

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 7 SEPTEMBER 2022** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

**1. MINUTES** (Pages 5 - 10)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Performance and Growth) meeting held on 6th July 2022.

**Contact Officer: B Buddle**  
**01480 388008**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

**Contact Officer: B Buddle**  
**01480 388008**

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 11 - 16)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Contact Officer: H Peacey**  
**01480 388169**

**4. MARKET TOWNS PROGRAMME - AUTUMN UPDATE** (Pages 17 - 34)

The Autumn update of the Market Towns Programme is to be presented to the Panel.

Please note: Appendix 1 of the report is restricted.

**Contact Officer: P Scott  
01480 388486**

**5. FINANCE PERFORMANCE REPORT 2022/23 QUARTER 1 (Pages 35 - 66)**

The Finance Performance Report 2022/23 Quarter 1 is to be presented to the Panel.

**Contact Officer: K Sutton  
01480 387072**

**6. CORPORATE PERFORMANCE REPORT 2022/23 QUARTER 1 (Pages 67 - 110)**

The Panel is invited to comment on the Corporate Performance Report 2022/23 Quarter 1.

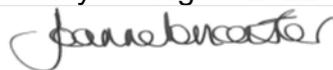
**Contact Officer: D Buckridge  
01480 388065**

**7. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 111 - 114)**

The Panel are to receive the Overview and Scrutiny Work Programme.

**Contact Officer: B Buddle  
01480 388008**

30 day of August 2022



Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Mrs Beccy Buddle, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail [Beccy.Buddle@huntingdonshire.gov.uk](mailto:Beccy.Buddle@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Panel.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

### **Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 6 July 2022.

- PRESENT: Councillor C M Gleadow – Chairman.
- Councillors A M Blackwell, S Cawley,  
S J Corney, I D Gardener, J A Gray,  
S A Howell, R Martin, Dr M Pickering and  
R A Slade.
- APOLOGY(IES): Apologies for absence from the meeting were submitted on behalf of Councillors J E Harvey and N Wells.
- IN ATTENDANCE: Councillors S J Conboy, B Mickleburgh and S Wakeford.

### 14. MINUTES

Councillor Gleadow's apologies were added to the minutes of the meeting held on 8th June 2022, after which the minutes were approved as a correct record and signed by the Chairman.

### 15. MEMBERS' INTERESTS

No declarations were received.

### 16. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which has been appended in the Minute Book) which has been prepared by the Executive Leader for the period 1st July 2022 to 31st October 2022.

### 17. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - LOCAL TRANSPORT AND CONNECTIVITY PLAN

By means of a report by the Chief Planning Officer (a copy of which is appended in the Minute Book), the Cambridgeshire and Peterborough Combined Authority (CPCA) – Local Transport and Connectivity Plan was presented to the Panel.

Disappointment was expressed by Councillor Gardener that the document did not go into enough detail on the subject of public transport. It was stated that rural communities are not served by public transport, and that rural roads are often perceived to be unsafe for cyclists, therefore these communities are unable to make any alternative decisions for transport other than by

private car. Councillor Gardner further observed that if the Council's climate aspirations are to be met, alternative transports needed to be developed and made available across the whole district not just the four towns within the district. The Panel heard that whilst this observation was well put, the CPCA must be commended for acknowledging the challenges faced within Huntingdonshire, in particular the aspirations for an improved bus service. It was noted that greater detail will follow in due course.

The Panel heard that the report specifically highlighted demand responsive travel in Ramsey, however Councillor Gardener argued that this issue is district wide and not restricted to the towns which are better served than rural areas.

Councillor Howell queried whether there were any reassurances on public transport provision in the North of the district. It was specifically noted that as Yaxley borders another authority, there are no direct bus links with the Serpentine Green Shopping Centre which is a main hub for shopping for Yaxley residents. The Panel heard that whilst concerns are recognised, the report provides high level strategy, more detail will come forward in specific projects as this is progressed.

Having expressed appreciation that Ramsey had been highlighted for improvement within the report, Councillor Corney stated that he felt the Council's response should be more strongly worded. It was particularly noted that whilst the demand based transport model currently works, it is not felt to be sustainable should demand increase. Councillor Cawley seconded the call for a punchier response and especially highlighted the disappointing lack of detail within the report. The Panel heard that the comments of the Panel would be noted and the response reviewed prior to submission.

It was observed by Councillor Gray, that the CPCA needed to make some decisions and provide further detail whilst allowing local authorities scope to provide a more detailed response. The Panel were advised that the Cabinet report would be submitted alongside the response to compensate for the restrictive nature of the response form.

Councillor Pickering enquired whether any secure cycle storage facilities were planned for the district, as he felt the lack of these was another major obstacle in encouraging cycling within the district. The Panel heard that this level of detail was anticipated within the Active Travel document, which the Council would expect to have input into.

Councillor Gardener again highlighted that the report focused on the market towns within the district with no alternatives to private cars being mentioned for rural areas which make up the

bulk of the district. The Panel were assured that the recognition of challenges faced by our rural district were included within the Council's response.

The Panel praised the hard work of the officers and commented on the limited scope within which they were able to comment. It was thereupon

RESOLVED

that the Cabinet be encouraged to endorse the recommendations contained within the report.

#### **18. CORPORATE PLAN 2022/23**

By means of a report by the Business Intelligence and Performance Manager, (a copy of which is appended in the Minute Book), the Corporate Plan 2022/23 was presented to the Panel.

Councillor Gray observed that the Corporate Plan was for the whole Council to adopt, not just the joint administration and that it would be useful to refer to it as such. This point was noted and the messaging would be amended to reflect this. Councillor Gray further observed that the new administration had inherited a very strong financial position from the previous administration, and whilst pragmatism is welcomed, the plan looked very similar to previous years with the exception of the climate emergency declaration. It was further stated that residents of Huntingdonshire had voted for change in the recent elections but that none was visible within the plan. The Panel heard that whilst there were current similarities to previous plans, change is coming. Once this has been properly investigated and developed then it will be taken forward, and it was further noted that these continued developments were expected to be in the updated plan from April 2023.

Councillor Cawley echoed Councillor Gray's concerns and queried the expected outcome of the environmental crisis declaration addition. The Panel heard that the administration were taking the crisis seriously and planned to add substance to the actions currently being developed with further detail to be provided in due course.

Councillor Howell enquired whether an indicator could be added under the objective strengthening communities to show timescales for payments to community groups. The Panel were advised that this would be investigated with context being developed into the commentary.

It was observed by Councillor Corney, that a Task and Finish Group had previously looked at the topic of affordable housing

and enquired what further work was expected on this. The Panel heard that this is being revisited due to the shifting nature of the district and the housing market. Further cross party working and involvement from Scrutiny would be welcomed as this gathers pace.

The reasoning behind the Invest and Made in Huntingdonshire project was questioned by Councillor Pickering who felt that residents identified more with their local community than with the district. The Panel heard that the administration were mindful of this and that a blend of these identities would be developed going forward allowing scope to attract large investors to the district as a whole.

Councillor Martin queried the indicator for super-fast broadband, he observed that as a fluctuating technology with constant improvements it is therefore hard to measure. The Panel heard that Ofcom data would be used for this indicator and would be adjusted according to the available data.

Having largely welcomed the report, the Panel thereupon

RESOLVED

that the Cabinet be encouraged to endorse the recommendations contained within the report.

#### **19. FINANCE PERFORMANCE REPORT 2021/22 QUARTER 4**

By means of a report by the Chief Finance Officer, (a copy of which is appended in the Minute Book), the Finance Performance Report 2021/22 Quarter 4 was presented to the Panel.

Councillor Gray observed that the 2021/22 budget had been authorised during the remote covid Council sessions with no objections and only two abstentions, and that the reported surplus had left the new administration in a favourable position financially. It was also observed that Government grants previously available may not be available in the future.

The Panel heard that some income streams had been underestimated in the budget setting for 2021/22 but that all the available information would be used to ensure a robust position moving forward.

Having welcomed the report, it was thereupon

RESOLVED

that the Cabinet be recommended to endorse the recommendations within the report.

**20. TREASURY MANAGEMENT 6 MONTH PERFORMANCE REVIEW**

By means of a report by the Chief Finance Officer (a copy of which was appended in the Minute Book), the Treasury Management 6 Month Performance Review was presented to the Panel.

Councillor Gray observed the strong financial position with plenty of reserves that the previous administration had left the Council in, therefore nothing of concern could be observed within the report.

Having welcomed the report, the Panel therefore

**RESOLVED**

that the Cabinet be recommended to endorse the recommendations contained within the report.

**21. 3C LEGAL, ICT AND BUILDING CONTROL SHARED SERVICES ANNUAL REPORTS 2021/22**

By means of a report by the Corporate Director (People) (a copy of which was appended in the Minute Book), the 3C Legal, ICT and Building Control Shared Services Annual Reports 2021/22 were presented to the Panel.

Having praised the position that ICT were in, Councillor Corney enquired on the progress of the Building Control Service to be in a similar position. The Panel heard that the Building Control Service had a good reputation and furthermore that their performance and profitability had remained strong despite the recent fluctuations of the industry. The officer noted the specific issue raised and would investigate outside of the meeting.

Councillor Gray questioned the speed of response and customer satisfaction levels attained by the Legal Service. The Panel heard that indicators were reflective of the feedback received and it was noted that this may not be a fair reflection over time. The Panel were assured that regular meetings were held to identify and resolve any issues arising within the service. Councillor Gray's concerns that by continuing with these indicators the Council were not being honest with themselves or the public were noted along with his suggestion that these be revised with a more critical eye.

Following an enquiry from Councillor Martin on the work processes within ICT, the Panel were reassured that all processes and server security were robustly tested and that the Council were confident that there was an extremely low risk of any issue arising in this area. Councillor Martin further enquired on the timeline of moving to be completely remote, the Panel

heard that whilst there were some expected challenges, emergency contingency planning was already in place. The officer noted the query and would advise the Panel of more detail in due course.

Councillor Pickering enquired on the timescales involved in the employment of a Cyber Security team and whether security measures were in place in the absence of this. The Panel were assured that this was something which the Council takes very seriously and that the Cyber Security roles, which were currently in the advertisement stage, would enhance the current robust security measures.

Having welcomed the reports, the Panel thereupon

**RESOLVED**

that the Cabinet be encouraged to endorse the recommendations contained within the report.

## **22. OVERVIEW AND SCRUTINY WORK PROGRAMME**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Overview and Scrutiny Work Programme was presented to the Panel.

Chairman

## NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by: **Councillor Sarah Conboy, Executive Leader of the Council**  
 Date of Publication: **18 August 2022**  
 For Period: **1 August 2022 to 30 November 2022**

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place	Cloudberry Cottage 9 Earning Street Godmanchester Huntingdon PE29 2JD  Tel: 01480 414900 / 07831 807208 E-mail: <a href="mailto:Sarah.Conboy@huntingdonshire.gov.uk">Sarah.Conboy@huntingdonshire.gov.uk</a>
Councillor L Davenport-Ray	Executive Councillor for Climate & Environment	73 Hogsden Leys St Neots Cambridgeshire PE19 6AD  E-mail: <a href="mailto:Lara.Davenport-Ray@huntingdonshire.gov.uk">Lara.Davenport-Ray@huntingdonshire.gov.uk</a>
Councillor S Ferguson	Executive Councillor for Customer Services	9 Anderson Close St Neots Cambridgeshire PE19 6DN  Tel: 07525 987460 E-mail: <a href="mailto:Stephen.Ferguson@huntingdonshire.gov.uk">Stephen.Ferguson@huntingdonshire.gov.uk</a>

Councillor M Hassall	Executive Councillor for Corporate & Shared Services	Care of Huntingdonshire District Council St Mary's Street Huntingdon Cambridgeshire PE29 3TN  Tel: 07825 193572 E-mail: <a href="mailto:Martin.Hassall@huntingdonshire.gov.uk">Martin.Hassall@huntingdonshire.gov.uk</a>
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Councillor B Pitt	Executive Councillor for Community & Health	17 Day Close St Neots Cambridgeshire PE19 6DF  Tel: 07703 169273 E-mail: <a href="mailto:Ben.Pitt@huntingdonshire.gov.uk">Ben.Pitt@huntingdonshire.gov.uk</a>
Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE  Tel: 01480 436822 E-mail: <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Tom.Sanderson@huntingdonshire.gov.uk</a>

Councillor S Taylor	Executive Councillor for Leisure, Waste & Street Scene	66 Wren Walk Eynesbury St Neots Cambridgeshire PE19 2GE  Tel: 07858 032076 E-mail: <a href="mailto:Simone.Taylor@huntingdonshire.gov.uk">Simone.Taylor@huntingdonshire.gov.uk</a>
Councillor S Wakeford	Executive Councillor for Jobs, Economy and Housing	4 Croft Close Brampton Huntingdon Cambridgeshire PE28 4TJ  Tel: 07762 109210 E-mail: <a href="mailto:Sam.Wakeford@huntingdonshire.gov.uk">Sam.Wakeford@huntingdonshire.gov.uk</a>

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Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

All notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk).

Agendas may be accessed electronically at the [District Council's website](#).

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
  - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon PE29 3TN.

- Notes:-
- (i) Additions changes from the previous Forward Plan are annotated \*\*\*
  - (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2022/23	Grants Panel	17 Aug 2022 14 Sep 2022 12 Oct 2022 9 Nov 2022		Claudia Deeth, Community Resilience Manager Tel No: 01480 388233 or email: Claudia.Deeth@huntingdonshire.gov.uk		B Pitt & M Hassall	Customers & Partnerships
Market Towns Programme - Autumn Update***	Cabinet	20 Sep 2022		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
Hinchingsbrooke Country Park Investment##	Cabinet	20 Sep 2022		Jacqueline Cadogan-Poole, Project Support Officer Tel No: 07732 404780 or email: Jacqueline.Cadogan-Poole@huntingdonshire.gov.uk	3	S Taylor	Customer & Partnerships

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Tenancy Strategy	Cabinet	18 Oct 2022		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 07874 887465 or email: Pamela.Scott@huntingdonshire.gov.uk		S Ferguson	Performance & Growth
Community Infrastructure Levy Funding	Cabinet	18 Oct 2022		Claire Burton, Implementation Team Leader Tel No: 01480 388274 or email: Claire.Burton@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
The Old Falcon, St Neots***##	Cabinet	18 Oct 2022		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk	3	S Wakeford	Performance and Growth

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**Public**  
**Key Decision - No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Market Towns Programme – Autumn Update

**Meeting/Date:** Overview & Scrutiny (Performance & Growth) – September 2022

**Executive Portfolio:** Executive Councillor for Jobs, Economy & Housing

**Report by:** Corporate Director (Place)

**Ward(s) affected:** Huntingdon, St. Neots, St Ives and Ramsey

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### **RECOMMENDATION**

The Overview and Scrutiny Panel is invited to note the progress to date of the Market Towns Programme outlined in the Autumn 22 Cabinet Update report.

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**Public  
Key Decision - No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Market Towns Programme – Autumn Update

**Meeting/Date:** Cabinet – September 2022

**Executive Portfolio:** Executive Councillor for Jobs, Economy & Housing

**Report by:** Corporate Director (Place)

**Ward(s) affected:** Huntingdon, St. Neots, St Ives and Ramsey

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### **EXECUTIVE SUMMARY:**

This report provides the 2022/23 Q3 update on the Market Towns Programme (MTP).

The MTP is an ambitious programme of economic led interventions to support Huntingdonshire's town centres both recover from the Covid-19 Pandemic whilst also looking forward to renewing and reshaping our town centres and high streets for the future in a way that promotes growth, improves experiences and ensures sustainability. The MTP is underpinned by creating a renewed sense of place, igniting civic pride, and providing attractive new destinations for our residents and businesses alike. The longer-term ambition is to stimulate public and private sector investment, bringing forward future opportunities for jobs and skills.

The MTP is funded through a combination of external funding from the Department for Levelling Up, Housing & Communities (DLUHC), Cambridgeshire and Peterborough Combined Authority (CPCA), Huntingdonshire District Council Community Infrastructure Levy (CIL) and National Highways.

### **RECOMMENDATION UPDATE**

Cabinet is invited to note:

- Progress on the Market Towns Programme (MTP) over the last quarter.
- That any reports will be brought back to Cabinet on a quarterly basis updating on any contracts that have been entered into through the previous Cabinet delegation.
- Latest update on MTP finances and resources.

## **1. PURPOSE OF THIS REPORT**

- 1.1 To provide an update on activity across the strands of the MTP, on a town-by-town basis, the report also updates on funding opportunities particularly noting activity on the St Neots Fund Future High Street highways related projects, the planned wider engagement in the draft masterplans for St Ives, Ramsey and Huntingdon and the imminent external funding opportunities.

## **2. UPDATE ON MARKET TOWNS PROGRAMME**

The section below provides an update for the MTP on a town-by-town basis.

### **2.1 ST NEOTS**

#### **2.1.1 Priory Centre & Quarter**

The Priory Centre has an exceptional riverside location, which is well loved by the local community. However, it is not being utilised to the best of its ability. The Council have commissioned Mott MacDonalds to carry out high-level options analysis for the Centre to make the best use of its location, to investigate possible uses based on local need and to support its commercial viability.

The wider Priory Quarter has also been included within the commission, this is to carry out early high-level feasibility studies and any further work would require significant investment. Once this work is complete the Council will commence engagement process with the key stakeholders to consult on the options and gain any feedback to incorporate into the next phase of the project.

#### **2.1.2 Old Falcon**

The Old Falcon is a Grade II listed building and holds a prominent position in the Market Square. The building is privately owned and in a poor condition. If the building is left with no repair works carried out the Old Falcon will eventually fall into further disrepair.

To understand the full extent of the works, the Council have commissioned a full structural and condition survey that will be required to bring the building back into a viable economic use and to support the regeneration of the Market Town.

In the coming months, the Council will then commission an options report to outline the best use of the FHS's limited funding. These options may include using HDC's statutory authority to avoid further degradation to a Grade II listed building and any future proposals would require a full planning application as well as Listed Building consent.

#### **2.1.3 Waterfront Riverside**

The proposal would form part of the wider Priory Quarter and Priory Centre concepts. In essence the development of the wider Priory Quarter would allow landowners and stakeholders to seize the opportunity to actively engage the Great Ouse River through the development of a Walkway.

#### **2.1.4 St Neots Transport Projects - High Street/Market Square/Road Bridge**

In March 2022, Cambridgeshire County Council (CCC), Highways and WSP provided a series of outline design options for the High St, St Neots Road Bridge and Market Square. These options were based upon the location, technical survey results, engagement with utilities and bus surveys, constraints, available budget and considering what stakeholders and residents had identified as being important to St Neots from previous stakeholder and resident engagement.

A series of resident and stakeholder engagement events were conducted throughout May 2022, which were detailed in the Summer Update Report. The results of these engagements and the continuing collaboration with the Cabinet has allowed us to further refine the preliminary designs, which we expect to be able to share with stakeholders gaining further input prior to the request final approval of in the coming weeks. Approval of these designs is a key stage in the project, as this will allow us to proceed to the detailed design and procurement phase.

Discussions are also taking place with CCC to establish the most suitable contractual approach to procuring a contractor for the main works. Consideration of commercial arrangements for procurement and the legal arrangements between HDC, CCC and contractors are being progressed.

The target for the next phase of the transport projects in St Neots include detailed design to start in late 2022, procurement of contractors early 2023 and commencement of works in spring 2023. The target date for completion is summer 2024.

## **2.2 ST IVES**

The Masterplan for St Ives was commissioned in the summer of 2021 and has been completed by Tetra Tech, this has been circulated to Ward Councillors and Town Councillors. There is a meeting on the 13<sup>th</sup> September with Ward Cllrs to hear first-hand their views on the plan and a further meeting on 26<sup>th</sup> September with the Town Council. In addition, the masterplan will be on the Council's website to enable wider engagement with the town's residents, businesses and stakeholders. Deadline for feedback on the masterplan should be received by the 28<sup>th</sup> October 2022.

The projects delivered under the Accelerated Programme have now completed in St Ives, these included improvements to the Public Convenience, Parklets and EV charging points for electric vehicles.

## **2.3 HUNTINGDON**

The Masterplan for Huntingdon was commissioned in the summer of 2021 and has been completed by Tetra Tech, this has been circulated to Ward Councillors and Town Councillors. There is a meeting on the 13<sup>th</sup> September with Ward Cllrs to hear first-hand their views on the plan and a further meeting on 27<sup>th</sup> September with the Town Council. In addition, the masterplan will be on the Council's website to enable wider engagement with the town's residents, businesses and stakeholders. Deadline for feedback on the masterplan should be received by the 28<sup>th</sup> October 2022.

The projects delivered under the Accelerated Programme have now completed in St Ives, these included improvements to the Public Convenience, Parklets, EV Charging points for electric vehicles.

## **2.4 RAMSEY**

The Masterplan for Ramsey was commissioned in the summer of 2021 and has been completed by Tetra Tech, this has been circulated to Ward Councillors and Town Councillors. There is a meeting on the 14<sup>th</sup> September with Ward Cllrs to hear first-hand their views on the plan and a further meeting on 28<sup>th</sup> September with the Town Council. In addition, the masterplan will be on the Council's website to enable wider engagement with the town's residents, businesses and stakeholders. Deadline for feedback on the masterplan should be received by the 28<sup>th</sup> October 2022

The projects delivered under the Accelerated Programme have to date included Parklet, Planters and Modern Waste Solutions. One of the projects, The Ramsey Civic Hub was

acquired by the Town Council and work commenced in July 2022, this project will facilitate the relocation of the Town Council and provide much needed office space in the centre of the town centre. Some work has been completed to planters in the town centre and this project needs to be completed. The other main project within the Accelerated projects is the Public realm project to the Great Whyte, this is linked to the funding application to the CPCA for the Local Growth Fund project, more detail is provided on this project in section 3 below.

## **2.5 PROJECTS ACROSS THE TOWNS AND UPDATE ON MARKET TOWNS TEAM**

### **2.5.1 Smarter Towns**

The Smarter Towns project will deliver a standard based Low Power Wide Area (LPWA) network within Huntingdon, Ramsey and St Ives. This will form the basis for the deployment of IoT devices by the council, businesses and community groups to create a rich data landscape of our market towns that can support business to become more efficient and provide data to help shape we best support our towns.

The base LPWA network will support the initial deployment of air quality and water level /flood sensors as a proof of concept to demonstrate its deployment and provide an additional source of data to support transport and housing strategy planning. The project will also support the economic development team in-ongoing exploitation work that will engage with local businesses to demonstrate how they can use this shared LPWA network to support their own business needs to contribute to a combined data picture which provides them added value. The exploitation team will then look to commercialise this data creating a tradable commodity which will generate revenue to pay for the ongoing operations of the team and the network.

The project will work with the network and sensors providers to understand the ability to deploy additional data collecting sensors into our market towns to help understand the usage of the high streets and surrounding areas.

This project has been paused for a period due to limited staff resources. It is planned that this project will re-commence in Q3 (2022/23). There was an initial funding allocation of £91,300 as part of the Accelerated Funding (awarded within £1.85m in January 2021).

### **2.5.2 Wayfinding Project**

The Wayfinding project seeks to make use of the most appropriate information, communication and technology systems as a means of providing current information to residents, visitors and other interested parties in Huntingdonshire's Market Towns.

As part of the wider Market Towns Programme, the Wayfinding Project seeks to collectively enhance the 'resident and visitor' experience of the towns of Huntingdon, Ramsey and St Ives. The provision of branded, strategically located 'signage' providing accessible information seeks to

- Provide information regarding events, car parking, retail and services promotions in each of the respective towns
- Support travel into and out of the towns
- Support the economic recovery of the high street through an enhanced information system for all
- Support a shift toward more sustainable travel as outlined in the Local Transport Plan
- Provide a better visitor experience

The Project works include the installation of digital screens/infrastructure appropriate to the requirements of St Ives, Huntingdon and Ramsey. The actual deliverable will depend on need and local environment but could include:

- VMS signs/Parking Guidance configured and installed to show car park data and or traveller information
- Outdoor information screens configured with real time travel info or local information
- Indoor travel information screens.

Initial work undertaken in 2021/22 included discussion with local stakeholders, identification of types and location of 'digital signage' in each of the three towns as well as cost estimates for same. Subject to agreement, this project may be re-commenced. There is an existing £200k budget from within the initial Accelerated Projects award of £1.85m of January 2021.

## **2.6 MARKET TOWNS TEAM**

In July 2022, two new members of staff joined the MTP, firstly a Project Manager whose main area of responsibility will be to deliver the St Neots Transport Projects and a Project Officer providing much needed support to the Team.

In addition to this we have completed successful recruitment and have appointed a Regeneration Programme Manager who is due to join the team at the beginning of October 2022.

## **3. FUTURE FUNDING OPPORTUNITIES AND DELIVERY:**

### **3.1 LEVELLING UP FUND**

In the past quarter a decision was made between officers and members not to pursue a Levelling Up Bid for Ramsey, this was due to a lack of a developed projects and the need to undertake more extensive engagement with stakeholders, businesses and residents to refine projects further.

### **3.2 LOCAL GROWTH FUND BID - RAMSEY GREAT WHYTE ENHANCEMENTS**

The submission to the CPCA Local Growth Fund (LGF) seeks funding of £1.15 million for an overall project cost of £1.45 million was made in the spring 2022. The project which is contained within the Ramsey Masterplan (Draft) is an innovative initiative that seeks to revitalise the Great Whyte area of Ramsey

It consists of two complementary elements that will significantly enhance the overall physical, economic, and social vitality of this section of the Great Whyte. HDC will lead delivery in partnership with Ramsey Town Council (RTC), Ramsey Heritage Trust and CCC Highways and will procure design and build contractors.

#### **Produce Hub**

The new Produce Hub at the southern end of Great Whyte delivering up to 10 retail units for local producers, retailers and businesses in appropriate dedicated retail space appropriate for twenty first century agri-food producers. The Produce Hub will act as a catalyst for local food producers in Ramsey and wider Fenland area to promote and sell locally grown and harvested products and provide high value added 'home-farm' produce. The building will be temporary (10–15-year lifespan), engineered to sit above the High Lode culvert. It will be architecturally designed, sustainable, providing a focal space within the town centre.

#### **Public Realm Enhancements**

Delivery of circa 600 m2 public realm improvements wrapping around the Produce Hub including pedestrian-friendly zoning and traffic calming measures adjacent to the Clock tower.

This project is the first phase of re-imagining the Great Whyte focussing on a new commercial offer on fresh food and a revitalised town centre experience.

- 3.2.1 Both elements will deliver highly visible town centre improvements for residents, visitors and investors alike and will deliver a range of benefits including increase footfall, public realm improvements and town centre vitality, business start-ups, job creation, supporting healthier lifestyle choices. The dedicated space will contribute to a healthier lifestyle (ability to walk and cycle to a local market) and an enhanced sense of community and a destination for visitors.
- 3.2.2 In May 2022 the Council was informed that we had been successful with our EOI and that we could move to a full application which was submitted on 27<sup>th</sup> May. This was followed by a series of discussions with CPCA as to the availability of the funds for the overall package of submissions that CPCA had received and were deemed worthy of financial support had exceeded their budget.
- 3.2.3 During June, July and August ongoing discussions have been had with CPCA to optimise the level of support to be received by HDC from the LGF funding pot. At the time of writing the position is that the full HDC request (£1.15m) will be presented to the CPCA Business Board on September 12<sup>th</sup> for consideration and subject to approval this will be forwarded to the CPCA Board on September 21<sup>st</sup> for review and final approval.

### **3.3 UK SHARED PROSPERITY FUND**

An application was submitted to the CPCA at the end of July 2022 for a share of the UKSPF, funding to aid the delivery of the MTP was included as part of this submission as community & place is one of three UKSPF investment priorities, the other two being supporting local businesses and people & skills. The CPCA investment plan, includes interventions in Huntingdonshire. This was submitted to Central Government in August 2022 and the Council is currently waiting on the outcome of this application.

## **4. FINANCE UPDATE**

The overall sources of funding for the MTP are shown below. All funding identified below has been secured and is subject to contractual obligations and must be spent within the agreed guidelines and allocations only.

Table 1: Overall MTP funding sources

<b>Market Towns Regeneration</b>		
<b>St Neots Regeneration - Sources of Funds</b>	<b>£</b>	<b>Comment</b>
Future High Street Funds (MHCLG now DLUHC)	£3,748,815	Formalised June 2021
HDC Community Infrastructure Levy (CIL)	£4,829,943	As per HDC Cabinet decisions
CPCA	£3,100,000	As per Funding Agreement (Dec '21)
National Highways	£3,493,218	As per decision in November 2021
<b>Sub-total</b>	<b>£15,171,976</b>	
CPCA Market Towns Initiative (Huntingdon, Ramsey and St Ives)	£3,000,000	(Accelerated delivery £2.652M, Masterplanning £0.3M, Footfall cameras £42k).
<b>Sub-total</b>	<b>£3,000,000</b>	
<b>TOTAL</b>	<b>£18,171,976</b>	

## 5. CONSULTATION

- 5.1 Engagement will be taking place from August 2022 until the end of October 2022 on the masterplans for St Ives, Huntingdon and Ramsey with Ward Councillors and Town Councillors, as part of this activity there will also be engagement with Councillors and Parish Councils across Huntingdonshire. The engagement programme will include invitations to the wider rural communities of the Market Towns.
- 5.2 The Council's website has also been updated to provide up to date information on the MTP and includes a copy of the masterplans for each of the three towns (St Ives, Ramsey and Huntingdon) and an online form will enable wider feedback to be received. This feedback will inform the direction of travel taken in further engagement. Copies of the masterplan will be available at Town Council offices to enable residents without access online to be able to view these documents.
- 5.3 It is anticipated that there will be regular engagement by updating the website, liaising with key stakeholders, local businesses and residents and through liaison with the Town and Parish Councils.
- 5.4 The Market Towns team also wish to establish steering groups in each of the towns to support future engagement and to improve upon the stakeholder lists that we hold for each of the towns.

## 6. COMMENTS OF OVERVIEW & SCRUTINY

- 6.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

## 7. KEY IMPACTS/RISKS

- 7.1 There are a number of risks associated with delivering an ambitious programme of this size and complexity, the notable risks are:

### **7.1.1 Budget management risk**

To ensure that financial regulations are being complied with, the MTP carries out continual reviews of the finances supporting the programme delivery. The projects that sit within the MTP are at various stages and therefore, as options work progresses and high-level costings begin to emerge, we will review the individual projects viability and programme impacts as a whole, identifying any areas of risk. The construction industry as a whole has seen materials and labour costs significantly increase in cost over the past 12 months. Inflation continues to increase. Therefore, as we move from design into delivery any decisions on proposed options will require agreement that they can be funded within the approved Market Towns programme budget. Mitigation: We will continue to monitor the programme funding profile and anticipated spend against budgets, updating to Cabinet on a quarterly basis.

### **7.1.2 Programme Timescales risk**

This is an ambitious programme of delivery, with the funding for St Neots of £3.748m from the FHSF required to be spent by March 2024. The CPCA funding of £3.1m also has a deadline of March 2024, they recognise the strategic importance of this programme and it is anticipated there will be some flexibility in the delivery timescales. National Highways have also indicated that they expect their funding of £3.49m to be spent by September 2024. Mitigation: A detailed programme plan will be developed from design to delivery, this will be continually reviewed will incorporate funding milestones, claim dates and anticipated receipt of funds.

### **7.1.3 Programme Resources risk**

The MTP requires different experience and external technical support at various stages of the project delivery. The programme itself has multiple projects which have to be managed simultaneously identifying all interdependences across the programme. There is significant internal and external stakeholder management and detailed consultation with partners and resident/ business groups. This could result in competing priorities across organisations that will require careful consideration. Mitigation: As part of the project a detailed resources plan and communications strategy with stakeholders has been developed to ensure the management of expectations and information being shared in a timely manner. The HDC's website is regularly updated with the progress across the core programme sites.

### **7.1.4 Reputational risk**

The MTP is a high priority for the Council and therefore monthly reporting, governance and timely decision making are critical to ensure that the programme is successfully delivered. Mitigation: The programme governance and reporting lines will be continually monitored throughout the next 12 months to ensure that the key programme milestones are managed and achieved.

### **7.1.6 Changes to Planning Legislation risk**

Recognising the Government's ambition to overhaul the planning process, through the lifetime of this programme such changes may result in delays to the process. Mitigation: This situation will be continually monitored, and any impact will be reported to on a quarterly basis to Cabinet.

7.2 A full MTP programme risk register is in place along with individual project risk registers.

## **8. LINK TO CORPORATE PLAN 2022-2026**

8.1 The delivery of the MTP aligns to Huntingdonshire District Council's Corporate Plan

which sets out the Council's objectives, key actions and performance measures, the recently revised 2022/23 Corporate Plan is a transitional, interim plan at the start of a new four-year administrative term. The Council's objectives are:

- Enhancing employment opportunities and supporting businesses
- Supporting the needs of residents
- Improving the housing situation
- Strengthening our communities
- Tackling climate change and caring for the environment

## **9. LEGAL IMPLICATIONS**

- 9.1 The Council, based on previously successful funding bids and Cabinet decisions has entered into a number of grant agreements with associated delivery and outputs frameworks. These are outlined in the Cabinet paper of Summer 2022.
- 9.2 All Funding Agreements and contracts are subject to review by HDC legal team and senior officers and members as appropriate. Over the next period it is anticipated that several Funding Agreements / Contracts may require legal review.
- 9.3 The LGF funding bid (as noted above) does not place the Council under any legal obligation. Should this be successful the CPCA would communicate the details of the grant agreement in due course. Legal advice will be sought to support this as required.
- 9.4 As noted above, consideration of procurement and commercial arrangements in relation to the St Neots Transport (HDC / CCC / Contractors) have commenced. These will be progressed in the coming weeks.
- 9.5 There will be a requirement for ongoing legal input to support the further development of project options, these may include Old Falcon, Priory Centre and Quarter. Other areas include future land and property advice relating for example to acquisitions and may be required should there be any contractual disputes. Noting there are none currently within the programme.

## **10. EQUALITIES**

- 10.1 The Council has a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 10.2 Good planning and effective regeneration can improve environments and opportunities for communities experiencing disadvantage. Planning which does not adequately engage with or consider the needs of local communities is unlikely to improve their life chances and may further entrench area-based disadvantage.

## **11. ENVIRONMENTAL**

- 11.1 The Council has a duty to ensure we continue to promote an environmentally positive recovery in Huntingdonshire following the impacts of COVID 19. We also have a duty to deliver sustainable place making. In December 2021 the Council adopted a core set of environmental principles which the new Administration are intending to review and further develop.
- 11.2 The Council has direct control of only a tiny proportion of all the carbon emissions within Huntingdonshire, but we can adopt a key role to influence the district, demonstrating good practice whilst setting policies and strategies to influence businesses and

communities to tackle climate change whilst enabling sustainable living and growth. These principles are embedded within the MTP.

## **12. NEXT STEPS**

The key next steps are:

- To conclude options, feasibility and design works on various St Neots projects, with updates being brought back to Cabinet quarterly.
- To gain feedback on the draft masterplans for Huntingdon, Ramsey & St Ives during 2022/23 Q2 and Q3.
- To respond to any queries arising from LGF submission in Autumn 2022.
- To respond to any queries arising from the UKSPF submission in Autumn 2022.
- To continue an increased level of stakeholder engagement, particularly with Ward Councillors and Town and Parish Councils across all strands of the MTP.

## **13. APPENDICES**

Appendix 1 – Pre-Procurement Financial Breakdown

### **BACKGROUND PAPERS**

Report to Cabinet (FHSF) 13th February 2020 can be found [here](#)

Report to Cabinet (FHSF) 28<sup>th</sup> July 2020 - EXEMPT

Report to Cabinet (Market Towns Accelerated Programme) 18<sup>th</sup> March 2020 can be found [here](#)

Report to Cabinet (FHSF) 23<sup>rd</sup> February 2021 can be found [here](#)

Market Towns Programme Spring 2022 Update to Cabinet, 17 March 2022 can be found [here](#)

Market Towns Programme Summer 2022 Update to Cabinet June 2022 can be found [here](#)

Breakdown of Finances (Part II Appendix)

### **CONTACT OFFICER**

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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**Public**  
**Key Decision - No\***

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Financial Performance Report 2022/23, Quarter 1

**Meeting/Date:** Overview & Scrutiny (Performance & Growth),  
7<sup>th</sup> September 2022

**Executive Portfolio:** Executive Councillor for Finance & Resources  
(BM)

**Report by:** Chief Finance Officer (SRS)

**Ward(s) affected:** All

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### RECOMMENDATION

The Overview and Scrutiny Panel is invited to comment on the Financial Performance Report 2022/23, Quarter 1 from the Cabinet report attached at Appendix A.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Finance Performance Report (Q1)  
**Meeting/Date:** Cabinet – 20<sup>th</sup> September 2022  
**Executive Portfolio:** Executive Councillor for Finance and Resources  
**Report by:** Director of Finance and Corporate Resources  
**Ward affected:** All

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### **Executive Summary:**

The quarter 1 expenditure forecast takes into account those factors affecting expenditure and income that are known by the end of June 2022.

### **Revenue Forecast;**

The net revenue budget for 2022/23 totals £21.514m, the forecast outturn as at the end of quarter 1 is £21.789m, a forecast overspend of £275,000.

This is because of reductions in income (Development Management £40k, Car Parks £150k, One Leisure £253k) and increased staffing costs in Leisure and Health due to national living wage increases (£164k), and Development Management £200k due to use of agency staff to cover vacant posts.

Underspends offsetting this are saving in salaries at the Document Centre, Planning Policy and Licencing (£174k). Also saving in Operations on Parks, Street Cleansing and Waste Management (£345k), as a result of changed working practices, new income streams, and reduced recycling costs.

### **Capital Forecast;**

The approved Budget is £12.776m plus the re-phasing of £26.898m gives a revised total gross capital programme of £39.674m. The forecast outturn is £30.253m as a result of potential rephasings (subject to evaluation during the upcoming MTFS process) and underspends of £9.421m. The largest being the potential rephase to the Future High Street and Market Town Programme schemes of £11.6m.

### **Recommendation(s):**

It is recommended that:

- Cabinet considers and comments on the financial performance to the end of June 2022, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance at the end of June 2022, as detailed in Appendix 1 and summarised in paragraph 3.3.

## PURPOSE OF THE REPORT

1.1 To present details of the Council's projected financial performance for 2022/2023.

- Revenue outturn estimated overspend of £0.275m.
- Capital outturn estimated underspend/rephasing of £9.421m.

## BACKGROUND

2.1 The budget and MTFS for 2022/23 approved in February 2022, assumed a net expenditure budget of £21.514m, and a Capital budget of £12.776m.

2.2 The detailed analysis of the Q1 forecast outturn as at 30<sup>th</sup> June 2022 is attached at Appendix 1.

## FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

The outturn position for the current financial year and the impact of variations will be incorporated within the MTFS.

**Revenue** The approved Budget is £21.514m, the forecast outturn is £21.789 which is an overspend of £275k.

This is mainly as a result of reductions in income;

- Development Management £40k, due to the pausing of the pre-app service.
- Car Parks £150k, on street parking of £121k and other costs £29k.
- One Leisure £253k reduced membership fees across all sites.

As well as increased staffing costs;

- In Development Management due to use of agency staff to cover vacant posts (£200k)
- In Leisure and Health due to national living wage increases (£164k).

To offset these factors there were underspends in relation to;

- Staffing costs at the Document Centre (£72k)
- Staffing costs in Planning Policy (£33k) and Licencing (£70k).
- Savings in Parks (£48k), Street Cleansing (£63k) due to new operational delivery methods, and Waste Management (£345k), new income streams, and reduced recycling costs.

**MTFS** The MTFS was updated as part of the 2022/23 Budget setting process and will again be updated as part of the 2023/24 Budget setting process which is now under way. The revision of the MTFS will include 2021/22 outturn variations and others occurring or foreseen in 2022/23 that have an impact on future years.

**Capital** The approved Budget is £12.776m plus the re-phasing of £26.898m gives a revised total gross capital programme of £39.674m. The forecast outturn is £30.253m giving an underspend of £9.421m.

### 3.2 Summary Revenue Variances by Service

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

Head of Service	Budget £'000s	Budget c/fwd £'000s	In year Changes £'000s	Revised Budget £'000s	Forecast Actual £'000s	Forecast Variance £'000s	Comments
<b>Director of Finance and Corporate Resources</b>	6,878	0	0	6,878	6,833	(45)	Tenants operating lease breaks (unexpected and unbudgeted) £138k impact, balanced by better than budget forecast at Oak Tree Centre (£62k) and salary saving on unfilled posts (£45k). Savings have been made in the electoral registration budget due to canvas reform, and in addition savings have been made in the members allowances budget. Additional income has been generated by letting out part of 2nd floor Pathfinder House to CPCA (£80k)
<b>Transformation</b>	298	0	0	298	299	1	
<b>Chief Operating Officer</b>	4,919	0	0	4,919	5,041	122	£7k underachievement on Pest Control. £39k overspend on Homes for Ukraine and salary savings of £15k in Apr to Jun while posts were being filled. In Development Management costs of agency staff for vacant posts and pre-app service has been paused and therefore not generating the level of income expected in budget (£239k). Licencing the variance is mainly due to savings on the vacant Licencing Manager and Operations Manager (Business) posts approximately £126k, however this is offset slightly by the interim Licencing Manager arrangement approximately £24k. The income also on PH & HC is still down following covid and to date has not fully recovered.
<b>Corporate Leadership</b>	1,201	0	0	1,201	1,202	1	
<b>Head of ICT</b>	2,604	0	0	2,604	2,590	(14)	
<b>Head of Leisure &amp; Health</b>	(25)	0	0	(25)	318	343	The key reasons for this significant movement are as follows: Unbudgeted salary increases based upon the national minimum wage increase and this related to staff on grades A-C (spinal point 9) £164k. The next key driver for a deficit position is around membership income mainly through direct debit performance across all sites which is £253k. The most significantly affected sites are Training Shed (£92k), Huntingdon (£64k) and St Ives (£64k). We have seen a detrimental impact on memberships particularly at Huntingdon LC where independent operators such as the Gym Group and Anytime Fitness have opened.
<b>Head of Operations</b>	4,483	0	0	4,483	4,380	(103)	Car parks income is on track for off street parking. Street Cleansing early implementation of some new operational delivery methods to meet 2023/24 savings targets set by SLT have resulted in some in year savings. Fuel prices are likely to have a negative impact. Additional income generated through bulky waste collections, house clearance

						etc, Reduced recycling re processing cost through our MRF contract due to a buoyant market, gate fees movement from negative to positive position meaning we are currently being paid to have our material reprocessed. In addition, increased income from recycling credit income due to increased recycling material tonnages. Delays to investment with the Hinchingsbrooke Country Park there is no additional income expected in 2022 or 2023 (£50k).
<b>Housing Manager</b>	187	0	0	187	187	0
<b>Growth Manager</b>	896	0	0	896	867	(29)
<b>Programme Delivery Manager</b>	73	0	0	73	72	(1)
<b>Subtotal</b>	21,514	0	0	21,514	21,789	275
<b>Covid 19 Emergency Funding</b>	0	0	0	0	0	0
<b>Total</b>	<b>21,514</b>	<b>0</b>	<b>0</b>	<b>21,514</b>	<b>21,789</b>	<b>275</b>

Further analysis of the revenue variance and service commentary are in Appendix 1. This provides the variances by service and where the variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Services. Where there are adverse variances the budget managers have provided details of the actions they are undertaking and where possible indicated if this will have an ongoing impact on the MTFs.

### 3.3 Capital Programme

The approved gross capital programme for 2022/23 is £12.776m plus rephasing of the £26.898m, gives a revised gross capital programme for 2022/23 of £39.674m.

The capital programme is forecast to have an in-year underspend of £9.421m, as detailed in the table below. As part of the MTFs, the capital expenditure programme will be reviewed in line with future needs and available funding.

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

Service Area	Original Budget 2022/23 £	Budget B/F from 2021/22 £	Externally Funded Schemes £	Current Budget 2022/23 £	YTD Actual 2022/23 £	Q1* Forecast 2022/23 £	Forecast Variance 2022/23 £	Comment on Variances over £50,000
<b>Director of Finance and Corporate Resources</b>	7,876,000	10,041,110	0	17,917,110	69,101	18,009,749	92,639	Capital receipts will be used to offset the cost of Health and Safety measures in the commercial estate (£42k), and Building Efficiency improvements to be funded from energy savings (£50k)
<b>Transformation</b>	15,000	95,000	0	110,000	0	82,500	(27,500)	
<b>Chief Operating Officer</b>	47,000	88,000	0	135,000	0	100,999	(34,001)	
<b>Corporate Director Place</b>	675,000	12,372,000	0	13,047,000	(241,307)	1,413,693	(11,633,307)	Budget will be rephased to later years to reflect the revised expenditure profile as reported to the project board
<b>Head of ICT</b>	422,000	270,010	0	692,010	0	697,210	5,200	
<b>Head of Leisure &amp; Health</b>	285,000	485,210	0	770,210	21,840	781,199	10,989	
<b>Head of Operations</b>	1,456,000	2,725,480	0	4,181,480	46,590	3,951,116	(230,364)	Postponed vehicle and fleet software expenditure (£174k), Secure Cycle Storage saving (£128k), Godmanchester Weir expenditure to be funded by CIL (£80k)
<b>Housing Manager</b>	1,800,000	0	0	1,800,000	387,273	1,800,000	0	
<b>Growth Manager</b>	200,000	821,000	0	1,021,000	25,000	3,415,985	2,394,985	Expenditure to be financed from CIL reserve £2.8m the individual projects will be added to the Q2 forecast (Note below). A14 upgrade (£200k) and Housing Co. (£206k)
<b>Total</b>	<b>12.776.000</b>	<b>26,897,810</b>	<b>0</b>	<b>39,673,810</b>	<b>308,497</b>	<b>30,252.451</b>	<b>(9,421.359)</b>	

**Note** The projects funded from CIL (CIL funding in brackets) are St Neots Riverside Paths (£445k), Godmanchester Weir (£248k), St Ives Park (£80k), Priory Park Mains Power (£15k), Hinchingsbrooke Country Park Enhancements (£1,495k).

### 3.4 Council Tax and Business Rates Collection

The Council Tax collection rate at the end of quarter 1 (28.73%) is broadly in line with that for the previous year (29.09%).

The Business Rates collection rate at the end of quarter 1 (32.32%) is significantly higher than at the end of quarter 1 in the previous year (27.47%), due to further covid related reliefs given to the retail, hospitality and leisure sectors.

The number of working age Council Tax Support claimants at the end of quarter 1 was 4,126 which is 449 less than at the end of quarter 1 in 2021/22 (4,575). The number of pensioner CTS claimants has remained fairly static, 2,900 at the end of quarter 1 2022/23 compared to 2,979 for the same period last year.

### UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY AND INVESTMENT PROPERTY

4.1 The Commercial Investment Strategy (CIS) was approved by Cabinet in September 2015 and the CIS Business Plan in December 2015. The implementation of the CIS is seen as a key means by which the Council can generate income to assist it in meeting the forecast gap in the revenue budget. The CIS supplements the income from the legacy estate of investment properties, held for the purpose of generating revenue income.

4.2 At the end of Quarter 1, the financial projections for the CIS and investment properties are:

CIS Investments	Budget (£'000s)	Outturn (£'000s)	Variance (£'000s)
<b>Cash Investments</b>			
CCLA Property Fund	(162)	(162)	0
<b>Total Cash Investments</b>	<b>(162)</b>	<b>(162)</b>	<b>0</b>
Property Rental Income	(4,696)	(4,622)	74
MRP	581	581	0
Net Direct Property Income	(4,115)	(4,041)	74
Management Charge	100	100	0
<b>Total Property Investments</b>	<b>(4,015)</b>	<b>(3,941)</b>	<b>74</b>
<b>TOTAL</b>	<b>(4,177)</b>	<b>(4,103)</b>	<b>74</b>
<b>CIS Borrowing (Maturity Loans)</b>			
<b>Property</b>	<b>Lender</b>	<b>Amount</b>	<b>% (Fixed)</b>
Wakefield	PWLB	£11,963,000	2.18
Fareham	PWLB	£5,000,000	2.78
Rowley Centre	PWLB	£7,292,000	2.49

### 4.3 Market Update and Activity

There continue to be very few investment opportunities within District or Cambridgeshire, which could be acquired from the limited funds in CIS reserve. PWLB borrowing is restricted and no longer available to fund investments for yield.

The majority of the Council's investment properties were acquired using earmarked reserves or cash balances. Investments at Fareham, Rowley Centre and Tri-Link were funded from PWLB loans, although part of the price and acquisition costs were met from reserves.

The occupier market has shown continued cooling from the very buoyant conditions of 2021, the number of enquiries for letting premises shows continued slow down particularly for larger properties. There is a steady trickle of tenants looking to vacate premises at the end of leases, unable to bounce back trade post Covid or taking the lease expiry as an opportunity to retire.

The table below show the activity in relation to leases, rents and vacant properties in the last quarter and a forecast for the next quarter.

Note, that activity described relates to investment property assets only, additional activity is undertaken to manage assets which fall under other services and every opportunity taken to maximise income from surplus space within offices and operational assets.

CIS and Investment Property Activity	Quarter 1 Actual	Quarter 2 Forecast
Number of lettable units (shops, industrial units, warehouses and offices)	140	140
Number of leases renewed and rent reviews completed	3 completed	13
Increases/(decrease) in annual rents receivable due to lease renewals	£8,000 (27.4%)	(£259,050)
Increases/(decrease) in annual rents receivable due to new leases	£1,700 (37.7%)	(£27,400)
Number of units under offer	3 (6.4% of lettable units)	2
Total number of vacant properties;	9	8
By town		
Huntingdon	2	2
St Neots	5	4
St Ives	2	2
Units vacated	1	4

## 5 COMMENTS OF OVERVIEW & SCRUTINY

Overview and Scrutiny comments to be added here.

## **6. RECOMMENDATIONS**

- Cabinet is invited to consider and comment on the revenue financial performance at the end of June 2022, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance at the end of June 2022, as detailed in Appendix 1 and summarised in paragraph 3.3.

## **7. LIST OF APPENDICES INCLUDED**

Appendix 1 – Financial Performance Monitoring Q1

## **CONTACT OFFICER**

Karen Sutton, Director of Finance and Corporate Resources

 01480 387072

## Financial Performance Monitoring Suite June 2022 – Quarter 1

### Executive summary

This report sets out the financial forecast for June 2022, for revenue and capital. The headlines are:

**Revenue** - the forecast outturn is an estimated overspend of £275k when compared to the approved budget. The main overspends are Development Management (reduced income and increased staff costs), Car Parking fees and One Leisure (increased staffing costs due to national living wage increases).

**Capital Programme** – the forecast outturn is an estimated underspend of £8.982m.

# Service Grouping Summary

## Service Commentary

The following table provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions they are undertaking to address the overspend.

Head of Service	Original Budget	Budget C/F From 2021/22	In year changes	Revised Current Budget	Actuals to 30 June 2022	Q1 Forecast	Funded from Reserves	Revised Q1 Forecast	Variance to Current Budget		Forecast Spend	Forecast Income
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	%	£'000s	£'000s
AD Corporate Resources	6,878	0	0	6,878	213	6,899	(65)	<b>6,833</b>	(45)	+0.0	12,914	(6,080)
AD Transformation	298	0	0	298	70	317	(18)	<b>299</b>	1	+0.3	342	(44)
Chief Operating Officer	4,919	0	0	4,919	(3,772)	4,931	110	<b>5,041</b>	122	+2.5	38,376	(33,335)
Corporate Leadership	1,201	0	0	1,201	177	1,202	0	<b>1,202</b>	1	+0.1	1,202	0
Head of ICT	2,604	0	0	2,604	3,651	2,590	0	<b>2,590</b>	(14)	-0.5	7,701	(5,111)
Head of Leisure & Health	(25)	0	0	(25)	276	345	(27)	<b>318</b>	343	+1,372.0	5,872	(5,555)
Head of Operations	4,483	0	0	4,483	600	4,576	(196)	<b>4,380</b>	-103	-2.3	9,985	(5,607)
Housing Manager	187	0	0	187	43	187	0	<b>187</b>	0	+0.0	187	0
Growth Manager & Market Town/Future High Street	896	0	0	896	(302)	1,032	(165)	<b>867</b>	(29)	-3.2	1,622	(754)
Programme Delivery Manager	73	0	0	73	18	72	0	<b>72</b>	(1)	-1.4	72	0
<b>Total</b>	<b>21,514</b>	<b>0</b>	<b>0</b>	<b>21,514</b>	<b>974</b>	<b>22,151</b>	<b>(361)</b>	<b>21,789</b>	<b>275</b>	<b>+1.3</b>	<b>78,273</b>	<b>(56,486)</b>
Covid-19 Tranche 5	0	0	0	0	153	195	(195)	<b>0</b>	0	+0.0	195	(195)
<b>Total</b>	<b>21,514</b>	<b>0</b>	<b>0</b>	<b>21,514</b>	<b>1,127</b>	<b>22,346</b>	<b>(556)</b>	<b>21,789</b>	<b>275</b>	<b>+1.3</b>	<b>78,468</b>	<b>(56,681)</b>

# Service Grouping Summary

Head of Service	Service Grouping	Original Budget	Budget C/F From 2020/21	In year changes	Current Budget	Actuals to 30 September 2021	Q2 Forecast	Funded from Reserves	Revised Q2 Forecast	Variance to Current Budget		Comment on Variance to Budget
		£	£	£	£	£	£	£	£	£	%	
AD Corporate Resources	Commercial Estates	(2,959,599)	0	0	(2,959,599)	(1,301,009)	(2,929,652)	0	(2,929,652)	29,947	1.0	Tenants operating lease breaks (unexpected and unbudgeted) £138k impact, balanced by better than budget forecast at Oak Tree Centre (£62k) and salary saving on unfilled posts (£45k)
AD Corporate Resources	Corporate Finance	5,355,530	0	0	5,355,530	449,746	5,426,523	(65,208)	5,361,315	5,785	0.1	
AD Corporate Resources	Democratic & Elections	928,428	0	0	928,428	401,408	880,493	0	880,493	(47,935)	-5.2	Saving against electoral registration budget with canvass reform. Saving against SRA budget for Members Allowances.
AD Corporate Resources	Energy & Sustainability Mgt	54,992	0	0	54,992	(20,064)	55,009	0	55,009	17	0.0	
AD Corporate Resources	Facilities Management	864,639	0	0	864,639	482,446	776,361	0	776,361	(88,278)	-10.2	Additional income generated letting out part of 2nd floor Pathfinder House to CPCA

# Service Grouping Summary

AD Corporate Resources	Finance	822,400	0	0	822,400	(97,355)	831,000	0	831,000	8,600	1.0	
AD Corporate Resources	AD Corporate Resources	104,518	0	0	104,518	4,570	82,930	0	82,930	(21,588)	-20.7	Savings due to the vacant director post being filled part way through the year
AD Corporate Resources	Human Resources	497,593	0	0	497,593	115,905	553,275	0	553,275	55,682	11.2	Internal investment to facilitate recruitment savings in other services
AD Corporate Resources	Legal	223,940	0	0	223,940	3,134	227,074	0	227,074	3,134	1.4	
AD Corporate Resources	Public Conveniences	0	0	0	0	210	590	0	590	590	0.0	
AD Corporate Resources	Risk Management	139,206	0	0	139,206	23,794	142,797	0	142,797	3,591	1.0	
AD Corporate Resources	Risks & Control	846,705	0	0	846,705	150,767	852,016	0	852,016	5,311	0.6	
AD Corporate Resources	Covid Recovery	0	0	0	0	152,516	195,199	(195,199)	0	0	0.0	
Chief Operating Officer	Building Control	152,540	0	0	152,540	(3,447)	176,000	0	176,000	23,460	15.4	Street Naming Service moved to 3C Building Control, and share was increased to 33.33%, so each partner is equal.
Chief Operating Officer	Business Team	279,496	0	0	279,496	63,085	253,246	0	253,246	(26,250)	-9.4	
Chief Operating Officer	Chief Operating Officer	108,229	0	0	108,229	(3,653,159)	114,453	0	114,453	6,224	5.8	
Chief Operating Officer	Closed Churchyards	(13,000)	0	0	(13,000)	0	0	0	0	13,000	100.0	Unachievable income stream
Chief Operating Officer	Community Team	585,307	0	0	585,307	196,192	602,358	0	602,358	17,051	2.9	

# Service Grouping Summary

Chief Operating Officer	Council Tax Support	(115,000)	0	0	(115,000)	(2,564,177)	(122,998)	0	(122,998)	(7,998)	-7.0	
Chief Operating Officer	Customer Services	979,276	0	0	979,276	209,786	975,931	0	975,931	(3,345)	-0.3	
Chief Operating Officer	Development Management	(256,880)	0	0	(256,880)	(768,320)	(17,746)	0	(17,746)	239,134	93.1	Costs of agency staff for vacant posts. Pre-app service has been paused and therefore not generating the level of income expected in budget
Chief Operating Officer	Document Centre	250,993	0	0	250,993	49,060	178,941	0	178,941	(72,052)	-28.7	
Chief Operating Officer	Emergency Planning	30,692	0	0	30,692	5,966	20,911	0	20,911	(9,781)	-31.9	
Chief Operating Officer	Environmental Health Admin	122,427	0	0	122,427	29,553	130,754	0	130,754	8,327	6.8	
Chief Operating Officer	Environmental Protection Team	357,612	0	0	357,612	(134,842)	376,264	0	376,264	18,652	5.2	
Chief Operating Officer	Head of Community	0	0	0	0	0	0	0	0	0	0.0	
Chief Operating Officer	Head of Customer Services	0	0	0	0	0	0	0	0	0	0.0	
Chief Operating Officer	Housing Benefits	1,554,017	0	0	1,554,017	2,855,707	1,565,935	0	1,565,935	11,918	0.8	
Chief Operating Officer	Housing Miscellaneous	28,712	0	0	28,712	4,881	22,911	0	22,911	(5,801)	-20.2	
Chief Operating Officer	Housing Needs	1,141,989	0	0	1,141,989	15,181	1,020,277	109,738	1,130,015	(11,974)	-1.0	Additional Homelessness Prevention Grant allocation from DLUHC of £227k. As a ringfenced grant any

# Service Grouping Summary

												underspend will be transferred to a reserve and carried forward to next year.
Chief Operating Officer	Licencing	(56,494)	0	0	(56,494)	(76,883)	(125,986)	0	(125,986)	(69,492)	-123.0	Variance is mainly due to savings on the vacant Licensing Manager and Operations Manager (Business) posts approximately £126k, however is off set slightly by the interim Licensing Manager arrangement approximately £24k. The income also on PH & HC is still down following covid and to date has not fully recovered.
Chief Operating Officer	Local Tax Collection	(230,770)	0	0	(230,770)	839	(239,979)	0	(239,979)	(9,209)	-4.0	
Programme Delivery Manager	Programme Delivery	72,937	0	0	72,937	18,075	72,300	0	72,300	(637)	-0.9	
Growth Manager	Economic Development	198,252	0	0	198,252	60,349	202,414	0	202,414	4,162	2.1	
Growth Manager	Planning Policy	674,211	0	0	674,211	(362,353)	640,898	0	640,898	(33,313)	-4.9	CIL Cost Centre is showing a saving/surplus of £27k, due to staff vacancy and the fact we are claiming more than the expenditure on this code from the CIL pot to cover other staff costs and recharges across HDC.

# Service Grouping Summary

												Priority planning services income not budgeted totalling £8k.
Growth Manager	Public Transport	24,000	0	0	24,000	0	24,000	0	24,000	0	0.0	
Growth Manager	Market Towns & Future High Street	0	0	0	0	0	164,591	(164,591)	0	0	0.0	
Housing Manager	Housing Strategy	186,980	0	0	186,980	42,939	187,374	0	187,374	394	0.2	
Corporate Leadership	Directors	1,035,191	0	0	1,035,191	137,301	1,033,092	0	1,033,092	(2,099)	-0.2	
Corporate Leadership	Executive Support & Business Planning	165,403	0	0	165,403	39,793	168,723	0	168,723	3,320	2.0	
AD Transformation	Transformation	297,616	0	0	297,616	70,144	316,071	(18,455)	297,616	0	0.0	
Head of Operations	Car Park - On Street	(131,724)	0	0	(131,724)	(115,102)	102	0	102	131,826	100.1	Income reduced due to CCC decision to suspend available parking on street locations or removal of charges (covid measures CCC still has not removed), as this income is always paid back to CCC and isn't HDC's this should be a zero budget line
Head of Operations	Car Parks - Off Street	(1,053,867)	0	0	(1,053,867)	(423,774)	(924,872)	(110,848)	(1,035,720)	18,147	1.7	Income on track for off street parking. Increased electricity costs forecast.
Head of Operations	CCTV	(114,393)	0	0	(114,393)	(192,558)	(109,355)	0	(109,355)	5,038	4.4	

# Service Grouping Summary

Head of Operations	CCTV Shared Service	243,826	0	0	243,826	161,127	251,429	0	251,429	7,603	3.1	
Head of Operations	Countryside	248,166	0	0	248,166	87,721	298,672	0	298,672	50,506	20.4	Delays to investment with the Hinchingsbrooke Country Park there is no additional income expected in 2022 or 2023
Head of Operations	Fleet Management	317,275	0	0	317,275	101,026	310,593	0	310,593	(6,682)	-2.1	
Head of Operations	Green Spaces	555,178	0	0	555,178	200,266	619,342	(85,247)	534,095	(21,083)	-3.8	Early implementation of some new operational delivery methods to meet 2023/24 savings targets set by SLT have resulted in some in year savings. However, we are monitoring fuel prices which are likely to have a negative impact, but on the current data it is hard to understand the detail of the impact on the service budget to make an accurate forecast on fuel. We are currently doing everything possible to reduce the consumption and hope to be able to adjust the forecast over the coming months. Once again, the budget packs issued were inaccurate particularly around salaries. This seems

# Service Grouping Summary

												to be a common theme across services. It does not give managers confidence in the system or in our financial position.
Head of Operations	Head of Operations	231,184	0	0	231,184	141,348	213,851	0	213,851	(17,333)	-7.5	Savings due to difference between the head of service role and the operations manager role
Head of Operations	Markets	(38,346)	0	0	(38,346)	21,961	35,183	0	35,183	73,529	191.8	Wednesday market not currently in operation due to lack of trader interest, this is agreed politically. Income budget is too high when all markets are 100% in operation
Head of Operations	Parks and Open Spaces	486,883	0	0	486,883	65,524	439,115	0	439,115	(47,768)	-9.8	Underspend will be closer to £13k at year end. Following delay of Climate Strategy Rev has been reallocated from salaries to subcontractors to cover additional resource needed for strategy delivery and engagement.
Head of Operations	Street Cleansing	867,885	0	0	867,885	134,133	804,868	0	804,868	(63,017)	-7.3	Early implementation of some new operational delivery methods to meet 2023/24 savings targets set by SLT have resulted in some in year savings. However, we are monitoring fuel prices

# Service Grouping Summary

												which are likely to have a negative impact, but on the current data it is hard to understand the detail of the impact on the service budget to make an accurate forecast on fuel. We are currently doing everything possible to reduce the consumption and hope to be able to adjust the forecast over the coming months. Once again, the budget packs issued were inaccurate particularly around salaries. This seems to be a common theme across services. It does not give managers confidence in the system or in our financial position.
Head of Operations	Waste Management	2,871,194	0	0	2,871,194	417,942	2,636,855	0	2,636,855	(234,339)	-8.2	Additional income generated through bulky waste collections, house clearance etc, Reduced recycling re processing cost through our MRF contract due to a buoyant market, gate fees movement from negative to positive position meaning we are currently being paid to have our material re-processed. In

# Service Grouping Summary

												addition, increased income from recycling credit income due to increased recycling material tonnages.
Head of Leisure & Health	One Leisure Facilities	(176,863)	0	0	(176,863)	255,734	166,485	0	166,485	343,348	194.1	<p>The key reasons for this significant movement are as follows:</p> <ul style="list-style-type: none"> <li>* Unbudgeted salary increases based upon the national minimum wage increase and this related to staff on grades A-C (spinal point 9). One Leisure has a significant amount of frontline operational staff on these grades and upon budgeting for 2022-2023 the costs attributed to the budget were in the main coded to spine point 9, but in fact should have been costed to the higher spinal point 10 resulting in part of the increase being unbudgeted for which amounted to £164k.</li> <li>* The next key driver for a deficit position is around membership income mainly through direct debit performance across all sites which is £253k. The most significantly affected sites</li> </ul>

# Service Grouping Summary

												are Training Shed (£92k), Huntingdon (£64k) and St Ives (£64k). We have seen a detrimental impact on memberships particularly at Huntingdon LC where independent operators such as the Gym Group and Anytime Fitness have opened.
Head of Leisure & Health	One Leisure Active Lifestyles	151,457	0	0	151,457	20,408	178,236	(26,787)	151,449	(8)	0.0	
Head of ICT	ICT Shared Service	2,604,140	0	0	2,604,140	3,650,713	2,589,874	0	2,589,874	(14,266)	-0.5	Adjustments need to be made to the budget as it appears that more budget than requested has been provided for the Cybersecurity team which was bid for last year.
<b>HDC Total</b>		<b>21,514,083</b>	<b>0</b>	<b>0</b>	<b>21,514,083</b>	<b>1,128,207</b>	<b>22,344,728</b>	<b>(556,597)</b>	<b>21,788,109</b>	<b>274,026</b>	<b>1.3</b>	

## CAPITAL PROGRAMME

The approved gross capital programme for 2022/23 is £12.776m plus rephasing of the £26.898m, gives a revised gross capital programme for 2022/23 of £39.674m.

The capital programme is forecast to have an underspend of £9.421m.

The table below shows the capital programme by scheme with proposed rephasing, expenditure to date and forecast outturn.

# Capital Project Expenditure Summary

## CAPITAL PROGRAMME SUMMARY

Department	Project Code	Description	Lead Officer	Original Budget 2022/23 £	Latest Budget 2022/23 £	YTD Actual 2022/23 £	Q1 Forecast 2022/23 £	Forecast Variance 2022/23 £	Comment on Variances over £10,000
Director of Finance and Corporate Resources	100054	Oak Tree Remedial	Jackie Golby		35,000	405	35,000	0	
Director of Finance and Corporate Resources	100059	Health and Safety Measures	Jackie Golby	0	50,500	(27,500)	92,999	42,499	Capital receipts being credited here to offset costs
Director of Finance and Corporate Resources	100060	Energy Efficiency Measures	Jackie Golby	10,000	84,480	0	84,476	(4)	
Director of Finance and Corporate Resources	100111	Estates Roof Replacements	Jackie Golby		130,000	0	130,000	0	
Director of Finance and Corporate Resources	100112	Reletting Enhancements	Jackie Golby	250,000	500,000	0	500,000	0	
Director of Finance and Corporate Resources	100113	Reletting Incentives	Jackie Golby		150,000	0	150,000	0	
Director of Finance and Corporate Resources	100131	Sites for SMEs	Jackie Golby		32,760	0	30,000	(2,760)	
Director of Finance and Corporate Resources	100001	Bridge Place	Karen Sutton		301,470	7,303	301,472	2	
Director of Finance and Corporate Resources	100063	Company Shares	Karen Sutton		100,000	0	100,000	0	
Director of Finance and Corporate Resources	100085	Huntingdon Redevelopment	Karen Sutton	7,595,000	16,095,000	0	16,095,000	0	

# Capital Project Expenditure Summary

Director of Finance and Corporate Resources	100136	Smarter Towns	Karen Sutton		91,000	0	91,000	0	
Director of Finance and Corporate Resources	100006	Building Efficiency	Mark Houston			16,638	49,903	49,903	Building Efficiency improvements to be funded from energy savings (£50k)
Director of Finance and Corporate Resources	100035	Retrofit Buildings	Mark Houston		226,220	0	226,224	4	
Director of Finance and Corporate Resources	100092	Lighting Loves Farm	Mark Houston		200	0	200	0	
Director of Finance and Corporate Resources	100129	Upgrade/Replace Public Toilets	Mark Houston		88,980	72,255	88,975	(5)	£5,664.35 retention
Director of Finance and Corporate Resources	100061	VAT Partial Exemption Costs	Sharon Russell-Surtees	21,000	21,000	0	24,000	3,000	
Director of Finance and Corporate Resources	100109	Capita and Payments Software	Sharon Russell-Surtees		10,500	0	10,500	0	
<b>Director of Finance and Corporate Resources Total</b>					<b>7,876,000</b>	<b>17,917,110</b>	<b>69,101</b>	<b>18,009,749</b>	<b>92,639</b>
Chief Operating Officer	100064	Printing Equipment	Andy Lusha		16,000	0	12,000	(4,000)	
Chief Operating Officer	100106	Replacement Scanners	Andy Lusha		25,000	0	33,749	8,749	
Chief Operating Officer	100075	Environmental Health Software	Finlay Flett			0	20,000	20,000	
Chief Operating Officer	100125	Conservation Projects	Julie Ayre	47,000	94,000	0	35,250	(58,750)	
<b>Chief Operating Officer Total</b>					<b>47,000</b>	<b>135,000</b>	<b>-</b>	<b>100,999</b>	<b>(34,001)</b>

# Capital Project Expenditure Summary

Corporate Director Place		Future High Streets	Pamela Scott		12,172,000			(12,172,000)	
Corporate Director Place	100143	St Neots Bridge	Pamela Scott			(26,404)	73,000	73,000	Forecast per the Highlight Board Report. Overall, for the 3 transport projects estimated spend £738,197. This is to be funded from the 12m budget
Corporate Director Place	100144	High Street Improvements	Pamela Scott			(105,929)	248,200	248,200	Forecast per the Highlight Board Report. Overall, for the 3 transport projects estimated spend £738,197. This is to be funded from the 12m budget
Corporate Director Place	100145	Market Square	Pamela Scott			(153,055)	416,997	416,997	Forecast per the Highlight Board Report. Overall, for the 3 transport projects estimated spend £738,197. £730k was entered in pack, this row has been adjusted for balance needed to make the total forecast for the Transport projects correct. This is to be funded from the 12m budget
Corporate Director Place	100146	Priory Quarter	Pamela Scott			(46,468)	0	0	
Corporate Director Place	100147	Priory Centre	Pamela Scott			(54,032)	415,496	415,496	Forecast per the Highlight Board Reports. This is to be funded from the 12m budget
Corporate Director Place		Market Towns Programme	Pamela Scott	675,000	675,000			(675,000)	
Corporate Director Place	100149	Market Town Ramsey	Pamela Scott			0	20,000	20,000	Remaining Tetra Tech costs £20k
Corporate Director Place	100150	Market Town St Ives	Pamela Scott			0	20,000	20,000	Remaining Tetra Tech costs £20k

# Capital Project Expenditure Summary

Corporate Director Place	100151	Market Town Huntingdon	Pamela Scott			0	20,000	20,000	Remaining Tetra Tech costs £20k
Corporate Director Place	100152	Old Falcon	Pamela Scott			0	0	0	Forecast per the Highlight Board Reports. This is to be funded from the 12m budget
Corporate Director Place	100114	Market Towns	Pamela Scott			47,890	0	0	£300k was allocated for Tetra Tech. The costs £240k to date have been coded to the individual projects but will be funded from the £3m overall. £60k against individual codes is now forecast. Overall, this budget should have been £3m, £1.8m Accelerated which is forecast against individual project codes or underspend identified but not yet allocated, plus £800k unidentified which we are currently unsure when this will be likely to be spent, maybe later in the financial year or early in 23/24. For forecasting purposes, we have assumed 23/24. Any forecast underspend would need to be slipped into 23/24.
Corporate Director Place	100123	Future High Streets	Pamela Scott			96,691	0	0	Forecasting project spend against individual codes, any underspent budget needs to be slipped into 23/24.
Corporate Director Place	100133	Wayfinding and Information	Pamela Scott		200,000	0	200,000	0	This project is currently on hold to be re-assessed.
<b>Corporate Director Place Total</b>					<b>675,000</b>	<b>13,047,000</b>	<b>(241,307)</b>	<b>1,413,693</b>	<b>(11,633,307)</b>
Growth Manager	100047	Community Infrastructure Levy	Claire Burton			25,000	2,800,986	2,800,986	To be funded by CIL reserve.
Growth Manager	100132	Bicycle Kitchen	Claire Burton		15,000	0	15,000	0	0

# Capital Project Expenditure Summary

Growth Manager	100076	A14 Upgrade	Clara Kerr	200,000	800,000	0	599,999	(200,001)	Unspent budget to be slipped in future years.
Growth Manager	100077	Housing Company	Clara Kerr		206,000	0	0	(206,000)	Unspent budget to be slipped into 23/24. Could change due to new administration.
<b>Growth Manager Total</b>				<b>200,000</b>	<b>1,021,000</b>	<b>25,000</b>	<b>3,415,985</b>	<b>2,394,985</b>	
Head of ICT	100101	Hardware Replacement	Sagar Roy	130,000	195,000	0	195,000	0	
Head of ICT	100102	Telephony Replacements	Sagar Roy	8,000	154,010	0	154,010	0	
Head of ICT	100103	Shared Data Centre	Sagar Roy		39,000	0	39,000	0	
Head of ICT	100104	Information @ Work	Sagar Roy	20,000	40,000	0	40,000	0	
Head of ICT	100138	Datacentre Racks	Sagar Roy	244,000	244,000	0	244,000	0	
Head of ICT	100139	SIEM	Sagar Roy			0	5,200	5,200	
Head of ICT	100140	Server and SQL	Sagar Roy	20,000	20,000	0	20,000	0	
<b>Head of ICT Total</b>				<b>422,000</b>	<b>692,010</b>	<b>0</b>	<b>697,210</b>	<b>5,200</b>	
Head of Leisure & Health	100020	OL Condition Survey	Paul France	285,000	551,290	25,219	562,285	10,995	
Head of Leisure & Health	100058	One Leisure Ramsey 3G	Paul France		96,040	0	96,039	(1)	
Head of Leisure & Health	100078	OL St Ives Changing Rooms	Paul France		12,680	(11,494)	12,675	(5)	
Head of Leisure & Health	100079	OL Impressions	Paul France			8,115	0	0	
Head of Leisure & Health	100108	OL CCTV Upgrade	Paul France		110,200	0	110,200	0	

# Capital Project Expenditure Summary

<b>Head of Leisure &amp; Health Total</b>				<b>285,000</b>	<b>770,210</b>	<b>21,840</b>	<b>781,199</b>	<b>10,989</b>	
Head of Operations	100040	Wheeled Bins	Andrew Rogan	254,000	254,000	38,011	236,844	(17,156)	Less bin purchases
Head of Operations	100043	Vehicle and Plant	Andrew Rogan	1,139,000	1,477,700	2,990	1,304,020	(173,680)	Less expenditure due to postponement of orders of new vehicles, as current vehicles are being used until uneconomical to run. In addition, fleet maintenance software purchase has been delayed.
Head of Operations	100083	Godmanchester Mill Weir	Andrew Rogan			81,740	81,740	81,740	Will be funded by CIL
Head of Operations	100028	Lone Worker Software	Eddy Gardener		20,000	0	20,000	0	
Head of Operations	100073	Parking Strategy	George McDowell		147,630	(16,066)	147,630	0	HoO to confirm if this balance can be used to explore/enhance EV work outside of original capital scope
Head of Operations	100091	Civil Parking Enforcement	George McDowell		217,000	0	217,000	0	Proceeding as currently approved project/direction unless budget saving to 'not do' CPE is approved.
Head of Operations	100093	Secure Cycle Storage	George McDowell		148,270	(58,506)	20,000	(128,270)	All works complete in 21/22. Waiting on outstanding final works price estimated £20k confirmation from contractor + outstanding invoices currently accrued.
Head of Operations	100130	Market Trader Pop-Ups	George McDowell		17,120	0	17,117	(3)	CPCA Project - Waiting confirmation that the under spend can be spent to 'tidy' the areas where works previously complete
Head of Operations	100153	Ramsey Car Park	George McDowell			1,387	0	0	
Head of Operations	100039	Play Equipment	Helen Lack	30,000	30,000	0	30,000	0	
Head of Operations	100066	Operations Back Office	Helen Lack			(28,090)	0	0	

# Capital Project Expenditure Summary

Head of Operations	100074	Park Fencing	Helen Lack	13,000	13,000	1,927	13,000	0	
Head of Operations	100084	St Ives Park	Helen Lack		57,770	0	57,770	0	
Head of Operations	100118	Parklets	Helen Lack		159,570	260	159,570	0	
Head of Operations	100119	Solar Benches	Helen Lack		45,510	0	45,506	(4)	
Head of Operations	100120	Covered Benches	Helen Lack			9,119	0	0	
Head of Operations	100121	Town Walks	Helen Lack		15,470	0	15,470	0	
Head of Operations	100137	Moore's Walk Improvements	Helen Lack	20,000	20,000	0	20,000	0	
Head of Operations	100095	Hinchingbrooke Country Park	Judith Arnold		1,488,440	6,810	1,488,441	1	
Head of Operations	100094	District Signs	Matthew Chudley		70,000	0	70,000	0	
Head of Operations	100100	St Neots Riverside	Matthew Chudley			7,007	7,007	7,007	
<b>Head of Operations Total</b>				<b>1,456,000</b>	<b>4,181,480</b>	<b>46,590</b>	<b>4,114,122</b>	<b>(230,365)</b>	
Housing Manager	100007	Disabled Facilities Grants	Pamela Scott	1,800,000	1,800,000	387,273	1,800,000	0	Grant income
<b>Housing Manager Total</b>				<b>1,800,000</b>	<b>1,800,000</b>	<b>387,273</b>	<b>1,800,000</b>	<b>0</b>	
Transformation	100096	AV Equipment	Dan Buckridge	15,000	60,000	0	45,000	(15,000)	
Transformation	100098	Voice Bots	Dan Buckridge		34,000	0	25,500	(8,500)	
Transformation	100124	Data Warehouse	Dan Buckridge		16,000	0	12,000	(4,000)	
<b>Transformation Total</b>				<b>15,000</b>	<b>110,000</b>	<b>0</b>	<b>82,500</b>	<b>(27,500)</b>	
<b>Grand Total</b>				<b>12,776,000</b>	<b>39,673,810</b>	<b>308,497</b>	<b>30,252,450</b>	<b>(9,421,360)</b>	



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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Integrated Performance Report, 2022/22 Quarter 1

**Meeting/Date:** Overview and Scrutiny (Performance and Growth) Panel, 7 September 2022

**Executive Portfolio:** Councillor Stephen Ferguson, Executive Councillor for Customer Services

**Report by:** Business Intelligence and Performance Manager  
Performance and Data Analyst

**Ward(s) affected:** All

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### RECOMMENDATION

The Overview and Scrutiny Panel is invited to comment on details of delivery of Corporate Plan key actions and corporate indicators and current projects from the Cabinet report attached.



**HUNTINGDONSHIRE DISTRICT COUNCIL**

<b>Title/Subject Matter:</b>	Corporate Performance Report, 2022/23 Quarter 1
<b>Meeting/Date:</b>	Cabinet, 20 September 2022
<b>Executive Portfolio:</b>	Councillor Stephen Ferguson, Executive Councillor for Customer Services
<b>Report by:</b>	Business Intelligence & Performance Manager Performance and Data Analyst
<b>Ward(s) affected:</b>	All

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**Executive Summary:**

The purpose of this report is to brief Members on progress against Key Actions and Corporate Indicators listed in the Council's Corporate Plan 2022/23 for the period 1 April to 30 June 2022 and on projects being undertaken.

Key Actions, Corporate Indicators and targets are as included in the Corporate Plan 2022/23, which was approved by Council on 20 July 2022.

The report does not incorporate Financial Performance Monitoring Suite information setting out the financial position at the end of the Quarter as this information is reported as a separate item to Overview and Scrutiny (Performance and Growth) Panel and Cabinet.

**Recommendations:**

The Cabinet is invited to consider and comment on progress made against the Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in Appendix A and detailed in Appendices B and C.

## 1. PURPOSE

- 1.1 The purpose of this report is to present details of delivery of the Corporate Plan 2022/23, and project delivery.

## 2. BACKGROUND

- 2.1 The Council's new Corporate Plan was approved at the Council meeting on 20 July 2022 and is a transitional, interim plan at the start of the new four-year administrative term. The performance data in this report and its appendices relates to the indicators and actions for 2022/23 set out in the Corporate Plan. The information in the summary at **Appendix A** summarises performance for Key Actions and Corporate Indicators during Quarter 1 (April to June) and the performance report at **Appendix B** details all results at the end of June.
- 2.2 As recommended by the Project Management Select Committee, updates for projects based on latest approved end dates are included at **Appendix C**. Across all programmes there are 15 projects which are currently open, pending approval or closure, one on hold and another 4 which have recently closed.

## 3. PERFORMANCE MANAGEMENT

- 3.1 Members of the Overview and Scrutiny (Performance and Growth) Panel have an important role in the Council's Performance Management Framework and a process of regular review of performance data has been established. The focus is on the strategic priorities and associated objectives to enable Scrutiny to maintain a strategic overview. Their comments on performance in Quarter 1 will be inserted into section 4 of this report following the Overview and Scrutiny meeting on 7 September 2022.
- 3.2 Progress against Corporate Plan objectives is reported quarterly. The report at **Appendix B** includes details of all Key Actions and Corporate Indicators at the end of Quarter 1. **Appendix C** provides information about projects, including the purpose of the project and commentary from the project managers as to the current status of each project.
- 3.3 Performance Indicator data has been collected in accordance with standardised procedures.
- 3.4 The following table summarises Quarter 1 progress in delivering Key Actions for 2022/23:

Status of Key Actions	Number	Percentage
Green (on track)	24	96%
Amber (within acceptable variance)	1	4%
Red (behind schedule)	0	0%
Awaiting progress update	0	0%
Not applicable	2	

Nearly all key actions were on track at the end of Quarter 1 and none were significantly behind schedule. Actions which have seen positive progress during Q1 include:

- KA 2. External contractors have been engaged, and project management roles assigned, to support the development and delivery of the Climate Strategy.
- KA 3. Phase 1 play equipment has been installed at Hinchingsbrooke Country Park and has been well received by users.
- KAs 5 & 6. Masterplans for Huntingdon, Ramsey and St Ives have been drafted for sharing alongside the Place Strategy work.
- KA 7. Economic Development have continued to collaborate with GrowthWorks and GrowthHub and have renewed their partnership with Make UK to deliver targeted support to local manufacturers.
- KA 10. A new Invest in Huntingdonshire website has been built, ready to launch as part of a campaign to attract inward investment.
- KA 11. Skills programmes have been promoted to local businesses and external funding is being sought to improve further education and entrepreneurialism.
- KA 12. Work is underway to develop a local evidence base to support future bids for funding to improve high-speed broadband and mobile phone connection locally.
- KA 13. A full review of the customer portal is underway to help improve digital access, and take-up of this access, to council services.
- KA 15. £56k of Discretionary Housing Payments were made from April to June.
- KA 16. An internal review of public advice and voluntary and community sector support provision started in April, with a new operating model expected in Q2.
- KA 20. Activities to engage with residents and stakeholders on the Place Strategy have been planned (to run from mid-July) and consultant appointed to support this.
- KA 21. A review of the Community Strategy is underway and is expected to reflect emerging issues such as the cost of living crisis.
- KA 23. A new post has started to deliver on a clinical commissioning group-funded community activity project, working with the local voluntary and community sector.
- KA 24. Community Chest fund grants continue to be awarded following the introduction of new criteria to assess applications received.
- KA 25. 200 guests have arrived with local hosts under the Homes for Ukraine scheme. A first share of funding to support hosts and guests has been received.

The two actions with a 'Not applicable' status are not due to start yet, while the Amber action (KA 27) is a developing area of work, working with partners to ensure that Integrated Care Partnership health delivery improves the lives of local residents.

3.5 Quarter 1 results for 2022/23 Corporate Indicators are shown in the following table:

<b>Corporate Indicator results</b>	<b>Number</b>	<b>Percentage</b>
<b>Green (achieved)</b>	13	59%
<b>Amber (within acceptable variance)</b>	9	41%
<b>Red (below acceptable variance)</b>	0	0%
<b>Awaiting progress update</b>	0	0%
<b>Not applicable (annual/data unavailable/ targets TBC)</b>	8	

The majority of performance indicators were on track at the end of Quarter 1 and nine were given an Amber status because performance was reported as below the target level but within acceptable variance. For most Amber indicators, the Quarter 1 targets were only narrowly missed (for example, One Leisure admissions were nearly 85,000 higher than Quarter 1 last year and within 1.2% of the target). Some services with Amber performance at Q1 are forecasting that they will meet their year-end targets.

Indicators where services met or exceeded their targets in Q1 include the following:

- PI 2. 97% of sampled areas where clean or predominantly clean when inspected.
- PI 5. Overall footfall increased by over 5% across Huntingdon, St Ives and St Neots in the year to end of June 2022 compared to the year to end of March 2022.
- PI 7. The percentage of residential and business premises with super-fast fixed broadband coverage increased to 97% at January 2022 (latest published data).
- PI 12. Only 700 bins were missed in the first three months of the financial year, equivalent to missing fewer than one in every 2,000 collections.
- PI 14. One Leisure Active Lifestyles attendances continue to recover from Covid.
- PI 16. Nearly 400 new residents were supported by the Resident Advice Team, with over £7,000 accessed for them from the Household Support Fund.
- PI 18 & 19. An additional 249 homes had a Council Tax banding at the end of Q1, slightly higher than the number of additional homes in Q1 2021/22, and an additional 68 affordable homes were delivered in the Quarter 1.
- PI 24. 93% of household extension planning applications were processed in time.
- PI 26. Ramsey Neighbourhoods Trust and CARESCO were the first two community and voluntary sector groups to be awarded a new 'Good to Go' status.
- PI 29. 36 new local health/physical activity events were started in Q1 by the Active Lifestyles team to help encourage residents to remain/become active.

3.6 The status of corporate projects at the end of June is shown in the following table.

Corporate project status	Number	Percentage
Green (progress on track)	6	55%
Amber (progress behind schedule, project may be recoverable)	4	36%
Red (significantly behind schedule, serious risks/issues)	1	9%
Pending closure	0	
Closed (completed)	4	

The majority (91%) of projects were on track or likely to be recoverable. The only current project with a Red status at the end of June was the Revenues and Benefits service's e-Billing project. Their priorities had to change after being tasked with Energy Bill Rebates, a large-scale and unplanned ask from Government which required the service to arrange payments to around 60,000 households within a narrow timeframe.

Details of all projects can be found in **Appendix C**.

#### 4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

4.1 The Overview and Scrutiny (Performance & Growth) Panel is due to receive this report at its meeting on 7 September 2022. Comments from the Panel will then be inserted into this report to Cabinet.

#### 5. RECOMMENDATIONS

5.1 The Cabinet is invited to consider and comment on progress made against Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in **Appendix A** and detailed in **Appendices B and C**.

## 6. LIST OF APPENDICES INCLUDED

**Appendix A** – Corporate Performance Summary, Quarter 1, 2022/23

**Appendix B** – Corporate Plan Performance Report, Quarter 1, 2022/23

**Appendix C** – Project Performance, June 2022

## CONTACT OFFICERS

### **Corporate Plan Performance Monitoring (Appendices A and B)**

Daniel Buckridge, Business Intelligence and Performance Manager, email

[daniel.buckridge@huntingdonshire.gov.uk](mailto:daniel.buckridge@huntingdonshire.gov.uk)

Emma Charter, Performance and Data Analyst, email [emma.charter@huntingdonshire.gov.uk](mailto:emma.charter@huntingdonshire.gov.uk)

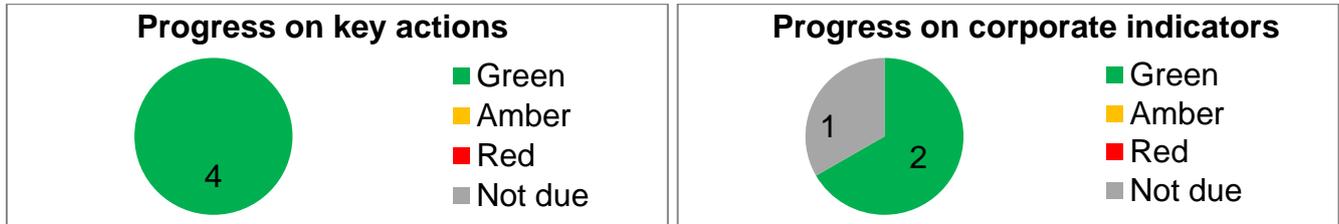
### **Project Performance (Appendix C)**

Joanne Lancaster, Managing Director, email [joanne.lancaster@huntingdonshire.gov.uk](mailto:joanne.lancaster@huntingdonshire.gov.uk)

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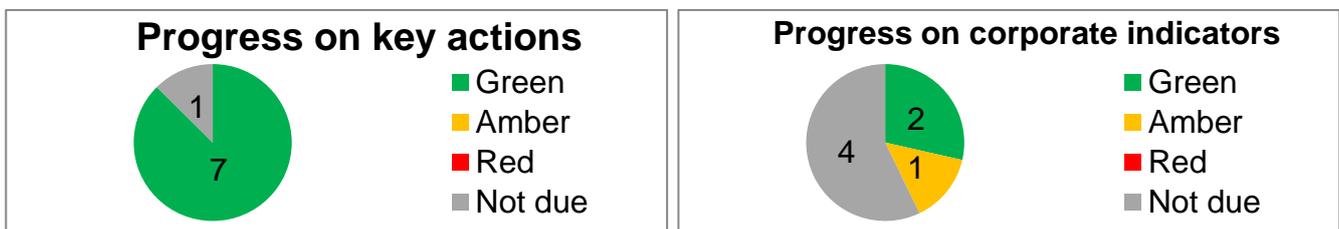
**Corporate Performance Summary Quarter 1, 2022/23**

**Tackling Climate Change and Caring For The Environment**



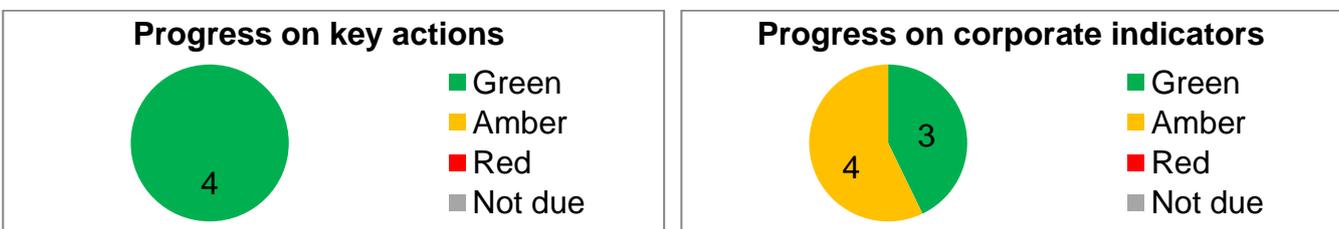
Highlights include four new nature-themed play areas installed as part of the investment programme at Hinchgrooke Country Park with specialist accessibility equipment to follow. The introduction of a new quality inspection system to monitor street cleansing has increased the accuracy of inspections, leading to a strong performance of 97% this quarter.

**Enhancing Employment Opportunities and Supporting Businesses**



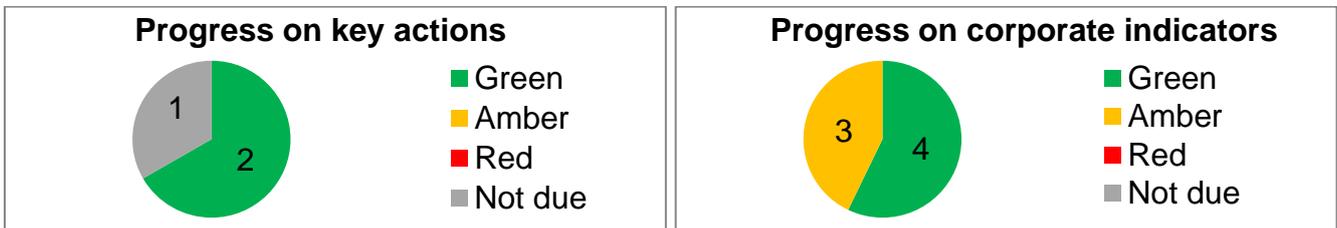
Highlights include the submission of a Local Growth Fund bid for a project to deliver a project in Ramsey identified within the town’s masterplan and a new Invest in Huntingdonshire website being built to launch as part of a new campaign promoting the area to businesses.

**Supporting Our Residents Needs**



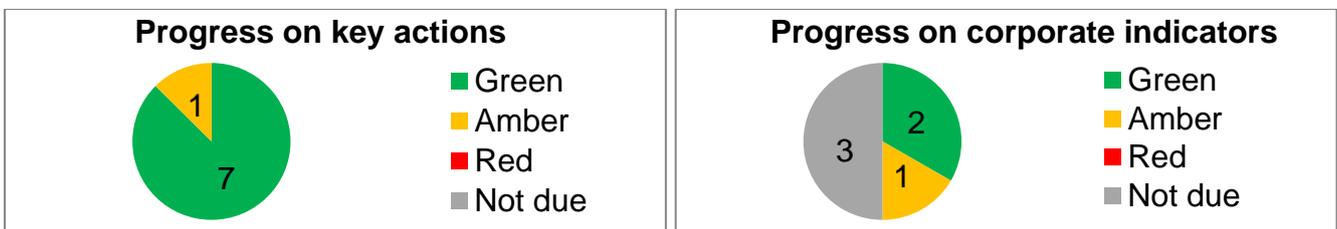
Highlights include £56,000 paid out in quarter one to eligible residents via Discretionary Housing Payments, designed to help people with housing costs not met by Housing Benefit or Universal Credit. Nearly 400 new customers were supported by the Resident Advice Team and over £7,000 from the Household Support Fund was accessed for those in need, providing additional support for help with covering essentials such as food and energy costs.

## Improving Housing Provision



Highlights include 93% (150 out of 162) of planning applications relating to household extensions being processed within the target time, an increase of 38 percentage points compared to the same quarter in 2021/22.

## Strengthening Our Communities



Highlights include collaborative working with local community partners in Buckden to deliver a new Rightstart class in the village. The Active Lifestyles team have delivered nearly 900 individual sessions across the district, provided by classes, short courses and other commissioned activities.

## STRATEGIC THEME – TACKLING CLIMATE CHANGE AND CARING FOR THE ENVIRONMENT

Period April to June 2022

## Summary of progress for Key Actions

<b>G</b>	Progress is on track	<b>A</b>	Progress is within acceptable variance	<b>R</b>	Progress is behind schedule	?	Awaiting progress update	<b>n/a</b>	Not applicable to state progress
	<b>4</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>

*Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.*

## Summary of progress for Corporate Indicators

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	?	Awaiting performance update	<b>n/a</b>	Not applicable to assess performance
	<b>2</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>1</b>

**Huntingdonshire must proactively tackle the climate crisis and ecological emergency.**

**We will act upon this by:**

- **declaring a climate emergency to help focus minds and urgently implementing a Climate Action Plan**
- **designing council policies that enable cutting of emissions and provide positive examples for businesses and residents**
- **considering environmental impact in all policy-making and our stewardship of council assets and resources**
- **ensuring our updated Local Plan reflects the priorities outlined in our Climate Action Plan**

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 1. Declare a climate emergency	Autumn 2022	Cllr Lara Davenport-Ray	Neil Sloper	Discussions underway and timelines and requirements being reviewed with Cllr Davenport-Ray. Progress will occur through policy pathway, with completion due by end 2022.
G	KA 2. Develop, adopt and deliver a Climate Strategy informed by resident and stakeholder engagement	February 2023	Cllr Lara Davenport-Ray	Neil Sloper	Projects and themes being defined prior to final sign off. External contractors engaged as appropriate. Currently advertising to fill Project Support Officer (PSO) role, project management roles have been assigned.
G	KA 3. Deliver investment programmes at Hinchingsbrooke Country Park and Riverside Parks in Huntingdon and St Neots	HCP completion spring 2024 St Neots summer 2023	Cllr Simone Taylor	Neil Sloper	Preparation for Hinchingsbrooke Country Park planning application is underway. Aiming for full planning application in October with view to construction works starting spring 2023. Phase 1 play equipment installed and well received. Phase 2 expected in August. St Neots currently out to tender, with full planning application in progress and planning committee decision estimated August 2022.
G	KA 4. Protect and increase biodiversity within our parks and open spaces	Completion spring 2024	Cllr Lara Davenport-Ray	Neil Sloper	Programme and documentation currently being reviewed. Business case being reviewed by Cambridgeshire and Peterborough Combined Authority - awaiting feedback. Procurement engaged for Invitation To Tender. Programme and delivery manager assigned. Job role advertised for PSO, with the aim to appoint in August.

## Corporate Performance and Contextual Indicators

### Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 1. Percentage of household waste reused/ recycled/ composted (cumulative year to date)  Aim to maximise	58.5%	62.0%	60.0%	60.3%	G	60.0%	60.0%	G

Comments: (Operations) Due to the hot, dry weather so far this year, volumes of green waste collected are down on the previous year and this has contributed to a lower reuse/recycling/composting rate for the first quarter compared to the same period last year. Tonnages collected each month were as follows:  
 April - 1,404.86 Recycling & 1,905.88 Garden (25% & 34%)  
 May - 1,444.58 Recycling & 2,203.26 Garden (25% & 38%)  
 June - 1,440.24 recycling & 2,189.20 Garden (24% & 36%)

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 2. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or	96%	83%	80%	97%	G	80%	80%	G

weed accumulations (cumulative year to date)								
Aim to maximise								

Comments: (Operations) The introduction of Land Audit Management System (LAMS) inspection regime has led to an increase in the accuracy of inspection results/data.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 3. Carbon emissions from HDC service delivery (note: reporting is likely to be annual only)	N/a	N/a	N/a	N/a	<b>N/a</b>	TBC	N/a	<b>N/a</b>
Aim to minimise								

Comments: (Climate Strategy) Baseline will be set and reported as part of Climate Strategy in February along with target profile based on net zero 2040.

## STRATEGIC THEME – ENHANCING EMPLOYMENT OPPORTUNITIES AND SUPPORTING BUSINESSES

Period April to June 2022

### Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	7		0		0		0		1

*Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.*

### Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	2		1		0		1		3

#### WE WILL:

**Promote Huntingdonshire as a location for investment in high-tech, highly-skilled and green economic opportunities and jobs, within environmental limits.**

**Support local businesses with the council's purchasing power**

**Rejuvenate our economy in the wake of the pandemic, by:**

- **engaging with businesses to understand their future needs and aspirations**
- **matching workspace to the needs of our residents and businesses**
- **supporting provision of high-speed broadband and mobile phone coverage across the district**
- **supporting residents to access employment and skills advice and provision**

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
<b>G</b>	KA 5. Deliver the Market Towns Programme, including the St Neots Future High Streets Fund, accelerated delivery projects and masterplanning in Huntingdon, Ramsey and St Ives	September 2024	Cllr Sam Wakeford	Pam Scott	The funding for the programme has a variety of completion dates; the Future High Streets Fund is March 2024 and National Highways is September 24 (therefore this is the target date set). Work is ongoing to deliver the transport element of this project and we aim to be out to procurement by autumn 2022, the other St Neots projects are at feasibility stage at the present time although a report to Cabinet in Q3 of 22/23 will recommend a steer on these projects. In relation to the masterplans for the remaining market towns, these have been completed in draft form and will be shared alongside the Place Strategy work.
<b>G</b>	KA 6. Explore external funding opportunities to deliver agreed masterplan and wider priorities	Ongoing	Cllr Sam Wakeford	Pam Scott	The masterplans are in draft form and will be shared as part of the Place Strategy work. Once feedback has been received, we will look to work up projects in partnership with Town Councils, businesses, residents and stakeholders so that when funding streams come online we will have projects ready to be submitted. In May '22, a bid for Local Growth Fund funding was submitted for a project within Ramsey that had been identified within the masterplan; the outcome of this bid is expected in September 2022.
<b>N/a</b>	KA 7. Review Huntingdonshire's 2020-25 Economic Growth Strategy	Starting in Q4	Cllr Sam Wakeford	Nykki Rogers	This work is due to start in Q4 following completion of the Place Strategy.
<b>G</b>	KA 8. Work with partners to promote business support and business start up programmes and grant schemes	Ongoing	Cllr Sam Wakeford	Nykki Rogers	Focus for Q1 has been ongoing existing programmes collaborating with GrowthWorks and GrowthHub. Working with partners to develop the Business pillar of Business Investment Fund for Shared Prosperity Fund, anticipated in Q3-4 2022-23. Renewed partnership with Make UK to deliver targeted support to our manufacturing sector.

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 9. Audit the impact of our current Social Value procurement policy and commit to actions to improve its impact	31 March 2023	Cllr Martin Hassall	Sarah Youthed	Tenders already include a scoring mechanism relating to Social Value. Further actions around Social Value are being developed as part of Procurement's Service Plan and will include an audit of the impact of our current policy.
G	KA 10. Launch new Invest in Huntingdonshire (IIH) and Made in Huntingdonshire campaign, establish an inward investment baseline	IIH website w/c 25/7/22 Campaign ongoing	Cllr Sam Wakeford	Nykki Rogers	Website has been built and content populated, with final content amendments being made. Content management system training date to be set. Campaign strategy is set, content plan is being written and interviews are being conducted in readiness for website launch.
G	KA 11. Work with partners to support the provision of careers advice, technical and vocational learning including apprenticeships	Ongoing workstream	Cllr Sam Wakeford	Nykki Rogers	St Neots Gainshare bid discussions for Further Education provision; Community Renewal Fund grant award programme for entrepreneurship education and business start-up; Skills programmes promoted to local businesses.
G	KA 12. Work with partners to support the provision of high-speed broadband and better mobile phone coverage across the district	Ongoing	Cllr Sarah Conboy	Neil Sloper	Unsuccessful BID to the Cambridgeshire and Peterborough Combined Authority (CPCA) for Recycled Growth Funds for a 5G connectivity pilot. Planning a problem statement for Connectivity in Huntingdonshire with the Connected Cambridgeshire Team so we have a local evidence base and needs statement for future bids. Discussions with City Fibre about possible Huntingdonshire location for a fibre exchange to support fibre connectivity in Huntingdon.

## Corporate Performance and Contextual Indicators

### Key to status

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	<b>?</b>	Awaiting performance update	<b>n/a</b>	Not applicable to assess performance
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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 4. Net change in number of local businesses (cumulative year to date)  Aim to maximise	36	9	N/A	11	<b>N/a</b>	N/A	N/A	<b>N/a</b>

Comments: (Economic Development) Births and deaths are businesses with either a registered office or primary trading address within the District. The business must also be incorporated. There is sometimes a lag between incorporation/dissolution filings and data availability. In Q1 22/23, the wholesale and retail distribution sector had strong growth, whereas the IT sector had twice as many deaths as births.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 5. Footfall in town centres (Rolling 12-month weekly average, combined total)  Aim to maximise	230,522	N/a	N/A	243,532	<b>G</b>	N/A	N/A	<b>N/a</b>

Comments: (Economic Development) Ramsey footfall data not available for full 12 month period so we are currently reporting on the combined total for the three other towns. Week numbers are according to Springboard weeks, which commence on Monday.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 6. Proportion of council spend with suppliers from the local area (cumulative year to date)  Aim to maximise	8.5%	6.3%	N/A	6.3%	<b>TBC</b>	N/A	N/A	<b>N/a</b>

Comments: (Procurement) Performance in Q1 is the same as last year and higher than in the same quarter of 2019/20 and 2020/21. This new indicator is calculated based on spend with local suppliers where the supplier postcode in our accounts system is based in Huntingdonshire so the accuracy depends on accuracy of the postcodes recorded. Spend with companies located in Huntingdonshire but with a supplier postcode outside the area is not counted as 'local' even where there may be a local branch so this may be an undercount. Payments on purchase cards are not yet included. Further analysis is needed to identify what proportion of each spend type is local and where there is little or no opportunity to increase 'local' spend (e.g. energy suppliers, HGV manufacturers) to inform target setting.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 7. Percentage of residential and business premises with super-fast fixed broadband coverage (latest figure available, not published every quarter)  Aim to maximise	96% (September 2021)	96% (January 2021)	TBC	97%	<b>G</b>	TBC	N/a	<b>N/a</b>

Comments: (Service TBC – Data provided in interim by Business Intelligence & Performance Management) According to the latest Connected Nations Report published by Ofcom in Spring 2022 (from a snapshot taken in January 2022) there were 81,762 residential and

business premises that had access to download speeds of at least 30Mbit/second (Superfast Broadband). The report states were 152 premises with speeds of less than 2 Mbit/second in Huntingdonshire.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 8. Percentage of residential and business premises with indoor 4G mobile coverage from at least 3 operators (latest figure available, not published every quarter)  Aim to maximise	91% (September 2021)	91% (January 2021)	TBC	90%	A	TBC	N/a	N/a

Comments: (Service TBC – Data provided in interim by Business Intelligence & Performance Management) According to the latest Connected Nations Report published by Ofcom in Spring 2022, over 70% of premises had indoor 4G coverage from all four operators and a further 20.4% had coverage from three operators. While latest results indicate slightly reduced coverage compared to previous results, the proportion of premises with no indoor 4G coverage from any operator remained unchanged at 0.31% (just over 260).

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 9. Employment Rate (latest estimate available, previous quarter)  Aim to maximise	77.4% (December 2021)	79.4% (March 2021)	N/A	75.7% (March 2022)	N/a	N/A	N/A	N/a

Comments: (Economic Development) Data taken from ONS' Annual Population Survey. Sample sizes at district level are low and so the employment rate is subject to sampling error. Figures are reported at the 95% confidence interval level. Caution is therefore required when interpreting any increase/decrease in the rates shown.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 10. No of Huntingdonshire Apprenticeship starts (cumulative academic year to date)  Aim to maximise	830 (provisional , August 2021 - April 2022)	N/a	N/a	N/a	<b>N/a</b>	Higher than 21/22	N/a	<b>N/a</b>

Comments: (Service TBC – Data provided in interim by Business Intelligence & Performance Management) The final figure relating to the academic year 2021/22 is expected in November 2022. The first provisional result for 2022/23 is not expected to be available until Q4 (this will be comparable to 600 starts from August 2021 to January 2022) and the final result won't be available until November 2023.

## STRATEGIC THEME – SUPPORTING OUR RESIDENTS NEEDS

Period April to June 2022

### Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	4		0		0		0		0

*Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.*

### Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	3		4		0		0		0

**We are committed to ensuring that Huntingdonshire residents have the highest possible quality of life.**

**Residents face a growing affordability challenge for life's basic necessities. To help mitigate the cost of living crisis, we will use universal access to basic services as a guiding principle.**

**All residents deserve:**

- **somewhere warm and safe to live**
- **a healthy diet**
- **opportunities to improve their skills, access employment and improve household income**
- **open spaces and leisure facilities to support their physical and mental health**
- **access to the digital and transport infrastructure needed for modern life**

**We are committed to working with partners to do all we can to deliver this.**

**We will take a positive and proactive approach to:**

- **joining up services for the benefit of residents by working with the new integrated care system, other public bodies and the third sector**
- **ensuring that Huntingdonshire is an inclusive district for all residents**
- **working to ensure that more of the wealth created in our local communities should stay in our local communities**

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
<b>G</b>	KA 13. Continue to improve digital access to council services	Ongoing	Cllr Stephen Ferguson	Michelle Greet	A full review of the customer portal is underway which will result in an action plan of improvement activity.
<b>G</b>	KA 14. To develop our understanding of customer and resident needs and use this to enable us to better support our residents in a way that makes sense to them	Ongoing	Cllr Stephen Ferguson	Michelle Greet	There is a request submitted to the Senior Leadership Team to upgrade an existing license to enable all services to use an engagement platform for a range of consultation activities.
<b>G</b>	KA 15. To continue to provide financial assistance to people on low incomes to pay their rent and Council Tax	March 2023	Cllr Stephen Ferguson	Amanda Burns	The number of new benefit claims has increased, possibly as a result of the financial climate. The situation will be monitored. £56k in Discretionary Housing Payments were made in Q1. This is a limited budget funded by Department for Work and Pensions (DWP) to help people with housing costs not met by Housing Benefit or Universal Credit.
<b>G</b>	KA 16. Identify and support residents at risk of situations escalating into crisis, including a review of contracts for the provision of public advice and support for the voluntary and community sector to ensure this is done in the most effective and convenient way	March 2023	Cllr Ben Pitt	Claudia Deeth	Internal review of provision started April 2022. Tender requirements collated and new Target Operating Model work to start Q2.

## Corporate Performance and Contextual Indicators

### Key to status

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	<b>?</b>	Awaiting performance update	<b>n/a</b>	Not applicable to assess performance
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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 11. Number of active customer portal accounts (accessed within the last 12 months) (latest figure available)  Aim to maximise	N/a	N/a	34,355	33,921	<b>A</b>	Increase throughout 2022/23	N/a	<b>N/a</b>

Comments: (Customer Services) It's not possible to report on past periods as last accessed data is overwritten when customers access their accounts again so reports must be run immediately at the end of each period. The target is for the number to rise over time so we would expect to see a higher number than at the end of the previous period.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 12. Number of missed bins (cumulative year to date)  Aim to minimise	3,520	836	1,498	700	<b>G</b>	5,994	5,994	<b>G</b>

Comments: (Operations) Performance up to June has been the equivalent of missing fewer than one in every 2,000 collections based on: April - 483,337 scheduled collections, May - 504,118 scheduled collections, June - 496,974 scheduled collections

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 13. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date)	21.5	22.0	22.0	23.0	A	22.0	22.0	G
Aim to minimise								

Comments: (Revenues & Benefits) Historically Q1 sees high volumes of work coming out of the year end process that take place in March / April and performance improves during Q2. The number of new claims received in Q1 is up 16% on the same period last year.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 14. Number of attendances at One Leisure Active Lifestyles programmes (cumulative year to date)	39,397	7,507	9,000	10,632	G	45,000	45,000	G
Aim to maximise								

Comments: (Active Lifestyles) Services and activities continuing to recover from Covid. Group Exercise Classes (3% up on same period Q1 19/20) and Sports Development (27% up on same period 19/20) mostly recovered. Health Walks (58% above same point last year but 52% down on 19/20 same period). Exercise Referral 7% up on last year, 47% down on 19/20 same period (but reporting systems have changed and we need to check that reporting is like for like).

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 15. Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions (cumulative year to date)  Aim to maximise	1,082,193	227,723	316,251	312,703	A	1,235,600	2% down on target	A

Comments: (One Leisure) Q1 figures are difficult to compare to previous year as 21-22 was still being affected by partial closures of facilities due to COVID restrictions on capacity. We are currently on 85K more admissions than the previous year, but that is still slightly below target. The long Jubilee weekend will not have helped as attendances dropped significantly but, with no real baseline to judge by, attendances are close to the perceived target. Admissions have an indirect link to financial outturn in terms of income and the shortfall on admissions pulls through on a slight shortfall on income levels. Of bigger concern are rising unbudgeted staffing and energy costs.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 16. Number of residents at risk of 'crisis' proactively supported (cumulative year to date)  Aim to minimise	N/a	N/a	N/a	397	G	N/a	N/A	G

Comments: (Community) 134 new callers supported in April, 149 for May and 114 for June totalling 397 NEW customers supported. A total of £7,209 was accessed for customers from the Household Support Fund to provide additional food, electricity or gas.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 17. Number of preventative campaigns or initiatives undertaken (cumulative year to date)  Aim to minimise	N/a	N/a	1	0	A	4	4	G

Comments: (Community) Large preventative campaign currently being planned to support customers with cost of living. Basic, trickle feed of information to help individuals and families cope on a day to day basis with rising costs as well as try to eat and live well.

**STRATEGIC THEME – IMPROVING HOUSING PROVISION**

Period April to June 2022

**Summary of progress for Key Actions**

<b>G</b>	Progress is on track	<b>A</b>	Progress is within acceptable variance	<b>R</b>	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
2		0		0		0		1	

*Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.*

**Summary of progress for Corporate Indicators**

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
4		3		0		0		0	

**We will undertake a review of affordable housing.**

**We will start the review of the Local Plan and associated strategies and policies. Delivery of affordable homes, quality of the built environment, creating healthy spaces and communities, available sustainable public transport, and embedding digital connectivity will all be important considerations.**

**This review will also include an examination of the suitability of new housing developments with respect to:**

- protecting and enhancing the local environment
- protecting the character of a local area
- sustainable construction practices
- building homes to high environmental standards
- potential work locations for new residents
- available sustainable public transport and active travel options

- appropriate infrastructure

**We will also:**

- encourage new building developments that accommodate a range of specialist housing
- work closely with towns and parishes to widen knowledge around the Community Infrastructure Levy and how local communities can access these funds

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
<b>N/a</b>	KA 17. Commence an update of the Local Plan. This should ensure that local planning policies include a focus on sustainability of new developments, achieving the right mix of housing sizes, types and tenures to meet the needs of residents, the quality of the built environment, creating healthy spaces and communities, public transport and digital connectivity	TBC	Cllr Tom Sanderson	Clara Kerr	No formal decision has yet been made on the timing for commencement of an update to the Local Plan. Preparatory work is underway on supporting documents.
<b>G</b>	KA 18. Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery Test in the National Planning Policy Framework is met	October 2022	Cllr Tom Sanderson	Clara Kerr	The 5YHLS is calculated annually and is expected to be updated by October 2022 following completion of the annual development monitoring in collaboration with Cambridgeshire County Council.
<b>G</b>	KA 19. Design and implement strategies to use Council assets to support the delivery of affordable homes	Ongoing	Cllr Sam Wakeford	Pam Scott	A contract was signed with Longhurst in summer 2021, for a package of 9 sites looking to deliver c100 homes. The first of these sites has been submitted for planning; if this site achieves planning permission then the remaining sites will then be programmed to be submitted for planning.

## Corporate Performance and Contextual Indicators

### Key to status

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	<b>?</b>	Awaiting performance update	<b>n/a</b>	Not applicable to assess performance
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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 18. Net change in number of homes with a Council Tax banding (cumulative year to date)	1,023	248	No Target Set	249	<b>G</b>	No Target Set Defer to AMR	N/a	<b>G</b>
Aim to maximise								

Comments: (Service TBC – Data provided in interim by Business Intelligence & Performance Management) There were an additional 249 homes with a Council Tax banding on 29 June 2022 than recorded at 31 March 2022. This is similar to the increase recorded in 2021/22. The net number of dwellings completed in 2021/22 will be reported in the Annual Monitoring Report (AMR) due to be published at the end of 2022.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 19. Number of new affordable homes delivered (cumulative year to date)	311	31	No Target Set	68	<b>G</b>	570	570	<b>G</b>
Aim to maximise								

Comments: (Regeneration & Housing Delivery) This year will potentially see a record number of affordable homes completed. At the end of Q1 in the region of 570 homes are forecasted. However, to date 68 (only 12%) have completed. We are hearing of difficulties in materials supply and rising costs and this may affect the programme, which will be kept under review.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 20. Number of homelessness preventions achieved (cumulative year to date)	493	107	132	103	A	530	530	G
Aim to maximise								

Comments: (Housing Needs & Resources) A total of 103 positive outcomes either preventing or relieving homelessness for households in housing difficulty is comparable to the same period last year. Historic trends show we tend to have higher numbers of positive outcomes in Q3 & Q4 so the status shown reflects the forecast still being on track to achieve the annual target.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 21. The amount of Community Infrastructure Levy (CIL) funding committed for infrastructure development (cumulative year to date)	£2,156,320	N/a	0	0	G	No Target Set	N/a	N/a
Aim to maximise								

Comments: (Planning) A funding round is currently open and applications will be considered in October 2022. A further round is anticipated at the end of the financial year. The Infrastructure Funding Statement (IFS) for 2021/22 will be published at the end of the calendar year in accordance with Regulations.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 22. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) (cumulative year to date)  Aim to maximise	81%	88%	86%	84%	A	86%	75%	A

Comments: (Planning) Quarterly result 84% - 16/19. April 9/10, May 2/4, June 5/5. Due to the low application numbers and the turnover of staff within the dept to occur within the next few weeks it is anticipated that this will effect the quarterly performance until positions are filled via recruitment. The dept is also working to address a backlog of 'out of time' applications which will affect monthly and quarterly performance.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 23. Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) (cumulative year to date)  Aim to maximise	63%	62%	84%	83%	A	84%	75%	A

Comments: (Planning) Quarterly result 83% - 65/78. April 22/26, May 28/36, June 15/16. Due to the low application numbers and the turnover of staff within the dept to occur within the next few weeks it is anticipated that this will effect the quarterly performance until positions are filled via recruitment. The dept is also working to address a backlog of 'out of time' applications which will affect monthly and quarterly performance.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 24. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date)  Aim to maximise	81%	55%	81%	93%	G	81%	85%	G

Comments: (Planning) Quarterly Result 93% -150/162. April 57/60, May 53/57, June 40/45.

## STRATEGIC THEME – STRENGTHENING OUR COMMUNITIES

Period April to June 2022

### Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	7		1		0		0		0

*Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.*

### Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	2		1		0		0		3

#### We will:

- continue to work with accredited community organisations to ensure our services fulfil local needs, and are delivered in the way that best builds community and resident capacity
- enable communities to develop and maintain Neighbourhood Plans that reflect the needs and aspirations of those living there
- continue to develop local employment and skills pathways building on the work of our local jobs clubs pilot
- work with police and communities to help people feel safe where they live
- support local people to take action to improve their area including through 'seed funding' projects with community grants

In managing the council's assets and using its resources, we will consider the social and economic impacts upon local communities, as well as financial implications for the council. We will explore every opportunity to build capacity and empower communities to take ownership and meet residents' need.

**We want our communities to be great places to live and work. We will explore all opportunities to increase the provision of green spaces, play areas, youth activities and community buildings.**

**We will work toward our long-term ambition to be the most active District in Cambridgeshire.**

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 20. Develop, adopt and deliver a Place Strategy informed by resident and stakeholder engagement	Q4 2022/23	Cllr Sarah Conboy	Kate McFarlane	Consultants appointed and communications plan drafted. A series of engagement activities (stakeholders, residents and wider engagement) is planned from mid-July.
G	KA 21. Commence development of a refreshed Community Strategy informed by our resident engagement activity and our current Community Strategy	Q3 2022/23	Cllr Ben Pitt	Claudia Deeth	A review of the current strategy is under way to establish progress against set priorities. This will be used to develop the new strategy in line with emerging issues such as the cost of living crisis.
G	KA 22. Support community planning by providing advice to Towns and Parish Councils seeking to develop or update Neighbourhood Plans	Ongoing	Cllr Tom Sanderson	Clara Kerr	Responses have been submitted to The Stukeleys' draft Neighbourhood Plan.
G	KA 23. Deliver the CCG funded Community activity project with and through community groups, to better meet and build local capability	March 2023	Cllr Ben Pitt	Liz Smith	New post to deliver the work starting in July 2022. Planning and onboarding of the Voluntary and Community Sector throughout Q2 with new projects being delivered from Q3 onwards.
G	KA 24. Fund and award Community Chest Grants to local community groups, and support the work of local voluntary organisations	March 2023	Cllr Ben Pitt	Claudia Deeth	First grant panel under the new administration held and one application heard and approved. This has followed the introduction of new criteria that focus on the four Grand Challenges. There is a keenness to create a projects library and replicate successful projects across the district.

Status	Key Actions for 2022/23	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
<b>G</b>	KA 25. Work with our Communities to co-ordinate support for Ukrainian refugees moving to the area, including Homes for Ukraine sponsors and their guests	March 2023	Cllr Ben Pitt	Claudia Deeth	200 guests currently arrived and located with their hosts. All information successfully entered onto Foundry and our share of first payment award from Government received 11/07/22.
<b>G</b>	KA 26. Work in partnership to provide greater leisure and health opportunities at Community, Sports Club or within formal Leisure to enable more people to be more active, more often	March 2023	Cllr Ben Pitt / Cllr Simone Taylor	Gregg Holland	New partnerships/co-working with Reed Wellbeing on the National Diabetes Prevention Programme (NDPP), and the Change Grow Live (CGL) drug and alcohol recovery service. A new RightStart class has started very successfully in Buckden following work with two different community partners from the village. Work with Integrated Care System (ICS)/ Clinical Commissioning Group (CCG) partners including Waiting Well Team and Diabetes Team is enabling take-up of the opportunities available. Re-started Fitness for All in parks and open spaces for the summer, working with the Open Spaces Team.
<b>A</b>	KA 27. Play an active role in the development of the Integrated Care Partnership to ensure that health delivery contributes to local objectives around enhanced Quality of Life	TBC	Cllr Ben Pitt	Liz Smith	This remains a developing area of work, with defined project work and target date to be confirmed.

## Corporate Performance and Contextual Indicators

### Key to status

<b>G</b>	Performance is on track	<b>A</b>	Performance is within acceptable variance	<b>R</b>	Performance is below acceptable variance	<b>?</b>	Awaiting performance update	<b>n/a</b>	Not applicable to assess performance
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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 25. Number of hours worked by volunteers (method of measure TBC)  Aim to maximise	N/a	N/a	N/a	N/a	<b>N/a</b>	TBC	N/a	<b>N/a</b>

Comments: (Community) The service plan for Community tasks the team with developing a measure for this so it is unlikely that results will be available until Q3 at the earliest.

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Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 26. Number of accredited community and voluntary sector groups within Hunts under the 'Good to Go' or other scheme (latest position at end of quarter)  Aim to maximise	N/a	N/a	2	2	<b>G</b>	20	20+	<b>G</b>

Comments: (Community) A huge drive is underway to support community and voluntary groups to achieve the accreditation. CARESCO and Ramsey Neighbourhoods Trust were the first two awarded the 'Good to Go' status.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 27. The number of programmed food safety inspections undertaken (cumulative year to date)  Aim to maximise	391	N/a	241	122	A	864 plus potential 100 new businesses	700	A

Comments: (Revenues & Benefits) Q1 inspections were based on priority premises in the Food Standards Agency Recovery Plan, which does not spread inspections evenly throughout the whole year. As the Recovery Plan progresses into Q2 and beyond the number of inspections should increase as the number of premises that are identified to inspect in that quarter increases. It is also of note that, due to the Recovery Plan, the year's target contains more inspections than would usually be due in a year. In addition, the team are also working to make the inspection process more efficient and therefore increase the number of inspections undertaken.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 28. Number of 'Aspirations High' initiatives delivered within identified primary schools (cumulative year to date)  Aim to maximise	N/a	N/a	N/a	N/a	N/a	N/A	N/A	N/a

Comments: (Community) Scheme currently being developed.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 29. Number of local health/physical activity events developed (cumulative year to date)  Aim to maximise	N/a	N/a	25	36	<b>G</b>	100	100	<b>G</b>

Comments: (Active Lifestyles) 36 new sessions and courses were started in Q1. These are a mixture of regular ongoing classes, short courses and commissioned activities. In total, Active Lifestyles have delivered 892 individual sessions for people to be active.

Performance Indicator	Full Year 2021/22 Performance	Q1 2021/22 Performance	Q1 2022/23 Target	Q1 2022/23 Performance	Q1 2022/23 Status	Annual 2022/23 Target	Forecast Outturn 2022/23 Performance	Predicted Outturn 2022/23 Status
PI 30. Number of people supported by local jobs clubs (cumulative year to date)  Aim to maximise	N/a	N/a	N/A	N/a	<b>N/a</b>	TBC	TBC	<b>N/a</b>

Comments: (Community) Data for this indicator is expected to be available from next quarter.

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Appendix C: Project Performance – end of December 2021

Programme / Project Name	Description / Outcome	Original Completion Date	Current Completion Date	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
Market Towns Programme	Programme to Regenerate St Neots, St Ives, Ramsey and Huntingdon. Building on the work of Prospectuses of Growth (St Ives, Ramsey and Huntingdon) and Masterplanning work undertaken for St Neots.	31/03/2024	31/03/2025	A	In Progress	<b>June 2022 update:</b> MTP Update paper taken to O&S and Cabinet. This is the second quarterly report, with the next one due in September, which will include key decisions for some projects. Permanent project manager and project support officer due to start in July. Member engagement – the last two weeks have focused on Cabinet Member briefings, including a St Neots focused session on projects/options/decisions they'll be required to make. Next stage is moving to Member engagement. Masterplans – drafts completed and will be going online, with consultation and engagement on these starting in July alongside the Place Strategy as part of a structured programme.	Strategic Planning	Pam Scott	Seamus Cleary
Accelerated Programme	A programme of short-term interventions to support the market towns of St Ives, Huntingdon and Ramsey and respond to challenges associated with COVID 19.	31/03/2022	31/03/2022	A	In Progress	<b>June 2022 update:</b> Delivery of live project progressing. By September 2022, we will need to have presented options on use of unallocated funding. This will likely be considered alongside UK Shared Prosperity Fund.	Development	Pam Scott	Seamus Cleary
Affordable Housing Delivery Project- 13 sites	Yr1: Review of 42 sites, establishing package of sites for affordable housing and competition to find delivery partner. Cabinet approved sale of 13 sites to Longhurst Group. Exchange of contracts target date Jan 2021. Project brief to come to WP Board on 15 December. Yr2: Longhurst to obtain planning permissions, complete land purchase of viable sites and start on site. Land value could be used for Private Rented homes. Yr3&4 Developments to be completed by March 2023.			G	In Progress	<b>July 2022 update:</b> Planning application has been submitted for the largest site at Station Road, Warboys and is being validated by the planning team. It is expected that the next three sites, in Oak Drive, Armstrong Court and Butts Grove Way, Huntingdon, will be submitted by the end of April, followed by the remaining sites at the end of May 2022. The key site within the package of nine sites is Warboys - without this achieving planning, the contract with Longhurst falls away, which is why this has been the first site to be submitted.	Development	Kate McFarlane	Pamela Scott
CPP - eBilling	Delivers an eBilling capability that will allow residents to request online council tax bills, letters and benefits statements and letters			R	On Hold	<b>July 2022 update:</b> This project is in the Service Plan, however the unplanned ask from the Government to deliver Energy Rebate Payment to c.60k customers has been a higher priority for the team. We expect work to commence during Q2 22/23	Revenues & Benefits	John Taylor	Amanda Burns
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project		31/03/2022	R	Completed	<b>July 2022 update:</b> The project has concluded. The Council outbound printing has now been outsourced and the handover to BAU is complete.	Customer Services	John Taylor	Michelle Greet

Programme / Project Name	Description / Outcome	Original Completion Date	Current Completion Date	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
OL Ramsey Decarbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.	31/09/2022	03/03/2022	G	In Progress	<b>August 2022 Update:</b> Practical completion has taken place and final snags are being completed	One Leisure	Paul France	Matthew Raby
Hinchingbrooke Country Park	Business Plan investment to return site to non-subsidy. Subject to agreement of long lease with County Council	31/12/2023	31/12/2023	G	In Progress	<b>June 2022 update:</b> Working with planning to ensure appropriate pre-application phase completed on time. Two week public consultation advised pre-planning app submission which is on schedule for June 16th/17th. Changing Places Toilet grant will be incorporated to scheme (£40k). £1.5m CIL awarded to ensure site improvements are completed; given increases in costs this is welcome. Play equipment due for install post-election. Communications agency appointed to support project and in-house team.	Operations	Neil Sloper	Judith Arnold
Pathfinder House Decarbonisation Project (Funded via Salix - BEIS Section 31 grant)	Implementation of energy and sustainability measures to reduce carbon usage.			G	Completed	<b>July 2022 Update:</b> Works have been handed over and are now managed as BAU.	Corporate Services	Mark Houston	Matthew Raby
New HR system	Full OJEU tender to replace the existing HR and Payroll system with a new, modern, cloud-based solution which better integrates with other systems (e.g. active directory, Tech1 etc.) Joint procurement with CCC and SCC, Procurement lead is CCC. PM is external consultant.	01/10/2021	01/04/2022	G	In Progress	<b>August 2022 Update:</b> Project almost completed and moved to BAU. Final Gateway 6 to be signed off with the project board and this will then complete. Project Manager due to leave the project shortly as only minimal works now taking place. Active Directory Sync initial test script had issues so problem solving with supplier MHR, build date for live is 18th August (if problems resolved). Multi-Factor Authorisation (iTrent Shield) – Implement in non-live environment scheduled for 19th August with testing, user guides and information from employees taking place in the following weeks. Scheduled for build in live on 1st November (delayed due to provider availability and amount of testing/preparation required). ICT consultant secured for longer to oversee Active Directory Sync and beginning of Multi-Factor Authorisation. Work on other modules continues – Case Management, Insight Builder, Recruitment, Onboarding.	HR	Oliver Morley	Kate Gilbert Randeep Singh (PM)
Covid Recovery Programme	Package of projects that will be undertaken as the recovery work for the Council. Moving to BAU in April 2021.	31/03/2022	31/03/2023	G	Completed	<b>June 2022 update:</b> New Programme Board and remit achieved with proposal to end programme receiving high level and political support. Shaping the future approach document endorsed fully by Council. Final close down report received and signed off.	Community	Neil Sloper	Liz Smith
Civil parking Enforcement	The Council will be undertaking the process to decriminalise parking; with the enforcement of on-street parking offences currently falling within the remit of the police as a criminal offence, this process enables a Local Authority to undertake enforcement covering several common on-street offences under civil powers (Civil Parking Enforcement).	01/07/2023	01/07/2023	G	In Progress	<b>June 2022 update:</b> Agency agreement produced by HDC, endorsed by councillors and with county approval. Confirmed by CCC that progress made at other Councils will not hold back our implementation schedule.	Operations	Neil Sloper	George McDowell
Godmanchester Fish Pass	Funding of repair/renovation to sluice structures, Mill Steps site, and potential additional fish/eel passage. None of this is HDC money.	30/11/2021	30/11/2021	A	In Progress	<b>June 2022 update:</b> Final stages of Completion. Final close down report due July 2022.	Operations	Neil Sloper	Andrew Rogan

Programme / Project Name	Description / Outcome	Original Completion Date	Current Completion Date	RAG	Status	Latest Project Update	Service Area	Project Sponsor	Project Lead
St Neots Riverside Walks	CIL funded project to improve pathways via surface improvement and widening, adjust path, upgrade existing lighting, resurface bench pads and improve signage.	12/12/2022	12/12/2022	G	In Progress	<b>May 2022 Update:</b> Full planning application submitted, validated and in review. Procurement phase initiated, with tender pack due for submission week commencing May 16th via Procurement and HDC Portal.	Operations	Neil Sloper	Helen Lack
Operations Back Office System - Yotta	Streets/Grounds/Recycling and Waste Services: Phase 1: Streets April 2019 / Phase 2: Grounds Sept 2019 / Phase 3: Waste Services May 2020 / 3C project across the three authorities.	01/06/2019	31/03/2022	A	Completed	<b>July 2022 update:</b> Final handover underway, roll out complete with last elements to be fully delivered to remaining grounds maintenance staff by the service. Project Manager producing project closure reports. To be reviewed at steering group meeting in July and then closed down in August.	Operations	Neil Sloper	Tony Allen
Wyton (North Huntingdon One Public Estate project)	Wyton (One Public Estate) To explore scale of growth potential of land north of Huntingdon, inc delivery of former Wyton Airfield, and the necessary infrastructure requirements and fiscal / legal mechanisms to ensure coordinated delivery			A	In Progress	<b>July 2022 update:</b> Views from HDC procurement received on draft quote evaluation documents and an appropriate framework identified. Awaiting feedback on proposed procurement route. Comments from Cambridgeshire and Peterborough Combined Authority on transport section of revised brief received. Revised brief and scoring documents will be shared with board members for their views ahead of a board meeting. Place Director considering this project alongside all other priorities articulated in the planning service plan.	Place	Kate McFarlane	Natalie Elworthy

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## Overview and Scrutiny Work Programme 2022/23

### Performance and Growth

#### In Progress

Topic	Membership & Scope	Lead Officer	Progress
Review of External Appointments to Outside Organisations	Cllrs S Cawley, S J Corney, I D Gardener and S A Howell	TBC	<b>Summer 2022:</b> Terms of Reference have been established. Questionnaire has been sent to all relevant boards and organisations. Regular meetings are established from September. <b>Next Steps:</b> Review results of survey. Meetings established to progress the project.

**Completed**

<b>Topic</b>	<b>Membership &amp; Scope</b>	<b>Lead Officer</b>	<b>Progress</b>
Market Towns	Councillor B S Chapman Councillor S J Corney Councillor D B Dew Councillor A Roberts Councillor T D Sanderson	Oliver Morley	<p><b>16th November 2021</b> – Members met to complete scoping document.</p> <p><b>December 2021</b> – Members heard from the Corporate Director – People and selected a focus for the group.</p> <p><b>April 2022</b> The report was presented to the April 2022 O&amp;S Meeting.</p> <p><b>June 2022</b> The report is due to be presented to the July 2022 Cabinet Meeting.</p>

## Customers and Partnerships

### In Progress

Topic	Membership & Scope	Lead Officer	Progress
Climate Change Strategy	Councillor T D Alban Councillor Mrs S R Wilson One Vacancy	Neil Sloper	<p><b>18th October 2020</b> – The Democratic Services Officer (Scrutiny) attended the Centre for Public Scrutiny and Local Government Association Scrutinising Climate Action Webinar on 18th September.</p> <p><b>Next Step</b> A consultation was undertaken in March 2022 and following its completion, the strategy will now evolve.</p>

**Completed**

<b>Topic</b>	<b>Membership &amp; Scope</b>	<b>Lead Officer</b>	<b>Progress</b>