existing buildings. He suggested that Kings Walk should instead be sold as a development opportunity and an alternative location be created for a cultural quarter.

##### Patrick Davies

Spoke regarding report CAB3281 and believed the Council undermined its commitment to dealing with the climate emergency and was contrary to the agreed supplementary planning document because of the inadequate proposals for bus services within the central Winchester regeneration area. He believed that when the current restrictions due to the Covid pandemic were lifted, the council should take the opportunity to encourage the increased use of buses again.

##### Paul Spencer (Winchester BID)

Spoke regarding report CAB3281 and provided a summary of responses from the BID membership to the proposals. This included general levels of support for proposals to move the redevelopment forward in order to assist with economic recovering post-Covid. There was also support for the proposals regarding Kings Walk and the demolition of Friarsgate medical centre. He requested cross party support to ensure the proposals continued to progress.

##### Emma Back (Winchester Sport, Art and Leisure Trust)

Speaking regarding report CAB3281, asked for Cabinet's assurance that the whole area would not be sold or offered under a long lease to a single commercial entity. She was concerned about the prospect of the creation of privately owned public spaces (POPs) which could be subject to onerous restrictions on use and that the CWR area should include at least some of the leisure options put forward in the consultation. Speaking regarding report CAB3295, queried the lack of detail in the list of fees for the new leisure centre, whether a discount scheme would continue, and what steps the Council would take to ensure the fees did not increase beyond that stipulated in the business case?

James Miller (Extinction Rebellion, Winchester)

Speaking regarding report CAB3281, believed that the proposals for an on street bus interchange were ill considered, would lead to long and confusing walks for passengers between stops and would not assist with the stated aim of improving air quality. It would also make the transition to electric buses more costly and complex. Any decision on provision for buses should be delayed until the Movement Strategy was finalised.

5. **LEADER AND CABINET MEMBERS' ANNOUNCEMENTS**

Cabinet members made a number of announcements as summarised briefly below.

Councillor Tod

Highlighted the recently published national recycling statistics for 19/20 in which Winchester had both achieved its highest ever recycling level and had reduced the amount of residual waste.

Councillor Murphy

Announced that a new rapid electric vehicle charger had been installed at Worthy Lane car park, available to all but primarily for the benefit of the electric taxi fleet.

Councillor Learney

Seven new council homes in Rowlings Road, Weeke were nearing completion and would be occupied soon. The development had also increased permeability between Weeke and Harestock with the introduction of new walking and cycling routes.

Councillor Porter

Reminded that the Local Plan consultation on strategic issues and priorities was currently underway, finishing 12 April 2021.

6. **CENTRAL WINCHESTER REGENERATION (CWR) DEVELOPMENT PROPOSALS AND DELIVERY STRATEGY**  
(CAB3281)

Councillor Learney introduced the report which outlined further steps in achieving the vision as set out in the Central Winchester supplementary planning document (SPD) to develop a vibrant, mixed use area. The consultation responses had been taken into account and further investigation into different types of delivery models would be undertaken.

The Head of Programme, with input from representatives of JLL and Arup, gave a presentation and responded to the points raised during the public participation session earlier in the meeting. The presentation was available on the Council's website [here](#).

Councillor Tod provided an update on proposals for the provision for buses and emphasised that it was an interim solution to meet the requirements of bus users in the short to medium term, whilst freeing up the existing bus station for

development.

At the invitation of the Leader, Councillors Power, Lumby, Bell, Horrill and Weir addressed Cabinet as summarised briefly below.

#### Councillor Power

Welcomed the proposals as delivering community benefits and minimising costs at the current times of economic uncertainty. She believed that by demonstrating the ability to deliver short term benefits the Council also demonstrated the ability to deliver longer term benefits.

#### Councillor Lumby

Emphasised the need to progress as soon as possible. Considered that the fees spent on JLL to date did not constitute value of money. Did not support the proposed use of Kings Walk for a number of reasons, including its current appearance and condition. Concerns regarding the proposal to employ a single developer and believed a piecemeal approach with the Council employing a development manager was preferable. Requested assurance that the final approval of the development agreement would be referred for decision at full Council.

#### Councillor Bell

Welcomed the proposals as building on the contents of the SPD and the progress on “meanwhile uses”. Whilst Kings Walk was not a particular attractive building, a vibrant interim use was to be welcomed. Shared concerns regarding a single developer approach and the dangers of the public realm being privatised and called for strict safeguards on these points. Agreed that it was important for an appropriate bus interchange to be provided. Suggested the proposals should include a covered market.

#### Councillor Horrill

Queried what action had occurred since the SPD was approved in 2018 and emphasised the continued support for the SPD as demonstrated by the recent consultation. Concerned about the proposals for buses which she believed differed from that agreed in the SPD, including concern that an interim solution might become permanent. Concerned about the viability of the Kings Walk proposals and the potential impact on the future delivery of the overall site. Welcomed the opportunity for Scrutiny Committee to undertake a future review of the project but queried why the Committee had not been given the opportunity to review the proposals in this report prior to consideration by Cabinet.

#### Councillor Weir

Welcomed the proposals and highlighted that a cross party group had endorsed the appointment of JLL and Arup as consultants on the project and both organisations should be congratulated on their work to date. Believed that the report followed the vision and aspirations of the SPD and proposed a pragmatic approach which would bring real community benefit. She agreed that selection the right development partner on the right terms was vital and they should share the council’s aspirations and values.



In discussion of the report and the various comments made by the public and invited councillors, Cabinet Members expressed the wish that the council retain control over the public realm elements of the scheme to avoid the potential difficulties outlined. In addition, the Head of Programme confirmed that the interim bus proposals followed the wishes expressed in the SPD by providing improvements to the public realm and facilities, including the provision of proper bus shelters and real time information. The proposals for Kings Walk would include outdoor seating. In addition the Leader confirmed that consideration of the report by the Scrutiny Committee had been offered to the Chairperson of that committee before it came to Cabinet, but this offer had been declined.

Cabinet agreed the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the adoption of the Vision for Winchester by the Winchester Town Forum in January 2021 and the complementary themes within that work which are relevant to the regeneration of central Winchester be noted.
2. That the feedback from the consultation undertaken between 11<sup>th</sup> November 2020 and 12<sup>th</sup> January 2021 be noted and as a result the CWR Development Proposals and indicative phasing plan be approved, namely proposals pages 6-27 inclusive as detailed in appendix A of CAB3281.
3. That revenue expenditure of up to £390,000 from the £2m CWR revenue budget be approved to;
  - a. Progress further work to the CWR business case to inform the decision on delivery of the CWR development proposals for subsequent Cabinet approval to proceed to procurement in 2021.
  - b. Carry out soft market testing, finalise the business model and the procurement route to deliver medium/long term vision for the Kings Walk creative hub
  - c. Evaluate options to bring forward delivery of the interim on street bus solution.
4. That capital expenditure be approved;
  - a. Of up to £200,000 from the Kings Walk improvements budget to progress short term improvement works to Kings Walk as the pre-cursor to delivery of the Kings Walk creative hub, subject to the outcome of the condition survey;
  - b. Of up to £500,000 from the Friarsgate demolition and interim open space budget to progress the planning application to enable demolition of Friarsgate Medical Centre and provision of interim public open space.

5. That authority be delegated to Strategic Director – Place, in consultation with the Cabinet Member for Housing and Asset Management, to finalise, tender, award and enter into contractual arrangements to deliver the short term improvement works to Kings Walk and Friarsgate Medical Centre, within approved budgets.

6. That further exploration of funding opportunities with EM3 Local Enterprise Partnership, Homes England, and other sources as appropriate be approved and authority be delegated to the Strategic Director – Place to prepare and submit funding bids.

7. That an application be submitted to the Local Planning Authority for Community Infrastructure Levy (CIL) funding of £2m to support delivery of the CWR project.

8. That the proposed development of governance arrangements for the next phase of the regeneration work be noted and the finalisation of these arrangements be delegated to the Strategic Director – Place, in consultation with the Cabinet Member for Housing and Asset Management.

7. **HOUSING DEVELOPMENT STRATEGY 2021 - 2030**  
(CAB3291)

Councillor Learney introduced the report which set out a strategy to provide at least 100 new council homes over the next 10 years. She highlighted the focus on providing good quality homes that were also as close to zero carbon emissions as possible.

Monica Gill and David Light (TACT) were both present in the virtual meeting and, at the invitation of the Leader, confirmed they did not wish to make any comments regarding the report.

At the invitation of the Leader, Councillor Horrill addressed Cabinet as summarised briefly below.

Generally welcomed the report but believed that, given its importance, there should have been the wider opportunity for Member involvement prior to consideration at Cabinet. Requested further information regarding the establishment of a housing company and whether the council would continue to strive for lower, social rents. Also queried the provision for both internet connectivity and sewage provision in new homes and the future use of passivhaus type homes.

Councillor Learney, the Strategic Director: Services and the Service Lead: New Homes responded to the comments made, including confirming that a report on the new housing company would be submitted to the next Business and Housing Policy Committee and also confirming the commitment to low, social rents.

Cabinet agreed the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the Housing Development Strategy 2021-2030 be adopted as the framework for delivering the council's new homes programme.

2. That the Service Lead – New Homes be authorised to make non-material amendments to the Housing Development Strategy from time to time, in consultation with the Cabinet Member for Housing and Asset Management.

8. **MAKING HOMES CARBON NEUTRAL**  
(CAB3293)

Councillors Learney and Murphy introduced the report which set out proposals to reduce the carbon impact of homes across the council stock. It proposed that an annual programme focus initially on improving energy efficiency through additional insulation measures, with solutions for replacement heating and renewable energy generation considered further over the next two years.

At the invitation of the Leader, David Light (TACT) welcomed the proposed improvements to the energy efficiency of council housing and the consequential reduction in heating bills for tenants.

At the invitation of the Leader, Councillors Pearson and Weir addressed Cabinet as summarised briefly below.

Councillor Pearson

Spoke in support of the proposals and asked a number of detailed questions, including requesting assurances regarding the fire safety of any new insulation or cladding to be used. The proposals could offer an additional benefit in terms of reducing NOx emissions. He also queried whether there were proposals to replace double-glazed windows and the practical implications were a council owned home had a privately owned adjoined neighbouring property.

Councillor Weir

Reiterated requests made at a previous Business and Housing Policy Committee that the Council seek to achieve additional capacity building across the various trades required to deliver the improvements. She hoped that the new Energy Officer resource would be encouraged to seek alliances and partnerships to achieve this capacity building and ensure more homes across the district could benefit from this investment.

Councillor Learney and the Service Lead: Property Services responded to the comments made, including confirming that the fire safety of the insulation or cladding would be ensured. It was anticipated that the proposal for the council to join the "Net Zero Collective" partnership would assist with capacity building.

Cabinet agreed the following for the reasons set out above and outlined in the report.

## RESOLVED:

1. That the 2021/22 budget of £1.587m provision for additional energy efficiency works to Council dwellings be committed and approved for expenditure as follows:

b) £1,250m to fund additional insulation (mainly wall and floor insulation) to 100 properties currently subject to an Energy Performance Certificate (EPC) rating of D or below and that the programme focus mainly on void properties where possible.

c) £150,000 set aside to support “match funding” bids for major retrofit programmes (such as the existing project to improve “Swedish timber” homes in Bramdean).

d) That £187,000 to address energy efficiency of communal areas in sheltered/communal housing schemes, including the installation of solar photovoltaic panels where appropriate.

2. That a member/tenant/officer panel/forum be established to assess progress with national trials, review funding options and bring forward proposals for a long term programme to replace gas heating systems in Council homes, subject to consultation with tenants and the Business and Housing Policy Committee.

3. That the Council join the “Net Zero Collective” partnership to support the work of the above Panel.

9. **FRAMEWORK AGREEMENT FOR ROOF REPLACEMENT WORKS TO COUNCIL HOUSING STOCK**  
(CAB3288)

Councillor Learney introduced the report and stated it would result in increased efficiency in commissioning works and benefit small and medium sized businesses in the district.

At the invitation of the Leader, Monica Gill (TACT) stated that the proposals had been previously presented to a TACT service delivery group and had been supported.

Cabinet agreed the following for the reasons set out above and outlined in the report.

## RESOLVED:

That the Strategic Director – Services be authorised to procure, negotiate, award and enter into a contract to secure the services of contractors to undertake roof replacement works to Winchester City Council owned housing properties, by means of a Framework Agreement.

10. **COMMUNITY INFRASTRUCTURE LEVY (CIL) FUTURE FUNDING PRIORITIES AND MONITORING UPDATE**  
(CAB3292)

Councillor Porter introduced the report which included details of how the Community Infrastructure Levy (CIL) funding for council projects would be undertaken and reported on the progress of current schemes included in the agreed CIL programme.

At the invitation of the Leader, Councillors Power and Read addressed Cabinet as summarised briefly below.

Councillor Power

Highlighted that the vast majority of projects related to highways and queried what steps the council could take to expedite their delivery. What measures were being undertaken to ensure parish councils spent CIL monies allocated to them?

Councillor Read

Believed that the popularity of the CIL scheme had resulted in it being over-subscribed and monies available had not been increased to reflect this. Considered that town areas of the district had benefited far more from CIL funds than rural areas. The report should also include information regarding the sources of CIL funds.

The Leader and Councillor Porter responded to the questions raised including clarifying that schemes within the town area accessed a separate CIL fund of monies collected from the town area. In addition to the delays caused by the Covid pandemic, a number of projects across the district had been delayed waiting for input from the County Council.

Cabinet agreed the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That an allocation of £250,000 for a further round of community bids in 2022/23 be approved, as part of an ongoing programme of community schemes, with future arrangements beyond 2022/23 to be reviewed annually.
2. That the CIL spending protocol (CAB3071) which sets out how CIL spending will be assessed, prioritised and decisions made as to which schemes receive CIL funding allocations, be amended by replacing the former Regulation 123 List, with the Infrastructure Funding Statement that is published annually on the City Council's website and identifies priorities and projects which may be funded in whole or in part by CIL income.
3. That the need to keep under review priorities for CIL funding for emerging infrastructure projects and up-date the Infrastructure Funding

Statement accordingly be noted and to further note the list of emerging schemes set out in table 4 of the report CAB3292 which may be considered for CIL funding in future.

11. **CIL FUNDING - TWYFORD FLOOD MITIGATION SCHEME**  
(CAB3296)

Councillor Porter introduced the report which requested the allocation of CIL funds to go towards a flood mitigation scheme in Twyford requested by the parish council. The proposals would be carried out in conjunction with the South Downs National Park and would enable a number of improvements to the centre of Twyford.

Cabinet agreed the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That the allocation and expenditure of £65,000 towards a flood alleviation scheme in Twyford be approved, subject to match funding being secured from the South Downs National Park Authority and adoption of Twyford neighbourhood Plan prior to project delivery.

2. That funding of £65,000 for the car park extension in Twyford be removed from the agreed CIL spending programme (CAB3257).

12. **FEES AND CHARGES 2021/22**  
(CAB3295)

Councillor Cutler introduced the report and explained that there were different types of fees and charges, with only some that the council had any discretion as to the amount charged. He explained that the report had been delayed due to other priorities of the Finance team in dealing with the Covid pandemic, but confirmed that in future years the fees and charges would be presented alongside the draft budget proposals in December.

Councillor Cutler proposed a correction to the fees for planning pre-application advice which was agreed, as set out in the resolution below.

At the invitation of the Leader, Councillors Godfrey and Lumby addressed Cabinet as summarised briefly below.

Councillor Godfrey

Commented regarding the timing of the report coming to Cabinet after the overall budget had been approved. Queried how the proposed increase in charges would meet the stated £40,000 per year revenue increase? Queried the introduction of charges for bulky waste collection and when the council would be considering the promised introduction of a discount scheme for garden waste collection for residents on low income.

Councillor Lumby

Queried how the stated average of 3% increase would be achieved when a number of fees were excluded and/or no increase was proposed. Queried the increase in annual fees for park homes and for council garage rents, with the concern that the latter might result in an increase in garage voids. Believed that the proposed increases for charges at the new leisure centre were excessive and should be questioned with Everyone Active.

Councillors Cutler and Tod responded to the comments made, including clarifying that the 3% stated increase was on non-statutory set fees only and that the bulky waste fee was not a new charge, having been in place for a number of years. The Strategic Director: Place also responded to comments made, including confirmed that the proposed prices proposed by Everyone Active for the new leisure centre had been benchmarked and offered good value for money. In addition, a saver card offering concessions for those on lower incomes would be available.

Cabinet agreed the following for the reasons set out above and outlined in the report.

## RESOLVED:

1. That the fees and charges for 2021/22 be approved, as set out in appendix 1 of CAB3295, subject to the planning pre-application fees (minor 1/new dwellings 1) being set at £285.50 for 21/22 (not £234 as stated in the appendix).
2. That the core Leisure Centre charges be approved, as set out in in appendix 2 of CAB3295.

13. **RISK MANAGEMENT POLICY 2021/22**  
(CAB3245)

Councillor Cutler introduced the report which provided an update to the council's risk strategy and risk appetite. The report had been considered by Audit and Governance Committee on 4 March 2021 where no additional comments had been raised for Cabinet.

Councillor Cutler proposed a minor amendment to the Policy which was agreed as set out in the resolution below.

At the invitation of the Leader, Councillors Power and Lumby addressed Cabinet as summarised briefly below.

Councillor Power

Welcomed the report and in particular the commitment to monitor risk with regard to the various costs and benefits resulting. She considered that relatively minor changes to the policy equated to significant changes in how the council managed risk.

Councillor Lumby

Requested that in the future, any proposed changes to a policy be clearly set out. Stated that the policy adopted a more cautious approach to any new expenditure, other than on housing. Requested further information regarding the “lessons learned” document referred to.

Councillor Cutler and the Strategic Director Resources responded to comments made, including explaining that many of the recommendations of the “lessons learned” document had already been implemented as part of the council’s response to the Covid-19 pandemic to date.

Cabinet agreed the following for the reasons set out above and outlined in the report.

RESOLVED:

That the Risk Management Policy for 2021/22, its Risk Appetite Statement for 2021/22 and the updated Corporate Risk Register be approved subject to a minor amendment to the Policy, section 8 (risk appetite) to change the words “satisfactory outcomes” to “positive outcomes”.

14. **TO NOTE THE FUTURE ITEMS FOR CONSIDERATION BY CABINET AS SHOWN ON THE APRIL 2021 FORWARD PLAN.**

RESOLVED:

That the list of future items, as set out in the Forward Plan for April 2021, be noted.

The meeting commenced at 9.30 am and concluded at 1.15 pm

Chairperson



CAB3298  
CABINET

REPORT TITLE: ANNUAL APPOINTMENTS TO CABINET INFORMAL GROUPS  
AND FORA 2021/22

25 MAY 2021

REPORT OF CABINET MEMBER: LEADER AND CABINET MEMBER FOR  
COMMUNICATIONS – CLLR LUCILLE THOMPSON

Contact Officer: Nancy Graham Tel No: 01962 848 235 Email  
ngraham@winchester.gov.uk

WARD(S): GENERAL

PURPOSE

To make appointments that are required to be made to Cabinet Informal Groups and other informal forums to which Cabinet has previously made appointments for 2021/22. Nominations have been requested from Group Leaders in advance of the meeting.

As this report has been prepared in advance of the Annual Council meeting on 19 May 2021, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2020/21.

RECOMMENDATIONS:

1. That Cabinet considers which bodies should be appointed as listed in Appendix A to the Report and determines the membership thereof.

## IMPLICATIONS:

### 1 COUNCIL PLAN OUTCOME

- 1.1 Annual consideration of appointments made to cabinet committees and Informal Groups etc. helps to support the proper governance of the Council and its decision making structures.

### 2 FINANCIAL IMPLICATIONS

- 2.1 No immediate financial implications, other than usual costs associated with arranging and supporting meetings.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The authority to take the decisions set out in this report are pursuant Part 3.2 of the council constitution and the Local Government Acts 1972 and 2000 and the Localism Act 2011.

### 4 WORKFORCE IMPLICATIONS

- 4.1 The Democratic Services team is resourced to enable proper support to the bodies referred to, although the level of support provided might need to be reviewed following staffing changes.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Vacancies advertised to all Members (via Group Managers) to allow cross-party nominations where appropriate.

### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

### 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Council must appoint nominees that represent as far as possible the diverse nature of the local community.

### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property - n/a</i>		
<i>Community Support Potential for lack of community support.</i>	<i>Those bodies referred to in this report that meet in public normally have provision for public participation.</i>	Transparency of the decision making enables greater certainty of a decision and decision maker for the community.
<i>Timescales – n/a</i>		
<i>Project capacity – n/a</i>		
<i>Financial / VfM – n/a</i>		
<i>Legal</i> Potential for decisions to be made outside of delegated authority and the decision to be successfully challenged	<i>Those bodies referred to in this report have terms of reference and delegated decision making powers set out in the Council's constitution</i>	To ensure certainty and clear lawful decision making.
<i>Innovation – n/a</i>		
<i>Reputation – n/a</i>		
<i>Other – n/a</i>		

11 SUPPORTING INFORMATION:

- 11.1 Appendix A to the Report lists the Cabinet appointments to be made to various internal Council bodies. Appointments by Cabinet to external organisations are listed in Report CAB3299 elsewhere on the agenda.
- 11.2 In March 2020, Cabinet agreed to establish a Local Plan Advisory Group with cross-party membership as set out in Appendix A. It met on 16 March 2020 and agreed terms of reference as set out [here](#).
- 11.3 Three Open Fora were also established in 2019/20 to provide input into the Council's regeneration projects:
- a) [Station Approach Open Forum](#);
  - b) [Winchester Sports and Leisure Centre Open Forum](#);
  - c) [Central Winchester Regeneration Open Forum](#).
- 11.4 The terms of reference of the three development fora (ie Kings Barton Forum, West of Waterlooville Forum and North Whiteley Development Forum) are

currently under review and a further report will be submitted to Cabinet and the Fora in due course.

- 11.5 Formal Cabinet committees can be appointed with membership drawn from the Cabinet only and can be given delegated powers to make decisions. It has been the practice in previous years to include a standing list of non-Cabinet Members as non-voting invited representatives. No Cabinet Committees have been appointed for the past two years.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Not to consider making changes to any appointments. This was rejected as it is usual practice at the start of the new municipal year to consider whether any changes are required following the annual council meeting.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3232 – Annual appointments to Cabinet Informal Group & Fora 2019/20

Other Background Documents:-

None.

APPENDICES:

Appendix A – List of internal appointments to be made by Cabinet

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
<p><b>LOCAL PLAN ADVISORY GROUP</b></p>	<p>This Advisory Group was established in March 2020, Cabinet agreed to establish a Local Plan Advisory Group with cross-party membership and terms of reference as set out <a href="#">here</a>.</p> <p><b>Recommended seven Members appointed:</b></p> <ul style="list-style-type: none"> <li>• <b>Three Cabinet Members (one to be the Chairperson);</b></li> <li>• <b>Two other Liberal Democrat Group members;</b></li> <li>• <b>Two Conservative Group members.</b></li> </ul>
<p><b>STRATEGIC ASSET PURCHASE SCHEME BOARD</b></p>	<p>Board was established by Cabinet on 7 December 2016 (Report CAB2872 refers).</p> <p>Proposed membership of Strategic Asset Purchase Board (quorum to be four individuals with at least one Member):</p> <ul style="list-style-type: none"> <li>• Leader of the Council</li> <li>• Cabinet Member with responsibility for Finance</li> <li>• Cabinet Member with responsibility for Estates</li> <li>• Cabinet Member with responsibility for Business</li> <li>• Finance Manager (Capital &amp; Treasury)</li> <li>• Corporate Head of Housing</li> <li>• Corporate Head of Asset Management</li> <li>• Strategic Director: Place</li> <li>• Section 151 Officer – final approver of the purchase</li> </ul>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
<p><b>TREASURY INVESTMENT GROUP</b></p>	<p>This Group was appointed at Council on 11 October 2017 (following recommendation from Audit Committee) with membership as follows:</p> <ul style="list-style-type: none"> <li>• Finance Manager (Capital And Treasury)</li> <li>• Cabinet Member (with responsibility for Finance)</li> <li>• One Other Cabinet Member</li> <li>• Chair Of The Audit &amp; Governance Committee</li> <li>• One other Member from the Administration of the Council from the Audit &amp; Governance Committee</li> <li>• Shadow Cabinet Member</li> </ul> <p>(The Section 151 Officer, as final decision maker, would not be a member of the TIG).</p> <p>It was further agreed that at a minimum three Members, including the Cabinet Member (with responsibility for Finance), the Chair of the Audit &amp; Governance Committee, the Finance Manager and one further member from the TIG, be consulted with when making an investment decision.</p>
<p><b>KINGS BARTON FORUM</b></p>	<p>This Forum was established in 2012/13 and its terms of reference are</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>available on the Council's website <a href="#">here</a></p> <p>The Forum met three times in 2020/21 with Winchester City Council membership as follows: Councillors Rutter (Chairperson), Godfrey, Horrill, Learney, former councillor Porter, Prince, Scott and Weir (Deputies: former councillors Hutchison and Mather).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Hampshire County Council – 2 plus deputies</li> <li>• Headbourne Worth Parish Council – 1 plus deputy</li> <li>• Littleton &amp; Harestock Parish Council – 1 plus deputy</li> </ul> <p>Can be cross-party membership. <b>Recommend eight WCC Councillors (including the Chairperson), plus one deputy for each political group.</b></p>
<p><b>WEST OF WATERLOOVILLE FORUM</b></p>	<p>The Forum's terms of reference are available on the Council's website <a href="#">here</a>:</p> <p>The Forum met twice in 2020/21 with Winchester City Council membership as follows: Councillors Clear (Chairperson), Brook, Cutler and Read (Deputies: Evans and Weston).</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Havant Borough Council – 4</li> <li>• Hampshire County Council – 2</li> <li>• Parish Council of Newlands – 2</li> </ul> <p>Can be cross-party membership. <b>Recommended four WCC Members with two deputies.</b></p>
<p><b>NORTH WHITELEY DEVELOPMENT FORUM</b></p>	<p>This Forum was established at Cabinet on 9 December 2009 and its terms of</p>

NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>reference are available on the Council’s website <a href="#">here</a>:</p> <p>The Forum met twice in 2020/21 with Winchester City Council membership as follows: Councillors Vivian Achwal (Chairperson), Bentote, Evans, Gemmell, Lumby and Miller.</p> <p>In addition to Winchester City Council, membership includes:</p> <ul style="list-style-type: none"> <li>• Fareham Borough Council – 1 plus deputy</li> <li>• Eastleigh Borough Council – 1</li> <li>• Hampshire County Council – 2</li> <li>• Curdridge Parish Council – 1</li> <li>• Whiteley Town Council – 1 plus deputy</li> <li>• Botley Parish Council – 1 plus deputy</li> </ul> <p>Can be cross-party membership. <b>Recommended 6 WCC Members with 2 deputies.</b></p>
<p><b>CENTRAL WINCHESTER REGENERATION OPEN FORUM</b></p>	<p>This Open Forum was established in 2019/20 and met once in 2020/21.</p> <p>The membership for 2020/21 was Councillors Learney (Chairperson), Gordon-Smith, Horrill, former councillors Hutchison and Mather (deputy: McLean).</p> <p><b>Recommended 5 Members – Cabinet Member with responsibility for CWR project (Chairperson) and 4 other members (2 from each political group) and one deputy from each group if required.</b></p>
<p><b>STATION APPROACH OPEN FORUM</b></p>	<p>This Open Forum was established in 2019/20 and has met on one occasion, with no meetings held in 2020/21.</p>



NAME OF BODY	NUMBER OF MEMBERS REQUIRED & ANY RESTRICTIONS
	<p>The membership for 2020/21 was Councillors Weir (Chairperson), Bronk, Godfrey, Miller and Tod.</p> <p><b>Recommended 5 Members – Cabinet Member with responsibility for Station Approach project (Chairperson) and 4 other members (2 from each political group).</b></p>
<p><b>WINCHESTER SPORTS AND LEISURE PARK OPEN FORUM</b></p>	<p>This Open Forum was established in 2019/20 and met on three occasions in 20/21.</p> <p>The membership for 2020/21 was Councillors Prince (Chairperson), Bentote, Griffiths, Laming and McLean</p> <p><b>Recommended 5 Members – Cabinet Member with responsibility for Leisure Park project (Chairperson) and 4 other members (2 from each political group) and one deputy from each group if required.</b></p>

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CAB3299  
CABINET

REPORT TITLE: ANNUAL APPOINTMENTS TO EXTERNAL BODIES 2021/22

25 MAY 2021

REPORT OF CABINET MEMBER: LEADER AND CABINET MEMBER FOR COMMUNICATIONS – CLLR LUCILLE THOMPSON

Contact Officer: Nancy Graham Tel No: 01962 848 235 Email ngraham@winchester.gov.uk

WARD(S): GENERAL

## PURPOSE

To make appointments that are required to be made to external bodies for 2021/22 by Cabinet. Nominations have been requested from Group Leaders in advance of the meeting.

Three bodies are appointed by the Scrutiny Committee and these are included in the list at Appendix A for information only.

As this report has been prepared in advance of the Annual Council meeting on 19 May 2021, references to Cabinet Members and their responsibilities are based on arrangements agreed for 2020/21.

## RECOMMENDATIONS:

1. That appointments be made to the vacancies detailed in Appendix A of the Report.
2. That the Governance Manager remind representatives of their responsibilities whilst representing the Council on an external organisation, as summarised in Paragraphs 11.6 – 11.9 of the report and in the [Guidance regarding serving on Outside Bodies](#).

## IMPLICATIONS:

### 1 COUNCIL PLAN OUTCOME

- 1.1 Councillor representation on external bodies is a key part of the role of the elected member. This enables close partnership working, sharing knowledge and information with organisations with a view to tackling climate change, providing housing, promoting the local economy and working to improve the health and happiness of the community.

### 2 FINANCIAL IMPLICATIONS

- 2.1 Any travel expenses can be met within the existing Members' Allowances Scheme.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Appointments to Outside Bodies is governed by specific legislation (such as the establishment of joint committees under Section 101 of the Local Government Act 1972 and appointments made under S102 of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, issued under sections 9EA, 9EB and 105 of the Local Government Act 2000).

- 3.2 In some cases the arrangements may be governed by quite a formal framework such as an Inter borough agreement, which specifies the office holder who will represent the Council. Where there are no specific provisions arrangements for representation may be made under Section 1 of the Localism Act 2011 which provides local authorities with the power of general competence.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Vacancies advertised to all Members to allow cross-party nominations.

### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

### 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Council must appoint nominees that represent as far as possible the diverse nature of the local community.

### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Community Potential for lack of community support.</i>	<i>Appropriate Councillor representation on outside bodies is undertaken as part of their wider community roles</i>	Transparency of the decision making enables greater certainty of a the decision and decision maker for the community
<i>Legal Potential conflict of interest between the Council and the external organisation</i>	<i>Risk of potential conflicts of interest mitigated by regard to guidance provided in the Constitution and/or seeking advice.</i>	To ensure certainty and clear lawful decision making
<i>Innovation</i>		To share good practice from other organisations across the City Council
<i>Reputation</i>		To promote the City Council with partners

11 SUPPORTING INFORMATION:

- 11.1 Appendix A sets out all the appointments to external organisations that are required to be made for 2021/22. For completeness, it also includes a note of other external organisations where an appointment is not required at this time.
- 11.2 The Monitoring Officer has authority, in consultation with the Member, to appoint a deputy – where this is not included in the automatic nomination above, and where this is acceptable to the external organisation concerned.
- 11.3 A complete list of current Council appointments to external organisations is available on the Council's Website [here](#).

**New Organisations onto the Council's Nominations List**

- 11.4 In May 2016, Cabinet also agreed criteria for accepting new organisations onto the Council's nominations list as follows:

*Any new organisations accepted for nominations should be characterised in one of the following ways:*

- a) *An organisation in which the Council is investing funds: the nomination will help to ensure that these funds are being deployed appropriately, and that the organisation is properly governed and run in order to achieve this;*

*Or*

- b) *An organisation that is considered by Members to be of significant direct benefit to the Council or to the community of the District, in terms of opportunities for networking, funding, information gathering, partnership*

*working, sharing of best practice, public reputation, lobbying or other corporate interests.*

*Or*

- c) An organisation that is considered by Members to provide services or have influence over a large part of the Winchester District and has the potential to affect the lives of large numbers of residents and businesses as a result.*

11.5 In addition, the Monitoring Officer has authority to review the applications for inclusion on the list, and putting forward to Group Managers any requests which are considered to meet this criterion.

### **Responsibilities of Council Representatives**

11.6 Members who take on the role of the Council's nominated representative on an external body should have regard to the likely time commitments that this may have. As a minimum, this should include regular attendance at board meetings (or the equivalent strategic meetings arranged by the organisation).

11.7 An effective representative will seek to build the relationship between the Council and the external organisation. This is likely to include:

- Providing regular feedback to the appropriate Cabinet Member and officers, particularly where there may be an emerging concern for the Council or the wider District
- Providing information about the Council and the way it operates (e.g. grants, contacts for officers, relevant consultation activities, new policies)
- Encouraging partnership working with other organisations and with the Council
- Attending Member training relating to appointments to external bodies to develop knowledge and understanding of the role
- Attending Member training (or other events/meetings) on topics which are relevant to the appointment
- Attending suitable sessions run by the organisation outside board meetings to gain a fuller understanding of the organisation's work (eg visiting a community facility during the day to see it 'in action', supporting special events or open days)

11.8 It is recognised that Members often have many other commitments, and these should be considered before accepting a new appointment. When a Council Representative does not fulfil the role effectively, there is potential for reputational damage at both a political and a corporate level.

11.9 It is important that Members understand the distinction between the different types of appointment, such as trustee or observer, as this will affect the way they fulfil their duties and the nature of the decisions that they may be asked to make. There is guidance in the [Guidance regarding serving on Outside Bodies](#).

11.10 The lead officer for each group is also shown on the table. This provides a ready point of contact for the member representative. The officer lead will be working closely with the organisation throughout the year particularly with those in receipt of significant Council funding.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 To not make appointments for 21/22. However, this option was rejected because representation on outside bodies is a key element of Members' roles.

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

CAB3233 – Annual Appointments to External Bodies 2020/21

#### Other Background Documents:-

None.

### APPENDICES

Appendix A: List of Council appointments to external organisations

Appendix B: List of Council appointments to external organisations to be made by Scrutiny Committee (for information)

**List of WCC appointments to external organisations\***

*\*Only organisations listed in red (italic) text require appointment at this time.*

<b><u>Organisation</u></b>	<b><u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
The Carroll Centre Board of Trustees	1 representative (Observer to the Board of Trustees) (& 1 deputy if required) Currently former councillor Bell (deputy: Cllr Tod)	3 years (until May 2022)	Steve Lincoln
<i>Citizens Advice Winchester District</i>	<i>1 representative (Observer) Currently former councillor Porter.</i>	<i>3 years</i>	<i>Susan Robbins</i>
<i>Hampshire &amp; IOW Association of Local Authorities (HIOWA)</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 Year</i>	Laura Taylor
<i>HCC Annual Meeting regarding public transport issues</i>	<i>1 representative – Cabinet Member with responsibility for Transport</i>	<i>1 Year</i>	Andy Hickman
<i>Hampshire Cultural Trust</i>	<i>1 Trustee – Cabinet Member with responsibility for Culture  1 Observer – currently Cllr Evans</i>	<i>1 Year</i>	Susan Robbins
<i>Hampshire Homechoice Board</i>	<i>1 representative (Board Member) – Cabinet Member with responsibility for Housing</i>	<i>1 year</i>	Gillian Knight
<i>Hampshire Rural Forum</i>	<i>1 representative (Forum Member) – Cabinet Member with responsibility for the Economy</i>	<i>1 year</i>	Andrew Gostelow
<i>Hospital of St Cross &amp; Almshouses of Noble Poverty</i>	<i>1 Nominative Trustee- Currently former councillor Mather</i>	<i>4 years</i>	<i>Susan Robbins/Steve Lincoln</i>



<b><u>Organisation</u></b>	<b><u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
<i>Intergr8 CIC at Unit 12</i>	<i>1 representative - Observer (Cabinet Member with responsibility for the Economy)</i>	<i>3 years (confirmed annually)</i>	Steve Lincoln
Play to the Crowd (formerly Live Theatre Winchester Trust Ltd)	1 Observer Currently Cllr Achwal	3 years (until May 2022)	Susan Robbins
<i>Local Government Association</i>	<i>2 representatives - Leader and Deputy Leader</i>	<i>1 year</i>	Laura Taylor
<i>Partnership for South Hampshire (PfSH) Joint Committee</i>	<i>1 representative plus deputy – Leader and Deputy Leader</i>	<i>1 year</i>	Laura Taylor/Simon Finch
<i>Police and Crime Panel</i>	<i>1 representative plus deputy (if required) (Panel Member)</i>  <i>Previously former councillor Griffiths (deputy Cllr Clear)</i>	<i>4 years (until May 2025)</i>	<i>Sandra Tuddenham</i>
Portsmouth Water Customer Forum	1 representative (member of customer challenge group) Currently Cllr Brook	3 years (until May 22)	Andy Hickman
<i>Project Integra Management Board</i>	<i>1 representative plus deputy (if required) (Board Members) – Cabinet Member with responsibility for Waste</i> <i>Must be Cabinet Members</i> <i>Previously Cllr Tod (deputy Cllr Murphy)</i>	<i>1 year</i>	<i>Campbell Williams</i>
<i>River Hamble Harbour Management Committee</i>	<i>1 representative (voting committee member) plus deputy</i>  <i>Previously Cllr Pearson (deputy Cllr Miller)</i>	<i>4 year appointment to coincide with HCC elections (until May 2025)</i>	<i>Andy Hickman</i>
South Downs National Park Authority	1 Member of SDNPA (voting as member of the SDNPA & not	4 years (until May 2023)	Julie Pinnock

<b><u>Organisation</u></b>	<b><u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
	their appointing body) Must be a WCC Councillor  Currently Cllr Evans.		
<i>South East Employers</i>	<i>1 representative – previously automatic appointment for Chair of Audit &amp; Governance Committee (as a representative or if elected as an Executive Committee member)</i>	<i>1 year</i>	<i>Rob O'Reilly</i>
<i>South East Employers – Councillors' Local Democracy and Accountability Network</i>	<i>Up to 2 representatives No specific requirements  Previously Cllr Power</i>	<i>1 year</i>	<i>Karen Vincent</i>
<i>South East England Councils (SEEC)</i>	<i>1 representative plus deputy – Leader &amp; Deputy Leader</i>	<i>1 year</i>	<i>Laura Taylor</i>
<i>Southampton International Airport Consultative Committee</i>	<i>2 representatives plus 2 deputies (Panel Members)  Cabinet Member with responsibility for Transport plus 1 other rep. and 2 deputies Previously Cllrs Tod &amp; Bronk (deputies Cllrs Achwal &amp; Clear)</i>	<i>1 year</i>	<i>David Ingram</i>
St John's Winchester Charity	1 nominated trustee Currently Cllr Learney until Feb 2023.	3 years (until Feb 2023)	Gillian Knight
Streetreach	1 representative (Observer) Currently Cllr Learney	3 years (until May 2022)	Gillian Knight
<i>Tourism South East</i>	<i>1 representative – Cabinet member with responsibility for Tourism</i>	<i>1 year</i>	<i>Rachel Gander</i>
Trinity Winchester	3 representatives (Advisory Committee Members) Cabinet Member with	3 years (until May 2022)	Charlotte Quinn

<b><u>Organisation</u></b>	<b><u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead Officer</u></b>
	responsibility for Housing plus 2 additional Councillors (currently Cllrs Scott and Weir)		
<i>WinACC</i>	<i>1 Company Director &amp; Charity Trustee – Cabinet Member with responsibility for Environment</i>	<i>1 year</i>	<i>Steve Lincoln</i>
<i>Winchester Business Improvement District (BID)</i>	<i>1 representative – Cabinet Member with responsibility for Economy</i>	<i>1 year</i>	<i>Susan Robbins</i>
<i>Winchester Charity School Education Foundation</i>	<i>1 trustee Currently former councillor Mather</i>	<i>3 years</i>	<i>Sue Robbins</i>
<i>Winchester Churches Night Shelter</i>	<i>1 representative (Board member) – Cabinet Member with responsibility for Housing</i>	<i>3 years (confirmed annually)</i>	<i>Charlotte Quinn</i>
Winchester District Board of the Council for the Protection of Rural England (CPRE)	1 representative (Coopted non-voting member of Planning & Policy Group) Currently Cllr Pearson	3 years (until May 2022)	Simon Finch
Winchester Excavations Committee	1 corporate trustee Currently Cllr Clear until May 2022	3 years (until May 2022)	Susan Robbins
Winchester Housing Trust	1 Director plus 1 Observer Currently Cllr Learney (Observer Cllr Rutter)	2 years (until May 2022)	Gillian Knight
<i>Winchester Road Safety Council</i>	<i>1 representative Previously former councillor Hutchison</i>	<i>1 year</i>	<i>Andy Hickman</i>
<i>Winchester Sports Stadium Management Committee</i>	<i>2 representatives (1 must be Cabinet Member with responsibility for Sport) Previously Cllrs Prince &amp; Laming</i>	<i>1 year</i>	<i>Calum Drummond/ Amanda Ford</i>

<u>Organisation</u>	<u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u>	<u>Length of appointment</u>	<u>Lead Officer</u>
Winchester Welfare Charities	2 trustees Currently Councillor McLean (until May 2022) and Cllr Power (until May 2024)	4 years	Dave Shaw

**List of WCC appointments to external organisations to be made by Scrutiny Committee (for information only)**

<b><u>Organisation</u></b>	<b><u>Number of representatives (deputies shown in brackets) and any specific requirements for representatives</u></b>	<b><u>Length of appointment</u></b>	<b><u>Lead officer</u></b>
Centre for Public Scrutiny (CfPS) – Scrutiny Champions Network	1 representative Currently Cllr Brook.	1 year – to be appointed by Scrutiny Committee	David Blakemore
Portsmouth City Council – Health Overview & Scrutiny Panel	Previously Cllr Achwal (deputy Cllr Clear)	1 year – to be appointed by Scrutiny Committee.	Susan Robbins/Steve Lincoln
PfSH Overview & Scrutiny Committee	1 representative plus deputy Previously former councillor Hiscock (deputy Cllr Clear)	1 year – to be appointed by Scrutiny Committee	Laura Taylor/Simon Finch

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CAB3287  
CABINET

REPORT TITLE: QUARTER 3 FINANCIAL AND PERFORMANCE MONITORING

25 MAY 2021

REPORT OF CABINET MEMBER: CLLR TOD - CABINET MEMBER FOR SERVICE QUALITY AND TRANSFORMATION

Contact Officer: Lisa Kirkman Tel No: 01962 848 501 Email  
[lirkman@winchester.gov.uk](mailto:lirkman@winchester.gov.uk)

WARD(S): ALL

PURPOSE

This report and Appendix 1 provides a summary of the council's progress during the period October to December (Q3) 2020 against the five priorities in the Council Plan 2020-25.

Appendix 2 provides a financial update as of 31 December 2020.

Appendix 3 provides the data, where available, for Q3 against each of the Strategic Key Performance Indicators (KPIs) and a brief narrative covering the impact that the COVID-19 pandemic has had or will have on performance.

Appendix 4 includes highlight reports for each of the council's significant 'Tier 1' programmes and projects.

Appendix 5 provides an update to the COVID-19 council services demand data from April to 31 December 2020.

Appendix 6 are the action notes of the Performance Panel meeting that took place on 22 February 2021.

RECOMMENDATIONS:

1. That cabinet notes the progress achieved during Q3 of 2020/21 and endorses the contents of the report.

## IMPLICATIONS:

### 1 COUNCIL PLAN OUTCOME

- 1.1 This report forms part of the framework of performance and financial monitoring in place to report the progress being made against the projects and programmes supporting delivery of the priorities included in the Council Plan 2020-25 (annual refresh adopted by Council on 24 February 2021).

### 2 FINANCIAL IMPLICATIONS

- 2.1 There are no direct financial implications arising from the contents of this report. Almost all the programmes and projects undertaken to deliver the priorities included in the Council Plan will have financial implications, some significant and these are agreed and reported separately before the commencement and during the project life cycle.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Key Performance Indicators (KPIs) and performance reporting must be fit for purpose, monitored and managed to ensure effective council governance. KPIs enable evidence based quantitative management reporting and where necessary allow for remedial actions and decisions to be taken.
- 3.2 There are no legal and procurement implications arising directly from this report, though individual projects are subject to review by Legal Services and Procurement as and when necessary, and in particular where they require consideration of the council's Financial Procedure Rules, Contract Procedure Rules and Public Contracts Regulations 2015 (PCR2015).

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Members of cabinet, Executive Leadership Board, corporate heads of service and service leads have been consulted on the content of this report.
- 6.2 This report and appendices were reviewed and discussed by Performance Panel on behalf of Scrutiny Committee on 22 February 2021. Appendix 6 is the action notes from this meeting.
- 6.3 A verbal update from the Chairman of the Performance Panel was given at The Scrutiny Committee meeting held on 11 March 2021.



## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Many of the activities detailed in this report actively protect or enhance our environment and support the council and district to reduce its carbon impact. These will be considered as part of each detailed business justification case.

## 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None arising from the content of the report, although officers will have regard to the considerations as set out in the Equalities Act 2010 and whether an Equality Impact Assessment will be required to be undertaken on any specific recommendations or future decisions made. This report is not making any decisions and is for noting and raising issues only.

## 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

## 10 RISK MANAGEMENT

- 10.1 As previously reported the COVID-19 pandemic continues to have an impact on the way we live and work with the council reviewing and adapting its services to the changes as they are announced by government.

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property- none</i>		
<i>Community Support- Lack of consultation and community engagement on significant projects that affect residents and can cause objections and lead to delay.</i>	Regular consultation and engagement with stakeholders and residents regarding 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 and monitored by the Programme and Capital Strategy 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 / Value for Money (VfM) Budget deficit or unforeseen under or</i>	Regular monitoring of budgets and financial position including forecasting to year end to	Early notification of unplanned under/overspends through regular monitoring allows

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>overspends</i>	avoid unplanned over/underspends.	time for plans to be put in place to bring the finances back into line with budget forecast.
<i>Legal</i>	Legal resources are discussed with project leads.	Opportunity for the use of in house resources able to input to through the life of the project with local Winchester and cross council knowledge.
<i>Innovation – improvement in service delivery</i>		KPIs can evidence the need for innovation to improve service delivery
<i>Reputation- Ensuring that the council delivers the outcomes as set out in the Council Plan.</i>	Regular monitoring and reporting of the progress the council is achieving against its priorities included in the Council Plan, including this report.	Work with Communications Team on press releases to promote and celebrate successes.
<i>Other</i>		

## 11 SUPPORTING INFORMATION:

11.1 This report provides an update on the council's progress achieved against the priorities included in the Council Plan 2020-25 and KPIs. Information is also provided in the form of highlight reports (Appendix 4) that set out the progress of the council's most significant, 'Tier 1' projects. All information and data is as at the end of Q3 i.e. 31 December 2020.

11.2 Appendix 1 provides an update on the progress achieved during the third quarter of the 2020/21 financial year against the five priorities included in the Council Plan 2020-25.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 None.

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

CAB3273 – Q2 Finance and Performance Monitoring dated 16 December 2020.

#### Other Background Documents:-

None.

### APPENDICES:

- Appendix 1 Council Plan 2020-25 progress update – Q3 October to December 2020
- Appendix 2 Financial update to 31 December 2020
- Appendix 3 Strategic Key Performance Indicators Q3 update
- Appendix 4 Programme and Project Management – Tier 1 project highlight reports
- Appendix 5 COVID-19 Council services demand data – April to December 2020
- Appendix 6 – Notes from Performance Panel meeting on 22 February 2021

**COUNCIL PLAN 2020–25****Q3 PROGRESS UPDATE****PRIORITY – TACKLING THE CLIMATE EMERGENCY AND CREATING A GREENER DISTRICT**

The climate crisis remains a significant, long term challenge to all of us in the coming years and decades. Winchester City Council has committed to tackling the crisis in order to hand our district to our children and grandchildren in a better state than it is now. The impact of COVID-19 presents an opportunity to foster behaviour change in our society that will help us to do this.

**What we want to achieve**

- Winchester City Council to be carbon neutral by 2024
- The Winchester district to be carbon neutral by 2030
- Reduced levels of waste and increased recycling, exceeding national targets
- An increase in the proportion of journeys taken by walking, cycling and public transport

**Over the last quarter we have achieved the following**

- **Carbon neutrality to be made central to everything we do**

*Continuation of extensive home working for staff in response to the COVID-19 pandemic and use of measures such as video conferencing have shown this way of working can be considered further once national restrictions have lifted. A staff travel survey to be launched in February will ask about changes to commuting to and from work and home working during the last 12 months which will enable an estimate to be calculated of the carbon impact of these changes.*

*Bids prepared for submission to the Public Sector Decarbonisation Fund for £257k to decarbonise City Offices and for a further £55k to undertake studies and produce a heat decarbonisation plan for the Guildhall and West Wing.*

*Infrastructure works have been completed on a major new flood defence for Winchester at Durngate to provide three new sluice gates on the remaining uncontrolled channels of River Itchen to help to protect the city centre, homes and businesses from high water levels. A highlight report for this project is included at Appendix 4.*

*Programme to install 34 new electric vehicle (EV) charging points on council land commenced, with completion due during the early part of 2021.*

*Planning application prepared for decked car park at the new Vaultex park & ride site. Submission of the planning application expected in January 2021.*

*New Taxi Licensing Policy approved by cabinet in November that actively encourages the uptake of electric taxis and low emission vehicles.*

*A highlight report for Q3 for the Carbon Neutral programme is included at Appendix 4.*

- **Have an adopted and up to date Local Plan with positive policies which promote low carbon development and transport while protecting our heritage and natural environment**

*The council's adopted Local Development Scheme (the timetable for producing the Local Plan) will be updated in order to set out a revised timetable for the adoption of the Local Plan taking into account the changes that have happened.*

*A highlight report for Q3 for the Local Plan is included at Appendix 4.*

- **Take a lead with partners and residents to deliver the Carbon Neutrality Action Plan throughout the district**

*The council's first [Sustainability Conference](#) in October attracted 260 attendees at four sessions over two days. The conference formed part of wider [Winchester Green Week](#) programme, with more than 30 events and activities.*

*Winchester City Council, the University of Winchester and Wessex Green Hub are collaborating on a project to bring together various stakeholders and gather their ideas for what Winchester district should look like in 2025. This project is known as the "Portrait of Winchester" and will identify what success looks like if we reach our goal of carbon neutrality by 2030.*

*£25k additional capital grant has been provided to Trinity to enable its new-build housing scheme, which will include solar PV, to generate energy for the homes.*

*Continuation of the University of Southampton research project on an expanded EV charging network and low carbon energy hub / sites for alternative fuel generation, as well as research in options for the retrofit of listed or conservation area properties.*

- **Deliver the City of Winchester Movement Strategy, refresh the air quality management action plan and prioritise walking, cycling and public transport throughout the district**

*A highlight report for this programme is included at Appendix 4.*

- **Work with other public authorities to expand the range of materials we recycle**

*Winchester City Council continues to work through the Project Integra partnership and submit data to support the review of options for a single MRF in Eastleigh and is looking at the option of moving to a twin stream or kerbside sort system to greatly increase the range of material being collected.*

*We are also continuing to work with Project Integra to understand the impact of introduction of food waste recycling which is governments preferred direction of travel by 2023 for every local authority.*

- **Safeguard our district's extensive natural habitats and precious ecosystems by delivering the actions in our Biodiversity Action Plan (BAP)**

*The BAP was prepared for approval by cabinet in January 2021 and will be launched in February 2021. Focus will then be on the delivery of the actions identified in the Annual Action Plan, of which a minimum of 80% of actions will be delivered in 2021.*

## **PRIORITY – LIVING WELL**

We want all our residents to live healthy and fulfilled lives. We recognise that our residents are living longer and want to ensure the district offers the right mix of facilities for all ages and abilities.

### **What we want to achieve**

- Reduced health inequalities
- Increase in physical and cultural activities
- An increase in active travel
- Services that work for all, but especially for residents who need more help to live well
- Attractive and well used green spaces with space for relaxation and play

### **Over the last quarter we have achieved the following**

- **Focus our activities on the most disadvantaged areas, communities and groups**

*The local response centre (LRC) continued to operate as part of countywide network to handle COVID-19 related requests for assistance which require local intervention. The service reverted back to 7 days-a-week in response to increased local and national restrictions and in-line with the countywide approach of which the LRC is a part. A total of 936 requests for support have now been handled by the Winchester LRC since the pandemic started, in addition to the many more tasks undertaken by the wider community support network.*

*We continue to provide grant support to key voluntary sector organisations supporting our more vulnerable residents, such as Citizens Advice Winchester District, Trinity, Winchester Nightshelter, Home-Start, Winchester Live at Home scheme and Winchester Young Carers.*

*Additional funding provided by DEFRA has been allocated to organisations and projects that are ensuring the provision of essential supplies and provisions. This has included funding for Trinity to support the homeless during lockdown, for Winchester Basics Bank to maintain services meeting the increased level of demand and also to help establish community food pantries at Unit 12 in Winnall and at Wickham Community Centre.*

*The Active Lifestyle programme of classes and bespoke activities for people with long-term health conditions continued with a mix of virtual sessions and face-to-face at River Park Leisure Centre.*

- **Opening of the new Winchester Sport and Leisure Park to offer sustainable, accessible facilities for all to enjoy a wide range of activities**  
*A highlight report for this project is included at Appendix 4.*

- **Supporting communities to extend the range of sports facilities across the district**

In October 2020, a report was taken to Cabinet which recommended (and was agreed) allocation of CIL funding for several sport and recreation projects. These included the provision of outdoor gym equipment at St Vigor Way Colden Common (£10,000), upgrading the pavilion at Colden Common recreation ground (£90,000) the provision of a MUGA at King George V playing fields in Denmead (£64,500), and a pavilion extension at Gratton Close sports pavilion in Wonston (£30,000). The bidders for the Gratton Close pavilion have however since decided not to go ahead with the project.

In progress from October to December 2020, having already been allocated funding, were improvements to Chilcomb sports pavilion (£135,000), and the ongoing Winchester sports and leisure centre which was awarded £1.8m of CIL funding in 2019. For many recreation and sports facilities, CIL is only part of the funding required, but is still a significant amount of the total funding required for projects to be realised.

*Due to the impact of national restrictions, direct delivery of sporting events has been severely curtailed. The leisure industry has been particularly impacted. .*

- **Create safe cycle ways and pathways to make it safer and more appealing for our residents to cycle and walk to their destination**

*A local cycling and walking improvement plan for Winchester is being developed as part of the City of Winchester Movement Strategy. The Parking and Access Strategy delivery will consider the needs of the market towns. Meetings will be arranged to discuss these with representative groups.*

*Also see project highlight report included at Appendix 4.*

- **Maintain and enhance the open spaces and parks that support good mental and physical health for residents of all ages**

*The position with regards to play areas and open spaces was reviewed in light of the most recent government guidance issued in December 2020 and no further actions were required except to suspend the use of playing fields by adult sports teams. Officers keep the position under review in light of any further government guidance and regulation changes (Tier and any other restrictions) as well as responding to any specific issues which arise in particular locations.*

*Some projects have continued throughout lockdown including the creation of a new area called Badgers Patch in Stanmore and changes to Marnhull Rise, as well as work on the replacement of the North Walls Cricket Pavilion (progress on its delivery updated in the report to the Town Forum considered on 28 January 2021 - WTF295) and the renovations to Chilcomb Pavilion which have now been completed.*



*It is still expected that the renovation programme for play areas for 2020/21 will be delivered despite the delays due to the pandemic. However, delivery will depend on work pressures surrounding the pandemic and other factors such as contractor availability.*

## **PRIORITY - HOMES FOR ALL**

Housing in our district is expensive and young people and families are moving out because they can't find suitable accommodation they can afford.

Winchester district needs homes for all – homes that are affordable and built in the right areas for our changing communities.

### **What we want to achieve**

- More young people and families working and living in the district
- All homes are energy efficient and affordable to run
- The creation of communities not just homes
- No-one sleeping rough except by choice

### **Over the last quarter we have achieved the following**

- **The council building significantly more homes, both traditional council homes and through the council housing company**

*Two new homes were completed at Twyford and handed over in September 2020 but hadn't appeared in the Q2 report and therefore included in this report. Planning permissions were submitted for two homes at Tower Street and 77 homes at Winnall. Members approved the outline business case for a pilot Passivhaus project at Southbrook Cottages, Micheldever and, the planning application will be submitted shortly. There are currently 119 new homes under construction across three sites which will be completed over the next six months.*

*A highlight report for the New Homes programme is included at Appendix 4.*

- **Strengthen our Local Plan to ensure homes are built for all sectors of our society including young people**

*The city council's response to the government's changes to the current planning system was discussed and agreed at cabinet on the 29 September and the response to the government's White Paper was agreed at cabinet on the 21 October. In December 2020 government confirmed that the methodology for calculating new housing numbers would not change for now and the Strategic Issues and Priorities (see above) consultation document has been finalised on this basis.*

*A highlight report for Q3 for the Local Plan is included at Appendix 4.*

- **Use the new Winchester Housing Company to deliver a wide range of housing tenures to meet local needs**

*Further modelling of short-term leasing opportunities are continuing following an update to Business and Housing Policy Committee in December 2020.*

*Final recommendations will be presented to this Committee and then to Cabinet later in 2021.*

- **Provide support for our homeless and most vulnerable people**

*The council continues its efforts to ensure any individuals found sleeping rough have an offer of accommodation in partnership with Winchester Churches Nightshelter, Two Saints and Trinity Winchester. Following the government's 'Everyone In' directive in March a total number of 33 individuals have been accommodated in emergency accommodation including a temporary hostel and hotels, 29 of these individuals were moved on to longer term accommodation options where they have remained through the year.*

*Following its' initial use as a temporary hostel to support the 'Everyone In' directive, City Road has now been refurbished and re-opened bringing back to use ten units of accommodation as cold weather provision, to prevent any individuals from sleeping rough over the cold weather period. The ten bed unit is accommodating individuals with more complex needs, who have often been excluded from all other housing provision in Winchester. The project is supported by the Temporary Accommodation Team and two Complex Needs Navigators hosted by Trinity Winchester, offering support and engagement opportunities, using a trauma informed approach to prevent the individuals from returning to sleeping rough.*

*A further grant of £6,400 has been secured from MHCLG to enhance the Cold Weather Provision provided at City Road. This grant will support the team to offer and fund short term hotel accommodation to individuals with lower needs, to prevent them from sleeping rough until they can move on through the single homelessness pathway into more settled accommodation.*

*Capital funding of £75k was provided to Trinity Winchester to support their new 12 bed housing project UnderOneRoof@Trinity which is due to open in the spring and provide accommodation and support for those individuals with the most complex needs and multiple disadvantages. This will provide a positive move-on option for those individuals in short-term City Road accommodation*

*Finally we supported Winchester Churches Nightshelter who were successful in applying for funding from Homeless Link's 'Homelessness Response Fund', They will use the funding in the New Year to support individuals to move-on from the Nightshelter into private rented accommodation, freeing up valuable bed spaces following the requirement in March to reduce their bed spaces from 17 to 10 due to government guidance on shared sleeping spaces.*

- **Be innovative in moving the energy efficiency of new and existing homes towards zero carbon**

A report that sets out how the council will make council homes carbon neutral (report CAB3293) is due to be presented to cabinet on 10 March for consideration and approval.

- **Work with developers to ensure that they provide affordable housing and homes at fair market value as part of new developments**

*Discussions continue with Cala Homes regarding an affordable extra care scheme at Kings Barton. The timing of this scheme will be dependent upon the developer progressing further phases of Kings Barton*

## **PRIORITY - VIBRANT LOCAL ECONOMY**

Winchester district is home to a host of successful businesses and enterprises with high levels of employment in our urban and rural areas. In the face of tough competition, our high streets, town and business centres must attract new investment in low carbon offices, workspace and transport links.

### **What we want to achieve**

- Grow opportunities for high-quality, well-paid employment across the district
- New offices and workspace are located in areas with sustainable transport links or where they reduce the need to travel to work
- More younger people choose to live and work here
- Businesses grasp opportunities for green growth
- The city, market towns and rural communities across our district have a compelling and competitive visitor offer

### **Over the last quarter we have achieved the following**

- **Working with business, universities and colleges to position Winchester district as a centre for digital, creative, knowledge-intensive networks**

*The virtual Winchester Business Excellence awards ceremony took place on 17 December 2020. The City Council sponsored the Digital Innovation Award. The award was presented by Cllr Paula Ferguson, Cabinet Member for the Local Economy, to the winner Ridge and Partners LLP. The millennium egg, for a life time contribution to the economy of the Winchester District was awarded posthumously, by the Chief Executive of Winchester City Council, to the late Ken Macartney, who was chairman of Winchester Business Improvement District.*

#### *Festivals update*

*Engagement with the festivals sector has continued via the Festivals Networking events that we deliver in partnership with Winchester BID. This included us introducing an experienced events producer who has specific expertise in delivering COVID-19 secure events to the group to advise them.*

*Three editions of Arts News supporting the arts, culture and creative sectors aimed at both the industry and the consumer have been delivered in the last quarter. These provided up to date advice and support throughout this period. Key stories included showcasing virtual events on offer by members of the creative community including virtual Saturday arts club, IncuHive working in partnership with IBM on the refurbished stable block providing work space for businesses and creatives, Launch of the One Great Win project, and WCC's launch of the Future Portrait of Winchester 2025 project.*

*Virtual meetings with Arts Officer colleagues in neighbouring local authorities have taken place, sharing best practice and topical issues relating to the*

*impact of COVID-19. The tourism and arts team have also supported several cultural organisations with their applications for cultural recovery funding, met with key stakeholders who have been significantly impacted by COVID-19 and signposted businesses to funding such as the Enterprise M3 Kick-start scheme.*

*We await the outcome of the £2m EDRF Digital Growth Factory project bid which was submitted in partnership with Basingstoke and Deane Borough Council and Rushmoor Borough Council. Assessments have been delayed due to COVID-19. However we hope to receive an update on progress of the bid by the end of Q4. The project aims to foster the growth of the digital tech sector. This will be achieved through a series of activities including commercialisation courses, acceleration support, incubation and scale up support, Women in Digital Enterprise programme, SME Digital Productivity Programme and in response to COVID-19. The scope of the project has been extended to also focus on non-tech sector entrepreneurs and SMEs who have been affected by the impact of COVID-19 to support them becoming more digital, adapt to change and become more resilient. The project will run until June 2023, subject to funding being secured.*

- **Grow opportunities for high-quality, well paid employment across the district**

*Following the announcement from government of additional support for Local Authorities under national and Local COVID-19 Alert Level 3 restrictions on October 31 2020, the council was awarded £2,497,180 to help businesses and organisations impacted by these restrictions under the Additional Restrictions Grant scheme. The council has made up to 75% of its allocation available as a discretionary grant fund and the Economy Team has already made available an initial round of grants covering the period 5 November to 2 December 2020.*

*Regular communications and business engagement has been maintained across the last quarter to support businesses in general and specifically those impacted by COVID-19. This has included:*

- *Telephone support via the dedicated business support line set up at the beginning of the pandemic along with ongoing email support to over 1,200 businesses since the start of the pandemic*
- *Business support via our dedicated business support service provided by IncuHive including 103 business interventions delivered over the last quarter through tailored one to one business advice sessions, virtual networking events and workshops. 75% of businesses using the service and responding to the survey reported an increased turn over, improved efficiency or progression to a more sustainable model.*
- *Regular updates with the latest COVID-19 business guidance on the business pages of the council website. In the last quarter this page has received around 4,000 views and 1,750 unique visits.*

- *Regular business bulletins direct to businesses with advice and support around the latest changes to guidance regarding COVID-19 and signposting to other support services. Since the start of the COVID-19 pandemic the Economy team has increased the newsletter sign-ups by 40%.*

*Working with developers and house builders on the North Whiteley major development site produced videos about careers in the construction industry.*

*Initial procurement process undertaken to recruit a specialist consultancy to work with us to develop the next 10 year Green Economic Development Strategy. Panel decision to re-tender and process currently underway with an applicant deadline of March 1 and a contract completion by July.*

*Undertook procurement to secure additional specialist business support, funded by the ERDF High Streets fund, for businesses directly impacted by the COVID-19 pandemic. Outcome and activity to be reported in the next quarterly report.*

*Represented Winchester's local economy at monthly meetings with EM3, BIDs and economic development teams across the county and wider EM3 region, sharing opportunities, best practice and COVID-19 related recovery plans.*

*Facilitated the City Centre Partnership meeting with key stakeholders where the group welcomed Clive Cook from St John's as its first Chairperson. The group established key priorities including bringing together major institutions to form a Climate Action Group as well as a sub group looking at culture / young people / creativity.*

*Attended quarterly meetings with each market town during October 2020 (Bishop's Waltham, Wickham Denmead and Alresford). A separate meeting was also held with key stakeholders in Whiteley including the management company responsible for the shopping centre. The agenda for these meetings included an update on local initiatives from the parish and city council. COVID-19 business support and funding, future COVID-19 restrictions and Christmas plans.*

*An online virtual exhibition room showing details of the proposals to revitalise the central Winchester Regeneration site, which incorporates Winchester Bus Station, Kings Walk, the old Friarsgate Medical Centre and Coitbury House, was open until Tuesday 12 January 2021.*

*Proposals for the area include creating a vibrant mixed-use development with high quality new homes, flexible workspaces, a thriving night-time economy and beautiful public spaces.*

*A public Open Forum event will be held at 6pm on 26 January 2020.*

- **Strengthening the Winchester brand and working in partnership to promote and develop our unique cultural, heritage and natural environment assets**

*The district wide Rediscover What's On Your Doorstep campaign operated throughout this quarter to raise awareness, drive footfall and spend across the district. As part of this campaign, the 'Where can I visit now' blog was the 8<sup>th</sup> most visited page on the site during Q3. Related Facebook and Instagram posts had a combined reach of over 6.5k and over 10k impressions on Twitter. This quarter included a change in national restrictions in November which we responded to through the introduction of the stay local buy on line campaign. Related Facebook and Instagram posts had a combined reach of over 6.1k and over 6.7k impressions on Twitter. We also had a Facebook ad running for 8 days and this secured a reach of 12,944. As part of the Christmas in Winchester campaign we developed and launched a dedicated festive film to remind the public of what is available, influencing footfall and spend at the same time as reinforcing key COVID-19 secure messages. This film reached over 32k via the various platforms it was promoted on. We took advertising space in Winchester Residents' Magazine, The Nutcracker printed trail brochure and Winchester Magazine with a combined readership of 23k. We worked with key partners on Christmas initiatives including a digital version of the Nutcracker Trail, developed by the BID, the Cathedral virtual market, Theatre Royal panto, Watercress line at Alresford. We also contacted individual businesses within the market towns to identify their online offer, click and collect and home delivery services to then promote via our dedicated support local/shop online campaign page to support local businesses across the district and city centre.*

*Regular B2B e-newsletters have kept businesses in the visitor economy updated regarding business support, the latest COVID-19 related guidance as well as national and regional initiatives alongside VisitWinchester updates.*

*Maintained engagement with the visitor attractions sector via virtual group meetings sharing advice, experience, intelligence and recovery plans.*

*Represented Winchester's visitor economy at Visit England/Visit Britain/Tourism South East meetings. Meetings undertaken with our taskforce contact at VB/VE and participation in the slack community – designed to share best practice, collaborate with other destinations across the UK.*

- **Supporting business in meeting the challenge of carbon neutrality**

*Various grant applications have been made to deliver carbon reduction works in collaboration with local businesses, including:*

- *£119k secured from Enterprise M3 LEP for energy efficiency measures at Marwell Zoo.*
- *£28.5k applied for from ERDF for business engagement and energy audits.*

- **Securing support to replace LEADER funding and sustain business development in rural areas.**



*Completed the annual LEADER Attestation funding inspection from the Rural Payments Agency. Administered and paid three LEADER claims worth £173,000 to the rural economy.*

*Awaiting to hear from government what successor to LEADER will become available. In the meantime the Economy team continue to seek out and publicise through the regular business e-newsletters grant and funding opportunities for rural based businesses.*

## **YOUR SERVICES, YOUR VOICE**

Throughout the outbreak of COVID-19, the council has continued to deliver high quality services and track the performance of our remote working teams in relation to customer response and service delivery. The pandemic has fast tracked developments around digital delivery and the streamlining of processes, creating improvements to efficiency and accessibility of services for residents, tenants, visitors, businesses and non-profit organisations across our district in restricted and sometimes difficult circumstances. Our commitment to ensuring residents are able to make their voice heard and be able to see and understand how the council makes its decisions has been upheld by the introduction of virtual committee meetings with special arrangements and new protocols around public participation.

### **What we want to achieve**

- An open and transparent council
- Improving satisfaction for our services
- Good value compared to other similar authorities
- Continuous improvement in cost-effectiveness
- High accessibility and usage of our services
- Constructive and effective partnerships across the district
- A balanced budget and stable council finances

### **Over the last quarter we have achieved the following**

- **New processes that involve the public, businesses, stakeholders and ward councillors earlier and more deeply in the design and decision making process**

*The council has adapted swiftly to working in different ways over the period of lockdown. The need to socially distance has seen the majority of our interactions move to online channels – this has been a period of innovation.*

*The council is progressing its business in line with the Council Plan – and several ‘live’ consultations and engagement programmes are upcoming imminently. It is vital to continue with particular work streams in order to assist the district’s recovery, our housing programme consultations for example, carrying out the Sustainability Conference to engage the public with the carbon reduction agenda, the vital public and stakeholder engagement surrounding the Development Framework for central Winchester.*

*The council has been developing new ways of delivering online virtual conferences and engagement events to educate, inform, update and promote our work to a wide audience on a specific topic and can comprise:*

- *A series of presentations from experts on this topic*
- *Interactive voting on matters we wish to put to the public*
- *Live Q&A sessions*

- *Case studies offered for review which then create a post event output.*
  - *'Virtual exhibition rooms' for people to explore*
- **New processes that effectively respond to and use complaints and feedback to drive service improvement**

*The refreshed Customer Complaints Policy and new Customer Charter have been finalised and are now being rolled across the services with training provided for officers where required. The aim is to provide more consistency across the council in how we deal with customer.*
  - **New wider set of published measures designed to drive improved satisfaction and performance**

*A new performance management area for the website is under development where regular updates against the performance indicators will be published before the start of the new financial year in April.*

*The Strategic KPIs will be reviewed in Q4 to ensure alignment with the annual refresh of the Council Plan proposed for adoption in February 2021.*
  - **More effective use of technology to make it simpler and easier to deal with the council and its delivery partners while reducing cost**

*The outbreak of COVID-19 continues to drive forward and accelerate the agenda in terms of digitalisation of services, seeing high volume services switch to online and phone service delivery as default, in the absence of opportunity to have face-to-face meetings.*

*In-line with the current national lockdown all pre-booked appointments in reception have been paused except for those critical to wellbeing and there is no alternative feasible option apart from face-to-face. All other contact is taking place via phone, e-mail and via the My Council Services (MCS) portal.*

*The new garden waste service sign-up was launched in November. Customers can sign-up via on-line via MCS or over the phone. As of 31 January, 23% of sign-ups had occurred via telephone to the Customer Service Centre and 77% had been carried out by the residents themselves on the My Council Services portal.*
  - **Strong focus on accessibility standards to ensure our services are usable by all**

*The commitment to accessibility has been upheld during the response to the pandemic. All signage produced complies with good practice around legibility, and the language and tone of communications has been adapted in order to ensure we are inclusive and our messages are framed clearly to reach the broadest possible audience.*
  - **Investing in our staff and making the most of their skills and talents**

*The council has continued to respond to COVID-19 by encouraging staff to play to their skills in supporting us with our emergency response and maintaining resilience. Following a staff survey employees have been given new on-line learning packages and IT kit on request to assist with working from home. Colleagues have been available for redeployment and cross cutting work to deliver new services such as the Local Response Centre – which has used redeployed staff from Customer Reception, Sport management, Transformation, Housing and Council Tax and Benefits..*

**FINANCIAL UPDATE**  
**AS AT 31 DECEMBER 2020**

This section presents a summary of the council's financial position as at 31 December 2020 with regard to the General Fund and Housing Revenue Account budgets.

**General Fund Revenue**

**Summary**

Overall, including the latest tranche of government funding, the full year forecast for 2020/21 is favourable compared to the revised budget approved in September. There are risks associated with this 'base' forecast which is shown in the scenario planning, a second spike affecting income levels further would lead to further deficits.

Financial monitoring will continue to be monitored very closely along with the monthly COVID-19 financial estimates which are returned to government.

**Income**

- Based on updated treasury management forecasts we have a revised interest receivable estimate of £270k for the year (versus a budgeted net payable of £180k), giving a favourable variance of £450k for the year. The original budget was based on the council moving to external borrowing by the autumn but revised capital programme profiling has deferred this requirement.
- Car parking and enforcement income is currently stable at just under 60% of budgeted levels. The full year forecast is currently in line with the revised budget 'base' forecast but this is largely dependent on the current COVID-19 situation in Winchester remaining stable, particularly in the build up to Christmas.
- Other fee and charge income is currently in line with revised budget estimates.

**Government Funding**

- The first of three claims for lost fee and charge income was returned at the end of September. After deduction of an initial 5% and then a further 25% of the lost income, the 75% claim of £1.559m was in line with estimates and was received before the end of October.
- The Government has recently confirmed a further (fourth) tranche of funding with Winchester due to receive £100k to support the ongoing work to support communities during the pandemic.

**General Fund Revenue Budget Forecast 2020/21 (£m)**

	Forecast Budget Variance		
	Optimistic	Base	Worst
<b>Funding*</b>			
Council Tax	-0.154	-0.154	-0.154
Business Rates	-0.200	-0.200	-0.200
	-0.354	-0.354	-0.354
<b>Income</b>			
NET Interest	0.450	0.450	0.450
Car Parking	-3.889	-4.760	-5.275
GF Property (Incl. Garages)	-0.889	-1.291	-1.378
Guildhall Trading	-0.219	-0.219	-0.219
Development Management	-0.241	-0.241	-0.360
Building Control	-0.119	-0.148	-0.148
Other	-0.443	-0.612	-0.630
	-5.350	-6.820	-7.558
<b>Additional Expenditure</b>	-1.559	-1.764	-2.134
<b>Forecast Net Position Before Gov. Funding</b>	<b>-7.263</b>	<b>-8.938</b>	<b>-10.046</b>
<b>COVID-19 Government Support</b>			
P&R Bus Subsidy	0.113	0.113	0.113
Benefits New Burdens Grant	0.170	0.170	0.170
First Tranche	0.039	0.039	0.039
Second Tranche	1.243	1.243	1.243
Third Tranche	0.158	0.158	0.158
Fourth Tranche	0.100	0.100	0.100
Additional Government Funding - Loss of Income Estimate	2.432	3.151	3.636
	4.254	4.974	5.459
<b>NET GENERAL FUND DEFICIT</b>	<b>-3.008</b>	<b>-3.964</b>	<b>-4.587</b>
Spending Review Proposals	1.074	1.074	1.074
Review of Capital Programme	4.150	4.150	4.150
<b>TRANSFER TO / (FROM) RESERVES</b>	<b>2.216</b>	<b>1.260</b>	<b>0.637</b>

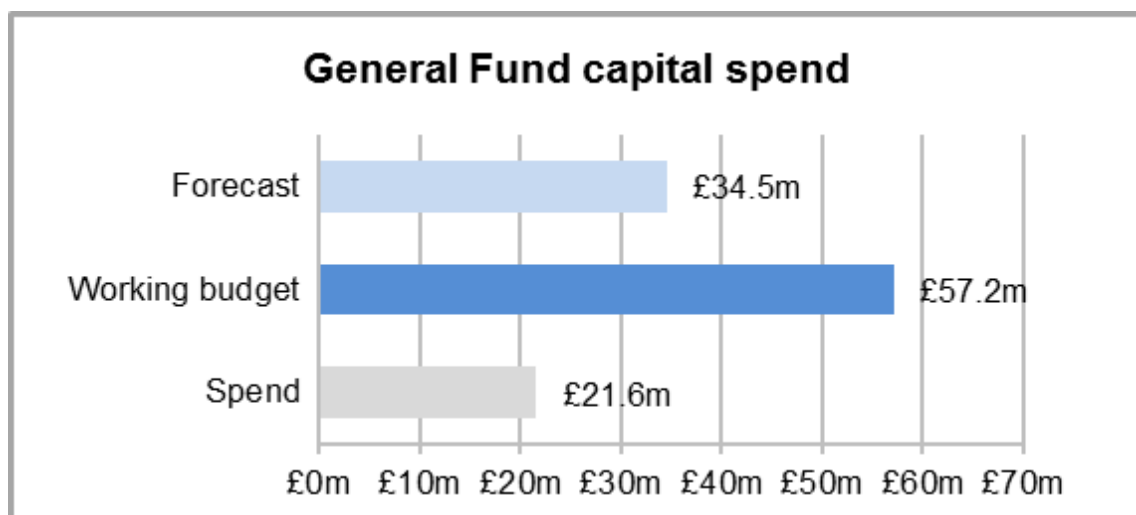
\* Any collection fund losses (NNDR and Council Tax) will impact on future years but are shown in the table above in order to address these shortfalls in the current financial year.

**Notes:** forecast expenditure

Leisure centre closure and re-opening	-£1,130,000
Homelessness/ Revenue/IT/ERC	- £309,000
Guildhall café savings not achieved	- £150,000
Spend fourth tranche funding	-£100,000
Garden waste lower income	- £75,000
	<b>-£1,764,000</b>

**General Fund Capital**

1. General Fund capital expenditure to the end of December was £21.6m of which the single largest item was £18.7m on Winchester Sport & Leisure Park.
2. Capital budgets for 2020/21 were revised for brought forward balances and other changes as part of the revised budget reported to September cabinet.
3. As part of the preparation for the February budget, the forecast has been revised down by £22.7m with the largest item (£18.5m) being the Strategic Asset Purchase Scheme (SAPS) budget re-forecast to reflect the unlikelihood of a significant new asset purchase completing before the end of the financial year. Capital expenditure is always subject to a risk of slippage given the complexities around project delivery; however, there is increased risk of slippage in 2020/21 due to COVID-19. Other significant items where the profile of the budgeted spend has been revised include:
  - Bishop Waltham's Depot (£0.8m);
  - North Walls Pavilion (£0.7m);
  - Vaultex car park (£0.4m);
  - River Park Leisure Centre - decommissioning (£0.4m); and
  - Chesil car park (£0.3m).



4. Key items of expenditure in Q4 of 2020/21:

• **New Sport & Leisure Park**      *Total Budget: £43.07m*

*Expenditure: Prior years £18.08m    Q1-Q3 £18.69m      Total £36.77m*

Work commenced on site in 2019 and significant progress has been made since with the new building rapidly taking shape. The budget was increased by £205,000 in 2019/20 to help the council achieve its priority of tackling the climate emergency by installing more solar panels. The new facility is expected to open in spring 2021.

• **Disabled Facilities Grants**      *Total Budget: £1.28m*

*Expenditure: recurring      Q1-Q3 £0.55m*

Expenditure on disabled facilities grants increased in 2019/20 by over £300,000 from the previous year. In addition to expenditure of £550,000 in 2020/21 to date, over £320,000 has been raised in committed expenditure.

• **Durngate flood prevention scheme**      *Total Budget: £1.6m*

*Expenditure: Prior years £0.31m    Q1-Q3 £0.9m      Total £1.21m*

The project will provide a major new flood defence for Winchester at Durngate to provide three new sluice gates on the remaining uncontrolled channels of River Itchen to help to protect the city centre, homes and businesses from high water levels. Main works commenced in summer 2020.



Housing Revenue Account 2020/21

Housing Revenue Account					
Budget		Forecast			Notes
Income	Expenditure	Net contribution / (spend)	Full Year Outturn	Full Year Variance	
£'000	£'000	£'000	£'000	£'000	
Rent Service Charges & Other Income	27,966	0	27,966	27,783	(183) A1
Housing Management General	164	(5,095)	(4,931)	(4,631)	300 A2
Housing Management Special	1,155	(2,956)	(1,801)	(1,879)	(78) A3
Repairs (including Administration)	101	(5,583)	(5,482)	(5,503)	(21) A4
Interest	0	(5,961)	(5,961)	(5,245)	716 A5
Depreciation	0	(8,570)	(8,570)	(8,570)	0
Capital Expenditure Funded by HRA	0	0	0	0	0
Other Income & Expenditure	26	(80)	(54)	(48)	6
	<u>29,412</u>	<u>(28,245)</u>	<u>1,166</u>	<u>1,906</u>	<u>740</u>
Working Balance at 1 April 2020			<u>11,766</u>	<u>12,983</u>	<u>1,217</u>
Add Surplus / (Deficit)			<u>1,166</u>	<u>1,906</u>	<u>740</u>
Projected Working Balance at 31 March 2021			<u><u>12,932</u></u>	<u><u>14,889</u></u>	<u><u>1,957</u></u>

**Housing Revenue Account  
Capital 2020/21**

	HRA Capital Programme		
	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Housing Major Works	(4,121)	(4,021)	100
Improvements and Conversions	(1,124)	(1,200)	(76)
Other Capital Spend	(806)	(606)	200
New Build Programme	(19,917)	(15,689)	4,228
	<b>(25,968)</b>	<b>(21,516)</b>	<b>4,452</b>

**Notes:**

1. The current HRA revenue forecast outturn is an underspend of £0.740m, this a slight reduction on that previously reported of £0.763m. There are however a larger number of forecast variances underlying this underspend than those previously reported, but the overall impact is not anticipated to be significantly material.
2. The main variances are:
 

Note A1) A forecast increase in voids £0.137m, and the impact of reduced income from third parties £0.079m offset by other income elsewhere £0.033m

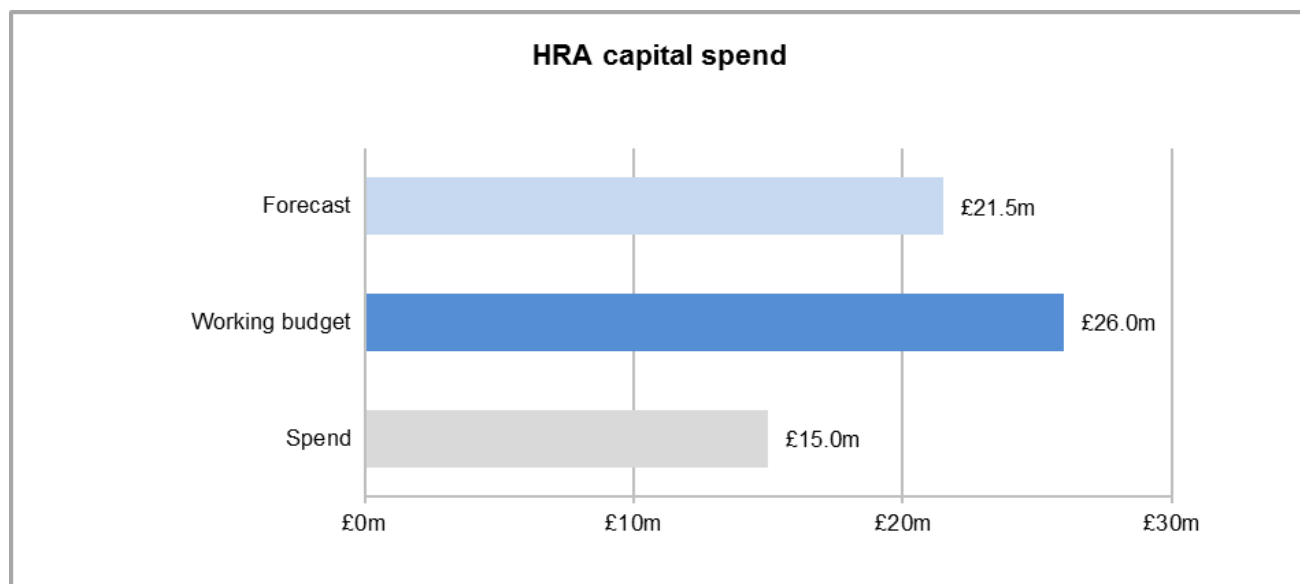
Note A2) An underspend in the professional and consultancy budget of £0.250m, IT software and consultancy £0.032m, and the capitalisation of New Homes staff £0.072m and other minor underspends £0.021m, offset by additional cost of Orchard software £0.075m. In addition there is an anticipated underspend on support service recharges of £0.150m after the realignment of recharge budgets mentioned elsewhere

Note A3) A forecast reduction in income due to voids £0.049m on homelessness, additional costs of premises cleaning and energy costs £0.048m, security £0.067m in hostels, and of £0.045m on other third party services in sheltered housing offset by an underspend on the equipment fixtures and furniture budget of £0.065m and a realignment of support recharge budgets £0.068m.

Note A4) This comprises two main variances an anticipated overspend on revenue voids £116k offset by a realignment of support recharge budgets £0.118m and other minor underspend £0.023m.

Note A5) The anticipated underspend on the debt financing budget is now forecast at £0.716m and is the result of lower than anticipated capital expenditure in 2019-20 and in 2020-21 when the budget was set.

3. Taking account of the forecast net variance of £0.740m the year end HRA General Reserve is now forecast to be £14.889m.
4. The original capital programme budgets were updated in light of slippage carried forward and programme spend and approved revised budgets approved in September for 20.21.
5. The current forecast is largely unchanged from quarter 2 and is for an outturn of £21.154m against a revised budget of £25.968m an underspend of £4.452m. The largest variation is on the expected spend against the unallocated new build budget of £5m in light of the constrained opportunities to spend this fully in 2020-21. However officers are currently in discussion with Homes England over the potential acquisition of a site that may cost around £10m but fall within next year's programme.
6. The overall position on the capital budget is shown graphically in the table below.



**Strategic Key Performance Indicators**

The following table presents an update against the strategic key performance indicators that were approved by cabinet on 21 May 2020 (report CAB3230 refers).

The availability of the data for each KPI is often from sources external to the council and varies from monthly, quarterly, annually and biennially. Where the data is available at annual intervals, this will usually be reported after the end of each financial year.

For ease of reading, the KPIs with either monthly or quarterly data or where annual data has become available in quarter, have been moved to the top of the table followed by KPIs with less frequently available data.

A column has been added to the table below to capture the impact and effect that the COVID-19 pandemic is having or will have on the performance data for the year.

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director/ CHoS	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	R A G Status	KPI Target 2020/21	Impact of COVID-19 - update
<b>MONTHLY/QUARTERLY KPIs</b>												
<b>Tacking Climate Emergency</b>												
Page 69	TCE02	Reduced levels of waste and increased recycling	Service Quality & Transformation	Services/ Regulatory	Higher = better	36.1% (2018/19) 41st out of 54 collection authorities in South East	42.6%	41.23%	43.7%		Increase against 2018/19 outturn	Main collection services maintained despite COVID-19. Volume of waste increased.
	TCE03	Reduced levels of waste and increased recycling	Service Quality & Transformation	Services/ Regulatory	Lower = better	461kg (2018/19) /household 38 <sup>th</sup> out of 54 South East collection authorities	118.90kg	116.46kg	N/A		Reduction against 2018/19 outturn	Main collection services maintained despite COVID-19. Volume of waste increased
	TCE06	An increase in the proportion of journeys taken by walking, cycling and public transport	Proportion of visitors using parking sessions in each of three main areas of parking, central, inner, and outer	Service Quality & Transformation	Services/ Regulatory	Higher = better (P&R & inner) Lower = better (centre)	Centre 63.50% Inner 21.00% P&R 15.50%	Centre 78% Inner 17% P&R 5%	Centre 78% Inner 17% P&R 5%	N/A	Not applicable	To be developed
<b>Homes for All</b>												
HA06	Creating communities not just homes	No. of new homes started or in progress / completed (cumulative)	Housing & Asset Management	Services/ Housing	Higher = better	Started 121 Completed 21	No change Started 121 Completed 23	No change Started 121 Completed 23	No change	Not applicable	Complete 121 Start 85	Completions delayed

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director/ CHoS	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	R A G Status	KPI Target 2020/21	Impact of COVID-19 - update
<b>Vibrant local economy</b>												
VLE13 (a)	Grow opportunities for high-quality, well paid employment across the district	% of procurement spend with local suppliers – Revenue spend	Local Economy	Resources / Strategic Support	Higher = better	21.99% (19/20)	20.14%	28.52%	22.21%		Min 25% Revenue	Possible reduction due to economic downturn affecting recruitment of staff
VLE13 (b)	Grow opportunities for high quality, well paid employment across the district	% of procurement spend with local suppliers – Capital spend	Local Economy	Resources / Strategic Support	Higher = better	46.60% (19/20)	25.85%	34.99%	39.18%		Min 25% Capital	Possible reduction due to economic downturn affecting recruitment of staff
<b>Your Services, Your Voice</b>												
YSYV04	Improving satisfaction for our services	Percentage of upheld complaints	Service Quality & Transformation	Resources / Strategic Support	Lower = better	59% 2019/20	61%	54%	48%		≤ 59%	No identified impact
YSYV05		No. of valid Ombudsman complaints	Service Quality & Transformation	Resources / Strategic Support	Lower = better	1 2018/19	2 2019/20	As Q1	As Q1		0	No identified impact
YSYV06	Improving satisfaction for our services	Availability of WCC critical infrastructure services excluding planned downtime - email - storage - telephony - document management system(s)	Service Quality & Transformation	Resources / IT	Higher = better	Email 100% Storage 100% Telephony 99.5% DMS 100%	Email 100% Storage 100% Telephony 98.83% DMS 100%	Email 100% Storage 100% Telephony 98.21% DMS 100%	100% Storage 100% Telephony 97.93% DMS 100%		≥ 99.5%	No identified impact
YSYV07	Improving satisfaction for our services	Efficient waste collection services - missed bin collection report	Service Quality & Transformation	Services/ Regulatory	Lower = better	AWC Q4 2019/20 68.89 per 100k bin collections	AWC 57.79 per 100k bin collections	AWC 52.98 per 100k bin collections	AWC 46.91 per 100k bin collections		Contract compliance	No identified impact

**RAG Parameters:**

This performance indicator is on target

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

This performance indicator is below target by more than 5%

KPI's that are not due to be reported on in Q3:

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
<b>6 MONTHLY/ ANNUAL/ BIENNIAL KPIs</b>												
<b>Tacking Climate Emergency</b>												
TCE01	Winchester City Council to be carbon neutral	WCC carbon emissions	Climate Emergency	Place / Engagement	Annual	Lower = better	4.005.19 tCO2e 2018/19 figure	Data collected annually	Comparable 2019/20 figure 3,536.68 tCO2e (11.7% reduction)	Data collected annually	20% reduction on 2018/19 figure	Likely to be significant positive impact as staff work from home and leisure centre closed for several months
TCE04	Reduced levels of waste and increased recycling	Percentage of recycling waste contaminated	Service Quality & Transformation	Services / Regulatory	Annual	Lower = better	13.33% contamination from 43 samples. 2 <sup>nd</sup> best performance of Hampshire authorities (2019/20).	Data available annually	Data collected annually	Data collected annually	Reduction against 2018/19 outturn	Main collection services maintained despite COVID-19. Volume of waste increased.
TCE05	An increase in the proportion of journeys taken by walking, cycling and public transport	No. bus users	Service Quality & Transformation	Place / Head of Programme	Annual	Higher = better	4.2m passenger journeys in the year 2019 in Winchester and surrounding area (Stagecoach figures). NB 2020 patronage figs severely distorted	Data collected annually	Data collected annually	Data collected annually	2019 baseline data – target to be considered in line with WMS and in Liaison with HCC	Significant impact as more people work from home and less visitors to the city
TCE07	An increase in the proportion of journeys taken by walking, cycling and public transport	Traffic movement into Winchester	Service Quality & Transformation	Services / Head of Programme	Annual	Lower = better	Average daily traffic flows (HCC source - 2019)  St Cross Rd 13,500 Stockbridge Rd 7,300 Andover Rd (N) 12,000 St Cross Rd 9,300  NB 2020 traffic figs severely distorted	Data collected annually	Data collected annually	Data collected annually	2019 baseline data – target to be considered in line with WMS and in Liaison with HCC	Significant impact as more people work from home and less visitors to the city

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
TCE08	The Winchester district to be carbon neutral by 2030	District carbon emissions - annual report - year on year reduction	Climate Emergency	Services / Engagement	Annual	Lower - better	629,000 tCO2e 2016/17	Data collected annually	617,000 tCO2e 2017/18 (1.9% reduction)	Data collected annually	Reduction on 2016/17 figure	Significant impact as commuter travel reduces due to people working from home
TCE09	The Winchester district to be carbon neutral by 2030	Produce Local Plan - plan adoption	Climate Emergency	Services / Regulatory	6 monthly	N/A	Evidence base being developed.	Data collected six-monthly	Not yet available	Data collected annually	Deliver Plan to adoption in accordance with Local Development Scheme.	No significant impact.
TCE10	Safeguard our district's extensive natural habitats and precious ecosystems by delivering the actions in our Biodiversity Action Plan	Deliver the actions in the approved Biodiversity Action Plan (BAP) - percentage completed	Climate Emergency	Services / Regulatory	Annual	Higher = better	Biodiversity Plan due to be approved by cabinet January 2021.	Data collected annually	Data collected annually	Data collected annually	Included in BAP	No significant impact.
TCE11	Safeguard our district's extensive natural habitats and precious ecosystems by delivering the actions in our Biodiversity Action Plan	Number of trees planted per year	Climate Emergency	Services / Regulatory	Annual	Higher = better	593 Of which 113 were standard size trees and 480 whips	Data collected annually	Data collected annually	Data collected annually	100	No significant impact to date.
TCE12	Take a lead with partners and residents to deliver the Carbon Neutrality Action Plan throughout the district	Number and percentage of all parish councils (Inc. Town Forum) that have local carbon reduction action groups / campaigns	Climate Emergency	Place / Engagement	Annual	Higher = better	Data not yet available	Data collected annually	Data collected annually	Data collected annually	Baseline to be set when data available	No identified impact
TCE13	Take a lead with partners and residents to deliver the Carbon Neutrality Action Plan throughout the district	Number of people participating in carbon reduction event per year	Climate Emergency	Place / Engagement	Annual	Higher = better	No events held due to COVI-19	Data collected annually	Data collected annually	Data collected annually	Baseline to be set when data available	No identified impact
TCE14	Improve Air Quality within the Air Quality Management Area	Improvement trends in nitrogen dioxide and particulates, with the intent of complying with national mandatory standards	Built Environment & Wellbeing	Services / Regulatory	Annual	Lower = better	St Georges St 2018: 41µg/m <sup>3</sup> 2019: 39µg/m <sup>3</sup> (First 6 months only) Chesil St & Romsey Rd 2018: 47.5µg/m <sup>3</sup> 2019: 47.2µg/m <sup>3</sup> (First 6 months only)	Data collected annually	Data collected annually	Data collected annually	Review extent of AQMA in light of 2020 data as set out in CAB3217. NB: COVID-19 will impact this year's data set.	Levels of traffic reduced with corresponding impact on air quality in the town centre (to be quantified).



Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
<b>Living Well</b>												
LW01	Reduced health inequalities	Inequality in life expectancy at birth (male)	Sport, Leisure & Communities	Place / Engagement	Annual	Lower = better	2018 – 5.8 years  Latest published data by PHE)	Data collected annually	Data collected annually	Data collected annually	≤ 5.8 years	Early studies suggest that COVID-19 will have a negative impact on life expectancy
LW02	Reduced health inequalities	Inequality in life expectancy at birth (female)	Sport, Leisure & Communities	Place / Engagement	Annual	Lower = better	2018 – 6.4 years  Latest published data by PHE)	Data collected annually	Data collected annually	Data collected annually	≤ 6.4 years	Early studies suggest that COVID-19 will have a negative impact on life expectancy
LW03	Increase in physical & cultural activities	Number of users of the Winchester Sport & Leisure Park	Sport, Leisure & Communities	Place / Engagement	Annual	Higher = better	Figures available after new centre opens	Data collected annually	Data collected annually	Data collected annually	Not yet published	Difficult to predict the impact due to the centre not opening until 2021
LW04	Increase in physical & cultural activities	Percentage of adults participating in 150 minutes of sport or physical activity per week within the Winchester district	Sport, Leisure & Communities	Place / Engagement	Annual	Higher = better	November 2019 71.4%	Data collected annually	May 2020 70.5%	Data collected annually	≥ 71.4%	Activity expected to decrease due to people being at home during lockdown
LW05	Increase in physical & cultural activities	Number of adults with long-term health conditions engaged with physical activity (Winchester City Council - Active Lifestyles Scheme data)	Sport, Leisure & Communities	Place / Engagement	Annual	Higher = better	2019/20 - 469	Data collected annually	Data collected annually	Data collected annually	200	Likely to increase due to the health impact of COVID-19
LW06	Increase in physical & cultural activities	Increase participation in the Cultural Network in order to strengthen engagement with and support of the arts and cultural sector working collaboratively to strategically develop the offer	Sport, Leisure & Communities	Place / Engagement	Annual	Higher = better	23 organisations as at Dec 2019	Data collected annually	Data collected annually	27 Dec 2020	+10%	No identified impact
<b>Homes for All</b>												
HA01	All homes are energy efficient and affordable to run	% of all WCC homes achieving energy efficiency rating of C or above	Housing & Asset Management	Services / Housing	Annual	Higher = better	60%	Data collected annually	Data collected annually	Data collected annually	62%	None identified

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
HA02		% all new homes achieving suitable energy standard	Housing & Asset Management	Services / Housing	Annual	Higher = better	80%	Data collected annually	Data collected annually	Data collected annually	100%	None identified
HA03	Creating communities not just homes	No. of households in district (all tenures)	Housing & Asset Management	Services / Housing	Annual	Higher = better	54,017 As at June 2020	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	N/A
HA04	No one sleeping rough except by choice	No. of rough sleepers	Housing & Asset Management	Services / Housing	Annual	Lower = better	0	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	Governments directive to 'Get everyone in' in response to COVID-19 meant anyone rough sleeping was offered accommodation. Financial implications - increased use of B&B, lease of a supported housing property.
HA05	Creating communities not just homes	No. of new homes planned (5 year supply)	Housing & Asset Management	Services / Regulatory	Annual	Higher = better	505	Data collected annually	Data collected annually	Data collected annually	500	None detected to date, but economic downturn may impact housing delivery.
HA07	Creating communities not just homes	WCC housing stock, directly owned, housing company	Housing & Asset Management	Services / Housing	Annual	Higher = better	0	Data collected annually	Data collected annually	Data collected annually	Complete 5 new houses	Completions delayed. Less general fund capital investment in the company.
	<b>Vibrant local economy</b>											
VLE01	Grow opportunities for high-quality, well paid employment across the district	No. of business enterprises in professional / technical sectors	Local Economy	Place / Engagement	Annual	Higher = better	21.3%	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	Insufficient data available
VLE02	Grow opportunities for high-quality, well paid employment across the district	Close the gap between workplace earnings and residents' earnings	Local Economy	Place / Engagement	Annual	Lower = better	£105.4	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	Economic downturn likely to have an impact
VLE03	Grow opportunities for high-quality, well paid employment across the district	Productivity measure – gross value added (GVA) per head	Local Economy	Place / Engagement	Annual	Higher = better	£39,714	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	Insufficient data available

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
VLE04	New offices and workspace are located in areas with sustainable transport links or where they reduce the need to travel to work	Amount of floor space developed in market towns (planning approvals)	Local Economy	Services / Regulatory	Annual	Higher = better	Data not available	Data collected annually	Data collected annually	Data collected annually	Refer to Planning team	Economic downturn may affect delivery of new floor space.
VLE05	More younger people choose to live and work here	Percentage of residents aged 25-35 years old here	Local Economy	Place / Engagement	Annual	Higher = better	11.4%	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	May decrease if fewer job opportunities exist for young people
VLE06	Businesses grasp opportunities for green growth	No. of businesses engaged on carbon reduction measures/projects	Local Economy	Place / Engagement	Annual	Higher = better	Data not yet available	Data collected annually	Data collected annually	Data collected annually	Baseline to be set when data available	No identified impact
VLE07	Businesses grasp opportunities for green growth	Crowd funder grants offered for green projects	Local Economy	Place / Engagement	Annual	Higher = better	0	Data collected annually	Data collected annually	Data collected annually	Launched 15/6/20	No identified impact
VLE08	The city, market towns and rural communities across our district have a compelling and competitive visitor offer (including festivals)	Visitor stay length increasing	Local Economy	Place / Engagement	Annual	Higher = better	2.6 days domestic 6.7 days overseas	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	Likely to reduce due to a downturn in visitors staying overnight
VLE09	The city, market towns and rural communities across our district have a compelling and competitive visitor offer (including festivals)	Visitor spend increases	Local Economy	Place / Engagement	Annual	Higher = better	£263.4m	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	May increase as more staycation visitors to the district
VLE10	The city, market towns and rural communities across our district have a compelling and competitive visitor offer (including festivals)	Value of tourism to the economy increases	Local Economy	Place / Engagement	Annual	Higher = better	£339m	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	May increase as more staycation visitors to the district
VLE11	The city, market towns and rural communities across our district have a compelling and competitive visitor offer (including festivals)	Deliver tourism marketing activities alongside sector and key stakeholder engagement to influence Winchester's competitive position comparative with the South East and all of England, strengthening the number of trips to Winchester	Local Economy	Place / Engagement	Annual	Higher = better	5.05m trips	Data collected annually	Data collected annually	Data collected annually	Trend data for monitoring only	No identified impact

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	Previously Reported Data	Q1 (where available)	Q2 (where available)	Q3 (where available)	KPI Target 2020/21	Impact of COVID-19
VLE12	Grow opportunities for high-quality, well paid employment across the district	Business support service - percentage of businesses using the service seeing an increased turnover, improved efficiency or progression to a more sustainable business module. Service currently contracted to June 2021	Local Economy	Place / Engagement	Annual	Higher = better	New outcome based KPI for 2020/21. Previous data collected against different KPI, see Q4 report	Data collected annually	Data collected annually	Data collected annually	50%	Increase in use of business support service during COVID-19 pandemic
<b>Your Services, Your Voice</b>												
YSYV01	Improving satisfaction for our services	Residents' Survey – satisfaction with the way the council runs things	Service Quality & Transformation	Resources / Strategic Support	Biennial	Higher = better	79% (2019 survey)	N/A	N/A	Data collected annually	≥ 79%	Insufficient information to predict what impact COVID-19 has had on residents' satisfaction
YSYV02		Tenants' Survey – satisfaction with the overall service provided by the council	Housing & Asset Management	Services / Housing	Biennial	Higher = better	87% (2019 survey)	N/A	N/A	Data collected annually	≥ 87%	Insufficient information to predict what impact COVID-19 has had on residents' satisfaction
YSYV03	Good value compared to other similar authorities	Residents' Survey – percentage of residents who agreed the council provides value for money	Service Quality & Transformation	Resources / Strategic Support	Biennial	Higher = better	65% (2019 survey)	N/A	N/A	Data collected annually	≥ 65%	Insufficient information to predict what impact COVID-19 has had on residents' satisfaction

**Programme and Project Management – Tier 1 project highlight reports**

**BAR END DEPOT**

**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Kelsie Learney  
**Project Sponsor:** Chas Bradfield  
**Project Lead:** Geoff Coe

**Project description and outcome:**

Preparation for site disposal.

**Project update summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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This project is currently in Stage 1: Feasibility, and a market advice and valuation report will be undertaken showing development mix options and development appraisals for the site.

**Project Gateways:**

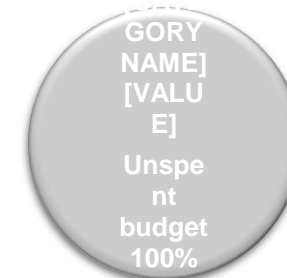
	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Documents
<b>Stage 0: Concept</b>						

Stage 1: Feasibility	7	Nov 2020	May 2021	Sept 2021	User mix for optimum site value	
Stage 2: Design						
Stage 3: Plan for Delivery						
Stage 4: Delivery						
Stage 5; Handover & Review						

**Budget Performance:**

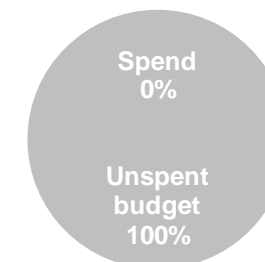
CAPITAL	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	0	0	0	0	0	0
Spend	0	0	0	0	0	0	0
Unspent Budget	0	0	0	0	0	0	0
Forecast	0	0	0	0	0	0	0
Variance to budget	0	0	0	0	0	0	0

**Total Capital spend to date**



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	10	0	0	0	0	10
Spend	0	0	0	0	0	0	0
Unspent Budget	0	10	0	0	0	0	10
Forecast	0	0	10	0	0	0	10

**Total Revenue spend to date**



Variance to budget	0	10	(10)	0	0	0	0
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**CARBON NEUTRAL PROGRAMME**

**HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Lynda Murphy  
**Programme Sponsor:** Richard Botham  
**Programme Lead:** Susan Robbins

**Programme description and outcome:**

In June 2019, the Council declared a 'Climate Emergency' and to commit to the aim of making activities of the City Council carbon neutral by 2024, and the District of Winchester carbon neutral by 2030. In December 2019, the Council approved the [Carbon Neutrality Action Plan](#) that sets out a number of priority actions that will help address nearly all the Council's carbon emissions by 2024 and contribute to reducing emissions district-wide by 2030.

**Programme update summary:**

<b>Programme RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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Council Update:

- 2 of 5 Neighbourhood Services vehicles are fully electric and the others will be exchanged when the lease expires in 2024
- New waste contracts allows for trial of electric vehicle but full electric fleet won't be possible until contract expires in 2028
- Reviewing benefits of Re:Fit and may withdraw from contract and adopt property-by-property in-house approach
- Estimated reduction of 33% (657 t CO2e) resulting from staff commuting in 2020/21 due to COVID-19 imposed home working, this is ahead of schedule
- £115k applied for from ERDF for solar at Chilcomb pavilion and GSHP at Meadowside. Funding also sought for study into options for public toilets.



District Update:

- Roll-out of EVCP commenced and on track
- Taxi licensing policy approved by Cabinet in Nov 2020 to encourage uptake of EV taxis (and reducing emissions)
- Secured £115k from BEIS to enable energy efficiency works to homes with the lowest energy rating and experiencing fuel poverty
- Sustainability conference in October 2020 achieved 260 attendees over 4 sessions. Formed part of wider Winchester Green Week programme, with 30+ events and activities
- One parish signed up to Greening Campaign (Hambleton) and two more expressions of interest (Hursley and Bramdean)
- Potential for bids to the Rural Community Energy Fund to undertake research into suitable alternatives to natural gas especially in relation to local generation potential
- £119k secured from Enterprise M3 LEP Marwell Zoo
- £28.5k applied for from ERDF for business engagement and energy audits

The main risk to this programme is the timescales. The risk register and progress on the programme is regularly review and managed by the Carbon Neutrality Programme Board and the Implementation Group.

**Council Carbon Footprint:**

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Comments
Page 82 TRANSPORT	Introduce electric pool cars	1500		2	2020	Linked to ongoing review of essential car user status.
	Pilot use of electric refuse freighter and/or P&R bus		286	N/A	2022	Potential bus pilot project not progressed as result of COVID-19.  In discussion with EBC to learn from their pilot with electric refuse vehicles.
	Ultra low or zero emission council vehicles		52	100%	2024	2 of 5 Neighbourhood Services vehicles are fully electric and the others will be changed when the leases expire in 2024.
	Refuse and bus fleet converted to minimum EURO6 standard		361	100%	2020	Bus fleet already all at Euro6 standard. New waste contract allows for trial of electric vehicle but full electric fleet won't be possible until the contract expires in 2028.
	Increased home working / remote working		197	N/A	2024	Ahead of schedule, should see 1/3 reduction (of 657 t CO2e) in 2020/21 due to COVID imposed home working.  ELB and members will need to decide on the strategic direction.
HOUSING / PROPERTY	Re:Fit programme to retrofit corporate property	420	600	N/A	2022	Reviewing benefits of Re:Fit and may withdraw from contract to adopt property-by-property, in-house approach.
	Energy efficiency measures			N/A	2021	Reviewing benefits of Re:Fit and considering

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Comments
	in communal areas of council sheltered housing schemes					withdrawing to adopt property-by-property in-house approach
83 ENERGY	Source electricity purchased by the council from renewable sources	1780	898	100%	2020	
	Solar panels on council owned sites		66	N/A	22/23	£38k secured for solar panels at the <b>Biffa depot</b> - 11tco2e  £115k applied for from <b>ERDF</b> for solar at <b>Chilcomb pavilion</b> and GSHP at <b>Meadowside</b> . Funding also sought for study into options for public toilets.  400 solar panels on <b>WSLP</b> will provide enough energy to power the main swimming pool hall for 21.5 hours a day - 55tco2e Proposals for <b>City Offices</b> incl. additional solar PV
	Purchase/lease only highly energy efficient / low carbon technologies/materials, electrical equipment and appliances		N/A	100%	2021	Procurement and Contract Management Strategy 2020-25 requires a minimum of 10% to environmental and social value to be included in tender evaluation criteria.
			13.10	N/A	2022	Transformation programme has been cancelled because of budget constraints
				<b>3700</b>	<b>2473</b>	

**District Carbon Footprint:**

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Comments	
TRANSPORT	Expanded network of EV charging points	287000		34	2024	Roll out of EVCP network commenced and on track	
	Private charging facilities in new commercial and housing developments					Possible changes to Building Regs requiring private charging facilities in new developments from 2025. Local Plan Viability Assessment needed if this requirement is going into Local Plan before this.	
	Winchester Movement Strategy					Phase one completed and summary reports issued. Phase two scheduled for completion by end 2020 but delayed until Jan 2021	
	Require buses and taxis to be low emission / alternative fuel vehicles				100%		Nov 2020 - Taxi licensing policy approved by Cabinet to encourage uptake of EV taxis (and reducing emissions).
	Increase Park & Ride capacity				300	2021	
	Smart mobility projects especially at Park & Ride sites and key gateways				N/A	2021	
	Implement differential charging for low emission vehicles in council car parks						New 'pay by phone' contract makes this possible.
	Expand and enhance public transport services						Not presently active, this was to be funded through the parking and access strategy. Income levels very low at present compared to pre-COVID-19.

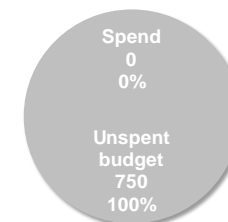
Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Comments
HOUSING / PROPERTY Page 85	LEAP programme to facilitate energy efficiencies in homes	193400				Secured £115k from BEIS to enable energy efficiency works to homes with the lowest energy rating and experiencing fuel poverty.  LEAP / LAD - 21 referrals / 5 home visits prior to first lockdown (private sector). Likely Phase 1A to roll into Phase 1B - so Sept 2021 not March deadline - TBC
	Deliver campaigns to inspire people to reduce energy consumption				Ongoing	Sustainability conference in October 2020 achieved 260 attendees over 4 sessions. Formed part of wider Winchester Green Week programme, with 30+ events and activities.  Comms - dedicated comms resource to oversee carbon neutrality comms programme
	Local groups to provide support in communities			N/A	Ongoing	One parish signed up to Greening Campaign (Hambleton) and two more expressions of interest (Hursley and Bramdean).
	Develop a council led pilot Passivhaus housing scheme			N/A	2022	Public consultation event held in August 2020, further consultation on car parking underway
	All new council homes will be built to the highest efficiency standards			100%	2024	New Homes Employers Requirements (ER's) amended to reflect no gas heating with immediate effect.

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Comments
	Local Plan update with an emphasis on low carbon housing development			N/A	2021	
	Retrofit of council housing stock to EPC standard C			100%	2027	£10M over 10 years made available in HRA business plan for works to 2030.
Page 86 <b>ENERGY</b>	Solar PV panels on Trinity Centre new housing	172000		N/A		October 2020 - £25k additional capital grant provided (further to £50k grant in March 2020)
	Undertake research into suitable alternatives to natural gas especially in relation to local generation potential			N/A		Potential for bids to the Rural Community Energy Fund
	Build or invest in large scale renewable generation project(s)			N/A		Principle agreed by Leader's Board
	Explore the feasibility of developing a hydrogen generating plant			N/A		Would require large scale investment and countywide collaboration.
	Engage with the district's largest businesses to reduce energy use or generate renewable energy			N/A		£119k secured from Enterprise M3 LEP Marwell Zoo  £28.5k applied for from ERDF for business engagement and energy audits.

**Budget performance:**

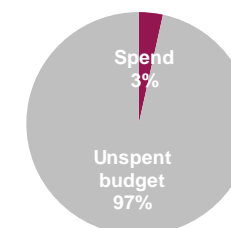
CAPITAL	Prior years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	279	221	250	0	0	750
Spend	0	0	0	0	0	0	0
Unspent budget	0	279	221	250	0	0	750
Forecast	0	0	559	0	0	0	559
Variance to budget	0	279	(338)	250	0	0	191

**Total Capital spend to date**



REVENUE	Prior years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	200	300	340	0	0	840
Spend	0	29	0	0	0	0	29
Unspent budget	0	171	300	340	0	0	811
Forecast	0	160	227	2	0	0	389
Variance to budget	0	40	73	338	0	0	451

**Total Revenue spend to date**



**CENTRAL WINCHESTER REGENERATION**  
**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Kelsie Learney  
**Project Sponsor:** Chas Bradfield  
**Project Lead:** Veryan Lyons

**Project description and outcome:**

Central Winchester Regeneration is a major regeneration project in the centre of the city. The Central Winchester Regeneration Supplementary Planning Document was adopted in June 2018. The vision is for the delivery of a mixed use, pedestrian friendly quarter that is distinctly Winchester and supports a vibrant retail and cultural/heritage offer which is set within an exceptional public realm and incorporates the imaginative re-use of existing buildings. Development within the Central Winchester Regeneration area should meet the following objectives:

- 1 Vibrant mixed use quarter
- 2 Winchesterness
- 3 Exceptional Public Realm
- 4 City Experience
- 5 Sustainable Transport
- 6 Incremental delivery
- 7 Housing for all
- 8 Community
- 9 Climate change and sustainability



**Project update summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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Coitbury House is brought back into use in the short term as affordable accommodation targeting younger generations whilst plans for the wider scheme are progressed. A Public Realm strategy will be set out showing design principles for the hierarchy of routes, includes typical street sections, indicative palette of materials precedents for street furniture, public art, lighting and landscape concept strategy.

The biggest current risk is that Development proposals arising from the SPD are not financially viable resulting in development not going ahead as set out in the SPD. To mitigate this as far as possible we are undertaking high level testing of viability, engaging specialist consultants where required and continuing to engage with WCC members and other key stakeholders.

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**Project Gateways:**

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Documents
<b>Stage 1: Roadmap Review</b>	5	Jun 19	Sept 19	Nov-19	"Review of CWR project to inform: - Land uses / mix - Delivery options and associated timeline - Key risks, constraints and opportunities"	<a href="#">Central Winchester Regeneration Project Board Terms of Reference</a>  <a href="#">CWR Project Board Meeting Minutes 17 12 20</a>  <a href="#">Cabinet 10 November 2020</a>
<b>Stage 2a; Scheme Options</b>	6	Sept 10	Jan 20	Mar 20	Test different land uses / mix to determine priorities	<a href="#">CWR Timeline and Milestones Post Cabinet Decision Gateway</a>
<b>Stage 2b: Development Framework</b>	3	Jan 20	Jan 20	Apr 20	Generate development framework (preferred option)	

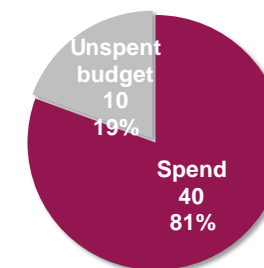
<b>Stage 2c: Development Framework &amp; Delivery Strategy</b>	5	Mar 20	Jul 20	Nov 20	Agree solution for bus operations and carry out soft market testing to further inform the development proposals and delivery strategy
<b>Stage 2d: Development Framework &amp; Delivery Strategy</b>	9	May 20	Dec 20	Mar 21	"Assessment of delivery models and appetite for risk and control, refinement of development proposals Approval of development proposals and delivery strategy"
<b>Preparation for Disposal (dependent on preferred route to market)</b>	16	Mar 21	Jun 22	Jul 22	"Dependent on the preferred route to market: Planning permission Market testing / preparation Market launch"

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**Budget performance:**

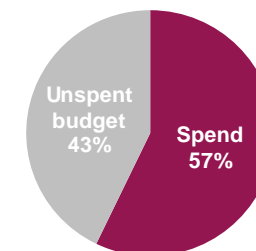
<b>CAPITAL</b>	<b>Prior Years</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Budget</b>	0	50	0	0	0	0	50
<b>Spend</b>	0	40	0	0	0	0	40
<b>Unspent Budget</b>	0	10	0	0	0	0	10
<b>Forecast</b>	0	50	0	0	0	0	50
<b>Variance to budget</b>	0	0	0	0	0	0	0

**Total Capital spend to date**



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	372	396	0	0	0	0	768
Spend	372	67	0	0	0	0	439
Unspent Budget	0	329	0	0	0	0	329
Forecast	372	396	0	0	0	0	768
Variance to budget	0	0	0	0	0	0	0

Total Revenue spend to date



**Comments**

Please note any spend relating to JLL to date is not included in the above - this is currently managed from a separate budget and will be included in future quarterly reports.

CAPITAL - £50,000 has been allocated to bring forward the LOWE Property Guardians proposal for Coitbury House. A capital budget request for CWR will be included in the February 2021 Budget Paper.

REVENUE – The project will reach a major milestone in March 2021 when the development proposals and delivery strategy are approved. The next stage will be preparation for chosen route to market – a request to set aside £2m from revenue reserves will be included in the February 2021 Budget Paper. An Outline Business Case(s) will produced for the chosen delivery strategy detailing revenue requirements and this will go to Cabinet for approval to spend from the £2m reserve.

**DURNGATE FLOOD ALLEVIATION SCHEME**

**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Jackie Porter

**Project Sponsor:** Richard Botham

**Project Lead:** Darren Lewis

**Project description and outcome:**

The Durngate scheme is the second phase of the North Winchester Flood Alleviation Scheme and will focus on the area around the Durngate Bridge, the Trinity Centre and Durngate Terrace and is jointly funded by the City Council and the Environment Agency.

When completed the scheme will provide various flood defences along the River Itchen and will support the council to control and maximise the flow of water safely through the city, and as a result will help multiple residential and commercial properties throughout the city centre.

**Project update summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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The infrastructure for the scheme is now complete, however there are off-site mitigation works to be done and the signing-off of the planning conditions.

Delivery of the scheme is supported by HCC engineers/project managers with regular virtual meetings and site visits to keep us apprised of the schemes progress.

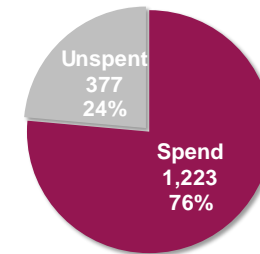
**Project Gateways:**

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Documents
Stage 0: Concept						
Stage 1: Feasibility						
Stage 2: Design						
Stage 3: Plan for Delivery						
Stage 4: Delivery	5	Jun-20	Jan-21	Nov-20	Infrastructure works have been completed, however there are off-site mitigation works to be done, and the signing-off of the planning conditions.	
Stage 5; Handover & Review	1	Dec-20	Jan-21	Jan-21	Handover of completed project to WCC. Cost review and communications i.e. press/release and photo shoot will take place.	

**Budget Performance:**

CAPITAL	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	314	1,286	0	0	0	0	1,600
Spend	314	909	0	0	0	0	1,233
Unspent Budget	0	377	0	0	0	0	377
Forecast	314	993	0	0	0	0	1,307
Variance to Budget	0	293	0	0	0	0	293

**Total Capital spend to date**



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	0	0	0	0	0	0
Spend	0	0	0	0	0	0	0
Unspent Budget	0	0	0	0	0	0	0
Forecast	0	0	0	0	0	0	0
Variance to budget	0	0	0	0	0	0	0

**Total revenue spend to date**



**Comments:**

Funding of £248k from EA via HCC has been received  
Applying for additional £200k of Local Levy funding already authorised by EA

**ENVIRONMENTAL SERVICES (WASTE) CONTRACT**

**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Martin Tod

**Project Sponsor:** Richard Botham

**Project Lead:** Campbell Williams

**Project description and outcome:**

This project relates to the contract renewal of the council's waste contract and roll-out of an improved garden waste scheme for the district.

**Project update summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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A Project board has been set up and is meeting regularly with councillor involvement. The garden waste service is all in place and will be launched February 2021. Garden waste bins of 140l and 240l are now available to purchase either online or via the CSC, with Biffa delivering them to households.

The new vehicles have been delivered and are in service.

A comms and marketing strategy has been implemented. Communications about this service are on the sides of the new vehicles and on line through social media. Leaflet to arrive with residents first week of February and again with council tax leaflet. Website has been updated.

**Project Gateways:**

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Documents
<b>Stage 0: Concept</b>						
<b>Stage 1: Feasibility</b>						
<b>Stage 2: Design</b>						
<b>Stage 3: Plan for Delivery</b>	4	Jun-20	Oct-20	Feb 21	Prepare to launch chargeable garden waste. All payment options live by Oct 20. Have external comms support in place, should receive detailed proposals mid Oct 20. Begin comms around new services that will commence Feb 21. Progress contract negotiations with Biffa re lease + bin delivery. Sign documents and begin 4 month contract extension (as set out in 22 07 20 Cabinet report). Agree first amount of bins to purchase and use ESPO framework. Prepare, produce and successfully deliver new 12 month calendar.	
<b>Stage 4: Delivery</b>	4	Oct-20	Oct/Feb-2028		4 month extension underway, service does not change. Garden Waste bins procured and stored. Comms and marketing strategy	

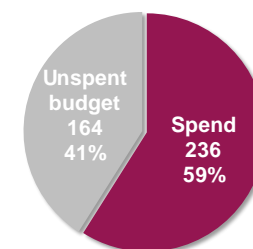


					implemented. Residents can purchase 140l / 240l Garden Waste bin. 8yr contract and lease signed with Biffa and the council.	
<b>Stage 5; Handover &amp; Review</b>	-	Feb-21	Oct/feb-2028		Continuous improvement.	

### Budget Performance

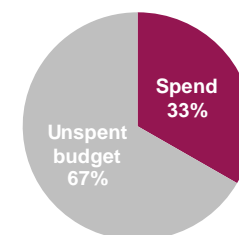
CAPITAL	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Budget</b>	0	400	0	0	0	0	400
<b>Spend</b>	0	236	0	0	0	0	236
<b>Unspent Budget</b>	0	164	0	0	0	0	164
<b>Forecast</b>	0	400	0	0	0	0	400
<b>Variance to budget</b>	0	0	0	0	0	0	0

Total Capital spend to date



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Budget</b>	0	150	0	0	0	0	150
<b>Spend</b>	0	50	0	0	0	0	0
<b>Unspent Budget</b>	0	100	0	0	0	0	150
<b>Forecast</b>	0	150	0	0	0	0	150
<b>Variance to</b>	0	0	0	0	0	0	0

Total Revenue spend to date



budget							
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**Comments:**

£150k as outlined in 22 07 20 Cab paper (link above), used to implement new chargeable garden waste. Detailed estimate being sought per Project Board approval (23 07 20).

**LOCAL PLAN/ CIL**

**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Jackie Porter

**Project Sponsor:** Richard Botham

**Project Lead:** Adrian Fox

**Project description and outcome:**

In accordance with planning legislation, the council must review its Local Plan every 5 years. The Plan is a key corporate document, as it is a statutory requirement under planning legislation to have an up to date development plan with the objective of sustainable development and setting out detailed planning policies for the management and development of land and buildings.

**Project update summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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The Strategic Issues & Options Document had been prepared and was ready to be discussed at Cabinet in August. However, this coincided with the publication of two important government consultation documents (Changes to the current planning system and the White Paper). The proposed changes to the current planning system (which was discussed at Cabinet on the 29/09/2020) significantly increased the Council's housing requirement from just under 700 dwellings a year to 1,024 dwellings per year. The Government's White Paper (which was discussed at Cabinet on the 21/10/2020) also includes proposals to radically change the way that Local Plans would need to be prepared. As a result of this, work was paused and a Local Plan Action Paper was prepared and agreed at Cabinet in December.

Now that the housing figures have reverted back to the original housing figure (just under 700 dwellings per year) work has progressed and Cabinet agreed the Strategic Issues & Priorities document for consultation in January 2021. Consultation on the Strategic Issues & Priorities document will now commence on 15<sup>th</sup> February and run until midnight on the 12<sup>th</sup> April. The Local Development Scheme (the timetable for preparing the new Local Plan) will need to be updated but this will be done once the

consultation has closed.

**Project Gateways:**

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Documents
<b>Stage 0: Concept</b>	28	Jul-18	Oct-20		Produce the new Local Plan Evidence base	<a href="https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging">https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging</a>
<b>Stage 1: Feasibility</b>	2	Feb -21	April -21		Consultation takes place on the Strategic Issues and Priorities document during Feb/March/April for 8 weeks	<a href="https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/local-development-scheme">https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/local-development-scheme</a>
<b>Stage 2: Design</b>	2	Jan – 22 (TBC)	Feb – 22 (TBC)		Regulation 18 consultation on the draft Local Plan	
<b>Stage 3: Plan for Delivery</b>	2	Jan -23 (TBC)	Jan-23 (TBC)		Consultation on the Submission version of the LP (Reg 19)	
<b>Stage 4: Delivery</b>	-	Dec -23			Adoption of the Local Plan	
<b>Stage 5; Handover &amp; Review</b>	-	Feb-23			Monitoring the Local Plan and start the review process at the appropriate time	

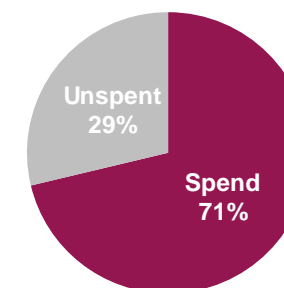
**Budget Performance:**

CAPITAL	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	0	0	0	0	0	0
Spend	0	0	0	0	0	0	0
Unspent Budget	0	0	0	0	0	0	0
Forecast	0	0	0	0	0	0	0
Variance to budget	0	0	0	0	0	0	0

**Total Capital spend to date**



**Total Revenue spend to date**



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	254	93	95	1	0	443
Spend	0	181	0	0	0	0	181
Unspent Budget	0	73	0	0	0	0	73
Forecast	0	254	93	95	1	0	443
Variance to budget	0	0	0	0	0	0	0

**NEW HOMES DELIVERY PROGRAMME**

**HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Kelsie Learney

**Project Sponsor:** Richard Botham

**Programme Lead:** Andrew Palmer

**Project description and outcome:**

The cost and affordability of housing in Winchester District is a serious problem and there is a genuine shortage of affordable properties in Winchester. Providing affordable housing can help tackle these problems and delivering new homes is a Council priority.

The Council is constructing new affordable Council Homes and also working with Registered Providers (sometimes known as Housing Associations) to provide new affordable housing across the District.

Housing will not be built for profit; it will be to meet the needs of Winchester people who cannot afford a home of their own.

**Programme update summary:**

Updated summaries are provided against each project below.

The main risks to the programme are workforce productivity and availability, the supply of materials along with property values and economic outlook, all due to COVID-19. Both are being closely monitored.

**Project Updates:**

Project Name	No. new homes	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Upcoming Milestone	Comments
The Valley, Stanmore	77	Delivery	Apr-19	Aug-21	Denise Partleton	Completion	On-programme for completion
Rowlings Road, Weeke	7	Delivery	Jan-19	Mar-21	Sarah Charlton	Completion	On-programme for completion
Dolphin Road, Twyford	2	Delivery	Jun-19	Sept.-20	Derek Steel	Completion	Completed
Southbrook Cottages	6	Design	Nov-19	Mar-22	Derek Steel	Submission of planning application	Member approval for outline business case received , awaiting outcome of car park survey before submitting planning application
Woodman Close, Sparsholt	5	Design	Oct-19	Aug-22	Helen Farnham	Submission of planning application	Awaiting outcome of drainage survey and ground condition survey
Burnet Lane, Kings Worthy	35	Delivery	June 2019	Jul-21	Denise Partleton	Completion	On-programme , marketing of shared ownership properties has commenced
Winnall Flats	75 (approx.)	Design	Apr-20	Apr-23	Debbie Rhodes	Outcome of planning application	Planning application submitted Dec 20.
Dyson Drive, Abbots Barton	8	Design	Jan-20	Dec-21	Deborah Sunly	Outline Business Case	TVGA preventing planning application being made. HCC have started formal consideration of TVAG.
Corner House	6	Design	Jan-20	Dec-21	Duncan Faires	Outline Business Case	Final design being prepared in advance of community

Project Name	No. new homes	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Upcoming Milestone	Comments
							consultation. Progress effected by staff vacancy
Witherbed Lane	4	Design	Sep-19	Oct-22	Derek Steel	Outline Business Case	Ecology complete moving to community consultation stage

**Programme Budget Performance:**

**Quarter 3**

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<u>INCOME</u>	Budgeted:	Revised :	Forecast:	Actual:
	£000's	£000's	£000's	£000's
Grants - Homes England	1,611	-	-	-
Grants - Other MRA	-	-	-	-
Capital Receipts	8,357	2,378	2,378	2,378
RTB 1-4-1	950	2,012	2,012	2,012
Borrowing	3,188	3,268	1,999	1,999
Sales Income	17,358	10,436	7,475	-
S106/Other Income	4,300	275	275	275
<b>Total Income</b>	<b>36,014</b>	<b>19,917</b>	<b>15,689</b>	<b>8,212</b>

<u>COSTS</u>	Budgeted:	Revised :	Forecast:	Actual:
	£000's	£000's	£000's	£000's
Interest Costs	NA	NA	NA	NA
<b>Total Scheme Costs</b>	<b>36,014</b>	<b>19,917</b>	<b>15,689</b>	<b>11,974</b>



**WINCHESTER MOVEMENT STRATEGY**

**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Martin Tod

**Project Sponsor:** Chas Bradfield

**Programme Lead:** Andy Hickman

**Project description and outcome:**

The City Council and Hampshire County Council are working together to deliver the aims of a long term Movement Strategy for Winchester designed to improve all forms of movement in and around the city.

**Programme update summary:**

Phase 1 summary reports have now been issued and approved, Phase two studies have been completed with summary reports that the WMS Board have to approve.

The study work has included stakeholder involvement and has reflected the impact of Covid-19. The City Council has been working in conjunction with HCC on transport recovery measures in Winchester and the market towns.

**Programme details**

**WMS - Phase 1 - Identify Options; Phase 2 - Detailed Assessment; WMS - Phase 1 - Identify Options; Phase 2 - Detailed Assessment;**

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Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Internal Resources	Upcoming Milestone	Comments
Cycling and Walking Improvement Plan	Phase 1	Phase 1 study completion	Aug-19	Feb-20	L McKeown	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Nov-20	L McKeown	None required	Review of designs based on engagement with HCC engineers, the walking group and the cycling groups	Completed. WMS Board to meet to approve. Summary Report to be issued.
Freight & Delivery	Phase 1	Phase 1 study completion	Aug-19	Jan-20	L McKeown	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Oct-20	L McKeown	None required	Comments on Draft Freight and Delivery Plan to be provided	Completed. WMS Board to meet to approve. Summary Report to be issued.

Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Internal Resources	Upcoming Milestone	Comments
Bus Station Relocation	Phase 1	Phase 1 study completion	Sep-19	Mar-20	L McKeown	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	Jun-20	Jan-21	L McKeown	None required	Continued coordination with CWR as design developed	Comments on draft completed. WMS Board to meet to approve. Summary Report to be issued.
Movement and Place	Phase 1	Phase 1 study completion	Sep-19	Mar-20	L McKeown	Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	Jun-20	Dec-20	L McKeown	None required	Engagement with walking and cycling groups	Comments on draft completed. WMS Board to meet to approve. Summary Report to be issued.
Park & Ride	Phase 1	Phase 1 study completion	Jul-19	Mar-20	L McKeown	Next stage contained in transport team	Phase 2 study completion Sept	Completed Phase 1. Summary Report Issued.

Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Internal Resources	Upcoming Milestone	Comments
	Phase 2	Completion of phase 2	May-20	Jan-21	L McKeown	None required	Review of designs based on engagement with HCC engineers	Comments on draft completed. WMS Board to meet to approve. Summary Report to be issued.

**BUDGET PERFORMANCE**

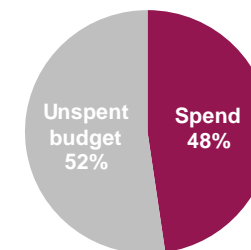
CAPITAL	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	0	0	0	0	0	0	0
Spend	0	0	0	0	0	0	0
Unspent Budget	0	0	0	0	0	0	0
Forecast	0	0	0	0	0	0	0
Variance to budget	0	0	0	0	0	0	0

Total Capital spend to date



REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Budget</b>	250	375	0	0	0	0	625
<b>Spend</b>	125	173	0	0	0	0	298
<b>Unspent Budget</b>	125	202	0	0	0	0	327
<b>Forecast</b>	0	50	0	0	0	0	50
<b>Variance to budget</b>	240	325	0	0	0	0	575

Total Revenue spend to date



**Comments:**

In addition to the approved budget, £250,000 has been allocated from CIL and this is subject to eligible proposals being bought forward and approved.

**WINCHESTER SPORT & LEISURE PARK**  
**PROJECT HIGHLIGHT REPORT JANUARY 2021**

**Lead Cabinet Member:** Cllr Malcolm Prince  
**Project Sponsor:** Chas Bradfield  
**Project Lead:** Andy Hickman

**Project description and outcome:**

The Winchester Sport and Leisure Park is a fantastic new facility being constructed at Bar End in Winchester and will provides users with 50m pool, treatment rooms, 200 gym stations, four squash courts and two large studios.  
The aim for the building is to be one of the greenest of its kind in the UK and is on track to achieve a BREEAM rating of excellence.

**Project Update Summary:**

<b>Project RAG Status:</b>	<b>Timeline</b>		<b>Budget</b>	
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The new Sport and Leisure Park is currently under construction having reached a significant milestone recently with more than 400 Photovoltaic (PV) solar panels installed on the roof of the fitness suite and sports hall.

The impact of the COVID-19 pandemic has posed one of the greatest risks to this project and has led to slower progress than scheduled and delays to the opening of the new sport and leisure park. However, the contractor has maintained a presence on site, albeit with reduced numbers of operatives.

The new site is due to open in Spring 2021.

**Project Gateways:**

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Document SharePoint Links
Stage 0: Concept	-	-	-	-		- <a href="#">Business Case</a>
Stage 1: Feasibility	-	-	-	-		- <a href="#">Risk Register (generated via Wrike on a monthly basis)</a>
RIBA Stage 2: Concept Design	4	May-17	Sep-17	Sep-17	Architectural concept approved by the client and aligned to the Project Brief.	- <a href="#">Budget</a>
RIBA Stage 3: Developed Design	5	Nov-17	Apr-18	Apr-18	Architectural concept tested and validated via design studies and engineering analysis.	- <a href="#">Communications Plan</a>
RIBA Stage 4: Technical Design	4	Apr-18	Aug-18	Aug-18	All design information required to manufacture and construct the project completed. This includes: Responsibility Matrix, Information Requirements, Design Programme, Procurement Strategy, Building Regulations Application, Planning Conditions, Cost Plan, and Building Contract.	<b>Reports/Minutes</b> - <a href="#">Latest Cabinet report 11/02/19</a>  - <a href="#">Latest Project Board report (January 2021 – actual meeting not held)</a>  - <a href="#">Latest Project Board minutes (December 2020)</a>
RIBA Stage 5: Construction	24	Mar-19	Dec-20	Spring 21	Manufacturing, construction and commissioning completed, in accordance with the Construction Programme agreed in the Building	

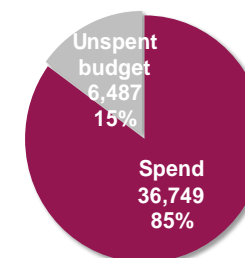
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	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be achieved at the end of this stage?	Key Document SharePoint Links
					Contract.	
<b>RIBA Stage 6: Handover and Close Out</b>	2	Feb-21	Spring 21	Spring 21	Building handed over, aftercare initiated and Building Contract concluded.	
<b>RIBA Stage 7: In Use</b>	1	May-21	Spring 21	Spring 21	Building used, operated and maintained efficiently.	

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Budget Performance:

<b>CAPITAL</b>	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Budget</b>	18,078	25,158	0	0	0	0	43,236
<b>Spend</b>	18,078	18,671	0	0	0	0	36,749
<b>Unspent Budget</b>	0	6,487	0	0	0	0	6,487
<b>Forecast</b>	18,078	22,520	2,638	0	0	0	43,236
<b>Variance to budget</b>	0	2,638	2,638	0	0	0	0

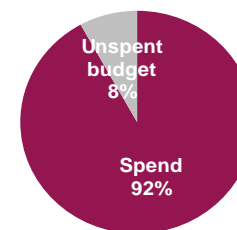
Total Capital spend to date





REVENUE	Prior Years	2020/21	2021/22	2022/23	2023/24	2024/25	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Budget</b>	670	89	0	0	0	0	759
<b>Spend</b>	670	28	0	0	0	0	698
<b>Unspent Budget</b>	0	61	0	0	0	0	61
<b>Forecast</b>	670	39	20	15	15	0	759
<b>Variance to budget</b>	0	50	20	15	15	0	0

Total Revenue spend to date



**COVID-19 council services demand data – April to December 2020**

**NOTE: \*** Totals in italics are a 'running total' / 'point in time' amount only, reflecting figure at end of December

SERVICE AREA	MEASURE	2020										2019	
		APRIL	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL	TOTAL	
<b>Business Rate Relief and Grants (running total)</b>	All Retail, Hospitality & Leisure Relief (RHL)	£26.02m	£26.67m	£26.77m	£27.34m	£27.79m	£27.88m	£27.88m	£27.88m	£27.88m	n/a	£27.88m *	n/a
	Small Business Rate Relief	£4.84m	£4.89m	£4.81m	£4.83m	£4.84m	£4.87m	£4.89m	£4.89m	£4.89m	n/a	£4.89m *	n/a
	Other Reliefs	£5.39m	£5.40m	£5.48m	£5.48m	£5.48m	£5.47m	£5.44m	£5.44m	£5.44m	n/a	£5.44m *	n/a
	RHL - £10k grants	£1.24m	£2.18m	£2.23m	£2.27m	£2.38m	£2.39m	£2.40m	£2.40m	£2.40m	n/a	£2.40m *	n/a
	RHL - £25k grants	£8.15m	£9.30m	£9.45m	£9.65m	£9.95m	£9.98m	£9.98m	£9.98m	£9.98m	n/a	£9.98m *	n/a
	Small Business Grants - £10k	£12.44m	£13.91m	£14.49m	£14.75m	£15.25m	£15.33m	£15.33m	£15.33m	£15.33m	n/a	£15.33m *	n/a
<b>Local Resource Centre / Community Support</b>	Total New Referrals from HCC	347	132	57	20	0	3	3	31	8	601	n/a	
	Referrals passed to Voluntary Support Groups	125	65	8	7	3	0	0	5	0	213	n/a	
	Prescriptions delivered	49	49	48	40	0	1	2	9	7	205	n/a	
	Food parcels delivered	22	33	22	28	0	0	1	5	3	114	n/a	
	Shopping purchased/delivered	15	4	11	9	0	0	0	2	1	42	n/a	
	Council tenants contacted by phone to offer support	1650	11	4	1	0	0	0	0	8	1674	n/a	
<b>Housing</b>	Total Arrears (running total)	£500k	£535k	£571k	£580k	£592k	£553k	£562k	£557k	£632k	£632k *	£443k*	
	% of Housing tenants in arrears (running total)	31.00%	21%	22%	23%	24%	23%	23%	22%	47%	47% *	23%*	
	% claiming Universal credit (running total)	14.50%	16%	16%	17%	18%	18%	18%	19%	19%	19% *	10%*	
	% claiming UC in arrears (running total)	64.00%	55%	55%	57%	58%	54%	54%	48%	65%	65% *	n/a	
	% current debt due to UC claimants (running total)	58.00%	60%	61%	65%	65%	67%	66%	64%	64%	64% *	n/a	
	Residents in B&B (number at month close)	13	10	9	3	3	2	1	0	1	1 *	n/a	
	Rough Sleepers in Council units (no. at month close)	12	10	6	3	0	0	0	6	12	12 *	n/a	
	Tenancy Support Caseload (weekly new referrals)	58	27	22	22	14	19	16	15	11	204	n/a	
<b>Waste / Env / Licensing</b>	Planning – Decisions issued (including. SDNP)	225	181	196	199	182	199	243	216	249	1890	1916	
	Bonfires reported	30	21	17	8	13	9	4	3	1	106	59	
	Fly-tipping - reported	139	183	195	181	190	243	193	205	130	1659	60	
	Waste Collection – Missed Bin reports (cases closed)	260	288	222	278	324	372	288	118	163	2313	7432	
	Garden Waste Bags - New / Replacement bag request	1068	1096	963	808	510	421	290	200	87	5443	5398	

**From Mid November 2020, the grants were replaced with the following (running total at end of December shown)**

(LRSG) Rateable value £15k or less	£440,220.00
(LRSG) Rateable value £15,001 to £50,999	£408,000.00
(LRSG) Rateable value £51k or over	£195,000.00

**PERFORMANCE PANEL**

**Monday, 22 February 2021**

Attendance:

**Panel Members Present.** Councillors; Horrill (Chairperson), Bronk, Craske, Godfrey and Power.

**Cabinet Members Present.** Councillors; Porter, Tod, Murphy, Cutler and Learney.

**Other Members Present.** Councillors; Clear, Weir and Hiscock

**Officers Present.** Andy Hickman, Amy Tranah, Susan Robbins, Lisa Kirkman, Ellen Simpson, Richard Botham, Darren Lewis, Simon Howson and Matthew Watson

1. **REVIEW OF QUESTIONS PRE-SUBMITTED FROM PANEL MEMBERS**

Questions pre-submitted had been circulated to panel members ahead of the meeting and relevant officers had been invited to attend this meeting to respond. It was agreed that these questions would be considered as part of item 2.

2. **DETAILED REVIEW OF DRAFT Q3 FINANCE AND PERFORMANCE MONITORING**

The panel reviewed the draft report as follows (any page numbers referenced relate to the page numbers of the panel's report pack.)

**Pages 3 to 7.** Following a question, it was confirmed that the Q3 report would be placed on the agenda of the next Scrutiny Committee together with these notes, any actions and matters referred to the Scrutiny Committee.

**Priority: Tackling the climate emergency and creating a greener district.**  
**Pages 8, 9 and 10 – no comments**

**Priority: Living Well. Pages 11, 12 and 13 – no comments**

**Priority: Homes for All. Pages 14, 15 and 16.** Following a question regarding the progress of the Housing Company, officers advised that following analysis a proposal was being developed which would enable homes to be built through the housing revenue account and to then lease those properties to a company structure to provide homes for different tenures. Detailed proposals are planned to be shared with the Business & Housing Policy (BHP) Committee, in June 2021 before the formal establishment of the company. Following a supplementary question, officers advised that they did not envisage the governance arrangements needing to be agreed again at full Council.

**Priority: Vibrant Local Economy. Pages 17, 18, 19, 20 and 21.** A question was asked regarding page 18 and the comment relating to “*regular communications and business engagement*” and specifically with the market towns. Officers advised that business engagement had focussed on e-bulletins and information sent to businesses to support them on COVID measures. Also, a dedicated business information and support company had been utilised to contact local businesses in market towns. **Action. Officers would obtain a summary of which businesses have been contacted and the issues being raised which could be provided to panel members. Also, information regarding the distribution of the business bulletin would be provided.**

**Page 18.** Officers gave an update regarding the High Streets Fund which had started and will run until the end of March. It was confirmed that this applied to businesses located on the high street and wasn’t restricted by business type.

**Page 21 LEADER funding.** Officers advised that three claims had been processed for two companies, one, "Rakin" which related to developing a new commercial space at Moorlands farm and the second related to the Petersfield Museum.

**Your Services, Your Voice, pages 22, 23 and 24.** A question was raised regarding how the council demonstrated its services were delivered to a high quality. Officers advised that; through the pandemic, services had continued to be delivered, the monitoring of the council plan was done through the usual quarterly reporting to this panel, the Scrutiny Committee and onto Cabinet. Furthermore individual teams had their own operational KPI's and monitoring processes. Also, the council’s internal auditors (SIAP) undertake quality checks in the audits they undertake throughout the year.

Cllr Craske raised an issue concerning learnings from a recent telecoms application which included; improvements to site notices, keeping ward members updated on sensitive applications, updating the council website on how these cases are handled and engagement with Telecoms operators for future plans across the district. Officers advised that this had been raised at the previous meeting of the panel who had sought clarification and further information from Cllr Craske. Cllr Porter advised of some of the changes are taking place to resolve these issues. **Action: Officers to advise all members of the panel of a progress update on this issue and to clarify the process for other, potentially contentious applications.**

**Page 23.** Following a question regarding telephone call complaints for issues such as garden waste, officers provided an update of the current position within the customer service team. Technical issues that lasted for three weeks had now been resolved and additional capacity had been provided to the team with both additional staff and overtime at weekends and evenings. The latest statistics show a fall in call volumes and average wait times. Planning for the next garden waste leaflet drop and additional call handling capacity was underway. **Action: Officers to update the panel with average wait times for each of the waste call lines for the next meeting.**

**Appendix 2. Pages 25 to 32. Financial Update.**

**Page 31.** Following a question, members were updated on current discussions with Homes England over the potential acquisition of a site.

### **Appendix 3. Pages 33 to Key Performance Indicators.**

**Page 33 TCE03.** Following a question regarding the level of residual waste, Cllr Tod advised the amount of waste in total had increased primarily because of people spending more time at home due to government restrictions but also glass collections. **Action: Panel to be provided with data showing total waste collected, total recycled and total recycled shown in tonnages and as percentages.**

**Page 34. VLE13 (a) and VLE13 (b)** Following a question regarding the metrics for these KPI's, officers advised that this data tracked capital and revenue spend in the local area and that these figures showed an increase in capital spend and a decrease in revenue spend locally compared to the previous quarter. This data would be reviewed later in this year as part of the annual review of the Procurement and Contract Management Strategy due in April 2021 and also alongside the government's procurement reforms due later this year / early next year. A supplementary question was asked regarding the social value that can be extracted as part of the council's expenditure. Officers advised that the current strategy refers to social value and a requirement exists in all tenders that 10% is allocated to social value and environmental factors. Further work is ongoing to embed this element and would be revisited as part of the wider review.

NB. It was clarified that the reference to the recruitment of staff in the 'Impact of COVID-19' column in this KPI, related to recruitment by external local organisations and the potential impact to grow opportunities for high-quality, well paid employment across the district.

**Page 34.YSYV06.** Cllr Bronk advised that he calculated that this KPI should be at 99.48% for Q3 and therefore amber. **Action: Officers to review and amend where required.**

### **Appendix 4**

#### **Carbon Neutral Programme. Pages 44 to 51**

Following a question regarding the amber status given to the timeline for this programme, officers advised that delay has been experienced on some project areas for example the electrification of buses and that these had impacted upon the overall timeline. Officers felt that much of the delay was external to the council.

**Central Winchester Regeneration. Pages 52 to 58****Page 54.** Following a question regarding the funding to achieve the objectives of this programme, officers advised that the budget proposals for this week's council meeting included a provisional sum from the major investment reserve for this programme which would be subject to a business case, a report to cabinet in March 2021 and a subsequent report in the early part of the next council year.

**Movement Strategy. Pages 69 to 73**

Following a question regarding the next steps for the strategy, officers advised that the two phases of study work have now been completed and a board meeting with Hampshire County Council (HCC) is scheduled for week commencing 1 March to formally sign off this stage and a members briefing will follow, likely to be in the new municipal year.

**Winchester Sport and Leisure Park. Pages 74 to 77**

Officers advised that a spring 2021 opening was still anticipated and members would be advised once a date has been finalised. **Action: Report to be amended to show spring 2021 opening.**

**Appendix 5 – Page 78**

Regarding questions on the December increase in housing rent arrears and the increase in arrears of those who receive Universal Credit (UC), officers advised that the major factor for the increase in December for these is related to Christmas and that historically an increase in these metrics is experienced at this time of year.

Following a question concerning the rough sleeper count increase in December, officers advised that following the governments "Everyone In" initiative some individuals had resumed rough sleeping but that alternative options were being developed for all individuals within this group.

Following a question regarding planning application increases, officers advised that this related to a rise in householder applications that appeared to be as a result of lockdown and homeowners wanting to improve their homes.

Concerning questions on the increase in total referrals from HCC in November, officers advised that this related to calls from HCC to the local resource centre during Tier 4 and national lockdown. Similarly, the figures quoted relating to council tenants contacted by phone to offer support related to our Local Response Centre contacting tenants.

Following a question regarding missed bin data, **Councillor Tod advised that he believed the contractual target was less than 15 bins per day but that this would be confirmed to panel members.**

3. **NOTES FROM THE PREVIOUS MEETING OF THE 9TH NOVEMBER 2020****Regarding item 2.4 Flood Alleviation Schemes.**

**Durngate.** Officers advised that the main construction was complete but permission has not yet been obtained for the gates to be used. Several further approvals and licences were in the process of being obtained but there were no concerns for achieving final sign off within the next two to three months.

**Weirs.** Phase 1 completed but issues mainly because of the number of voids that had been found. Work on the scheme is due to recommence in March 2021.

**Action: Officers to include officer's written report with these notes.**

Regarding item 2.2 Air Quality Data. **Councillor Porter informed that she would circulate the relevant data to members of the panel.**

A review of all other actions from the previous meeting was undertaken and confirmed as being complete.

4. **ACTIONS ARISING FROM THIS MEETING**

Members of the panel agreed on the actions as outlined above.

The panel did not have any further matters that it wished to bring to the attention of the Scrutiny Committee.

The meeting commenced at 4.00 pm and concluded at 5.30 pm

Chairperson

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## Forward Plan of Key Decisions

June 2021

The Forward Plan is produced by the Council under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet, Cabinet Members or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This is the Forward Plan prepared for the period **1 - 30 June 2021** and will normally be replaced at the end of each calendar month.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £250,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet, together with the individual Cabinet Members, where appropriate. The membership of Cabinet and its meeting dates can be found [via this link](#). Other decisions may be taken by Cabinet Members or Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a list of Cabinet Members used in the Plan is set out overleaf).

The Plan has been set out in the following sections:

**Section A** – Cabinet

**Section B** - Individual Cabinet Members

**Section C** - Officer Decisions

Anyone who wishes to make representations about any item included in the Plan should write to the officer listed in Column 5 of the Plan, at the above address. Copies of documents listed in the Plan for submission to a decision taker are available for inspection on the Council's website or by writing to the above address. Where the document is a committee report, it will usually be available five days before the meeting. Other documents relevant to the decision may also be submitted to the decision maker and are available on Council's website or via email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above



Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 refers to the requirement to provide notice of an intention to hold a meeting in private, inclusive of a statement of reasons. If you have any representations as to why the meeting should be held in private, then please contact the Council via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above address. **Please follow this link to definition of the paragraphs** (Access to Information Procedure Rules, Part 4, page 32, para 10.4) detailing why a matter may be classed as exempt from publication under the Local Government Acts, and not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact David Blakemore (Democratic Services Manager) on 01962 848 217.

### **Cllr Lucille Thompson**

Leader of the Council

29 April 2021

<b>Cabinet Members:</b>	<b>Title</b>
• Cllr Lucille Thompson	Leader & Cabinet Member for Communications
• Cllr Neil Cutler	Deputy Leader & Cabinet Member for Finance & Risk
• Cllr Paula Ferguson	Local Economy
• Cllr Kelsie Learney	Housing & Asset Management
• Cllr Lynda Murphy	Climate Emergency
• Cllr Jackie Porter	Built Environment & Wellbeing
• Cllr Malcolm Prince	Sport, Leisure & Communities
• Cllr Martin Tod	Service Quality & Transformation

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number	
<b>Section A</b>											
<b>Decisions made by Cabinet</b>											
Page 123	1	New council homes, Winnall Flats site – final business case	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	St Bartholomew	Andrew Palmer	Cabinet report	Cabinet	Jun-21	23-Jun-21	Open
		Purchase of new homes in Whiteley	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	Whiteley & Shedfield	Andrew Palmer	Cabinet report	Cabinet	Jun-21	23-Jun-21	Fully exempt 3
	3	Winnall Flats Open Space Project - Community Infrastructure Levy (CIL) Funding	Cabinet Member for Built Environment and Wellbeing	Expenditure > £250,000	All Wards	Simon Finch	Cabinet report	Cabinet	Jun-21	23-Jun-21	Open

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4	Nitrates neutrality further up-date	Cabinet Member for Built Environment and Wellbeing	Significantly effects 2 or more wards	All Wards	Simon Finch	Cabinet report	Cabinet	Jun-21	23-Jun-21	Part exempt
Page 124	Land Transaction	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Jun-21	23-Jun-21	Part exempt 3

## Section B

### Decisions made by individual Cabinet Members

6	New Council Housing, Dyson Drive, Abbots Barton – Outline Business Case Approval	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	St Bartholomew	Andrew Palmer	Cabinet Member decision report	Cabinet Member for Housing & Asset Management Decision Day	Jun-21	7-Jun-21	Open
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	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
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**Section C**

Decisions made by Officers

7	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Deputy Leader and Cabinet Member for Finance and Risk	Expenditure > £250,000	All Wards	Designated HCC Finance staff, daily	Designated working papers	Designated HCC Finance staff, daily	Jun-21	Jun-21	Open
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