

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)** will be held as a remote meeting via Zoom on **WEDNESDAY, 3RD FEBRUARY 2021 at 7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 6)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Performance and Growth) meetings held on 6th January and 25th January 2021.

(Minutes for the meeting held on 25th January to follow.)

Contact Officer: A Green 01223 752549

2. MEMBERS' INTERESTS

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

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 7 - 14)

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 01223 752548

4. FINAL 2021/22 REVENUE BUDGET AND MEDIUM TERM FINANCIAL STRATEGY (2022/23 TO 2025/26) INCLUDING THE CAPITAL PROGRAMME

The Panel are to receive the final revenue budget for 2021/22, the medium-term financial strategy for the period 2022/23 to 2025/26 and the capital programme.

(Report to follow.)

Contact Officer: C Edwards 01480 388822

5. 2021/22 TREASURY MANAGEMENT, CAPITAL AND INVESTMENT STRATEGIES

A report on the Treasury Management, Capital and Investment Strategies for 2021/22 will be presented to the Panel.

(Report to follow.)

Contact Officer: C Edwards 01480 388822

6. CORPORATE PERFORMANCE REPORT 2020/21, QUARTER 3 (Pages 15 - 58)

The Corporate Performance Report 2020/21, Quarter 3 is to be presented to the Panel.

Contact Officer: J Taylor 01480 388119

7. FINANCIAL PERFORMANCE REPORT 2020/21, QUARTER 3 (Pages 59 - 102)

The Financial Performance Report 2020/21, Quarter 3 is to be presented to the Panel.

Contact Officer: C Edwards 01480 388822

8. COMMUNITY INFRASTRUCTURE LEVY SPEND ALLOCATION (Pages 103 - 130)

Members are to receive a report on the Community Infrastructure Levy Spend Allocation.

Contact Officer: C Kerr 01480 388430

9. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 131 - 138)

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

Contact Officer: A Green 01223 752549

Dated this 26th day of January 2021



Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

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

Filming, Photography and Recording at Council Meetings

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

Please contact Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01223 752549/e-mail Adam.Green@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 Committee/Panel.

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

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH) held as a remote meeting via Zoom on Wednesday, 6th January 2021

PRESENT: Councillor S J Corney – Chairman.

Councillors E R Butler, B S Chapman, J C Cooper-Marsh, D B Dew, I D Gardener, Dr P L R Gaskin, M S Grice, J P Morris, A Roberts and S Wakeford.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor D J Wells.

IN ATTENDANCE: Councillor R Fuller.

48 MINUTES

The Minutes of the meeting held on 9th December 2020 were approved as a correct record by the Panel.

49 MEMBERS' INTERESTS

No declarations of interest were received.

50 NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader for the period 1st January 2021 to 30th April 2021.

Following a question from Councillor Morris, the Executive Leader confirmed that a report on Decriminalised Parking would be presented to Overview and Scrutiny in February 2021 and that a decision would be made by the Cabinet on 11th February 2021.

51 ECONOMIC GROWTH STRATEGY

By means of a report by the Economic Development Officer (a copy of which is appended in the Minute Book) the Economic Growth Strategy was presented to the Panel. During the introduction the Executive Councillor for Housing and Economic Development reminded Members that the Strategy set out the Council's priorities for Economic Growth within Huntingdonshire for the next five years.

Councillor Chapman questioned the digital ambition of the Strategy and suggested that it should contain a bolder aim, such as a commitment to ultra-speed broadband. Councillor Chapman stated that he wanted to ensure that the Strategy promoted the conditions to enable technological industries to be located in the District. In response, the Executive Councillor stated that because technological

developments advanced quickly, it would be better not to commit the Council to one solution over another. The Strategy aspired to deliver the best digital solution for Huntingdonshire.

Following a query from Councillor Cooper-Marsh regarding a reference to the preferred location of the railway station for the east-west rail link, it was confirmed that Network Rail had not made a decision on this matter.

Attention was drawn to the actions for the next 12 months by Councillor Wakeford. He stated that it would be beneficial if the actions could be prioritised and the priorities clearly highlighted within the Strategy.

Councillor Roberts asked if the Strategy could have a section on emerging industries and the gig economy. In response, Members were informed that the Strategy focused on supporting the industries that had the biggest impact upon the economy of Huntingdonshire.

The Chairman was encouraged that the Strategy emphasised the requirement for construction skills, as well as promoting apprenticeship schemes. The Panel then

RESOLVED

that the Cabinet be recommended to endorse the Economic Growth Strategy 2020-25 and the associated actions.

52 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 R Fuller, Executive Leader of the Council
Date of Publication: 13 January 2021
For Period: 1 February 2021 to 31 May 2021

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Councillor Mrs M L Beuttell	Executive Councillor for Operations and Environment	Care of Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon PE29 3TN Tel: 01480 388388 E-mail: Marge.Beuttell@huntingdonshire.gov.uk
Councillor S Bywater	Executive Councillor for Community Resilience and Well-Being	9 Crabapple Close Sawtry Huntingdon PE28 5QG Tel: 07984 637553 E-mail: Simon.Bywater@huntingdonshire.gov.uk
Councillor R Fuller	Executive Leader of the Council and Executive Councillor for Housing and Economic Development	8 Sarah Grace Court New Road St Ives Huntingdon PE27 5DS Tel: 01480 388311 E-mail: Ryan.Fuller@huntingdonshire.gov.uk

Councillor J A Gray	Executive Councillor for Finance and Resources	<p>Vine Cottage 2 Station Road Catworth Huntingdon PE28 OPE</p> <p>Tel: 01832 710799 E-mail: Jonathan.Gray@huntingdonshire.gov.uk</p>
Councillor D Keane	Executive Councillor for Corporate Services	<p>1 Bells Villas Mill Street Houghton Cambridgeshire PE28 2BA</p> <p>Tel: 01480 467147 E-mail: David.Keane@huntingdonshire.gov.uk</p>
Councillor J Neish	Deputy Executive Leader and Executive Councillor for Strategic Planning	<p>7 Willow Green Needingworth St Ives Cambridgeshire PE27 4SW</p> <p>Tel: 01480 466110 E-mail: Jon.Neish@huntingdonshire.gov.uk</p>
Councillor K Prentice	Executive Councillor for Leisure and Regulatory Services	<p>2 Ushers Court 89 Great North Road Eaton Socon St Neots PE19 8EL</p> <p>Tel: 01480 214838 E-mail: Keith.Prentice@huntingdonshire.gov.uk</p>

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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).

A 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.

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 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)

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- Information relating to any individual
- Information which is likely to reveal the identity of an individual
- Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
- 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 2020/21	Grants Panel	3 & 17 Feb 2021 3, 17 & 31 Mar 2021		Claudia Deeth, Community Resilience Manager Tel No: 01480 388233 or email: Claudia.Deeth@huntingdonshire.gov.uk		S Bywater & J Gray	Customers and Partnerships
Cambridgeshire and Peterborough Combined Authority Accelerated Towns Programme***	Cabinet	11 Feb 2021		David Edwards, Corporate Director (Interim) Tel No: 07768 238708 or email: David.Edwards@huntingdonshire.gov.uk		R Fuller	Performance and Growth

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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
Electric Vehicle Charging	Cabinet	11 Feb 2021		George McDowell, Parking Services Officer Tel No: 01480 388386 or email: George.McDowell@huntingdonshire.gov.uk		Mrs M L Beuttell	Customers and Partnerships
Decriminalised Parking	Cabinet	11 Feb 2021		Neil Sloper, Head of Operations Tel No: 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		M Beuttell	Customer and 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
Final 2020/21 Revenue Budget and Medium Term Financial Strategy (2022/23 to 2025/26) including the Capital Programme Page 138 of 138	Cabinet	11 Feb 2021		Claire Edwards, Chief Financial Manager Tel No: 01480 388822 or email: Claire.Edwards@huntingdonshire.gov.uk		J Gray	Performance and Growth
2021/22 Treasury Management, Capital and Investment Strategies	Cabinet	11 Feb 2021		Claire Edwards, Chief Financial Manager Tel No: 01480 388822 or email: Claire.Edwards@huntingdonshire.gov.uk		J Gray	Performance and Growth

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 Infrastructure Levy Governance	Cabinet	11 Feb 2021		Clara Kerr, Service Manager - Growth Tel No: 01480 388430 or email: Clara.Kerr@huntingdonshire.gov.uk		J Neish	Performance and Growth
Local Lettings Ian Alconbury Weald	Cabinet	18 Mar 2021		Jon Collen, Housing Needs and Resource Manager Tel No: 01480 388218 or email: Jon.Collen@huntingdonshire.gov.uk		R Fuller	Customer and Partnerships
Lettings Policy Review	Cabinet	18 Mar 2021		Jon Collen, Housing Needs and Resource Manager Tel No: 01480 388218 or email Jon.Collen@huntingdonshire.gov.uk		R Fuller	Customers and 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
Shared Services Business Plans 2021/22##	Cabinet	18 Mar 2021		Oliver Morley, Corporate Director (People) Tel No: 01480 388103 or email: Oliver.Morley@huntingdonshire.gov.uk	3	D Keane	Performance and Growth

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Performance Report 2020/21, Quarter 3

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth), 3rd February 2021

Executive Portfolio: Executive Councillor for Strategic Planning, Councillor Jon Neish,

Report by: Business Intelligence & Performance Manager

Wards affected: All

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.

Please note the report does not incorporate the usual Financial Performance Monitoring Suite information setting out the financial position at the end of the Quarter. This information is being reported as a separate item to Overview and Scrutiny Panel (Performance and Growth) and Cabinet, due to the need for separate focus on financial matters as a result of the impact from Covid-19.

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Performance Report 2020/21, Quarter 3

Meeting/Date: Cabinet, 11th February 2021

Executive Portfolio: Executive Councillor for Strategic Planning,
Councillor Jon Neish

Report by: Business Intelligence & Performance Manager

Wards affected: All

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 2018/22 for the period 1 October to 31 December 2020 and on current projects being undertaken.

Key Actions, Corporate Indicators and targets are as included in the Corporate Plan Refresh 2020/21, as approved by Council on 14 October 2020.

The report does not incorporate the usual Financial Performance Monitoring Suite information setting out the financial position at the end of the Quarter. This information is being reported as a separate item to Overview and Scrutiny (Performance and Growth) Panel and Cabinet, due to the need for separate focus on financial matters as a result of the impact from Covid-19.

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 2018/22, and project delivery.

2. BACKGROUND

- 2.1 The Council's Corporate Plan has recently been refreshed to reflect the impact of Covid-19 on services and was approved at the Council meeting on 14 October 2020. The performance data in this report and its appendices relates to the indicators and actions selected for 2020/21. The information in the summary at **Appendix A** relates to Key Actions and Corporate Indicators and the performance report at **Appendix B** details all results at the end of December.
- 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 currently 22 projects which are open, pending approval or pending closure.

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 3 will be submitted to Cabinet with this report following the Overview and Scrutiny meeting on 3 February 2021.
- 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 3. **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 3 progress in delivering Key Actions for 2020/21:

Status of Key Actions	Number	Percentage
Green (on track)	27	69%
Amber (within acceptable variance)	12	31%
Red (behind schedule)	0	0%
Awaiting progress update	0	0%
Not applicable	0	

Most key actions were on track at the end of Quarter 3 and none were significantly behind schedule.

Actions which have seen positive progress include:

- KA 2. A Healthy Open Spaces Strategy and Plan were approved in October.
- KA 8. The Kickstart job placement scheme for 16-24 year olds on Universal Credit is underway and HDC is exploring how to support young entrepreneurs locally.
- KA 9. The Buckden Neighbourhood Plan is progressing to referendum.
- KAs 10 & 12. Support for voluntary and community organisations has proved valuable in delivering local, community-led responses to the impacts of Covid-19.
- KA 15. A new Waste Minimisation Strategy and Action Plan have been approved to help reduce household waste collected at kerbside, reduce waste sent to landfill and improve recycling by reducing contamination.
- KAs 16 & 17. Car park improvement schemes to install electric vehicle charging points and secure cycle storage facilities in specific HDC owned car parks are on track, with a report of charging points due soon and a funding bid for cycle facilities
- KA 22. The Council continues to work with the Combined Authority to secure additional funding for affordable housing.
- KA 23. £1.5m has been announced by the Combined Authority for Prospectuses for Growth in Huntingdon, St Ives and Ramsey, while St Neots has been awarded over £3.7m from the Future High Streets Fund.
- KA 28. The latest Annual Monitoring Report in December reported a five year housing land supply figure of 5.24 years.
- KA 30. Approval was given by Cabinet in October for the sale of 13 parcels of land owned by the Council to be used for the delivery of affordable homes.
- KA 31. A new Housing Strategy was adopted in October.

Most of the Key Actions that have been given an Amber status relate to impacts from the effects of the national lockdown and the impacts of Covid-19 on our activities. The pandemic directly affected our ability to provide leisure and health opportunities (KAs 1 & 3) and is referenced as a factor in delays to KA 6 (adopting a new Homelessness Strategy and Lettings Policy), KA 10 (working with partners to improve opportunities for residents in the Oxmoor area), KA 14 (planning to protect and increase biodiversity in our parks and open spaces), KA 32 (managing non-operational assets) and KA 38 (online and out of hours access to customer services).

3.5 Quarter 3 results for 2020/21 Corporate Indicators are shown in the following table:

Corporate Indicator results	Number	Percentage
Green (achieved)	21	62%
Amber (within acceptable variance)	8	24%
Red (below acceptable variance)	5	15%
Awaiting progress update	0	0%
Not applicable (annual/data unavailable/ targets TBC)	3	

While the majority of performance indicators were on track at the end of Quarter 3, five were given a Red status because performance was below an acceptable variance.

A summary of the performance indicators follows on the next page with more detail provided in Appendix B. It should be noted that, while targets had previously been revised to account for the impacts of the pandemic/lockdown on services, in some cases the full extent of the impact is still being assessed and this is further complicated by additional lockdowns or restrictions. Some targets are marked as TBC in Appendix

B, with indicators where performance cannot be assessed included in the 'Not applicable' category in the table above.

It should also be noted that some indicators currently achieving or close to targets are expected to underperform significantly at year-end as a result of Lockdown 3. This is indicated in the 'Predicted Outturn 2020/21 Status' column in the tables in Appendix B.

Indicators where services are meeting or exceeding their targets include the following:

- Pls 1 & 2. The Benefits Team's processing times for new claims and changes of circumstance remain within target despite significant increases in volume.
- PI 3. Homelessness preventions are high despite court action being suspended and the pandemic/lockdown restrictions limiting some prevention activities.
- Pls 5, 6 & 7. Despite lockdowns restricting activities since November, the Active Lifestyles team had met reduced targets for service users and sessions at the end of Quarter 3. Similarly, One Leisure admission had exceeded expected numbers before Lockdown 3 began. However, year-end targets are unlikely to be met now.
- Pls 9, 10 & 11. Performance indicators relating to street cleansing and waste management in Operations remain on track.
- PI 17. 86% of major planning applications have been processed on time.
- PI 26. Satisfaction with ICT support services has improved, with 98% satisfied in the financial year to date. However, service outages in Q3 are expected to affect performance with a satisfaction rate of 93% projected for the year end.
- PI 28. The staff sickness rate remains low, although non-sickness absences related to Covid-19 are not included in this figure.
- PI 29. Estate rental income remains above the revised target with better than expected letting numbers but is lower than the performance reported in 2019/20.

Indicators where services are below their targets as a direct result of the impact of Covid-19 are:

- PI 4 & 8. The number of people using services at One Leisure facilities has fallen further due to lockdown restrictions, with facilities remaining closed at this time, and Active Lifestyles attendances have also been affected by this.
- PI 13. A reduction in the number of new taxi/hackney carriage/private hire vehicles being licensed during the pandemic means the proportion meeting 'Euro 6' low vehicle emission standards has not improved at the rate expected.
- Pls 18 & 19. The requirement to work from home has had some negative impact on performance in processing minor and 'other' planning applications on time, with IT issues slowing execution times. New recruitment will increase capacity in the team.
- PI 20. The number of new affordable homes delivered has been affected by the impact of Covid-19 on house building, with fewer being built than were expected.
- Pls 23 & 24. Collection rates for both Business Rates and Council Tax have been impacted by the economic impacts of Covid-19 despite mitigating actions taken.

There were two Red indicators with performance below acceptable variance that were not directly linked to Covid-19 or the impact of the lockdown on services:

- PI 14. 26% of planning appeals decided have been allowed (went against the Council) in the financial year to date. Internal training sessions are taking place within the Development Management team to learn from these decisions.

- PI 27. Only 78% of invoices from suppliers have been paid within 30 days so far this year, with the performance only moderately impacted by working from home arrangements. Work is ongoing to investigate late payments and seek to ensure that orders and goods received notes are promptly raised so that payments can be made on time.

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

Corporate project status	Number	Percentage
Green (progress on track)	7	35%
Amber (progress behind schedule, project may be recoverable)	11	55%
Red (significantly behind schedule, serious risks/issues)	2	10%
Pending closure	0	
Closed (completed)	1	

There are two projects showing as Red at the end of Quarter 3. One of these is a project previously reported under a single Customer Portal project, which had been at Red status since the last quarter of 2019/20 before being split into four separate projects which form the Customer Service programme. The other is the 3G Artificial Pitch at One Leisure Ramsey which was previously reported as Red in Quarter 2 after being delayed to help manage risks associated with the archaeological works.

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 3 February 2021. Comments from the Panel will be submitted to Cabinet with this report.

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 2020/21, Quarter 3

Appendix B – Corporate Plan Performance Report 2020/21, Quarter 3

Appendix C – Project Performance, December 2020

CONTACT OFFICERS

Corporate Plan Performance Monitoring (Appendices A and B)

Daniel Buckridge, Business Intelligence and Performance Manager ☎ (01480) 388065

Project Performance (Appendix C)

John Taylor, Chief Operating Officer ☎ (01480) 388119

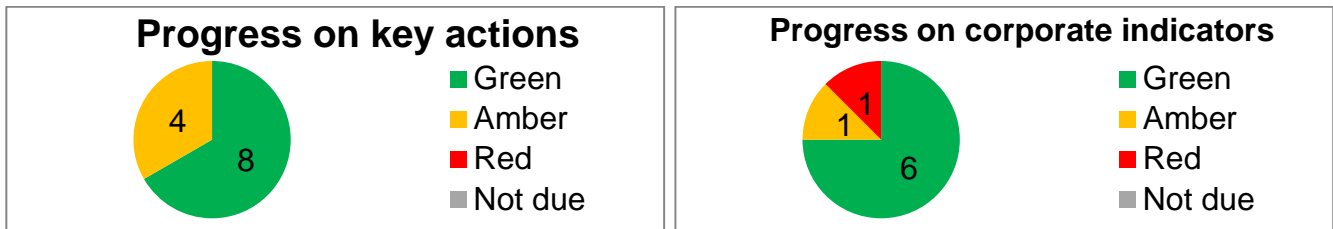
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Appendix A

Corporate Performance Summary 2020/21, Quarter 3

People

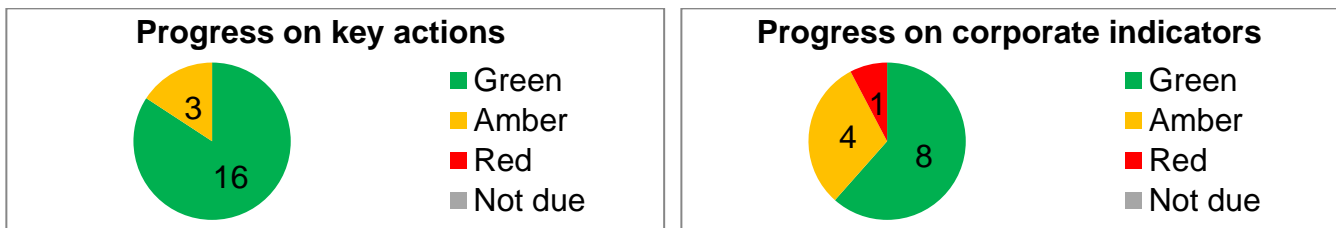
We want to make Huntingdonshire a better place to live, to improve health and well-being and for communities to get involved with local decision making



Highlights include the approval in October of a Healthy Open Spaces Strategy and Plan to maximise the health benefits of the Council's Parks and Open Spaces.

Place

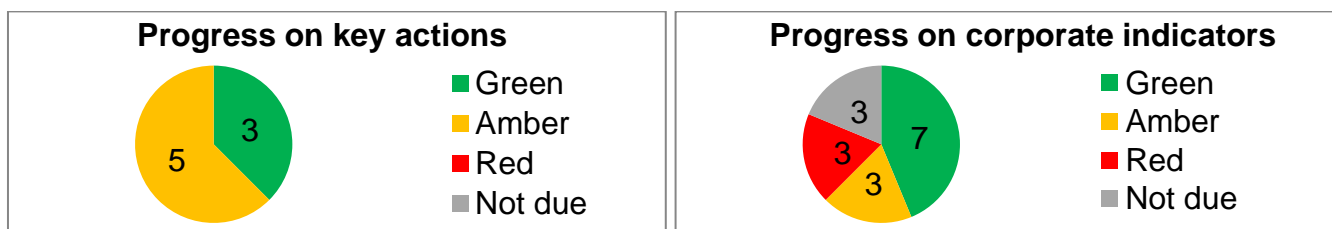
We want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing



Highlights include the announcement on Boxing Day that over £3.7m had been awarded for St Neots from the Future High Streets Fund.

Becoming a more efficient and effective council

We want to continue to deliver value for money services



Highlights include the staff sickness rate remaining low, with just 3.8 days lost per Full Time Equivalent from April to December (note: this excludes non-sickness absences related to Covid-19, such as those required to shield or isolate who were unable to work from home).

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STRATEGIC THEME – PEOPLE

Period October to December 2020

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
	8		4		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
	6		1		1		0		0

WE WANT TO: Support people to improve their health and well-being

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 1. Work in partnership to provide greater leisure and health opportunities to enable more people to be more active, more often	Ongoing	Cllr Prentice / Cllr Bywater	Jayne Wisely	Continual lockdowns and closures of facilities and Active Lifestyles activities have meant that numbers are restricted. Attendances when open were encouraging but from a limited number of members and activities. Countywide programme 'Healthy You' (brand name of

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					the new Integrated Lifestyles Service funded by Public Health) continues virtually. Partners are working well to offer Facebook support groups, bitesize physical education to help home schooling and on-line sessions from the YouTube library.
G	KA 2. Establish a Healthy Open Spaces Strategy and Plan to maximise the health benefits of the Council's Parks and Open Spaces	Strategy to Cabinet, 22/10/2020	Cllr Beuttell	Neil Sloper	Approved 22nd October.
A	KA 3. Recovery Action (One Leisure and Active Lifestyles – e.g. promoting health and wellbeing, sport and fitness activities, weight loss, healthy eating)	Ongoing	Cllr Prentice / Cllr Bywater	Jayne Wisely	Sessions recovered well in September and October for the 'health' group exercise sessions for Active Lifestyles (Cardiac, Right Start etc.) but subsequent lockdowns in November and from January have meant no sessions are currently permissible. Interest on social media remains strong and once there is a return to 'everyday life' confidence is high that recovery will follow swiftly with all the plans and processes in place from previous lockdowns.
G	KA 4. Provide financial assistance to people on low incomes to pay their rent and Council Tax	Ongoing	Cllr Gray	Amanda Burns	People claiming Universal Credit for the first time as a result of Covid-19 are being contacted if it is likely they will qualify for Council Tax Support. Government-funded hardship payments are being made to working age Council Tax Support claimants.
G	KA 5. Ensure that the principles of earlier interventions aimed at preventing homelessness are embedded within public sector organisations and other stakeholder partners	Ongoing	Cllr Fuller	Jon Collen	The focus of our work is on earlier intervention where possible to help achieve successful homelessness preventions. This has been aided by multi agency pathways and protocols across a range of other partners to help identify earlier intervention opportunities. Many are already established and working whilst further work continues on those relating to mental health and substance misuse and hospital discharges.

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 6. Adopt a new Homelessness Strategy and a new Lettings Policy	December 2020	Cllr Fuller	Jon Collen	Lettings Policy is programmed for March 2021 O&S and Cabinet cycle for adoption. Consultation on the Homelessness Strategy approved by Cabinet in February 2020 was delayed by our Covid-19 response and is still to go ahead. A revision of the strategy in response to the pandemic's impact on homelessness is also being considered prior to full adoption of the new strategy.
G	KA 7. Identify and implement solutions to eradicate the need to place homeless families in B&Bs	Ongoing	Cllr Fuller	Jon Collen	Although use of hotels and B&Bs increased for single rough sleepers as part of the 'Everyone In' pandemic response, this accommodation is not used for families with children.

WE WANT TO: Develop a flexible and skilled local workforce

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 8. Recovery Action (Community / Economic Development – e.g. promoting opportunities for local people to improve their skills and experience)	Ongoing	Cllr Neish	Finlay Flett / Clara Kerr	All opportunities from Government and Combined Authority are actively promoted on the WeAreHuntingdonshire website. The Kickstart programme is underway and opportunities to support young entrepreneurs in Huntingdonshire are being explored.

WE WANT TO: Develop stronger and more resilient communities to enable people to help themselves

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 9. Support community planning including working with parishes to complete Neighbourhood Plans	Ongoing	Cllr Neish	Clara Kerr	Buckden Neighbourhood Plan to progress to referendum.

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 10. Award and manage contracts for a public advice service and an infrastructure and support service for the voluntary sector	Ongoing	Cllr Gray / Cllr Bywater	Finlay Flett	Contracts let for 2020-23 in April 2020. New contracts include ability to flex contract objectives to meet changing HDC priorities. In the past 6 months, this has seen new work for both providers linked to Covid-19 response, recovery and community support.
A	KA 11. Develop our asset-based approach to working with partners to improve opportunities for residents in the Oxmoor area, taking actions to increase community resilience and reduce demands and pressures on partner organisations	Ongoing	Cllr Bywater	Finlay Flett	Covid-19 impact has, inevitably, diverted resource to immediate response work throughout the year. However, as noted below, the work with community groups leaves us well placed to implement this when recovery phase is fully underway.
G	KA 12. Recovery Action (Community – e.g. work with Recognised Organisations or other community organisations to increase volunteering)	Ongoing	Cllr Bywater	Finlay Flett	Work with the network of Recognised Organisations (ROs) is ongoing and has proven effective during Covid-19, meaning the foundations are in place for taking forward into recovery at the appropriate time.

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 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 1. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date) Aim to minimise	23	23	24	21	G	24	23	G

Comments: (Revenues & Benefits) The number of new claims received is 15% higher than at the same time in the previous year.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 2. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support (cumulative year to date) Aim to minimise	3	4	5	5	G	5	4	G

Comments: (Revenues & Benefits) The number of changes received is 14% higher than at the same time in the previous year - mainly due to the increase in customers claiming Universal Credit as a result of Covid-19.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 3. Number of homelessness preventions achieved (cumulative year to date)	521	364	300	374	G	400	470	G
Aim to maximise								

Comments: (Housing Needs & Resources) The cumulative number of successful homelessness preventions to the end of Q3 is 374 (119 in Q1; 113 in Q2; 142 in Q3). Prevention work has been impacted during the pandemic lockdown as Court action is suspended and prevention activities are also more limited. The annual target had therefore been reduced but we are exceeding this at present.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 4. More people taking part in sport and physical activity: Number of individual One Card holders using One Leisure Facilities services over the last 12 months (rolling 12 months)	43,383	44,340	29,500	23,573	R	40,000	20,000	A
Aim to maximise								

Comments: (Leisure and Health) Massively affected due to reduction in activities offered due to lockdown restrictions

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 5. More people taking part in sport and physical activity: Number of individual One Leisure Active Lifestyles service users (cumulative year to date) Aim to maximise	4,023	3,320	800	824	G	1,400	824	A

Comments: (Leisure and Health) Numbers reviewed due to Covid-19 but lockdown in November and Lockdown 3 means no activities are running and unlikely to run during this next period

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 6. Providing more opportunities for people to be more active: Number of sessions delivered by One Leisure Active Lifestyles (cumulative year to date) Aim to maximise	4,526	2,540	700	715	G	1,500	715	A

Comments: (Leisure and Health) Numbers reviewed due to Covid-19 but lockdown in November and Lockdown 3 means no activities are running and unlikely to run during this next period

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 7. People participating more often: Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall, pitches, bowling and Burgess Hall (excluding school admissions) (cumulative year to date) Aim to maximise	1,425,633	1,094,750	280,000	302,933	G	350,000	302,933	R

Comments: (Leisure and Health) Numbers reviewed due to Covid-19 restrictions. Prior to Lockdown 3 we were on target to exceed these numbers. Latest information suggests we are unlikely to be open again before March at the earliest so now highly unlikely.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 8. People participating more often: One Leisure Active Lifestyles total attendances (cumulative year to date) Aim to maximise	57,098	42,877	7,000	5,500	A	12,000	5,500	A

Comments: (Leisure and Health) Numbers reviewed due to Covid-19 but lockdown in November and Lockdown 3 means no activities are running and unlikely to run during this next period

STRATEGIC THEME – PLACE

Period October to December 2020

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
16		3		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
8		4		1		0		0	

WE WANT TO: Create, protect and enhance our safe and clean built and green environment

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 13. Establish a new park in St Ives	31 March 2021	Cllr Beuttell	Neil Sloper	Work ongoing - lease is being drafted and groundworks underway.
A	KA 14. Adopt a plan and deliver increases in nature – protecting and increasing biodiversity within our parks and open spaces	30/06/2021	Cllr Beuttell	Neil Sloper	Work on hold due to Covid-19 and maintaining service delivery. Anticipated delivery now Q2 2021/22.
G	KA 15. Adopt Waste Minimisation Plan and deliver programme of waste	Strategy to Cabinet,	Cllr Beuttell	Neil Sloper	A new Waste Minimisation Strategy and a Waste Minimisation Action Plan were approved at Cabinet in

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
	minimisation activities to encourage people to reduce, re-use and recycle	December 2020			December 2020. Projects are in place to support the objects set out in the strategy: <ul style="list-style-type: none"> • Reduce the amount of waste that is collected from households through our kerbside collections. • Achieve a greater than 60% diversion of waste from landfill in line with the council's manifesto pledge. • Improve the quality of the recycling material we collect by maintaining contamination levels below 7%
G	KA 16. Install electric vehicle charging points in specific council owned car parks	31 March 2021	Cllr Beuttell	Neil Sloper	Report going to Overview & Scrutiny (Customer & Partnerships) Panel in February to agree locations and fee at following Cabinet meeting.
G	KA 17. Install secure cycle storage facilities in specific council owned car parks	31 March 2021	Cllr Beuttell	Neil Sloper	Combined Authority funding applied for. Outcome due to be heard in early February.

WE WANT TO: Accelerate business growth and investment

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 18. Develop a Regeneration Plan	TBC	Cllr Fuller	Clara Kerr	Outline plan to Director in Sept 2020. Awaiting feedback.
G	KA 19. Prepare options reports for the redevelopment of the Bus Station Quarters in St Ives and Huntingdon	September St Ives, December Huntingdon	Cllr Fuller	Clara Kerr	Now part of KA 23, progress on this will be reported there.
G	KA 20. Work with partners across the Cambridgeshire economy to deliver the ambitions of the Cambridgeshire and Peterborough Independent Economic Review / Local Industrial Strategy	Ongoing	Cllr Fuller	Clara Kerr	Attention has focussed more to recovery work but closer links are being established with the Combined Authority (CA) to review the forthcoming shared prosperity fund and develop opportunities to bid to the local growth fund. The Market Town schemes development links into recommendation 8 of the

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					Cambridgeshire & Peterborough Independent Economic Review.
G	KA 21. Recovery Action (Economic Development – Economic Growth Strategy)	Q3	Cllr Fuller	Clara Kerr	To be reported to Cabinet in January 2021.

WE WANT TO: Support development of infrastructure to enable growth

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 22. Continue to work with partners and influence the Combined Authority (CA) and secure support and resources to facilitate delivery of new housing, drive economic growth and provide any critical infrastructure	Ongoing	Cllr Fuller / Cllr Neish	Clara Kerr	Discussions in relation to A141 developing Strategic Outline Business Case are ongoing; developer roundtable took place in December. We continue to work with the CA to secure additional funding toward an uplift in affordable housing.
G	KA 23. Support the implementation of 'Prospectuses for Growth' for St Ives, Huntingdon and Ramsey and the St Neots Masterplan	Ongoing	Cllr Fuller	Clara Kerr	The CA announced £1.5m for Prospectuses for Growth (Huntingdon, St Ives, Ramsey). Further advice was 50% to be spent on Covid-19 response. Accelerated bids submitted to the CA in December; longer term to be submitted approx., March 2021. On 26th December, a Future High Streets Fund award was announced of £3,748,815 for St Neots.
G	KA 24. Continue to provide active input into and work with partners on key transport developments, including the A428, East-West Rail (EWR) and A14 improvements	Ongoing	Cllr Neish	Clara Kerr	Planning Performance Agreement for officer engagement on A428 Development Consent Order (DCO) signed in December. Dialogue commencing re DCO process for EWR and will accelerate Q4 onwards. Dialogue in respect of A14 is focussing on train station forecourt and working with Highways England/National Rail to link with the wider regeneration agenda.

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 25. Work with partners to develop Oxford-Cambridge Arc (Ox-Cam) growth corridor proposals and maximise the opportunities this can offer locally	Ongoing	Cllr Neish	Clara Kerr	Officers have attended meetings. A non-statutory framework is to be published in Q4.
G	KA 26. Prepare and implement an updated Section 106 Supplementary Planning Document and Community Infrastructure Levy charging schedule	Ongoing	Cllr Neish	Clara Kerr	Agreed with Portfolio Holder that this will be paused given viability implications of Covid-19 and limited ability of advisors to advise/forecast with certainty. This position is to be reviewed in January 2021.
G	KA 27. Recovery Action (Economic Development - enable growth through infrastructure development)	Ongoing	Cllr Neish	Clara Kerr	Continued working with CCC to enhance opportunities under Covid-19 transport measures to test reducing car dominance in St Ives and Huntingdon.

WE WANT TO: Improve the supply of new and affordable housing, jobs & community facilities to meet current and future need

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 28. Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery Test in the National Planning Policy Framework is met	Ongoing	Cllr Fuller	Clara Kerr	Annual Monitoring Report published in December. 5YHLS = 5.24yrs.
G	KA 29. Facilitate delivery of new housing and appropriate infrastructure	Ongoing	Cllr Fuller / Cllr Neish	Clara Kerr	Strong working relationships continue with strategic sites to ensure there are no delays and we facilitate continued delivery of housing and associated infrastructure on our strategic sites. The pandemic has not seen a downturn in applications and we are working with master developers to ensure a continued supply of housing comes to market at pace.

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 30. Design and implement strategies to use Council assets to support the delivery of affordable homes	Ongoing	Cllr Fuller / Cllr Gray	David Edwards	The sale of 13 parcels of land held by the Council for the delivery of affordable homes was approved by Cabinet in October 2020.
G	KA 31. Recovery Action (Housing Strategy and/or Planning/Growth - e.g. prepare and adopt new Housing Strategy)	Ongoing	Cllr Fuller	Clara Kerr	Adopted October 2020.

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 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 9. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations (cumulative year to date) Aim to maximise	80%	87%	80%	85%	G	80%	80%	G

Comments: (Operations) Despite the impact of Covid-19, we have maintained an acceptable level of cleanliness. There has been a rise in the number of residents using open spaces however this has been offset by installing larger capacity bins within these settings.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 10. Number of missed bins per 1,000 households (cumulative year to date) Aim to minimise	0.79	0.81	0.75	0.57	G	0.75	0.65	G

Comments: (Operations) Introduction of Alloy has allowed for better reporting by the collection crews. Alloy allows managers to add notifications to properties to highlight any issues/reminders to the crews.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 11. Percentage of household waste recycled/reused/composted (cumulative year to date)	60%	63%	60%	61%	G	60%	60%	G
Aim to maximise								

Comments: (Operations) No tonnages for December 2020 as yet so the figure is the cumulative up to the end of November 2020. Dry recycling equates to 25% and organic equates to 36% of the waste diverted from landfill.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 12. Number of complaints about food premises (cumulative year to date)	748	N/a	275	107	G	550	200	G
Aim to minimise								

Comments: (Community) Due to Covid-19 and extended food business closures, food related complaints have reduced.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 13. Percentage of licensed	N/a	N/a	40%	32%	A	40%	0%	A

taxi/hackney carriage/private hire vehicles that meet 'Euro 6' low vehicle emission standards (latest position at end of each quarter)								
Aim to maximise								

Comments: (Community) Due to Covid-19, there has been a significant drop off in the number of new vehicles being licensed. Q3 stats show 710 licensed vehicles, with 217 being Euro 6 compliant.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 14. Total number of appeals allowed as a percentage of total number of planning appeals decided (cumulative year to date)	25% (4 out of 16)	6%	15%	26% (7 out of 27)	R	15%	20%	A
Aim to minimise								

Comments: (Development) Over the last 2 months, a total of 5 finely balanced appeal decisions went against the Council as the Local Planning Authority (allowed). 2 of these appeal decisions have already been discussed in detail at internal training sessions and the other 3 will be discussed at future training sessions to ensure we learn from these decisions, and where required, increase knowledge sharing/training, so as to ensure our appeals' performance improves toward the 15% mark.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 15. Number of costs awards against the Council where the	1	1	0	0	G	0	0	G

application was refused at Development Management Committee contrary to the officer recommendation (cumulative year to date)								
Aim to minimise								

Comments: (Development) Solid Planning decision making at Development Management Committee (DMC) continues. To date, no planning appeals overturned with costs following a DMC overturn this year.

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Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 16. The amount of Community Infrastructure Levy (CIL) funding allocated for small-scale infrastructure development (cumulative year to date)	N/a	N/a	N/A	N/A	G	N/A	£1	G
Aim to maximise								

Comments: (Growth) A new CIL governance process was established in Q3. The first reports in excess of £50k to be submitted to Cabinet in Q4. At this time decisions will be taken on small scale proposals <£50k (under delegated authority). These will be reported to the next available Cabinet. Cumulatively these will not exceed £500k in any financial year.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 17. Percentage of planning applications processed on	87%	80%	86%	86%	G	1%	86%	G

target – major (within 13 weeks or agreed extended period) (cumulative year to date)								
Aim to maximise								

Comments: (Development) Significant improvement over last year's Q3 performance. Team continues to work extremely hard to get major decisions out the door despite difficult circumstances. Predicted outturn 86%. Target is 86% - the average performance in East of England

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Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 18. Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) (cumulative year to date)	78%	78%	No target set due to impact of Covid-19 on planning services locally and nationally	77%	A	-19%	80%	A
Aim to maximise								

Comments: (Development) Minor' planning applications identified as a key area to address. Throughout Q1 and Q2 the DM planning teams were struggling to effectively deal with some minor planning applications, mainly due to lack of capacity within the teams, but also due to unforeseen circumstances thrown up by the Covid-19 pandemic, home working and poor system performance which particularly impact higher frequency 'minor' planning applications with more reliance on IT systems to administer (these applications are also of a more complex nature than for example 'other' applications). All of this resulted in slower execution times and therefore the drop in output. The capacity in the team has since increased and the service is also currently recruiting to bring in additional capacity to deal with the workload.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 19. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date) Aim to maximise	88%	89%	No target set due to impact of Covid-19 on planning services locally and nationally	84%	A	-19%	1%	A

Comments: (Development) Performance is 4 percentage points down compared to 2019/20 Q3 but again elements around lockdown, home working, poor system performance had an impact on higher frequency 'other' planning applications with more reliance on IT systems to administer. All of this resulted in slower execution times and therefore the resultant drop in output. The capacity in the team has since increased and the service is also currently recruiting to bring in additional capacity to deal with the workload.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 20. Number of new affordable homes delivered in 2020/2021 (cumulative year to date) Aim to maximise	440	329	105	95	A	338	242	N/a

Comments: (Growth) As reported last time, Covid-19 is having an effect on affordable housing delivery. Given this background, forecasting to estimate end of year completions is less reliable even at this stage. In the last report, 293 homes were expected to be completed but this is now reduced to 242.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 21. Net growth in number of homes with a Council Tax banding (cumulative year to date) Aim to maximise	1,185	792	No target set	724	G	No target set. Defer to AMR	724+	G

Comments: (Growth) The total at 30 December 2020 was 724 higher than at 29 March 2020. House building has been affected by lockdown measures already and may also be impacted by the state of the national and local economy so any forecasts at this stage are unlikely to reflect delivery. The AMR is indicating a 5.24 years housing supply.

STRATEGIC THEME – BECOMING A MORE EFFICIENT AND EFFECTIVE COUNCIL

Period October to December 2020

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
3		5		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
7		3		3		0		3	

WE WANT TO: Become more efficient and effective in the way we deliver services

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 32. Actively manage Council owned non-operational assets and, where possible, ensure such assets are generating a market return for the Council	Ongoing	Cllr Gray	Justin Andrews	Five new lettings and one rent review completed in Q3 generating an annual rental of £98.5k p.a (increase of £18k p.a. on previous lease rents). Year to date activity now totals 9 units re-let at a total rental of £95.5k p.a.(an increase of £63.4k on previous lease rents) and 7 rent reviews and lease renewals - annual rent of £304.9k (increase of £6.5k in annual rent). Additional one off income of £5.5k has been

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					received for 2 wayleaves. There have been 10 units vacated in 20/21, fewer than in 19/20, but a greater loss of rent (£147k) largely due to the failure of Frankie & Benny's unit at the Rowley Centre. The number of units let so far this year is at a similar level to 19/20 but is expected to surpass this by year end with a large number currently under offer and this will significantly outweigh the number of vacations (status Green). However, rental values recouped are below the total rent lost at present (status Amber).
G	KA 33. Develop the Council's approach to data and business intelligence to support efforts to improve organisational efficiency including the development of unit cost and value metrics to measure service performance	Ongoing	Cllr Gray	Tony Evans	New technical business analyst appointed into post to support the data warehouse roll out. Work resuming on wider data warehouse roll out that was paused due to Covid-19. Business Grants programmes are a good example of wider and improved usage of dashboards to provide reporting and updates.
G	KA 34. Develop the Council's approach and methodologies for business change, service design and user research to enable effective change management within the organisation	Ongoing	Cllr Keane	Tony Evans	Digital designer appointed into post to support improved service design in the customer interactive elements of a service. Work resuming on service design playbooks that was paused due to Covid-19.
A	KA 35. Recovery Action (Finance e.g. respond to impact on budget)	Ongoing	Cllr Gray	Justin Andrews	Q3 shows an overspend of £0.799m, but this is a significant improvement on Q2 outturn by £1.604m. This has been achieved by one off Government funding for revenue loss and furloughing leisure staff.
A	KA 36. Develop Workforce Strategy including options for best use of apprenticeship levy	Ongoing	Cllr Keane	Justin Andrews	Initial scoping undertaken, paused to align to Core Services strategy which is under development. HR team continue to identify, with managers, opportunities to reskill existing staff through apprenticeship route.

WE WANT TO: Become a more customer focussed organisation

Status	Key Actions for 2020/21	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
A	KA 37. Develop our understanding of customer and resident needs and demands	Ongoing	Cllr Keane	Michelle Greet	Work is underway to introduce a People's Panel to HDC to embed a culture of engagement to widen and deepen the involvement of local communities in shaping the Council's future. The technical resource to get this in place has been seconded to the Business Grants work for the last 6 months which has created a delay in this project.
A	KA 38. Expand how we offer online and out of hours access to our services via the customer portal and other solutions	Ongoing	Cllr Keane	Michelle Greet / Tony Evans	Programme has been delayed due to Covid-19 but integrated waste forms and payments integration are due to be released in Q4 which will enable wider digitisation of forms and changes within Customer Services who can now fully adopt the platform.
G	KA 39. Introduce a new electronic pre-application planning advice service	2021/22	Cllr Neish	Jacob Jaarsma	Agreed with Chief Operating Officer and Portfolio Holder to put rolling out new electronic pre-app service on hold until next financial year due to struggles with recruitment and to allow service to reduce the backlog of planning applications.

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 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 22. Total amount of energy used in Council buildings (cumulative year to date) Aim to minimise	11,265,569 kWh (10% increase on 2018/19) *As at Q3 and compared with Q3 2018/19	7,136,041 kWh	6,556,869 kWh (5% down on 2018/19)	N/a	N/a	9,710,467 kWh (5% down on 2018/19)	N/a	N/a

Comments: (Corporate Resources) Energy Management System not currently operational, to obtain data. Permanent Energy & Sustainability Officer appointed November 2020 and is still getting up to speed.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 23. Percentage of Business Rates collected in year (cumulative year to date)	99%	86%	85%	84%	R	99%	?	R

Aim to maximise								
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Comments: (Revenues & Benefits) Many businesses have been impacted by Covid-19. Having to close temporarily or seeing a drop in income is causing financial issues although grants and Business Rates holidays have been awarded where possible to help mitigate the situation.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 24. Percentage of Council Tax collected in year (cumulative year to date)	98%	87%	87%	85%	R	98%	?	R
Aim to maximise								

Comments: (Revenues & Benefits) It is difficult to forecast the outturn as the payment profile has changed this year with many customers opting to pay over 12 months instead of 10. Recovery action is still continuing.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 25. Number of magistrates court appeals against licensing decisions which have been upheld against the Council (cumulative year to date)	N/a	N/a	10	0	G	10	2	G
Aim to minimise								

Comments: (Community) To date, HDC has lost no cases where the original decision by officers have been appealed through the courts.

Performance Indicator	Full Year		Q3 2020/21	Q3 2020/21	Q3 2020/21	Annual	Forecast	Predicted
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	2019/20 Performance	Q3 2019/20 Performance	Target	Performance	Status	2020/21 Target	Outturn 2020/21 Performance	Outturn 2020/21 Status
PI 26. Percentage satisfaction with ICT support services from feedback received (cumulative year to date) Aim to maximise	N/a	N/a	95%	98%	G	95%	93%	A

Comments: (3C ICT) Customer satisfaction has been affected by regular and frequent re-prioritisation of activity to take into account Covid-19 support and recovery, especially during Q1. Early in Q3, a sequence of service outages has also had an impact on performance which has in turn impacted customer satisfaction.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 27. Percentage of invoices from suppliers paid within 30 days (cumulative year to date) Aim to maximise	92%	88%	98%	78%	R	98%	81%	R

Comments: (Corporate Resources) The performance has been moderately impacted by the absence of people from the office due to working from home. Whilst a very slight improvement occurred in October, the effect of this has been mitigated by a dip in November and December due to the break. The Accounts Payable team is continuing to work with teams processing invoices, by investigating the occurrence of late payments and seeking to ensure that orders and goods received notes are promptly raised.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 28. Staff sickness days lost	6.5	4.8	6.5	3.8	G	9.0	6.3	G

per full time employee (FTE) (cumulative year to date)	days/FTE	days/FTE	days/FTE	days/FTE		days/FTE	days/FTE	
Aim to minimise								

Comments: (Corporate Resources) Recent sickness absence figures remain low. However, this excludes non-sickness absences related to Covid-19 (such as those required to shield or isolate who were unable to work from home). If these absences were included, the absence rate to the end of Q3 would increase to 8.2 days/FTE.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 29. Income generated from Commercial and Operational Estate Rental Income (cumulative year to date)	£4.9m	£4.0m	£2.9m	£3.8m	G	£3.9m	£4.6m	G
Aim to maximise								

Comments: (Corporate Resources) Slight downturn in forecast outturn due to more units being vacated and forecast incorporating provision for bad debt. Better than expected letting numbers are moderating void periods though.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 30. Percentage of calls to Call Centre answered (cumulative year to date)	83%	85%	80%	82%	G	80%	82%	G
Aim to maximise								

Comments: (Customer Services) We have been able to use Microsoft Teams to allow advisors to answer customer calls from home and

maintain service. Some of the loss of functionality around call recording and advanced routing of calls has been challenging, but the 3C telephone project this year should address this.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 31. Call Centre telephone satisfaction rate (cumulative year to date)	89%	89%	80%	N/A	N/a	80%	N/A	N/a
Aim to maximise								

Comments: (Customer Services) We have paused the sending out of paper surveys this quarter.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 32. Customer Service Centre satisfaction rate (cumulative year to date)	95%	95%	80%	N/A	N/a	80%	N/A	N/a
Aim to maximise								

Comments: (Customer Services) We have paused the sending out of paper surveys this quarter.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 33. Percentage of Stage 1 complaints resolved within time (cumulative year to date)	87%	86%	90%	95%	G	90%	95%	G

Aim to maximise								
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Comments: (Customer Services) Of 92 Stage One Complaints received so far, only 5 this year have been responded to late, 4 of which are in Operations and 1 for Covid-19 Grants. Development have received the most complaints with 24. Operations then follow with 20. There have been 17 complaints related to Covid/Discretionary Business Grants, though the majority of these are related to non-eligibility for discretionary grant schemes.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 34. Percentage of Stage 2 complaints resolved within time (cumulative year to date)	76%	79%	90%	87%	A	90%	90%	G
Aim to maximise								

Comments: (Customer Services) 30 Stage Two Complaints have been received, of which 4 were responded to late; 3 relating to Development and 1 related to Covid-19 Grants. 13 were related to Covid/Discretionary Business Grants and, as with Stage One complaints, the majority related to non-eligibility for discretionary grant schemes.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 35. Percentage reduction in avoidable contacts (cumulative year to date)	2%	2%	-15%	-12%	A	-15%	-15%	G
Aim to maximise								

Comments: (Customer Services) The introduction of the integrated Operations forms took place in May 2020 and new integrated Operations and Portal forms will be introduced in Q4 which should further reduce avoidable contact.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 36. Percentage of households with customer accounts generated (latest result) Aim to maximise	15%	10%	23%	27%	G	25%	30%	G

Comments: (Customer Services) We now have 21.4K accounts on the OneVu platform. A small proportion of these are registered to addresses outside the district. Multiple residents of a property may also have their own accounts.

Performance Indicator	Full Year 2019/20 Performance	Q3 2019/20 Performance	Q3 2020/21 Target	Q3 2020/21 Performance	Q3 2020/21 Status	Annual 2020/21 Target	Forecast Outturn 2020/21 Performance	Predicted Outturn 2020/21 Status
PI 37. Percentage of all council services that have an end to end digital process (latest position at end of each quarter) Aim to maximise	N/a	N/a	15%	TBD	A	20%	?	N/a

Comments: (Transformation) Key digital components have been released to enable future forms to have integrated payments. All new business grant forms were built on the portal platform with updates via the portal. Integrated Operations forms are due for release in Q4.

Project Name	Project Description	Original Approved End Date	Expected Delivery Date	RAG Status	Performance Summary	Last updated	Service Area	Project Sponsors	Project Managers
CPP - Core Portal Project	Part of the Customer Portal Project - Delivers the ability to create integrated dynamic eForms to the council with supporting people, process and technology. Additionally delivered forms for Operations Streets, Waste, Grounds.	31-Mar-21	31-Mar-21	A	Waste forms planned for testing in early December. Bulky Waste delayed due to being dependant on Greater Cambridge Shared Waste Service Bulky Waste. Other technical components released and being configured currently but not critical for release or Dynamics replacement. Project Delivery Lead position advertised for recruitment.	Dec-20	Transformation	John Taylor	Tony Evans
CPP - Dynamics Replacement	Replaces Dynamics with IEG4 CsVu.	31-Mar-21	31-Mar-21	A	Working to complete remaining tasks from the Yotta project, Transformation and the Digital team.	Dec-20	Customer Services	John Taylor	Michelle Greet
CPP - eBilling	Delivers an eBilling capability that will allow residents to request online council tax bills, letters and benefits statements and letters.	30-Sep-22	30-Sep-22	A	Work on e-billing won't start until Q1 2021/22 however outline plan of what is required has been established with e-form provider in order to be able to upload copies of bills to the customer portal. Bids being evaluated, anticipated that decision will be made on successful bid in December.	Dec-20	Revenues & Benefits	John Taylor	Amanda Burns
CPP - Data & Analytics	Creates a unified view of demand across digital and phone channels that will provide the basis for understanding demand for services and unit cost of interaction.	30-Sep-22	30-Sep-22	R	Developing full requirements specification to agree with partners. Risk around lack of defined process for securing systems within 3C ICT. No progress made due to capacity being divert to handle issues with Tascomi and responding to digital bids for CPCA COVID funding.	Dec-20	Transformation	John Taylor	Tony Evans
Retail in our Town Centres St Benedicts Court regeneration	Investigate opportunities for working with the owners of St Benedicts Court in Huntingdon as part of a wider redevelopment 'quarter' approach to regenerate that part of the town centre (M25)		TBC	A	Now covered as part of the emerging Towns Programme, the Council has been re-approached by Threadneedle. Need to consider the site as part of the emerging plan for Huntingdon. Emma Taylor putting together the whole programme which will include several Huntingdon projects. Proposals to then feed into CPCA bid in September. £300k has been secured already to do some of the initial masterplanning across the three towns.	Dec-20	Development	David Edwards	Clara Kerr
Leisure Ramsey 3G Artificial Pitch	3G Artificial Pitch (2018/19 Capital programme) (M10)	31-Dec-18	31-Mar-21	R	Project management company RLF have had issues getting contact from County Council Archaeology team but under control for March 2021 start date. Agreement in place with contractors to delay start date until March 2021 to manage risks associated with Archaeology works to be undertaken prior to build as part of planning conditions. Poor ground conditions in the winter period could result in additional works and additional spend. Agreement with main funder Football Foundation to delay and also fits in within the lease agreement with school to deliver project within 18 months of signing lease agreement.	Dec-20	Leisure & Health	Jayne Wisely	Martin Grey
New HR system	Full 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. Project Manager is external consultant.		31-Mar-21	G	Implementation of phase 1 of the project (Core HR, Self Service, Payroll, Pensions) is on track. Training is scheduled or completed and the Core HR and Payroll is under development, with HR/Payroll user testing scheduled for 3 weeks in Jan 2021. Parallel runs scheduled for Feb/March 2021. Data Migration is in hand with 3rd party (recommended by 3CICT), commenced test data extract Dec 2020 and live Data Conversion scheduled for Feb 2021. Two years of live data will transfer, options being explored for best solution for historic data which is secure, searchable, reportable and cost effective. Zellis have provided a solution for HDC to extract its documents from system storage and that is being costed. Comms plan and training plan are in progress; and due to be finalised in next few weeks. Phase 2 (recruitment, onboarding, L&D) will begin scoping in Q1 2021. (Non project issue, but impacts project) 3CICT are in talks with Zellis about server upgrade, which is required in order to run year end for statutory payroll purposes.	Dec-20	Corporate Services	Justin Andrews Fiona Bryant	Aileen Whatmore Randeep Singh (PM)

Project Name	Project Description	Original Approved End Date	Expected Delivery Date	RAG Status	Performance Summary	Last updated	Service Area	Project Sponsors	Project Managers
Bridge Place car park reprovion	Completion of property sale, reprovion of parking at alternative site (long stay car park serving Huntingdon). This will also involve setting up of a park alongside the car park.		30-Jun-21	A	Application has gone into Fields in Trust. We are currently in consultation for a change request. We are in discussions with 3rd party planning application to progress. Plans for alternative site (Riverside Huntingdon) underway with application to Fields in Trust for permission to allow planning design and consultation to be progressed. Draft requirements document in production for Design/Planning/CDM and Project Delivery in consultation with procurement and estates. Timeline is tight to match requirements of RGE sale. Critical path identified with built by date being July 2021.	Dec-20	Operations	Neil Sloper	Matt Chudley (site) George McDowell (Car Park works)
Environmental Health System Procurement / Implementation	Project has been broken down into two phases. Selection and Implementation. The Selection project is for the three Councils to choose a single supplier to replace current environmental health systems with a single system. SCDC is leading on the project on behalf of the three Councils.	31-Mar-20	31-Jan-21	A	Civica and Idox completed their second extraction of data from Flare and Uniform respectively and User Acceptance Testing (UAT) was conducted on the data imported into Tascomi. There were considerable issues with the data provided and a further migration of data must now take place to ensure it meets our needs at UAT before we can approve the final extract. Issue logs were fed back to the providers and revisions and additional field mapping will be made to their scripts for third test extracts. As a result of this, and the need to ensure that the data migrated is accurate and meets our needs, the project is in the process of being re-baselined with the Go Live date being pushed back around 4 weeks. Configuration work and development of UAT scenarios continues with processes being shared by councils to try and ensure they are as similar as possible. HDC has made the decision to use the Tascomi portal until IEG4 becomes available. The benefit will be the availability of an online capability for customers to report issues, submit applications, etc which will feed directly to Tascomi, however this will require further configuration on the part of HDC staff. It will also derisk the impact of Central Govt (GDS) withdrawing online licence forms that are currently used from March 2021 onwards. The budget figures have been updated to include the additional costs of configuration and a 1/3 share of the Programme Manager costs, which were not included in the original costs for this project and are forecast to be covered by savings within Licensing and Community.	Dec-20	3C Shared Services	John Taylor	David Pope
Outsourced Hybrid Mail & Printing Project	Outsourced Hybrid Mail & Printing Project	-	31-Dec-20	G	Shortlisted bidders have all been evaluated, scored and are we are at the demonstrations and presentations stage. This is scheduled to be completed on 16 December, following which appointments could be made subject to any challenges or stage 3 negotiations.	Dec-20	Customer Services	John Taylor	Andy Lusha
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.	07-May-19	31-Dec-20	G	Phase 2 - Streets Hand over to support processes underway, service to be briefed. Phase 4 - Waste System in use since 7th October. Currently tracking tasks to enable project closure. Issue with auto-syncing now resolved. Hand over to support processes underway, service to be briefed. Phase 3 - Grounds Scope of new grounds project is now being developed with the service which will now include Trade Waste Rounds. Time scales being developed.	Dec-20	3C Shared Services	Joel Carre (CCC) Neil Sloper	Tony Allen

Project Name	Project Description	Original Approved End Date	Expected Delivery Date	RAG Status	Performance Summary	Last updated	Service Area	Project Sponsors	Project Managers
One Leisure St Ives Changing Rooms	Capital 2019/20	TBC	31-Mar-21	G	Design tweaks now completed. Waiting on professional fee update so more expenditure expected imminently. Tender release planned for Monday 7th Dec. 2 week return (using Framework), with work on site due beginning of January. Negotiations ongoing with fit out specialists (lockers and cubicles) with savings expected.	Dec-20	Leisure & Health	Paul France	Chris Keeble
Alms Close, Huntingdon - Land development	Development of Land at Alms Close, Huntingdon	31-Oct-19	18-Sep-20	Closed	Total certified construction value as of 18/09/2020 is £1,515,039.40. Likely overspend of construction works £100K, the total sum including consultancy fees of circa £120K = £1,624,440.50 (all sums excluding VAT). Practical Completion was achieved on 4th November 2020 and therefore the 12 month defects liability period has commenced.	Dec-20	Corporate Services	Justin Andrews	Carl Egonu
Data Centre Migration	Data Centre Migration from Shire Hall to Peterborough (interim hosting)		31-Mar-21	A	This month we have moved on from the cancellation of the November weekend and agreed a new date at the end of January. The project team is making progress on a number of remediation tasks to improve the link, the reliability of the data centre hosts and the data centre network traffic routing.	Dec-20	3C Shared Services	Oliver Morley	Peter Holmes
Godmanchester Sluice	Funding of repair/renovation to sluice structures, Mill Steps site, and potential additional fish/eel passage. None of this is HDC money.		30-Nov-20	G	There are no recent status changes to project. Planned to start work Jan 2021, included within CPCA Bids for recovery work.	Dec-20	Operations	Neil Sloper	Andrew Rogan
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-Mar-35	A	Bid to CPCA for £300k for Ramsey, St. Ives and Huntingdon agreed by Board. Interim Programme Manager in post October 20. Market Town Programme being developed to capture Prospectuses for Growth ambitions into one programme, including on street WiFi and Covid-19 walking/cycling and Smart Towns. The Programme also includes the Future High Streets Bid for St Neots. Governance arrangement being established. Procurement of multi-disciplinary agency to undertake masterplanning and business case work for St Ives, Huntingdon and Ramsey to commence early 2021.	Dec-20	Strategic Planning	Clara Kerr	Emma Taylor
COVID 19 Accelerated Programme	A programme of short-term interventions to support market towns of St Ives, Huntingdon and Ramsey respond to challenges associated with COVID 19.		31-Mar-21	A	Long list of projects has been discussed and officers are now preparing the required information for submission to the Combined Authority by 18 December. DE to brief the Leader and ongoing discussions with the Town Council representatives. Expected that a bid totalling £1.5M will be submitted. Delivery within the CPCA timescale of 31 March 2021 is challenging, even with proceeding at risk on some of the work. Some tender opportunities will be issued w/c 7 December.	Dec-20	Development	David Edwards	Seamus Cleary
Cycle Route Improvements	Management of work with county on deliver cycling routes. 120 submitted to CCC.		31-Mar-21		Local Cycling and Walking Infrastructure Plans schemes are delayed due to work establishing walking route improvements needed, which Sustrans is assisting with. Consultation expected in Spring 2021. Covid-19 measures have either been delivered, ruled as unfeasible or moved to Tranche 2. Tranche 2 is to be delivered by end of March 2021. Funding has been confirmed by Government. CCC is appointing contractors to assist with the detailed project work to ensure it can deliver schemes in this timescale.	Dec-20	Strategic Planning	Clara Kerr	Melissa Reynolds

Project Name	Project Description	Original Approved End Date	Expected Delivery Date	RAG Status	Performance Summary	Last updated	Service Area	Project Sponsors	Project Managers
Hinchingbrooke Country Park	Business Plan investment to return site to non-subsidy. Subject to agreement of long lease with County Council		31-Mar-23	A	Lease to be written and agreed by CCC. Timeline for individual stages of the project created, starting with improvements to lakeside and footpaths, then play opportunities. Research currently being undertaken. Initial projects being scoped on timeline for end of Q3 so investment can be seen in 2021 season. Parking design and consultation next step. Due to Great Crested Newts build considerations on car park, earliest is Autumn 2021 depending upon survey work and advice underway. Draft Planning Consultant Document for Design/Application and Build underway. Possible CPCA project for key play which is 'shovel ready' in consultation with Mark Thompson to accelerate delivery for 2021 season. Combined EA and HDC project to re-invigorate fishing underway ready for 2021. Options being discussed with canoe club. Feature play being commissioned as part of recovery work to be in place for Summer 2021. Included speculatively in CPCA bids.	Dec-20	Operations	Neil Sloper	Judith Arnold
Programme of COVID-19 related work	Package of projects that will be undertaken as the recovery work for the Council.		31-Mar-23	A	Further work has been undertaken on the scoping document for discussion with directors on Thursday 10 December. Limited response from some of the lead officers in terms of their project details and proposal is to de-scope some of the work that had been discussed previously in the People and Place recovery groups. Aim is to present a paper to the Board on 15 December, however, that will depend on the outcome of the discussion. Officers have also been asked to identify any capacity constraints. It is proposed that projects will be classified as 'go', 'hold', 'BAU' and 'stop'.	Dec-20	Strategic Planning	David Edwards	Fay Downer
MCCLG data given Covid-19 project	4 month project to test impact of proactive outbound contact with residents on basis of known risk factors. Project includes build of outbound digital comms.		31-Mar-21	G	The direct support to the Clinically Extremely Vulnerable cohort finished at the end of the second lockdown. Information on how effective the types of communication were have been gathered and will be utilised in the development of the different approaches to engagement. Two meetings held with Unboxed who have been tasked with developing tried and tested scripts for research with a targeted audience which will in turn form the content of the emails/letters/contact that is to be trialled.	Dec-20	Transformation	Oliver Morley	Claudia Deeth
Recovery Programme - 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.		31-Mar-23	G	Cabinet approved sale of 13 sites for development of circa 91 new Affordable Housing to Longhurst Group with option for HDC to receive Private Rented homes in lieu of capital receipt for land. HDC sales costs of circa £200,000 expected to be recouped from land sale. Total budget for development circa £20,000,000 to be funded by Longhurst and Homes England grant. Stage 1: Establishing package of sites, securing a delivery partner and Cabinet approval completed. Stage 2: Exchange of land contracts - target January 2021. Stage 3: Obtaining planning applications, determining which of 13 sites are viable and completing land sales - target Phase 1 December 2021 & Phase 2 September 2022. Stage 4: Completion of new homes - target March 2023.	Dec-20	Development	David Edwards	Adrian Davey

Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Financial Performance Report 2020/21, Quarter 3

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth) – 3rd February 2021

Executive Portfolio: Executive Councillor for Strategic Resources, Councillor Jonathan Gray

Report by: Chief Finance Officer

Wards affected: All

Executive Summary:

This report sets out the Council's forecast Financial Performance Report (Q3) for 2020/21.

Recommendation:

The Overview and Scrutiny Panel is invited to comment on Finance Performance Report 2020/21, Quarter 3 from the Cabinet report attached at **Appendix A**.

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Public
Key Decision – No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Finance Performance Report 2020/21, Quarter 3

Meeting/Date: Cabinet – 11th February 2021

Executive Portfolio: Executive Councillor for Strategic Resources,
Councillor Jonathan Gray

Report by: Chief Finance Officer

Wards affected: All

Executive Summary:

The Covid-19 pandemic has had a considerable impact on the Council. The Government's lockdown, announced on 20th March 2020, has meant that many of the businesses in Huntingdonshire have been forced to close – significantly impacting on the local economy, which in turn impacts on the Council's commercial income. Furthermore, the Council has had to put considerable resources into ensuring that rough sleepers are safe during this period and that the most vulnerable in our community are cared for. This comes with additional cost pressures.

Financial Impact

These additional costs have had a significant impact on the financial outturn for 2020/21 as we now entry into the 3rd national lockdown during this financial year. However, the true scale of its impact on the Council's finances in 2020/21 will not be truly known until March 2021. The Council is showing substantial losses across many of its largest streams of commercial income. These include rental income, Leisure income, parking, commercial waste, licensing fees and planning fees. As with any recession, investment income is anticipated to reduce which will create further pressures on the Council's finances.

On the expenditure front some of the key areas of additional pressure will include accommodation and support for rough sleepers, additional costs in supporting our most vulnerable with food parcels and assistance in accessing medical provisions – some of whom may not have required our support previously.

There has been significant Government funding, £2.2m of emergency Covid 19 funding to cover the Council's response to the pandemic and the Income Compensation Scheme covering losses within Leisure and Parking; claimed so far £2.8m. However, it is difficult to quantify the impact of Covid-19 with any certainty. Due to the Council's reliance on commercial income and fees and charges and consequently its exposure to the economic cycle, the Council has sought in recent years to build up the general fund balance to ensure the Council

is financially resilient in a recession. The Council is therefore able to draw upon its general fund reserve balances in 2020/21 to balance its budget.

Moving forward, the Council will reset its Medium-Term Financial Plan (MTFP) in recognition of the impact of the pandemic and the Council's strategic objectives. The Covid-19 crisis has meant that the Council has had to review what its most critical services areas and which are required to still be operational even during a global pandemic. The changing environment and "new normal" in which we are likely to find ourselves will require the Council to review the services it provides, its delivery models and the outcomes that are of the highest priority. This will also require the Council to review the structural position of its budget and how that needs to change going forward.

Recommendation

It is recommended that:

- The Cabinet is invited to consider and comment on the financial performance at the end of December, as detailed in Appendices 1, and the register of reviews of Commercial Investment Strategy propositions at Appendix 2.

1. PURPOSE OF THE REPORT

1.1 To present details of the Council's projected financial performance for 20/21.

- Revenue outturn estimated overspend of £0.799m.
- Capital outturn estimated underspend of £11.890m

The impact of the Covid 19 pandemic, as far as possible, has been reflected within the Council's financial position. This now includes the Governments Income Compensation Scheme of £3.862m, of which £2.816m has already been claimed. Together with furlough recovery of £1.115m (received £0.492m; estimated £0.623m)

2. BACKGROUND

2.1 The budget and MTFS for 2020/21 approved in February 2020, assumed a net expenditure budget of £17.688m, together with an increase in Council Tax of 2.6%. At the time of setting this budget it was not foreseen that a global pandemic was imminent, causing unprecedented actions to be taken within the UK and the rest of the world, in trying to restrict the spread of this pandemic.

Impact assessments were initially undertaken to estimate the impact on the council's budget and due to government support via emergency funding and the anticipated income compensation scheme, together with the ability to support the anticipated deficit with reserves, a revised budget for 20/21 has not been produced. However, this is constantly under review and any significant changes will be reported to cabinet.

The MTFS is currently under review for 21/22 onwards within the current budget setting cycle.

2.2 The detailed analysis of the Q3 outturn as at 31st December is attached at **Appendix 1**.

3. FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

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

Revenue The approved Budget is £17.688m with the forecast outturn being £18.487m which is an overspend of £0.799m, a decrease of £1.604m compared to Q2 forecast. The main reasons are shown on the next page.

MTFS The MTFS was updated as part of the 2020/21 Budget setting process and will again be updated as part of the 2021/22 Budget setting process which is now under way. The revision of the MTFS will include 2019/20 outturn variations and others occurring or foreseen in 2020/21 that have an impact on future years.

Capital The approved Budget is £16.611m plus the re-phasing of £3.909m giving a revised total Capital Programme of £20.520m. The forecast outturn is £8.630m giving an underspend of £11.890m.

3.2 Summary Revenue Forecast 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	Revised Forecast £'000s	Variance £'000s	Comments
AD Corporate Resources	5,899	5,390	(509)	Emergency funding for Covid 19 -£2.202m; off set by increase costs of £0,737m; reduction in CIS rental income +£0.683m due to no CIS acquisitions as planned, increase voids and expected lower rental growth across the whole portfolio
AD Transformation	401	303	(98)	Combination of delays in projects and recruitment to vacant posts due to focusing and support the response to Covid 19
Chief Operating Officer	4,425	4,330	(95)	Increase agency costs for Development Management; Mid year adjustment on Housing Benefit, off set by various salary and efficiency across the whole service
Corporate Leadership	603	731	128	Increase costs due to supporting response to Covid 19
Head of ICT	2,139	2,128	(11)	
Head of Leisure & Health	(215)	579	794	Loss of income due to closure of Leisure Facilities
Head of Operations	3,347	4,037	690	Loss of income due to car park charges being suspended during lock down.

Housing Manager	177	208	31	
Growth Manager	842	745	(97)	Salary savings and reduced costs due to delay in projects due to Covid 19.
Programme Delivery Manager	70	36	(34)	
Total	17,688	18,487	799	

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 2020/21 is £16.11m plus the re-phasing of the £3.909m giving a revised total Capital Programme for 2020/21 of £20.520m.

The forecast net expenditure outturn is £9.717m, an underspend of £10.802m.

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

	Budget £000	Forecast outturn £000	Forecast (underspend) / overspend £000	Main reasons for variance
AD Resources	12,371	1,898	-10,473	Delay's in projects in relation to Bridge Place Car Park; Oak Tree Remedial work Projects impacted by Covid 19 are Alms Close and Huntingdon Redevelopment which is being rephased within the current budget cycle for 21/22
AD Transformation	207	0	-207	Impacted by resources being redeployed elsewhere within the business to support the response to Covid 19

	Budget £000	Forecast outturn £000	Forecast (underspend) / overspend £000	Main reasons for variance
Chief Operating Officer	2,306	1,674	-632	Reduction in disabled adaptations
Head of ICT	62	65	3	
Head of Leisure & Health	1,149	425	-724	Additional spend to be funded from CIL and grant income
Head of Operations	3,819	1,893	-1,926	Impacted by resources being redeployed elsewhere within the business to support the response to Covid 19
Housing Manager	0	0	0	Impacted by resources being redeployed elsewhere within the business to support the response to Covid 19
Planning Policy Manager	606	2,675	2,069	Additional spend is CIL funded projects not shown within the budget.
Total	20,520	8,630	-11,890	

3.4 Finance Dashboard

The Outturn for Q3 also looks at the collection rates for Council Tax and NDR, together with the working ages caseload for Council Tax Support Scheme. The details are shown in Appendix 1.

In summary, Council Tax collection rates are holding in line with 19/20 rates, however NDR is showing a decline compared to 19/20. This is mainly due to the impact of Covid 19 pandemic and the lock down of the economy, together with Government initiatives to support the hospitality sector with additional reliefs of £20.8m compared to 19/20. The Council will be compensated for these reliefs via the normal grant income received via the business rates retention scheme.

Council Tax Support Scheme has seen a significant increase in caseload within the working age group of 11% compared to 19/20.

4. UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY

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.

4.2 At the end of Quarter 3, the financial projections for the CIS are:

CIS Investments	Budget (£'000)	Outturn (£'000)	Variance (£'000)
Cash Investments			
CCLA Property Fund	(162)	(160)	2
Total Cash Investments	(162)	(160)	2
Property Rental Income	(5,880)	(4,471)	1,409
MRP	879	697	(182)
Net Direct Property Income	(5,001)	(3,774)	1,227
Management Charge	144	15	(129)
Total Property Investments	(4,857)	(3,759)	1,098
TOTAL	(5,019)	(3,919)	1,100

4.3 Investments

The property investment market is subdued at present, although there has been steady activity with many off-market transactions. A number of funds and investment companies have still not returned to the market, although there were signs of increased activity in late 2020. In retail property, a number of retail parks came to the market and there were active buyers, although yields have moved out some distance from the top of the market. Retail parks have generally fared better than high street units and shopping centres suffering the most in the retail sector. The industrial and distribution investment market continues to steal the show with record transactions in the latter part of 2020 and yields falling to levels as low as 3.75% for prime property. Investments being openly marketed in the last quarter tend to be either large lot sizes (over £10m) or development sites. Only one opportunity arose within Huntingdonshire, the Hotel Chocolat Distribution centre in St Neots, which came to the market at £20m (yield 5.5%), this was a property we were outbid on three years ago and sold for c£16.5m at the time. The lease has been re-gearred to Hotel Chocolat and the yield remains at a similar level but off a higher rental base. Efforts have been again focussed on maintaining income through re-lettings, which are running at double normal activity levels, but balanced by some tenants not renewing leases at lease end. A summary of opportunities reviewed in Q3 is included in **Appendix 2**.

Returns from the CCLA property fund have decreased in 2020/21. Other investment vehicles such as bank deposits and money market funds interest rates have also decreased significantly since the Covid-19 pandemic.

To date the majority of the Council's investments have been funded from earmarked reserves or cash balances. Recent acquisition such as Fareham, Rowley Centre and Tri-Link have required loans from PWLB to fund their

purchases; part of the purchase price and acquisition costs were met from earmarked reserves.

5 COMMENTS OF OVERVIEW & SCRUTINY

Please see below the O&S comments from the Financial Performance Report 2020/21, Quarter 3 for review and comment.

6. RECOMMENDATION

- 6.1 The Cabinet are invited to consider and comment on financial performance at the end of September, as detailed in section 3 and in **Appendix 1**, and the register of reviews of Commercial Investment Strategy propositions at **Appendix 2**.


7. LIST OF APPENDICIES INCLUDED

Appendix 1 – Financial Performance Monitoring Q3

Appendix 2 – Register of reviews of CIS investment propositions, Q3

CONTACT OFFICER

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Financial Performance Monitoring Suite December 2020 – Quarter 3

Executive summary

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

Revenue - the forecast outturn is an estimated overspend of £0.799 when compared to the approved budget. The significant overspend is due to the Covid 19 pandemic and the effect of the national lock down affecting income streams within our Leisure, Car Parking Facilities and Commercial Properties. This includes initial emergency Covid 19 funding from central government of £2.202m, off set by additional costs of £0.737m. and £0.454m of reduce costs from furloughing staff from the Leisure Facilities.

Central Government announced further support for Local Authorities in relation to Leisure Facilities and Car Park, Income Compensation Scheme. Commercial Property income is excluded from this scheme. This will allow the authority to claim back 75p for every £1 of net losses and after deduction of 5% of budgeted fees and charges for those services. The first claim covers April to November, which the council has claimed to £2.816m (subject to approval) and will be on a retrospective basis. Due to the latest national lock down the forecast includes an estimate from December to March, of a further £1.046m due to claim, bringing the total to £3.862m.

Capital Programme – the forecast outturn is an estimated underspend of £11.890m.

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

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	Actuals to December 2020 £'000s	Budget £'000s	Forecast £'000s	Variance £'000s	Variance %	Forecast Spend £'000s	Forecast Income £'000s
AD Corporate Resources	897	5,899	5,390	(509)	-8.6	13,102	(7,712)
AD Transformation	174	401	303	(98)	-24.4	366	(63)
Chief Operating Officer	4,254	4,425	4,330	(95)	-2.1	37,198	(32,868)
Corporate Leadership	578	603	731	128	+21.2	731	0
Head of ICT	3,164	2,139	2,128	(11)	-0.5	7,850	(5,722)
Head of Leisure & Health	1,549	(215)	579	794	+369.3	5,312	(4,733)
Head of Operations	3,592	3,347	4,037	690	+20.6	8,914	(4,877)
Housing Manager	136	177	208	31	+17.5	208	0
Growth Manager	(1,876)	842	745	(97)	-11.5	1,188	(443)
Programme Delivery Manager	19	70	36	(34)	-48.6	36	0
Total	12,487	17,688	18,487	799	+4.5	74,905	(56,418)

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Service	Service Grouping	Actuals to December 2020 £	Budget £	Forecast £	Variance £	Var %	Commentary on Result	Action Required	MTFS Impact
AD Corporate Resources	Head of Resources	(2,419,276)	106,242	(1,363,811)	(1,470,053)	-1,383.7	Within this are the Covid 19 additional costs +£737k and emergency funding (£2,201k)		
AD Corporate Resources	Corporate Finance	3,083,632	5,135,547	5,351,973	216,426	+4.2	+£179k additional costs for bad debt provision for potential increase on write off's. +£24k reduction in interest receivable due to interest rate reduction on surplus cash balances.		
AD Corporate Resources	Finance	634,613	794,948	811,288	16,340	+2.1	Increase costs due to childcare vouchers		
AD Corporate Resources	Risk Management	848,653	652,742	735,267	82,525	+12.6	Additional cost due to increase in insurance premiums		
AD Corporate Resources	Environmental & Energy Management	146,910	218,640	201,564	(17,076)	-7.8	-£8.5k saving due to restructure to form Property Services Team -£8.5k underspend on consultancy fees due to vacant Energy Officer & Sustainability Officer position.		

Service Grouping Summary

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AD Corporate Resources	Facilities Management	770,802	865,276	897,704	32,428	+3.7	<p>£31k Roof repairs to St Ives Bus Station</p> <p>£6.5k Replacement equipment after fire at Eastfield House (Oct 19)</p> <p>(£5k) Budget savings identified</p>	<p>Works agreed by Cllr Jonathan Gray to go ahead, agreed overspend due to H&S compliance</p> <p>Transfer funds from insurance monies to cover costs</p>
AD Corporate Resources	Democratic & Elections	578,912	831,404	728,742	(102,662)	-12.3	<p>Staffing</p> <p>£4k District elections – none scheduled</p> <p>£9.7k electoral registration – canvassers fees £11.5k less than previous year</p> <p>£7.3k land charges – vacant post not recruited to yet</p> <p>Income</p> <p>European elections reimbursement for £57.2k; £40k</p> <p>Land charges, increase in search volumes, official and personal searches</p> <p>Supplies & Services (£65k) unspent in for District elections not</p>	<p>Land charges fees to be reviewed by end of January 2021. Awaiting action by Accountant to progress further.</p> <p>District budget should be realigned for one in four years when the scheduled District elections are i.e. 2022/23 for the next elections</p>

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

							scheduled; (£19.5k) Members Allowances and Support.		
AD Corporate Resources	Human Resources	374,645	588,867	688,084	99,217	+16.8	Employee costs is due to 3 factors: *2 staff on maternity leave, so maternity pay in addition to backfill costs (somewhat mitigated by backfilling one post at more junior at less hours) * 1 backfill to maternity was recruited at more senior (Experienced), and higher salary, this was agreed value for money proposal, to pilot		

Service Grouping Summary

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							<p>new approach to recruitment, spend to be offset by saving across organisation on recruitment agencies</p> <p>* Kickstart placement officer hired in HR team, hired to support implementation and set up, will be funded by scheme once placements start</p> <p>Overspend on Supplies and Services:</p> <p>* New HR and Payroll system overspend in year 1, due to rapid implementation approach, to avoid 3 year contract costs with legacy supplier.</p> <p>*Investment in recruitment sites and platforms to support new approach to recruitment. Budget bid in for future years. this is to tools used across the whole of the council</p>		
AD Corporate Resources	Procurement	8,116	62,132	20,133	(41,999)	-67.6	Salary saving due to vacant post – now being recruited.		

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

AD Corporate Resources	Commercial Estates	(3,143,748)	(3,586,787)	(2,903,253)	683,534	+19.1	<p>Income forecast down due to not purchasing investments this year, likely bad debt and delayed income and increase in void units.</p> <p>Expenditure on buildings up by £36k due to increased costs of empty buildings (rates and service charges), offset in part by reductions in maintenance where possible.</p> <p>Expenditure on supplies and services reflects lower MRP and costs</p>	<p>Income is a workstream in the recovery project and reported monthly.</p> <p>Task force approach to secure lettings from current interest in vacant units and seeking expert advice on CIS units.</p>	Impact on MTFS has been incorporated into new budget.
Chief Operating Officer	Environmental Protection Team	29,890	375,054	256,033	(119,021)	-31.7	Additional income and expenditure related to Government grants supporting Covid-19. Staffing underspend related to half post vacancy.		
Chief Operating Officer	Environmental Health Admin	86,517	143,794	123,018	(20,776)	-14.4	Positions have not been fully recruited following the departure of staff in the early part of this FY to provide an underspend that can assist with the increased costs of the Tascomi project.		

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Chief Operating Officer	Closed Churchyards	612	(13,000)	961	13,961	+107.4	Income shortfall arising from previous savings item inserted with no clear delivery plan.	Assessment of deliverability to include liaison with Parish Councils with closed churchyards	
Chief Operating Officer	Licencing	(86,213)	(62,710)	(88,108)	(25,398)	-40.5	Employee salaries are reduced due to vacancy of operational manager but these costs partially offset by temp staffing to cover licencing manager covering ops manager post. Income and fees reduced due to approx. 10% drop in taxi licences not being renewed due to covid and drop in other licencing activities i.e Fees for one off events, not chasing unpaid annual fees during Q1 & Q2, temporary short licences being issued for vehicle licences due to Gov` t MOT extension.	No actions required at present. Supplies and services should not increase due to temp staff being replaced by fixed contract.	

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Chief Operating Officer	Housing Benefits	2,576,355	1,371,355	1,512,366	141,011	+10.3	<p>Employees - adjusted to absorb cost of Financial Investigator post into budget plus cost of contractor (offset by grant income)</p> <p>Income & Fees and Benefit & Transfer Payments - adjusted to reflect current position on benefit expenditure and subsidy</p> <p>Supplies & Services - adjustments to various elements of the budget, e.g. reduced legal fees due to no court work and reduced pool car costs as minimal visits are being made</p>		
Chief Operating Officer	Housing Needs	693,597	1,145,981	1,046,865	(99,116)	-8.6	<p>£40k in-year saving declared as no joint commissioning of Housing Related Support Services (HRS) this financial year.</p> <p>£30k in-in year saving relating to mainstreaming of Homelessness Trailblazer work.</p> <p>£18k in-year saving due</p>	No specific actions required at present.	£40k HRS in-year saving from above coming forward as MTFS declared saving for future years.

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

							to end of Private Sector Lease scheme.		
Chief Operating Officer	Customer Services	596,619	887,625	836,671	(50,954)	-5.7	Underspend in Employees is mainly due to delays in recruitment. The delay was mainly due to limitations in how we train and support new team members due to covid.		
Chief Operating Officer	Document Centre	197,827	175,580	219,922	44,342	+25.3	There is little in-house printing and no printing work being carried out for external customers therefore there is no external income. Reduced staffing costs and printing costs offsetting the overspend created by not having any external income.	This has been addressed in the 21/22 budget setting	
Chief Operating Officer	Chief Operating Officer	79,667	103,378	113,378	10,000	+9.7	Resource being needed for Business Grants and Customer Portal work		
Programme Delivery Manager	Programme Delivery	19,072	69,549	36,476	(33,073)	-47.6	The staff vacancy has resulted in an underspend. The forecast shows the new Programme Delivery Manager has started in August 2020.		

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Planning Policy Manager	Economic Development	(2,411,389)	185,434	289,671	104,237	+56.2	Overspend is due to market town programme managers costs and this will be funded from reserves.		
Planning Policy Manager	Planning Policy	522,821	633,058	434,755	(198,303)	-31.3	Covid-19 has delayed Local Plan preparation work reducing expenditure by £100k. Members have agreed to pause the CIL/S106 review, reducing expenditure by £25k. Additional income of £62k has been received for priority service on a strategic site, this wasn't budgeted for.		
Housing Manager	Housing Strategy	136,238	177,006	208,337	31,331	+17.7	Employees: Salary savings due to vacancy Supplies & Services: Consultants cost to be funded from reserves		
Corporate Leadership	Directors	483,456	508,300	608,301	100,001	+19.7	Additional staff costs incurred because cover for sickness leave was required to maintain HDC response to the impact of Covid-19 on the District.	This is an unavoidable in year situation.	

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Corporate Leadership	Executive Support & Business Planning	94,757	95,014	122,567	27,553	+29.0	Supplies & Services:- Additional costs of +£16k from LGA 3C shared service project partially offset by savings on stationery. Employees:- £20k needs to be transferred to Customer Services and so this forecast overspend is off-set by £20k savings on Customer Services		
AD Transformation	Transformation	174,470	400,988	303,207	(97,781)	-24.4	Transformation has worked with finance to ensure all costs are correctly coded to COVID related costs based on supporting the organization. This and wider grant income means we have reduced our draw on reserves. Though this means some planned work has been paused to support this as we have not brought in additional resources but instead reprioritised	Review when we hear back around further external grant funding applications to understand impact on financial position. Additional work will need to be reviewed based on results of CPCA funding applications.	

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Operations	CCTV	39,072	(89,496)	(59,253)	30,243	+33.8	+£7.4k HDC share of the tech consultancy costs with City Critec, +£5k for Klaxon marketing company who will run an exercise relating to the trading company. +£4k proposal to recover additional income from town and parish councils offset by income budgeted for HDC ventures which will not start in 20/21.	The costs for the marketing company and the tech consultancy are one off costs.	A budget bid has been submitted to take out the income expected from the trading company. This will be put back once the results of the marketing exercise is known.
Head of Operations	CCTV Shared Service	482,550	233,251	299,976	66,725	+28.6	+£21k relates to trading company income which will not occur in 20/21. +£15.5k relates to a forecasted reduction in recharge from City due to spending less on City only maintenance/equipment in 20/21. +£22k forecasted to spend on new BT fibre circuit to replace last MLL circuit and annual maintenance contract with QSG	The amount that HDC can claim from City directly relates to the costs that HDC incurs for the CCTV shared service	Budget bid has been submitted to take out income from the trading company until the marketing exercise is complete.
Head of Operations	Head of Operations	166,484	83,342	107,910	24,568	+29.5			

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Operations	Waste Management	1,907,256	2,518,306	2,499,951	(18,355)	-0.7	(97k) significant variance on this figure Expenditure of fuel is understated by 41k Income on second green been is overstated by 48K This would reduce our current total variance from (97k) to (9k) Trade income is down 20K due to Covid, second green bin charge is up (18K) bulky waste is up (77K) Recycling reprocessing cost have increased 55K Increase cost of collection for bulky 20K (increased operating costs)		
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Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Operations	Fleet Management	226,751	300,234	314,894	14,660	+4.9	(18k) employee-staff leaving and recruiting produced a surplus 25k income from pool cars have under recovered due to Covid and no site visits etc. there is no financial benefit in selling the pool cars, it would also leave HDC operationally restricted especially in the current climate(food deliveries etc) (12k) supplies and services- slight underspend although this could change due to unforeseen vehicle breakdowns or issues 19k transport- unexpected repairs, servicing and upgrades to fuel tank and fuel system.	No action required.	
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Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Operations	Markets	90,054	(34,550)	106,471	141,021	+408.2	<p>Employees - variance due to Green Book enhancements required to be paid to staff. Previous budget pack manager did not make appropriate adjusts for this financial years to accommodate this.</p> <p>Income - Political decision made to suspend market traders rents due to pandemic as part of covid support measures.</p> <p>Supplies and services - due to reduced income, service expenditure has been halted as much as possible.</p>	<p>Employees - 2021/22 budget adjustment required to reflect the Green Book enhancements required to be paid.</p>	<p>Employees - will continue unless budget reflected to accommodate Green Book enhancements.</p>
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Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

<p>Head of Operations</p>	<p>Car Parks - Off Street</p>	<p>(635,994)</p>	<p>(1,445,010)</p>	<p>(1,169,635)</p>	<p>275,375</p>	<p>+19.1</p>	<p>Employees - vacancies not recruited to due to ongoing pandemic.</p> <p>Income - reduced town centre footfall due to ongoing pandemic with political decision made to suspend charges for 6 months which has mostly been reclaimed through compensation scheme.</p> <p>buildings - due to lower income, service has reduced maintenance spends further sweating assets.</p> <p>Supplies & services - this is lost income, however sits against wrong account headings in Tech1.</p> <p>Benefit & Transfer - payments back of income under contract to CCC & supermarkets for managed sites. due to reduced income, the share to be paid back is lower.</p>	<p>Income - revenue bid submitted as part of budget setting to accommodate the potential reduction in income due to ongoing pandemic and recover of 4 years.</p> <p>Supplies & services - this relates to income against wrong 1 codes. This has been rectified for 2021/22 budget packs.</p>	<p>Income - ongoing pandemic has seen drop in town centre usage. this has been accounted for in a revenue bid submitted as part of budget setting. his will be monitored as part of 2022/23 budget setting to understand if income position is improving.</p>
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Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Operations	Car Park - On Street	(101,604)	(131,724)	356	132,080	+100.3	income - CCC locations managed by HDC. income low due to decreased to centre usage, in addition CCC have implemented schemes in St Neots (to reduce dramatically the number of Paid for parking spaces) & St Ives (removing all paid for parking in favour of disabled and loading bays).	income - no action required currently.	
Head of Operations	Countryside	155,963	255,023	280,678	25,655	+10.1	<p>Employees- vacancy at HCP -Countryside Support Worker left in July. Not being replaced due to COVID impact</p> <p>Income and fees Cafe income down. Countryside Centre Bookings down due to COVID impact</p> <p>Buildings less usage, expecting electricity to be lower.</p> <p>Supplies and services. £50,000 Grant received to build hides at Paxton. Materials being bought out of original codes £20,000 contribution</p>	loss of income is due to COVID	<p>Ongoing impact of COVID is likely to keep the café income low in short term. Staff costs reduced where possible, and looking for ways to further reduce</p> <p>Countryside Centre is unlikely to ever rebuild the type of use previously seen as more people are using TEAMS / ZOOM</p> <p>seeking new market and different opportunities in short term. Longer term to</p>

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

							from Friends of PPNR towards purchase of side arm flail mower Transport - less use of machinery and movement to other sites.		become café/ restaurant
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Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Leisure & Health	One Leisure Active Lifestyles	179,129	155,819	286,298	130,479	+83.7	<p>OLAL has had to stop delivering activities due to the three national lockdowns</p> <ul style="list-style-type: none"> • Income has been significantly affected (forecast to be £137K below budget) by Covid, three national lockdowns and the challenges incurred with activities prohibited by law. • In mitigation, the service has reduced controllable expenditure by £39.1k • Unavoidable Growth: <ul style="list-style-type: none"> As per Q2 unavoidable growth £45k <ul style="list-style-type: none"> o £35K bid for Playing pitch strategy - presumption that this would be CIL funded. o £10K The Children and families project. • Furloughing of Staff: • Income Compensation Scheme – any money recovered has been shown within OL as whole and not split out. 		
Head of Leisure & Health	St Ives Outdoor Centre	199,699	19,159	291,429	272,270	+1,421.1	<p>OLF has had to stop delivering activities due to the third national</p>		

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of Leisure & Health	Leisure Centres Corporate	170,391	379,380	226,687	(152,693)	-40.2	lockdown, this is expected to extend until the end of this financial year in some form. As reported in Q2 when the facilities were allowed to re-open there was a 71% return of memberships and whilst there were restriction in place that reduced capacity by circa 50% for all activities, these were well attended and at times at capacity. The current forecast includes a number of assumptions:- <ul style="list-style-type: none"> • We will receive a total of £2.6m as part of the Income Compensation Scheme (this includes OLAL income) • We will receive £153K income per month as part of the Job Retention Scheme – Furlough (which will include OLAL payments) • All non-essential building maintenance has been deferred whilst the buildings remain predominantly shut. 		
Head of Leisure & Health	One Leisure Management Team	(1,269,924)	149,731	(3,514,640)	(3,664,371)	-2,447.3			
Head of Leisure & Health	St Neots Leisure Centre	604,205	(330,590)	898,093	1,228,683	+371.7			
Head of Leisure & Health	Huntingdon Leisure Centre	555,013	(124,849)	768,298	893,147	+715.4			
Head of Leisure & Health	St Ives Leisure Centre	794,039	(544,878)	1,161,763	1,706,641	+313.2			
Head of Leisure & Health	Ramsey Leisure Centre	135,309	(3,893)	245,575	249,468	+6,408.1			
Head of Leisure & Health	Ramsey Leisure Centre	253,786	(3,893)	378,145	382,038	+9,813.5			

Service Grouping Summary

This list only includes service groups with a variance exceeding +/- £10,000

Head of 3C ICT	ICT Shared Service	3,162,941	2,139,047	2,127,890	(11,157)	-0.5			
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CAPITAL PROGRAMME

The approved gross Capital Programme 2020/21 is £16.611m. Schemes totalling £3.909m from 2019/20 have been rephased to 2020/21, to give the total gross capital programme for 2020/21 of £20.520m.

The Capital Programme is forecast to have an underspend of £11.890m, this includes underspends, overspends and growth.

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

Due to the Covid 19 pandemic, this has and may continue to affect delivery of some projects in terms of capacity of internal resources and the uncertainty within economical landscape for investments into property.

Capital Project Expenditure Summary

CAPITAL PROGRAMME SUMMARY

Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
3CICT	100057	3CICT EFH Fire Insurance Settlement	Sam Smith	0	0	3,435	3,435	3,435	
3CICT	100088	Generator - 3CICT Backup	Sam Smith	27,000	27,000	0	27,000	0	
3CICT	100089	Data Centre Storage	Sam Smith	23,000	23,000	0	23,000	0	
3CICT	100090	Wi-Fi Access Points	Sam Smith	12,000	12,000	0	12,000	0	
Chief Operating Officer	100075	Environmental Health Software	Finlay Flett	0	40,000	0	40,000	0	
Chief Operating Officer	100082	Traveller Security Improvements	Finlay Flett	0	0	0	30,490	30,490	Project originally for 19-20. Elements delayed until current year
Chief Operating Officer	100007	Disabled Facilities Grants	Housing Strategy Manager	2,250,000	2,250,000	1,047,426	1,523,512	(726,488)	The budget spend is currently around 20% lower than 2019/20 at this point. Committed and Pipeline are down nearly 50% compared with last year. We may recover but this depends on referrals from OT's and contractor's ability to carry out works.
Chief Operating Officer	100064	Printing Equipment	Andy Lusha	0	16,000	0	0	(16,000)	
Chief Operating Officer	100099	Huntingdon On-Street WiFi	John Taylor	0	0	79,700	79,700	79,700	Part of the Covid 19 Recovery plan funded by CPCA?
Corporate Resources	100001	Bridge Place Car Park Const	Claire Edwards	0	377,642	23,955	23,955	(353,687)	Dependant on the sale of bridge place car park which has been delayed.
Corporate Resources	100052	HTC Grant	Claire Edwards	0	0	(50)	(33)	(33)	

Capital Project Expenditure Summary

Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
Corporate Resources	100061	VAT Exempt Capital	Claire Edwards	59,000	59,000	0	23,600	(35,400)	Will be impacted by the reduction in expenditure on capital schemes
Corporate Resources	100063	Company Share Investment	Claire Edwards	0	100,000	0	0	(100,000)	Assuming the company will remain dormant in 20/21
Corporate Resources	100085	Huntingdon Redevelopment	Claire Edwards	8,500,000	8,500,000	0	0	(8,500,000)	Will be delayed due to the pandemic and refocusing on prospectus for growth agenda.
Corporate Resources	100006	Bldg Efficiency - Salix Funding	Mark Houston	0	0	15,058	60,179	60,179	Salix Pot Total we're expected to spend is £60,179
Corporate Resources	100035	Retro-Fit Buildings	Mark Houston	0	227,501	0	0	(227,501)	Project has not progressed due to staff turnover, Budget still required in 2021/22
Corporate Resources	100092	Lighting - Loves Farm Footpath	Mark Houston	16,000	16,000	0	8,000	(8,000)	Tenders received have come in more cost effective than originally estimated.
Corporate Resources	100054	Oak Tree Remedial Work	Jackie Golby	1,000,000	1,911,811	23,720	487,369	(1,424,442)	Decanting of the premises to modular units has begun. Main building work to start in February and this will run until July.
Corporate Resources	100056	Alms Close	Jackie Golby	665,000	1,094,229	1,102,325	1,256,953	162,724	£135k overspend previously agreed with S151 Officer/PFH
Corporate Resources	100059	Health and Safety Works on Commercial Properties	Jackie Golby	0	15,499	(918)	15,082	(417)	costs being re-tendered due to Covid access
Corporate Resources	100060	Energy Efficiency Works at Commercial Properties	Jackie Golby	25,000	69,000	0	13,333	(55,667)	Delay due to pandemic
Corporate Resources	100071	Oak Tree Centre Car Park Redevelopment	Jackie Golby	0	0	350	9,967	9,967	Following SLT, this project has been shelved until further notice

Capital Project Expenditure Summary

Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
Growth	100076	A14 Upgrade	Growth Manager	200,000	400,000	0	400,000	0	May be spent in this year. we are due to pay 200k per year for 5 years when the Cambridgeshire County council ask for it. They haven't yet. Unsure when they will ask for it. If unspent by year end - This will need to be slipped into 21/22.
Growth	100077	Housing Company	Growth Manager	0	206,000	0	0	(206,000)	It is unlikely the Company will be set up this year but until a final decision on viability is made the budget will need to be slipped.
Growth	100047	Community Infrastructure	Claire Burton	0	0	119,993	2,275,180	2,275,180	This expenditure is funded from CIL receipts
Leisure & Health	100019	Hunt Leis C - Gen Improve (Cs)	Phil Lisseman	0	0	1,687	0	0	Decision made to stop condition survey work for the time being.
Leisure & Health	100020	Leisure Cents - Future Improve	Phil Lisseman	306,000	306,000	0	139,000	(167,000)	
Leisure & Health	100021	Ramsey L C - Gen Improve (Cs)	Phil Lisseman	0	0	287	0	0	
Leisure & Health	100023	Sn Leis C - Gen Improve (Cs)	Phil Lisseman	0	0	18,288	0	0	
Leisure & Health	100024	St Ivo - General Improve (Cs)	Phil Lisseman	0	0	1,541	0	0	
Leisure & Health	100025	St Ivo L C - Outdoor Gen Mtce (Cs)	Phil Lisseman	0	0	48,009	0	0	
Leisure & Health	100068	One Leisure St Ives New Fitness Offering	Paul France	0	0	24,415	24,415	24,415	
Leisure & Health	100078	OL St Ives Changing Rooms	Chris Keeble	0	250,000	13,278	237,500	(12,500)	Retention to be paid in 21/22 - therefore needs slipping. Project expected/planned to be complete 4.4.21
Leisure & Health	100058	One Leisure Ramsey 3G	Martin Grey	0	593,512	23,906	23,906	(569,606)	Scheme expenditure is now expected to slip to 2021/22

Capital Project Expenditure Summary

Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
Leisure & Health	100018	OL St Neots Synthetic Pitch	Jonathon Clarke	0	0	(8,879)	0	0	
Leisure & Health	100050	OL St Neots Pool Building	Jonathon Clarke	0	0	180	180	180	
Operations	100040	Wheeled Bins	Andrew Rogan	238,000	238,000	131,992	167,207	(70,793)	More being spent on commercial waste bins but this is more than offset by reduced expenditure on household bins
Operations	100043	Vehicles & Plant	Andrew Rogan	1,199,000	1,254,746	1,150,695	1,266,612	11,866	Current fleet replacement is planned, small cost overrun
Operations	100083	Godmanchester Mill Weir Improvements	Andrew Rogan	0	0	12,802	12,802	12,802	This will be funded from CIL
Operations	100073	Parking Strategy	George McDowell	37,000	127,094	6,180	87,784	(39,310)	Delay due to pandemic
Operations	100091	Civil Parking Enforcement	George McDowell	217,000	217,000	0	0	(217,000)	Project under review, budget will need to be slipped to 2021/22 if project proceeds
Operations	100093	Secure Cycle Storage	George McDowell	58,000	58,400	0	38,933	(19,467)	Delay due to pandemic
Operations	100028	Lone Worker Software	Eddy Gardener	0	20,000	0	10,000	(10,000)	Delay due to pandemic
Operations	100002	Cctv PFH Resilience	Eddy Gardner	0	20,000	10,195	14,826	(5,174)	

Capital Project Expenditure Summary

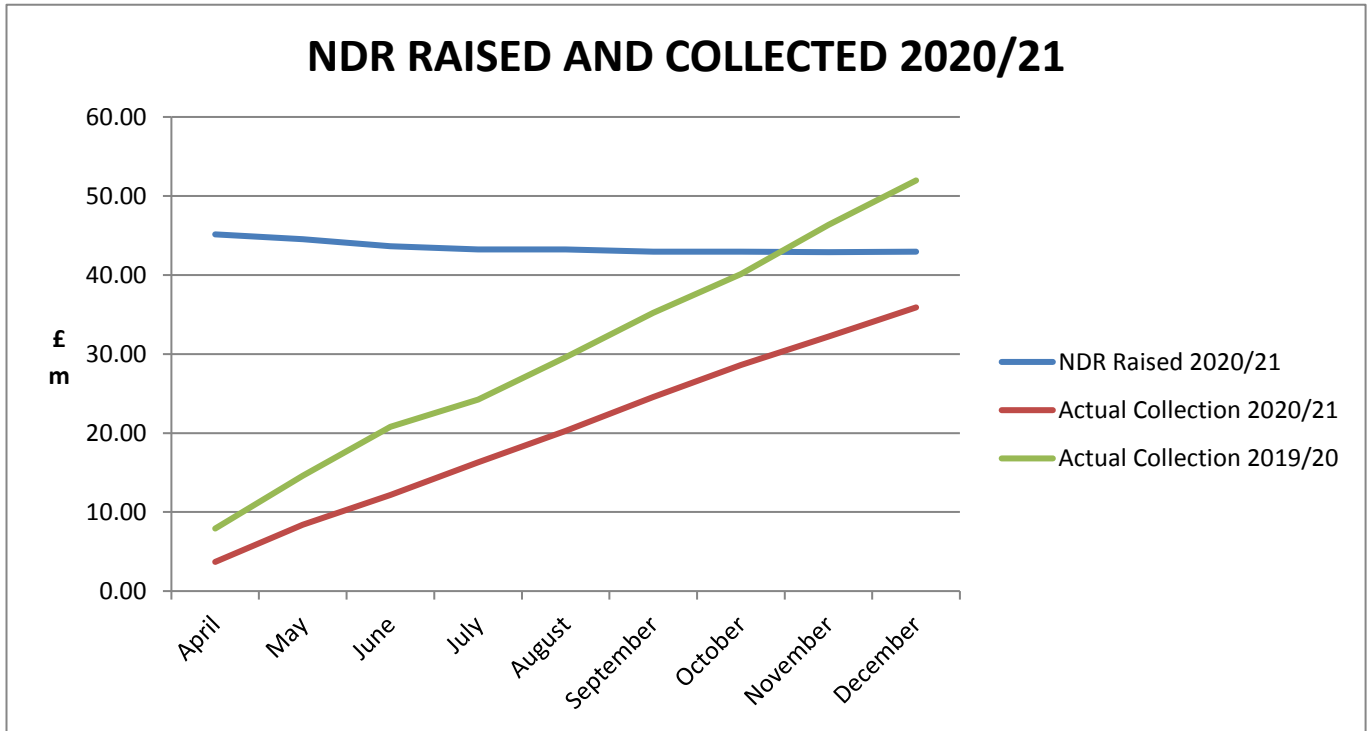
Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
Operations	100037	Cctv - Camera Replacements	Eddy Gardner	0	0	3,893	106,000	106,000	Capital project tender was for £504,196.00 (both wireless and CCTV elements) due to BT and Virgin framework contract issues and control room changes previous HOS authorised Variation orders to £80,556.91. total project is then £586, 976 to QSG. there is application payment 4 V1 of £55,419 applied for covering all works less retention sum of £30,246 pending technical audit of the whole City and HDC systems. there are a lot of commitments and PO being closed down as QSG accept they have been paid. The final retention sum set aside pending full technical audit by specialist consultants being undertaken October/November 2020
Operations	100038	Cctv - Wireless	Eddy Gardner	0	0	7,409	7,409	7,409	
Operations	100039	Play Equipment	Helen Lack	53,000	53,000	6,393	43,000	(10,000)	£10k slipped to 2021/22 due to Covid restricting projects
Operations	100066	Operations Back Office	Helen Lack	0	198,392	21,833	84,244	(114,148)	
Operations	100074	Park Fencing	Helen Lack	12,000	12,000	8,361	14,491	2,491	
Operations	100095	Hinchingbrooke Country Park	Judith Arnold	1,550,000	1,550,000	41	20,000	(1,530,000)	only small amount of interpretation likely, due to Covid and floods causing waterlogged grounds
Operations	100065	HCP Wooden Bridge	Matthew Chudley	0	0	0	0	0	
Operations	100094	Districtwide Signage	Matthew Chudley	70,000	70,000	0	0	(70,000)	Delay due to pandemic
Operations	100100	St Neots Riverside Park Path/Cycle Imps	Matthew Chudley	0	0	19,551	19,551	19,551	

Capital Project Expenditure Summary

Department	Project Code	Description	Lead Officer	Original Budget	Latest Budget*	Spend This Year to Date	Forecast Spend	Year end forecast Variance	Comment on Variance
Transformation	100005	Crn Replacement	Tony Evans	0	63,396	0	0	(63,396)	
Transformation	100081	Robotics	Tony Evans	0	50,000	0	0	(50,000)	This project has put on hold in FY 19/20 due to lacking foundational capability awaiting other projects delivering key pre-requisites before looking to deliver a SaaS based robotics platform. The project will progress in 2021/22.
Transformation	100096	Audio Visual Equipment	Tony Evans	30,000	30,000	0	0	(30,000)	Project not commenced, will now start in 2021/22
Transformation	100097	Customer Portal and Call Centre Software	Tony Evans	30,000	30,000	0	0	(30,000)	Project not commenced, will now start in 2021/22
Transformation	100098	Voice Bots	Tony Evans	34,000	34,000	0	0	(34,000)	Project not commenced, will now start in 2021/22
				16,611,000	20,520,222	3,917,050	8,630,581	(11,889,641)	

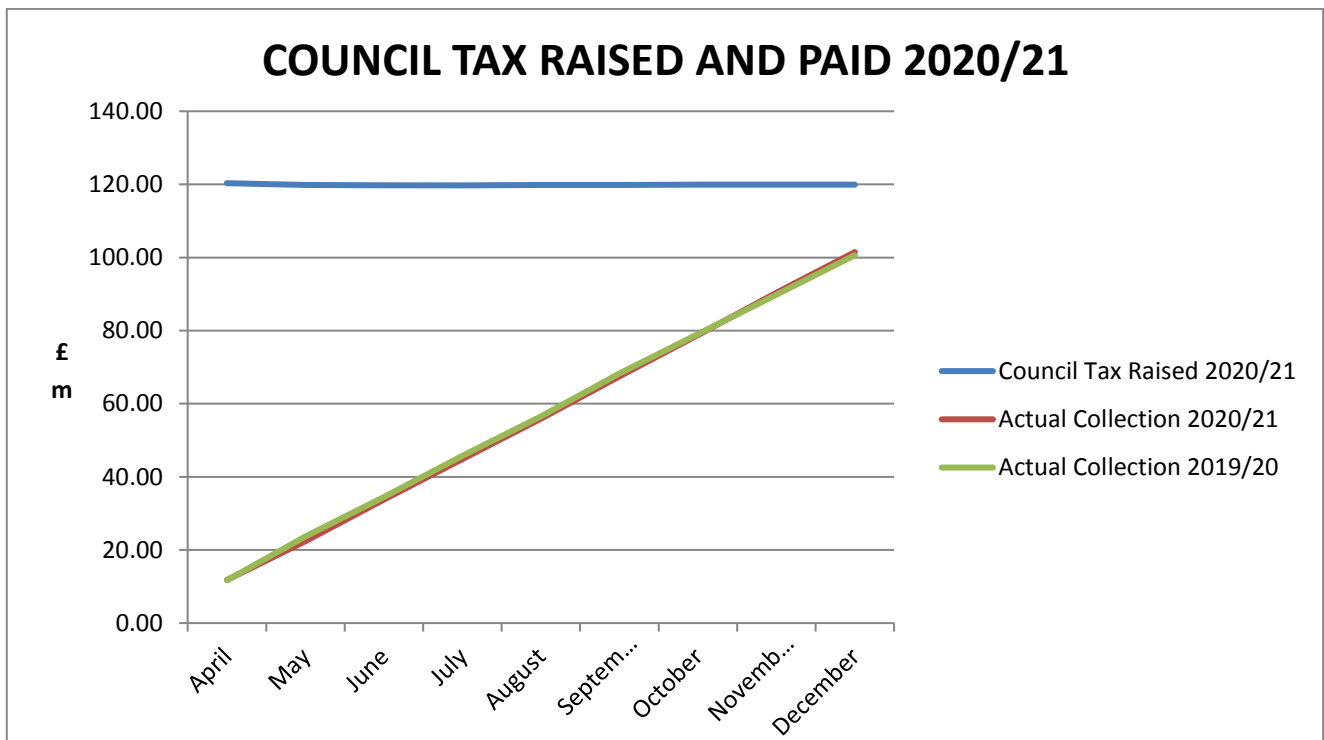
* Includes unspent budget slipped from 2019/20

Financial Dashboard



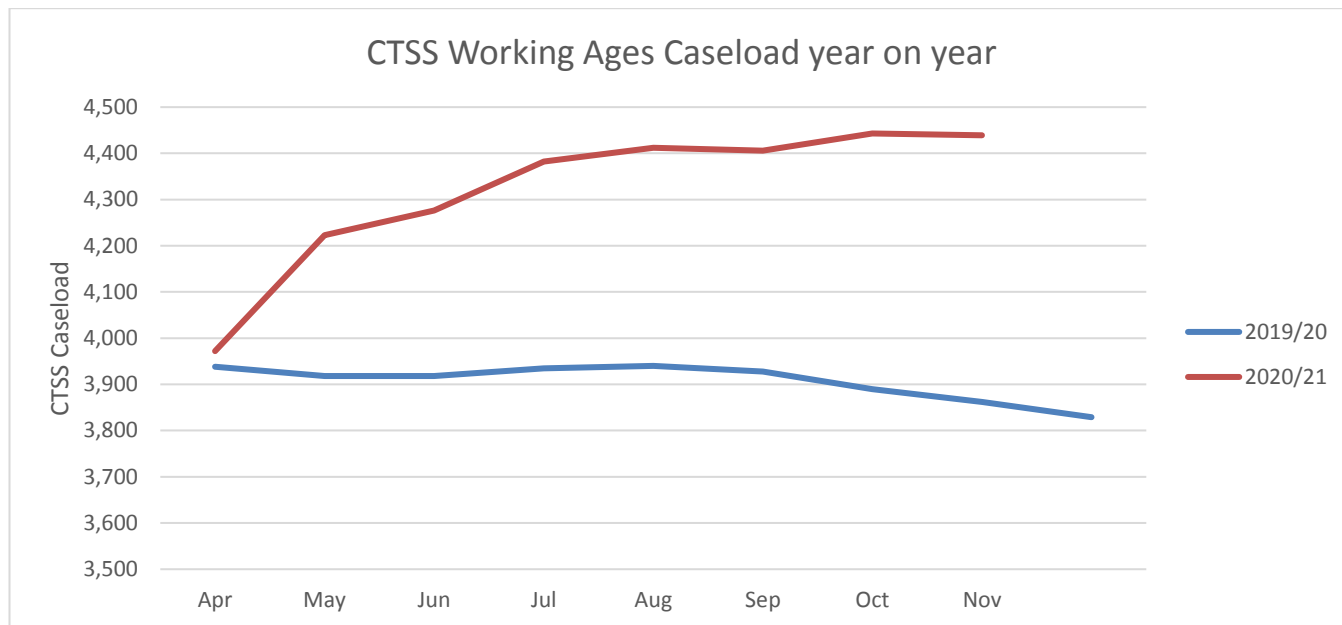
The NDR graph above shows the total amount of NDR bills raised in 2020/21 and the actual receipts received up to the end of December. For 2020/21 Central Government introduce significant reliefs for the retail and hospitality sector, which has reduced the annual billing by £21.151m. District Council’s are being compensated for these relief’s in line with the normal grant income received via the Business Rate Retention Scheme. The Council tax graph below provides the same analysis.

Collection of Council Tax



Council tax collection rates during the initial phases of lockdown have not reduced significantly compared to 2019/20. However, into 21/22 the potential impact of the furlough scheme ending in March may have a significant impact on residence's ability to pay, if as anticipated, businesses are not able to continue to employ people at the pre-covid 19 levels.

Council Tax Support Scheme



The graph above shows the increase in Council Tax Support Scheme caseload, this is an increase of 15.9%.

Outstanding Miscellaneous Debt Overdue for Payment

Due to the Covid 19 pandemic the decision was taken to suspend debt recovery in support of the unusual circumstances of the whole economy in lock down, this has had a significant impact on the level of miscellaneous debt outstanding as at 31st December is £2.166m (June 2020, £4.575m), of which 77.9%, became due for payment since 1st April.

Over 90% of the debt is made up as follows:

Department	Amount Owed £m
CIL & s.106	0.527
Commercial Estates	0.639
Housing	0.408
Operations	0.188

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The process of considering CIS opportunities is as follows:

Step 1

Property investment opportunities are both introduced by agents and actively sourced by the Commercial Estates Team. An initial review is undertaken against the outline criteria of the CIS such as yield, length of lease, tenant strength etc. and if they are judged to be reasonable investments, further preliminary initial due diligence is undertaken to determine the quality of the leases and an initial financial appraisal is undertaken.

Step 2

If Step 1 is passed, more detailed due diligence is undertaken (including detailed tenant strength review, ownership title, property energy efficiency, market analysis of rents and yield etc), this may lead to a site visit and more robust financial appraisal/modelling and further market scrutiny.

Step 3

If Step 2 is passed, then approval is sought from the members of the Treasury & Capital Management Group, the Managing Director, Corporate Director (Services) and the Head of Resources to submit a formal initial bid, subject to contract and relevant building and condition surveys

Step 4

If the bid submitted at Step 3 is successful, then this progresses to consideration by Overview and Scrutiny and approval for Cabinet.

Step 5

Once approval is given, formal legal and building condition due diligence commences by instruction of lawyers and building/specialist surveys are undertaken. This may take several weeks during which all concerns raised on legal and lease title and building condition are satisfied. If any significant concerns are unsatisfied, these can either be negotiated on price or withdraw from the purchase.

Reviews Undertaken October - December 2020 (Q3)

Over the above period, 19 properties in total were considered, all to stage 1 only. By property type the investments considered in Q2 are as follows:

Offices	5	Distribution	3
Development sites	1	Retail	5
Other	1	Industrial/warehouse	2
Car parks	2		

Priority work is still targeted to manage existing tenants and sustain income as much as possible due to the impact on businesses due to Covid 19. Fewer investments being introduced to HDC as many transactions are taking place off-market and HDC are known not to be current active buyers along with many Councils.

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Community Infrastructure Levy Spend Allocation

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth) – 3rd February 2021

Executive Portfolio: Executive Councillor for Strategic Planning

Report by: Service Manager Growth

Wards affected: All Wards

RECOMMENDATION

The Overview and Scrutiny Panel is invited to comment on the Cabinet report attached at Appendix A.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Community Infrastructure Levy Spend Allocation

Meeting/Date: Cabinet – 11th February 2021

Executive Portfolio: Executive Councillor for Strategic Planning

Report by: Service Manager Growth

Wards affected: All

Executive Summary:

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of the area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010. Huntingdonshire District Council became a CIL charging authority in May 2012.

Local authorities must spend the levy on infrastructure needed to support the development of their area. This helps to deliver across a number of the Council's Corporate Plan priorities for 2018 – 2022 but specifically:

- Support development of infrastructure to enable growth
- Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need

In October 2020 Cabinet approved a revised approach to the governance arrangements for allocating the funds held by Huntingdonshire District Council as the 'Strategic Portion'. Under these arrangements Cabinet is to consider applications received seeking over £50,000. Any requests of £50,000 or less will be agreed in line with delegated powers by Corporate Director (Place) and the Service Manager (Growth) in consultation with the Leader and Executive Councillor for Strategic Planning. Funding rounds will be held twice each financial year. An update on the projects authorised for CIL spend prior to the new arrangements being agreed is given in the report.

The latest funding round was launched on 10th November 2020 with a closing date of 14 December 2020. Bids received within that round for CIL funding towards infrastructure projects have been assessed by officers to reach the recommendations within this report.

Recommendation(s):

The Cabinet is **RECOMMENDED** to:

- a) Note the information on projects already in receipt of funding commitments and the updates on their delivery.
- b) Note the funding bids submitted for £50,000 or less and the approvals in line with delegated authority agreed on 22 October 2020 (Minute 33 refers).
- c) Approve the funding for projects as detailed in paragraph 10.2.
- d) Delegate authority to the Corporate Director (Place) and Service Manager - Growth, in consultation with the Executive Leader and Executive Councillor for Strategic Planning, to make final agreements for contracts to be issued on projects allocated CIL monies in principle subject to provision of necessary evidence, with the exception of the Special School at Alconbury Weald which, due to the scale of funding offered, will be reported back to Cabinet for its final sign off.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to invite the Cabinet to consider and agree infrastructure projects found at paragraph 10.2 to be funded in whole or in part by an amount of the Community Infrastructure Levy (CIL) monies received to date.

2. BACKGROUND

- 2.1 The Community Infrastructure Levy (CIL) was first referred to in the Planning Act 2008 and was formally introduced through the CIL Regulations 2010 (as amended). The CIL spreads the burden of paying for infrastructure to all developments, not just major ones, as it is a requirement across all developments.
- 2.2 The Huntingdonshire Developer Contributions Supplementary Planning Document (SPD) was adopted in December 2011 with the CIL Charging Schedule being approved in April 2012 by full Council and implemented with effect from 1st May 2012.
- 2.3 CIL receipts were slow for the first few years due to development commencing that had been approved prior to the introduction of the Charging Schedule. Receipts have nearly doubled each year reaching circa £11.2m in the 2019-2020 financial year. Further detail on CIL receipts and expenditure can be found in the [Huntingdonshire Infrastructure Funding Statement 2019 -2020](#).
- 2.4 The requirement for infrastructure to support new development is a high priority and CIL continues to be implemented across the country with government enabling and directing local authorities to obtain contributions by charging a Community Infrastructure Levy on new development, in addition to negotiating Section 106 planning obligations with a developer where applicable.
- 2.5 Up to 5% of CIL receipts each financial year may be retained for administration costs. 15% - 25% of CIL receipts – the ‘meaningful proportion’ – are passed to parish/town councils in line with the CIL Regulations 2010 (as amended) and the Localism Act 2011 and the total amount transferred to parish/town councils has increased each year in line with receipt increases. The remaining 70-80%, the Strategic Portion, is available for Huntingdonshire District Council as the Charging Authority to spend on the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area.
- 2.6 In October 2020 Cabinet approved a revised approach to the governance arrangements for allocating the funds held by Huntingdonshire District Council as the ‘Strategic Portion’. Under these arrangements the Cabinet is to consider applications for CIL funding over £50,000. Any requests of £50,000 or less have been considered and approved in line with delegated powers by Corporate Director (Place) and the Service Manager (Growth) in

consultation with the Leader and Executive Councillor for Strategic Planning.

- 2.7 There is to be two funding rounds in each financial year of CIL spend. The first funding round for the 2021/22 financial year will begin in April 2021 when new applications will be invited. Where Projects demonstrate and provide evidence that they have a significant role to play in addressing key infrastructure requirements to meet the needs of future growth the Cabinet may consider applications outside of this time for urgent or unforeseen infrastructure requirements in line with the governance process agreed.
- 2.8 Due to the impact of the Covid-19 pandemic and the review of Governance arrangements during 2020, the last round of CIL allocations was in July 2019. An update on these projects can be found at Appendix 1.
- 2.9 In the current financial year 2020/2021, before the new Governance arrangements were agreed, two allocations have been approved by Cabinet, for funding towards Fenstanton Village Hall (£75,000) and a zebra crossing of the B450 at Kimbolton (£20,000).
- 2.10 Prior to the July 2019 CIL allocations and those noted above, Cabinet had only approved CIL spend on the Huntingdon West Link Road (HWLR) (now called Edison Bell Way). This has been a key project for the Council to unlock circa 6.35 hectares of land west of Huntingdon's town centre at a key entrance to the town by Huntingdon Railway Station. In order to open up this area of redundant and under-used industrial land and reduce traffic flows on a section of the ring road, the Council, working with Cambridgeshire County Council as Local Highways Authority, has delivered a new link road to stimulate regeneration and unlock land for housing and retail development to complement and enhance the vitality and viability of the town centre and the town as a whole. The final scheme will be a mixed-use development comprising circa 400 dwellings in a mix of houses and apartments, a Care Home, Sheltered Retirement apartments, a food store and flexible commercial units with associated open space, landscaping and parking.
- 2.10 As reported to Members on 18th July 2019, any further CIL payments required in relation to the Edison Bell Way scheme would be in relation to the outstanding Compulsory Purchase Order compensation. Following careful negotiations, this matter was settled without the cost of a Tribunal Hearing and the final payment of approximately £1.9m has now been made from CIL receipts.
- 2.11 There is circa £28m of CIL receipts now currently available for spend on further infrastructure projects.

3. ANALYSIS

3.1 At the beginning of November 2020, stakeholders were invited to submit proforma applications for funding from the Strategic Portion, in line with guidance issued. Projects submitted have been reviewed to ensure they meet the criteria for CIL funding.

3.2 The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. It can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure if that is necessary to support development.

3.3 In considering spend allocation, the potential support a number of strategic infrastructure projects may need in the near future should be noted, i.e. if all the money received to date is allocated to other projects, it may not be possible to provide these strategic projects with the funding they may need over the next few years to be delivered. As required under legislation, the Council has stated in the Infrastructure Funding Statement (IFS) 2019-2020 that CIL funds would be approved in line with the governance process and could be allocated towards:

- Strategic Transport including items such as:
 - A428 Black Cat to Caxton Gibbet Improvements
 - A141 Huntingdon
 - A14 Improvement Scheme
 - A1 Improvement Scheme
 - East West Rail Bedford to Cambridge opportunities
 - Edison Bell Way (outstanding CPO claims)
- Supporting the delivery of growth in the District, as identified in the Infrastructure Delivery Plan (IDP) and HDC's Corporate Plan.

3.4 Detail on the bids submitted in response to the current round for over £50k CIL funding, which require Cabinet approval as outlined in para 2.6 above, along with the officer recommendations can be seen in Appendix 2. Information on details of project bids for under £50,000.00 will be issued as an addendum to this report prior to Cabinet once the approval process for these has been finalised for Members to note.

4. COMMENTS OF OVERVIEW & SCRUTINY

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

5. KEY IMPACTS / RISKS

- 5.1 The key impact from not considering the CIL spend will be the potential for certain infrastructure projects not being delivered and match funding lost.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Projects bids submitted will be notified of the outcome of the decision made by Cabinet. Next steps as appropriate are noted below:

1. Notify applicants of outcomes after 11/02/21.
2. Prepare and initiate contracts for approved projects by 19/03/21 where possible.
3. Issue funds in accordance with agreed milestones.
4. Commence quarterly monitoring of projects approved.
5. Provide an update for members at next funding round (rounds held twice each financial year).

7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

- 7.1 This helps to deliver across a number of the Council's priorities for 2018 -2022 but specifically:
- Support development of infrastructure to enable growth.
 - Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need.

8. LEGAL IMPLICATIONS

- 8.1 Regulation 59 (1) of the Community Infrastructure Levy Regulations 2010 (as amended) requires a charging authority to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. It may also, under Regulation 59 (3), support infrastructure outside its area where to do so would support the development of its area.
- 8.2 Passing CIL to another person for that person to apply to funding the provision, improvement, replace, operation and maintenance of infrastructure is also permitted under Regulation 59 (4).
- 8.3 Section 216 (2) of the Planning Act 2008 as amended by Regulation 63 of the Community Infrastructure Regulations 2010 (as amended) stated that infrastructure 'includes [and is therefore not limited to]:
- (a) roads and other transport facilities,
 - (b) flood defences,
 - (c) schools and other educational facilities,
 - (d) medical facilities,
 - (e) sporting and recreational facilities,
 - (f) open spaces.'

8.4 The levy may not be used to fund affordable housing.

9. RESOURCE IMPLICATIONS

9.1 CIL money can only be spent to deliver infrastructure, in accordance with the legal restrictions on the spending of CIL receipts.

9.2 Staff resource to administer and monitor the allocation of the CIL. This is funded, in part, by the administration costs permitted from the CIL receipts.

9.3 Staff resource from elsewhere in the Council will be used in preparing funding bids and implementing successful cases.

9.4 Subject to member approval of the projects outlined at para 10.2, this would commit a further £5.2m of CIL funding towards infrastructure projects. This would leave circa £22.8m remaining to spend on strategic transport infrastructure and other infrastructure needs as referenced in the Huntingdonshire Infrastructure Funding Statement, as noted at para 3.3. This does not include any of the allocations recommended to be made for projects seeking £50,000 or less. An addendum will be provided to Cabinet prior to the meeting, which will state the total figure agreed for these.

10. REASONS FOR THE RECOMMENDED DECISIONS

10.1 The projects identified have been considered in terms of how they support growth, deliverability and risks, benefits and outputs and extent of match funding being provided. The current stage of development of the project has also been considered. A summary of the key issues noted by officers in assessing each application request for over £50k CIL funding is noted in Appendix 2. Recommendations are for one of the following:

- Approve – to agree CIL funding subject to the completion of a contract.
- Approve in principle – to agree CIL funding subject to provision of further documentation and necessary discussions with the Council's Implementation Team in line with delegated authority, as noted in the report recommendations.
- Decline – to decline the project for receipt of CIL funding.

10.2 The following projects are considered to have submitted detailed proposals and details of funding (including match funding where necessary). They are recommended to receive CIL funding:

Project (applicant name)	CIL funding	Approve / Approve in Principle
Special School (Alconbury Weald) (Cambridgeshire County Council)	Up to £4,000,000	Approve in principle
Buckden-Huntingdon Safe Cycling and Walking Route (Buckden Parish Council)	Up to £100,000	Approve in principle
The Valley land management programme (Buckden Village Hall Trust)	Up to £450,000	Approve in principle
Cricket pavilion, King George V playing field (Huntingdon Town Council)	£500,000	Approve in principle
Swimming Pool changing (phase 2) (One Leisure St lves)	£150,000	Approve

- 10.3 While the majority of the remaining schemes are potentially appropriate for consideration of CIL support, in their current format they lack necessary evidence and require further development of detail to enable support at this time. These projects are not precluded from applying for CIL funding again in future funding rounds with more project detail, supporting evidence and match funding, including from the local town/parish council.
- 10.4 Subject to member approval of the projects outlined at para 10.2, this would commit a further £5.2m of CIL funding towards infrastructure projects. This would leave circa £22.8m remaining to spend on strategic transport infrastructure and other infrastructure needs as referenced in the Huntingdonshire Infrastructure Funding Statement, as noted at para 3.3. This does not include any of the allocations recommended to be made for projects seeking £50,000 or less. An addendum will be provided to Cabinet prior to the meeting, which will state the total figure agreed for these.

11. LIST OF APPENDICES INCLUDED

Appendix 1 – Update on Projects approved by Cabinet in July 2019
Appendix 2 – Huntingdonshire Infrastructure Project Bids for greater than £50,000.00

12. BACKGROUND PAPERS

Section 216 of Planning Act 2008
Huntingdonshire Infrastructure Delivery Plan
<http://www.huntingdonshire.gov.uk/media/2694/infrastructure-delivery-plan.pdf>
Huntingdonshire Infrastructure Delivery Plan – Infrastructure Schedule

<http://www.huntingdonshire.gov.uk/media/2693/infrastructure-schedule.pdf>

Huntingdonshire Infrastructure Delivery Plan Addendum

<http://www.huntingdonshire.gov.uk/media/2861/infrastructure-delivery-plan-addendum.pdf>

Huntingdonshire Infrastructure Funding Statement 2019 -2020

<https://www.huntingdonshire.gov.uk/media/4980/infrastructure-funding-statement-2019-20.pdf>

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APPENDIX 1 - Update on Projects approved by Cabinet in July 2019

Project Name	Description	Project cost	CIL funding offered	Update
Godmanchester Roman Gate Doctor's surgery	Extension of existing GP surgery to create 3 new consulting rooms and a treatment room with new waiting rooms/ reception and a platform lift	£1,200,000.00	£107,341.00	Completed.
Godmanchester Mill Weir area green space improvements	Godmanchester Mill Weir area green space improvements	£470,000.00	£200,000.00	Covid-19 has delayed work on the project, but it is still moving forward. Feasibility phase and costings work are underway. The next phase will be procurement. The project is aimed to be started in April-May 2021.
Little Paxton Zebra crossing at Mill Lane near Marble White Court	Installation of a new zebra crossing on Mill Lane near Marbled White Court. General	£45,604.00	£26,000.00	Completed.
Ramsey 3G Pitch	Build a full sized 3G ATP on Ramsey Abbey Foundation land adjacent to OLR.	£600,000.00	£120,000.00	The 3G project was delayed due to archaeology issues and requirements. These have been resolved and the contractors have had approval from the County Archaeologist in regard to their proposed methodology. A provisional mid-March start date is anticipated in order to begin the archaeological works. Confirmation is expected shortly on an updated timetable and completion date to work

				to. Completion expected by the summer.
St Ives Outdoor Centre gym	To use the underutilised badminton courts and provide further fitness provision and specifically “functional training” or “cross-fit” style facilities.	£500,000.00	£50,000.00	Completed.
St Ives Park Extension	The provision of Benches/Interpretation and a feasibility study on the commercial opportunities through the park when fully available plus first years maintenance due to early release	£80,000.00	£80,000.00	This has been subject to some delay. However, work on site is now 90% complete, with cycle path lighting columns all finished. Completion of street furniture and signage is all that is now awaited.
St Neots Improvements to path/cycle route at Riverside Park	Improvements to the path and cycle route at Riverside Park, originated from a pedestrian audit.	£600,000.00	£445,000.00	HDC is now leading this project in partnership with Cambridgeshire County Council. Emergency work was done on the first section. Remaining works are still being procured for completion this year subject to contractor availability and any delays caused by Covid-19.
St Neots Market Square Bicycle parking facilities	New facilities in market square	£10,000.00	£10,000.00	Completed.

Warboys Village hall	Funding towards a new facility	£1,000,000	£200,000.00	<p>This was approved subject to full funding being achieved. Significant progress has been made but full funding still needs to be confirmed. Architect appointed.</p> <p>Pre-application enquiry at the beginning of October to Development Management.</p> <p>Updated proforma submitted 14.12.20.</p> <p>Updated business case provided.</p> <p>Costs to be confirmed once quotes received.</p>
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APPENDIX 2 - Huntingdonshire Infrastructure Project Bids for greater than £50,000.00

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>Special School – New special school to serve Huntingdonshire located at Alconbury Weald</p>	<p>Cambs. County Council</p>	<p>£15,000,000</p>	<p>£7,000,000</p>	<p>47%</p>	<p>£4,000,000</p>	<p>Approve in Principle - The project is supported, as it will increase the capacity of Special Educational Needs and Disability (SEND) schooling in district, supporting the needs from growth. The site has been allocated as part of the Alconbury Weald development. This is subject to provision of:</p> <ul style="list-style-type: none"> a. Final costings, as detailed design work is still underway; b. Full business plan; c. Information as to whether Huntingdonshire’s needs could be met on the existing sites in Huntingdonshire that are subject to separate projects, and whether these existing sites are at capacity due to take up from outside of the district; d. Evidence supporting the amount asked for in relation to needs arising from Huntingdonshire, e.g. price per pupil, how this equates to capacity; how it relates to provision specifically to meet the needs of children resident in Huntingdonshire; and

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
						<p>e. Information about other funding sources such as from the other Local Authorities whose pupils may attend the school.</p> <p>It is understood that pre-application discussions are on-going with the Growth Strategic Team, which is welcomed. HDC should be fully involved in the consideration of the design of the school and the associated costings.</p> <p>Up to a maximum of £4,000,000 is recommended, with the decision on the final amount to be approved by Cabinet.</p>
<p>Buckden-Huntingdon Safe Cycling and Walking Route – Provide new length of cycle/footway and safer crossing point on Buckden Road, Brampton to facilitate safe cycling/walking to Brampton,</p>	<p>Buckden Parish Council</p>	<p>£188,391.50</p>	<p>£100,000</p>	<p>53%</p>	<p>Up to a maximum of £100,000</p>	<p>Approve in Principle – The principle of the project is supported, as it will encourage active travel between Buckden, Brampton and Huntingdon. Buckden has two large housing allocations in the Local Plan 2036 - BU 1 East of Silver Street and South of A1 And BU 2 Luck's Lane, Buckden.</p> <p>This is subject to confirmation of:</p> <ol style="list-style-type: none"> a. having secured match funding; and b. that the detailed design work shows the scheme can go ahead. <p>It is recommended that up to a maximum of</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
Hinchingsbrooke Secondary School and Huntingdon.						<p>£100,000.00 be given to allow for the final amount of match funding to be secured.</p> <p>As other funding is not yet confirmed, it is suggested that this be a time bound allocation for 12 months. Noting the time, it is further suggested that Buckden PC is requested to submit an updated business case / associated evidence to support its request once funding has been secured to safeguard against any risk, such as cost changes, during the intervening time. Delegate authority to the Corporate Director (Place) and Service Manager - Growth, in consultation with the Executive Leader and Executive Councillor for Strategic Planning, to make final agreements subject to provision of further documentation and necessary discussions with the Implementation Team.</p>
Buckden Recreation Ground footpath renewal – Replace 1 km approx. of poor, narrow and deteriorating	Buckden Village Hall Trust	£118,000.00	£108,000	92%	£0	Decline - The scheme is desirable and would support the growth at Buckden by enhancing a key green space and improving routes through the village. It would link well with the Valley land management project (see below). Detailed costings and business plan have not been provided at this time.

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
tarmac pathways with 1.2m wide kerbed tarmac paths along existing routes.						The low level of match funding means it is currently not considered good value for money.
<p>The Valley – A comprehensive land management programme including pond restoration; clearing ground cover and ivy; creating insect habitats; re-laying paths to be suitable for wheelchairs and mobility scooters; adding benches in selected locations; building viewing platforms and decking for fisherman; improving pond</p>	Buckden Village Hall Trust	£469,775.00	£450,000	96%	Up to £450,000	<p>Approve in Principle - The project is desirable. Buckden has two large housing allocations in the Local Plan 2036 - BU 1 East of Silver Street and South of A1 And BU 2 Luck's Lane, Buckden. The project supports a recreational feature for existing and future residents by enabling an existing informal open space to be better used. The application makes it clear that without significant investment, the pond on site and other natural space will be lost / unsuitable for continued public use. This is subject to confirmation of:</p> <ul style="list-style-type: none"> a. having secured match funding; and b. provision of an updated business case and associated evidence once funding is in place. <p>It is recommended to approve in principle for a limited period of 12 months to allow match-funding to be secured and confirmed. An updated business case / associated evidence</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
banks; replacing the bridge crossing at the stream to complete the Buckden footpath network; and installing basic exercise/ play areas for children.						<p>would then be required to support the request once funding has been secured to safeguard against any risk, such as cost changes, during the intervening time.</p> <p>Confirmation if works are permitted development will be required as the land is not owned by the parish council, as if not planning permission may be required.</p> <p>Delegate authority to the Corporate Director (Place) and Service Manager - Growth, in consultation with the Executive Leader and Executive Councillor for Strategic Planning, to make final agreements subject to provision of further documentation and necessary discussions with the Implementation Team.</p>
A1307 Cambridge Road environmental and road safety improvements – Village entry sign, gateway welcome and planting, pinch and	Fenstanton Parish Council	£647,805	£647,805	100%	£0	Decline - The scheme is considered desirable, as Cambridge Road runs from the A1307 between recent housing developments in Fenstanton. It would support the village's growth, which has three mixed use allocations in the Local plan to 2036 – FS 1 Former Dairy Crest Factory, FS 2 Cambridge Road West and FS 3 Cambridge Road East) by improving the highway and supporting walking.

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
crossing point, parking planter deterrent, partial central island traffic islands, and verge footpaths.						It is, however, not supported as it does not secure or propose match funding; includes land currently in the ownership of Highways England (HE) and is not known if HE supports the proposals; and not enough detail has been provided to ascertain if all elements of the project are suitable for CIL funding, e.g. the proposed welcome sign.
A1123 Cycleway and path – To link the current cycle paths at the eastern and western edges of the village of Houghton and Wyton with a new cycle path/ cycle way running alongside the A1123.	Houghton & Wyton Parish Council	£1,300,000.00	£1,300,000.00	100%	£0	Decline – The project is considered to be desirable with scope to be classed essential, as it could provide a key link for pedestrians and cyclists along a key transport corridor. Houghton and Wyton are located between Huntingdon and St Ives which are designated in the Local Plan to receive significant growth. The application provided an outline of proposals but lacks detailed proposals, costings, or any indication of CCC's support. There is insufficient detail at this stage and other sources of funding are likely to be available that would reduce the amount of CIL monies required to deliver the project.

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>Cricket pavilion, King George V playing field – Demolition of existing 1880s timber building and replacement with eco-friendly, sustainable prefabricated timber building for use as a cricket pavilion. It will include indoor cricket nets, indoor 8-a-side cricket pitch for training and tournaments, netball facilities, community meeting area, and space Huntingdonshire Cancer Care Network.</p>	Huntingdon Town Council	£2,000,000	£500,000	25%	Up to £500,000	<p>Approve in Principle – This project is supported in principle as it would improve existing facilities for cricket, provide facilities for netball and space for the community and considered to be essential infrastructure. It will provide a good degree of value and a high level of match funding has been secured. It will support planned growth within the Huntingdon SPA. This is subject to the provision of:</p> <ol style="list-style-type: none"> a. planning permission, b. confirmation of match funding and overall build costs, c. evidence of engagement with the HDC Active Lifestyles Team, and that the project meets Sport England requirements. <p>Noting the above, it is recommended to approve in principle subject to a time limit of 2 years.</p> <p>Delegate authority to the Corporate Director (Place) and Service Manager - Growth, in consultation with the Executive Leader and Executive Councillor for Strategic Planning, to make final agreements subject to provision of further documentation and necessary discussions with the Implementation Team.</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>Huntingdon crematorium & cemetery – HTC is building a crematorium which will be the UK's first electric cremator and by using 'green electric' making it a low carbon crematorium. This building will cater for multi faith services, even those faiths which do not cremate bodies, as a washing room to ceremonially cleanse bodies as</p>	<p>Huntingdon Town Council</p>	<p>£14,670,000</p>	<p>£500,000</p>	<p>3%</p>	<p>£0</p>	<p>Decline – The project is considered to be desirable rather than essential, although it does relate to the needs of growth. It would serve the whole district. However, although the Town Council is the applicant, this would have the operating model of a private business and is not considered appropriate for CIL funding. There is a lack of supporting information with the application. It has full funding secured already and there are queries over the amount of funding requested in relation to the overall project costs and funding already in place.</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>part of the faith's rituals (Muslim & Jewish faith) prior to burial. In addition, a secure / soundproof viewing room is included, to enable serving prisoners to attend and view and take part in the service, this room can also be used where family members have babies / young children attending. Across the UK the split of Cremations to Burials is 70%:30%</p>						

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
<p>Swimming Pool changing (phase 2) – Redesign a lobby and male change area into a larger village (to cater for increased capacity post-COVID) and separate gender changing areas for school use.</p>	One Leisure St Ives	£400,000	£150,000	38%	£150,000	<p>Approve – This project is considered suitable for CIL funding. It supports growth in St Ives which is designated as a Spatial Planning Area in the Local Plan to 2036. The project supports access to leisure facilities and will serve the growing population of the area. A significant portion of the project cost has been met and a modest amount of match funding is required to enable the project to be delivered to its second stage. The application has been supported by detailed supporting information and costings.</p>
<p>Splash Park & Learner Swimming Pool in St Neots – Looking to provide a splash park and learner swimming pool in St Neots</p>	St Neots Aquatic and Leisure CIO (a charity)	£343,000	£250,000	73%	£0	<p>Decline – The project is considered to be desirable. It will have a modest impact on the growth needs of St Neots which is defined in the Local Plan to 2036 as a Spatial Planning Area. The project is stated in the St Neots Neighbourhood Plan noting the need for funding to be secured. A detailed application was provided.</p> <p>The project would provide only a modest value for money addressing a desirable recreation infrastructure. A small amount of match funding has been secured, although other sources of</p>

Project proposed	Bid submitted by	Project Cost	CIL funding requested	CIL request as % of total	Amount officers suggest is offered	Recommendation and comments
						funding are likely to be available that would reduce or eliminate the amount of CIL monies required to deliver the project.

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Overview and Scrutiny Work Programme 2020/21

Performance and Growth

In Progress

Topic	Membership & Scope	Lead Officer	Progress
Transport Strategy	Councillor S J Criswell Councillor I D Gardener Councillor P L R Gaskin Councillor M S Grice	Nigel McCurdy/David Edwards	Study has not commenced.
Asset Management Strategy	Councillor I D Gardener Councillor D A Giles	Jackie Goldby/Justin Andrews	Next Step Members are to meet with the Interim Commercial Estates Manager on 1st February 2021 with the purpose of providing input and feedback into the Strategy.

Completed

Topic	Membership & Scope	Lead Officer	Progress
Housing Strategy to 2025	Councillor A Roberts Councillor S Wakeford Councillor D Wells Councillor Mrs S R Wilson <ul style="list-style-type: none"> • Comment and make suggestions on the emerging Housing Strategy. 	David Edwards/Liz Bisset	6th August 2020 – A meeting took place with Members; the Interim Corporate Director (Place), David Edwards and Liz Bisset. The vision for the strategy was outlined and Members had an opportunity to comment and make suggestions. 7th October 2020 – The Housing Strategy was presented to Overview and Scrutiny.

			22nd October 2020 – The Cabinet approved the Housing Strategy and the accompanying one year action plan.
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Customers and Partnerships

In Progress

Topic	Membership & Scope	Lead Officer	Progress
Digital Strategy	Councillor D M Tysoe Councillor R J West	Tony Evans	Next Step The Digital Strategy won't be presented until the Core Service Strategy is produced.
Climate Change Strategy	Councillor T D Alban Councillor Mrs J Tavener Councillor Mrs S R Wilson	Neil Sloper	18th October 2020 – The Democratic Services Officer (Scrutiny) attended the Centre for Public Scrutiny and Local Government Association Scrutinising Climate Action Webinar on 18th September. Next Step The remit for strategy development has not been established.
(New) Flooding Review	Councillor Mrs S J Conboy Councillor S J Corney Councillor I D Gardener Councillor D M Tysoe Councillor R J West Compile and review evidence (quantitative and qualitative) relating to the December 2020 flooding events, to: 1) Understand what happened. 2) Review the response. 3) Consider future prevention/mitigation.	Nigel McCurdy	Next Step The Task and Finish Group will meet, on 28th January 2021, to begin the review into the flooding events that occurred throughout the District during December 2020.

Strategic Review of Markets	<p>Councillor B S Banks Councillor S J Corney Councillor J W Davies Councillor Mrs A Diaz Councillor Ms A Dickinson (also the Executive Councillor for Operations and Environment, Councillor Mrs M L Beuttell)</p> <p>To conduct a Strategic Review of HDC Markets and produce a Vision statement and a Strategy.</p>	George McDowell	<p>5th November 2020 – The Panel received a report and suggested scoping document for the Strategic Review of Markets. Members agreed to endorse the approach and aims as set out in the scoping document and appointed five O&S Members to join the Executive Councillor for Operations and Environment in conducting the Strategic Review.</p> <p>Next Step The review will commence in January 2021.</p>
Waste Strategy	<p>Councillor Ms A Dickinson Councillor D A Giles Councillor Mrs S Smith Councillor Mrs S R Wilson</p>	Neil Sloper	<p>Study has not commenced.</p> <p>Update (provided on 24th November 2020) – The delivery of HDC’s Waste Strategy is linked to two other strategies. The first is DEFRA’s Resources and Waste Strategy. This strategy determines any changes to waste collection practices and the options available for the collection of household waste. This has been delayed until spring 2021.</p> <p>The second is the RECAP (Cambridgeshire and Peterborough Waste Partnership) Waste Strategy, which is the parent strategy to HDC’s Waste Strategy. The partnership has conducted modelling work with DEFRA to</p>

			<p>look at the impacts and alternatives of different approaches to waste and recycling collection models but is unable to continue the work until DEFRA's strategy is clear.</p> <p>The delay in the delivery of DEFRA's Strategy has had a knock-on effect for the expected date of RECAP's Strategy, meaning that the delivery of HDC's Strategy has been delayed until January 2022.</p>
Lifelong Health – Part Two	<p>Councillor S J Criswell Councillor Mrs A Dickinson Councillor K P Gulson Councillor Mrs S Smith Councillor Mrs J Tavener Councillor Mrs S R Wilson</p> <ul style="list-style-type: none"> • Identify ways of developing better health outcomes for residents. • Identify the benefits of a whole system approach for the Council. 	Oliver Morley	<p>12th September 2019 – The Panel received the final report of Part One and agreed to continue the study under the guise of 'Part Two'.</p> <p>14th October 2019 – The Task and Finish Group met with Liz Robin, Public Health.</p> <p>10th December 2019 – Following the presentation of the Part One report to Cabinet and the meeting with the Director of Public Health, the Task and Finish Group met to refocus the scope of the study. The study will now focus primarily on collaboration with Parish & Town Councils and community groups in order to improve residents' physical activity and well-being.</p>

			<p>13th January 2020 – The Task and Finish Group received a presentation from Active Lifestyles and assessed the interaction the service has with Parish & Town Councils and community groups.</p> <p>28th January 2020 – Alyce Barber, Community Development Officer, attended and informed Members of her work with projects that helps build social contact, builds support networks and addresses mental health issues. Members will also discuss the evidence that links an individual’s mental health with physical health.</p> <p>12th February 2020 – The Task and Finish Group received and discussed a number of case studies.</p> <p>26th November 2020 – The Group met and conducted an evidence review. Members recognised that the health issues discussed were around before the pandemic, however they have been affected by it. Despite this, it was decided that any health plan for the District should look beyond the pandemic and be a post Covid-19 plan. The Group decided that the recommendations should be focused on the following themes: access to</p>
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			<p>healthy food, mental well-being and physical health.</p> <p>Next Step – A final report is in the process of being drafted.</p>
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Completed

Topic	Membership & Scope	Lead Officer	Progress
Healthy Open Spaces and Play Strategy	Councillor Mrs A Dickinson Councillor K P Gulson Councillor Mrs S Smith Councillor Mrs J Tavener Councillor Mrs S R Wilson	Helen Lack	<p>11th March 2020 – A meeting took place with Working Group Members, the relevant Executive Councillors, Helen Lack and Sarah Wheale-Smith of PleydellSmithyman so that Members could give their views on the draft Strategy.</p> <p>29th July 2020 – A second meeting took place with Working Group Members, Helen Lack and Sarah Wheale-Smith of PleydellSmithyman. Members were shown the executive summary and a full draft of the Strategy.</p> <p>8th October 2020 – The Healthy Open Spaces Strategy was presented to Overview and Scrutiny.</p> <p>22nd October 2020 – The Cabinet endorsed the Healthy Open Spaces Strategy and 10 year action plan.</p>

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