



Meeting	The Scrutiny Committee
Date and Time	Monday, 15th November, 2021 at 6.30 pm.
Venue	Walton Suite, Winchester Guildhall

AGENDA

1. **Apologies and Deputy Members**

To note the names of apologies given and deputy members who are attending the meeting in place of appointed members.

2. **Declarations of Interests**

To receive any disclosure of interests from Members and Officers in matters to be discussed.

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

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

3. **Chairperson's Announcements**

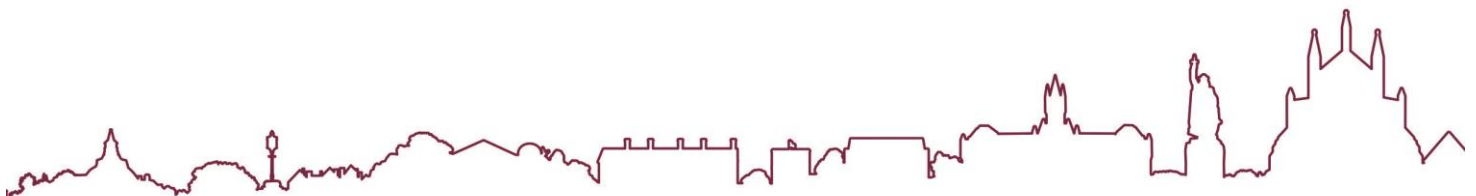
4. **Minutes of the meeting of the 09 September 2021.** (Pages 5 - 16)

That the minutes of the meeting be signed as a correct record.

5. **Public Participation**

To receive and note questions asked and statements made from members of the public on matters which fall within the remit of the Committee.

Members of the public and visiting councillors may speak at Scrutiny, provided they have registered to speak three working days in advance. Please contact Democratic Services by 5pm on the 9th November 2021 via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.



6. **General Fund Budget Options and Medium-Term Financial Strategy**
(Pages 17 - 44)
Report Ref: SCO55 and CAB3318

RECOMMENDATIONS:

The attached report - CAB3318 which was presented to cabinet at its meeting on the 20 October 2021 sets out options for the 2022/23 budget, including anticipated changes and budget proposals.

As part of the budget consultation process, it is recommended that scrutiny committee comment on the proposals within the attached cabinet report, which can then be considered by cabinet prior to its meeting in February 2022.

7. **Housing Revenue Account (HRA) Business Plan and Budget Options**
(Pages 45 - 70)
Report Ref: SC053 and CAB3325

RECOMMENDATIONS:

It is recommended that scrutiny committee comment on the proposals within the attached cabinet report, ref CAB3325 which is to be considered by cabinet at its meeting on the 23 November 2021.

8. **Fees and Charges 2022/23** (Pages 71 - 148)
Report Ref: SC054 & CAB3326

RECOMMENDATIONS:

It is recommended that scrutiny committee comment on the proposals within the attached cabinet report, ref CAB3326 which is to be considered by cabinet at its meeting on the 21 November 2021.

9. **Q2 Finance & Performance Monitoring including a verbal update from the Chair of the Performance Panel** (Pages 149 - 230)
Report Ref: SC056 & CAB3320

RECOMMENDATIONS:

That the Scrutiny Committee:

1. Notes that the Performance Panel met on the 8 November 2021 to scrutinise the attached report, CAB3320 and its associated appendices. The minutes of the panel's meeting will be circulated to the Scrutiny Committee before it meets on the 15th November 2021 and will be included at appendix 6 of the Cabinet report.
 2. Notes that the Chairperson of Performance Panel will provide a verbal update at the Scrutiny Committee.
 3. Raises with the Leader or relevant Cabinet member any issues arising from the information in this report, ref CAB3320, which is being presented to Cabinet on the 15 December 2021 and considers whether there are any items of significance to be drawn to the attention of Cabinet.
10. **To note the Work Programme for 2021/22** (Pages 231 - 232)
11. **To note the latest Forward Plan of Key Decisions** (Pages 233 - 238)

Lisa Kirkman
Strategic Director & Monitoring Officer

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5 November 2021

Agenda Contact: Matthew Watson, Democratic Services Officer
Tel: 01962 848 317 Email: mwatson@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*

THE SCRUTINY COMMITTEE – Membership 2021/22

Chairperson: Councillor: Brook
Vice Chairperson: Councillor Lumby

Committee Members

Becker
Cook
Craske
Ferguson
Horrill
Power
Weir
Williams

Quorum = 4 Members

Relevant Cabinet Members:

Having regard to the content of the agenda, the Chairperson requests that The Leader and all relevant Cabinet Members attend meetings of the committee

Public Participation

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

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 above 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

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Voting:

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

Terms Of Reference

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

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Public Document Pack Agenda Item 4

THE SCRUTINY COMMITTEE

Thursday, 9 September 2021

Attendance:

Councillors
Brook (Chairperson)

Lumby
Becker
Cook
Ferguson

Horrill
Power
Weir
Williams

Apologies for Absence:

Councillor Craske

Deputy Members:

Councillor Laming (as deputy for Councillor Craske)

Other members in attendance who addressed the meeting:

Councillors Clear and Murphy

[Audio and video recording of this meeting](#)

1. **APOLOGIES AND DEPUTY MEMBERS**

Apologies for the meeting were noted as above.

2. **DECLARATIONS OF INTERESTS**

Councillor Lumby declared a non-pecuniary interest concerning items upon the agenda that may be related to his role as a County Councillor.

3. **CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson advised that at the last meeting in July the committee agreed to adjourn and carry over its remaining business to either a new date in August or to this meeting. It hadn't been possible to find a suitable date in August, so the outstanding agenda items had been carried over to this meeting.

4. **MINUTES OF THE MEETING OF THE 19TH JULY 2021**

RESOLVED:

That the minutes of the previous meeting held on the 19th July 2021 be approved and adopted.

5. **PUBLIC PARTICIPATION**

There were no comments or questions made during public participation, but members were reminded that Mr David Light, Chair of Tenants and Council Together (TACT) had spoken at the previous meeting regarding the agenda item "Housing Revenue Account (HRA) Outturn 20/21" which had been adjourned to this meeting. Mr Botham confirmed that following the previous meeting he had spoken with Mr Light concerning the points that he had raised.

6. **GENERAL FUND OUTTURN 20/21**

Scrutiny report reference: SC048
Cabinet report reference: CAB3309

The Deputy Leader and Cabinet Member for Finance and Service Quality and the Strategic Director provided the committee with an overview of the contents of the report. In addition, Mr Botham brought members up to date with the current budget position and explained that the current forecasts were in line with the budget agreed in February 2021. Mr Botham also reported that he had informally met with most members of the committee recently to discuss this report and that the notes of that meeting would be included with these minutes.

The committee asked several questions concerning; bad debts, homelessness resourcing and cost comparisons, Bishops Waltham depot rent levels, the major investment reserve, electric vehicle charging points, the investment to the former Guildhall café and the charging of staffing costs for the Winchester Town account. The questions were responded to by officers, the Deputy Leader and Cabinet Member for Finance and Service Quality and the Cabinet Member for Housing and Asset Management. Mr Botham agreed to circulate the written response to the question regarding the former Guildhall Café to all committee members.

RESOLVED:

The committee agreed to the following:

- that the comments of the committee be noted by cabinet
- that information concerning officer costs attributable to the Winchester Town account be included in future outturn reports.
- that the committee noted the recent hard work of the finance team

7. **HOUSING REVENUE ACCOUNT (HRA) OUTTURN 20/21**

Scrutiny report reference: SC047

Cabinet report reference: CAB3308

The Cabinet Member for Housing and Asset Management and the Strategic Director provided the committee with an overview of the contents of the report. Mr Botham also confirmed that the report had been presented in detail to TACT where several questions had been raised and that he had informally met with most members of the committee recently to discuss this report and that the notes of that meeting would be included with these minutes.

The committee asked several questions concerning; tenant consultation during the pandemic, the use of digital surveys, overcoming issues of digital exclusion, void property trends, private rental property availability, welfare fund funding arrangements, bathroom and kitchen replacement policy, external envelope works budget and the Barton Farm extra care scheme. The questions were responded to by officers and the Cabinet Member for Housing and Asset Management.

RESOLVED:

The committee agreed to the following:

- that the comments of the committee be noted by cabinet
- that the committee request that the City Council continue to be a party to the discussions with CALA and Hampshire County Council regarding the extra care scheme within the Kings Barton development
- that in the first instance officers consider how an assessment could be undertaken into the availability of private rented accommodation and its impact on residents.

8. **Q4 PERFORMANCE MONITORING INCLUDING A VERBAL UPDATE FROM THE CHAIR OF THE PERFORMANCE PANEL**

Report Reference SC050

Report Reference CAB3297

The Senior Policy and Programme Manager introduced the report and advised that the panel had met on 14 June 2021 to scrutinise the cabinet report, ref CAB3297. Mr Howson drew the committee's attention to the record of questions, associated action points and updates.

RESOLVED:

The scrutiny committee:

1. Noted that the performance panel met on 14 June 2021 to scrutinise the report, CAB3297 and its associated appendices.
2. Noted that at the meeting of the performance panel, no items of further work were requested to be undertaken by the performance panel or referred to the scrutiny committee.

9. **ANNUAL SCRUTINY REPORT - DRAFT ANNUAL SCRUTINY REPORT 2020/21**

Report Reference SC051

The committee noted that the report represented a succinct summary of the main work it had carried out during the previous municipal year.

RECOMMENDED TO COUNCIL:

That Council note the Annual Scrutiny Report for 2020/21

10. **SCRUTINY REPORT - EXCEPTIONS TO FORWARD PLAN 2020/21**

Report ref SC023

The committee considered the annual monitoring report which set out the number of key decisions that came forward for a decision, which had not been included in the forward plan.

RESOLVED:

That the report was noted.

11. **TO NOTE THE LATEST FORWARD PLAN OF KEY DECISIONS**

RESOLVED:

The forward plan of key decisions for August 2021 was noted.

12. **SCRUTINY WORK PROGRAMME FOR 2021/22**

RESOLVED:

1. That the work programme was noted
2. That the work programme be amended to reflect the following:
 - an additional meeting scheduled for the 15th November regarding Central Winchester Regeneration
 - the February 2022 meeting to receive budget papers
 - that officers report back on options for the committee to take forward the work item regarding mental health service provision in the district.

13. **TO NOTE - MEMBERSHIP OF THE PERFORMANCE PANEL**

RESOLVED:

The committee noted that the following would form the Performance Panel for 2021/22, Councillors; Cook, Craske, Ferguson, Horrill (Chairperson) and Williams.

14. **TO NOTE THE DATE AND TIME OF FUTURE MEETINGS OF THE COMMITTEE & PERFORMANCE PANEL**

RESOLVED:

The committee noted the following dates:

Scrutiny Committee

9 Sep 2021 6.30pm
15 Nov 2021 6.30pm
24 Nov 2021 6.30pm
1 Feb 2022 6.30pm
10 Mar 2022 6.30pm

Performance Panel

23 August 2021, 4.00pm
8 November 2021, 4.00pm
24 February 2022, 4.00pm

15. **Q1 FINANCE & PERFORMANCE MONITORING INCLUDING A VERBAL UPDATE FROM THE CHAIR OF THE PERFORMANCE PANEL**

Report Reference SC052
Report Reference CAB3312

The Senior Policy and Programme Manager introduced the report and advised that the panel had met on 23 August 2021 to scrutinise the cabinet report, ref

CAB3312. Mr Howson and the Chairperson of the Performance Panel drew the committee's attention to the record of questions, associated action points and updates.

The committee asked several questions concerning; the biodiversity action plan (specifically reference to concerns over water quality and the health of, Swifts, House Martins, chalk streams and Crayfish), the prospect of achieving Carbon Literacy silver or gold level and the red status given to the local plan process. The questions were responded to by officers and the Cabinet Member for Climate Emergency.

RESOLVED:

The scrutiny committee:

1. Noted that the performance panel met on 23 August 2021 to scrutinise the report, CAB3312 and its associated appendices.
2. Noted that at the meeting of the performance panel, no items of further work were requested to be undertaken by the performance panel or referred to the scrutiny committee.
3. Noted the concerns expressed regarding water quality and biodiversity as outlined above.

16. **TO NOTE THE LATEST FORWARD PLAN OF KEY DECISIONS**

RESOLVED:

The forward plan of key decisions for October 2021 was noted.

The meeting commenced at 6.30 pm and concluded at 7.40 pm

Chairperson

REF ITEMS 6 AND 7 OF THE MINUTES ABOVE.

12th July 2021, 6 pm

Notes of an informal meeting of Scrutiny members.

Present: Councillors: Brook, Lumby, Becker, Cook, Craske, Ferguson, Horrill, Weir, Cramoysan, Laming & Cutler.

Officers: Laura Taylor, Richard Botham, Matthew Watson

Apologies: Councillors Power, Williams

Issues raised and responses.

General Outturn

1. Several points raised regarding the detail on para 15, page 163 re Government grants and financial support for COVID measures and what appeared to be a £0.5m variance. Richard Botham advised that there were different types of grants within this section and would provide a fuller response to members. A member raised further points regarding; interest on government grants and that cash balances appeared higher. Richard Botham acknowledged that cash balances were higher in part as a result of grants received but also relating to lower capital programme spend and increased receipts.
2. It was noted that major projects were showing as being under budget and it was asked why this was? Richard Botham replied that currently, project teams were being advised to take a cautious approach but were continuing to deliver against milestones.
3. A question was asked regarding page 200, para 12.7 (a) - that major repairs were described as £600k under budget - and specifically which major repairs had not been actioned. Richard Botham advised that he would provide a response to members on this – see q14 below.
4. A question was asked regarding delays in capital expenditure for example the car park at the Dean, Alresford. Richard Botham advised that officers were waiting on the Landowner in this specific example.
5. Following questions regarding the housing company, members were advised that as per the previous cabinet report, that recommendations will be coming back in the next committee cycle.
6. A general question was asked regarding CIL projects, it appeared that the council wasn't using all its available funds and was there a processing issue? Richard Botham advised that a future report would be going to cabinet providing an update on CIL, the paper may need to consider whether extensions are appropriate or not.
7. It was suggested that a future item of work for the scrutiny committee could be to look at processes and procedures regarding CIL. Richard Botham advised that if members wished then the cabinet report could be tabled at scrutiny in September.
8. A question was asked regarding the leisure centre and had the council got to a final financial position? Richard Botham advised that the claim was subject to negotiation.

9. At a recent business and housing policy meeting, a total cost comparison was requested of homelessness officers. Richard Botham advised that he would follow that up with Gilly Knight.
10. A question regarding rent levels at the Bishops Waltham depot - Richard Botham advised that he would follow this up with Geoff Coe.
11. A question was asked regarding savings achieved and whether planned cuts could be reversed. Richard Botham advised that the savings made meant that the call on reserves was a little less than originally expected.
12. Further information was requested regarding the details on page 162 section 14 regarding the £2 million COVID business grants which was spent in 2020/21. Richard Botham advised that some grants were provided upfront but intended to support recovery work throughout 2021/22.
13. A question was asked regarding page 166 paragraph 18.8 - homelessness staffing resource comparison. Richard Botham to clarify with Gilly Knight.

HRA outturn

14. Following a question regarding major repairs, Richard Botham advised that this is a 30-year programme (this is the preventative programme) and that not all the planned work was achieved last year. The largest element of this being the re-roofing programme. The programme has been re-forecast to ensure the Decent Homes standard is maintained.
15. Regarding a question concerning 1-4-1 receipts, Richard Botham advised that there is a three-year deadline to spend an individual receipt.
16. Regarding the table on page 211, a question was asked re why was there were no revised budget figures against the lines for homes England grant and new build sales? Richard Botham agreed to clarify this with Housing officers.

Matthew Watson
16th July 2021

From: Richard Botham <RBotham@WINCHESTER.GOV.UK>

Sent: 16 July 2021 16:40

To: Caroline Brook (Cllr) <CBrook@winchester.gov.uk>; Caroline Horrill (Cllr) <CHorrill@winchester.gov.uk>; Susan Cook (Cllr) <susancook@winchester.gov.uk>; Hugh Lumby (Cllr) <HLumby@winchester.gov.uk>; Kathleen Becker (Cllr) <KBecker@winchester.gov.uk>; Susan Cook (Cllr) <susancook@winchester.gov.uk>; Mike Craske (Cllr) <MCraske@winchester.gov.uk>; Paula Ferguson (Cllr) <PFerguson@winchester.gov.uk>; Caroline Horrill (Cllr) <CHorrill@winchester.gov.uk>; Margot Power (Cllr) <MPower@winchester.gov.uk>; Anne Weir (Cllr) <aweir@winchester.gov.uk>; Hannah Williams (Cllr) <HWilliams@winchester.gov.uk>; Steve Cramoysan (Cllr) <SCramoysan@winchester.gov.uk>; Brian Laming (Cllr) <blaming@winchester.gov.uk>; Linda Gemmell (Cllr) <LGemmell@winchester.gov.uk>; Stephen Godfrey (Cllr) <SGodfrey@winchester.gov.uk>

Cc: Laura Taylor <LTaylor@winchester.gov.uk>; Neil Cutler (Cllr) <NCutler@winchester.gov.uk>; Matthew Watson <MWatson@winchester.gov.uk>; Liz

Keys <LKeys@winchester.gov.uk>

Subject: RE: Scrutiny Committee

Dear members,

Further to Matthew Watson's email regarding the pre-meeting on Monday and summarising responses given to questions on the Outturn reports raised on the night, I did say to members present that I would follow up on a couple of points raised. Further responses to these are given below for information.

I appreciate that there is a relatively full agenda on Monday and the time available to scrutinise the outturn reports may be limited. I do hope the clarifications provided on Monday and below will assist with this. I will be at the meeting on Monday and able to follow up on additional points. However, if members have an additional questions or need any additional clarification on any points in the reports, please don't hesitate to contact me ahead of the meeting in order to allow as much time as possible to focus on the recommendations to Cabinet.

Additional questions from Monday:

Question - Covid Grants (CAB3309 para 14.9 and Appendix 1) – Members asked for clarification regarding the grants highlighted in para 15.1 and the totals for grants in Appendix 1, which are different.

Response - The council receives a number of government grants and detailed guidance determines where these grants should appear in the accounts. Generally speaking grants appear under 'Funding' in Appendix 1 if they are non-specific / un-ring-fenced – this does not mean they were not given for any purpose but it does mean that the Council has a degree of flexibility of how the grant funding is used. An example of this is the general covid tranche funding totalling £1.5m.

A number of covid related grants received in 2020/21 were for specific / ring-fenced purposes and were therefore coded within 'Net Service Expenditure', such as the Park & Ride bus subsidy.

The table in 15.1 is intended to show the key covid related grants received in 2020/21 irrespective of where they appear within the accounts and therefore provides a high level summary of the grant funding awarded to the council.

Question - Bishops Waltham Depot (CAB3309 para 20.1 vi) – Members asked if the rents achieved for the let unit were as projected.

Response - Geoff Coe has confirmed that the first letting has achieved the rents projected and demand for the other units is strong.

Question - Homelessness Prevention (CAB3309 para 20.8) – Members asked how the Winchester service benchmarked against councils overall costs.

Response – Gilly Knight is reviewing cost comparisons with neighbouring districts. General CIPFA benchmarking would suggest that operating costs per case in Winchester are higher than average. However, this is as a direct result of the Council’s focus on prevention, which keeps formal case numbers (individuals to whom the Council has a formal statutory duty) low. This is reflected in the national “Gold Standard” award for this service. Total Homelessness service costs for other Hampshire councils were not available in time for this note but Gilly will update members on this as soon as possible.

Question - New Build variance (CAB3308 app 4 - £4,526,000) – Members asked for an explanation for the New Homes programme variance

Response – A revised programme with re-profiled budgeted spend was agreed by Council in Sept 2020. It contained an unallocated and unidentified budget funding envelope of £5.041m in case any opportunities arose in 2020-21 that required funding. Although we spent £0.817k of this, some £4,224m remained unallocated and unspent at year end.

Whilst funding exists within the HRA Business plan and 10 year indicative Capital programme to deliver the Council’s 1000 homes target, there are a limited number of identified sites at any point for new home development. However having the budget envelope available allows new sites and opportunities to be fast tracked when identified and gives the new homes team a degree of headroom and flexibility in delivering this challenging target (the Whiteley proposal discussed at Council is an example of this)..

Question - HE Grant and Sales – (CAB3308 - App 5) – Members asked for an explanation as to why the original budget included reference to Homes England grant and sales income but none was realised in 2020/21.

Response – Following a review of schemes in September 2020, it was clear that schemes would not be completed in the year and this income was therefore moved to 2021. The 2021 budget for Homes England grant is now over £2m.

Richard Botham
Strategic Director

Winchester City Council
Colebrook Street
Winchester, SO23 9LJ

Tel: 01962 848 421

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REPORT TITLE: GENERAL FUND BUDGET OPTIONS AND MEDIUM TERM FINANCIAL STRATEGY

15 NOVEMBER 2021

REPORT OF CABINET MEMBER: Councillor Neil Cutler, Deputy Leader and Cabinet Member for Finance and Service Quality

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

WARD(S): ALL

RECOMMENDATIONS:

The attached report - CAB3318 which was presented to cabinet at its meeting on the 20 October 2021 sets out options for the 2022/23 budget, including anticipated changes and budget proposals.

As part of the budget consultation process, it is recommended that scrutiny committee comment on the proposals within the attached cabinet report, which can then be considered by cabinet prior to its meeting in February 2022.

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REPORT TITLE: GENERAL FUND BUDGET OPTIONS AND MEDIUM TERM FINANCIAL STRATEGY

20 OCTOBER 2021

REPORT OF CABINET MEMBER: Cllr Neil Cutler, Deputy Leader and Cabinet Member for Finance and Service Quality

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

WARD(S): ALL

PURPOSE

This report sets out options for the 2022/23 budget, including anticipated changes and budget proposals. The report also includes the Medium Term Financial Strategy which sets out the Council's strategic approach to the use and management of its financial resources.

Projections indicate a balanced budget for 2022/23. A £1.0m deficit forecast for 2023/24 can be covered by the existing Transitional Reserve to ensure the Council can maintain a balanced budget through to March 2024. However, projections indicate the potential for significant longer term deficits, subject to Government funding announcements. It is proposed that a strategic service review is completed by March 2023 to identify how the longer term deficits can be addressed.

RECOMMENDATIONS:

That Cabinet:

1. Note the projections set out in Appendix A to this report which delivers a balanced budget for 2022/23 and support the proposal that £1.0m of Transitional Reserve be used if required to address the forecast deficit for 2023/24.
2. Approve the Medium Term Financial Strategy as set out in sections 17-22 of the report.

3. Approve one off provision of £200k be included in the 2021/22 budget, funded by the forecast surplus for the year, to provide additional short term capacity and support for teams experiencing additional demands on core services.
4. Approve “one off” provision of £1m to provide funding for additional project delivery resources to support regeneration work in the district, with £400k funded from the forecast surplus for 2021/22 and the remaining £600k from the Transitional reserve.
5. Approve grant funding of £75k, funded from the Grants reserve, to the Hampshire Cultural Trust to support the development of an Anglo Saxon experience attraction in the city in 2022, subject to agreement of grant terms and conditions.
6. Approve the proposal to spend £300k of the Tranche 5 Covid grant fund to upgrade the Council’s IT desktop infrastructure to support “agile/flexible working” proposals
7. Determine whether to apply an average 3% increase in fees and charges (other than Parking and garden waste subscriptions) and note that a report setting out details of all charges will be brought to the next meeting of Cabinet.
8. Approve a £10 discount to existing garden waste subscriptions for residents in receipt of Council tax reduction and if supported, what the level of discount should be.
9. Approve that a detailed budget be prepared for consideration by Council in February 2022 based on the above assumptions, final spending review announcements and including the following options:
 - a. That no inflationary increase be made to parking charges
 - b. That no increase is made to Green Waste collection subscriptions for the 2021/22 financial year.
 - c. That other fees and charges be subject to recommendation 6 above.
 - d. That, subject to referendum limits, Council tax be subject to an overall combined town and district £5 increase for 2022/23 (approx. 2.97%) and that Cabinet indicate whether consideration should be given to a lower district charge.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 The budget approved in February 2021 (CAB3289 refers) directly supported the delivery of all outcomes set out in the Council Plan.
- 1.2 This report sets out a budget proposal aimed at maintaining a focus on key priorities, including the Climate Emergency, the delivery of Central Winchester Regeneration work, supporting the economy, delivering homes and improving the health and wellbeing of all communities.

2 FINANCIAL IMPLICATIONS

- 2.1 The report provides an updated forecast for 2021/22, which now projects a surplus of £415,000 as set out in section 12.
- 2.2 The medium term projections included in section 16 and Appendix A forecast a balanced budget for 2022/23, a potential deficit of £1.037m in 2023/24 increasing to £3.6m by March 2026.
- 2.3 With the consumer price index currently at over 3%, the report assumes increases to Council tax and general fees and charges at 3%, although no increase garden waste charges are proposed. Alternative options are also set out for Cabinet consideration.
- 2.4 The report also assumes a targeted 3% increase in the 22/23 charges for central car parks in the Air Quality Management area, in line with the parking strategy and focussed on changing behaviour to move users out of the city centre.
- 2.5 The impact of the proposals in this report on reserves is set out in section 20 and a summary of reserves is provided at Appendix B. The Transitional Reserve increases to £2.9m by 2024 and provides mitigation against the forecast deficits up to that time.
- 2.6 The Government Spending Review announcements are expected at the end of October 2021. A three year funding announcement is anticipated and the projections included in this report will be updated once the announcements are made. The detailed funding confirmations will follow the spending review and should be confirmed before Christmas.
- 2.7 The report also includes a proposal to provide one off specific grant funding of £75,000 to Hampshire Cultural Trust to support the development of an Anglo Saxon visitor experience in the city in next year.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Under section 151 of the Local Government Act 1972 a local authority has to make proper arrangements for the administration of its financial affairs. Under

s28 of the Local Government Act 2003 a local authority has to review its budget calculations from time to time during the financial year and take appropriate action if there is any deterioration of its budget.

- 3.2 The Council is required under Chapter 3 of the Local Government and Finance Act 1992 to set a council tax for the forthcoming year along with its budget estimates. The decision must be made by 11 March of the preceding year. The Council's prospective income from all sources must be equal to its proposed expenditure.
- 3.3 The Council is also required to set a balanced budget, taking into account a range of factors, including consultation feedback and decisions must be taken in accordance with the Council's duties in the Equality Act 2010.
- 3.4 The approval of the budget and setting of the Council Tax is a decision reserved to Full Council under the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) Regulations 2000 (as amended). Under these regulations, the Cabinet makes recommendations as to the setting of the council tax and budget to Full Council.

4 WORKFORCE IMPLICATIONS

- 4.1 The report recognises the current challenges in delivering against Council Plan priorities and includes one off resource proposals for additional staff to support regeneration work, project delivery and to address the increased demand on core services in recent months.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 A key strand of the Council's financial and treasury strategies is to maximise income from its assets and seek to manage risk by achieving a balanced portfolio of assets. Options considered during the budget planning process may therefore involve either the acquisition or disposal of assets, requiring a full business justification case.

6 CONSULTATION AND COMMUNICATION

- 6.1 Once budget options have been finalised, proposals will be subject to consultation, including discussions with local business representatives through the business/BID briefing, the bi-annual parish liaison meeting and with the public via the provision of online information with feedback option in November 2021.
- 6.2 Responses will be considered and will help to inform the final budget setting in February 2022.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Council is committed to its Carbon Neutrality targets and in 2019, £800k was included within the revenue budget to support feasibility and programme

delivery work. This provision is projected to be fully committed by March 2023 and the report includes further provision of £100k annual from April 2024 to support this work.

- 7.2 Specific projects are funded through the capital programme, supported in many cases through external grants. Examples include the provision of solar panels to council properties and to local businesses, the installation of EV charging points throughout the district and replacement of windows in the city offices. Further proposals for investment in a significant energy generation project on Council land is currently subject to feasibility review.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The council, in the exercise of all its functions, must have due regard to the public sector equality duty in section 149 Equality Act 2010. This document is part of the budget consultation process and the public sector equality duty is considered alongside any relevant budget options.

9 DATA PROTECTION IMPACT

- 9.1 All projects set out in this report and the Capital Programme will be subject to individual data protection impact assessments.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<p><i>Property</i> Commercial tenants unable to pay rents or subject to business failure</p> <p><i>Slowdown in commercial property investment, meaning that the council's development schemes achieve less interest or less income than expected</i></p>	<p>Close monitoring of rent position by property team with support to tenants through effective working relationships.</p> <p>The council's advisors are reviewing the property investment market and will provide advice as to timing of any marketing.</p>	
<p><i>Legal</i> The council is unable to balance the revenue budget resulting in the issuing of a S114 notice</p>	<p>Proposals set out in this report, including the strategy for management of reserves mitigate against this.</p>	<p>Present a balanced budget in difficult circumstances</p>
<p><i>Timescales</i> Slower than projected economic recovery</p>	<p>The council is actively supporting high street</p>	

<i>affecting income received by the council</i>	recovery through a EM3 LEP grant working with local partners The council has £12m uncommitted revenue reserves available to support further increases to the projected deficit	
<i>Financial The council is unable to balance the revenue budget</i>	Proposals set out in this report, including the strategy for management of reserves mitigate against this.	
<i>Risk of lower than projected demand for income generating services specifically parking</i>	The council has £12m uncommitted revenue reserves available which can be utilised as a last resort as above	

11 SUPPORTING INFORMATION:

11.1 This report sets out:

- a) An update and forecast in relation to the 2021/22 Budget
- b) A summary of Government funding assumptions
- c) Budget Options for the 2022/23 budget (detail to be considered by Council in February 2022)
- d) General Fund Budget Projections for future years
- e) A proposed Medium Term Financial Strategy to address the projected future deficits and support service delivery

12 **2021/22 Budget Update**

12.1 CAB3312 dated 15 September included a revised forecast of a £0.8m net General Fund underspend for 2021/22. This related to the extension of the lease of the Guildhall to Her Majesties Courts and Tribunal Service and to additional Government subsidy in relation to Park and Ride.

12.2 Further work completed since that report was published has also accounted for the following (explanations below):

Projected surplus at Jul 21		£800,000
a.	Additional Garden Waste Income	£165,000
b.	Reduced net Business Rates	-£700,000
c.	Additional P&R Subsidy	£250,000
d.	Additional Leisure Centre Income	£500,000
e.	Project Delivery Resources	-£400,000
f.	Support for core service delivery	-£200,000
21/22 Projected Net Surplus (at Sept 21)		£415,000

- a) Garden Waste Subscriptions – The new paid for service has proved to be far more popular than predicted with over 21,500 subscriptions in the first year. This has generated forecast additional income in 2021/22 of £250k over and above budget assumptions. This has been used to fund the provision of an additional free month (February 2022) leaving the net overall increased income at approximately £165k.
- b) Business rates – Following an adverse variance of £1.2m in 2020/21 a net adverse variance of - £0.7m is now forecast for 2021/22 relating to continued reduced collection, excluding loss of collection which is covered by reliefs.
- c) Additional P&R bus subsidy receipts will to be awarded to the end of August and a new scheme is expected to be in place from September until March 2022. This is anticipated to result in an additional grant awards of £0.25m, taking the total forecast awards to be received in 2021/22 to £0.75m.
- d) Leisure Centres – The Council agreed to an “open book” approach to the first year of operation and originally anticipated additional costs as a result of the impact of the pandemic. However, user numbers and performance to date has been very positive and early estimates now suggest a budget saving of £0.5m for the year.
- e) Project Delivery Resources – Pressures on council teams in relation to progressing significant regeneration work (progressing central Winchester and other regeneration feasibility work, etc) will require additional short term resources (£0.4m in 2021/22 and £0.6m in 2022/23).
- f) Core Service Capacity – A number of services continue to experience increased demands at a time when they are also directly involved in supporting the recovery from the Pandemic. It is therefore proposed to utilise £200k of the projected surplus to provide short term additional capacity to support teams address this demand.

12.3 In light of the above factors, the revised forecast underspend for 2021/22 is now projected at £0.415m. It should be noted that this is subject to the

potential impact of further control measures should infection rates continue to increase.

- 12.4 **Supporting “Agile”/flexible working** – Proposals to support staff returning to the office but maintaining a degree of flexible working will require additional investment in IT infrastructure to be effective. This will include a migration from a “citrix” environment and fixed desk provision to laptops and docking stations for most staff. Costs are projected at £300k and it is proposed to fund this from the tranche 5 Covid grant.
- 12.5 **Parking Income** - The 2021/22 budget included provision for a three year sliding scale contingency built in to allow for the continued impacts of covid, particularly relating to car parking and commercial income (20% / 10% / 5%). Car parking has recovered well in the city but more slowly elsewhere. Income has continued to recover on a monthly basis. However, it is expected the full contingency budget will be required in 2021/22 to deal with shortfalls compared to previous income levels.
- 12.6 **Hampshire Cultural Trust** – The Trust has approached the Council seeking support for the development on an interactive exhibition/visitor attraction based on Anglo Saxon Winchester and linked with Ubisoft’s “Assassin’s Creed - Valhalla” action adventure game. The attraction is proposed to open in the city in 2022 and is anticipated to attract both regional and national attention. The attraction is likely to result in significant visitor numbers, which will have a direct impact on the local economy and “High St recovery” work. The Trust is seeking a £75,000 grant to support the proposal. The grant can be financed from the Grants reserve and subject to the agreement of appropriate terms and conditions, this allocation is recommended for approval subject to various funding conditions.

13 **Government Funding Assumptions**

- 13.1 A three year funding settlement is expected to be confirmed covering 2022/23 to 2024/25 at the end of October. There remains a strong likelihood that this will not give certainty of funding over this period as there could be staggered funding changes built into the settlement.
- 13.2 A reset of retained business rates growth is still highly likely but the commencement of the reset is forecast to be pushed back to April 2023.
- 13.3 New Homes bonus will end in 2022/23 and further details on any replacement scheme are awaited. Any new scheme is not expected to bring significant financial reward to district councils so the MTFP’s in Appendix A assume no replacement funding.
- 13.4 The lower tier services grant is expected to continue for one more year in 2022/23.

13.5 It is not certain that any changes in funding will occur over the three year settlement but it is expected that some will and some may wait until 2025/26. Government have previously applied a 'damping formula' to avoid any 'cliff edge' reductions in funding. A business rates reset alongside the ending of new homes bonus would significantly reduce funding and therefore an estimated damping model has been applied to the MTFP from 2023/24 to 2025/26. This model assumes a maximum reduction in total funding of 10% per annum.

14 **Council Tax**

14.1 Council tax referendum limits for districts are expected to once again remain at 2% or £5.

14.2 The MTFP assumes an annual tax base increase of 1.2%. This will be updated with final agreed figures around the end of November.

14.3 Council tax increases remain at maximum pro-rata across District. MTFP currently assumes 3% in 22/23 and 23/24 and then reducing to 2% in line with inflation forecasts.

14.4 Depending on the tax base distribution this could mean a maximum increase of approx. 2.97% for both the town and district, which is below the CPI inflation rate of 3.2% in July 2021. The maximum increase is impacted by the town tax base increase compared to the overall district average increase. If the town tax base increase is higher than the district average then this reduces the maximum precept increases due to the methodology behind the £5 limit.

15 **Budget Options/Proposals for 2022/23 and beyond**

15.1 The medium term financial projections approved as part of the 2021/22 budget in February 2021 projected a shortfall of £0.33m in 2022/23 increasing to £2.2m by 2025/26. These projections have been updated and forecast that a balanced budget can be delivered for 2022/23, although a deficit of £1.0m is forecast for 2023/24, increasing to £3.6m by 2025/26, as set out in Appendix A.

15.2 No significant changes are proposed for the 2022/23 budget. The following items have been included in the updated medium term projections included later in this report. Where appropriate, alternative options are highlighted and the Cabinet is asked to comment on and indicate which options they wish to see used to prepare final budget proposals in February 2022.

- a) Garden Waste Income – Whilst additional income was always projected for 22/23, it is proposed that a further £100k should be included in base budgets based on the high levels of subscriptions in the first year. No inflation increase is proposed for 2022/23.

- b) Garden Waste Discount – The option of offering a subsidy to residents in receipt of Council Tax support has been reviewed. The majority of Hampshire councils offer no concessions for garden waste collection services and no provision for a discount is assumed in budget projections set out in Appendix A. Two councils offer what equates to a 20% discount and a third offers a 50% discount (not including the cost of the bin meaning the concessionary charge still £64 for first year subscription). It is proposed that a £10 discount for residents in receipt of council tax support be offered for subscriptions from March 2022.

Concessionary charges in Hampshire:

Council	Standard subscription (Inc. bin provision)	Concessionary Rate (Inc. bin provision)
Eastleigh	£39.50	£31.50
Basingstoke	£95	£83.41
Hart	£90	£64

Options for a concessionary rate for Winchester City Council residents include:

- **20%** - A 20% discount on Winchester's charge for a 140lt bin (£39) would result in a concessionary charge of £31.20.
 - **25%** - A £10 discount resulting in a charge of £29 for a 140 lt bin and £49 for a 240lt bin and would result in the lowest concessionary charge in Hampshire. This would result in income losses of an estimated £10,000 from existing customers but would offer a clear incentive for those in receipt of Council tax support.
 - **50%** - A 50% discount would equate to a charge £19.50, although this would not be sufficient in the first year to cover the cost of providing the bin and would result in income losses of an estimated £20,000 from existing customers.
- c) Provision for reduced Parking Income – It is proposed that the 10% provision for continued income losses is retained. Adopting a more cautious position will result in a deficit on the budget projections. Current indications would indicate that the 10% provision is reasonable but this will be kept under review.
- d) No inflation provision for off street car parking in April 2022 – Parking charges were last increased in October 2020. Occupancy levels in city centre car parks are very positive with full occupancy achieved in the central area, illustrating a strong recovery for the city. However, capacity remains in other car parks. The budget forecast in Appendix

A assumes a 3% increase in the central car parks in the Air Quality Management area and a freeze in all other car parks (including park and ride) with effect from October 2022. However, it is proposed to review options in detail for both “off street” and “on street” charges and bring a further report back to Cabinet prior to any further price changes to ensure that pricing changes (potentially decreases as well as increases) fully support the aspirations of the Movement Strategy, Parking and Access Strategy and Cycling and Walking Infrastructure Plan.

- e) Fees and charges – In addition to parking charges, the Council sets fees and charges for a range of services. These charges seek to ensure that the cost of the relevant service provision is met by service users rather than from the wider council tax base. Charges were reviewed in detail in March 2021 (CAB3295 refers). With current consumer price index inflation running in excess of 3%, it is recommended that, where appropriate, an average 3% increase is applied to fees and charges (except where charges are subject to regulation and set nationally) to ensure appropriate cost recovery is maintained. Full detail of individual charges will be brought to the next meeting of Cabinet.

It is projected that a 3% increase will generate an additional £30,000 of income. If Cabinet determines a lower increase or no increase, this sum will be removed from the budget projections.

- f) Project Delivery Resources – As indicated in 12.2 e) above, £0.6m has been included in projections for 2022/23 to support additional project delivery resources. It is proposed to fund the £0.4m in 2021/22 from the forecast surplus and this £0.6m in 2022/23 from the Transitional Reserve.
- g) Community Grants – No changes to the current budget provision for community grants is proposed as part of this report. However, scope to provide additional support for this area, potentially by seeking external funding contributions, is being reviewed and will be reported to a future meeting of the Health and Environment Policy Committee.
- h) Council Tax – With inflation running in excess of 3%, a Council Tax increase of 2.97% (equivalent to the maximum £5 increase) would be reasonable. However, Cabinet may wish to consider a below inflation increase, which would allow the Town Account to increase its precept above inflation to address budget pressures on Town services. The table below gives a few examples of the possible increases by the town and district:

District		Town	
%	£	%	£

2.97%	225,015	2.97%	31,908
2.75%	208,347	4.50%	48,345
2.50%	189,406	6.25%	67,146

If Cabinet opt to set a district Council tax increase of less than 2.97%, the income figures in Appendix A will need to be amended to reflect the above differences. A zero increase will add £225k to overall net cost figures.

15.3 In addition to the above 2022/23 proposals, some additional issues will impact on future years and whilst only early estimates at this stage, have been included in the Medium Term Projections set out in this report. These include:

- a) Potential loss of Traffic and Parking Agencies – The existing agency agreements are ongoing until either party gives appropriate notice. Hampshire County Council has indicated an intent to make a Decision to exit the agency agreement. This will be subject to a future report once a clearer position is known, but could result in a net cost to the General Fund of an estimated £250k per annum. Whilst TUPE would apply and HCC would be liable to any additional one off costs, the cost of “off street” parking services would increase.
- b) Ongoing reduced parking income – There is potential for parking income to reduce in future years as a result of the impact of flexible working, measures to reduce city centre traffic and changes to city centre parking provision. An estimated £0.5m reduction from 2024/25 has been included in the projections but obviously will require further work.
- c) Revenue Provision for ongoing Carbon Reduction feasibility work – existing provision will be exhausted by March 2023 and therefore £100k has been added to base budget projections from 20223 onwards.
- d) Bar End Depot – The revenue impact of the proposed disposal of the Depot site (or income should the site be regenerated by the Council) of £300k has been included in projections from April 2024.
- e) Provision for future Asset Management – The Asset Management Strategy will be brought to Cabinet for approval later this year. It is anticipated that additional provision will be required in future years over and above the existing reserve provision and an annual contribution of £250k to the Asset reserve is proposed to be reinstated from April 2024.

16 General Fund Budget Projections – Potential Deficits

- 16.1 The Medium Term Financial Projections (MTFP) have been revised taking into account all items in section 15 above. There is potential for a better than forecast Government Spending Review announcement at the end of October which would reduce the deficits forecast in the table below. However, based on current assumptions, the budget options proposals set out above result in a balanced budget for 2022/23 and a potential £1.0m deficit by March 2024. The Transitional Reserve is projected at £2.989m by that time and it is therefore possible to cover the forecast deficit for 2023/24. However, it must be noted that forecast deficits continue to increase in future years and it will be necessary to reduce net operating costs by April 2024 to address this. The Medium Term Financial Strategy set out in section 17 below includes proposals for a strategic service review, to commence this year with a view to identifying appropriate measures to reduce net operating costs prior to finalising the 2023/24 budget. The table below illustrates the projected deficits to March 2026, further detail of which is included at Appendix A:

General Fund Revenue (£m)	Forecast 2021/22	Forecast 2022/23	Forecast 2023/24	Forecast 2024/25	Forecast 2025/26
Budget Surplus / (Shortfall)	0.415	0.136	-1.037	-1.962	-3.592
<i>% of Gross Expenditure</i>	<i>-1.4%</i>	<i>-0.5%</i>	<i>3.3%</i>	<i>6.0%</i>	<i>10.8%</i>

17 Medium Term Financial Strategy

- 17.1 The Medium Term Financial Strategy (MTFS) is intended to set out the Council's strategic approach to the use and management of its financial resources and provide a framework within which decisions can be made.
- 17.2 The key proposals for achieving long term budget sustainability for the General Fund include:
- a) Utilising the Transitional Reserve in the short term (up to 23/24) to cover forecast deficits and maintain a balanced budget
 - b) Commencing a programme of strategic service reviews with a view to reducing net operating costs by £2m by March 2024, with all measures to be identified and agreed by March 2023.
- 17.3 Financial projections in Appendix A are shown over a ten year period to 2030/31 in order to provide insight into the longer term financial sensitivities and the earmarked reserves strategy.
- 17.4 The budget options set out in this report, if approved in February 2022, contribute towards a balanced budget through to March 2024.

- 17.5 Reserves are projected to reduce significantly over this period. The Transitional reserve can be used to maintain a balanced budget through to 2023/24, with the remainder providing cover for the risk of forecasts being worse than projected in this report.
- 17.6 The existing MTFS includes a specific focus on investment to generate additional future income. Whilst it is proposed to retain this aim within the strategy, it must be noted that scope for strategic investments to make a positive contribution to Council finances is very limited, at least in the short term. Councils that have relied heavily on this strategy in recent years are currently very exposed to economic pressures and announcements of potential failures and issuing of section 114 notices are increasing.
- 17.7 The focus on efficiency and transformation that forms a key element of the existing MTFS has ensured the Council has maintained service provision in a climate of reducing resources. Significant savings and efficiencies have been identified, with £2.4m of budget reductions identified in 2020/21 and a further £3m of operational savings included in this report.
- 18 Medium Term Financial Planning
- 18.1 The existing MTFS grouped the medium term financial challenge options around five themes; transformation, efficiency, asset management, income generation and enabling partnerships. Whilst it is proposed to retain these themes, they will be incorporated into the Strategic Service Review process which will aim to identify options for reducing net operating costs by up to £2m by March 2024 and £4m by March 2025. Whilst the review process and timetable has yet to be finalised, it will incorporate:
- a) Funding – Detailed analysis of impact of Spending Review announcements, use of existing and future non ring fenced grant funding, scope for accessing additional funding programmes etc
 - b) Modernising service delivery/Transformation – A focus on digital transformation and “channel shift” (but with targeted support where required, a review of the potential for adopting a more commercial approach, removing unintended barriers/blockages between teams/services etc
 - c) Asset Management/Regeneration – Making best use of existing buildings/assets, bringing forward development of existing assets to improve return on investment etc. Some early opportunities existing with currently vacant buildings, although most opportunities will only contribute to longer term deficits, once developments are completed and operational.
 - d) Efficiency – The 2021/22 budget process reduced net operating costs by over £3m and scope for further efficiency savings will be limited. However, whilst previous “salami slicing” style targets for budget holders will be of very limited benefit, a coordinated “cross service”

efficiency programme can still make an important contribution towards the process

The Council will also need to consider how much funding it provides to a range of discretionary services. These services must remain affordable within the overall financial context and it is proposed to include a focus on “discretionary” services within this programme.

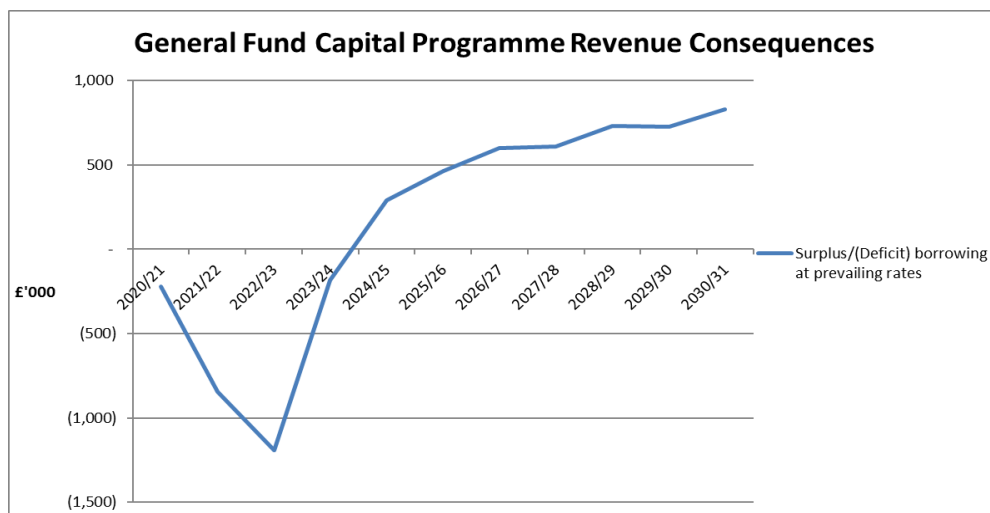
- e) Income Generation - Opportunities to invest which also generate a financial return, either through reductions in cost or income generation, are assessed on a case by case basis. Current economic pressures as well as the recent changes to borrowing restrictions has had a significant impact on the scope for income generation from investment. However, opportunities will continue to be reviewed in line with the SAP governance process.

Fees and charges are subject to annual review in order to ensure they are fair and, where appropriate, operate on a full cost recovery basis. It is important that fees for specific services are fully met by those benefiting from the service, rather than subsidised by the general tax payer where ever possible.

- f) Grants/Partnerships – The Council administers a well-established grants programme which underpins the work of core partners. The Council also operates an effective IT service partnership with Test Valley Borough Council. Scope to switch existing direct service delivery to shared services through partnerships or partner delivery funded by grant will need to form part of the Review process.

19 **General Fund Capital**

- 19.1 The Council has an ambitious general fund capital programme totalling more than £60m over the next 10 years. Not all projects provide savings or generate income but, in aggregate, the capital programme approved by Council in February is forecast to have a positive net benefit to the General Fund from 2024/25. There is an overall negative impact on the General Fund prior to this year which reflects significant spend on preliminaries and costs associated with major projects early in their lifecycle. Any delays to the programme can defer these early lifecycle costs but also defers future benefits.



Capital financing

19.2 The main sources of finance for capital projects are as follows:

- Capital receipts (from asset sales);
- Capital grants and contributions (e.g. Disabled Facilities Grant, Local Enterprise Partnership, and Community Infrastructure Levy);
- Earmarked Reserves (e.g. the Major Investment Reserve, the Property Reserve, the Car Parks Property Reserve, and the IMT Reserve);
- Revenue contributions; and
- Borrowing including internal (also known as the “Capital Financing Requirement”).

19.3 A large part of the capital receipts reserve is now committed to existing projects in the programme. Any new projects will be reliant on funding from external grants and contributions, earmarked reserves where appropriate, prudential borrowing, and any future asset sales.

19.4 Capital projects financed by prudential borrowing will incur an annual revenue cost over the life of the asset – a minimum revenue provision (principal repayment) and external interest/opportunity cost. Where a project does not provide additional income or savings in excess of the annual borrowing cost, it may be necessary for the council to make further savings elsewhere. There is a degree of uncertainty with the timing and extent of external borrowing need and the cost of that borrowing. To estimate the impact on the council’s annual revenue budget, borrowing costs are based on the current long term borrowing rates available to the council for prudence; however, the Council will seek to reduce its cost of borrowing by working closely with its treasury advisors (Arlingclose) to identify the optimum borrowing strategy. Where the council has existing resources (e.g. reserves) it is able to “internally” borrow

and so delay the need to externalise its borrowing requirement; this reduces interest costs in the short term. The council's capital financing requirement (unfinanced capital expenditure) as at 31 March 2021 is shown in the table below:

Capital Financing Requirement	General Fund £000	Housing Revenue Account £000	Total £000
31 March 2021	68,131	178,177	246,308
Made up of:			
External borrowing	0	166,722	166,722
Internal borrowing	68,131	11,455	79,586

Capital receipts

- 19.5 When a capital asset is sold the proceeds, known as capital receipts, can be spent on new assets or to reduce debt from prior year capital expenditure. The Council reviews the opportunity to realise additional capital receipts as part of its rolling asset challenge programme. For every £1m receipt applied to unfinanced capital projects the council could reduce its annual cost of borrowing by circa £40,000 per annum if reducing the borrowing requirement of a project with a 40 year life and assuming a rate of 2.6%. The actual saving will depend on the project to which it is applied and the prevailing cost of borrowing at the time of receipt.

MTFS Forecast Assumptions and Sensitivity Analysis

- 19.6 The tables below show the main assumptions used in the MTFP. These are central case assumptions based on the best knowledge available at the time of publishing, further updates will be made later in the process for example when the finance settlement is confirmed.
- 19.7 The highest risk assumptions are those outside of the control of the council such as government funding and contract inflation.
- I. There is a great deal of uncertainty around the finance settlement which has made medium term forecasting very difficult and therefore increasing the risk of either a favourable or adverse outcome. As there is less risk around the long term projections it is anticipated that the timing of transformation and savings plans will need to be agile enough to be brought forward should that be required.
 - II. CPI jumped from 2.0% in July to 3.2% in August and is expected to remain volatile in the short-term. The council has a number of high value contracts, such as environmental services, which means the MTFP is sensitive to spikes in inflation. A forecast of 3.5% has now

been included in projections for 2022/23 but reducing back to the target 2.0% from 2023/24. If inflation does remain high past 2022/23, or even continues on an upward trajectory, then forecasts will need to be revisited bearing in mind that each 1% increase has a baseline cost of £109k per annum.

	2022/23			
Key Assumptions	%	£000	Sensitivity +/- 1% (£000)	
Income / Funding				
District Council Tax Increase	3.0%	227	76	
Fees and Charges	3.0%	30	10	
Car Parking Fees	0.0%	0	74	
Expenditure				
Contractual Inflation	3.5%	381	109	
Employee Pay Inflation	2.0%	350	175	
Central Case Assumptions				
	2022/23	2023/24	2024/25	2025/26
Income / Funding				
Council Tax Increase	3.0%	3.0%	2.0%	2.0%
Council Tax Base	1.2%	1.2%	1.2%	1.2%
Fees & Charges	3.0%	3.0%	3.0%	3.0%
Income Contingency	-10.0%	-5.0%	0.0%	0.0%
	-1.825	-0.913	0	0
Government Funding (Incl. NNDR)	6.508	5.345	4.034	3.136
		-18%	-25%	-22%
Expenditure				
Contractual Inflation	3.5%	2.0%	2.0%	2.0%
Employee Pay Inflation	2.0%	2.0%	2.0%	2.0%

20 Strategic Reserves

- 20.1 The Council holds strategic reserves for specific purposes which are consistent with corporate priorities. These reserves are a key source of funding, helping to support specific service strategies and plans. They are also critical to our ability to fund the transformation of services and ability to

invest in order to generate the necessary savings to balance the budget over future years. This includes one-off costs in relation to service and staffing reviews as well as investing in systems to help develop digital service delivery.

- 20.2 Whilst the Council started in April 2020 with a healthy overall balance of earmarked reserves, there are significant existing budget commitments particularly in relation to major projects such as the new Winchester sport and leisure centre and central Winchester regeneration. In particular the Major Investment reserve, which has historically been the main reserve used to support revenue expenditure for major projects, is forecast to reduce from £7.6m in April 2020 to £3.3m by March 2023.
- 20.3 The creation of a new Transitional Reserve was approved by Cabinet in October 2019 (CAB3178). The purpose of this reserve is to both support the significant financial risks faced by the Council in relation to Government and other funding reductions and also to enable investment in the Council Plan (for example supporting the Climate Emergency).
- 20.4 In light of the projected shortfalls set out in this report, it is proposed that the Transitional Reserve be used to fund shortfalls in excess of the £3m net base budget reductions set out in this report. If the 20% reduced income assumption is realised, this will require a transfer from the Transitional Reserve to achieve a balanced budget for 2021/22. The reserve could absorb additional losses before any call on other useable reserves would be needed. This highlights the importance of holding a transition reserve to mitigate an element of this risk and provide time for any further change plans to be implemented.
- 20.5 In summary, reserves are used to support:
- a) Funding of the capital programme
 - b) Investment in transformation
 - c) Funding one-off costs associated with staffing reviews and organisational development work.
 - d) Providing one-off support for service budgets (such as the local plan)
 - e) Community infrastructure plans
 - f) Council Plan support
 - g) Asset management plans, IT strategy, Car parking strategy
 - h) Winchester town account (notably major refurbishment and replacements of play areas.)
- 20.6 It is important to note that reserves are finite and can therefore only be used to fund one-off expenditure. One-off expenditure can include projects which span a number of financial years but cannot include recurring expenditure such as utilities.

- 20.7 Total General Fund earmarked reserves, before proposals in this paper, are forecast to reduce from £33.9m at 01 April 2021 to £19.5m at 31 March 2026. The forecast closing balances (31 March 2026) of key earmarked reserves are summarised below;
- a) Operational reserves (£2.5m), significantly the major investment reserve, are revenue reserves which can be used to support revenue or capital expenditure, for example major projects.
 - b) Risk reserves (£3.7m), such as business rates retention, are available to mitigate risks faced by the Council. The overall levels are reviewed each year in line with the medium term financial strategy.
 - c) Asset reserves (£4.3m), such as the asset management reserve, are used to maintain existing council assets and are supported by spending plans such as the asset management plan.
 - d) Restricted reserves (£9.0m), such as the Community Infrastructure Levy, can only be used for restricted purposes and therefore must be considered separately to other reserves which can be used for wider purposes.
- 20.8 The revised general fund (CAB3256 refers) is forecast to balance by March 2021 although this is subject to significant uncertainty. Any balance at year end after adjustments will transfer to the Transition Reserve. Any shortfall will be funded from the same reserve.
- 20.9 A summary of earmarked reserves is included at Appendix B. These have all been reviewed as part of the budget process and the levels are considered to be appropriate.

21 Balances / risk reserves

- 21.1 The Council also maintains a general balance which is held to mitigate against any potential financial risks. These could be known risks or completely unforeseeable risks. As a general guide the minimum balance will be 15% of net revenue expenditure and so the current balance of £2.789m can give some additional cushioning particularly against the uncertainty of funding over the medium term projections.
- 21.2 A minimum balance of £1m is held within the business rates retention reserve in order to provide mitigation against the short term risks of a reduction in income.

22 Adequacy of reserves and robustness of estimates

- 22.1 There are specific requirements under Section 25 of the Local Government Act, 2003, for the Chief Finance Officer to provide a positive assurance statement about the adequacy of proposed financial reserves and the robustness of estimates made for the purposes of the budget calculation.

- 22.2 Reserves are detailed in this report and specific comment is made on the most significant balances. The general fund working balance is discussed above and is considered to be adequate.
- 22.3 When considering the robustness of estimates for the budget calculation for the current year, savings and increased income proposals included in the budget must be considered to be achievable. Considerable savings have been achieved to date, and the recent experience has been that compensating savings have been found to cover unforeseen growth pressures. The purpose of reserves, in particular the general fund working balance, is to provide a cushion for these variations.
- 22.4 The S151 officer is able to provide positive assurance on the robustness of the estimates, within the context of the overall budget and reserve levels, for the purpose of the budget calculations for the next year.

23 OTHER OPTIONS CONSIDERED AND REJECTED

- 23.1 Scope for additional savings in 22/23 to reduce the use of reserves does exist but would have a direct impact on service levels and service quality. With the uncertainty that exists regarding future funding, the recommended balance between savings and use of reserves to achieve a balanced budget is considered reasonable.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3276 -_General Fund Budget Options and Medium Term Financial Strategy dated 16 December 2020

CAB3289 - General Fund Budget 2021/22 dated 11 February 2021

Other Background Documents:-

APPENDICES:

Appendix A – Medium Term Financial Projections – General Fund

Appendix B – General Fund Earmarked Reserves

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			1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%
Council Tax Base			1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%	1.2%
Council Tax - Band D £	3.0%		3.0%	3.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Contractual Inflation	1.0%		3.5%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Pay Inflation	2.0%		2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
Reduction in Income	20.0%		10.0%	5.0%	0.0%							
General Fund Revenue (£m)	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	2021/22	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Funding												
Council Tax (excluding Parish Precepts)	8.517	8.517	8.847	9.190	9.465	9.748	10.040	10.342	10.653	10.974	11.305	11.646
Retained Business Rates	4.918	4.218	4.900	2.527	2.654	2.787	2.787	2.787	2.787	2.787	2.787	2.787
New Homes Bonus	1.963	1.963	0.970									
COVID Tranche 5	0.494	0.494										
Lower Tier Services Grant	0.461	0.461	0.289									
Local Council Tax Support	0.169	0.169										
Damping Forecast				2.469	1.031	0.000						
Other Grants	0.349	0.349	0.349	0.349	0.349	0.349	0.349	0.349	0.349	0.349	0.349	0.349
	16.871	16.171	15.355	14.535	13.499	12.884	13.177	13.478	13.789	14.110	14.441	14.782
Investment Activity	1.876	1.876	1.319	1.203	1.162	1.140	1.118	1.096	1.072	1.048	1.034	0.637
Resources available	18.747	18.047	16.673	15.738	14.661	14.025	14.295	14.574	14.862	15.158	15.475	15.419
Baseline Net Expenditure												
Gross Income	11.627	11.627	13.655	15.808	17.154	17.086	17.216	17.237	17.380	17.397	17.523	17.553
Gross Expenditure	-29.298	-29.298	-30.133	-31.758	-32.557	-33.333	-34.108	-34.921	-35.706	-36.506	-37.327	-38.094
One-off Staffing Support		-0.200										
Growth - project delivery		-0.400	-0.600									
Growth - climate emergency				-0.100	-0.100	-0.100	-0.100	-0.100	-0.100	-0.100	-0.100	-0.100
Provision for Asset Maintenance					-0.250	-0.250	-0.250	-0.250	-0.250	-0.250	-0.250	-0.250
Unavoidable Growth - on-street parking agency				-0.250	-0.250	-0.250	-0.250	-0.250	-0.250	-0.250	-0.250	-0.250
Reduced Car Parking Income - climate change agenda				-0.500	-0.500	-0.500	-0.500	-0.500	-0.500	-0.500	-0.500	-0.500
Central Zone car parking charges			0.050	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100
P&R Bus Subsidy		0.750										
Guildhall Hire		0.300										
Winchester Sport and Leisure Park		0.500										
Additional net garden waste income		0.165	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100	0.100
Bar End Depot					0.300	0.300	0.300	0.300	0.300	0.300	0.300	0.300
Baseline resource requirements	-17.671	-16.556	-16.928	-16.600	-16.003	-16.847	-17.492	-18.284	-18.926	-19.708	-20.404	-21.141
One-off budgets & Reserve Related Movements	-1.077	-1.077	0.391	-0.175	-0.619	-0.769	-0.769	-0.630	-0.181	-0.177	-0.177	-0.177
Total net resource requirements	-18.748	-17.633	-16.537	-16.775	-16.623	-17.616	-18.261	-18.914	-19.107	-19.886	-20.581	-21.318
Budget Surplus / (Shortfall)	0.000	0.415	0.136	-1.037	-1.962	-3.592	-3.966	-4.339	-4.245	-4.727	-5.107	-5.899
<i>% of Gross Expenditure</i>	<i>0.0%</i>	<i>-1.4%</i>	<i>-0.5%</i>	<i>3.3%</i>	<i>6.0%</i>	<i>10.8%</i>	<i>11.6%</i>	<i>12.4%</i>	<i>11.9%</i>	<i>12.9%</i>	<i>13.7%</i>	<i>15.5%</i>

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General Fund – Earmarked Reserves

CAB3318
Appendix B

GENERAL FUND EARMARKED RESERVES (£000)	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2030/31
	Outturn	Forecast end of year balances										
OPERATIONAL RESERVES												
Major Investment Reserve	(6,920)	(4,043)	(2,499)	(1,877)	(1,726)	(1,726)	(1,726)	(1,726)	(1,726)	(1,726)	(1,726)	(1,726)
Transformation	(236)											
Council Plan Support	(138)											
Community Grants & Commissions	(364)	(364)	(289)	(289)	(289)	(289)	(289)	(289)	(289)	(289)	(289)	(289)
Flood Support Schemes	(67)											
Landscape Mitigation	(14)											
Local Development Framework (LDF)	(290)											
New Burdens	(636)	(502)	(502)	(502)	(502)	(502)	(502)	(502)	(502)	(502)	(502)	(502)
	(8,664)	(4,910)	(3,291)	(2,669)	(2,518)	(2,518)	(2,518)	(2,518)	(2,518)	(2,518)	(2,518)	(2,518)
ASSET RESERVES												
Property - Asset Management Reserve	(3,511)	(2,880)	(2,780)	(2,680)	(2,630)	(2,580)	(2,530)	(2,480)	(2,430)	(2,380)	(2,330)	(2,480)
Car Parks Property	(1,549)	(1,230)	(1,360)	(1,490)	(1,440)	(1,390)	(1,340)	(1,290)	(1,240)	(1,190)	(1,140)	(1,270)
Information Management and Technology	(63)	(156)	(324)	(290)	(253)	(296)	(188)	(202)	(262)	(220)	(282)	(282)
	(5,123)	(4,266)	(4,465)	(4,460)	(4,323)	(4,266)	(4,058)	(3,972)	(3,933)	(3,790)	(3,752)	(4,032)
RESTRICTED RESERVES												
S106 (Interest)	(236)	(236)	(236)	(236)	(236)	(236)	(236)	(236)	(236)	(236)	(236)	(236)
Community Infrastructure Levy - General Fund	(10,903)	(9,096)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)	(8,196)
Community Infrastructure Levy - Winchester Town	(1,078)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)	(383)
COVID - Discretionary Grants	(2,021)											
Winchester Town Reserve	(403)	(102)	(197)	(254)	(192)	(179)	(166)	(166)	(166)	(166)	(166)	(166)
	(14,641)	(9,817)	(9,012)	(9,069)	(9,007)	(8,994)	(8,981)	(8,981)	(8,981)	(8,981)	(8,981)	(8,981)
RISK RESERVES												
Municipal Mutual Insurance	(139)	(139)	(139)	(139)	(139)	(139)	(139)	(139)	(139)	(139)	(139)	(139)
Museums Acquisitions												
Transitional Reserve	(3,434)	(1,927)	(2,179)	(2,379)	(2,579)	(2,579)	(2,579)	(2,579)	(2,579)	(2,579)	(2,579)	(2,579)
Business Rates Retention	(1,900)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
	(5,473)	(3,065)	(3,317)	(3,517)	(3,717)	(3,717)	(3,717)	(3,717)	(3,717)	(3,717)	(3,717)	(3,717)
Total General Fund Earmarked Reserves	(33,901)	(22,058)	(20,084)	(19,715)	(19,565)	(19,495)	(19,274)	(19,188)	(19,148)	(19,006)	(18,968)	(19,248)
General Fund Balance	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)	(2,789)
Usable Capital Receipts Reserve - General Fund	(3,838)	(2,022)	(2,032)	(1,809)	(1,959)	(2,297)	(2,639)	(2,984)	(3,333)	(3,685)	(4,041)	

REPORT TITLE: HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN AND BUDGET OPTIONS

15 NOVEMBER 2021

REPORT OF CABINET MEMBER: Cllr Kelsie Learney - Cabinet Member for Housing and Asset Management

Contact Officer: Gillian Knight Tel No: 01962 848577 Email gknight@Winchester.gov.uk

WARD(S): ALL

RECOMMENDATIONS:

It is recommended that scrutiny committee comment on the proposals within the attached cabinet report, ref CAB3325 which is to be considered by cabinet at its meeting on the 23 November 2021.

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REPORT TITLE: HOUSING REVENUE ACCOUNT (HRA) BUSINESS PLAN AND BUDGET OPTIONS

23 NOVEMBER 2021

REPORT OF CABINET MEMBER: CLLR KELSIE LEARNEY – CABINET MEMBER FOR HOUSING AND ASSET MANAGEMENT

Contact Officer: Gillian Knight Tel No: 01962 848577 Email gknight@Winchester.gov.uk

WARD(S): ALL

PURPOSE

The purpose of this report is to update members on the current HRA 30 year Business Plan, and upon the impact of any proposed budget options. It confirms that the proposed business plan is both sustainable and viable over the 30 year period.

The report provides a number of budget options for members to consider and approve and also recommends a rent increase for 2022/23 of 4.1% in line with the national rent policy of Consumer Price Index (CPI) plus 1%.

RECOMMENDATIONS:

That Cabinet:

1. Approve the HRA Business 30 year Business Plan for 2021-22 to 2050-51 as summarised in the Operating Account included as Appendix 4.
2. Support the projected 30 year HRA capital programme of £873m, an increase of £41m on the present plan, subject to the approval of individual schemes, and the proposed long term funding strategy that will see overall borrowing of £368m in year 30 subject to the final detailed HRA budget and the Capital Strategy being approved by Council in February 2021.
3. Note that the business plan is viable and sustainable and will support the council's ambitious delivery of 1,000 new affordable homes over the next ten years. The proposed plan provides sufficient funds over the 30 years to

deliver in total over 1,700 new affordable homes in total.

4. Support the proposal to fund £0.3m new initiatives around the Housing White Paper – “The charter for social housing residents” and invest additional resources in the capacity of the new homes delivery team, the decent homes team and Neighbourhood/Estate Management.
5. Support the proposal to increase the revenue funding for planned and reactive repairs by £0.5m to reflect both increased budget pressures and the cost of delivering an improved void standard to properties prior to letting.

That Cabinet recommend that Council:

6. Approve a rent increase in accordance with the national guidelines for social housing rents, based upon CPI+1%, resulting in a rent increase of 4.1% from April 2022.

IMPLICATIONS:**1 COUNCIL PLAN OUTCOME**

1.1 Providing good quality housing and new affordable homes is a strategic priority for the Council. Effective management of the resources available to the Council enable it to take advantage of new opportunities and ensure that satisfaction levels remain high amongst tenants in relation to their home and community. In particular

1.2 Tackling the Climate Emergency and Creating a Greener District

The Business Plan and budget provision set out in this report includes £15.7m funding to support the retro-fitting of carbon reduction measures to existing homes and to develop new homes in accordance with Passivhaus or equivalent standards. The Plan also has capacity for additional investment in Carbon Neutrality measures in future years and specific proposals will be determined once the impact of existing measures has been assessed.

1.3 Homes for all

Assist with the increase of housing property stock across the Winchester district

1.4 Vibrant Local Economy

Deliver affordable accommodation that allows people to live and work in the community and contribute to the local economy.

1.5 Living Well

The wellbeing of residents are considered within the design of new properties and any substitute properties will be viewed accordingly.

1.6 Your Services, Your Voice

Housing tenants are directly involved in decisions regarding service provision, both through the work of TACT and through regular digital engagement processes. The service continues to review options to provide an improved customer experience, increase opportunities for digital engagement and to ensure satisfaction with services provided by the Council remains high.

2 FINANCIAL IMPLICATIONS

2.1 These are fully detailed in Section 11 of the report and the accompanying appendices.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Under Part VI of the Local Government and Housing Act 1989 any local authority that owns housing stock is obliged to maintain a Housing Revenue Account. The HRA is a record of revenue expenditure and income in relation to an authority's own housing stock. The items to be credited and debited to the HRA are prescribed by statute. It is a ring fenced account within the authority's General Fund, which means that local authorities have no general discretion to transfer sums into or out of the HRA.
- 3.2 The Council is required to prepare proposals each year relating to the income of the authority from rents and other charges, expenditure in respect of repair, maintenance, supervision and management of HRA property and other prescribed matters. The proposals should be made on the best assumptions and estimates available and designed to secure that the housing revenue account for the coming year does not show a debit balance. The report sets out information relevant to these considerations.
- 3.3 Section 76 Local Government and Housing Act 1989 places a duty on local housing authorities: (a) to produce, and make available for public inspection, an annual budget for their HRA which avoids a deficit; (b) to review and if necessary, revise that budget from time to time and (c) to take all reasonably practicable steps to avoid an end-of-year deficit.
- 3.4 The proposed HRA budget fulfils these requirements. The report also seeks approval for major investment estimates in relation to a variety of schemes. In compliance with Section 151 of the Local Government Act 1972, the Council has in place Financial Procedures which provide appropriate arrangements for the approval of major works estimates. The various major works schemes must be capable of being carried out within the Council's statutory powers. To the extent that the details of the schemes appear from the body of the report, it does appear that the proposed works meet this requirement. In particular the maintenance of dwellings may be considered consistent with the Council's repairing obligation under Section 11 of the Landlord and Tenant Act 1985.

4 WORKFORCE IMPLICATIONS

- 4.1 Some of the options for consideration for next year's budget may require an additional staffing resource and further details regarding this are set out in section 16.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 In order to meet one of the key principles of the Council Strategy, the HRA is required to provide sufficient financial resources to both maintain existing stock to decent homes standard and to enable new affordable housing to be built to help meet local demands.

6 CONSULTATION AND COMMUNICATION

- 6.1 The proposals set out in this report have been discussed with TACT representatives and will be presented in full to the next TACT meeting. The TACT representatives expressed a preference for a rent increase in line with CPI rather than the proposed CPI + 1%. They acknowledged the reduced investment in services that would result from a lower rent increase and will provide further comment at the Cabinet meeting.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 As set out above, the Council has approved £15.7m of investment in retro fitting carbon reduction measures to existing homes and this report takes account of this. New Homes schemes are now being brought forward based on achieving net carbon neutral development or as close to it as is possible on specific sites.
- 7.2 The Housing Service considers environmental factors when preparing and developing major projects e.g. working closely with Planning and Landscape Officers when considering new build developments to meet the required codes for sustainable housing.

8 EQUALITY IMPACT ASSESSEMENT

This document is part of the budget consultation process and the public sector equality duty is considered alongside any relevant budget options.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 All projects set out in this report and the Capital Programme will be subject to individual data protection impact assessments.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property That Council owned dwellings fail to meet decent home standards</i>	An effective programme of future works and sound financial planning ensures that these standards are met and then maintained.	Self-Financing provides certainty around future resource allocations and facilitates better supply chain management
<i>Community Support Lack of consultation will affect tenant satisfaction and cause objections to planning applications for new build developments.</i>	Regular communication and consultation is maintained with tenants and leaseholders on a variety of housing issues. The Council consults with local residents and stakeholders on proposed new build schemes.	Positive consultation brings forward alternative options that may otherwise not have been considered.
<i>Timescales Delays to new build contracts may result in increased costs and lost revenue.</i>	New build contracts contain clauses to allow the Council to recover damages if the project is delayed due to contractor actions.	
<i>Project capacity The HRA can borrow funds in addition to utilising external receipts and reserves but it must be able to service the loan interest arising and repay debt in the future. Staffing resources (not always in Housing) reduce the ability to push forward new schemes at the required pace.</i>	Regular monitoring of budgets and business plans, together with the use of financial assessment tools enables the Council to manage resources effectively. Staffing resources have been reviewed to support the delivery of the enhanced new build programme.	The Council monitor's government announcements on the use of RTB receipts and potential capital grant funding. Given the challenging nature of the delivery targets it may be necessary to review the resourcing requirements needed to successfully deliver this step change in anticipated activity
<i>Financial / VFM Risks, mitigation and</i>	New build Schemes are financially evaluated and	

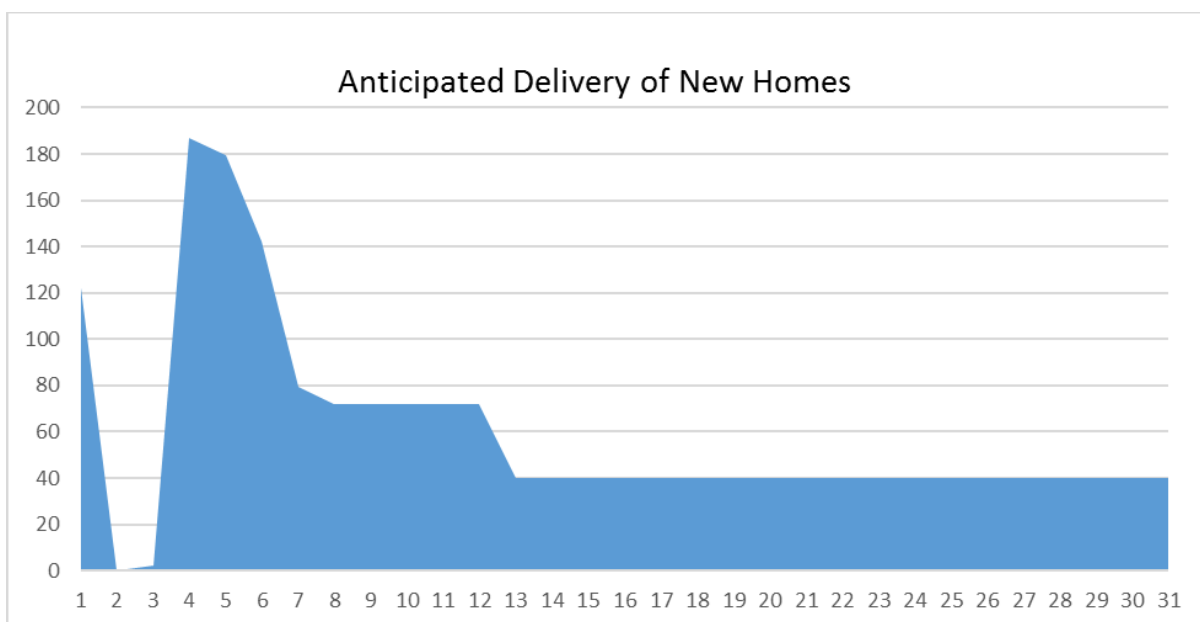
<p><i>opportunities are managed through regular project monitoring meetings</i></p>	<p>have to pass financial hurdles and demonstrate VFM. In addition Total Scheme Costs contain provision for 5% contingency on build and 10% on fees for new build developments that take account of potential residual development and sales risk.</p>	
<p><i>Legal</i> <i>The provision of social housing is a statutory requirement. Changing Government priorities place a greater emphasis on social housing which must be monitored and considered within planning of future new build projects.</i></p>	<p>Government statutory requirements and policy changes are being monitored to identify any new risks or opportunities that they may bring.</p>	<p>To create new housing developments within new guidelines and drawing on innovative thinking.</p>
<p><i>Innovation</i> <i>The creation of a Housing Company to support the new build programme is introduced without reference to existing rules and consents.</i></p>	<p>External legal and business planning advice has been sought to ensure the Council has the most appropriate and effective solution and that any developments are only undertaken if they are financially viable.</p>	<p>A Housing Company has the potential to increase the available supply of affordable housing to support our residents.</p>
<p><i>Reputation</i> <i>Failure to complete major housing projects due to lack of resources would have a direct impact on both customer satisfaction and the Council's reputation.</i></p>	<p>Business planning tools with regular updates are utilised to make sure resources are available to complete projects.</p>	
<p><i>Other – None</i></p>		

11 BACKGROUND

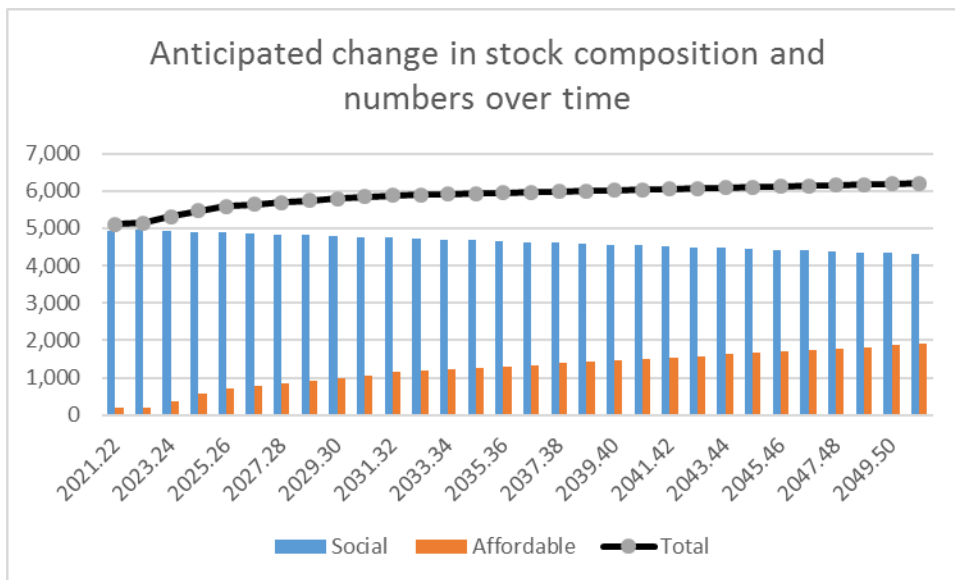
- 11.1 The 2012 Self-Financing HRA reforms and settlement resulted in the City Council buying itself out of the previous tightly controlled national HRA subsidy system. This system which had operated since 1989 was widely discredited in that it sought to redistribute notional HRA surpluses and deficits and relied upon annual notifications of financial resources. This discouraged any council from growing or improving the efficiency of its local HRA.
- 11.2 When Self-Financing was implemented councils in deficit had debt paid off whilst councils in surplus took on new debt. Winchester City Council was a surplus subsidy council and bought itself out of the previous system by taking on an extra £156m of new debt. This enabled the council effectively to take back ownership of its HRA and of all future income streams. At this time, it was envisaged and hoped that this would lead to the unlocking of resources and to the development of a significant national number of new affordable homes and incentivise a real step change in Local Authority strategic ambition and delivery capacity.
- 11.3 However this aspiration was curtailed and constrained by the Government's reluctance to allow councils to borrow for HRA housing investment, with individual borrowing caps imposed upon all councils as part of the self-financing settlement. Nevertheless, after 2012 the HRA could effectively be run in a more business-like way, with varying degrees of control over its own assets and revenue streams.
- 11.4 In October 2018 the Government removed the HRA borrowing cap replacing it with the same borrowing regime as applied to the General Fund, Prudential Borrowing. The key requirements of the Prudential Code are that capital investment plans are affordable, prudent and sustainable. On 12th March 2020 the Government further announced that HRA borrowing would now be available at a reduction of 0.8 basis points below other PWLB certainty borrowing rates. Current 50 year PWLB rates are at a historically low rate of under 2% In addition the HRA is not required to set aside any annual Minimum Revenue Provision (MRP) towards the outstanding debt as is the case in the GF. The LGA described the abolition of the debt cap as a game changing opportunity for local authorities.
- 11.5 The 30-year HRA business plan remains the annual measure of the viability and sustainability of the HRA. The Business Plan projects future HRA revenue and capital budgets based upon future assumptions on key variables such as interest rates, inflation and Social rent policy, proposed future capital investment plans and associated funding requirements. Essentially the 30-year Business Plan demonstrates to stakeholders the impact of future investment decisions upon the sustainability and viability of the HRA.

12 THE PROPOSED 30 YEAR BUSINESS PLAN

- 12.1 The general assumptions and forecasts used in the Plan have been reviewed and amended where considered necessary. The details of the key assumptions made are shown in Appendix 1. The current 30 Year Business Plan has been updated for changes in stock, actual average rent and service charges and projected HRA forecast outturn at period 5.
- 12.2 All of the identified current New Build Schemes have been individually reviewed and the financial cash flow impact profiled in line with delivery expectations. The financial impact of this is now reflected within the proposed investment plans.
- 12.3 In addition, the council’s objective of delivering 1,000 new affordable homes is fully recognised and funded within the current business plan. The profiled delivery of new homes is shown over the life of the business plan, with the target of 1,000 funded to be achieved within the first 10 years. The 30 year plan has sufficient resources to deliver an estimated 1,700 new affordable dwellings over the life of the plan.



- 12.4 Year 1 of the above table is 2021-22 (the current year). The profile reflects the delivery of the Valley and Hookpit schemes completing 122 units in 2021 (the start of the 10 year programme) and reflects the 2 year gap between “start on site” and delivery for the next major schemes in the programme (Winnall and Whitely).
- 12.5 The proposed business plan will see funding in place to deliver in total around 1,700+ new affordable homes over the next 30 years including shared ownership of 305 units. The makeup of the stock, and forecast changes over time is shown below



13 RENT POLICY

- 13.1 The Rents for both social and affordable housing are now set in accordance with the guidance issued by the Regulator of Social Housing. The current policy framework applies to all registered social landlords, both local authorities and private registered providers (Housing Associations). This policy gives landlords a degree of certainty for 5 years from April 2020 that rents will be allowed to increase annually by a maximum of CPI+1% (based on CPI in September of the preceding year). The first year of this policy was 2020-21 and this followed 4 years of real actual annual rent reduction of 1% under the Welfare Reform Act 2012.
- 13.2 The calculation of social rents is based upon a formulae of 70% relative earnings to 30% relative property value, applied to each individual properties value in January 1999, and then adjusted for bedroom size. This is then inflated by an index of applied annual rent increases to arrive at a current formula target rent for each property. There are also caps or limits on the maximum amount that can be charged by bed size. However as the government applied caps and limits to the permitted increases over a number of years it is possible that some tenants are paying less than the formula target rent. If a social rented property is re-let and the current actual rent is below the formula target, then the rent can be increased to the formula target rent. By contrast affordable rent is based on a maximum of 80% of certified market rent, and when affordable property is re-let the certified market value must be reassessed.
- 13.3 The formulae target rent is the rent level that the Government believe should be charged for a particular social tenancy taking account as it does the size and location of the property. However because of the previous impact of caps and limits upon actual rent increase in 2020-21 only 664 social dwellings are at target formula rent levels with some 4,216 being below the formulae target rent. The size of this gap represents an annual loss to the HRA of £453k. If members chose to limit the size of any rent increase below guideline this gap

increases. When property becomes void and is relet it is the Councils policy to relet it at formulae target rent.

- 13.4 The current Business Plan assumes that the rents will continue to comply with this guidance and the increase will be in line with the maximum allowed by the Regulator. The September CPI was 3.1% so the proposed rent increase will be 4.1%. The impact of this in terms of weekly rents for Winchesters housing stock by type and bed size is shown below.
- 14 **RENT OPTION 1 - A GUIDELINE RENT INCREASE OF CPI+1%.**
- 14.1 The average rent for an affordable dwelling would increase from £163.35 per week to £170.04 per week an increase of £6.69 or 4.1%. This would be inclusive of any service charges and their associated increases.
- 14.2 The average rent for a social dwelling would increase from £103.58 per week to £107.82 per week an increase of £4.24 or 4.1%. Service charges are payable on top of the rent charge for this type of accommodation.
- 14.3 For information the Current and recent LHA rates for 1-4 bed properties in Winchester is shown below, the LHA is set at the 30th percentile of properties available to let and the 2022-23 LHA rates will be announced in March 2022.

Option 1: Rent Increase of CPI+1% - Affordable Rent Properties:

Bedsizes	Property No.s	Average Affordable Actual Rent	Min Rent 21-22	Max Rent 21-22	Average Affordable Rent 2022-23	Min Rent 2022-23	Max Rent 2022-23
0	1	£189.81	£189.81	£189.81	£197.59	£197.59	£197.59
1	79	£141.57	£116.71	£161.54	£147.37	£121.50	£168.16
2	70	£170.60	£119.65	£191.92	£177.59	£124.56	£199.79
3	38	£192.89	£143.48	£243.60	£200.80	£149.36	£253.59
4	1	£227.35	£227.35	£227.35	£236.67	£236.67	£236.67
Grand Total	189	£163.35	£116.71	£243.60	£170.04	£121.50	£253.59

Option 1: Rent Increase of CPI+1% - Social Rent Properties:

Bedsizes	Property No's	Average Actual Rent 2021-22	Min Rent 21-22	Max Rent 21-22	Average Rent 2022-23	Min Rent 22-22	Max Rent 2022-23
1	1670	£89.56	£72.22	112.64	£93.23	£75.18	£117.26
2	1636	£103.73	£84.40	129.6	£107.98	£87.86	£134.91
3	1501	£117.89	£98.34	153.4	£122.72	£102.37	£159.69
4	69	£126.86	£91.34	149.64	£132.06	£95.08	£155.78
5	1	£146.83	£146.83	146.83	£152.85	£152.85	£152.85
6	1	£144.32	£144.32	144.32	£150.24	£150.24	£150.24
Grand Total	4878	£103.58	£72.22	153.4	£107.82	£75.18	£159.69

Winchester Local Housing Allowance Weekly Rent Limits

Year	Room(s)			
	1	2	3	4
LHA April 2019-20	£148.30	£182.45	£211.87	£312.77
LHA April 2020-21	£152.75	£182.45	£211.87	£322.15
LHA April 2021-22	£166.85	£197.92	£253.15	£368.22

15 RENT OPTION 2 - A RENT INCREASE OF CPI INSTEAD OF CPI+1%

- 15.1 The option to have a lower rent increase than the guideline maximum rent increase is worthy of consideration. However, it should be noted that a rent increase of CPI only (3.1%) would lead to the HRA having working balances in year 30 of £10.953m lower at only £4.958m. The net NPV cost to the HRA would be £7.5m in today's prices over the 30 year life of the plan. This would be at the level required to maintain the minimum working balances but would have a significant impact on future funding for housing services, with the reduction in income being sufficient to fund an additional 58 new affordable homes.
- 15.2 Because of the Government imposed real reductions of 1% between 2016-17 and 2019-20, the average annual increase in rents over the last 10 years is only 1.9%.
- 15.3 It should be noted that a decision to set a rent lower than CPI+1% would have no beneficial impact to residents in receipt of benefits or universal credit. All support payments are adjusted to reflect rent decisions up to the maximum of CPI+1% and the Government anticipate registered landlords setting rents in accordance with the national policy.
- 15.4 The average rent for an affordable dwelling would increase from £163.35 per week to £168.41 per week an increase of £5.06 or 3.1%. This would be inclusive of any service charges and their associated increases.
- 15.5 The average rent for a social dwelling would increase from £103.58 per week to £106.79 per week an increase of £3.21 or 3.1%. Service charges are payable on top of the rent charge for this type of accommodation.

Option 2: Rent Increase of CPI only – Affordable Rent Properties:

Bedsizes	Property No.s	Average Affordable Actual Rent	Min Rent 21-22	Max Rent 21-22	Average Affordable Rent 2022-23	Min Rent 2022-23	Max Rent 2022-23
0	1	£189.81	£189.81	£189.81	£195.69	£195.69	£195.69
1	79	£141.57	£116.71	£161.54	£145.96	£120.33	£166.55
2	70	£170.60	£119.65	£191.92	£175.89	£123.36	£197.87
3	38	£192.89	£143.48	£243.60	£198.87	£147.93	£251.15
4	1	£227.35	£227.35	£227.35	£234.40	£234.40	£234.40
Grand Total	189	£163.35	£116.71	£243.60	£168.41	£120.33	£251.15

Option 2: Rent Increase of CPI only - Social Rent Properties:

Bedsizes	Property No's	Average Actual Rent 2021-22	Min Rent 21-22	Max Rent 21-22	Average Rent 2022-23	Min Rent 22-22	Max Rent 2022-23
1	1670	£89.56	£72.22	£112.64	£92.33	£74.46	£116.13
2	1636	£103.73	£84.40	£129.60	£106.95	£87.02	£133.62
3	1501	£117.89	£98.34	£153.40	£121.54	£101.39	£158.16
4	69	£126.86	£91.34	£149.64	£130.80	£94.17	£154.28
5	1	£146.83	£146.83	£146.83	£151.38	£151.38	£151.38
6	1	£144.32	£144.32	£144.32	£148.79	£148.79	£148.79
Grand Total	4878	£103.58	£72.22	£153.40	£106.79	£74.46	£158.16

16 OTHER BUDGET OPTIONS

16.1 Additional funding of £500k is has been included in the Business Plan and budget modelling to support:

- a) £200k towards the cost of delivering an improved Void Property standard. The current standard has been in place for some years and does ensure properties are clean, habitable and with all safety checks completed. However, some properties will still require very significant decorating works and the current standard is considered to fall below that offered by other registered providers in Hampshire. It is therefore proposed that a new improved standard be developed in consultation with TACT and tenant representatives.
- b) £300k to fund current budget pressures caused by redirected spend from major works that does not meet the accounting requirements to capitalise.

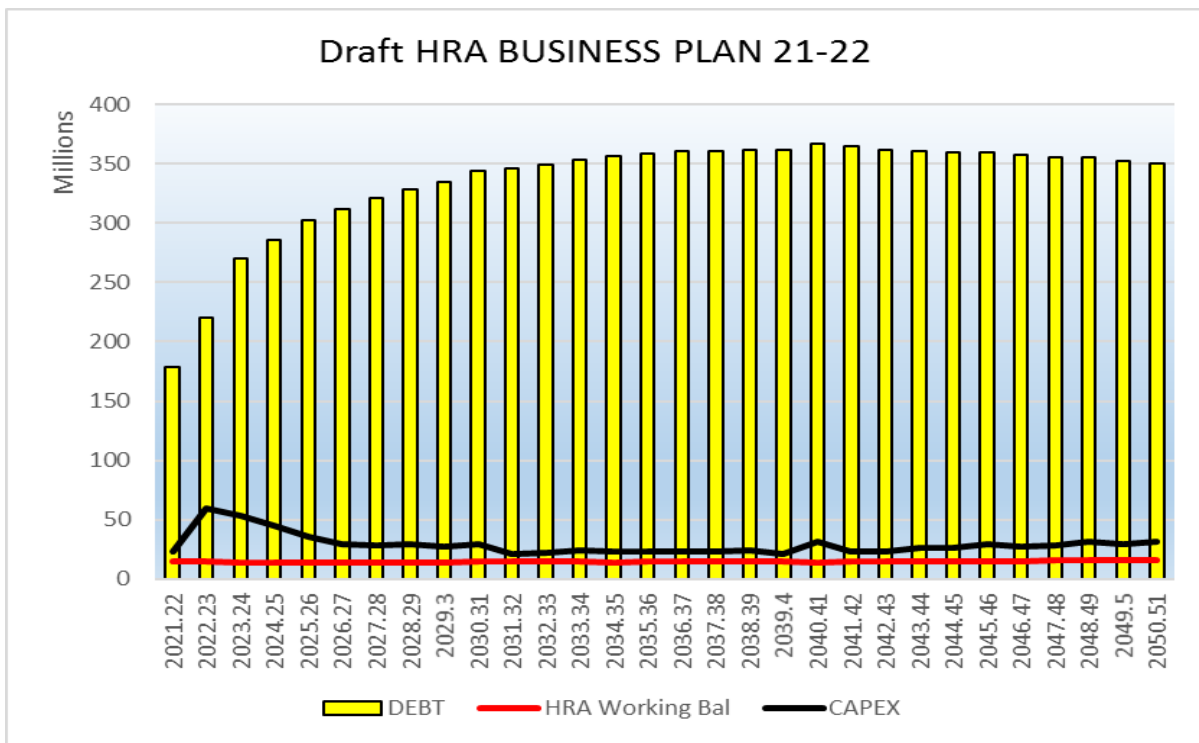
16.2 Proposal for additional Resources – Pressures on Housing teams have increased directly as a result of increased New Homes investment and additional measures regarding retrofitting of existing stock. In addition, the recent social housing white paper “The charter for social housing residents” highlighted the importance of effective neighbourhood and estate management. This forecasts/projections in this report include an additional £300k to fund additional resources as set out below:

- a) New Homes – An additional project manager to ensure existing schemes are progressed and to increase capacity for new schemes and land acquisitions to support delivery of the 10 year programme now set out in the business plan.
- b) Property Services – Additional surveying resource to support the delivery of the retrofitting programme (£1.5m annual programme), as well as an additional officer to provide back office support to the surveying team and improve customer liaison, complaint resolution etc

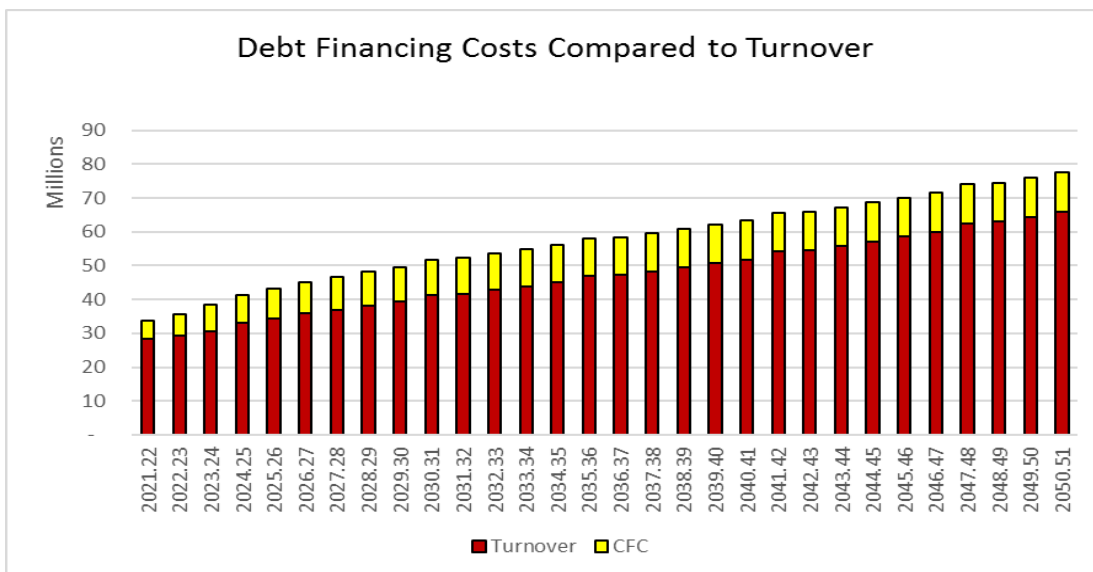
- c) Neighbourhood Estate Services – 2 additional neighbourhood services officers to ensure sufficient capacity for monitoring estate services (grounds maintenance. Cleaning etc), improving tenant liaison and establishing an improved inspection programme for whole estates (not just communal housing). The provision also includes a £50k to fund additional estate maintenance works and to take timely interventions to address problems and maintain high standards on housing land. This investment will free up General Fund Neighbourhood services resources to focus on town centre management, fly tipping and wider community safety work.
- 16.3 Additional Energy Works – A rent increase of CPI+1% would generate sufficient capacity within the Business Plan to fund an additional annual extra £0.5m investment in working towards carbon neutrality for the Council’s existing homes. This could help to accelerate existing plans to improve energy efficiency of the housing stock. Achieving carbon neutrality for the stock is estimated to cost in the region of £45m and this additional capacity, along with the £15.7m already allocated would fund over half of this requirement. Any shortfall will need to be met from national programmes and grant funding and the Energy Officer approved as party of the 2021/22 budget will lead on preparing bids for future programmes. It should be noted however that an inflation only rent increase would result in no additional capacity over and above existing programmes to fund additional carbon reduction measures.

17 HRA FUNDING STRATEGY

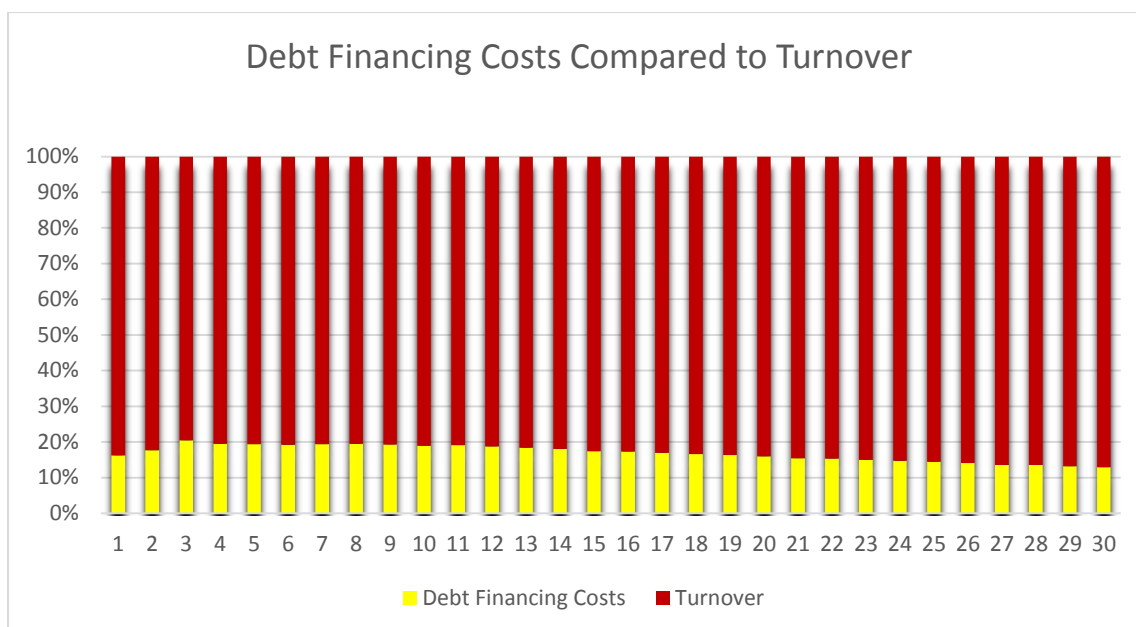
- 17.1 To facilitate the investment requirement needed to deliver the councils housing new build targets the HRA business plan external borrowing will need to increase from £178m to £367m, an increase of £189m over the life of the plan. This is necessary to deliver the step change in the anticipated delivery of new homes over the life of the plan. This will require over £165m of investment in new homes over the next 5 years and take advantage of the current historically low level of PWLB interest rates and the ability of the HRA to borrow prudentially.
- 17.2 The interplay of capital investment, borrowing and the HRA working balance are shown over. The average amount of annual capital investment is £29.1m, and the projected HRA reserves at year 30 is £15m. See Appendix 4 for key HRA financial metrics



18 The projected increase in borrowing needs to be considered against the growth in both the asset base and the increase in turnover that this will facilitate. The increase in borrowing remains affordable as the interest costs can be funded from within the HRA and the associated increase in both the asset base and in turnover mean that the ratio of debt to income remains affordable



19 Looking at the relative relationship between the debt financing costs and turnover, the ratio of debt to turnover remains fairly constant at between 17%-26%. The assumptions surrounding new debt assume that new loans between now and March 2025 are taken out at an average of 3% and thereafter 3.5%, taking account of current short term interest rate uncertainty.



16 OTHER OPTIONS CONSIDERED AND REJECTED

16.1 The option to have a nil increase in rents was also modelled. The impact of no increase would have a cumulative detrimental impact over the life of the plan. Modelling demonstrated that the proposed HRA 30 year business plan would not be financially viable nor financially sustainable in such a situation, with negative working balances from year 18. The net NPV cost to the HRA in today's prices over the 30 years would be a loss of £29.027m. The lost income could theoretically fund 152 new affordable homes. This option has therefore been discarded as being unviable.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB 3275 – HRA Budget, Business Plan & Budget Options 2020/50 – 16 Dec 2021

CAB3111 – HRA Budget 2019-20 & Business Plan 2019/49 – 30 Jan 2019

CAB3016 (HSG) – HRA Budget 2018/19 & Business Plan 2018/48 – 31 Jan 2018

Other Background Documents:-

APPENDICES:

APPENDIX 1 – HRA BUSINESS PLAN ASSUMPTIONS

APPENDIX 2 - CAPITAL INVESTMENT AND THE ASSET BASE

APPENDIX 3 - HRA OPERATING ACCOUNT 2021-22 to 2050-51

APPENDIX 4 – HRA 30 YEAR BUSINESS PLAN KEY METRICS

APPENDIX 1 – HRA BUSINESS PLAN ASSUMPTIONS

There are a number of assumptions required for the 30 year HRA business plan. The key assumptions are detailed below.

Inflation

Year	RPI	CPI	Repairs
2022-23	3.00%	3.01%	3.00%
Thereafter	3.00%	2.00%	3.00%

NB the September 2021 RPI was 4.9% and the CPI was 3.1% as published by the ONS. In addition repairs contracts are often linked to BCIS factors, produced by RICS. The assumed inflation rate for costs (RPI) included in the HRA business plan is 3.00% (2.5% in 2021-22). RPI affects cost drivers and CPI income.

Rent Increases

Year	Social & Affordable Rents	Shared Ownership Rents
2022-23	CPI + 1%	RPI + 1%
2023-24	CPI + 1%	RPI + 1%
2024-25	CPI + 1%	RPI + 1%
Thereafter	CPI + 0%	RPI + 1%

NB Affordable rents have a requirement to “rebase” the rent level in relation to current market rents when a property is re-let. However, in business planning terms, it is assumed that market rent income will rise in line with CPI.

Voids and Bad Debts

Year	Voids			Bad Debts		
	Social	Affordable	Temp Acc.	Social	Affordable	Temp Acc.
2022-23	2.00%	5.00%	24.00%	0.50%	0.50%	0.80%
2023-24	1.80%	2.00%	20.00%	2.00%	2.00%	2.00%
Thereafter	1.80%	2.00%	20.00%	2.00%	2.00%	2.00%

Appendix 2 (continued)

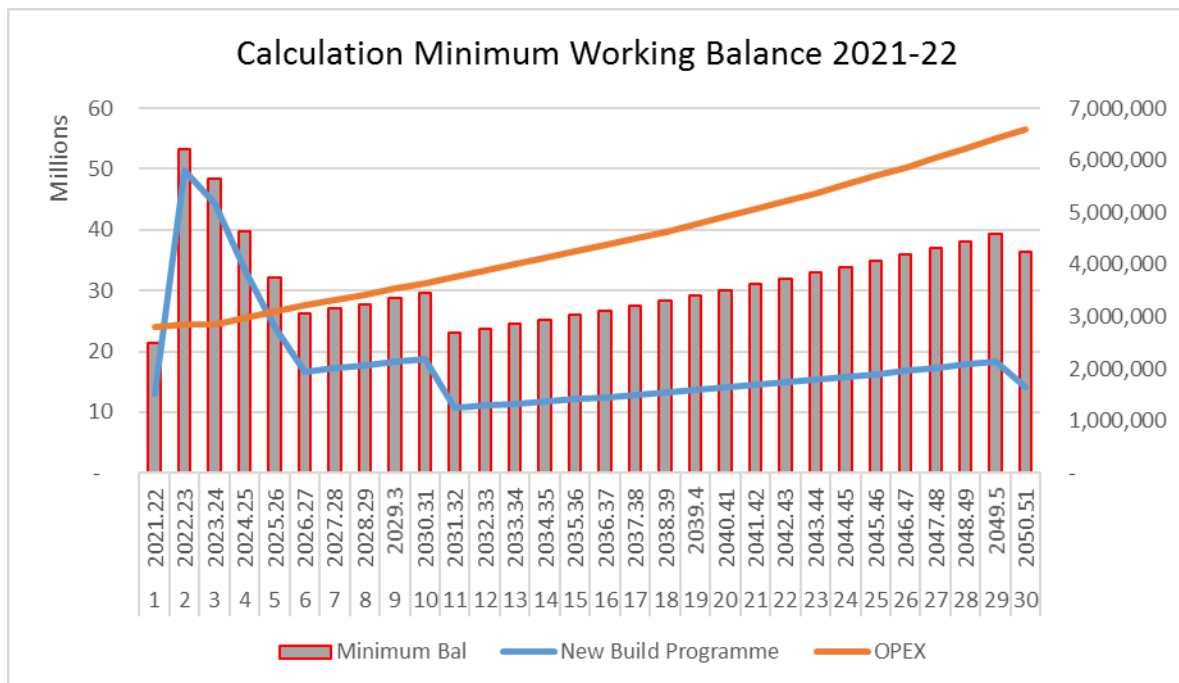
Right to Buy Sales

A review of the average number and value of RTB sales shows since the introduction of the reinvigorated RTB in 2012 that on average 22 sales have completed each year at a value in 2021-22 of £257k. The average discount that a tenant receives is currently £82,283, equivalent to 32% of the market value.

23 sales have been assumed for 2021-22 and all subsequent years.

HRA Working Balance

The minimum HRA working balance for 2020-21 has been reviewed in light of the challenging delivery and scale of investment required in new affordable housing with its inherent development/sales risks. It is now recommended that the minimum working balance should be set at 5% of the operating revenue expenditure and 10% of the annual new build programme. This will result in a minimum working balance shown below against the current budget for these two key activities. In 2022-23 this will be set at £6.2m.



Interest Rates and Borrowing

Internal

All internal transactions with the General Fund are determined by the Treasury Management Strategy approved by the Council and the statutory item 8 Debit determination. All interest rates are variable and the current rates are set at 0.01% on both internal borrowings and credits in the HRA and reserves in light of the latest corporate guidance.

External

The current Housing Revenue Account Capital Financing Requirement (HRACFR) an indication of the indebtedness and need to borrow within the HRA is largely financed by external loans with interest rates ranging from 1.95% to 3.52% depending on the length of the loan. The current average cost of capital is under 3.2%

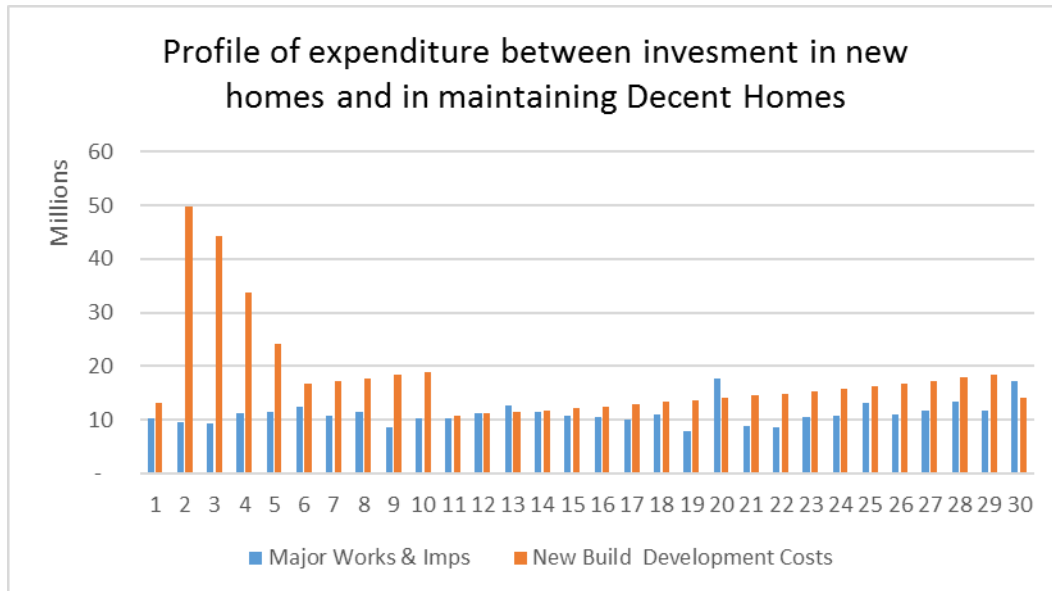
The latest business plan assumes that further external borrowing of £11.455m is undertaken in 2021-22 at an interest rate of 3.0%. Thereafter the plan assumes that prudential borrowing is undertaken in order to finance capital expenditure, after the application of available RTB 1-4-1 funds, grants and Major Repairs Funding as necessary. The current HRA Capital Financing Requirement the (HRA CFR) increases over the life of the plan to £367m at year 30, an increase of £189m.

All current loans that expire during the plan are assumed to be refinanced. It is assumed that all new loans will bear an interest rate of 3% up to March 2025 and 3.5% thereafter. In the first 5 years it is assumed that £124m of capital investment will be financed from borrowing.

APPENDIX 2 CAPITAL INVESTMENT AND THE ASSET BASE

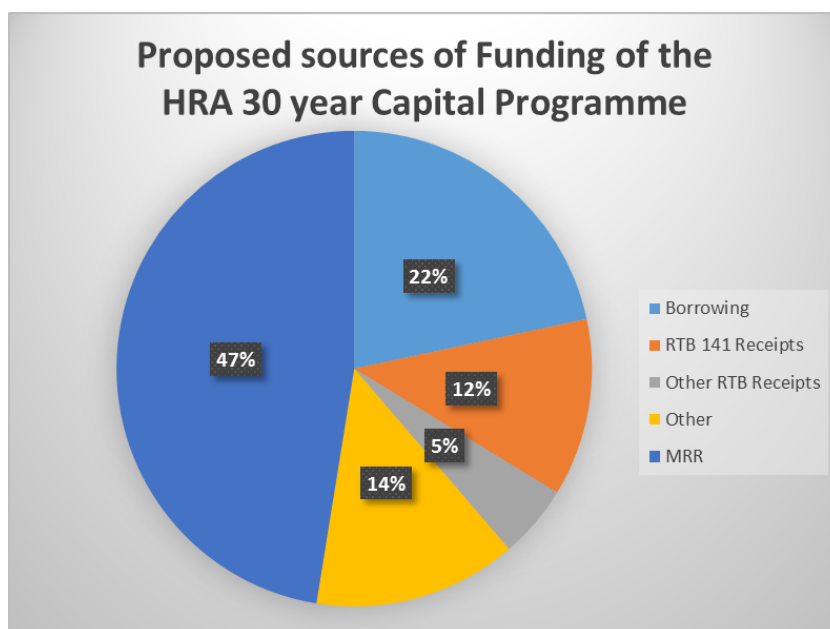
Capital Investment over the 30 year Plan

The Current plan allows for £335m of investment in maintaining Decent Homes standard+ which here includes investment in Climate change, estates improvement, disabled adaptations, sewage treatment works and Fire safety measures. At present the plan allows for £539m of investment in delivering new affordable homes.

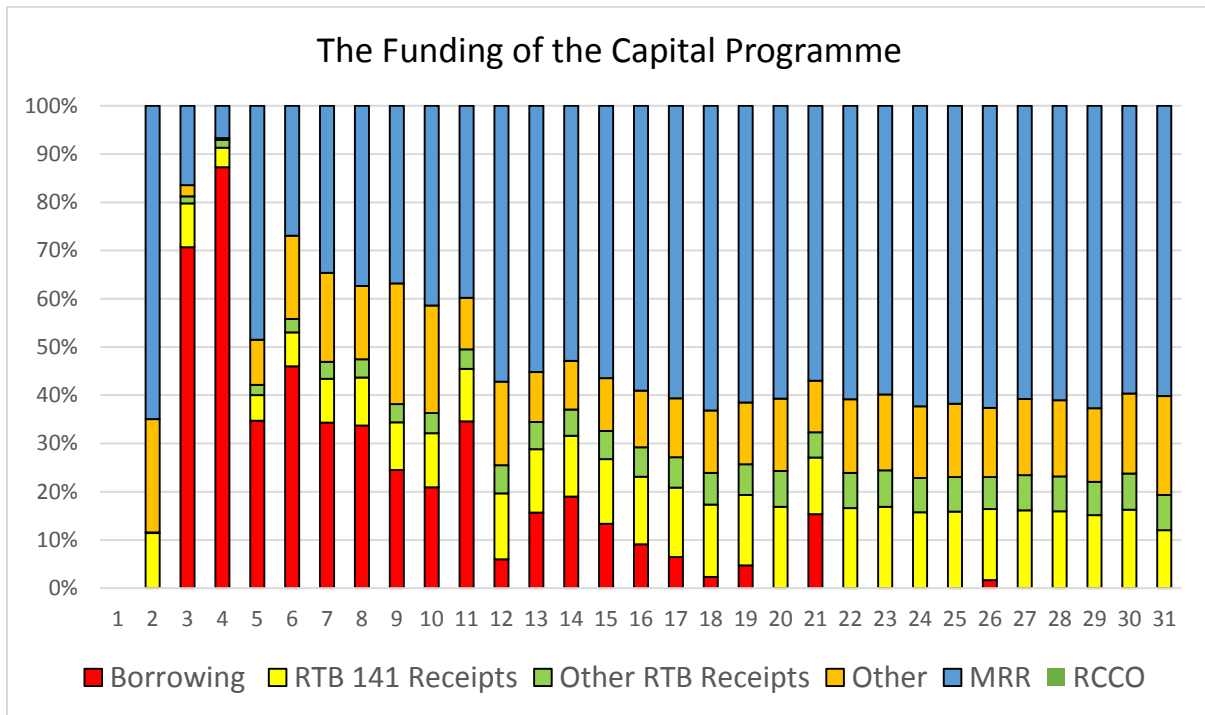


The funding of the Capital Programme

Based upon the funding strategy proposed the likely funding of the overall Capital Programme of £874m over the next 30 years is shown below.



The chart below shows the proposed funding profile by year over the 30 years.



APPENDIX 3 – The HRA OPERATING ACCOUNT 2021-22 to 2050-51

Winchester City Council

HRA Business Plan

Operating Account

(expressed in money terms)

		Income			Expenditure					
Year	Year	Net rent Income £,000	Misc Income £,000	Total Income £,000	Managt. £,000	Depreciation £,000	Responsive & Cyclical £,000	Total expenses £,000	Capital Charges £,000	Net Operating (Expenditure) £,000
1	2021.22	28,307	869	29,176	(9,892)	(8,188)	(5,769)	(24,350)	(5,492)	(415)
2	2022.23	29,276	895	30,171	(10,189)	(8,537)	(5,073)	(25,006)	(6,309)	(541)
3	2023.24	30,475	922	31,397	(10,503)	(8,757)	(5,248)	(24,507)	(7,898)	(1,008)
4	2024.25	33,104	949	34,054	(10,922)	(9,180)	(5,451)	(25,554)	(8,149)	351
5	2025.26	34,521	978	35,499	(11,353)	(9,612)	(5,646)	(26,611)	(8,780)	108
6	2026.27	35,897	1,007	36,905	(11,694)	(10,062)	(5,820)	(27,576)	(9,272)	57
7	2027.28	37,026	1,037	38,063	(12,045)	(10,427)	(5,995)	(28,466)	(9,660)	(63)
8	2028.29	38,152	1,069	39,221	(12,406)	(10,792)	(6,175)	(29,374)	(9,992)	(145)
9	2029.30	39,311	1,101	40,412	(12,778)	(11,170)	(6,361)	(30,310)	(10,217)	(115)
10	2030.31	41,282	1,134	42,416	(13,162)	(11,562)	(6,552)	(31,276)	(10,492)	648
11	2031.32	41,729	1,168	42,897	(13,557)	(11,966)	(6,749)	(32,272)	(10,715)	(90)
12	2032.33	42,866	1,203	44,069	(13,963)	(12,385)	(6,938)	(33,286)	(10,826)	(43)
13	2033.34	43,907	1,239	45,146	(14,382)	(12,767)	(7,132)	(34,281)	(10,969)	(104)
14	2034.35	44,973	1,276	46,249	(14,814)	(13,162)	(7,331)	(35,306)	(11,105)	(162)
15	2035.36	46,952	1,314	48,266	(15,258)	(13,569)	(7,536)	(36,362)	(11,210)	694
16	2036.37	47,186	1,354	48,540	(15,716)	(13,988)	(7,746)	(37,450)	(11,274)	(183)
17	2037.38	48,334	1,394	49,728	(16,187)	(14,420)	(7,962)	(38,569)	(11,314)	(155)
18	2038.39	49,510	1,436	50,946	(16,673)	(14,866)	(8,184)	(39,723)	(11,343)	(120)
19	2039.40	50,642	1,479	52,121	(17,173)	(15,325)	(8,413)	(40,911)	(11,363)	(153)
20	2040.41	51,876	1,524	53,400	(17,688)	(15,798)	(8,647)	(42,134)	(11,448)	(183)
21	2041.42	54,164	1,569	55,733	(18,219)	(16,287)	(8,889)	(43,394)	(11,533)	805
22	2042.43	54,438	1,616	56,055	(18,766)	(16,790)	(9,136)	(44,692)	(11,530)	(167)
23	2043.44	55,768	1,665	57,433	(19,329)	(17,308)	(9,391)	(46,028)	(11,528)	(123)
24	2044.45	57,131	1,715	58,845	(19,908)	(17,843)	(9,653)	(47,405)	(11,527)	(86)
25	2045.46	58,528	1,766	60,294	(20,506)	(18,394)	(9,922)	(48,822)	(11,534)	(63)
26	2046.47	59,960	1,819	61,779	(21,121)	(18,963)	(10,199)	(50,282)	(11,543)	(46)
27	2047.48	62,610	1,874	64,484	(21,754)	(19,548)	(10,483)	(51,786)	(11,538)	1,160
28	2048.49	62,934	1,930	64,864	(22,407)	(20,152)	(10,775)	(53,334)	(11,537)	(7)
29	2049.50	64,478	1,988	66,465	(23,079)	(20,775)	(11,075)	(54,929)	(11,535)	1
30	2050.51	66,060	2,047	68,108	(23,772)	(21,416)	(11,384)	(56,572)	(11,532)	4

APPENDIX 4 - HRA 30 YEAR BUSINESS PLAN KEY METRICS

Year		HRACFR	Turnover	Debt Financing Costs	as % age Turnover	Working Balance
		£,000	£,000	£,000		£,000
1	2021.22	178,177	28,307	5,492	19%	15,139
2	2022.23	220,077	29,276	6,309	22%	14,618
3	2023.24	270,077	30,475	7,898	26%	13,631
4	2024.25	285,656	33,104	8,149	25%	14,004
5	2025.26	302,077	34,521	8,780	25%	14,128
6	2026.27	312,041	35,897	9,272	26%	14,201
7	2027.28	321,457	37,026	9,660	26%	14,154
8	2028.29	328,641	38,152	9,992	26%	14,026
9	2029.30	334,279	39,311	10,217	26%	13,927
10	2030.31	344,313	41,282	10,492	25%	14,591
11	2031.32	345,565	41,729	10,715	26%	14,517
12	2032.33	349,076	42,866	10,826	25%	14,491
13	2033.34	353,670	43,907	10,969	25%	14,403
14	2034.35	356,785	44,973	11,105	25%	14,257
15	2035.36	358,874	46,952	11,210	24%	14,968
16	2036.37	360,368	47,186	11,274	24%	14,802
17	2037.38	360,900	48,334	11,314	23%	14,663
18	2038.39	362,040	49,510	11,343	23%	14,560
19	2039.40	362,040	50,642	11,363	22%	14,425
20	2040.41	366,892	51,876	11,448	22%	14,259
21	2041.42	366,892	54,164	11,533	21%	15,081
22	2042.43	366,892	54,438	11,530	21%	14,932
23	2043.44	366,892	55,768	11,528	21%	14,825
24	2044.45	366,892	57,131	11,527	20%	14,756
25	2045.46	367,376	58,528	11,534	20%	14,710
26	2046.47	367,376	59,960	11,543	19%	14,682
27	2047.48	367,376	62,610	11,538	18%	15,859
28	2048.49	367,376	62,934	11,537	18%	15,870
29	2049.50	367,376	64,478	11,535	18%	15,889
30	2050.51	367,376	66,060	11,532	17%	15,911

REPORT TITLE: FEES AND CHARGES 2022/23

15 NOVEMBER 2021

REPORT OF CABINET MEMBER: Councillor Neil Cutler, Deputy Leader and Cabinet Member for Finance and Service Quality

Contact Officer: Liz Keys Tel No: 01962 848226 Email lkeys@winchester.gov.uk

WARD(S): ALL

RECOMMENDATIONS:

It is recommended that scrutiny committee comment on the proposals within the attached cabinet report, ref CAB3326 which is to be considered by cabinet at its meeting on the 21 November 2021.

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REPORT TITLE: FEES AND CHARGES 2022/23

23 NOVEMBER 2021

REPORT OF CABINET MEMBER: Cllr Cutler, Deputy Leader and Cabinet Member for Finance and Service Quality

Contact Officer: Liz Keys Tel No: 01962 848226 Email lkeys@winchester.gov.uk

WARD(S): ALL

PURPOSE

This report seeks approval of the fees and charges 2022/23 detailed in appendices 1. The fees and charges have been prepared on the basis of an average 3% increase (other than for parking and garden waste service subscriptions where separate arrangements were agreed in CAB3318): It is proposed to not increase some fees by inflation and reasons for this are set out in the report.

The report sets out all fees within the Council's control and also provides information in relation to statutory fees set nationally.

RECOMMENDATIONS:

That Cabinet:

1. Approve the fees and charges for 2022/23 as set out in appendix 1.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 A range of services offered by the council are chargeable, and the income generated underpins the delivery of the Council Plan and all of its outcomes. The recovery of costs and additional income is available to be used by Council in achieving its objectives.

2 FINANCIAL IMPLICATIONS

- 2.1 Increasing fees and charges in line with inflation, as a minimum – subject to regulatory restrictions, is one of the core principles used to underpin the Council's Medium Term Financial Strategy (MTFS). The effect of not increasing charges each year would be to increase the net operating costs of council services and increase the burden on council tax. It is projected that that a 3% increase will generate an additional £30,000 of income in 2022/23 (not including the parking charges scheduled for October 2022).
- 2.2 With current consumer price index inflation running at c.3% (3.1% as at September 2021) it is recommended that, where appropriate, an average 3% increase is applied to ensure appropriate cost recovery is maintained. On this basis, Cabinet requested fees and charges (subject to certain exclusions) were drafted with this average increase.
- 2.3 No increase is planned for the charges for the garden waste service for 2022/23.
- 2.4 In some cases, the council offers a service also provided by the private sector. These fees have been reviewed in order to ensure the council does not influence the local market by under or over charging. However, it is also important that charges are sufficient to cover appropriate operating costs. Consideration to this has been given where this is appropriate (e.g. building control services).

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Council has general power under section 93 of the Local Government Act 2003 ("LGA 2003") to charge a person for discretionary services, that is, the provision of a service where the Council is authorised, but not required, to provide the service and the person has agreed to its provision. However, the income from discretionary services must not exceed the cost of provision.
- 3.2 Powers to charge were augmented following the Localism Act 2011 and the introduction of a new general power of competence. The overall position on charging may be summarised as follows:
- Authorities must not charge for a service if legislation so provides.
 - Similarly, authorities must charge for a service if legislation so provides.

- There is a further range of services where specific legislative provisions allow authorities to decide whether to charge and how much.
- Then there is a further range of discretionary services supported by empowering legislation where there are no legislative provisions on charging. The local authority may then use its charging powers for discretionary services under the Local Government Act 2003.
- The general power of competence may be exercised for other services where they do not fall into the categories above. An authority may not recover more than the cost of providing that kind of service. Recovery is assessed taking one year with another.

3.3 There is some flexibility over the interpretation of ‘the authority may not recover more than the cost of providing that kind of service’:

- ‘May not recover more than the cost’ which includes overheads.
- ‘Of providing that kind of service’, Authorities have flexibility over defining the service, and possible interpretations could range from a specialised individual service to a much broader definition at service.

4 WORKFORCE IMPLICATIONS

4.1 The Council in part relies on fees and charges to cover the costs of staff delivering services as well as those who support that service delivery. Increasing fees in line with inflation is important to ensure increasing staff costs (incremental growth and pay awards) continue to be covered.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 This report details fees and charges associated with management of the council’s property portfolio.

6 CONSULTATION AND COMMUNICATION

6.1 The principle of inflationary increases to fees and charges has been included and supported in consultation processes for the budget in 2019 and 2020 and now forms a core element of the Council’s Medium Term Financial Strategy.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 The Climate Emergency declaration, the Carbon Neutrality Action Plan and the Air Quality Action Plan all recognise the role charges could play in influencing behaviours.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Council, in the exercise of all its functions, must have due regard to the public sector equality duty in section 149 of the Equality Act 2010. This report is part of the budget consultation process; the public sector equality duty is considered alongside any relevant charging options.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 Where personal details are taken to fulfil a service, they are stored on the council's IT system in accordance with established policies and procedures.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Community Support Opposition to increased charges for services</i>	Benchmarking of charges against neighbouring authorities. Core principle of cost recovery ensures that the costs of providing a service are recovered where possible.	
<i>Financial / VfM Cost of services are not recovered rendering discretionary services unviable.</i>	Fees and charges are reviewed to ensure, as a minimum, cost recovery.	Opportunities for the Council to offer services in new areas / to new customers and generate additional income to financially support the Council in the delivery of its outcomes.
<i>Legal Challenge regarding the need to consult regarding fee increases (parking)</i>	No increases in parking charges for 2022/23 proposed now. A detailed review will be conducted, including consultation, before any pricing changes are implemented.	
<i>Reputation Challenge regarding excessive fees and unfair charges</i>	Comprehensive review of all charges completed including detailed assessments to support charges	

11 SUPPORTING INFORMATION:

- 11.1 The council charges for a wide range of its statutory and discretionary services and the revenue this generates (in the order of £9.5m) is significant to the council. Given the changing financial climate, the council reviews and publishes all fees and charges each year.
- 11.2 As part of the budget setting process for 2022/23 a comprehensive schedule of all fees and charges across the Council has been compiled. This has enabled a comprehensive review to be undertaken for those charges under the Cabinet's control. These are set out in appendix 1.
- 11.3 Some charges for council services are monitored, reviewed and agreed by external bodies, for example those such as statutory planning and some licensing fees set by Government. Other fees are determined within contracts (for example the leisure contract) or by specific council strategies (for example parking fees as part of the car parking strategy). The statutory fees are set out in appendix 3.
- 11.4 This report outlines changes to corporate fees and charges levied for services to be approved by Cabinet. An average increase of 3% across fees and charges (excluding garden wastes services and parking outside of the central Air Quality Management area) should be implemented from April 2022 where possible. For simplicity the 3% uplift has been rounded in certain areas where rounded charges are the most practical (for example where cash payments are accepted).
- 11.5 Budget holders have been asked to consider the impact of increases to fees and charges before making any final recommendations, particularly where charges are levied on anyone considered as vulnerable. None of these have been identified as requiring an equality impact assessment.
- 11.6 This report contains the fees and charges for services directly managed by Cabinet, the increases in this report are projected to achieve additional fees and charges income of £30,000 in 2022/23. The attached Appendix 1 shows the level of proposed locally set charges for 2022/23 and the percentage change on individual 2021/22 charges.
- 11.7 It should be noted that those fees set nationally are not discussed further in this report, these include: planning application fees, fees for certain licenses, and other regulatory fees in relation to abandoned vehicles, air pollution.

12 Outline of Key Changes

12.1 Whilst most non statutory fees are proposed to increase by 3% there are some variations proposed, including:

- a) Building Control – The Building Control services is able to set fees to recover most operating costs and the fee schedule in Appendix 1 includes fees for a range of Building Control services. The Council should not generate a surplus through charges and fees were reviewed in detail and amended in April 2021. The set fees are still considered to be sufficient to cover current operating costs and no further increases are therefore proposed for April 2022.
- b) Environmental Services – The fees set out in Appendix 1 are included in the Waste Collection contract and initially set at the start of the contract earlier this year. The contract requires that they be increased in line with the September CPI rate each year and therefore an increase of 3.1% is proposed.
- c) Market stall fees increased above inflation in 2021/22 and no further increase is therefore proposed for April 2022.
- d) Guildhall – With Her Majesty’s Courts and Tribunal service (HMCT) currently occupying much of the Guildhall, rooms are not available for external hire. Discussions regarding the future of the HMCT lease will be concluded in the New Year. Should their occupation of the Guildhall cease, rooms will be available for public hire and the charges proposed in Appendix 1 take account of the reduced “room hire only” service that can be maintained within current resources. Options for the longer term management of the Guildhall and its use as a regional conference centre are currently being assessed.
- e) “Lifeline” charges – The emergency “lifeline” service that supports the Council’s Older Persons Housing services is also offered at a charge to the wider public. Charges are already higher than some competitors and so no inflationary increase is recommended.
- f) Garages – Demand for garages in many areas has reduced in recent years, although there is still a waiting list for a large proportion of garages. With void rates at an estimated 10%, no inflationary increase is recommended for 2022/23 for those garages on housing estates, except for those in central Winchester, which remain in very high demand. Officers have benchmarked current charges with other providers and Council garage rents remain broadly at the average for charges across Hampshire.

- g) Sheltered Housing Guestroom charges – The current charge of residents families booking use of the scheme guestrooms is not sufficient to cover the administrative and operational costs to service this provision. Guestrooms have been improved and upgraded in recent years and an increased charge for the first night of any use is recommended to reflect costs involved in preparing rooms for letting.
- h) Filming and Media Work – Charges for this work were introduced earlier this year although have not been used to date. No further increase is proposed at this stage.
- i) Tourism and Marketing – No increases are proposed to charges relating to the visitor centre and the wider tourism and marketing service which plays an important role in the recovery the local economy.
- j) Taxi and Licensed Hire charges – No increases are proposed to these fees. This takes account of the difficulties faced by the sector. In addition, the Council should only recover operating costs and not generate a surplus from these fees and existing fees are considered to be appropriate in light of this.

13 Parking Charges

- 13.1 In line with the City of Winchester Movement Strategy, inflationary increases are only proposed for city centre car parks in the air quality management area (AQMA) where demand remains very high. These will take effect from October 2022 rather than April 2022.
- 13.2 Consistent with the Parking Agency agreement with Hampshire County Council for on street residential permits, all undiscounted residential permit changes will increase by £10 from April 2022.
- 13.3 The Council has committed to an air quality parking surcharge on the most polluting cars inside the Air Quality Management Area and will come back with detailed proposals in January 2022.
- 13.4 Separately, parking charges for off-street car parking will be reviewed in detail in light of Hampshire County Council's plans for the parking agency agreement and the need to make them to be consistent with on-street parking charges.
- 13.5 Market Town charges will remain unchanged in April 2022 and are subject to agreement to updated Parking & Access Plans between the City Council and the parish councils in Wickham, Bishops Waltham and New Alresford.

14 Charges for Sports and Leisure

- 14.1 The council's leisure contractor, Everyone Active, sets the fees and charges for use of the leisure facilities as part of the contractual arrangements as set out in Appendix 2
- 14.2 The contract requires that the Contractor must provide proposals for prices of activities annually to the council by **31st December**, prior to implementation the following Contract Year.
- 14.3 Core prices are to be reviewed annually by the council and may be increased by not more than 4% or the rate of inflation (as measured by the CPI), whichever is the greater.
- 14.4 As the contractor has yet to provide proposals for 2022 prices and that the contract sets a December review date, it is not possible to set charges at this time and a separate report will be prepared in the New Year.

15 OTHER OPTIONS CONSIDERED AND REJECTED

- 15.1 Cabinet can choose not to increase fees and charges or vary the charges made.
- 15.2 To not make charges in any form would impact the general fund with services not recovering costs and council tax payers as a whole bearing the cost of service. This is therefore not recommended.
- 15.3 Cabinet do have discretion to vary fees and charges as local circumstances demand but 3% is recommended in order to cover the unavoidable cost of service increase.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3318 – General Fund Budget Options and Medium Term Financial Strategy

CAB3295 – Fees and Charges 2021/22

Other Background Documents:-

None

APPENDICES:

Appendix 1 – Local and Agency Fees & Charges

Appendix 2 – Leisure Centre Fees & Charges

Appendix 3 – Statutory Fees & Charges

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1. Building Control

1.1 Standard charges – for the creation or conversion of New Housing

(Fees include VAT)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Building notice application control fee	1 Dwelling	981.00	981.00	-
	2 Dwellings	1,326.00	1,326.00	-
	3 Dwellings	1,669.00	1,669.00	-
	4 Dwellings	2,012.00	2,012.00	-
	5 Dwellings	2,356.00	2,356.00	-
	6 Dwellings	2,698.00	2,698.00	-

An alternative to a Building Notice Application is a Full Plans Application where detailed drawings are being deposited. For this type of application deposits of approximately 25% of the above rates are collected with application; and the balance is invoiced after commencement.

For 7 or more dwellings or if the floor area exceeds 300m² the charge is individually assessed.

1.2 Building Notice Charge – Domestic Extensions to a Single Building

(Fees include VAT)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Single Storey Extensions – Building Charge Notice	Single storey extension floor area not exceeding 10m ²	590.00	590.00	-
	Single storey extension floor area exceeding 10m ² but not exceeding 40m ²	785.00	785.00	-
Single Storey Extensions – Building Charge Notice	Single storey extension floor area exceeding 40m ² but not exceeding 100m ²	981.00	981.00	-
Two Storey Extensions	Two storey extension floor	834.00	834.00	-

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	area not exceeding 40m ²			
	Two storey extension floor area exceeding 40m ² but not exceeding 200m ²	1,030.00	1,030.00	-
Loft Conversions	Loft Conversion that does not include the construction of a dormer up to 60m ²	638.00	638.00	-
	Loft Conversion that includes the construction of a dormer up to 60m ²	737.00	737.00	-
Garages and Carports	Erection or extension of a non-exempt attached or detached domestic single storey garage or carport up to 100m ²	492.00	492.00	-
	Erection or extension of a detached garage building with a first floor over with combined internal floor area not exceeding 150m ² (non-sleeping use)	590.00	590.00	-
Other	Conversion or partial conversion of a garage to a habitable room (s)	442.00	442.00	-

An alternative to a Building Notice Application is a Full Plans Application where detailed drawings are being deposited. For this type of application a deposit of £250 is collected with application; the balance is invoiced after commencement.

1.3 Building Notice Charge – Domestic Alterations to a Single Building

(Fees include VAT)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Underpinning		737.00	737.00	-
Renovation of a thermal element to a single dwelling		351.00	351.00	-
Alterations, Installation of Fittings (not electrical) and/or Structural Alterations (if ancillary to the building of the extension – no additional charge)	Estimated cost less than £1,000*	238.00	238.00	-
	Estimated cost between £1,001 and £5,000*	356.00	356.00	-
	Estimated cost between £5,001 and £25,000	491.00	491.00	-
	Estimated cost between £25,001 and £50,000	834.00	834.00	-
	Estimated cost between £50,001 and £75,000	1,030.00	1,030.00	-
	Estimated cost between £75,001 and £100,000	1332.00	1332.00	-
Window and Door Replacement	Per 1-4 window/ door installations*	227.00	227.00	-
	Per installation over 5 but less than 20 windows/ doors*	284.00	284.00	-

An alternative to a Building Notice Application is a Full Plans Application where detailed drawings are being deposited. For this type of application a deposit of £250 is collected with application (exceptions as per below); the balance is invoiced after commencement.

*Full charge collected on application.

1.4 Standard Charges – All other Non-Domestic work – extensions and new build

(Fees include VAT)

Description	Details/ Type	2021/22 Fee	2022/23 Fee	% uplift
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		£	£	
Other Residential (Institutional and Other)/ Assembly and Recreation Use/ All Other Use Classes	Floor area not exceeding 10m ²	1,080.00	1,080.00	-
	Floor area exceeding 10m ² but not exceeding 40m ²	1,285.00	1,285.00	-
	Floor area exceeding 40m ² but not exceeding 100m ²	1,491.00	1,491.00	-
Industrial and Storage Usage	Floor area not exceeding 10m ²	770.00	770.00	-
	Floor area exceeding 10m ² but not exceeding 40m ²	873.00	873.00	-
	Floor area exceeding 40m ² but not exceeding 100m ²	1,080.00	1,080.00	-

An alternative to a Building Notice Application is a Full Plans Application where detailed drawings are being deposited. For this type of application a deposit of £300 is collected with application; the balance is invoiced after commencement.

1.5 Standard charges – All other Non-Domestic work – alterations

(Fees include VAT)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Underpinning Works (with an estimated cost of works less than £50,000)		770.00	770.00	-
Window and Door Replacement	1-10 Installations per property*	227.00	227.00	-
	10-20 Installations per Individual Property*	284.00	284.00	-
Renovation of a Thermal Element (with an estimated cost of works less than £50,000)		664.00	664.00	-
Alterations not described elsewhere	Estimated cost less than £5,000	411.00	411.00	-

	Estimated cost between £5,001 and £25,000	565.00	565.00	-
	Estimated cost between £25,001 and £50,000	873.00	873.00	-
	Estimated cost between £50,001 and £100,000	1,080.00	1,080.00	-
Installation of Raised Storage Platform (Mezzanine Floor) less than 300m ²		977.00	977.00	-
Office or Shop Fit Out less than 300m ²		567.00	567.00	-

An alternative to a Building Notice Application is a Full Plans Application where detailed drawings are being deposited. For this type of application a deposit of £250 is collected with application (exceptions as per below); the balance is invoiced after commencement.

*Full charge collected on application.

1.6 Other charges/ reductions/ exemptions

(Fees include VAT)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Exemption	Works provided for the sole purpose of providing access, accommodation or facilities for disabled persons relating to dwellings and public buildings do not attract an application charge.	N/A	N/A	-
Regularisation Charge	Work carried out without permission attracts a charge equal to 140% of the corresponding Building Notice	N/A	N/A	-

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Net Charge			
Reduction in Plan Charges	Repetitive work may attract a reduction of 25% per application.	N/A	N/A	-
Supplementary Charges	Certified notifiable electrical work	156.00	156.00	-
	Non certified notifiable electrical work	296.00	296.00	-
	Structural check	272.00	272.00	-

2. Cemetery Fees (for Magdalen Hill and West Hill Cemeteries) (Town Forum)

For children less than 18 years of age there are no charges.

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
New Graves Dug to Single	Residents residing inside the	1,434.00	1,477.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Depth	Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew			
	Residents residing within the remaining Winchester District	2,867.00	2,953.00	3
	Residents outside of the Winchester District	4,096.00	4,219.00	3
New Graves Dug to Double Depth	Residents residing inside the Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew	1,843.00	1,898.00	3
	Residents residing within the remaining Winchester District	3,686.00	3,797.00	3
	Residents outside of the Winchester District	5,120.00	5,274.00	3
New Cremation Casket Area	Residents residing inside the Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew	614.00	632.00	3
	Residents residing within the remaining Winchester District	1,229.00	1,266.00	3
	Residents outside of the Winchester District	2,454.00	2,528.00	3
New Cremation Casket into Burial Grave	Residents residing inside the Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew	1,024.00	1,055.00	3
	Residents residing within the remaining Winchester District	2,048.00	2,109.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Residents outside of the Winchester District	3,072.00	3,164.00	3
Simple Adult Grave at a Date After Burial	Residents residing inside the Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew	1,024.00	1,055.00	3
	Residents residing within the remaining Winchester District	1,024.00	1,055.00	3
	Residents outside of the Winchester District	2,560.00	2,637.00	3
Simple Adult Grave (or Public Health Burial) (unpurchased dug to single depth)	Residents residing inside the Old Town Boundary of St Barnabas, St Paul, St Luke, St Michael and St Bartholomew	1,055.00	1,087.00	3
	Residents residing within the remaining Winchester District	2,109.00	2,172.00	3
	Residents outside of the Winchester District	2,637.00	2,716.00	3
Re-open Grave to Single Depth	Residents within the Winchester District	1,331.00	1,371.00	3
	Residents outside of the Winchester District	2,867.00	2,953.00	3
Re-open Grave to Double Depth	Residents within the Winchester District	1,741.00	1,793.00	3
	Residents outside of the Winchester District	3,482.00	3,586.00	3
Re-open for Cremation Casket Area	Residents within the Winchester District	307.00	316.00	3
	Residents outside of the Winchester District	614.00	632.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Re-open for Cremation Casket into Burial Grave	Residents within the Winchester District	307.00	316.00	3
	Residents outside of the Winchester District	614.00	632.00	3
Ashes	Interring of Ashes with Coffin (or 2 sets of Ashes at the same time)/ Scattering of Ashes (with information in the register)	77.00	79.00	3
Miscellaneous Burial Fees	Premium rate for larger than standard coffin i.e. American Casket	Price on request	Price on request	3
	Preparation of a special plot			
	Providing a 24 hour service			
	Charge for choosing Grave Space at time of arranging interment, with Cemetery Manager	77.00	79.00	3
	Charge for attending and assisting at families request for ashes burial	N/A	N/A	-
	Top-up and re-turf or re-seed sunken grave over 5 years at customer's request	N/A	N/A	-
	Transfer of Burial Grants	77.00	79.00	3
Miscellaneous Burial Fees	Grant renewal for 10 years	77.00	79.00	3
Tree Memorial Plaque		200.00	206.00	3
Headstone for Purchased Grave	Residents of the Winchester District	256.00	264.00	3
	Residents Outside of the Winchester District	512.00	527.00	3
Plaque for Purchased Grave or Purchased Cremation	Residents of the Winchester District	123.00	127.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Area	Residents Outside of the Winchester District	225.00	232.00	3
Replacement or Additional Headstone, Plaque or Vase	Residents of the Winchester District	123.00	127.00	3
	Residents Outside of the Winchester District	225.00	232.00	3
Secondary Inscription	Residents of the Winchester District	82.00	84.00	3
	Residents Outside of the Winchester District	164.00	169.00	3
Wooden Cross	Wooden Cross (simple grave)300mm x 600mm (No Grant)	102.00	105.00	3
Memorial Benches	Includes: provision of bench, plaque installation and maintenance for a period of 10 years	1,500.00	1,500.00	Tbc
	Words carved into the bench (price for 30 characters, £3.10 for each additional thereafter	70.80	70.80	Tbc
	Images or bespoke designs carved into the bench	Price on request	Price on request	Tbc

3. Historic Environment

Winchester City Council will normally impose a charge for commercial requests. This charge is levied to cover the cost of staff time and other related costs and overheads. The rates currently charged are set out below.

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Commercial Enquiries: Historic and Conservation Matters.	Minimum Charge is 1 hour, additional charges per half hour units	96.00	99.00	3
Hourly rate (including VAT)				

4. Engineering

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Brown Tourist Sign Scheme	Application fee	125.00	129.00	3
	Administration fee	20% of the works cost, minimum charge £100.00	20% of the works cost, minimum charge £100.00	-
	Supervision fee	10% of the works cost, minimum charge £50.00	10% of the works cost, minimum charge £50.00	-
	Maintenance fee	10% of the works cost,	10% of the works cost,	-

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
		minimum charge £50.00	minimum charge £50.00	
Professional Engineering Services Charge Rates (per hour)	Project Manager	45.00	46.35	3
	CAD Technician	25.00	26.75	3
	Engineering Technician	30.00	30.90	3
Street Name Plates (for developers and for private streets)	Cost of the name plate plus admin and installation fees	Individually priced	Individually priced	-
Temporary Road Closures	Temporary Traffic Regulation Order – Technical & legal costs (Advertising costs are additional)	1,700.00	1751.00	3
Access protection marking	The same charge applies for repainting	120.00	124.00	3
Developer Funded Traffic Regulation Orders	The cost of provision and advertising (Site works are additional and are charged at cost plus 15% admin charge)	5,000.00	5,150.00	3

5. Environmental Services (formally set through Environmental Services Contract)

5.1 Waste and recycling (see note 12.1)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Garden waste service	140 litre bin	39.00	39.00	-
	240 litre bin	59.00	59.00	-

Bins* (price includes delivery)	New or replacement refuse bin	31.41*	32.00*	3.1
	Replacement or addition recycling bin	31.41*	32.00*	3.1
Bulky household collections	240 litre bin and bulky delivery	31.41*	32.00*	3.1
	Bulky waste single items	17.49*	18.00*	3.1
	Bulky waste two/three items	29.15*	30.00*	3.1
	Fridge/freezer	33.82*	35.00*	3.1
	Bulky waste 1m ³	40.82*	42.00*	3.1
	Bulky waste 2m ³	69.97*	72.00*	3.1
	Bulky waste 3m ³	102.54*	106.00*	3.1
	Bulky waste 4m ³	116.62*	120.00*	3.1
Full load	219.78*	227.00*	3.1	

* Charges set in Environmental Services Contract and payable to the waste contractor Biffa. Price subject to increase every October in line with the October Retail Price Index.

6. Estates

6.1 Market Stalls (see report section 12.1 c)

Description	Details/ Type (if applicable)		2021/22 Fee £	2022/23 Fee £	% uplift	
Winchester Market Stall Rents	1 x 3m x 3m Gazebo	High Street	Wed – Sun	45.00	45.00	-
		High Street	Thurs	40.00		
	Layby		Thurs-Sun	45.00	45.00	-
			Fri-Sun	45.00		
	Middlebrook	Weds-Thurs	30.00			

		Street	Fri-Sat	40.00		
			Wed -Sun	45.00	45.00	-
	1 x 3m x 4.5m Gazebo	High Street	Wed-Sun	65.00	65.00	-

7. General Fund Housing

7.1 Houses in Multiple Occupation licence

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Houses in Multiple Occupation (HMO) licence	Licensing fee*	955.00	984.00	3
	Re-licensing fee*	753.00	776.00	3
	Accreditation	134.00	138.00	3
	Accreditation Renewal	87.00	90.00	3
	Immigration visit	84.00	87.00	3

7.2 Park Homes Annual Fees (Relevant Protected Sites only)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
First application to be on Fit and Proper Person Register of site managers	Existing licence holders and new licence applications	FREE	FREE	-
Subsequent applications	Within the period of the original registration	125.00	129.00	3
Site line Annual Fee	Charges to site owners of 1 to 5 pitches	164.00	169.00	3
	Charges to site owners of 6 to 15 pitches	188.00	194.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Charges to site owners of 16 to 45 pitches	248.00	255.00	3
	Charges to site owners of 66 to 75 pitches	329.00	339.00	3
	Charges to site owners of 76 plus pitches	409.00	421.00	3
New site licence application – fee charges	Charges to site owners of 1 to 5 pitches	373.00	384.00	3
	Charges to site owners of 6 to 15 pitches	390.00	402.00	3
	Charges to site owners of 16 to 45 pitches	410.00	422.00	3
	Charges to site owners of 66 to 75 pitches	427.00	440.00	3
	Charges to site owners of 76 plus pitches	447.00	460.00	3
Application to transfer a site licence – fee charges Application to vary a site licence – fee charges	Charges to site owners of 1 to 5 pitches	125.00	129.00	3
	Charges to site owners of 6 to 15 pitches	125.00	129.00	3
	Charges to site owners of 16 to 45 pitches	125.00	129.00	3
	Charges to site owners of 66 to 75 pitches	125.00	129.00	3
	Charges to site owners of 76 plus pitches	125.00	129.00	3
Deposit and publishing of site rules – fee charge	Charges to site owners of 1 to 5 pitches	54.00	56.00	3
	Charges to site owners of 6 to 15 pitches	54.00	56.00	3
	Charges to site owners of 16 to 45 pitches	54.00	56.00	3

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Charges to site owners of 66 to 75 pitches	54.00	56.00	3
	Charges to site owners of 76 plus pitches	54.00	56.00	3

7.3 Community safety and neighbourhood services

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Fixed penalty notices together with set penalties for offences	Littering	75.00	75.00	-
	Dog fouling	50.00	50.00	-
	Fly posting	75.00	75.00	-
	Fly tipping	400.00*	400.00	-
	Breach of community protection notice	100.00	100.00	-
	Breach of public spaces protection	100.00	100.00	-

* Where perpetrators of low level fly tipping are identified, the penalty has been set to reflect the damage to the environment, local community and the cost to the local authority in clearing the waste material and detecting the offence.

8. Guildhall

8.1 Room Hire (see report section 12.1 d)

Rooms/Charges marked * are not currently available for hire as leased to Her Majesty's Courts and Tribunals service

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% Increase
Bapsy Hall*	6 hours	1,125.00	N/A	N/A
	8 hours	1,500.00	N/A	N/A
	Full day	2,250.00	2,000.00	-12.5
King Charles Hall & Keats*	4 hours	480.00	N/A	N/A
	6 hours	720.00	N/A	N/A
	8 hours	960.00	N/A	N/A
	Full day	1,440.00	1,200.00	-20.0
Walton Suite	4 hours	400.00	N/A	N/A
	6 hours	600.00	N/A	N/A
	8 hours	800.00	500.00	-60.0
	Full day	1,200.00	1,000.00	-20.0
The Courtyard	4 hours	400.00	N/A	N/A
	6 hours	600.00	N/A	N/A
	8 hours	800.00	500.00	-60.0
	Full day	1,200.00	900.00	-33.3

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% Increase
King Alfred Conference Chamber*/ Wintonian Bar*	4 hours	340.00	N/A	N/A
	6 hours	510.00	N/A	N/A
	8 hours	680.00	N/A	N/A
	Full day	1,020.00	850.00	-20.0
Wykeham/ Eversley	4 hours	180.00	150.00	-20.0
	6 hours	270.00	N/A	N/A
	8 hours	360.00	300.00	-20.0
	Full day	540.00	N/A	N/A
The Green Room	4 hours	N/a	110.00	100.0
	8 hours	N/A	250.00	N/A
Mayor's Parlour	4 hours	160.00	125.00	-28.0
	6 hours	240.00	N/A	N/A
	8 hours	320.00	280.00	-14.3
	Full day	480.00	N/A	N/A
Kingsgate	4 hours	120.00	110.00	-9.0
	6 hours	180.00	N/A	N/A
	8 hours	240.00	250.00	4.0
	Full day	360.00	N/A	N/A

Charity Rates are available at 75% of above price

9. Housing Revenue Account

9.1 Lifeline Rental Charges (see report section 12.1 e)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Standard Cover	Weekly	4.05	4.05	0
	Monthly	17.56	17.56	0
	Quarterly	52.96	52.96	0
	Annual	210.76	210.76	0
Telecare Standard	Weekly	5.34	5.34	0
	Monthly	23.14	23.14	0
	Quarterly	69.41	69.41	0
	Annual	277.66	277.66	0
Telecare Standard – Extra Pendant	Weekly	0.75	0.75	0
	Monthly	3.26	3.26	0
	Quarterly	9.81	9.81	0
	Annual	39.28	39.28	0
Telecare Standard – Safe Socket	Weekly	1.15	1.15	0
	Monthly	4.97	4.97	0
	Quarterly	14.91	14.91	0
	Annual	59.60	59.60	0

All charges include VAT. Replacement Pendant one off cost £99.62

9.2 Garages (weekly charges) (see report section 12.1 f)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Central Winchester	Tenanted	11.31	11.31	0
	Private	20.51	20.51	0
	Leaseholder	17.09	17.09	0
Rest of District	Tenanted	10.95	10.95	0
	Private	17.19	17.19	0
	Leaseholder	14.33	14.33	0

All charges include VAT where applicable

9.3 Guest Room Hire (see report section 12.1 g)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Guest Room Hire (Sheltered Schemes) 1 st night Rest of stay	Price per night (Excludes VAT)	15.91 plus cleaning charge	35.00	0
			15.90	
Common Room Booking (Sheltered Schemes, Non Resident)	Price per session (Excludes VAT)	26.52	26.52	0

10. IMT

10.1 Street naming and numbering

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
New development	Individual plot	74.20	76.00	3
	2-5 plots	148.30	153.00	3
	6-10 plots	265.20	273.00	3
	11-20 plots	424.40	437.00	3
	Over 20 plots	21.20	22.00	3
Property name change		69.00	71.00	3

11. Land Charges

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Full Search (LLC1 + Con29)		197.80	201.90	3
LLC1 only		30.00	30.00	-
	Each additional parcel of land	5.15	5.15	-
Con29 Required (Part I)		167.80	171.90	3
	Each additional parcel of land	12.80	12.80	-
Con29 Optional (Part II)	When submitted separately, an administration fee will be charged, plus the fee for each question asked	27.80	27.80	-
	Each Con29 Optional (Part II) enquiry Questions 5-20	22.90	23.60	3
	Each Con29 Optional (Part II) enquiry Questions 4, 21 & 22	27.80	28.60	3

Charges include VAT where it is applicable

12. Legal Services

Minimum charges are shown – actual charge will be determined with reference to standard hourly rates.

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Standard Hourly Rates	Legal Officer 8+	223.50	230.00	3
	Legal Officer 4+	197.80	204.00	3
	Legal Officer	165.80	171.00	3
	Paralegal/ legal executives/ trainees	121.50	125.00	3
Redemption of Mortgages		144.20	149.00	3
Completing Mortgage Questionnaire	Short questionnaire	103.00	106.00	3
	Long questionnaire	139.10	143.00	3
Noting Re-mortgage of Leasehold Property		25.80	27.00	3
Deed of Postponement		195.70	202.00	3
Commercial Leases		1,019.70	1,050.00	3
Deeds of Variation of Residential Leases Granting Tenants Additional Rights		772.50	796.00	3
Licenses – Garden Land		360.50	371.00	3
Easement Access		484.10	499.00	3
Sale of Land	Small plots of garden land (<u>not</u> part of public open space)	690.10	711.00	3
Sale of Land	Small plots of garden land (part of public open space)	710.70	732.00	3
Sale of Freehold Reversion	straightforward	504.70	520.00	3

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
	More complex and/ or multiple	1,019.70	1,050.00	3
Pension Certification	Check ID and stamping of form provided	5.20	5.40	3
	Preparation of letter on confirmation	10.30	10.50	3
	Home visit (exceptional circumstances)	5.20	5.40	3
Footpath Orders	Minimum charge of officer time plus advertising costs	1,030.00	1,061.00	3
Photocopying	Copying from working file with minimal officer time, price per sheet	0.30	0.30	-
Research (Retrieving file, collation etc.)	For first sheet	7.20	7.40	3
	Each extra sheet	0.80	0.80	-
	Each coloured plan	6.20	6.40	3
	Large coloured plans	16.50	17.00	3

13. Natural Environment & Recreation (Town Forum)

13.1 Sports Pitches - Fees include VAT

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
Football Pitch Fees	Adult	66.90	69.00	3
	Junior	33.45	34.50	3
	Mini	15.59	16.00	3
	Adult (without changing)	33.84	35.00	3
	Junior (without changing)	17.08	17.50	3
Cricket Pitch Fees	Adult weekend	88.86	92.00	3
	Junior weekend	44.47	46.00	3
	Adult evening	46.20	47.50	3
	Junior evening	22.90	23.50	3
	Adult net	23.11	24.00	3
Rugby Pitch fees	Junior net	11.54	12.00	3
	Adult/ junior	25.75	26.50	3
Rugby Pitch fees	Mini	15.59	16.00	3
	Use of pavilion	32.70	34.00	3
American Football	Price per match	42.51	44.00	3
	Price for training (pitch)	33.11	34.00	3
	Price for training (no pitch)	17.00	17.50	3
Fitness/ Outdoor Training	Large group training (>10) (per month)	-	50.00	-
	Small group training (<10) (per month)	-	25.00	-
	Individual training (other) (per annum)	-	50.00	-
Pavilion (Chilcomb – District)	Social hire (per hour)	-	25.00	-
River Park Tennis	Court hire	6.46	6.70	3
	Court hire with floodlights	8.46	8.70	3
	Annual membership	35.00	36.00	3

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Annual membership (concession)	25.00	26.00	3
River Park 3G ATP	Pitch hire off peak (half) Junior	17.00	17.50	3
	Pitch hire off peak (full) Junior	25.49	26.50	3
	Pitch hire off peak (half) Adult	22.15	23.00	3
	Pitch hire off peak (full) Adult	44.30	45.50	3
	Pitch hire peak (half) Junior	28.22	29.00	3
	Pitch hire peak (full) Junior	50.47	52.00	3
	Pitch hire peak (half) Adult	41.66	43.00	3
	Pitch hire peak (full) Adult	83.32	86.00	3

13.2 Other Charges

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
Roundabout Sponsorship (per annum)		1,287.50	1,375.00	6

13.3 Special Events

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
Commercial Events	Small < 500 people	370.49	382.00	3
	Medium 500 to 100 people	469.27	484.00	3
	Large 1000 to 5000 people	555.73	572.00	3
	Large >5000 people	On application	On application	-
	Set up days	246.98	254.00	3
	Deposit	345.76	356.00	3

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
Fairs	Small (<10 equipment items)	469.27	483.00	3
	Set up days	185.25	191.00	3
	Deposit	493.99	509.00	3
	Large (>10 equipment items)	555.73	572.00	3
	Set up days	246.98	254.00	3
	Deposit	617.47	636.00	3
Circuses	Operating Day	432.23	445.00	3
	Set up days	197.60	204.00	3
	Deposit	580.42	598.00	3
Community/Charity Events (refundable deposit)	Small < 500 people	160.54	165.00	3
	Medium 500 to 100 people	246.98	254.00	3
	Large 1000 to 5000 people	334.07	344.00	3
	Large >5000 people	On application	On application	-

13.4 Filming / Media Work (see report section 12.1 h)

Fees shown exclude VAT

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Documentary/ Educational				
Full Day	Small production (one to nine crew)	250	250	-
	Medium production (ten to 19 crew)	500	500	-

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	Large production (20+ crew)	1,000	1,000	-
Half Day (4 hours or less)	Small production (one to nine crew)	100	100	-
	Medium production (ten to 19 crew)	250	250	-
	Large production (20+ crew)	500	500	-
Promotion / Marketing				
Full Day	Small production (one to nine crew)	550	550	-
	Medium production (ten to 19 crew)	1,000	1,000	-
	Large production (20+ crew)	2,000	2,000	-
Half Day (4 hours or less)	Small production (one to nine crew)	250	250	-
	Medium production (ten to 19 crew)	500	500	-
	Large production (20+ crew)	1,000	1,000	-
Commercial				
Full Day	Small production (one to nine crew)	550	550	-
	Medium production (ten to 19 crew)	1,000	1,000	-
	Large production (20+ crew)	2,000	2,000	-
Half Day (4 hours or less)	Small production (one to nine crew)	250	250	-
	Medium production (ten to 19 crew)	500	500	-
	Large production (20+ crew)	1,000	1,000	-
Photography	Half day (4 hours or less)	250	250	-
	Full day	500	500	-
Drama / Film				

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Full Day	Small production (one to nine crew)	250	250	-
	Medium production (ten to 19 crew)	500	500	-
	Large production (20+ crew)	1,000	1,000	-
Half Day (4 hours or less)	Small production (one to nine crew)	100	100	-
	Medium production (ten to 19 crew)	250	250	-
	Large production (20+ crew)	500	500	-
Drone footage				-
Full Day	Footage captured on council land including parks and open spaces	500	500	-
Half Day (4 hours or less)	Footage captured on council land including parks and open spaces	250	250	-
Other fees and charges				
Cancellation fee	If less than 48 hours notice given	25% of filming fee	25% of filming fee	-
Vehicle fee	Car / Small vehicle	50	50	-
	Van / Luton	100	100	-
	7.5 tonne Truck	150	150	-
	Cherry Picker	150	150	-

14. Pest Control

14.1 Residential

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Emergency response	In addition to any treatment costs	74.20	76.00	3
Assessment/advice fee	Taken off of treatment price if applicable	30.90	32.00	3
Rats and mice	Treatment includes up to 3 visits	99.90	103.00	3
	Further visits if necessary	29.85	31.00	3
Missed appointments	First missed appointment for booked treatments will be rebooked, but subsequent missed appointments will be charged	30.90	32.00	3
Wasps	Single treatment of first nest	63.85	66.00	3
	Price per additional nest (on the same visit)	24.70	25.00	3
Fleas	Single treatment of up to 3 rooms	114.30	118.00	3
	Price per additional room	30.90	32.00	3
Bed bugs, cockroaches, pharaoh ants, clothes moths, carpet beetles, autumn or cluster flies	More than one treatment may be required and subject to customer agreement following instructions provided.	Price given following assessment	Price given following assessment	-

14.2 Commercial

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Emergency response	In addition to any treatment costs	93.70	97.00	3
Assessment/advice fee	Taken off of treatment price if applicable	39.15	40.00	3
Rats and mice	Treatment includes up to 3 visits	124.60	128.00	3

	Further visits if necessary	37.10	38.00	3
Missed appointments	First missed appointment for booked treatments will be rebooked, but subsequent missed appointments will be charged	39.15	40.00	3
Wasps	Single treatment of first nest	79.30	82.00	3
	Price per additional nest (on the same visit)	30.90	32.00	3
Fleas	Single treatment of up to 3 rooms	151.40	156.00	3
	Price per additional room	39.15	40.00	3
Bed bugs, cockroaches, pharaoh ants, clothes moths, carpet beetles, autumn or cluster flies	More than one treatment may be required and subject to customer agreement following instructions provided.	Price given following assessment	Price given following assessment	-

15. Special Maintenance

Description	Type	2021/22 Fee £	2022/23 Fee £	% uplift
Banner erection		128.00	132.00	3
Private cesspool		240.00	247.00	3
Day works rate per person including travel time		64.00	66.00	3
Skip disposal charges	Half load	286.00	295.00	3
	Full load	557.00	574.00	3
Bulky waste disposal per load (hourly charge)	Plus additional disposal costs Plus 20%	128.00	132.00	3
Equipment hire	Internal ONLY	N/A	N/A	-
Sewer block clearance (hourly charge)	Up to 2 hours	191.00	197.00	3
	After hours	64.00	66.00	3
Materials		Cost +20%	Cost +20%	-

16. Visitor Information Centre (see report section 12.1 i)

Description	2021/22 Fee £	2022/23 Fee £	% uplift
Photocopying	0.12	0.12	-
Printing	0.12	0.12	-
Postage and packing	3.00	3.00	-
Accommodation booking fee – in person	6.00	6.00	-
Accommodation booking fee - over the phone	6.00	6.00	-
Online ticket service charge	2.50	2.50	-
Postage (tickets)	1.50	1.50	-

17. Tourism and Marketing (see report section 12.1 i)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Discover Winchester (public relations contract)	Hotels	1,168.00	1,168.00	-
	Attractions	1,384.00	1,384.00	-
	Independents Advisory Group	2,678.00	2,678.00	-
Website and "Visitor Guide" advertising Ppckage (12 months)	Bronze – DMP member	149.00	149.00	-
	Bronze – non DMP member	159.00	159.00	-
	Silver – DMP member	279.00	279.00	-
	Silver - non DMP member	319.00	319.00	-
	Gold – DMP member	549.00	549.00	-
	Gold – non DMP member	619.00	619.00	-
	Gold Plus – DMP member	1,069.00	1,069.00	-
	Gold Plus – non DMP member	1,129.00	1,129.00	-
"Visitor Guide" advertising	Inside front or back cover	2,000.00	2,000.00	-
	Back cover	3,000.00	3,000.00	-
Web listings (DMP members 10% discount)		£16.00 per month	£16.00 per month	-
Website banner advertising (DMP members 10% discount)		£150.00 per month	£150.00 per month	-
Broadway window advertising		£100.00 for two weeks	£100.00 for two weeks	-
M&S poster site		£100.00 for two weeks	£100.00 for two weeks	-
TIC screens advertising		£40.00 per month	£40.00 per month	-
"Visitor Map" advertising		350.00	350.00	-

18. Development Management

18.1 Pre Planning Application Fees

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Householder	Householder (enlargement, improvement, alteration to an existing dwelling or development proposed within the curtilage (not including replacement dwelling but is including an annex).	127.30	131.00	3
Minor 1	New Dwellings 1	286.00	295.00	3
Minor 2	New Dwellings 2-9	983.00	1,012.00	3
Minor 3	Non-householder, non-major, non-residential	590.00	608.00	3
Major	(As defined by central government) <ul style="list-style-type: none"> •10+ dwellings / over half a hectare •General industrial - 1000+ m² / 1+ hectare •Office / light industrial - 1000+ m² / 1+ hectare •Retail - 1000+ m²/ 1+ hectare •Gypsy/traveller site - 10+ pitches 	25% of planning fee	25% of planning fee	-
Advert enquiries	50% fee	127.30	131.00	3
COU	No external alterations (50% fee)	286.00	295.00	3
Application relating to disability adaptations		Free	Free	-

18.2 Planning Enforcement

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
High hedge fee*	Fee for consideration of a formal complaint (under a provision of the Antisocial Behaviour act 2003).	477.40	492.00	3

*Fees are reduced to £100 for complainants in receipt of certain benefits

19. Environmental and Licensing Services

19.1 Miscellaneous

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
<i>Stray Dogs</i>	<i>Statutory fee</i>	<i>25.00</i>	<i>25.00</i>	<i>-</i>
<i>Dog Fouling</i>	<i>Fixed Penalty Notice</i>	<i>50.00</i>	<i>50.00</i>	<i>-</i>
Special Treatments	Premise	129.00	133.00	3
	Practitioner	41.20	42.00	3
Stray Dogs	Administration fee	25.00	26.00	3
	Three oaks payment charge	10.00	10.00	-
	Daily/ part daily fee	27.00	28.00	3
Animal Licensing	Animal boarding	258.00	266.00	3
	Home boarding	214.00	220.00	3
	Dog breeding establishment	273.00	281.00	3
	Pet shop licence	216.00	222.00	3
Horse Riding Establishment	1-5 horses	247.00	254.00	3
	6-10 horses	273.00	281.00	3
	11-20 horses	302.00	311.00	3
	21+ horses	350.00	361.00	3
Scrap Metal Licensing	Site licence	438.00	451.00	3
	Collectors licence	225.00	232.00	3

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
	Amendment to existing licence	36.00	37.00	3
Private Water Supplies	Risk assessment	N/A	N/A	-
	Sampling	76.00	78.00	3
	Investigation	76.00	78.00	3
Contaminated Land	Historic land use enquiry	64.00	66.00	3
Miscellaneous	Hire of banner site	42.30	43.50	3
	Street trading permit (daily charges)	44.30	45.50	3
	Street trading permit (annual charges)	106.00	109.00	3
Food Premises	Re-inspection request	-	185.00	-

19.2 Taxi and Private Hire Licenses (see report section 12.1 j)

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Taxi and Private Hire Licenses	Private hire operator (one year)	227.00	227.00	-
	Private hire operator (five years)	514.00	514.00	-
	Private hire vehicle	173.00	173.00	-
	Hackney carriage	173.00	173.00	-
	Hackney driver initial	116.00	116.00	-
	Hackney driver renewal (one year)	86.00	86.00	-
	Hackney driver renewal (three years)	245.00	245.00	-
	Private driver – initial	117.00	117.00	-
	Private hire renewal (one year)	86.00	86.00	-

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
	Private hire renewal (three year)	245.00	245.00	-
	Knowledge retest	30.00	30.00	-
	Replacement plate	30.00	30.00	-
	Change of vehicle licence	42.00	42.00	-
	Transfer of interest	39.00	39.00	-
	Replacement licence	13.00	13.00	-
	Temporary vehicle	85.00	85.00	-

20. Parking

20.1 Off-Street car parks (see Report section 2.3)

Charges Monday - Sunday, 8am – 7pm.

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
'Centre' car parks	Up to 1 hour	1.50	1.60	6.7
	Up to 2 hours	2.90	3.00	3.4
	Up to 3 hours	4.40	4.50	2.3
	Up to 4 hours	5.80	6.00	3.4
	Over 4 hours	15.00	15.50	3.3
	Up to 6 hours (Sat only)	6.20	6.20	
	All day flat fee (Sunday)	2.00	2.10	5
'Inner' car parks	Up to 1 hour	0.80	0.80	-
	Up to 2 hours	1.50	1.50	-
	Up to 3 hours	2.20	2.20	-
	Up to 4 hours	2.90	2.90	-
	Over 4 hours	7.30	7.30	-
River Park Leisure Centre (9am-5pm)	Up to 1 hour	0.80	0.80	-
	Up to 2 hours	1.00	1.00	-
	Up to 3 hours	2.20	2.20	-
	Up to 5 hours	2.90	2.90	-
	Over 5 hours (Mon – Fri)	15.00	15.00	-
	Over 5 hours (Sat)	7.30	7.30	-
'Outer' car parks Barfield park and ride St. Catherine's park and ride South Winchester EV park and ride Pitt park and ride	Peak Mon-Sat*	3.50*	3.50	-
	Off Peak (>10:30 Mon-Fri)	3.00	3.00	-
	Barfield, St Catherine's (Saturday only – 3 hr max.; free after 4pm)	1.80	1.80	-

*E-wallet available for discounted parking at £3.15 per day

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Rural Area	Up to 1 hour (Lower Lane/ Basingwell St/ Arlebury Park)	0.00	0.00	-
	Up to 1 hour (The Square/ Alresford Station/ Perins)	0.30	0.30	-
	Up to 2 hours	0.60	0.60	-
	Up to 2 hours (Arlebury Park)	0.00	0.00	-
	Up to 3 hours	0.8	0.8	-
	Up to 4 hours	1.20	1.20	-
	Over 4 hours	1.50	1.50	-

20.2 Off-Street Car Parks – Season Tickets

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Annual - Group B	Mon-Sat	2,760.00	2,760.00	-
	4 Days	2,208.00	2,208.00	-
	3 Days	1,656.00	1,656.00	-
	2 Days	1,104.00	1,104.00	-
	75% discount for electric vehicles/or to 75 CO ₂ g/km	690.00	690.00	-
	50% discount vehicles 76-90 CO ₂ g/km	1,380.00	1,380.00	-
Annual – Group D	Mon-Sat	1,343.00	1,343.00	-
	4 Days	1,030.00	1,030.00	-
	3 Days	773.00	773.00	-
	2 Days	515.00	515.00	-
Annual – Group D	75% discount for electric vehicles up to 75 CO ₂ g/km	335.75	335.75	-
	50% discount vehicles 76-90 CO ₂ g/km	671.50	671.50	-

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Annual - Group E	Mon-Sat	644.00	644.00	-
	4 Days	442.00	442.00	-
	3 Days	331.00	331.00	-
	2 Days	221.00	221.00	-
	75% discount for electric vehicles/or to 75 CO ₂ g/km (Barfield close ONLY)	161.00	161.00	-
	50% discount vehicles 76-90 CO ₂ g/km (Barfield close ONLY)	322.00	322.00	-
Annual - Group F	Mon-Sat	275.00	275.00	-
	4 Days	220.00	220.00	-
	3 Days	165.00	165.00	-
	2 Days	110.00	110.00	-
	75% discount for electric vehicles/or to 75 CO ₂ g/km	68.75	68.75	-
	50% discount vehicles 76-90 CO ₂ g/km	137.50	137.50	-
Annual - Park & Ride		664.00	664.00	-
Annual – Park & Cycle	(Does not include bus travel)	130.00	130.00	-
Quarter – Group B	Mon-Sat	750.00	750.00	-
	4 Days	600.00	600.00	-
	3 Days	450.00	450.00	-
	2 Days	300.00	300.00	-
Quarter – Group D	Mon-Sat	365.00	365.00	-
	4 Days	280.00	280.00	-
	3 Days	210.00	210.00	-
Quarter - Group D	2 Days	140.00	140.00	-
Quarter – Group E	Mon-Sat	175.00	175.00	-
	4 Days	120.00	120.00	-
	3 Days	90.00	90.00	-
	2 Days	60.00	60.00	-

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Quarter – Group F	Mon-Sat	75.00	75.00	-
	4 Days	60.00	60.00	-
	3 Days	45.00	45.00	-
	2 Days	30.00	30.00	-
Quarter – Group FB Residents of High Street, Bishops Waltham for parking in Basingwell street car park	Mon-Sat	37.50	37.50	-
Residents car park season ticket (Cattle Market, Chesil multi-storey, The Lido, Crowder Terrace, Worthy Lane and Barfield Close only)	Available only for Inner Area Parking Zone residents whose property qualifies within the residents On-Street Parking permit scheme	240.00	240.00	-
30% Residents discount on car park season tickets	Available to any resident of a property that qualifies for On-Street Parking Permits	901.60 – 1,932.00	901.60 – 1,932.00	-
Lost season ticket or bus pass	Duplication fee	10.00	10.00	-
Residents Off Street (Off-Peak) Car Park Season Ticket (Cattle Market, Chesil multi-storey, St Peters and Worthy Lane only) Parking times: Mon to Fri 8am – 9am, 4pm -6pm Saturday and Sunday All day	Available to residents whose property does not qualify for On-Street parking permits.	100.00	100.00	-

20.3 Permits

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Wickham square – resident Off-Street Permits	First and second resident permit (each)	10.00	10.00	-
	Third permit	30.00	30.00	-
	10 Visitor scratch card permits	5.00	5.00	-

Description	Details/ Type (if applicable)	2021/22 Fee £	2022/23 Fee £	% uplift
Residents on-street parking*	First annual permit (each)	40.00	50.00	25.0
	Additional annual permit	70.00	70.00	-
	Visitor scratch cards (set of 10)	13.00	13.00	-
Permits for businesses	Customer parking permit for businesses in zones (B,C,M,P,Q,R,S) – 1hr max parking (Max of 1 issued)	75.00	75.00	-
	Customer Parking Permit for businesses in all other permit zones – 4hr max parking (Max of 5 issued)	75.00	75.00	-
	Customer parking permit for businesses in zone V – 24hr max parking (Max of 6 issued)	75.00	75.00	-
	Business all zone permits (2 hours max.)	300.00	300.00	-
	Business Staff permits (zone 3A only)	50.00	50.00	-
	Business Staff permits (zones F,V, Z1, Z2, Z3 and Z6 only)	300.00	300.00	-
Other permits	Amenity Groups (max of 20)	25.00	25.00	-
	Guest Houses (max of 6)	50.00	50.00	-
Lost or stolen	Replacement permits (although free if a valid police crime reference is provided)	10.00	10.00	-
Bay suspensions		40.00	40.00	-
Parking waivers	Subject to conditions. Price per day	8.00	8.00	-

* If you own a qualifying low emission vehicle, you can apply for a discount on the cost of your resident permit for this vehicle. The discount will be either 50% or 75%. To qualify, your vehicle must show 90 CO2 g/km or less within the Vehicle Registration document or be an electric vehicle.

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Provided for information only – Fees to be reviewed in early 2022

22. Meadowside leisure centre (Core Fees)

22.1 Facilities and activity

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Gym adult session		8.05	*	
Fitness classes		6.25	*	
Exercise referral session		3.30	*	
Badminton court hire - peak		12.90	*	

23. Winchester Sport and Leisure Park (Core Fees)

23.1 Gym Sessions

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Gym adult session		9.50	*	
Junior Session		5.50	*	
Disabled Session		5.50	*	
Fitness Classes		8.50	*	
Exercise Referral Sessions/Classes		4.00	*	

23.2 Swimming

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Adult Session		4.75	*	
Junior Session		3.00	*	
Senior Session		3.00	*	
Disabled Session		3.00	*	

Provided for information only – Fees to be reviewed in early 2022

23.2 Other charges

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Badminton Court Hire *Peak		12.50	*	
Squash Court Hire Adult *Peak		8.60	*	
Squash Court Hire Junior *Peak		6.40	*	

*The above core fees for 2021/22 are those which the operator submitted in their tender documents.

The contract requires that proposals to revise the above fees are reviewed at the end of December each year. A separate report will therefore be prepared early in 2022.

Statutory Fees (not set by the Council)

Development Management (Statutory Fees)

Planning Applications (Statutory fee)

Description	Details/ Type		2021/22 Fee £	2022/23 Fee £	% uplift
Outline Applications	Site Area	Not more than 2.5 hectares	£462.00 per 0.1 Hectare	£462.00 per 0.1 Hectare	-
		More than 2.5 hectares	£11,432.00 +£138.00 per 0.1 Hectare up to a maximum of £150,000.00	£11,432.00 +£138.00 per 0.1 Hectare up to a maximum of £150,000.00	-
Householder Applications	Alterations / extensions to a single dwelling/house, including works within boundary	Single dwelling/house	£206.00	£206.00	-
Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)	Alterations / extensions to dwelling/houses, including works within boundaries	Single dwelling/house (or single flat)	£206.00	£206.00	-
		Two or more dwelling/houses (or two or more flats)	£407.00	£407.00	-
	New dwelling houses	Not more than 50 new dwelling/houses	£462.00 per dwelling house	£462.00 per dwelling house	-
		More than 50 new dwelling/houses	£22,859.00 + £138.00 per additional	£22,859.00 + £138.00 per additional	-

Statutory Fees (not set by the Council)

Description	Details/ Type		2021/22 Fee £	2022/23 Fee £	% uplift
		es	dwelling/house (max £300,000.00)	dwelling/house (max £300,000.00)	
	Erection of buildings (not dwelling houses, agricultural, glasshouses, plant nor machinery). Gross floor space to be created by the development	No increase in gross floor space or no more than 40 m ²	£234.00	£234.00	-
		More than 40 m ² but no more than 75 m ²	£462.00	£462.00	-
		More than 75 m ² but no more than 3,750 m ²	£462.00 for each 75 m ² or part thereof	£462.00 for each 75 m ² or part thereof	-
		More than 3,750 m ²	£22,859.00 +£138.00 for each additional 75 m ² in excess of 3,750 m ² (max £300,000.00)	£22,859.00 +£138.00 for each additional 75 m ² in excess of 3,750 m ² (max £300,000.00)	-

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
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Statutory Fees (not set by the Council)

Description	Details/ Type		2021/22 Fee £	2022/23 Fee £	% uplift
<i>Full Applications (and First Submissions of Reserved Matters; or Technical Details Consent)</i>	<i>The erection of buildings (on land used for agriculture)</i>	<i>Not more than 465 m²</i>	<i>£96.00</i>	<i>£96.00</i>	<i>-</i>
		<i>More than 465 m² but no more than 540 m²</i>	<i>£462.00</i>	<i>£462.00</i>	<i>-</i>
	<i>Gross floor space to be created by the development</i>	<i>More than 540 m² but no more than 4,215 m²</i>	<i>£462.00 for the first 540 m² +£462.00 for each 75 m² (or part thereof) in excess of 540 m²</i>	<i>£462.00 for the first 540 m² +£462.00 for each 75 m² (or part thereof) in excess of 540 m²</i>	<i>-</i>
		<i>More than 4,215 m²</i>	<i>£22,859.00 +£138.00 for each 75 m² (or part thereof) in excess of 4,215 m² (max. £300,000.00)</i>	<i>£22,859.00 +£138.00 for each 75 m² (or part thereof) in excess of 4,215 m² (max. £300,000.00)</i>	<i>-</i>
		<i>Erection of glasshouses (on land used for agriculture)</i>	<i>Not more than 465 m²</i>	<i>£96.00</i>	<i>£96.00</i>
	<i>Gross floor space to be created by the development</i>	<i>More than 465 m²</i>	<i>£2,580.00</i>	<i>£2,580.00</i>	<i>-</i>
		<i>Erection/ alterations/ replacement of plant and machinery</i>	<i>Not more than 5 hectares</i>	<i>£462 for each 0.1 hectare (or part thereof)</i>	<i>£462 for each 0.1 hectare (or part thereof)</i>
<i>Site area</i>					

Statutory Fees (not set by the Council)

Description	Details/ Type		2021/22 Fee £	2022/23 Fee £	% uplift
		More than 5 hectares	£22,859.00 + additional £138.00 for each 0.1 hectare (or part thereof)	£22,859.00 + additional £138.00 for each 0.1 hectare (or part thereof)	-
Applications other than Building Works	Car parks, service roads or other accesses For existing uses		£234.00	£234.00	-
	Waste (use of land for disposal of refuse or waste materials or deposit of material remaining after extraction or storage of materials)	Not more than 15 hectares	£234.00 for each 0.1 hectare (or part thereof)	£234.00 for each 0.1 hectare (or part thereof)	-
		More than 15 hectares	£34,934.00 + £138.00 for each 0.1 hectare (or part thereof) in excess of 15 hectares (max. £78,000.00)	£34,934.00 + £138.00 for each 0.1 hectare (or part thereof) in excess of 15 hectares (max. £78,000.00)	-
	Operations connected with exploratory drilling for oil or natural gas. Site area	Not more than 7.5 hectares	£508.00 for each 0.1 hectare (or part thereof)	£508.00 for each 0.1 hectare (or part thereof)	-
Applications other than Building Works	Operations connected with exploratory drilling for oil or natural gas. Site area	More than 7.5 hectares	£38,070.00 + additional £151.00 for each hectare (or part thereof) > 7.5 hectares (max. £300,000.00)	£38,070.00 + additional £151.00 for each hectare (or part thereof) > 7.5 hectares	-

Statutory Fees (not set by the Council)

Description	Details/ Type		2021/22 Fee £	2022/23 Fee £	% uplift
				(max. £300,000.00)	
<i>Applications other than Building Works</i>	<i>Operations (other than exploratory drilling) for the winning and working of oil or natural gas. Site area</i>	<i>Not more than 15 hectares</i>	<i>£257.00 for each 0.1 hectare (or part thereof)</i>	<i>£257.00 for each 0.1 hectare (or part thereof)</i>	<i>-</i>
		<i>More than 15 hectares</i>	<i>£38,250.00 + additional £151.00 for each 0.1 in excess of 15 hectares up to a maximum of £78,000.00</i>	<i>£38,250.00 + additional £151.00 for each 0.1 in excess of 15 hectares up to a maximum of £78,000.00</i>	<i>-</i>
	<i>Other operations (winning and working of minerals) excluding oil and natural gas</i>	<i>Not more than 15 hectares</i>	<i>£234.00 for each 0.1 hectare (or part thereof)</i>	<i>£234.00 for each 0.1 hectare (or part thereof)</i>	<i>-</i>
		<i>More than 15 hectares</i>	<i>£34,934.00 + additional £138.00 for each 0.1 excess in excess of 15 hectares up to a maximum of £78,000.00</i>	<i>£34,934.00 + additional £138.00 for each 0.1 excess in excess of 15 hectares up to a maximum of £78,000.00</i>	<i>-</i>
	<i>Other operations (not coming within any of the</i>	<i>Any site area</i>	<i>£234.00 for each 0.1 hectare (or</i>	<i>£234.00 for each 0.1</i>	<i>-</i>

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	above categories)	part thereof) up to a maximum of £2,028.00	hectare (or part thereof) up to a maximum of £2,028.00	
Lawful Development Certificate	Existing use or operation	Same as Full	Same as Full	-
	Existing use or operation- lawful not to comply with any condition or limitation	£234.00	£234.00	-
	Proposed use or operation	Half the normal planning fee	Half the normal planning fee	-
Prior Approval	Larger home extensions	£96.00	£96.00	-
	Agricultural and forestry buildings & operations		£96.00	-
	Demolition of buildings		£96.00	-
	Communications	£462.00	£462.00	-
	Change of use from Shops (Class A1), Professional and Financial services (Class A2), Takeaways (Class A5), Betting Offices, Pay Day Loan Shops or Launderettes to Offices (class B1a)	£96.00	£96.00	-
Prior Approval	Change of use to a building and any land within its curtilage from Business (Use Class B1), Hotels (Use Class C1), Residential Institutions (Use Class C2), Secure Residential Institutions (Use Class C2A) or Assembly and Leisure (Use Class D2) to a State Funded School or Registered Nursery	£96.00	£96.00	-
	Change of use to a building and any land within its curtilage from an Agricultural Building to a State Funded School or		£96.00	-

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	<i>Registered Nursery</i>			
	<i>Change of use of a building and any land within its curtilage from an Agricultural Building to a flexible use within Shops (Use Class A1) , Financial and Professional services (Use Class A2), Restaurants and Cafes (Use Class A3), Business (Use Class B1), Storage or Distribution (Use Class B8), Hotels (Use Class C1), or Assembly or Leisure (Use Class D2)</i>		£96.00	-
	<i>Change of use of a building and any land within its curtilage from Offices (Use Class B1a) to Dwelling/houses (Use Class C3)</i>		£96.00	-
	<i>Change of use to a building and any land within its curtilage from an Agricultural Building to Dwelling/houses (Use Class C3)</i>	£96.00; or	£96.00; or	-
		£206 if it includes building operations in connection with the change of use	£206 if it includes building operations in connection with the change of use	-
	<i>Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops, Launderette; or mixed use combining one of these uses and use as a dwelling/house to Dwelling/houses (Use Class C3)</i>	£96.00; or	£96.00; or	-
£206.00 if it includes building operations in connection with the change of use		£206.00 if it includes building operations in connection with the change of use	-	

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	<i>Change of use to a building and any land within its curtilage from Light Industrial (Use Class B1c) to Dwelling/houses (Use Class C3)</i>	£96.00	£96.00	-
	<i>Change of use to a building and any land within its curtilage from Amusement Arcades/ Centres and Casinos (Sui Generis Uses) to Dwelling/houses (Use Class C3)</i>	£96.00; or	£96.00; or	-
		£206.00 if it includes building operations in connection with the change of use	£206.00 if it includes building operations in connection with the change of use	-
	<i>Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops and Casinos (Sui Generis Uses) to Restaurants and Cafes (Use Class A3)</i>	£96.00; or	£96.00; or	-
£206.00 if it includes building operations in connection with the change of use		£206.00 if it includes building operations in connection with the change of use	-	
<i>Prior Approval</i>	<i>Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops (Sui Generis Uses) to Assembly and Leisure Uses (Use Class D2)</i>	£96.00	£96.00	-
	<i>Change of use of a building from Shops (Use Class A1), Financial and Professional Services (Use Class A2), Betting Offices, Pay Day Loan Shops or</i>		£96.00	-

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	<i>Launderettes to Offices (Class B1a)</i>			
	<i>Development consisting of the Erection or Construction of a Collection Facility within the Curtilage of a Shop</i>		£96.00	-
	<i>Temporary use of buildings or land for the purpose of Commercial Film-Making and the associated temporary structures, works, plant or machinery required in connection with that Use</i>		£96.00	-
	<i>Installation, alteration or replacement of other solar photovoltaics equipment on the roofs of non-domestic buildings up to a capacity of 1 megawatt</i>		£96.00	-
<i>Reserved Matters</i>	<i>Application for approval of reserved matters following outline approval</i>	<i>Full fee due or if full fee already paid then £462.00 due</i>	<i>Full fee due or if full fee already paid then £462.00 due</i>	-
<i>Approval/ Variation/ Discharge of Condition</i>	<i>Application for removal or variation of a condition following grant of planning permission</i>	£234.00	£234.00	-
	<i>Request for confirmation that one or more planning conditions have been complied with</i>	<i>£34.00 per request for Householder otherwise £116 per request</i>	<i>£34.00 per request for Householder otherwise £116 per request</i>	-
<i>Change of Use of a building to use as one or more separate dwelling/houses, or other cases</i>	<i>Not more than 50 dwelling/houses</i>	£462.00 each	£462.00 each	-
	<i>More than 50 dwelling/houses</i>	<i>£22,859.00 +£138.00 for each in excess of 50 houses up to a</i>	<i>£22,859.00 +£138.00 for each in excess of 50</i>	-

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
		maximum of £300,000.00	houses up to a maximum of £300,000.00	
	Other changes of use of a building or land	£462.00	£462.00	-
Advertising	Relating to the business on the premises	£132.00	£132.00	-
	Advance signs which are not situated on or visible from the site, directing the public to a business	£132.00	£132.00	-
	Other advertisements	£462.00	£462.00	-
Application for a non-material amendment following a grant of planning permission	Applications in respect of householder developments	£34.00	£34.00	-
	Applications in respect of other developments	£234.00	£234.00	-
Application for Permission in Principle	Site area	£402.00 for each 0.1 hectare (or part thereof)	£402.00 for each 0.1 hectare (or part thereof)	-

Exemptions/ Reductions

Description	Details/ Type	
Concessions (not all concessions are valid for all application types, the applicability will be checked on receipt of application)	Exemptions from payment	An application solely for the alteration or extension of an existing dwelling/house; or works in the curtilage of an existing dwelling/house (other than the erection of a dwelling/house) for the purpose of providing: - Means of access to or within it for a disabled person who is resident in it, or is proposing to take up residence in it; or - Facilities designed to secure that person's greater safety, health or comfort
		An application solely for the carrying out of the operations for the purpose of

Statutory Fees (not set by the Council)

Description	Details/ Type	
		<p><i>providing a means of access for disabled persons to or within a building or premises to which members of the public are admitted</i></p> <p><i>Listed Building Consent</i></p> <p><i>Planning permission for relevant demolition in a Conservation Area</i></p> <p><i>Works to trees covered by a Tree Preservation Order or in a Conservation Area Hedgerow Removal</i></p>
<p><i>Concessions (not all concessions are valid for all application types, the applicability will be checked on receipt of application)</i></p>	<p><i>Exemptions from payment</i></p>	<p><i>If the application is the first revision of an application for development of the same character or description on the same site by the same applicant:</i></p> <ul style="list-style-type: none"> <i>- For a withdrawn application: within 12 months of the date the application was received</i> <i>- For a determined application : within 12 months of the date the application was granted, refused or appeal dismissed</i> <p><i>For an application where an appeal was made on the grounds of non-determination: within 12 months of the period when the giving of notice of a decision on the earlier valid application expired</i></p> <p><i>If the application is for a lawful development certificate , for existing use, where an application for planning permission for the same development would be exempt from the need to pay a planning fee under any planning fee regulation</i></p> <p><i>If the application is for consent to display an advertisement following either a withdrawal of an earlier application (before notice of decision was issued) or where the application is made following refusal of consent for display of an advertisement, and where the application is made by or on behalf of the same person</i></p> <p><i>If the application is for consent to display an advertisement which results from a direction under Regulation 7 of the 2007 Regulations, dis-applying deemed consent under Regulation 6 of the advertisement in question</i></p> <p><i>If the application is for alternative proposals for the same site by the same applicant, in order to benefit from the permitted development right in Schedule 2 Part 3 Class V of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)</i></p> <p><i>If the application relates to a condition or conditions on an application for</i></p>

Statutory Fees (not set by the Council)

Description	Details/ Type	
		<p>Listed Building Consent or planning permission for relevant demolition in a Conservation Area</p> <p>If the application is for a Certificate of Lawfulness of Proposed Works to a listed building</p>
<p>Concessions (not all concessions are valid for all application types, the applicability will be checked on receipt of application)</p>	<p>Exemptions from payment</p>	<p>If an application for planning permission (for which a fee is payable) being made by the same applicant on the same date for the same site, buildings or land as the prior approval application (for larger home extensions or changes of uses)</p>
	<p>Reductions to Payments</p>	<p>If the application is being made on behalf of a non-profit making sports club for works for playing fields not involving buildings then the fee is £462</p>
		<p>If the application is being made on behalf of a parish or community council then the fee is 50%</p>
		<p>If the application is an alternative proposal being submitted on the same site by the same applicant on the same day where this application is of lesser cost then the fee is 50%</p>
		<p>In respect of reserved matters you must pay a sum equal to or greater than what would be payable at current rates for approval of all the reserved matters. If this amount has already been paid then the fee is £462</p>
		<p>If the application is for a Lawful Development Certificate for a Proposed Use or Development, then the fee is 50%</p>
	<p>If two or more applications are submitted for different proposals on the same day and relating to the same site then you must pay the fee plus half sum of the others</p>	
<p>Fees for cross boundary applications</p>	<p>Where an application crosses one or more local or district planning authorities, the Planning Portal Fee Calculator will only calculate a cross boundary application fee as 150% of the fee that would have been payable if there had only been one application to a single authority covering the entire site.</p> <p>If the fee for this divided site is smaller when the fees payable for each part of the site are calculated separately, you will need to contact the lead local authority to discuss the fee for this divided site.</p>	

Statutory Fees (not set by the Council)

Description	Details/ Type
	<i>The fee should go the authority that contains the larger part of the application site.</i>

Environmental and Licensing Services

Local Air Pollution Prevention and Control (Statutory fee)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Application Fees	Standard process	1,650.00	1,650.00	-
	PVR I & II combined	257.00	257.00	-
	Vehicle refinishers & other reduced fee activities	362.00	362.00	-
	Additional fee for operating without a permit for reduced	71.00	71.00	-

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	fee activities			
	Mobile screening and crushing plant for first and second permits	1,650.00	1,650.00	-
	Mobile screening and crushing plant for the third to seventh applications	985.00	985.00	-
	Mobile screening and crushing plant for the eighth and subsequent applications	498.00	498.00	-
Annual Subsistence Charge	Substantial variation	1,650.00	1,650.00	-
	Transfer	169.00	169.00	-
	Partial transfer	497.00	497.00	-

Description	Details/ Type	Low Risk Fee £	Medium Risk Fee £	High Risk Fee £
Subsistence Fees	Standard process	772.00	1,161.00	1,747.00
	PVR I, SWOBs and dry cleaners	79.00	158.00	237.00
	PVR I & II combined	113.00	226.00	341.00
	Vehicle refinishers & other reduced fee activities	228.00	365.00	548.00
	Mobile screening and crushing plant for first and second permits	626.00	1,034.00	1,551.00
	Mobile screening and crushing plant for the third to seventh applications	385.00	617.00	924.00
	Mobile screening and crushing plant for the	198.00	314.00	473.00

Statutory Fees (not set by the Council)

Description	Details/ Type	Low Risk Fee £	Medium Risk Fee £	High Risk Fee £
	eighth and subsequent applications			

Premises (Statutory fee)

Description	Details/ Type (if applicable)	Band A (0-£4,300) Fee £	Band B (£4,301- £33,000) Fee £	Band C (£33,001- £87,000) Fee £	Band D (£87,000- £125,000) Fee £	Band E (£125,001+) Fee £
		Non Domestic Rateable Value Premises Licences	New application and variation	100.00	190.00	315.00
	Multiplier applied to premises used exclusively or primarily for the supply of alcohol for consumption on the premises annual charge	N/A	N/A	N/A	950.00	1,905.00
	Annual Charge	70.00	180.00	295.00	320.00	350.00
	Annual charge multiplier applied to premises used exclusively for the supply of alcohol for consumption on the premises	N/A	N/A	N/A	640.00	1,050.00
Club Premises Certificates	New application and variation	100.00	190.00	315.00	450.00	635.00
	Annual charge	70.00	180.00	295.00	320.00	350.00

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
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Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
Premises Licences Other Fees	Minor variation	89.00	89.00	-
	Application for a new personal licence	37.00	37.00	-
	Temporary event notice	21.00	21.00	-
	Theft/ loss of (premises licence/ personal licence/ temporary event notice)	10.50	10.50	-
	Notification of change of name or address	10.50	10.50	-
	Application for a provisional statement where premises being built	315.00	315.00	-
	Notification of change of name or address	10.50	10.50	-
	Application to vary licence to specify individual as premises supervisor	23.00	23.00	-
	Application for transfer of premises licence	23.00	23.00	-
	Interim authority notice following death etc. of licence holder	23.00	23.00	-
	Notification of change of name or alteration of rules of club/ change of relevant registered address of club	10.50	10.50	-
	Right of freeholder to be notified of licensing matters	21.00	21.00	-
	5,000 – 9,999	1,000.00	1,000.00	-
Additional Premises Licence Fee Based on Capacity > 5,000 People	10,000 – 14,999	2,000.00	2,000.00	-
	15,000 – 19,999	4,000.00	4,000.00	-
	20,000 – 29,999	8,000.00	8,000.00	-
	30,000 – 39,999	16,000.00	16,000.00	-

Statutory Fees (not set by the Council)

Description	Details/ Type	2021/22 Fee £	2022/23 Fee £	% uplift
	40,000 – 49,999	24,000.00	24,000.00	-
	50,000 - 59,999	32,000.00	32,000.00	-
	60,000 – 69,999	40,000.00	40,000.00	-
	70,000 – 79,999	48,000.00	48,000.00	-
	80,000 – 89,999	56,000.00	56,000.00	-
	90,000 and over	64,000.00	64,000.00	-

Description	Details/ Type	2020/21 Fee £	2021/22 Fee £	% uplift
Additional Annual Fee Payable if Applicable Based on Capacity > 5,000 People	5,000 – 9,999	500.00	500.00	-
	10,000 – 14,999	1,000.00	1,000.00	-
	15,000 – 19,999	2,000.00	2,000.00	-
	20,000 – 29,999	4,000.00	4,000.00	-
	30,000 – 39,999	8,000.00	8,000.00	-
	40,000 – 49,999	12,000.00	12,000.00	-
	50,000 - 59,999	16,000.00	16,000.00	-
	60,000 – 69,999	20,000.00	20,000.00	-
	70,000 – 79,999	24,000.00	24,000.00	-
	80,000 – 89,999	28,000.00	28,000.00	-
	90,000 and over	32,000.00	32,000.00	-

19.5 Gambling Act 2005 Fees (Statutory fees)

Description	Details/ Type	Bingo Club Fee £	Betting Premises Fee £	Tracks Fee £
Application Fees	Transitional fast-track application	NA	115.00	NA
	Transitional non fast-track application	NA	1,130.00	NA
	New application	1,990.00	2,390.00	2,260.00

Statutory Fees (not set by the Council)

Description	Details/ Type	Bingo Club Fee £	Betting Premises Fee £	Tracks Fee £
	Annual fee	1,000.00	600.00	1,000.00
	Application to vary	840.00	840.00	840.00
	Application to transfer	600.00	600.00	600.00
	Application for re-instatement	620.00	620.00	620.00
	Application for provisional statement	780.00	780.00	780.00
Application Fees	Licence application (provisional statement holders)	890.00	890.00	890.00
Application Fees	Copy licence	25.00	25.00	25.00
Fees for Permits	Notification of change	50.00	50.00	50.00
	Family entertainment centre	100.00	300.00	300.00
Fees for Permits	Prize gaming permit	100.00	300.00	300.00
	Alcohol licensed gaming machine permit	100.00	150.00	N/A
	Alcohol licensed premises notification	50.00	N/A	N/A
	Club gaming and club machine permits (existing holders of registrations or CPC holders)	100.00	N/A	N/A
	Club gaming and club machine permits (all other cases)	N/A	200.00	200.00
	Small society lottery	N/A	40.00	20.00

Statutory Fees (not set by the Council)

Roads and highways

21.1 Abandoned Vehicles (Statutory fees)

Vehicle Position and Condition	Details/ Type	Details/ Type	Details/ Type	Details/ Type
	Vehicle equal to or less than 3.5 tonnes MAM*	Vehicle exceeding 3.5 tonnes MAM BUT equal to or less than 7.5 tonnes MAM*	Vehicle exceeding 7.5 tonnes MAM but equal to or less than 18 tonnes MAM*	Vehicle exceeding 18 tonnes MAM*
	£	£	£	£
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle (whatever its condition or position on or off road).	150.00	200.00	350.00	350.00
Vehicle, excluding a two wheeled vehicle, on road but either not upright or substantially damaged or both	250.00	650.00	Unladen – £2,000.00 Laden - £3,000.00	Unladen – £3,000.00 Laden – 4,500.00
Vehicle, excluding a two	200.00	400.00	Unladen – £1,000.00	Unladen – £1,500.00

Statutory Fees (not set by the Council)

wheeled vehicle, off road, upright and not substantially damaged			Laden – £1,500.00	Laden – £2,000.00
Vehicle, excluding a two wheeled vehicle, off road but either not upright or substantially damaged or both	300.00	850.00	Unladen –£3,000.00 Laden – £4,500.00	Unladen – £4,500.00 Laden – £6,000.00

*MAM stands for maximum authorised mass

REPORT TITLE: QUARTER 2 FINANCE & PERFORMANCE MONITORING

15 NOVEMBER 2021

REPORT OF CABINET MEMBER CLLR CUTLER – CABINET MEMBER FOR
FINANCE AND SERVICE QUALITY

Contact Officer: Lisa Kirkman Tel No: 01962 848 501 Email
lirkman@winchester.gov.uk

WARD(S): ALL

RECOMMENDATIONS

That the Scrutiny Committee:

1. Notes that the Performance Panel met on the 8 November 2021 to scrutinise the attached report, CAB3320 and its associated appendices. The minutes of the panel's meeting will be circulated to the Scrutiny Committee before it meets on the 15th November 2021 and will be included at appendix 6 of the Cabinet report.
2. Notes that the Chairperson of Performance Panel will provide a verbal update at the Scrutiny Committee.
3. Raises with the Leader or relevant Cabinet member any issues arising from the information in this report, ref CAB3320, which is being presented to Cabinet on the 15 December 2021 and considers whether there are any items of significance to be drawn to the attention of Cabinet.

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REPORT TITLE: Q2 FINANCE AND PERFORMANCE MONITORING

15 DECEMBER 2021

REPORT OF CABINET MEMBER: CLLR NEIL CUTLER – CABINET MEMBER FOR
FINANCE AND SERVICE QUALITY

Contact Officer: Lisa Kirkman Tel No: 01962 848 501

Email: lkirkman@winchester.gov.uk

WARD(S): ALL

PURPOSE

This report and Appendix 1 provides a summary of the council's progress during the period July to September (Q2) 2021 against the five priorities in the refreshed Council Plan 2020-25, adopted by council on 24 February 2021.

Appendix 2 provides a financial update for both the General Fund and Housing Revenue Account (HRA) as at 30 September 2021

Appendix 3 provides the data, where available, for Q2 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 'Tier 1' programmes and projects.

Appendix 5 provides an update to the COVID-19 council services demand data from April 2020 to 30 September 2021.

Appendix 6 are the action notes of the Performance Panel meeting that took place on 08 November 2021.

RECOMMENDATIONS:

1. That Cabinet notes the progress achieved during Q2 of 2021/22 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.

6 CONSULTATION AND COMMUNICATION

- 6.1 Cabinet members, Executive Leadership Board, corporate heads of service and service leads have been consulted and have input into the content of this report.
- 6.2 This report and appendices were reviewed and discussed by Performance Panel on behalf of Scrutiny Committee on 08 November 2021. Appendix 6 are 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 24 November 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

- 11 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.

Risk	Mitigation	Opportunities
Community Support - Lack of consultation and community engagement on significant projects that affect residents and can cause objections and lead to delay.	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.
Timescales - Delays to project delivery can lead to increased cost and lost revenue.	Regular project monitoring undertaken to identify and resolve slippage.	
Project capacity - Availability of staff to deliver projects.	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.
Financial exposure -	Regular monitoring of budgets and financial	Early notification of unplanned

Risk	Mitigation	Opportunities
Budget deficit or unforeseen under or overspends	position including forecasting to year end to avoid unplanned over/underspends.	under/overspends through regular monitoring allows time for plans to be put in place to bring the finances back into line with budget forecast.
Exposure to challenge	Legal resources are discussed with project leads.	Opportunity for the use of in- house resources able to input through the life of a project with local Winchester and cross council knowledge.
Innovation - improvement in service delivery		KPIs be used to evidence the need for innovation to improve service delivery
Reputation - Ensuring that the council delivers the outcomes as set out in the Council Plan.	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.
Achievement of outcome	Through the quarterly monitoring report, officers and members can monitor the progress of the priorities in the Council Plan	
Other - none		

12 SUPPORTING INFORMATION:

12.1 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 3) that set out the progress of the council's 'Tier 1' projects. All information and data is as at the end of Q2 i.e. 30 September 2021.

13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 None.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB3312 – Q1 Finance and Performance Monitoring dated 15 September 2021

Other Background Documents:-

None.

APPENDICES:

Appendix 1 Council Plan 2020-25 progress update – Q2 July - September 2021

Appendix 2 Financial update to 30 September 2021

Appendix 3 Strategic Key Performance Indicators Q2 update

Appendix 4 Programme and Project Management – Tier 1 project highlight reports Q2

Appendix 5 COVID-19 Council services demand data – April 2020 to September 2021

Appendix 6 Notes from Performance Panel meeting on 08 November 2021

COUNCIL PLAN 2020–25

Q2 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 and there is a growing ecological crisis too. Winchester City Council has committed to playing its part to tackle this global challenge and hand our district to our children and grandchildren in a better state than it is now.

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
- Clean air, more ambitious than national targets
- Everything most residents need should be in reach by foot, bike or public transport
- Our district's extensive natural habitats safeguarded and enhanced

Over the last quarter we have achieved the following:

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

Commencement of works to install two additional electric vehicle charging points (EVCP) in the Guildhall Yard, increasing provision to four EVCP. Further proposals are being developed for provision of two EVCP at the council's special maintenance depot, Cipher House.

Although a Judicial Review has been received, Construction work has continued on the new decked car park at the former Vaultex site in Barfield Close under a valid planning application. This will provide around 300 spaces to reduce traffic in the city – linking in with the aims of the City of Winchester Movement Strategy and supporting the city council's pledge to become a carbon neutral council by 2024, with the whole district becoming carbon neutral by 2030. Photovoltaic panels and electric vehicle charging points also feature in the plans for the site. The project is expected to be completed in 2022. The construction will include a green 'living wall' to help improve air quality and minimise the visual impact of the car park.

Two carbon literacy sessions held for the city council officer team in July and September saw training delivered to a further 5 members of staff. This brings the number of staff trained to 89, of which 54 have been certified as carbon literate and brings the council close to achieving carbon literate silver accreditation – an accreditation that only two councils in the country have

achieved to date. A third, bespoke session took place with 14 elected members in early August.

A Retrofit Co-ordinator - Zero Carbon in the Property Services team will focus on the retrofit of the council housing stock. Three rounds of advertising produced only one appropriately experienced (part time) candidate, and a letter of offer has been made to the successful applicant.

A highlight report for Q2 for the Carbon Neutral programme is included at Appendix 4.

- **Positive Local Plan policies which promote low carbon development, sustainable travel and increased bio-diversity**

A specialised Carbon Neutrality virtual information event was hosted as part of the consultation on the Local Plan Strategic Issues & Priorities document that took place between February and April this year. This event was attended by 78 people. The council received a very substantial number of comments in relation to the consultation and these are currently being analysed to help inform how the new Local Plan can address Carbon Neutrality. The analysis of the comments on the carbon neutrality topic are due to be reported to LPAG before Christmas.

A highlight report for Q2 for the Local Plan is included at Appendix 4.

- **Encourage renewable energy generation and support start-ups and businesses in green energy and green technology**

Installation by the council of solar PV panels on three buildings at Marwell Zoo commenced and final preparations made for installation of solar PV on the Winchester depot (Biffa waste collection service). These projects will be 50% funded by the EM3 LEP and the panels will reduce energy consumption on both sites and generate an income stream for the council via the sale of energy to the businesses.

Consultants Urban Foresight have been working on a Green Economic Development Strategy to ensure that the Council is at the forefront of green economic development. A draft strategy was been produced and considered with the Business & Housing Policy Committee in September.

- **Work with and enable businesses, organisations and residents to deliver the Carbon Neutrality Action Plan throughout the district**

Continuation of a 12-month community carbon mapping and engagement project, being delivered on the council's behalf by the Centre for Sustainable Energy in collaboration with WinACC. Bespoke carbon footprint reports produced for each parish and the wards of Winchester, with 64 community representatives attending webinars to help them understand the report and start planning to reduce their community's carbon footprint.

Winchester Green Week took place during the final week of September as part of the national Great Big Green Week initiative. It saw 30 organisations hosting a total of more than 50 events or activities in the city. The council hosted a tree trail encouraging people to explore nature and discover the many different trees we have in Winchester.

The first meeting of the council's Climate Emergency Open Forum took place on 29 September, as part of the programme of Green Week activity, and attracted 28 attendees.

Winchester City Council and Wessex Green Hub continued to work on the "Portrait of Winchester" and developed a methodology that could form the basis of a 'roadmap' to a decarbonised district. This was discussed by the Health and Environment Policy Committee in September and was broadly supported.

- **Work towards a more sustainable food system and reduce food waste**

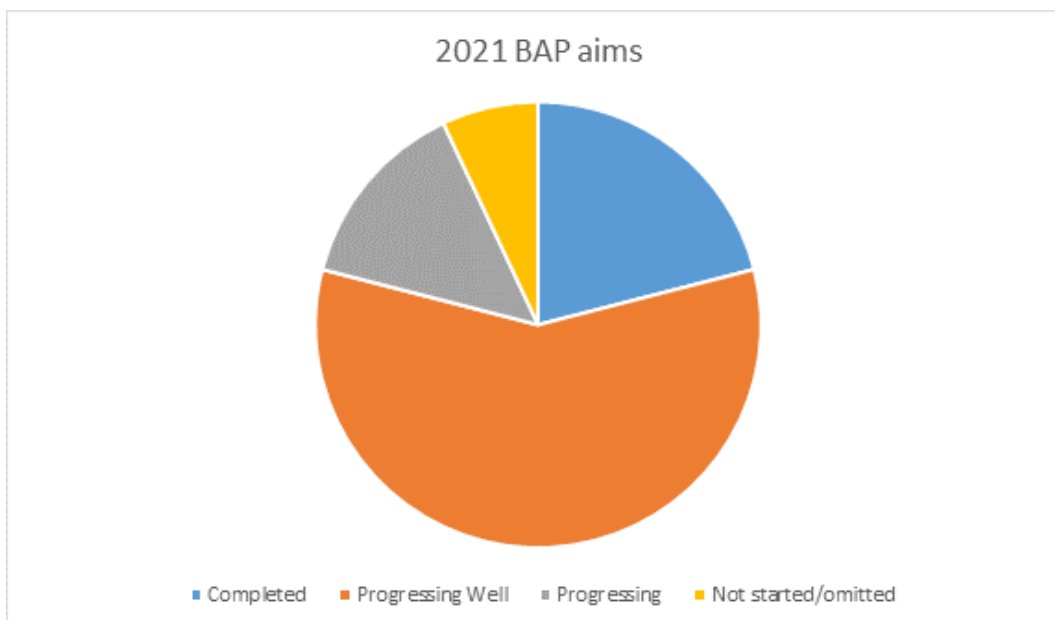
We continue to work with Project Integra to understand the impact of introduction of food waste recycling which is governments preferred direction of travel by 2023 for every local authority.

- **Continue to work with Hampshire County Council to deliver the City of Winchester Movement Strategy and prioritise walking, cycling and public transport throughout the district**

A highlight report for Q2 for this programme is included at Appendix 4.

- **Deliver the actions in our Biodiversity Action Plan**

The Biodiversity Action Plan (BAP) was approved by cabinet in January 2021 and launched in February 2021. Focus has now turned to the delivery of at least 80% of the actions identified within the plan. A summary of actions delivered by the end of Q2 2021/22 is below



Of particular note we have:

- *delivered the biodiversity survey programme through a short work placement appointment;*
 - *produced a tree trail leaflet that was successfully utilised in Green Week;*
 - *progressed with land management take-over of open space at Hookpit, Kingsworthy with sensitive management of dormouse and reptile habitat and careful design of footpaths and site facilities;*
 - *progressed with year 1 of the tree survey project, undertaken surveys as part of the re-roofing and protected species project with protected species licenses issued by Natural England in 8 properties;*
 - *moved to the review stage of Biodiversity grassland management project.*
- **Work with other public authorities to expand the range of materials we recycle as solutions become available**
Winchester City Council continues to work through the Project Integra partnership and submit data to support the review of options for a single Materials Recovery Facility (MRF) in Eastleigh and support the work to review the option of moving to a twin stream or kerbside sort system to greatly increase the range of material being collected.

PRIORITY – LIVING WELL

We want all 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 to support good physical and mental health for all ages and abilities.

What we want to achieve:

- Reduced health inequalities
- A wide range of physical and cultural activities for all ages and abilities
- Increased opportunities for active travel
- A wider diversity of residents and businesses involved in ensuring that our services work for all, especially for residents who need more help to live well
- Attractive and well-used public facilities and 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, supporting a greater diversity of residents**

We continue to provide core grant support to key voluntary sector organisations supporting our more vulnerable residents and organisations who are continuing to report high levels of demand for their services. Citizens Advice are seeing a rise in complexity of cases, in addition to high demand. Each client is taking more time and resources than before and CA have started to train a new cohort of advisers to increase adviser capacity and help meet this growing demand for services. Home-Start Hampshire are also seeing high demand for their services from parents and families in the Meon Valley area and supported approximately 15 vulnerable, struggling young families per month in the southern parishes.

Grants criteria remain relaxed to allow groups greater flexibility to respond to the effects of COVID-19. Grants totalling £3,449 were awarded to 7 different organisations across the district (2 Winchester Town wards, 5 Winchester district). Grants awarded support funding priorities of isolation, physical inactivity and low income.

Winchester hospice opened in September, thanks in part to a one-off grant of £50,000 from the council towards the build costs. The hospice has ten beds and operates 24 hours a day, seven days a week to provide much needed local care and support to patients and their families.

A funding fayre took place in September in partnership with Community First and was attended by more than 50 people representing voluntary organisations from across the district.

The Housing Service maintained a local response centre (LRC) service as part of the countywide network to handle COVID-19 related requests for

assistance which require local intervention. Referral numbers were minimal, with only four during the 3-month period, taking the total requests for support handled by the Winchester LRC since the pandemic started to 995. This is in addition to the many more tasks undertaken by the wider community support network.

Winchester Basics Bank officially opened its new storage and distribution facility at Winnall in August, which was enabled in part by an award of funding by the council from its allocation of

The Active Lifestyle programme of classes and bespoke activities for people with long-term health conditions continues to grow in the hands of Winchester City Primary Care Network (PCN) and Everyone Active (EA). During the last quarter there were 36 referrals from the Winchester City practices and 27 from the remainder of the district, meaning that since the opening of the new leisure centre there have been 122 referrals made.

A summer activity programme was delivered by community coaches on the council's behalf during the school summer holiday and attracted 341 children across nine locations – three in the city and six in the wider district. Of those that attended, 41% were identified by their parents as taking part in less than an average of 30 minutes of physical activity a week – the recognised definition of 'inactive'.

- **Offering a wide range of accessible facilities for all to enjoy at the new Winchester Sport and Leisure Park**

The Winchester Sport and Leisure Park opened to the public on 29 May and is already outperforming projections with 4,325 health and fitness members and 1,313 swim only members.

There are now over 1,300 children having swimming lessons every week. The target for the Centre is 2,500 children having swimming lessons at maturity (without Covid-19 restrictions).

There are around 6,500 individuals undertaking in health and fitness workout session every month.

The overall attendance at Winchester Sport & Leisure Park for is approximately 60,000 per month.

A highlight report for Q2 of this project is included at Appendix 4.

- **Supporting communities to extend the range of sports and cultural facilities across the district, notably the upgraded Meadowside Leisure Centre at Whiteley agreed and planned for later this year**

Work to upgrade the fitness facilities at Meadowside Leisure Centre was completed during September to including an expansion to the gym and new gym equipment.

Winchester Town Forum agreed to develop a new design for the North Walls pavilion. Architects have also been appointed to develop and prepare plans for a new pavilion at KGV playing fields in Highcliffe.

Planning application submitted by the developer for a new sports pavilion as part of the town park at West of Waterlooville.

- **Enable and promote safe cycleways 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 has been developed as part of the City of Winchester Movement Strategy. Further consultation on this will take place in the New Year. A members briefing was held on 27 July to update members on progress with the Winchester Movement Strategy. The Parking and Access Strategy delivery will consider the needs of the market towns. Meetings have now been held with representative groups to identify issues and opportunities. Action plans are now being developed.

Also see project highlight report for Q2 included at Appendix 4.

- **Maintain and enhance the open spaces and parks**

All play areas and open spaces have been extremely important for a range of users, and this is continuing.

Looking at enhancements, a consultation event was undertaken in relation to ensuring North Walls is fit for the future. This was well received and we have analysed the information collected, updated the proposals plan and are feeding back to Town Forum shortly. We are also proceeding well with a number of initiatives including a new outdoor gym at the Leisure Centre as part of Allegra's Ambition; the replacement of pavilions at North Walls and KGV; and delivery of biodiversity enhancements at KGV, Badger Farm and in Alresford.

- **Develop Local Plan policies that promote healthy lifestyles in healthy surroundings**

A key theme in the Strategic Issues and Options consultation (SIP) on the new Local Plan, which ran for 8 weeks and closed on 12 April 2021, was Living Well. This covered a number of important issues relating to open space provision, air quality, and active travel with accessibility to local facilities and services. A specialised Living Well virtual information event was also hosted as part of the recent consultation document that attracted some 21 people. The council received a substantial number of responses to the SIP (over 2,200) and analysis of these comments is being completed and are due to be reported to LPAG before Christmas. This feedback will be used to inform the next stage of the Local Plan (Regulation 18 – draft Local Plan).

PRIORITY - HOMES FOR ALL

Housing in our district is expensive and young people and families are moving out because they are unable to find suitable accommodation they can afford.

The 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 to be energy efficient and affordable to run
- Diverse, healthy and cohesive communities - not just homes
- No-one sleeping rough except by choice

Over the last quarter we have achieved the following:

- **Building significantly more homes ourselves**

No new homes were started in quarter 2 due primarily to completing 2 large schemes in the 1st Quarter. Contract negotiations are on-going at Whiteley, however, subject to agreement these should be concluded in October with a start on site scheduled in November.

- **Strengthening our Local Plan to ensure the right mix of homes is built for all sectors of our society, including young people**

Consultation has taken place on the Next Generation Winchester project to explore the challenges faced by younger people (aged 18-35) who may want to work and/or live in the Winchester district. This was followed up by another event in July 2021 which has been used to help inform people about the different types of affordable housing that is available and on mortgages. The Next Generation project is exploring the options available for young people and families and provide an opportunity to influence housing policy, future house building and local housing options across the district. The information gathered together as part of this consultation will be used to help inform the policies and proposals in the emerging Local Plan.

The consultation on Strategic Issues and Options for the new Local Plan, sought views on the type of residential development required to support the needs of everyone living, or wanting to live, in the district. This covered a range accommodation including affordable housing, housing for students and older people as well as gypsies and travellers and is due to be reported to LPAG before Christmas. The feedback received is being used to inform the next stage of the Local Plan (Regulation 18 – draft Local Plan).

A highlight report for Q2 for the Local Plan is included at Appendix 4.

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

The detailed business case for the Winnall Flats proposed development was agreed by Council in July with a preferred option being to deliver a block either through a housing company or through a third party. Contract negotiations have now been completed and the Winnall scheme will start on the 11 October

- **Providing support for our homeless and most vulnerable people by working directly and in partnership with the voluntary sector**

Working with partners Winchester Churches Nightshelter, Two Saints and Trinity to make plans to utilise empty space within existing projects to provide additional emergency beds over the coming cold weather period for individuals sleeping rough.

Hampshire County Council have announced a proposed budget cut of £360,000 across the 11 districts social inclusion services for this cohort. We are undertaking a mapping process of services for single homeless to consider what saving/service can be cut or absorbed into existing resources/services and will be reporting into the Social Inclusion Advisory Group to ensure minimal disruption to services.

We are developing a Tenancy Ready Programme to roll out to our Temporary Accommodation residents to ensure individuals have the right skills to move on to independent accommodation and do not return to rough sleeping.

- **Move the energy efficiency of new and existing homes towards zero carbon**

Making Homes Carbon Neutral (CAB3293) was presented to cabinet on 11th March and the following recommendations were approved:-

That the 2021/22 budget (£1.587m) for additional energy efficiency works to council dwellings be committed as follows:-

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

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

Cabinet approved a revised Housing Development Strategy that highlights the council’s objective to provide all new affordable housing at highest thermal efficiency levels to help achieve the net zero carbon target.

The Passivhaus development proposals for Micheldever received planning permission in August. This is for the development of a disused garage site to build 4 x 1 bed and 2 x 2 bed homes. Passivhaus building provides a high level of comfort while using very little energy for heating and cooling. They are built with meticulous attention to detail and rigorous design and construction according to the principles developed by the Passivhaus Institute in Germany and certified by a very exacting quality assurance process.

The proposed insulation measures to voids have not started due to procurement concerns surrounding awarding these additional works to Osborne. EU Notice issued 5th October, 2021 advertising the Council’s intentions.

The two Swedish units at Bramdean are complete. The second Swedish unit trial (at Cheriton) it now unlikely to progress until next spring due to material supply issues and ecology delays.

Approx. 85 % of the communal areas in housing sheltered/communal areas now have new LED lighting. Solar PV feasibility report still to be commissioned.

- **Working 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. Negotiations have taken place with developers at North Whiteley regarding the purchase of a site for affordable housing.

PRIORITY - VIBRANT LOCAL ECONOMY

Winchester district is home to a host of successful businesses and enterprises with high levels of employment in both our urban and rural areas. As we look beyond the COVID-19 pandemic, it's vital we restore the vibrancy of our high streets, retain and develop our existing business base and make the Winchester district a place where new businesses want to be located. We also must begin the transition to a greener more sustainable economy.

What we want to achieve:

- Increased opportunities for high-quality, well-paid employment across the district
- A shift to a greener, more sustainable economy
- New offices and workspace meet changing business needs and are located in areas with sustainable transport links
- More younger people choose to live and work in the district
- Our city, market towns and rural communities recover well and have a compelling, competitive visitor offer.
- Winchester district attracts new and relocating businesses and enterprises

Over the last quarter we have achieved the following:

- **Working with our key stakeholders to position Winchester district as a centre for digital, creative, knowledge-intensive networks**

Winchester City Council has sponsored the Digital Innovation Award in the Winchester Business Excellence Awards 2021. The award encourages the use of innovative digital technology and digital ideas to increase business performance. The award ceremony took place on Thursday 2 September at the University of Winchester. The winner was the Gurkha Museum who used the COVID-19 pandemic to enhance their digital content which resulted in increased online sales and donations.

The Government's and the European Development Fund (EDRF) Reopening High Street Safely Fund has been extend to end of March 2022 and now forms the Welcome Back Fund. The fund has provided a programme of business support launched in late January 2021 and was then extended to the end of August 2021. This included:

<i>Number of SMEs contacted via social media/marketing activity</i>	<i>42,000</i>
<i>Number of SMEs registered for more information via the business support platform</i>	<i>171</i>
<i>Number of retailers one to one appointments carried out</i>	<i>71</i>
<i>Number of businesses registered for drop in sessions</i>	<i>21</i>
<i>Number of SMEs participating in one more group support event, webinar or master class</i>	<i>237</i>

- **Focusing on a ‘green economy’ post COVID-19 and providing tailored, sector specific business support**

Urban Foresight Consultants have prepared the next 10 year Green Economic Development Strategy with the Economy team. This will ensure that the Council is at the forefront of green economic development. The consultants have developed a comprehensive evidence base, undertaken extensive stakeholder engagement and consulted members at the Business & Housing Policy Committee. The framework strategy will be considered for adoption at October Cabinet meeting.

- **Supporting business in meeting the challenge of carbon neutrality and encouraging ‘green growth’**

The Sustainable Business Network (SBN) Meeting took place at the University of Winchester on Wednesday 22 September. The event involved an exclusive first look at the new West Downs campus building. This £50M development is the first higher education building in the UK to be fully funded through ethical finance with Triodos Bank. The university are aiming for both BREEAM excellence and certification to the new Well Building standard.

This was the first face to face meeting of the network since the start of the COVID-19 pandemic so numbers were restricted to SBN members to enable socially distanced tours of the building to take place.

As part of a consortium bid, funding has been secured from Low CarbonAcross the South & East (LoCASE) which will enable low carbon and energy efficiency adaptations to businesses. Once a final programme of activity has been confirmed with Kent County Council (the host funding partner) activity will commence throughout the coming months.

- **Prioritising the needs of younger people in the redevelopment of central Winchester**

Eastleigh Borough Council’s bid for an employment hub to cover Eastleigh, Winchester, New Forest and Test Valley has been successful in gaining Department of Work and Pension’s Flexible Support Grant. A Project Manager has been appointed and the hub will be officially launched in November 2021. It will provide specialist help and support to move young people from welfare benefits into work and be delivered in The Winchester District. The total project value is £264,000 across all partners.

- **Working in partnership to strengthen the appeal of the Winchester district by promoting and developing our unique cultural, heritage and natural environment assets**

Festivals update

Engagement with the festivals sector has continued via the Festivals Networking events that are delivered in partnership with Winchester BID. July

meeting included a presentation by Visit Winchester on maximising festivals promotion via Tourism South East marketing activity. The first meeting of the Cultural Network Group since the pandemic was held in September with 14 attendees present. We gave a round-up of art/cultural news from WCC and Studio Director of Badger Press in Bishop' Waltham, - Jan Sherwood gave a presentation. Three editions of Arts News have been issued in this quarter with details of Covid funding available including WCC small grants, details of the Winchester Funding Fayre, HOD's, ShopAppy and the Government's festivals insurance scheme. Our Arts & Cultural Officer attended Hampshire Arts Officers meeting at The Lights, Andover. WCC's Corporate Head of Economy & Communities and the Tourism Marketing & Development Manager hosted a meeting with HCT, Winchester Cathedral, the BID and Play to the Crowd to discuss a light festival for end of January 2022.

Consumer marketing and promotion.

The Hundred TV commercial collaboration with Visit Hampshire and other destinations across Hampshire gained over 1m impressions across Sky, Facebook and YouTube over July and August.

A new self-guided Tree Trail was launched as part of Green Week and Ordnance Survey's National Get Outside Day and the printed trail is available in the VIC and also available as a digital trail via the visitwinchester.co.uk new digital trail platform. The launch also saw social media posts, a dedicated blog and a display in the VIC.

For the period 1 July – 30 September VisitWinchester website sessions were up 34% at 119,744 compared with the same period last year. For the same period Facebook was up by 10% at 10313 followers and Instagram up 33% at 5637.

Our 'summer staycations' B2C August e-newsletter had an open rate at 39%, with the competition to win a hamper of local goodies receiving over 1,100 entries.

The Tourism team continue to monitor and collect local intelligence as businesses emerge from national restrictions In a September survey 97% of accommodation providers reported that business done since restrictions were lifted and 73% of recipients reported that business on the books for the remainder of the year was significantly better than 2020. 65% reported business done was significantly higher than 2019, however the picture regarding business on the books for the remainder part of the year was more mixed. 27% reported significantly better, 31% reported not as good but 42% were unable to respond. The business intelligence for Winchester is commensurate with the wider national picture as outlined by VisitEngland.

Two 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 Visit Winchester updates - open rate 27.3% and 7.9% click rate (August), 36.5% open rate and 4.8% clicks

(September). Engagement with the visitor attractions sector has been maintained via virtual group meetings sharing advice, experience, intelligence and recovery plans.

Visit Winchester had an SLA update meeting with Tourism Southeast, Destination Management Organisation meeting with VisitEngland and has also attended a Hampshire Tourism Officer's meeting where intelligence on business recovery, best practice and collaborative opportunities are considered.

Business to Business Inward Investment Campaign

The Economy team continue to work with Hampshire County Council (HCC) on a satellite office campaign that will promote opportunities in Winchester to London based companies who have a significant number of employees that commute out of the district/county. In last report we included the outputs from this project. The team are now working with HCC on an opportunity to reach a new audience through the targeting of London readers in a national broadsheet newspaper. This involves a four-week ad banner campaign on The Guardian website with a guaranteed impression (view) rate of 150,000.

High Streets' Priorities Plan 2021 to 2022

A High Streets' Priorities Plan 2021 to 2022, a one year tactical plan to reinvigorate our Districts' high streets post COVID-19, to support our businesses to reopen and innovate and to enable people to enjoy social and cultural experiences again has been drafted. Stakeholders, including the market towns and Winchester Business Improvement District, have been consulted on the plan including the following areas:

- ***Build on our high streets' brand*** and build confidence.
- ***Create a better connection*** between residents and their local centres.
- ***Maximise opportunities*** and capitalise on key added value activity.
- ***Make more of our places as a social and community hubs.***
- ***Celebrate what we have*** and our new successes - independent retail, festivals, events, attractions, creative and cultural venues.
- ***Foster business resilience*** so that our high street businesses survive, capitalise on change, grow and prosper.

The action plan has now been developed with the Economy, Communities and Tourism team working on projects that support High Streets across the district.

Welcome Back Fund

Further to the original Return to the High Street Safely Fund an additional £110,000 government funding as part of the Welcome Back fund has been secured. A delivery plan has been discussed with stakeholders across the city and market towns. Activity will be delivered up until March 2022 including promotional print for each market town, a district wide mini guide, both of which form part of a co-ordinated promotional campaign to raise awareness

and drive footfall. In addition temporary public realm changes a temporary stage for outside events is being considered along with research to underpin the future of festivals and events along with a review of our street markets so their value and benefit is fully understood.

A Welcome Back Fund Project Officer has been appointed to lead on this area of work. The officer has met with stakeholders including market towns and Winchester Business District and plans are being made to use the funding on marketing, events and public realm improvements.

In the Central Winchester Regeneration Area, the Government's Reopening High Street Safely and Welcome Back Fund European Regional Development Fund programme, has been used for enhancements to Busket Yard including seating and planters.

Government Grant Funding

The Economy team have been responsible for administering the government's discretionary grant funding through the Local Authority Discretionary Grant Fund and the Additional Restrictions Grant Fund.

Since June 2020 over five million pounds has been allocated to businesses impacted by the COVID-19 pandemic. This has enabled the team to secure £1.3 of additional funding from the government. In the last quarter the team have opened a second round of the successful Transformation, Adaptation and Diversification grant and a new COVID-19 Business Challenges grant aimed at those organisations and traders that have been required to close or reduce hours of operation for covid related reasons.

In addition to the above the Economy team have kept businesses informed of the latest support available via regular updates to dedicated business pages on Winchester.gov.uk and business bulletins. The business bulletins continue to serve as one of the "go to" places for latest information. During the last quarter the team have responded to just under 1000 calls and emails from local businesses.

- **Promoting our independent businesses and supporting start-ups.**

As part of the Government's and the European Development Fund (EDRF) Reopening High Street Safely Fund the city council has procured ShopAppy as its provider of an e-commerce platform. This dedicated on-line shopping platform offers independent businesses an alternative route to market to support their existing high street and on-line presence. The platform offers consumers the opportunity to browse products across all participating independent businesses in one place and either go on to visit in person or make purchases on-line from any number of outlets. As part of the funded programme businesses will be offered a cost-free six month period on the platform and consumers will benefit from free transactions and deliveries during this period as well.

Over 150 businesses from a variety of different sectors across the District have already signed up, including Toscanaccio in Winchester City Centre, Julia's Kitchen in Bishop's Waltham, the Naked Grape in Alresford and Bay Tree Gifts in Wickham. Over 5000 products are already available for consumers to purchase. The soft launch took place in mid-September with further publicity planned for October and in the run up to Christmas. The Visitor Information Centre is acting as a click and collect point for Winchester residents and home deliveries within the city are being made by Zedify's zero emission vehicles in addition to postage and packaging options across the district.

YOUR SERVICES, YOUR VOICE

We will continue to provide high quality, good value, resilient services that are continuously improving to address the changing needs and expectations of residents, tenants, visitors, businesses and not-for-profit organisations across our district – and are accessible to all whatever their circumstances.

We will give all our residents the opportunity to make their voice heard and be able to understand how the council makes its decisions.

What we want to achieve:

- An open, transparent, inclusive and enabling council
- Improved 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:

- **Continuously improving process that:**

Involve the public, businesses, stakeholders and ward councillors earlier in the design, deliberation and decision making process

Effectively respond to and learn from complaints and feedback to drive service improvement

The council is committed to learn from residents who may be dissatisfied with the service they receive and a refreshed complaints process has been developed and training has taken place with key officers across the organisation. Performance monitoring of complaints has been reviewed with a new process being introduced from September 2021. The online complaints form has been reviewed and improved, including introduction of an agreed complaints definition to make the process more efficient.

- **Embed effective partnership working with the community, voluntary groups and organisations, local businesses, our suppliers and other public bodies**

The Sustainable Procurement Guide has been published on the council's website and the intranet and an education programme for staff is being rolled out by the Procurement team.

Regular meetings continue with representatives from the market towns, focussing recently on the Welcome Back Fund and successful reopening of the high streets.

- **Transparent and publicly visible performance measures which drive improved satisfaction and performance**

The member led Performance Panel reviews this performance report and the notes and actions from these meetings are presented to scrutiny.

The Strategic Key Performance Indicators in appendix 3 of this report are also published on the Winchester City Council website under the 'Access to Data' section. This aligns to the goal of transparency by allowing the public to monitor our progress towards achieving the council priorities and drives performance to meet publicly visible targets.

- **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 'digital first', seeing high volume services switch to online and phone service delivery as default..

With the easing of lockdown on 21 June reception fully re-opened but the council has continued to promote 'digital first' and encourage residents to only visit if they have a pre-booked appointment.

By continuing to improve outgoing information for key services, the Customer Service team now have the ability to notify residents directly by e-mail via gov.uk.notify if there is an expected change to their garden waste collection.

- **Focus on accessibility and inclusiveness to ensure our decision making and services are accessible to and 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 30 SEPTEMBER 2021

This section presents a summary of the council's financial position as at 30 September 2021 with regard to the General Fund and Housing Revenue Account budgets.

General Fund Revenue

Summary

- 13.2 CAB3312 dated 15 September included a revised forecast of a £0.8m net General Fund underspend for 2021/22. This related to the extension of the lease of the Guildhall to Her Majesty's Courts and Tribunal Service and to additional Government subsidy in relation to Park and Ride.
- 13.3 Further work completed since that report was published has also accounted for the following (explanations below):

Projected surplus at Jul 21		£800,000
a.	Additional Garden Waste Income	£165,000
b.	Reduced net Business Rates	-£700,000
c.	Additional P&R Subsidy	£250,000
d.	Additional Leisure Centre Income	£500,000
e.	Project Delivery Resources	-£400,000
f.	Support for core service delivery	-£200,000
21/22 Projected Net Surplus (at Sept 21)		£415,000

- a) Garden Waste Subscriptions – The new paid for service has proved to be far more popular than projected with over 21,500 subscriptions in the first year. This has generated forecast additional income in 2021/22 of £250k over and above budget assumptions. This has been used to fund the provision of an additional free month (February 2022) leaving the net overall increased income at approximately £165k.
- b) Business rates – Following an adverse variance of £1.2m in 2020/21 a net adverse variance of - £0.7m is now forecast for 2021/22 relating to continued reduced collection, excluding loss of collection which is covered by reliefs.
- c) Additional P&R bus subsidy receipts are expected to be awarded to the end of August and a new scheme will be to be in place from September until March 2022. This is anticipated to result in an additional grant awards of £0.25m, taking the total forecast awards to be received in 2021/22 to £0.75m.

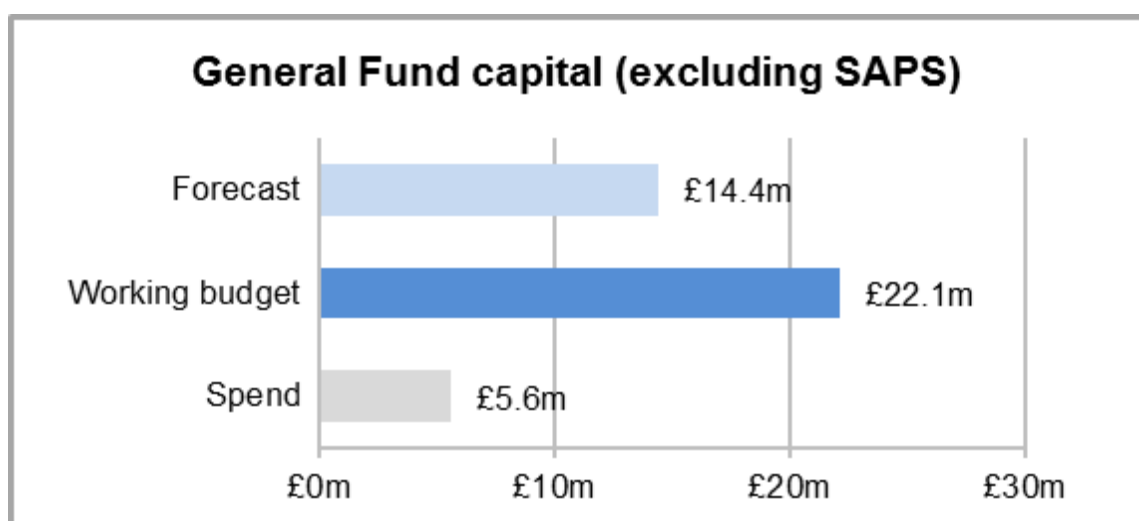
- d) Leisure Centres – The Council agreed to an “open book” approach to the first year of operation and originally anticipated additional costs as a result of the impact of the pandemic. However, user numbers and performance to date has been very positive and early estimates now suggest a budget saving of £0.5m for the year.
- e) Project Delivery Resources – Pressures on council teams in relation to progressing significant regeneration work (progressing central Winchester and other regeneration feasibility work, etc) will require additional short term resources (£0.4m in 2021/22 and £0.6m in 2022/23).
- f) Core Service Capacity – A number of services continue to experience increased demands at a time when they are also directly involved in supporting the recovery from the pandemic. It is therefore proposed to utilise £200k of the projected surplus to provide short term additional capacity to support teams address this demand.

- 13.4 In light of the above factors, the revised forecast underspend for 2021/22 is now projected at £0.415m. It should be noted that this is subject to the potential impact of further control measures should infection rates continue to increase.
- 13.5 **Supporting “Agile”/flexible working** – Proposals to support staff returning to the office but maintaining a degree of flexible working will require additional investment in IT infrastructure to be effective. This will include a migration from a “citrix” environment and fixed desk provision to laptops and docking stations for most staff. Costs are projected at £300k and it is proposed to fund this from the tranche 5 Covid grant.
- 13.6 **Parking Income** - The 2021/22 budget included provision for a three year sliding scale contingency built in to allow for the continued impacts of covid, particularly relating to car parking and commercial income (20% / 10% / 5%). Car parking has recovered well in the city but more slowly elsewhere. Income has continued to recover on a monthly basis. However, it is expected the full contingency budget will be required in 2021/22 to deal with shortfalls compared to previous income levels.
- 13.7 **Hampshire Cultural Trust** – The Trust has approached the Council seeking support for the development on an interactive exhibition/visitor attraction based on Anglo Saxon Winchester and linked with Ubisoft’s “Assassin’s Creed - Valhalla” action adventure game. The attraction is proposed to open in the city in 2022 and is anticipated to attract both regional and national attention. The attraction is likely to result in significant visitor numbers, which will have a direct impact on the local economy and “High Street recovery” work. The Trust is seeking a £75,000 grant to support the proposal. The grant can be financed from the Grants reserve and subject to the agreement of appropriate terms and conditions, this allocation is recommended for approval subject to various funding conditions.

<u>General Fund Budget Forecast 2021/22 (£000)</u>	<u>Expenditure</u>	<u>Income</u>	<u>NET</u>
Environment	16,594	(10,055)	6,539
Living Well	3,414	(329)	3,085
Homes for All	2,358	(227)	2,131
Vibrant Local Economy	4,818	(499)	4,318
Your Services, Your Voice	7,886	(2,714)	5,172
TOTAL before funding	35,070	(13,825)	21,246
TOTAL Funding			(21,661)
FORECAST BUDGET UNDERSPEND			(415)

General Fund Capital

1. General Fund capital expenditure to the end of September was £5.6m of which the majority relates to four projects: the decked car park at the former Vaultex site (£2.3m); Winchester Sport & Leisure Park (£1.2m); Bishop's Waltham depot (£1.0m); and Disabled Facilities Grants (£0.5m).
2. Capital budgets for 2021/22 were revised for brought forward balances and other changes as part of the General Fund 2020/21 outturn reported to July cabinet and this is reflected in the working budget below.
3. The budget and forecast below excludes £20.5m in respect of the Strategic Asset Purchase scheme (SAPS). This budget will only be spent if suitable assets are identified. There have been no SAPS purchases to date in 2021/22.



4. Key items of expenditure in Q1-Q2 of 2021/22:

- **Winchester Sport & Leisure Park** *Total Budget: £43.24m*

Expenditure: Prior years £41.7m Q1-Q2 £1.2m Total £42.9m

Work commenced on site in 2019 and, despite the challenges presented by Covid 19, significant progress had been made by the end of the financial year and the new park officially opened on 29th May 2021.

- **Decked car park at Barfield Close** *Total Budget: £6.45m*

Expenditure: Prior years £0.74m Q1-Q2 £2.3m Total £3.04m

Construction work has continued on the new decked car park at the former Vaultex site in Barfield Close which will provide around 300 spaces to reduce traffic in the city – linking in with the aims of the City of Winchester Movement Strategy and supporting the city council's pledge to become a carbon neutral council by 2024, with

the whole district becoming carbon neutral by 2030. Photovoltaic panels and electric vehicle charging points also feature in the plans for the site. The project is expected to be completed in 2022. The construction will include a green 'living wall' to help improve air quality and minimise the visual impact of the car park.

- **Bishop's Waltham depot** *Total Budget: £1.775m*
Expenditure: Prior years £0.2m Q1-Q2 £1.04m Total £1.24m

The redevelopment of the former depot at Bishop's Waltham involves the construction of three new terraced industrial units, including hard and soft landscaping, and will provide much needed entry level accommodation for small businesses as well as providing a small annual return to the council. The main works commenced in March 2021 and are anticipated to be completed by the end of 2021. Works are progressing well and the fire brigade are due to occupy one of the units, with tenants being considered for the remaining two units.

- **Disabled Facilities Grants** *Total Budget: £1.23m*
Expenditure: recurring Q1-Q2 £0.5m

In the first quarter this year £266,000 on grants were awarded.

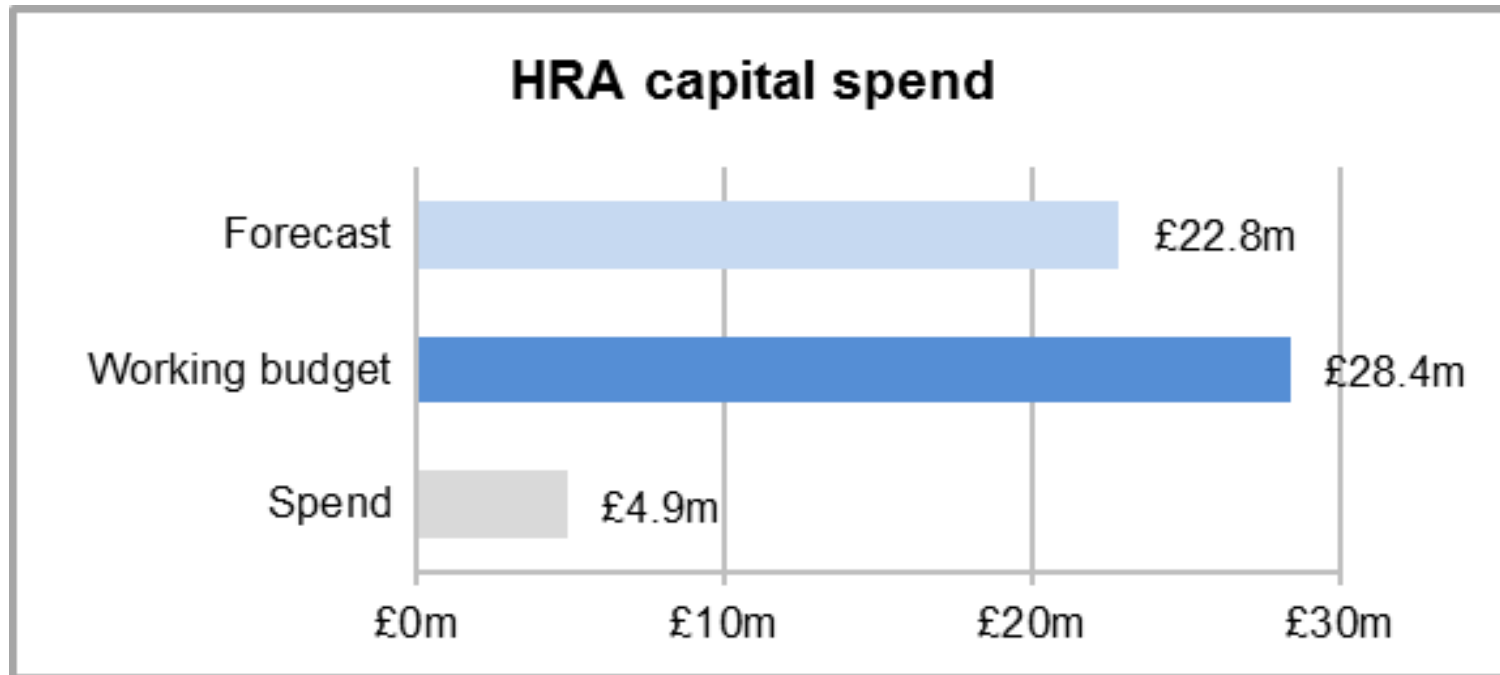
Expenditure on disabled facilities grants is to enable adaptations to be undertaken within the homes of individuals in the private sector or in housing association properties who are not necessarily registered as disabled (although they can be) but additionally for those who have a serious illness or physical condition that impairs mobility. The adaptations undertaken enable individuals to stay in their own homes by, for example, providing access to suitable toilet and/or washing facilities; making it easier to get in and out and around their home by having doors widened; installing ramps and stair lifts; or adapting heating and lighting controls to make them easier to use.

Housing Revenue Account 2021/22

	Housing Revenue Account				
	Budget		Forecast		
	Income	Expenditure	Net contribution / (spend)	Full Year Outturn	Full Year Variance
	£'000	£'000	£'000	£'000	£'000
Rent Service Charges & Other Income	28,491	0	28,491	28,491	0
Housing Management General	164	(5,659)	(5,495)	(5,495)	0
Housing Management Special	1,155	(3,266)	(2,111)	(2,111)	0
Repairs (including Administration)	101	(5,548)	(5,447)	(5,447)	0
Interest	0	(6,012)	(6,012)	(5,781)	231
Depreciation	0	(8,544)	(8,544)	(8,544)	0
Capital Expenditure Funded by HRA	0	0	0	0	0
Other Income & Expenditure	29	(76)	(48)	(48)	0
	<u>29,939</u>	<u>(29,106)</u>	<u>834</u>	<u>1,065</u>	<u>231</u>
Working Balance at 1 April 2021			<u>14,889</u>	<u>15,594</u>	<u>704</u>
Add Surplus / (Deficit)			<u>834</u>	<u>1,065</u>	<u>231</u>
Projected Working Balance at 31 March 2022			<u>15,723</u>	<u>16,658</u>	<u>935</u>

Notes:

1. The revised budget now reflects the approved supplementary budgets for tenant support and setup costs for the proposed company. At the end of quarter 2 the forecast revenue outturn remains unchanged with a forecast underspend of £0.231m from the cost of capital financing. This underspend is largely the result of the reduction in the forecast HRA capital programme of £8.487m from £36.889m to £28.402m and the continuing low cost of servicing HRA borrowing costs and level of HRA revenue reserves.



**Housing Revenue Account
Capital 2021/22**

	HRA Capital Programme		
	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Housing Major Works	(5,878)	(5,878)	0
Improvements and Conversions	(1,531)	(1,531)	(0)
Other Capital Spend	(3,231)	(3,044)	187
New Build Programme	(17,762)	(12,367)	5,395
	(28,402)	(22,820)	5,582

Notes

1. The current forecast is for an underspend of c.£5.582m on the revised budget. This is largely down to slippage from the delayed start of the Winnall project (£4.0m), an emerging underspend on the approved budgets for the Valley (£1.0m), and on Hookpits (£0.2m), where final costs are still awaited, as well as other small variances elsewhere within the programme.

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 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 quarterly data 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.

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%

Ref	What we want to achieve	KPI Definition	Cabinet Member	Polarity	Previously Reported Data	Q2 (20/21)	Q3 (20/21)	Q4 (20/21)	Q1 (21/22)	Q2 (21/22)	R A G Status	KPI Target 2021/22	Impact of COVID-19 - update
QUARTERLY KPIs													
Tacking Climate Emergency													
Page 185	TCE02	Reduced levels of waste and increased recycling, exceeding national targets	Economic Recovery	Higher = better	36.1% (2018/19) 41st out of 54 collection authorities in South East. 38.1% (2019/20) unaudited	41.20%	40.4%	36.4%	40.51%	43.1%	Unaudited and subject to change	Increase against 2019/20 outturn	Main collection services maintained despite COVID-19. Volume of waste increased.
	TCE03	Reduced levels of waste and increased recycling, exceeding national targets	Economic Recovery	Lower = better	461kg (2018/19) /household 38 th out of 54 South East collection authorities. 449kg (2019/20) unaudited	116.91 kg	115,41kg	121.04 kg	118.7 kg	115.4kg	Unaudited and subject to change	Reduction against 20/19/20 outturn	Main collection services maintained despite COVID-19. Volume of waste increased
	TCE06	Increased opportunities for active travel	Proportion of visitors using parking sessions in each of three main areas of parking, central, inner, and outer	Economic Recovery	Higher = better	Centre 63.50% Inner 21.00% P&R 15.50%	Centre 74% Inner 17% P&R 9%	Centre 73% Inner 17% P&R 10%	Centre 71% Inner 16% P&R 13%	Centre 73.5% Inner 16.7% P&R 9.7%	Centre 71.9% Inner 17.4% P & R 10.7%	Not applicable	To be developed
Homes for All													
HA06	Diverse, healthy and cohesive communities - not just homes	No. of new homes started or in progress / completed	Housing & Asset Management	Higher = better	Started 121 Completed 21	No change Started 121 Completed 21	No change	Started 121 Completed 28	Started 0 Completed 112	Started 0 Completed 0	Not applicable	Complete 121 Start 85	Starts delayed due to material shortages and project cost inflation

Ref	What we want to achieve	KPI Definition	Cabinet Member	Polarity	Previously Reported Data	Q2 (20/21)	Q3 (20/21)	Q4 (20/21)	Q1 (21/22)	Q2 (21/22)	R A G Status	KPI Target 2021/22	Impact of COVID-19 - update
Vibrant local economy													
VLE13 (a)	Increased opportunities for high quality, well-paid employment across the district	% of procurement spend with local suppliers – Revenue spend	Economic Recovery	Higher = better	21.99% (19/20)	28.52%	22.21%	27.02% Q4 24.50% 20/21	16.67%	23.70%		Min 25% Revenue	No identified impact
VLE13 (b)	Increased opportunities for high quality, well-paid employment across the district	% of procurement spend with local suppliers – Capital spend	Economic Recovery	Higher = better	46.60% (19/20)	34.99%	39.18%	38.67% Q4 34.76% 20/21	75.85%	48.28%		Min 25% Capital	No identified impact
Your Services, Your Voice													
YSYV04	Improved satisfaction for our services	Percentage of upheld complaints	Finance & Service Quality	Lower = better	59% 2019/20	54%	48%	41%	52%	42%		≤ 54% (average for 2020/21)	No identified impact
YSYV05		No. of valid Ombudsman complaints	Finance & Service Quality	Lower = better	1 2018/19 2 2019/20	0	0	0	0	0		0	No identified impact
YSYV06	High accessibility and usage of our services	Availability of WCC critical infrastructure services excluding planned downtime - email - storage - telephony - document management system(s)	Finance & Service Quality	Higher = better	Email 100% Storage 100% Telephony 99.5% DMS 100%	Email 100% Storage 100% Telephony 98.21% DMS 100%	100% Storage 100% 100% Telephony 97.93% 100% DMS 100%	100% Storage 100% 100% Telephony 97.76% 100% DMS 100%	Email 100% Storage 100% Telephony 97.96% DMS 100%	Email 100% Storage 100% Telephony 99.52% DMS 100%		≥ 99.5%	No identified impact
YSYV07	Improved satisfaction for our services	Efficient waste collection services - missed bin collection report	Finance & Service Quality	Lower = better	AWC Q4 2019/20 68.89 per 100k bin collections AWC Q1 2020/21 57.79 per 100k bin collections	AWC 52.98 per 100k bin collections	AWC 46.91 per 100k bin collections	57.12 per 100k bin collections	AWC 36 per 100k bin collections	AWC 55.7 per 100k bin collections	Not applicable	Contract compliance	No identified impact

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
ANNUAL/ BIENNIAL KPIS												
	Tacking Climate Emergency											

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
TCE01	Winchester City Council to be carbon neutral by 2024	WCC carbon emissions	Climate Emergency	Place / Economy & Community	Annual	Lower = better	4268 tCO2e (Like for like reduction of 11.7%)	See Notes	See Notes	Target for 2020/21 3201 tCO2e (-25%) Target for 21/22 2134 tCO2e	Data for 2020/21 Expected Oct 2021	Awaiting data for 20/21, which we anticipate will show positive impact as staff work from home and leisure centre closed for several months
TCE04	Reduced levels of waste and increased recycling, exceeding national targets	Percentage of recycling waste contaminated	Economic Recovery	Services / Regulatory	Annual	Lower = better	13.33% contamination from 43 samples. 2 nd best of Hampshire authorities	16.33% from 61 samples. 5 th best in Hants, and below average of 17.54%		Reduction against 2018/19 outturn		Main collection services maintained despite COVID-19. Volume of waste increased.
TCE05	Everything most residents need should be in reach by foot, bike or public transport	No. bus users	Economic Recovery	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	See Notes	See Notes	2019 baseline data – target to be considered in line with WMS and in Liaison with HCC	Figures expected October 21	Significant impact as more people work from home and less visitors to the city
TCE07	Everything most residents need should be in reach by foot, bike or public transport	Traffic movement into Winchester	Economic Recovery	Services / Head of Programme	Annual	Lower = better	Average daily traffic flows (HCC source) St Cross Rd 13,500 Stockbridge Rd 7,300 Andover Rd (N) 12,000 St Cross Rd 9300 NB 2020 traffic figs severely distorted	See Notes	See Notes	2019 baseline data – target to be considered in line with WMS and in Liaison with HCC	Figures expected October 21	Significant impact as more people work from home and less visitors to the city
TCE08	The Winchester district to be carbon neutral by 2030	District carbon emissions - annual	Climate Emergency	Services / Economy & Community	Annual	Lower - better	<u>2017/18</u> 617,000 tCO2e	2018/19 603,000 tCO2e	See notes	548,182 tCO2e (2020 figures)	Data collected annually 2 years in arrears	2-year data lag means we won't see extent of impact until 2023

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
		report - year on year reduction					(1.9% reduction)	(2.3% reduction)			2019/20 due Sept 2022	
TCE09	The Winchester district to be carbon neutral by 2030	Produce Local Plan - plan adoption	Climate Emergency	Services / Regulatory	Annual	N/A	N/A – new indicator Evidence base being developed.	Consultation on Strategic Issues and Priorities took place for 8 weeks and closed 12/4/21 Representations are currently being analysed & reported in topic based sections to the Local Plan Advisory Group. To conclude by December this year.	See notes	Deliver Plan to adoption in accordance with Local Development Scheme which was updated on the 21 st July 2021.	Update expected January 22	No significant impact apart from the fact that Strategic Issues & Priorities consultation was undertaken online. Over 2,200 representations were submitted as Local Plans teams had to adapt to new ways of engaging.
TCE10	Our district's extensive natural habitats safeguarded and enhanced	Deliver 80% of actions in the approved annual action plan - percentage completed	Climate Emergency	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	Biodiversity Plan approved by cabinet January 2021 and launched in February 2021. 10% completed as at 31.03.21	See Notes	Deliver 80% of actions included in BAP	Update expected March 22	No significant impact.
TCE11	Our district's extensive natural habitats safeguarded and enhanced	Number of trees planted per year	Climate Emergency	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	398 trees planted in 20/21 planting season	Data not yet available	100 trees planted		No significant impact to date.
TCE12	The Winchester district to be carbon neutral by 2030	Number and percentage of all parish councils (Inc. Town Forum) that have local carbon reduction action groups / campaigns	Climate Emergency	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	4%	Data not yet available	25%		New indicator – no impact

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
TCE13	The Winchester district to be carbon neutral by 2030	Number of people participating in carbon reduction event per year	Climate Emergency	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	2457	Data not yet available	2703		New indicator - no impact
TCE14	Clean air, more ambitious than national targets	Improvement trends in nitrogen dioxide and particulates, with the intent of complying with national mandatory standards	Climate Emergency	Services / Regulatory	Annual	Lower = better	St Georges St 2018: 41µg/m ³ 2019: 39µg/m ³ (First 6 months only) Chesil St & Romsey Rd 2018: 47.5µg/m ³ 2019: 47.2µg/m ³ (First 6 months only)	Data not yet available, see Notes	Data not yet available	Review extent of AQMA in light of 2020 data as set out in CAB3217. Also consider whether to set revised standards higher than statutory requirements taking into account new WHO recommended standards. NB: Government may also decide to amend national standards.	Annual report submitted to DEFRA June this year. Consultation on the draft Air Quality Supplemental Planning Document ran for 8 weeks closing on 12/4/21. Final document scheduled for consideration by Cabinet October 2021 with recommendation it be adopted as a supplementary planning document.	Levels of traffic reduced with corresponding impact on air quality in the town centre (to be quantified). NB: COVID-19 has impacted this year's data set for 2020
Living Well												
LW01	Reduced health inequalities	Inequality in life expectancy at birth (male)	Communities & Wellbeing	Place / Economy & Community	Annual	Lower = better	2018 – 5.8 years 2019 – 5.9 years	Data not yet available	Data not yet available	≤ 5.8 years	Data has not been released by ONS	Relevant data not yet available from ONS.
LW02	Reduced health inequalities	Inequality in life expectancy at birth (female)	Communities & Wellbeing	Place / Economy & Community	Annual	Lower = better	2018 – 6.4 years 2019 – 4.6 years	Data not yet available	Data not yet available	≤ 6.4 years	Data has not been released by ONS	Relevant data not yet available from ONS.
LW03	A wide range of physical and cultural activities for all ages and abilities	Number of users of the Winchester Sport & Leisure Park	Communities & Wellbeing	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	Centre opened on 29 May 2021	See notes	500,000	Next full year data due June 22	Centre opened on 29 May with Government COVID-19 restrictions in place until July 2021. It is estimated that it will take 18 months for usage levels to return to their original pre-Covid-19 forecast.
LW04	A wide range of physical and cultural activities for all ages and abilities	Percentage of adults participating in 150+ minutes of sport or physical activity per week within the Winchester district	Communities & Wellbeing	Place / Economy & Community	6 Monthly	Higher = better	June 2018 – May 2019 72.6% Dec 2018 – Nov 2019 71.4%	June 2019 - May 2020 70.5% Dec 2019 – Nov 2020 71.0%	June 2020 - May 2021 71.7%	71.0%	Data is measured from June to May and from December to November each year. Time lag for	Activity levels remained fairly constant during lockdown and are now increasing.

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
											receiving data. Next update for May 2021 due September 21 , Nov 2021 due March 22	
LW06	A wide range of physical and cultural activities for all ages and abilities	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	Communities & Wellbeing	Place / Economy & Community	Annual	Higher = better	23 organisations	23 organisations	Data not yet available	+10%	Data collected at the end of each financial year. Next update for 2021/22 figures due May 22 , however as at 28/07/21 30 organisations	No identified impact
Homes for All												
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%	62.27%	Data not yet available	66%	Next update due May 22	None identified
HA02	All homes are energy efficient and affordable to run	% all new homes achieving suitable energy standard	Housing & Asset Management	Services / Housing	Annual	Higher = better	Figures not yet available, see notes	Figures not yet available, see notes	Data not yet available	100%	Data will be collected retrospectively. Next update due July 2022	None identified
HA03	Diverse, healthy and cohesive communities - not just homes	No. of domestic properties in the district, previously No. of households in district (all tenures)	Housing & Asset Management	Services / Finance	Annual	Higher = better	54,017	54,584	Data not yet available	Trend data for monitoring only	Data collected in March each year	None identified
HA04	No one sleeping rough except by choice	No. of rough sleepers	Housing & Asset Management	Services / Housing	Annual	Lower = better	N/A	7	Data not yet available	Trend data for monitoring only	Updated in November each year	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	Diverse, healthy and cohesive communities - not just homes	1000 new homes planned (10 year supply). No. completed each year, commencing 2021/22	Housing & Asset Management	Services / Regulatory	Annual	Higher = better	N/A	N/A	Data not yet available	1000 over 10 years	New indicator decided in March 21. Next update in May 22	None detected to date, but economic downturn may impact housing delivery
HA07	Diverse, healthy and cohesive communities - not just homes	WCC housing stock, directly owned, housing company	Housing & Asset Management	Services / Housing	Annual	Higher = better	N/A – new indicator	0	Data not yet available	Complete 5 new houses	Delay to launch of Housing Company	Completions delayed. Less general fund capital investment in the company.

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
	Vibrant local economy											
VLE01	Increased opportunities for high quality, well-paid employment across the district	No. of business enterprises in professional / technical sectors	Economic Recovery	Place / Economy & Community	Annual	Higher = better	21.3%	21%	See notes	Trend data for monitoring only	Data collected each January	No discernible change in trend revealed in the data so far
VLE02	Increased opportunities for high quality, well-paid employment across the district	Close the gap between workplace earnings and residents' earnings	Economic Recovery	Place / Economy & Community	Annual	Lower = better	£105.4	£52.9	See notes	Trend data for monitoring only	Data collected each January	Economic downturn likely to have an impact
VLE03	Increased opportunities for high quality, well-paid employment across the district	Productivity measure – gross value added (GVA) per head	Economic Recovery	Place / Economy & Community	Annual	Higher = better	£39,714	ONS has not released data	See notes	Trend data for monitoring only	Data collected each January	Insufficient data available to judge the impact.
VLE04	New offices and workspaces meet changing business needs and are located in areas with sustainable transport links	Amount of floor space developed in market towns (planning approvals) – Data is not recorded for this specific measure, see notes	Economic Recovery	Services / Regulatory	Annual	Higher = better	Data not available	Data not available	See notes	To be developed, Refer to Planning team	Data is not readily available in this format	Economic downturn may affect delivery of new floor space.
VLE05	More younger people choose to live and work in the district	Percentage of residents aged 25-35 years old	Economic Recovery	Place / Economy & Community	Annual	Higher = better	ONS Data mid-2018 11.4%	ONS Data mid-2019 12.5%	See notes	Trend data for monitoring only	next update Jan 22	May decrease if fewer job opportunities exist for young people
VLE06	A shift to a greener, more sustainable economy	No. of businesses engaged on carbon reduction measures/projects	Economic Recovery	Place / Economy & Community	Annual	Higher = better	Figures not yet available	Figures not yet available	See notes	Baseline to be set when data available	Data will be collected at year end after the re-launch of the Sustainable Business Network. Update expected April 22	COVID restrictions have resulted in far fewer opportunities for engagement.
VLE07	A shift to a greener, more sustainable economy	Crowd funder grants offered for green projects	Economic Recovery	Place / Economy & Community	Annual	Higher = better	N/A – new indicator	Launched 15/6/20	See notes	To be developed	Data expected Oct 21	No identified impact
VLE08	Our city, market towns and rural communities recover well and have a compelling, competitive visitor offer	Visitor stay length increasing	Economic Recovery	Place / Economy & Community	Annual	Higher = better	2.6 days domestic 6.7 days overseas	See notes	See notes	Trend data for monitoring only	Data expected Oct 21	Likely to reduce due to a downturn in visitors staying overnight
VLE09	Our city, market towns and rural communities recover well and have a compelling, competitive visitor offer	Visitor spend increases	Economic Recovery	Place / Economy & Community	Annual	Higher = better	£263.4m	See notes	See notes	Trend data for monitoring only	Data expected Oct 21	May increase as more staycation visitors to the district
VLE10	Our city, market towns and rural communities recover well and have a	Value of tourism to the economy increases	Economic Recovery	Place / Economy & Community	Annual	Higher = better	£339m	See notes	See notes	Trend data for monitoring only	Data expected Oct 21	May increase as more staycation visitors to the district

Ref	What we want to achieve	KPI Definition	Cabinet Member	Lead Strategic Director / CHoS	Frequency of reporting	Polarity	2019/20	2020/21	2021/22 If available	KPI Target 2021/22	Notes	Impact of COVID-19
	compelling, competitive visitor offer)											
VLE11	Our city, market towns and rural communities recover well and have a compelling, competitive visitor offer)	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	Economic Recovery	Place / Economy & Community	Annual	Higher = better	5.05m trips	See notes	See notes	Trend data for monitoring only	Data expected Oct 21	No identified impact
VLE12	Increased 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	Economic Recovery	Place / Economy & Community	Annual	Higher = better	New outcome based KPI for 2020/21. Previous data collected against different KPI, see Q4 report	88%	See notes	50%	88% of businesses using the service saw an increased turnover, improved efficiency or progression to a more sustainable business module over the two years of the contract.	Increase in use of business support service during COVID-19 pandemic
Your Services, Your Voice												
YSYV01	Improved satisfaction for our services	Residents' Survey – satisfaction with the way the council runs things	Finance & Service Quality	Resources / Strategic Support	Biennial	Higher = better	79%	N/A	Data not yet available	≥ 79%	Survey not carried out in 2021	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	Finance & Service Quality	Services / Housing	Biennial	Higher = better	87%	N/A	Data not yet available	≥ 87%	Survey not carried out in 2021	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	Finance & Service Quality	Resources / Strategic Support	Biennial	Higher = better	65%	N/A	Data not yet available	≥ 65%	Survey not carried out in 2021	Insufficient information to predict what impact COVID-19 has had on residents' satisfaction

BAR END DEPOT HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Kelsie Learney
PROJECT SPONSOR: John East
PROJECT LEAD: Geoff Coe
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

Project description and outcome:

Preparation for Site Disposal.

Project update summary:

Project RAG Status:	Timeline		Budget	
<p>This project is currently in Stage 1: Feasibility - with site due diligence and transport capacity planning for a mix of uses being undertaken. Tendering of the sale instruction will follow site due diligence. CAB3268 approved the marketing of the site and gave delegated authority to the Strategic Director in consultation with the Cabinet member to take all appropriate action to initiate and complete the marketing of the Bar End Depot site for best consideration, based on the development framework and planning guidance note appended to the report.</p>				
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

PROJECT GATEWAYS – Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

	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	7	Nov 2020	April 2022	April 2022	User mix for optimum site value	

Stage 2: Design						
Stage 3: Plan for Delivery						
Stage 4: Delivery						
Stage 5: Handover & Review						

UPCOMING MILESTONES FOR PROJECT STAGE

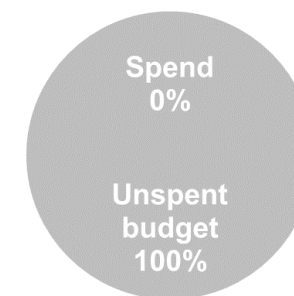
Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
Feasibility	March 2021	April 2022	Highways pre-app response due August 2021	To establish site capacity. Stuart Michael Associates transport planning consultants have been advising WCC. Pre-app fee paid to HCC.

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BUDGET PERFORMANCE

REVENUE	Prior Years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	10	0	0	0	0	0	10
Spend	0	0	0	0	0	0	0
Unspent budget	10	0	0	0	0	0	10
Forecast	0	10	0	0	0	0	10
Variance to budget	10	-10	0	0	0	0	0

Total Revenue spend to date



CARBON NEUTRAL PROGRAMME HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Lynda Murphy
PROJECT SPONSOR: Dawn Adey
PROJECT LEAD: Susan Robbins
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

Project 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](#) 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.

Project RAG Status:	Timeline		Budget	
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Programme update summary:

- Various works underway towards the aim of a carbon neutral council by 2024, including energy efficiency works to City Offices scheduled for late 2021 into early 2022.
- Further projects and research, some involving other stakeholders, towards the aim of a carbon neutral district by 2030. This includes an investigation into the feasibility of solar farm on council-owned land.
- District-wide programme of community engagement underway and major behaviour change campaign due to start imminently.
- Updated council carbon footprint report expected shortly to show progress during the year to end of March 2021.
- The main risk to this programme is the timescales. The risk register and progress on the programme is regularly reviewed and managed by the Carbon Neutrality Programme Board and the Implementation Group.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROGRAMME DETAIL – Moving from one Gateway to another is actively managed by the Project Teams, escalating if necessary

COUNCIL CARBON FOOTPRINT:

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
TRANSPORT	Introduce electric pool cars	1500		2	TBC	TBC		Demand unknown until return of staff to the office has become established.
	Pilot use of electric refuse freighter and/or P&R bus		286	N/A	2022	Campbell Williams / Andy Hickman	Late 2021 - recruitment of Sustainable Transport Officer	Potential bus pilot project not progressed as result of COVID-19. In discussion with a neighbouring council to learn from their pilot with electric refuse vehicles and a bus company re possible modelling of P&R bus requirements.
	Ultra low or zero emission council vehicles		52	100%	2024	Sandra Tuddenham	See Air Quality Action Plan highlight report October 2021	2 of 5 Neighbourhood Services vehicles are fully electric - the others will be changed at lease expiry in 2024. Two new fully electric vehicles being used by Biffa to supervise delivery of the waste service across Winchester.
	Refuse and bus fleet converted to minimum EURO6 standard		361	100%	COMPLETE	Campbell Williams / Andy Hickman	Feb 2021 - new waste contract commences	Bus fleet already all at Euro6 standard. New waste contract allows for trial of electric vehicle but full

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
								electric fleet won't be possible until the contract expires in 2028.
	Increased home working / remote working		197	N/A	2024	CHo IMT / Robert O'Reilly	Oct 2021 – council carbon footprint report for 2020/21	2021 staff travel survey results show staff working from home increased from 3% - 78% during 2021. Hope to see resulting 1/3 reduction (of 657 t CO2e) in 2020/21.
HOUSING / PROPERTY	Re:Fit programme to retrofit corporate property	420	600	N/A	2022	Graeme Todd	Nov 2021 until Feb 2022 – replacement of windows in City Offices	£257k grant secured for decarbonisation of City Offices and public conveniences. £22k grant secured for Guildhall and West Wing decarbonisation feasibility study. Re:Fit programme paused in favour of property-by-property, in-house approach.
	Energy efficiency measures in communal areas of council sheltered housing schemes			N/A	2021	Andrew Kingston	Late 2021 – Installation of LED lighting in remaining communal areas.	Cabinet approved £187k (March 21) to address energy efficiency of communal areas in sheltered/communal housing schemes. The majority have now been converted to LED lighting.
ENERGY	Source electricity purchased by the council from renewable sources	1780	898	100%	COMPLETE	Graeme Todd	N/A	New green energy tariff signed up April 2020.

Priority	Project Name	Required carbon reduction (tCO2e)	Forecast carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
	Solar panels on council owned sites		66	N/A		Steve Lincoln	October 2021 - Solar panels to be installed on the Biffa depot	£38k grant secured for solar panels at the Biffa depot - 11tco2e.
						Andy Hickman	Early 2022 – Vaultex completion, including PV panels to power EV points	400 solar panels on WSLP will provide enough energy to power the main swimming pool hall for 21.5 hours a day - 55tco2e
	Purchase/lease only highly energy efficient / low carbon technologies / materials, electrical equipment and appliances		N/A	100%	ONGOING	Amy Tranah	Sustainable Procurement	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	COMPLETE	Ellen Simpson	See Transformation highlight report Jan 2021	Positive climate change efficiencies as a result of the Transformation programme, however the programme has been cancelled because of budget constraints.
		3700	2473					

DISTRICT CARBON FOOTPRINT:

Priority	Project Name	Required carbon reduction (tCO2e)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
TRANSPORT	Expanded network of EV charging points	287000		34	2024	David Ingram Graeme Todd Andy Hickman	Late 2021 - completion of programme to install 34 electric vehicle charging points (EVCP) on Council car parks Late 2021 – Install of 5 EVCP at Cipher House Early 2022 – Vaultex completion, including 16 EVCPs powered by solar PV	41 EVCP installed to date: <ul style="list-style-type: none"> 33 of 34 now installed at council car parks, except for Alresford Station car park. 4 installed at WSLP 4 installed at Guildhall yard UoS research identified list of 28 optimal EV charging point locations across the Winchester District.
	Private charging facilities in new commercial and housing developments					Andrew Palmer Adrian Fox	Feb 2022 – Draft Local Plan published	All new council housing developments will have EVCPs, including 4 completed in June 2021 at the Valley in Stanmore. Possible changes to building regulations requiring private charging facilities in new developments from 2025.
	Winchester Movement Strategy					Andy Hickman	See Winchester Movement Strategy highlight report October 2021	
	Require buses and taxis to be low			100%		Dave Ingram	N/A	Currently 1 licensed electric taxi.

Priority	Project Name	Required carbon reduction (tCO2e)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
	emission / alternative fuel vehicles							Taxi licensing policy approved by Cabinet Nov 20 to encourage uptake of EV taxis (and reducing emissions).
	Increase Park & Ride capacity			300	2021	Andy Hickman / Dan Lowe	Jan 2022 - Opening of Vaultex P&R See Vaultex highlight report October 2021	£5.6m secured to develop decked car park at Vaultex site to provide 287 additional car parking spaces.
	Smart mobility projects especially at Park & Ride sites and key gateways			N/A	2021	Andy Hickman		Solent Transport and HCC investigating potential for mobility hub in Winchester. WMS freight work stream will promote and seek to develop e-cargo solutions in the city. New cycle lockers installed at park and ride sites.
	Implement differential charging for low emission vehicles in council car parks					Campbell Williams	See Air Quality Action Plan highlight report - October 2021	New 'pay by phone' contract makes this possible.
	Expand and enhance public transport services					Andy Hickman	Late 2021 - Engage with BID and My Journey team for Winchester on workplace travel planning. Late 2021 - recruitment of Sustainable Transport Officer	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)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
HOUSING / PROPERTY	LEAP programme to facilitate energy efficiencies in homes	193400	67000 (UoS research, 2021)			Kevin Reed	Late 2021 – Entering consortium with Agility ECO / PCC for LAD3 funding	<p>151 applicants to LAD to date in Winchester, with 38 installations completed:</p> <ul style="list-style-type: none"> • 21 Park Home external wall insulation (of which 8 have also received under-floor insulation) • 17 solar PV panels installation <p>Letters sent to all private domestic properties known to have an EPC rating of D or below.</p> <p>UoS research identified potential carbon reduction for buildings with existing EPC of 67k.</p>
	Deliver campaigns to inspire people to reduce energy consumption				Ongoing	Levana Hayes	<p>Oct 2021 – Communications plan for the CN programme</p> <p>Oct 2021 - two climate action planning workshops for community representatives</p>	<p>Campaigns Officer started in post during July.</p> <p>CSE work with WINACC on 12-month programme of parish engagement and fuel consumption mapping.</p> <p>First Climate Open Forum held in September 2021.</p> <p>Sustainability conference in October 2020 achieved 260 attendees over 4 sessions. Formed part of wider Winchester Green Week</p>

Priority	Project Name	Required carbon reduction (tCO2e)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
								programme, with 30+ events and activities.
	Local groups to provide support in communities			N/A	Ongoing			WinACC hosted community engagement event with 60+ attendees. Hambleton signed up to Greening Campaign.
	Develop a council led pilot Passivhaus housing scheme			N/A	2022	Andrew Palmer	2022 – Start of development at Southbrook Cottages in Micheldever	Planning permission obtained for the development of 6 units at Southbrook Cottages in Micheldever.
	All new council homes will be built to the highest efficiency standards			100%	ONGOING	Andrew Palmer		New Homes Employers Requirements (ER's) amended to reflect no gas heating with immediate effect. All new homes schemes reviewed and gas heating systems removed from designs. We now receive an EPC rating for all completed units at the handover stage
	Local Plan update with an emphasis on low carbon housing development			N/A	2024	Adrian Fox	See Local Plan highlight report October 2021	Carbon neutrality event hosted as part of the Strategic Issues & Priorities consultation was attended by 78 people

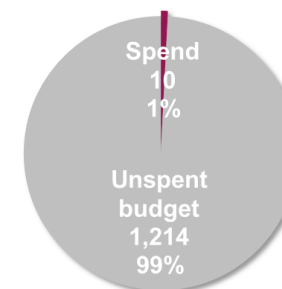
Priority	Project Name	Required carbon reduction (tCO2e)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
	Retrofit of council housing stock to EPC standard C			100%	2027	Andrew Kingston	<p>Late 2021 – Contract award for additional insulation to void properties</p> <p>Late 2021 - Recruitment of Retrofit Co-ordinator - Zero Carbon</p>	<p>£10M over 10 years made available in HRA business plan for works to 2030. £1.25m approved for additional insulation in 21/22 to 100 properties currently subject to an EPC rating of D or below.</p> <p>Member/tenant/officer panel/forum established to assess progress and Council joined the “Net Zero Collective” partnership.</p>
ENERGY	Solar PV panels on Trinity Centre new housing	172000		N/A	COMPLETED	Gillian Knight		Trinity’s Bradbury View scheme of 12 residential units opened July 2021, with £25k capital grant from council for solar panels.
	Undertake research into suitable alternatives to natural gas especially in relation to local generation potential			N/A		Alex Eburne		
	Build or invest in large scale renewable generation project(s)			N/A		Alex Eburne		

Priority	Project Name	Required carbon reduction (tCO2e)	Potential carbon reduction (tCO2e)	Target	Target Date	Project Manager	Upcoming Milestone	Comments
	Explore the feasibility of developing a hydrogen generating plant			N/A		Alex Eburne		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		Sharmila Singh	Oct 2021 - installation of solar PV panels at Marwell Zoo. Late 2021 – commencement of LoCASE 3 programme of business energy audits.	£55k secured from Enterprise M3 LEP Marwell Zoo £28.5k applied for from ERDF for business engagement and energy audits.
			67000					

BUDGET PERFORMANCE

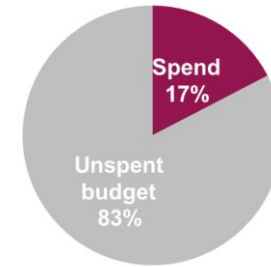
CAPITAL	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	6	718	250	250	0	0	1,224
Spend	6	4	0	0	0	0	10
Unspent budget	0	714	250	250	0	0	1,214
Forecast	6	133	280	0	0	0	419
Variance to budget	0	585	-30	250	0	0	805

Total Capital spend to date



REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	65	775	0	0	0	0	840
Spend	65	81	0	0	0	0	146
Unspent budget	0	694	0	0	0	0	694
Forecast	65	347	56	0	0	0	468
Variance to budget	0	428	-56	0	0	0	372

Total Revenue spend to date



CENTRAL WINCHESTER REGENERATION (CWR)
HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Kelsey Learney
PROJECT SPONSOR: John East
PROJECT LEAD: Veryan Lyons
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

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

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Project RAG Status:	Timeline		Budget	
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Project Summary:

The CWR Development Proposals were approved at Cabinet on 10th March 2021 (CAB3281) following public consultation. The options for delivery of the CWR site were then explored through the Strategic Outline Case and the preferred delivery option, to enter into a contractual agreement with a single development partner across the defined site was approved at Cabinet on 21st July 2021 (CAB3303) and approval for officers to progress to and develop the Outline Business case was granted.

Alongside this officers are also tasked with the demolition of Friarsgate Medical Centre and replacement interim public space, short term improvements to Kings Walk ground floor and surrounding public realm; whilst archaeology investigations continue across the site.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place

 "Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROJECT GATEWAYS – Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

	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
Roadmap Review	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"	
Scheme Options	6	Sept 10	Jan 20	Mar 20	Test different land uses / mix to determine priorities	
Development Proposals	3	Jan 20	Jan 20	Apr 20	Generate development framework (preferred option)	
Development Proposals Delivery Strategy	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	
Delivery Strategy	13	May 20	Dec 20	July 21	Assessment of delivery models and appetite for risk and control, refinement of development proposals Approval of delivery strategy	
Market Preparation	5/6	July 21	Ongoing	Ongoing	Prepare a marketing and procurement strategy, associated documents, data room set up and the Outline Business Case.	
Market Launch	11	Jan / Feb 22	Dec 22	Dec 22	Market launch and soft market engagement with potential developers. Prepare Full Business Case	

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UPCOMING MILESTONES FOR CURRENT PROJECT STAGE

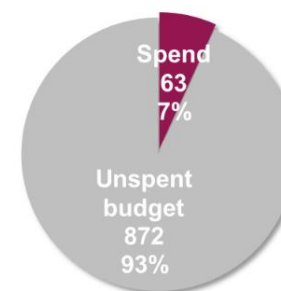
Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
	June 2021	Oct 2021	Complete building surveys for Kings Walk	To understand condition of the building and building structure – report anticipated to be returned to WCC in October
Market Preparation	Nov 2021	Jan 2022	Approval of Outline Business Case and to launch procurement process	Further work on the residual land values and phase viabilities so that decision can be taken with more detailed financial information. Work to prepare a marketing and procurement strategy, associated documents, data room set up
	June 2021	May 2022	Planning permission approved for FGMC demolition and interim public space	Carry out demolition of the old FGMC to enable designs for the interim public space to be progressed. Decision yet to be made regarding timing of planning application submission – likely to be next spring.
	July 2021	Oct 2021	Open up Buskett Lane to join the Broadway and the interim public space on Friarsgate.	Create link from the Broadway to the Friarsgate interim space, increasing connectivity from one area to the other.
	Jan 2022	March 2022	Carry out improvements to Kings Walk ground floor and surrounding public realm	Improve the ground floor areas of Kings Walk and surrounding public realm to help create more footfall in the area and reduce issues with antisocial behaviour whilst a development partner is procured. Plans also include transforming the loading bay to create events space and activating the Iceland roof top car park. Process of appointing an architect for the designs is underway

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BUDGET PERFORMANCE

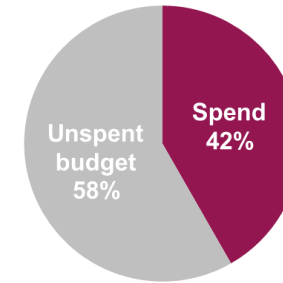
CAPITAL	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	40	895	0	0	0	0	935
Spend	40.3	23	0	0	0	0	63
Unspent budget	0	872	0	0	0	0	872
Forecast	40	70	825	0	0	0	935
Variance to budget	0	825	-825	0	0	0	0

Total Capital spend to date



REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	542	1140	0	0	0	0	1,682
Spend	542	160	0	0	0	0	702
Unspent budget	0	980	0	0	0	0	980
Forecast	542	1140	0	0	0	0	1,682
Variance to budget	0	0	0	0	0	0	0

Total Revenue spend to date



DURNGATE FLOOD ALLEVIATION SCHEME HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Lynda Murphy
PROJECT SPONSOR: Richard Botham
PROJECT LEAD: Darren Lewis
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

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.

The scheme, now completed, provides various flood defences along the River Itchen and supports 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:

Project RAG Status:	Timeline		Budget	
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The infrastructure for the scheme is now complete, and full planning permission has been granted so the flood defences are fully operational. We are now moving towards the Comms/PR phase, and there are some off-site mitigation works remaining to be done which don't impact on the delivery of the scheme, notably repairing an old sluice downstream and the mitigation works on Winnall moor by the Wildlife Trust. As this project has now been delivered, an End of Project Document will shortly be produced to ensure that learning points are captured for the benefit of other projects. This will be submitted to a future Performance Panel meeting.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROJECT GATEWAYS – Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

	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	18	Jun-20	Nov-21	Nov-21	Infrastructure works have been completed, however there are off-site mitigation works to be done, full planning consent has now been granted meaning they are now operational.	
Stage 5; Handover & Review	1	Dec-20	Nov-21	Nov-21	Handover of completed project to WCC. Cost review and communications i.e. press/release and photo shoot underway.	

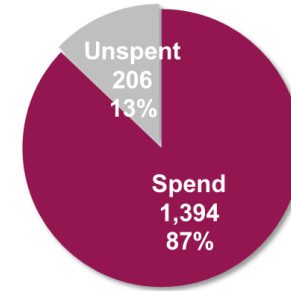
UPCOMING MILESTONES FOR CURRENT PROJECT STAGE

Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
Delivery	Nov-20	Nov-21	Completion of Project	Infrastructure works has been completed.
Delivery	Mar 21	Oct 21	Signing-off of Planning Conditions	Completed Sept 2021
Delivery	Jan-21	Oct-21	Off-site Mitigation works	Works on Winnall Moor for Otters etc but doesn't affect scheme operation or delivery.
Handover & Review	Jan-21	Jan-21	Handover of completed project to WCC	Handover of infrastructure from HCC completed

BUDGET PERFORMANCE

CAPITAL	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	1369	231	0	0	0	0	1,600
Spend	1356	38	0	0	0	0	1,394
Unspent budget	13	193	0	0	0	0	206
Forecast	1356	150	0	0	0	0	1,506
Variance to budget	13	81	0	0	0	0	94

Total Capital spend to date






ENVIRONMENTAL SERVICES (WASTE) CONTRACT HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Martin Tod
PROJECT SPONSOR: Richard Botham
PROJECT LEAD: Campbell Williams
PROJECT TIER: 1
DATE: July 2021

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:

Project RAG Status:	Timeline		Budget	
<p>The garden waste service was launched in February 2021 with garden waste bins of 140l and 240l available for residents to purchase either online or via the CSC, with Biffa delivering them to households. The new contract commenced with over 21,000 subscriptions to the garden waste service has been achieved (well in excess of original targets). The project is now complete and therefore an end of project report will be prepared to ensure learning points are shared for the benefit of other major projects. This will be submitted to a future Performance Panel meeting.</p>				
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

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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
Stage 0: Concept						
Stage 1: Feasibility						
Stage 2: Design						

Stage 3: Plan for Delivery	4	Jun-20	Oct-20		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.
Stage 4: Delivery	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.
Stage 5: Handover & Review	-	Feb-21	Oct/Feb-2028		Continuous improvement.

UPCOMING MILESTONES FOR CURRENT PROJECT STAGE

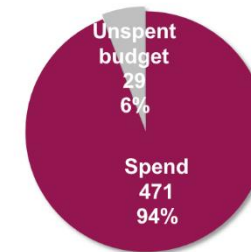
Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
Stage 3: Plan for Delivery	24/07/2020	24/07/2020	Begin external comms tender process	Complete
	04/09/2020	04/09/2020	Appoint external comms support	RH Advertising appointed to provide additional support to prepare critical comms messaging
	16/09/2020	16/09/2020	Correct calendars delivered to all residents	Member request and public expectation to receive a calendar. Good reputation when it is successful.
		16/09/2020	4 month extension agreed and signed	Continued waste services whilst new 8yr contract and service is mobilised.
Stage 4 Delivery	01/10/2020	01/02/2021	Contract signed with BIFFA	On target to complete
	01/10/2020	01/02/2021	Garden waste system set up with bins sold	System in place. Direct debits due 28 01 2021. Over 8500 bins sold so far and 6500 delivered. MT beginning to procure more bins, as initial stock may be too few.

	01/10/2020	01/02/2021	IT system set up and training delivered to ensure available from go live date	System set up and in place, training scheduled for delivery before go live
	01/10/2020	01/02/2021	Vehicle delivery	All vehicles scheduled to be delivered before go live date. Some already in service in advance
	01/10/2020	01/02/2021	Communications on new services available to residents	Comms on sides of new vehicles and on line through social media. Leaflet to arrive with residents 1 st week of Feb and again with council tax leaflet. Website being updated.

BUDGET PERFORMANCE

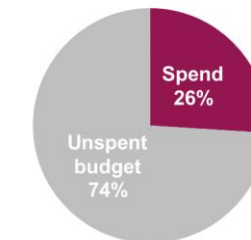
CAPITAL	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	444	56	0	0	0	0	500
Spend	444	27	0	0	0	0	471
Unspent budget	0	29	0	0	0	0	29
Forecast	444	82	0	0	0	0	526
Variance to budget	0	-26	0	0	0	0	(26)

Total Capital spend to date



REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	150	100	100	100	100	100	650
Spend	157	12	0	0	0	0	169
Unspent budget	-7	88	100	100	100	100	481
Forecast	157	100	0		0	0	257
Variance to budget	-7	0	100	100	100	100	393

Total Revenue spend to date



LOCAL PLAN HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Russell Gordon-Smith

PROJECT SPONSOR: Simon Finch

PROJECT LEAD: Adrian Fox

PROJECT TIER: 1

DATE: Quarter 2 (July – September 2021)

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:

Project RAG Status:	Timeline		Budget	
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Consultation on the Strategic Issues & Priorities Document took place between 11th February and midnight on the 12th April 2021. The consultation period was extended to 8 weeks in recognition that the public consultation was taking place during a national lockdown. Despite the fact that the consultation took place during a national lockdown, there was a really excellent response to the public consultation (over 2,200 representations)

All of the feedback that has been received from the Strategic and Priorities consultation is now being analysed and will be used to help inform and develop the new draft Local Plan ('Regulation 18' stage) which will be published for consultation on the new LP website www.localplan.winchester.gov.uk
An updated Local Development Scheme (the timetable for preparing the new Local Plan) has been agreed at Cabinet on the 21st July 2021. An LPAG meeting took place on the 27th September which discussed the analysis of the representations on the Vision and the Development Strategy. Further LPAG meetings are being planned before Christmas to discuss the analysis of the representation on the remaining topics.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROJECT GATEWAYS – Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

	Duration (months)	Start Date	Planned End Date	Projected / Actual End Date	Outcome of Stage incl comments – What will be	Key Documents
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					achieved at the end of this stage?	https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging
Stage 0: Concept	28	Jul-18	Oct-20		Produce the new Local Plan Evidence base	https://www.winchester.gov.uk/planning-policy/winchester-district-local-plan-2018-2038-emerging/local-development-scheme
Stage 1: Feasibility	2	Feb - 2021	April -2021		Consultation on the Strategic Issues and Priorities document took place between Feb and April 2021 for a period of 8 weeks	
Stage 2: Design	2	Aug - 2022	Sept – 2022		Consultation on the Draft 18 Local Plan	
Stage 3: Plan for Delivery	2	Aug - 2023	Sept -2023		Consultation on the Submission version of the LP (Reg 19)	
Stage 4: Delivery	-	July - 2024	Aug -2024		Adoption of the Local Plan	
Stage 5; Handover & Review	-	Ongoing	Ongoing		Monitoring the Local Plan and start the review process at the appropriate time	

UPCOMING MILESTONES FOR CURRENT PROJECT STAGE

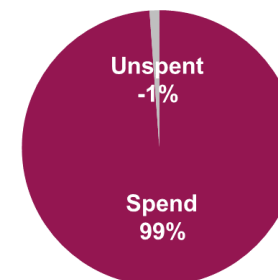
Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
Consultation on the SIP Document	21/09/2020	Feb -2021		<p>Consultation on the Strategic Issues & Options Document took place from 11th February to midnight on the 12th April 2021. The consultation period was extended to 8 weeks in recognition that the public consultation was taking place during a national lockdown. Despite the fact that the consultation took place during a national lockdown, there was a really excellent response (over 2,200 representations).</p> <p>All of the feedback that has been received from the Strategic and Priorities consultation is now being used to help inform</p>

				<p>and develop the new draft Local Plan ('Regulation 18' stage) which will be published for consultation on the new LP website www.localplan.Winchester.gov.uk</p> <p>An updated Local Development Scheme was agreed at Cabinet on 21st July 2021. The government has also started the process of putting into process changes to the planning system and depending on the timetable for these changes it could have implications in terms of whether we press ahead under the current system or we pivot to the new system.</p>
Consultation on the draft Reg 18 Local Plan		Aug/Sept 2022		This milestone is based on an updated timetable for preparing the Local Plan and we are currently on track to achieve this milestone.
Consultation on the submission version of the Local Plan (Reg 19)		Aug/Sept 2023		
Examination of the Local Plan		Feb/March 2024		
Adoption of the Local Plan		August 2024		

BUDGET PERFORMANCE

REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	170	203	74	40	54	0	541
Spend	172	0	0	0	0	0	172
Unspent budget	-2	0	0	0	0	0	(2)
Forecast	172	203	74	40	101	0	590
Variance to budget	-2	0	0	0	-47	0	(49)

Total Revenue spend to date



Comment:

The projected overspend of £49,000 by 2024/25 is the result of higher than anticipated costs relating to the production of the evidence base of the local plan and plan making process leading to adoption of the document in 2024.

NEW HOMES PROGRAMME HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Kelsey Learney
PROJECT SPONSOR: Richard Botham
PROJECT LEAD: Andrew Palmer
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

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, therefore 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.




Council 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:

Project RAG Status:	Timeline		Budget	
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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.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROGRAMME DETAIL

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	completed
Rowlings Road, Weeke	7	Delivery	Jan-19	Mar-21	Sarah Charlton	Completion	completed
Dolphin Road, Twyford	2	Delivery	Jun-19	Sept.-20	Derek Steel	Completion	Completed
Southbrook Cottages	6	Design	Nov-19	Mar-23	Deborah Sunly	Final Business Case – Jan 22	planning approval for scheme now received, planning application being prepared for additional car parking in the Close
Woodman Close, Sparsholt	5	Design	Oct-19	Aug-23	Duncan Faires	Submission of planning application	Outline business case approved
Burnet Lane, Kings Worthy	35	Delivery	June 2019	Jul-21	Denise Partleton	Completion	Completed
Winnall Flats	75	Design	Apr-20	Apr-23	Debbie Rhodes	Start on site	Final Business case approved by Council July 21, but subject to variation (exempt report CAB3317 refers)
Dyson Drive, Abbots Barton	8	Design	Jan-20	Dec-22	Deborah Sunly	Outline Business Case	Planning application being prepared
Corner House	6	Design	Jan-20	Dec-22	Duncan Faires	Outline Business Case	Final design being prepared in advance of community consultation. Progress effected by staff shortages
Witherbed Lane	4	Design	Sep-19	Mar-23	Duncan Faires	Submission of planning application	Outline Business case approved 6 Sept 21
Whiteley (CAB3304 refers)	54	Pre - contract	June - 21	Mar-23	Andrew Palmer	Start on site	Negotiations to acquire new build homes are ongoing
Tower St, Winchester	2	Design	Mar - 20	Jul-22	Deborah Sunly	Final Business Case – Jan-22	Currently subject to tender

Moving from one gateway to another is actively managed by Project Teams, escalating if necessary

***Project Gateways**
Stage 0: Concept
Stage 1: Feasibility
Stage 2: Design
Stage 3: Plan for Delivery
Stage 4: Delivery
Stage 5: Handover & Review

PROGRAMME BUDGET PERFORMANCE

Quarter 2 2021-22

<u>Proposed Funding</u>	Revised Budget:	Forecast:	Actual:
	£000's	£000's	£000's
Grants - Homes England			
Grants - Other MRA	-	-	
Capital Receipts			
RTB 1-4-1	2,068	2,068	
Borrowing	23,071	18,590	
Sales Income	2,162	2,162	
S106/Other Income			
Total Income	27,301	22,820	

<u>Expenditure</u>	Revised Budget	Forecast:	Actual:
	£000's	£000's	£000's
Other	10,051	10,453	2,872
New Homes	17,250	12,367	2,063
Total Scheme Costs	27,301	22,820	4,935




WINCHESTER MOVEMENT STRATEGY (WMS)
HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Martin Tod
PROJECT SPONSOR: John East
PROJECT LEAD: Andy Hickman
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

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:

Project RAG Status:	Timeline		Budget	
<p>A joint HCC/WCC members briefing was held on 27th July setting out the progress on the study work, the next steps and to update members on the Government's new Bus Strategy and the Active Travel schemes. The Bus Strategy Study is still under development. If approved by HCC on their next Decision Day we shall undertake a public consultation of ten priority schemes from the MWS Action Plan, which is due to take place during December and January.</p> <p>In addition, study work on changes to the one-way system on Friarsgate, improvements for walking and cycling along Worthy Lane and the development of Walking Route 1 as detailed in the City LCWIP will be commenced.</p>				
	"Normal level of attention". No material slippage. No additional attention needed			
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place			
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements			

PROJECT GATEWAYS - Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

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

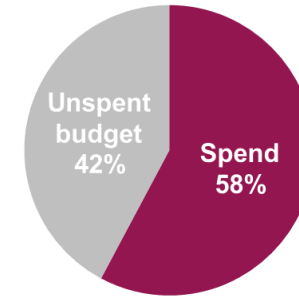
Project Name	Phases	Current Project Gateway*	Start Date	Projected End Date	Project Manager	Internal Resources	Upcoming Milestone	Comments
Cycling and Walking Improvement Plan	Phase 1	Phase 1 study completion	Aug-19	Feb-20		Next stage contained in transport team	Phase 2 study completion Sept	Completed. Phase 1 Summary Report Issued.
	Phase 2	Completion of phase 2	May-20	Nov-20		None required	Review of designs based on engagement with HCC engineers, the walking group and the cycling groups	Completed. Summary Report issued.
Freight & Delivery	Phase 1	Phase 1 study completion	Aug-19	Jan-20		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		None required	Comments on Draft Freight and Delivery Plan to be provided	Completed. Summary Report issued.
Bus Provision	Phase 1	Phase 1 study completion	Sep-19	Mar-20		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		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		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	Jun-20	Dec-20		None required	Engagement with walking and cycling groups	Comments on draft completed. Summary Report issued.
Park & Ride	Phase 1	Phase 1 study completion	Jul-19	Mar-20		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	Jan-21		None required	Review of designs based on engagement with HCC engineers	Comments on draft completed. Summary Report issued.
MWS Public Consultation	Phase 3	Under development	Dec 21	May 22		Transport team assisting HCC who are leading	Consultation Report issue May 2022	
Friarsgate / Union Street One-Way Study	Phase 3	Atkins led Study due to commence	Oct 21	April 22		Transport Team to input and review study	Study Report April 22	
Worthy Road / Worthy Lane Study	Phase 3	HCC led Study underway	Oct 21	April 22		Transport Team to input and review study	Study Report April 22	
W1 Pre-Feasibility Study (section 1)	Phase 3	HCC led Study Underway	Oct 21	Jan 22		Transport Team to input and review study	Study Report Jan 22	

BUDGET PERFORMANCE

REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	289	211	0	0	0	0	500
Spend	289	0	0	0	0	0	289
Unspent budget	0	211	0	0	0	0	211
Forecast	289	82.5	0	0	0	0	372
Variance to budget	0	128.5	0	0	0	0	129

Total Revenue spend to date



WINCHESTER SPORT & LEISURE PARK HIGHLIGHT REPORT

LEAD CABINET MEMBER: Cllr Angela Clear
PROJECT SPONSOR: John East
PROJECT LEAD: Andy Hickman
PROJECT TIER: 1
DATE: Quarter 2 (July – September 2021)

Project description and outcome:

Winchester Sport and Leisure Park

Project Update Summary:

Project RAG Status:	Timeline		Budget	
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The Leisure Centre was opened to the public on 29/05/2021. The building is now fully operational; WDC continue to complete any outstanding works and correct any snagging items in conjunction with the Centre being open.

As the build is now complete, the Project Board has been convened to complete the end of project documentation to ensure learning points are shared for the benefit of other major projects. This will be submitted to a future Performance Panel meeting.

	"Normal level of attention". No material slippage. No additional attention needed
	"Minor concern – being actively managed". Slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial plan in place
	"Major concern - escalate to the next level". Slippage greater than 10% of remaining time or budget, or quality severely compromised. Corrective Action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements

PROJECT GATEWAYS - Moving from one gateway to another is actively managed by Project Teams, escalating if necessary:

	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	-	-	-	-		
Stage 1: Feasibility	-	-	-	-		

	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
RIBA Stage 2: Concept Design	4	May-17	Sep-17	Sep-17	Architectural concept approved by the client and aligned to the Project Brief.	
RIBA Stage 3: Developed Design	5	Nov-17	Apr-18	Apr-18	Architectural concept tested and validated via design studies and engineering analysis.	
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.	
RIBA Stage 5: Construction	24	Mar-19	Dec-20	May-21	Manufacturing, construction and commissioning completed, in accordance with the Construction Programme agreed in the Building Contract.	
RIBA Stage 6: Handover and Close Out	2	Feb-21	Apr-21	May-21	Building handed over, aftercare initiated and Building Contract concluded.	
RIBA Stage 7: In Use	1	May-21	Jun-21	Jun-21	Building used, operated and maintained efficiently.	

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UPCOMING MILESTONES FOR CURRENT PROJECT STAGE

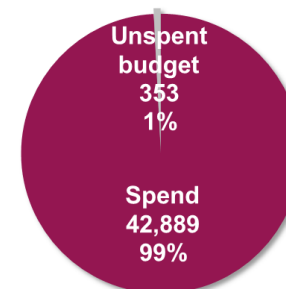
Stage	Orig. Target	Curr. Target	Milestone	Outcome/Objective/Update
RIBA Stage 7: Leisure Centre open to the public	01/02/2021	01/06/2021	Leisure Centre to be fully operational	Leisure Centre was opened to the public on 29/05/2021. The building is now fully operational; WDC do continue to complete any outstanding works and correct any snagging items in conjunction with the Centre being open.

BUDGET PERFORMANCE

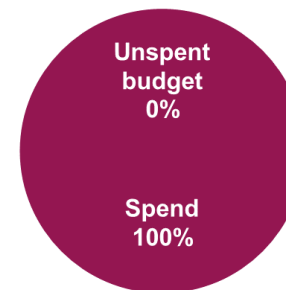
CAPITAL	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	41698	1544	0	0	0	0	43,242
Spend	41698	1191	0	0	0	0	42,889
Unspent budget	0	353	0	0	0	0	353
Forecast	41698	1544	0	0	0	0	43,242
Variance to budget	0	0	0	0	0	0	0

REVENUE	Prior years	2021/22	2022/23	2023/24	2024/25	2025/26	Total
	£000	£000	£000	£000	£000	£000	£000
Budget	699	60	0	0	0	0	759
Spend	699	60	0	0	0	0	759
Unspent budget	0	0	0	0	0	0	0
Forecast	699	66	0	0	0	0	765
Variance to budget	0	-6	0	0	0	0	(6)

Total Capital spend to date



Total Revenue spend to date



Up to end of September 2021

NOTES:	*Totals in italics are a 'running total' / 'point in time' amount only
	From Mid November 2020, LRSG & Restart Grants replaced the previous grants

SERVICE AREA	MEASURE	2020					2021									
		Q1 total	Q2 total	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
Business Rate Relief and Grants (running total)	All Retail, Hospitality & Leisure Relief (RHL)	<i>£26.77m</i>	<i>£27.88m</i>	<i>£27.88m</i>	<i>£27.88m</i>	<i>£27.88m</i>										<i>£27.88m *</i>
	Small Business Rate Relief	<i>£4.81m</i>	<i>£4.87m</i>	<i>£4.89m</i>	<i>£4.89m</i>	<i>£4.89m</i>										<i>£4.89m *</i>
	Other Reliefs	<i>£5.48m</i>	<i>£5.47m</i>	<i>£5.44m</i>	<i>£5.44m</i>	<i>£5.44m</i>										<i>£5.44m *</i>
	RHL - £10k grants	<i>£2.23m</i>	<i>£2.39m</i>	<i>£2.40m</i>	<i>£2.40m</i>	<i>£2.40m</i>										<i>£2.40m *</i>
	RHL - £25k grants	<i>£9.45m</i>	<i>£9.98m</i>	<i>£9.98m</i>	<i>£9.98m</i>	<i>£9.98m</i>										<i>£9.98m *</i>
	Small Business Grants - £10k	<i>£14.49m</i>	<i>£15.33m</i>	<i>£15.33m</i>	<i>£15.33m</i>	<i>£15.33m</i>										<i>£15.33m *</i>
	(LRSG & Restart) Rateable value £15k or less						£2.65m	£3.21m	£4.38m	£6.85m	£7.17m	£7.27m	£7.31m	£7.31m	£7.31m	<i>£7.31m*</i>
	(LRSG & Restart) Rateable value £15,001 to £50,999						£2.42m	£2.73m	£3.67m	£5.50m	£5.93m	£6.09m	£6.11m	£6.11m	£6.11m	<i>£6.11m*</i>
	(LRSG & Restart) Rateable value £51k or over						£1.23m	£1.46m	£2.23m	£3.32m	£3.78m	£4.11m	£4.17m	£4.17m	£4.17m	<i>£4.17m*</i>
Local Resource Centre / Community Support	Total New Referrals from HCC	536	23	3	31	8	25	8	9	1	0	0	0	0	2	646
	Referrals passed to Voluntary Support Groups	198	10	0	5	0	7	1	3	1	0	0	1	0	0	226
	Prescriptions delivered	146	41	2	9	7	21	9	7	1	0	0	0	0	0	243
	Food parcels delivered	77	28	1	5	3	3	0	3	0	0	0	0	0	0	120
	Shopping purchased/delivered	30	9	0	2	1	3	0	0	0	0	0	0	0	0	45
	Council tenants contacted by phone to offer support	1665	1	0	0	8	6	3	5	0	0	0	0	0	0	1688
Housing	Total Arrears (running total)	<i>£571k</i>	<i>£553k</i>	<i>£562k</i>	<i>£557k</i>	<i>£632k</i>	<i>£585k</i>	<i>£580k</i>	<i>£526k</i>	<i>£557k</i>	<i>£555k</i>	<i>£544k</i>	<i>£585k</i>	<i>£565k</i>	<i>£557k</i>	<i>£557k *</i>
	% of Housing tenants in arrears (running total)	<i>22%</i>	<i>23%</i>	<i>23%</i>	<i>22%</i>	<i>47%</i>	<i>23%</i>	<i>21%</i>	<i>22%</i>	<i>21%</i>	<i>30%</i>	<i>28%</i>	<i>22%</i>	<i>24%</i>	<i>23%</i>	<i>23% *</i>
	% claiming Universal credit (running total)	<i>16%</i>	<i>18%</i>	<i>18%</i>	<i>19%</i>	<i>19%</i>	<i>20%</i>	<i>20%</i>	<i>20%</i>	<i>21%</i>	<i>21%</i>	<i>22%</i>	<i>22%</i>	<i>23%</i>	<i>23%</i>	<i>23% *</i>
	% claiming UC in arrears (running total)	<i>55%</i>	<i>54%</i>	<i>54%</i>	<i>48%</i>	<i>65%</i>	<i>51%</i>	<i>48%</i>	<i>46%</i>	<i>46%</i>	<i>47%</i>	<i>46%</i>	<i>47%</i>	<i>46%</i>	<i>45%</i>	<i>45% *</i>
	% current debt due to UC claimants (running total)	<i>61%</i>	<i>67%</i>	<i>66%</i>	<i>64%</i>	<i>64%</i>	<i>64%</i>	<i>64%</i>	<i>65%</i>	<i>67%</i>	<i>66%</i>	<i>68%</i>	<i>65%</i>	<i>66%</i>	<i>69%</i>	<i>69% *</i>
	Residents in B&B (number at month close)	9	2	1	0	1	6	2	1	1	1	0	0	0	0	<i>0 *</i>
	Rough Sleepers in Council units (no. at month close)	6	0	0	6	12	13	13	13	13	8	0	0	0	0	<i>0 *</i>
	Tenancy Support Caseload (weekly new referrals)	107	55	16	15	11	11	15	13	14	18	8	18	8	8	317
Waste / Env / Licensing	Planning – Decisions issued (inc. SDNP)	602	580	243	216	249	246	221	245	250	273	252	272	221	217	1087
	Bonfires reported	68	30	4	3	1	3	2	3	4	1	1	3	11	9	143
	Fly-tipping - reported	517	614	193	205	130	235	168	280	237	183	177	176	209	206	3530
	Waste Collection – Missed Bin reports (cases closed)	770	974	288	118	163	211	145	270	178	128	137	216	134	116	3848

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WINCHESTER CITY COUNCIL – THE SCRUTINY COMMITTEE WORK PROGRAMME

	Item	Lead Officer	Date for Scrutiny	Date for Cabinet
1	Fees and Charges 2022/23	Liz Keys	15 Nov 2021	23 Nov 2021
2	Housing Revenue Account (HRA) budget	Dick Johnson	15 Nov 2021	23 Nov 2021
3	Budget Options 2022/23	Liz Keys	15 Nov 2021	20 Oct 2021
4	Q2 finance and performance monitoring	Simon Howson	15 Nov 2021	15 Dec 2021
5	Central Winchester Regeneration (CWR) Outline Business Case	Veryan Lyons	6 Dec 2021	15 Dec 2021
6	HRA Budget	Richard Botham	1 Feb 2022	17 Feb 2022
7	Treasury Management Strategy	Richard Botham	1 Feb 2022	17 Feb 2022
8	Capital Investment Strategy	Richard Botham	1 Feb 2022	17 Feb 2022
9	General Fund Budget 2022/23	Richard Botham	1 Feb 2022	17 Feb 2022
10	Community Safety Partnership Performance Review	Sandra Tuddenham	10 Mar 2022	
11	Q3 Finance & Performance Monitoring	Simon Howson	10 Mar 2022	May 2022

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Forward Plan of Key Decisions

December 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 - 31 December 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 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 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

1 November 2021

Cabinet Members:	Title
• Cllr Lucille Thompson	Leader & Cabinet Member for Partnerships
• Cllr Neil Cutler	Deputy Leader & Cabinet Member for Finance & Service Quality
• Cllr Angela Clear	Communities & Wellbeing
• Cllr Russell Gordon-Smith	Built Environment
• Cllr Kelsie Learney	Housing & Asset Management
• Cllr Lynda Murphy	Climate Emergency
• Cllr Martin Tod	Economic Recovery

	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 A

Decisions made by Cabinet

Page 237	1	Approving the joint municipal waste management strategy	Cabinet Member for Economic Recovery	Significantly effect on 2 or more wards	All Wards	Campbell Williams	Cabinet report	Cabinet	Dec-21	8-Dec-21	Open
		Update of WCC Landscape Character Assessment	Cabinet Member for Built Environment	Significantly effect on 2 or more wards	All Wards	Sue Croker	Cabinet report	Cabinet	Dec-21	8-Dec-21	Open
	3	Approval of Strategic Housing & Employment Land Availability Assessment (SHELAA) for publication	Cabinet Member for Built Environment	Significantly effect on 2 or more wards	All Wards	Adrian Fox	Cabinet report	Cabinet	Dec-21	8-Dec-21	Open

	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
4	Core funding grants programme 2022-2025	Cabinet Member for Communities and Wellbeing	Expenditure > £250,000	All Wards	Steve Lincoln	Cabinet report	Cabinet	Dec-21	8-Dec-21	Open
Page 238	Q2 finance and performance monitoring	Deputy Leader and Cabinet Member for Finance and Service Quality	Expenditure > £250,000	All Wards	Simon Howson	Cabinet report	Cabinet	Dec-21	8-Dec-21	Open
6	Land transaction	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Dec-21	8-Dec-21	Part exempt 3

	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
7	Central Winchester Regeneration (CWR) Outline Business Case	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	Town Wards	Veryan Lyons	Cabinet report	Cabinet	Dec-21	15-Dec-21	Part exempt

Section B

Decisions made by individual Cabinet Members

	None.									
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Section C

Decisions made by Officers

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