

A meeting of the **CABINET** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 12 NOVEMBER 2024** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 15th October 2024.

Contact Officer: Democratic Services - (01480) 388169

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

Contact Officer: Democratic Services - (01480) 388169

3. COUNCIL TAX PREMIUMS (Pages 9 - 28)

To receive a report proposing the implementation of additional Council Tax Premiums in relation to unoccupied properties across the District.

Executive Councillor: S Ferguson.

Contact Officer: K Kelly - (01480) 388151

4. COUNCIL TAX SUPPORT SCHEME 2025/26 (Pages 29 - 34)

To receive an update on performance of the Local Council Tax Support Scheme.

Executive Councillor: S Ferguson.

Contact Officer: K Kelly - (01480) 388151

5. ONE LEISURE PV SOLAR INSTALLS (Pages 35 - 64)

To receive a report seeking approval to proceed with the project to install Solar PV panels at various One Leisure sites.

Executive Councillor: B Pitt.

Contact Officer: M Raby - (01480) 387921

6. CORPORATE PERFORMANCE REPORT 2024-25 QUARTER 2 (Pages 65 - 154)

To brief Members on progress with the Corporate Plan actions/projects and the results and forecasts for operational performance measures as at the end of Quarter 2.

Executive Councillors: S Ferguson & L Davenport-Ray.

Contact Officer: N Sloper - (01480) 388635

7. FINANCE PERFORMANCE REPORT 2024/25 QUARTER 2 (Pages 155 - 180)

To receive a report presenting details of the Council's financial performance for 2024/25.

Executive Councillor: B Mickelburgh.

Contact Officer: S Russell-Surtees - (01480) 388524

8. TREASURY MANAGEMENT 6 MONTH PERFORMANCE REVIEW 2024/25 (Pages 181 - 216)

To receive an update on the Council's treasury management activity for the first 6 months of the year, including investment and borrowing activity and treasury performance.

Executive Councillor: B Mickelburgh.

Contact Officer: O Colbert/S Russell-Surtees - (01480) 388067/388524

4 day of November 2024

Michelle Sacks

Chief Executive and Head of Paid Service

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

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

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Please contact Democratic Services, Tel No: (01480) 388169 / e-mail: Democratic.Services@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 Cabinet.

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

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

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

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Tuesday, 15 October 2024

PRESENT: Councillor S J Conboy – Chair.

Councillors L Davenport-Ray, S W Ferguson, J E Harvey, B A Mickelburgh, B M Pitt, T D Sanderson, S L Taylor and S Wakeford.

41 MINUTES

The Minutes of the meeting held on 10th September 2024 were approved as a correct record and signed by the Chair.

42 MEMBERS' INTERESTS

No declarations were received.

43 HUNTINGDONSHIRE'S PRIORITY NATURAL LANDSCAPES

Consideration was given to a report by the Parks and Countryside Project Manager (a copy of which is appended in the Minute Book) seeking formal recognition of the priority landscapes set out in the Nature Recovery Network for Huntingdonshire.

In introducing the report, the Executive Councillor for Parks and Countryside, Waste and Street Scene reported that this was a significant step forward for Huntingdonshire which would guide the Council in enhancing the natural environment as the District continues to grow, without hindering future development. The landscapes which had been identified not only included areas of large ecological interest but included river corridors too. Having acquainted the Cabinet with the legislative requirements under the Environment Act 2021 which introduced the Biodiversity Net Gain and Local Nature Recovery Strategy, the Cabinet noted that this document would help to inform future planning policy whilst also setting out a framework for local action to enhance biodiversity and people's connection to nature.

In noting that a presentation had been delivered by Mr M Baker from The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire to the Overview and Scrutiny Panel (Environment, Communities and Partnerships) at their meeting on 3rd October 2024, the Executive Councillor for Climate Transformation and Workforce welcomed the report and commented that the priorities would fit into the Countywide Nature Recovery Strategy process.

The Executive Councillor for Parks and Countryside, Waste and Street Scene drew the Cabinet's attention to the comments of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) making particular reference

to the comments made by Councillors Alban, McAdam and Hassall. Having expressed their support for the proposed additional recommendation made by the Overview and Scrutiny Panel (Environment, Communities & Partnerships) and in seeking clarity on which Executive Portfolio Holder would be responsible for the fourth recommendation within the report, the Cabinet extended their thanks to Mr M Baker from The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire and to Officers for their hard work and efforts in delivering the report.

In welcoming the approach made by Overview and Scrutiny to include an additional recommendation within the report the Executive Leader drew attention to the Local Government Association Corporate Peer Challenge report which would be presented to Council the following evening. Consideration would be given to the reporting and meeting cycle, in particular, the pre-scrutiny process.

Whereupon, it was duly moved and seconded that the Cabinet

RESOLVED

- a) to formally recognise and adopt the Priority Landscapes of Huntingdonshire as set out in the report now submitted;
- b) to endorse the use of the Nature Recovery Network for Huntingdonshire Document as an evidence base for the identification of Priority Natural Landscapes;
- c) to endorse the use of the Nature Recovery Network for Huntingdonshire Document to inform the response to and engagement with the development of the Local Nature Recovery Strategy and subsequently future Planning Policy;
- d) to delegate authority to the Assistant Director (Strategic Insights and Delivery) in consultation with the Executive Councillor for Parks and Countryside, Waste and Street Scene to make any minor amendments to the Priority Landscapes of Huntingdonshire policy (subject to a review of the policy to be undertaken within three years);
- e) to delegate authority to the Corporate Director (Place) to implement any necessary procedural changes as a result of this endorsement; and
- f) agreed that the report and presentation be also presented to the Local Plans Advisory Group.

The meeting concluded at 7:19pm.

Chair

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Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Council Tax Premiums

Meeting/Date: Cabinet – 12 November 2024
Council – 11 December 2024

Executive Portfolio: Resident Services and Corporate Performance
(Cllr S Ferguson)

Report by: K Kelly – Revenues and Benefits Manager

Ward(s) affected: All

Executive Summary:

Under the Local Government Finance Act 1992, the Council can determine the level of Council Tax discount awarded for certain unoccupied dwellings as well as charging additional premiums on dwellings that have been unoccupied and unfurnished for more than two years.

Previously the Council has opted to remove discounts for certain unoccupied properties and to charge an additional premium on dwellings that have been left empty and unfurnished for two years or more.

The Levelling Up and Regeneration Act 2023 provides for the empty homes premium to be charged sooner and introduces the option to charge a premium on second homes in the district.

The following report details the steps that can be taken to introduce the additional premiums with a view to encouraging empty homes across the district to be brought back into use.

Recommendation(s):

The Cabinet is

RECOMMENDED

To note the contents of the report and endorse the recommendation that the Council:

- 1) Amends the existing empty homes premium to charge the additional 100% Council Tax premium after one year of the conditions being met, rather than the current two years, with effect from 1st April 2026

- 2) Approves the introduction of a second homes premium of 100% with effect from 1st April 2026
- 3) Provides delegated authority for the s151 Officer, in conjunction with the Executive Councillor for Resident Services and Corporate Performance, to adopt a policy setting out exceptions to the premiums in line with any regulations or guidance issued by Central Government, and to make subsequent updates to the policy as and when required.

1. PURPOSE OF THE REPORT

- 1.1 The Levelling Up and Regeneration Act 2023 allows the Council to apply a Council Tax premium on empty and unfurnished properties after one year rather than two. It also allows the Council to implement a premium on dwellings on second homes.
- 1.2 This report sets out key factors for consideration.

2. BACKGROUND

- 2.1 While most Council Tax discounts and exemptions are set nationally some discounts can be decided locally, allowing Local Authorities to determine levels of discount that best suits local need.
- 2.2 The discounts that can be set locally relate to dwellings that are:
- unoccupied and require, or are undergoing, major repair to render them habitable
 - unoccupied and unfurnished
 - unoccupied and furnished
- 2.3 The Council has previously determined that no discount should be provided on properties that are unoccupied and undergoing or require major repair, nor for those that are unoccupied and unfurnished.
- 2.4 In addition, any dwelling that has been unoccupied and unfurnished for two years or more is also charged an additional Council Tax premium at the maximum amount permitted, as a way of deterring owners from leaving properties empty for long periods of time.
- 2.5 For Council Tax purposes, all properties that are furnished but are not occupied by anyone as their sole or main residence are classed as second homes.
- 2.6 The Council has previously determined that no discount should be awarded on second homes but has not previously been able to charge a premium on such dwellings. This creates a loophole by which homeowners can avoid being charged the empty homes premium by furnishing unoccupied properties.
- 2.7 Further details of the current levels of discounts and premiums that have been determined by the Council and the conditions when these apply can be found in APPENDIX A.
- 2.8 Any decision to introduce a Council Tax premium on second homes must be taken at least one year prior to the start of the year for when it would become effective. Therefore, the earliest date from when the charge could become effective is 1st April 2026, with a determination to implement the charge being made before 31st March 2025.

2.9 The Government has legislated for a range of exceptions to the premiums and is expected to provide further guidance on their application in due course.

2.10 Following a determination to charge the additional premiums, a policy covering the application of the charges and full details of exemptions will be developed, taking into account the regulations and guidance by Central Government.

3. ANALYSIS

3.1 Empty properties can have a number of unwanted impacts in communities and with increasing pressure to find homes for people in need, the application of Council Tax premiums can help incentivise owners of empty properties to bring these back into use.

3.2 The Levelling Up and Regeneration Act 2023 amended the Local Government Finance Act 1992 to provide Local Authorities with the powers to make further changes to levels of Council Tax charged in respect of empty dwellings:

- To bring forward the date from which a premium can apply on dwellings which are unoccupied and unfurnished, from two years to one. The “empty homes premium”.
- To implement a premium on dwellings that are unoccupied and furnished. The “second homes premium”.

Empty Homes Premium

3.3 There are currently 83,401 dwellings on the Council Tax list for Huntingdonshire. On 1st August 2024, the empty homes premium applied to 143 dwellings across the district that have been empty and unfurnished for two years or more as follows:

Empty Period	Additional Council Tax	Number of Dwellings
2 – 5 years	100%	95
5 - 10 years	200%	29
10 years plus	300%	19

3.4 The premiums are applied to every dwelling which has been unoccupied and unfurnished for more than two years. This starts from the date that the property first met the conditions and does not reset with a change of ownership. There are currently no exceptions to the premium being applied.

3.5 Applying a premium on unoccupied and unfurnished properties after one year rather than two would encourage homeowners to bring properties back into occupation at an earlier date.

- 3.6 There are a further 170 dwellings that have been unoccupied and unfurnished for between twelve months – two years that would become subject to an additional premium of 100% under the proposals.
- 3.7 Any decision taken to vary the amount of empty homes premium charged must be taken before the financial year in which it relates.

Second Homes Premium

- 3.8 There were 269 properties classed as being second homes on 1st August 2024. That is, they were not being occupied as anyone’s sole or main residence and were furnished. 34% of owners of second homes in Huntingdonshire live outside of the district or abroad.
- 3.9 The Legislation allows the Council to charge an additional premium of up to 100% in respect of such properties. Unlike the empty homes premium, there is no requirement for a property to have been classified as a second home for a fixed period before the premium can apply, and so it would become payable of the effective date.
- 3.10 Any decision taken to implement a Council Tax Premium on second homes must be taken at least one year in before the beginning of the year to which it relates. Therefore, a decision must be taken before 31st March 2025 for the second homes premium to apply from April 2026.

Exceptions

- 3.11 The current empty homes premium is applied to all dwellings that meet the specified conditions, without exception.
- 3.12 In order to ensure that the implementation of premiums works towards policy aims of encouraging empty homes back into use and does not unfairly penalise owners, new legislation has been passed that provides exceptions to the premiums in certain circumstances. These are as follows:

Exception	Empty Homes Premium Exception	Second Homes Premium Exception
Properties undergoing probate: A 12-month exception will apply after probate or letters of administration have been granted	✓	✓
Properties actively marketed for sale or let: A 12-month exception will apply	✓	✓
Properties that are empty and undergoing major repairs	✓	
Annexes forming part of, or being used as part of the main dwelling		✓
Job-related Dwellings, where a person is required to live in a		

specified dwelling as part of their employment. This does not apply where someone chooses to have an additional property to be closer to work, nor where an individual is posted to a new location but maintains their previous address		✓
Occupied caravan pitches and boat moorings		✓
Seasonal homes where year-round or permanent occupation is prohibited		✓

- 3.13 In addition to the exceptions listed above, Government has encouraged Local Authorities to also take account of other circumstances in its application of premiums to ensure that the approach seeks to deliver policy aims and does not unfairly penalise those where the dwellings are empty for genuine reasons.
- 3.14 Examples of where discretion is encouraged includes properties that are difficult to sell such as retirement properties, or where properties are empty due to their particular use, such as furnished properties used for emergency housing or domestic violence refuges.
- 3.15 The legislation regarding exceptions to the Council Tax premiums has recently been enacted, and Government have confirmed that further guidance will be issued covering the application of the exceptions. A policy setting out the full details of exceptions will therefore be developed in due course and published prior to commencement of the charges.
- 3.16 Where a property is exempt from Council Tax, for example, a property left empty which was previously occupied by a person who has moved into hospital or care, the premiums will not apply. The premiums will only apply to *chargeable dwellings*, e.g. those that are on the Council Tax list but not exempt.

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 Bringing empty homes back into use can have a positive impact on the local housing market and the communities in which these homes are situated.
- 5.2 The premiums are not intended to penalise owners who are already taking steps to bring properties back into use, and the list of exceptions set out by Government provide for a range of circumstances where the premium would either be delayed or would not apply.

- 5.3 There is a risk that homeowners may look to avoid the premium by taking advantage of the 12-month exception for homes being marketed for sale by advertising the property for sale or rental at an inflated price. However, as part of the policy that will be developed, owners may be required to provide evidence of the marketing and valuation where this appears to be inflated, in order to benefit from the exception.
- 5.4 Owners of second homes used as holiday lets may seek to move second homes from Council Tax into Business Rates as a way of avoiding the premium. A dwelling can move to Business Rates as a self-catering property provided it has been available to let for short periods totalling at least 140 nights and must have actually been let for at least 70 nights over the previous 12 months.
- 5.5 It would be for homeowners to provide such evidence to the Valuation Office Agency, a Government department, who would then decide if a property should appear on either the Council Tax or Business Rates list.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Changes to the empty homes premium can be effective from the 1st April provided that a determination is made before the financial year to which it relates, but the second homes premium requires at least one year's notice.
- 6.2 As the legislation regarding exceptions is yet to be enacted, it is recommended that the decision is taken to implement both changes with effect from 1st April 2026. This allows time for the policy to be developed following the legislation being passed, and for owners of empty properties to be notified of the changes.
- 6.3 The regulations require that a notice must be in placed in a local newspaper within 21 days of a decision to introduce or amend the premiums.

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

- 7.1 The Corporate Plan 2023 – 2028 outlines our ambition to:
- 1) Improve the quality of life for local people
 - 2) Create a better Huntingdonshire for future generations
 - 3) Doing our core work well
- 7.2 The application of Council Tax premiums on unoccupied properties is intended to encourage owners to bring these back into use, directly supporting these ambitions. This would have a positive impact on the communities in which such properties are situated, reducing the risk of vandalism and anti-social behaviour that empty dwellings can attract.

7.3 Bringing empty properties back into use can help to meet the Council's housing need and supports the journey of Pride in Place as part of the Council's Place Strategy – Huntingdon futures.

7.4 Where the status of the unoccupied properties remains unchanged following the implementation of the proposals, additional Council Tax will be generated which contributes to the cost of local services.

8. LEGAL IMPLICATIONS

8.1 Sections 79 and 80 of The Levelling Up and Regeneration Act 2023 enable the Council to bring forward the application of the empty homes premium to one year rather than two, and to implement a premium on second homes. Exceptions to the premiums are set out within The Council Tax (Prescribed Classes of Dwellings and Consequential Amendments) (England) Regulations 2024.

8.2 In exercising its functions in relation to premiums, the Council must have regard to any guidance issued by the Secretary of State. Government has confirmed that further guidance on the application of the exceptions will be issued in due course, but at the time of writing this had not been received.

8.3 The decision to implement the revised empty homes premium must be taken before the financial year to which it relates, and a decision to implement the second homes premium must be taken at least one year before the beginning of the year to which it relates.

8.4 Section 67 (2) of The Local Government Finance Act sets out that the decision to introduce a premium can only be made by Full Council.

9. RESOURCE IMPLICATIONS

9.1 Whilst the primary objective of charging Council Tax premiums is to encourage empty dwellings back into use, additional income is generated via premiums applied to dwellings that remain empty.

9.2 The current empty homes premiums generate around £443k of additional Council Tax each year, of which the Council retains around 7%, or £30k.

9.3 Applying this premium at one year rather than two years could generate around £370k of additional Council Tax should these properties remain empty, of which the Council would retain around £25k.

9.4 Introducing a premium on second homes in the district could generate additional Council Tax of up to £600k pa should the status of these properties remain unchanged, with around £42k of this being retained by the Council.

10. OTHER IMPLICATIONS

10.1 An equalities impact assessment has been conducted which confirms that the decision to implement the additional Council Tax premiums would have

no differential impact on protected characteristics. The full document can be found in APPENDIX B.

11. REASONS FOR THE RECOMMENDED DECISIONS

- 11.1 The application of additional premiums on empty and second homes is intended to encourage owners of such properties to bring these back into use.
- 11.2 Taking targeted action to bring empty homes back into use helps to tackle a number of social, economic and public health issues, as empty properties can provide opportunities for vandalism, fly-tipping and anti-social behaviour. Unsightly homes can have a negative impact on neighbouring properties and also reduce pride in the community.
- 11.3 The exceptions will ensure that the premiums are applied fairly and do not unfairly penalise owners who are taking steps to bring properties back into use.
- 11.4 A decision to charge the second homes premium must be taken at least one year before the year in which the charge applies, and whilst the earlier empty homes premium could be implemented with effect from 1st April 2025, the legislation setting out the detail of the exceptions has not yet been passed. Implementing both changes with effect from 1st April 2026 provides time for the policy to be adopted and for homeowners to be advised of the changes.

12. LIST OF APPENDICES INCLUDED

APPENDIX A – Current Levels of Council Tax Discounts and Premiums set Locally

APPENDIX B – Equalities Impact Assessment

13. BACKGROUND PAPERS

[Summary of responses and government's response to the consultation on proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK \(www.gov.uk\)](#)

[Council Tax information letter 2/2024: proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK \(www.gov.uk\)](#)

CONTACT OFFICER

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APPENDIX A

Current Levels of Council Tax Discounts Set Locally

Dwellings that are:		Discount
Class A	<ul style="list-style-type: none"> • no-ones' sole or main residence; and • furnished; and • subject to a planning restriction that prevents occupation for a continuous period of at least 28 days per annum 	0%
Class B	<ul style="list-style-type: none"> • no-ones' sole or main residence; and • furnished; and • not subject to a planning restriction that prevents occupation for a continuous period of at least 28 days per annum 	0%
Class C	<ul style="list-style-type: none"> • unoccupied; and • Substantially unfurnished 	0%
Class D	<ul style="list-style-type: none"> • unoccupied and require or are undergoing major repair in order to render them habitable 	0%

Current Levels of Council Tax Premiums Set Locally

Dwellings that have been unoccupied and substantially unfurnished for:	Additional Charge
2 years	100%
5-10 years	200%
10 years plus	300%

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Service area	Revenues and Benefits
Date of assessment	13/09/2024
Name of policy/service to be assessed	Council Tax Premiums
Is this a new or existing policy/service?	New
Name of manager responsible for new or amended policy/service	Katie Kelly
Names of people conducting the assessment	Katie Kelly
Step 1 – Description of new or amended policy/service	
Describe the aims; objectives and purpose of the new or amended policy/service (include how it fits in to wider aims or strategic objectives).	<p>The Levelling Up and Regeneration Act 2023 amended the Local Government Finance Act 1992 to provide Local Authorities with the powers to make changes to levels Council Tax charged in respect of empty dwellings:</p> <ul style="list-style-type: none"> • To bring forward the date from which a premium can apply on dwellings which are unoccupied and unfurnished, from two years to one. The “empty homes premium” • To implement a premium on dwellings that are unoccupied and furnished. The “second homes premium”.



	<p>Empty properties can have unwanted impacts in communities and with increasing pressure to find homes for people in need, the application of Council Tax premiums can help incentivise owners of empty properties to bring these back into use.</p>
<p>The Equality Act 2010 requires the Council to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations, the Council also needs to demonstrate its compliance with the Equality Duty. The Council therefore needs to understand how its decisions and activities impact on different people. An Equality Impact Assessment is the current method by which the Council can assess and keep a record of the impact of new or amended strategies, policies, functions or services. The council retains these duties even when outsourcing services or providing shared services.</p> <p><i>Definition of Adverse Impact - occurs when a decision, practice, or Policy has a disproportionately negative effect on a protected group. Adverse Impact may be unintentional.</i></p>	
<p>Are there any (existing) equality objectives of the new/amended policy/service</p>	<p>None</p>
<p>Who is intended to benefit from the new/amended policy/service and in what way?</p>	<p>The application of Council Tax premiums on unoccupied properties is intended to encourage owners to bring these back into use. This would have a positive impact on the communities in which such properties are situated and would help reduce housing supply pressures.</p> <p>Where the status of the unoccupied properties remains unchanged following the implementation of the proposals, additional Council Tax will be generated which contributes to the cost of local services</p>
<p>What are the intended outcomes of this new/amended policy/service?</p>	<p>To encourage owners of unoccupied or periodically occupied dwellings to bring them back into occupation</p>



Step 2 – Data	
<p>What baseline quantitative data (statistics) do you have about the function relating to equalities groups (e.g. monitoring data on proportions of service users compared to proportions in the population), relevant to this new/amended policy/service? Huntingdonshire Statistics</p>	<p>There are currently around 83,000 dwellings on the Council Tax list for Huntingdonshire District.</p> <p>Of these, 143 dwellings have been empty and unfurnished for two or more years and are currently subject to the empty homes premium.</p> <p>There are currently a further 170 dwellings that have been empty and unfurnished for between 1 – 2 years that would become subject to the premium under the proposals.</p> <p>There are 269 dwellings that are classed as second homes, that is, unoccupied and furnished, that would become subject to the premium under the proposals.</p>
<p>What qualitative data (opinions etc) do you have on different groups (e.g. comments from previous consumer satisfaction surveys/consultation, feedback exercises, or evidence from other authorities undertaking similar work), relevant to this new/amended policy/service?</p>	<p>Government published a consultation for 8 weeks in Summer 2023 on proposals to exempt some categories of dwelling from the additional premiums and seek views on when such exceptions might apply.</p> <p>615 responses were received, and as a result of the consultation Government has set out it's intention to legislate for certain exceptions to the premiums.</p> <p>Full details of the consultation can be found at: Consultation on proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK (www.gov.uk)</p> <p>The outcome of the consultation can be found at:</p>



	<p>Summary of responses and government’s response to the consultation on proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK (www.gov.uk)</p> <p>Government’s response to the consultation can be found at:</p> <p>Council Tax information letter 2/2024: proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK (www.gov.uk)</p>
<p>Age – this refers to the protected characteristic of age. A person belonging to a particular age (for example 32-year olds) or range of ages (for example 18 to 30-year olds).</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic?</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>For some services this should include consideration of impact in terms of safeguarding young people.</p> <p>What evidence do you have for your answer?</p>	<p>The proposed changes will have no differential impact due to age.</p>
<p>Disability – this refers the protected characteristic of disability. A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.</p>	<p>The proposed changes will have no differential impact due to disability.</p>



<p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p>Gender reassignment – gender reassignment discrimination occurs when a person is treated differently because they are trans*.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic? What evidence do you have for your answer?</p> <p>*although the term gender reassignment and transsexual is in the Equality Act 2010, it is accepted that the preferred term is trans.</p>	<p>The proposed changes will have no differential impact due to gender or gender reassignment.</p>
<p>Marriage and civil partnership in the workplace; this refers the protected characteristic of marriage and civil partnership which is a union between a man and a woman or between a same-sex couple. Civil partnership is between partners of the same sex. Discrimination is when a person is treated differently at work because a person is married or in a civil partnership.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p>	<p>The proposed changes will have no differential impact due to marriage or civil partnership</p>



<p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p>Are there concerns that the function could have a differential impact in terms of pregnancy and maternity in the workplace (e.g. pregnant or breast-feeding women). Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>The proposed changes will have no differential impact due to pregnancy or maternity</p>
<p>Race – this refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins. Gypsy/Travellers are distinct group within this category</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p>	<p>The proposed changes will have no differential impact due to race</p>



<p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p>Religion and Belief in the workplace - refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>The proposed changes will have no differential impact due to religion or belief</p>
<p>Sex - this refers to the protected characteristic of sex which can mean either male or female, or a group of people like men or boys, or women or girls.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p> <p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	<p>The proposed changes will have no differential impact due to sex.</p>
<p>Sexual orientation – this relates to whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p> <p>Are there concerns that the new policy/service could have a differential impact on individuals with this protected characteristic.</p>	<p>The proposed changes will have no differential impact due to sexual orientation</p>



<p>Are there any concerns that the policy/service amendments could have differential impact on individuals with this protected characteristic?</p> <p>What evidence do you have for your answer?</p>	
<p>Are there concerns that the function could have a differential impact on part time/full time employees?</p> <p>What evidence do you have for your answer?</p>	<p>The proposed changes will have no differential impact due to part-time or full-time employees.</p>
<p>Are there concerns that the function could have a differential impact in terms of specific characteristics of Huntingdonshire e.g. Rural isolation</p>	<p>The proposed changes will have no differential impact for any other reasons</p>

Findings

The proposals are designed to encourage owners of unoccupied properties to bring them back into use. Whilst there will be a financial impact on owners where the status of the dwelling remains unchanged, the proposals are not intended to unfairly penalise owners who are already taking steps to bring properties back into use. A policy will be developed to confirm the exceptions to the premiums in line with legislation when it is enacted.

Recommendations

It is recommended that the EIA is approved

Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Council Tax Support Scheme 2025-26

Meeting/Date: Cabinet – 12 November 2024
Council – 11 December 2024

Executive Portfolio: Resident Services and Corporate Performance
(Cllr S Ferguson)

Report by: K Kelly – Revenues and Benefits Manager

Ward(s) affected: All

Executive Summary:

Since the abolition of Council Tax Benefit in 2013, Local Authorities in England have been required to administer their own Council Tax Support (CTS) schemes.

Whilst support for residents of pensionable age is determined by Central Government, schemes for working age residents are set locally. Local Authorities are required to review their CTS schemes annually and to decide to either maintain their existing scheme or replace it.

The Council agreed to make amendments to the CTS scheme for 2024-25, and the following report provides a summary of the operation of the new scheme alongside recommendations for 2025-26.

Recommendation(s):

The Cabinet is

RECOMMENDED

To note the contents of the report and endorse the recommendation that the scheme principles for 2025-26 remain unchanged, ensuring that the scheme continues to deliver support to low-income households across the district in line with our Corporate Priority to improve the quality of life for local people.

1. PURPOSE OF THE REPORT

- 1.1 Since 2013, the Council has been required to design and administer its own Council Tax Support (CTS) Scheme for residents of Working Age. The scheme for Pension Age residents is set by Central Government.
- 1.2 The Council is required to review the CTS scheme each year in accordance with schedule 1a (5) of the Local Government Finance Act 1992 and decide to maintain or amend the scheme.

2. BACKGROUND

- 2.1 CTS is a means-tested support scheme that reduces the amount of Council Tax payable by residents on low incomes. Whilst CTS rules for pension age residents are prescribed by Central Government, Local Authorities are required to design and administer their own schemes to support residents of working age.
- 2.2 When CTS was introduced in 2013, many Local Authorities opted to implement schemes that required working age residents to make a minimum contribution towards their Council Tax. Huntingdonshire District Council's scheme was largely based on the national Council Tax Benefit scheme and required a minimum contribution of 20% for most working age households.
- 2.3 A review of the scheme in 2023/24 found that the landscape had changed since the scheme was implemented. Caseload numbers had decreased over time, and the reactive nature of Universal Credit (UC) had increased the volume of changes required to be processed by Benefits teams.
- 2.4 The review also highlighted that Council Tax collection rates for residents in receipt of CTS was lower than those that were not, suggesting that the requirement for a minimum contribution did not always translate into those payments being received.
- 2.5 In December 2023 the Council amended the CTS scheme for 2024/25, offering a simplified scheme intended to provide greater levels of support for those most in need, in line with our Corporate Priority to keep people out of crisis and support those in crisis.

3. ANALYSIS

- 3.1 The redesigned CTS scheme launched in April 2024 with the intention of providing increased levels of support of up to 100% of Council Tax liability to low-income households across the district.
- 3.2 The new scheme was designed to be easier to understand, with levels of support determined by weekly income bands. Amendments to the scheme were also implemented to make it easier for residents to access support by removing the requirement for residents to make a separate claim for CTS when they made a claim for Universal Credit.

3.3 As a result of the changes implemented the following impacts have been achieved:

Intention	Outcome
To provide increased levels of support to low-income households	<p>Implemented with effect from 1st April 2024, the new CTS amounts appeared on Council Tax bills received in March 2024.</p> <p>The number of households receiving 100% CTS has increased under the revised scheme, from 1,307 in March 2024 to 3,893 in August 2024, following the removal of the requirement for a minimum Council Tax contribution of 20%.</p>
To ensure the scheme is easier to understand and access, with clear income bands to indicate likely award amounts and claims for UC being accepted as a claim for CTS	<p>As at the end of August 2024, an additional 708 households now receive support compared to March 2024.</p> <p>Most of these resulted from DWP notifications of new UC claims rather than CTS claims direct, ensuring that the Council is proactively providing support to those eligible to receive it.</p>
To reduce the number of Council Tax bills sent due to CTS changes, via the introduction of income bands	The period April – August 2024 saw a 10% reduction (640) in Council Tax bills being sent as a result of CTS, despite the increased caseload.
To ensure a simplified scheme provides opportunities for automation and improvements in processing times*	<p>In the period April – August 2024, the proportion of changes processed automatically rose from 30.6% in 2023 to 62.52% in 2024.</p> <p>This has enabled improvements in processing times, with the average number of days to process changes in circumstances reducing from 8.78 days in 2023 to 3.42 days for the same period in 2024.</p> <p>Improvements in processing have also enabled a 50% increase in new claims (508) to be processed over the same 5-month period with only small adjustment on processing times (2 days), with the time taken to process</p>

*please note the processing times quoted relate to CTS only, rather than the combined Housing Benefit and CTS performance that is reported as part of KPIs

	<p>new claims standing at an average of 22.7 days.</p> <p>The advances in automation have enabled the team to tolerate the increased caseload with no additional budget pressure. In addition, the extra resource secured to support the implementation of the scheme, funded by the Transformation fund and in-year salary savings, has also been released.</p>
To provide support for those negatively impacted by the new scheme design	<p>Households that were likely to be negatively impacted by the amended scheme were invited to apply for discretionary support via an Exceptional Hardship Scheme.</p> <p>49 invitations to apply were issued and 8 applications received. 3 cases were provided with additional support, with 5 applications being rejected due to no evidence of affordability issues.</p>
To reduce recovery action taken in relation to small debts	<p>An overall reduction in the number of Reminders and Summons has been noted in the first few months of the year, with 615 less reminders (5%) being issued and 527 (14%) less court summonses.</p>

3.4 The analysis of the CTS scheme to date shows that it is performing as expected, with no unintended consequences being realised. No complaints have been received in relation to the amended scheme.

3.5 As such, it is recommended that no changes are made to the local CTS scheme for 2025/26.

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 cost of CTS is calculated as a reduction to the Council taxbase. That is, the number of band D equivalent dwellings across the district from which Council Tax can be generated.

- 5.2 A forecast of the impact of CTS is included within the tax base forecast each year. As well as CTS, the taxbase forecast also includes an estimate of new properties that are likely to be brought into the Council Tax list during the year, along with adjustments for other discounts and exemptions. Following the decision to adopt the new Council Tax Support Scheme, the taxbase for 2024/25 was set at 66,095.9 band D equivalent dwellings.
- 5.3 Regular monitoring of the taxbase is conducted, with the trend indicating that the forecast will be met in year.

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

- 6.1 The Corporate Plan for 2023-2028 outlines our commitment to:
1. Improve the quality of life for local people
 2. Create a better Huntingdonshire for future generations
 3. Deliver good quality, high value-for-money services
- 6.2 The CTS scheme directly supports points 1 and 3, by ensuring that the requirement to pay Council Tax continues to be proportionate to financial circumstances by reducing or even eliminating the requirement to pay for low-income households across the district.
- 6.3 By accepting a claim for UC as a claim for CTS without requiring a separate application, support has been provided to an additional 708 eligible households across the district. This ensures that some of the most vulnerable residents who may not have otherwise sought help are supported with the cost of Council Tax.
- 6.4 Changes to the scheme have also enabled improvements in administration performance, ensuring that residents receive decisions in a timely manner whilst reducing the risk of overpayments.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 Following a review of the CTS scheme, it is evident that the scheme is performing as intended, with additional support being provided to low-income households in line with our Corporate Priorities whilst also delivering improved processing times and efficiency savings.

CONTACT OFFICER

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Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: One Leisure PV Solar Installs

Meeting/Date: Overview and Scrutiny – 7 November 2024
Cabinet – 12 November 2024

Executive Portfolio: Councillor Ben Pitt (BP)

Report by: Matthew Raby (MR) – Facilities Manager

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

Executive Summary:

Solar Photovoltaic (PV) panels are currently installed on the rooves at

- One Leisure Huntingdon Dryside (OLH)
- One Leisure St Ives Indoor (OLSI)
- One Leisure St Ives Outdoor (OLSIO)
- One Leisure St Neots (OLSN)

Following a review of utility costs and energy usage it has been identified that installing further/new roof mounted solar panels at

- One Leisure Huntingdon Dryside (OLH)
- One Leisure Ramsey (OLR)
- One Leisure St Ives Outdoor (OLSIO)
- One Leisure St Neots (OLSN)

will reduce expenditure for each of these sites as well as help HDC to achieve its overall goal of being Net Zero by 2040 by reducing Carbon used.

Indicative designs have been populated providing an estimated energy reduction (kWh and CO2 Tonnes) and cost savings. Please see appendix 1 for full projected savings.

Total project cost - £412,000

All 4 project installs have a combined payback period of 8.25 years.

Recommendation(s):

To note the impact of the carbon reduction and cost savings over the expected 25 year lifespan of the solar PV panels.

The Cabinet is

RECOMMENDED

- To approve the project to be funded by the use of Reserves; and the project be added to the Councils capital programme to be delivered across the 24/25 and 25/26 financial years.
- To delegate to the Corporate Director - Finance & Resources (S151) in consultation with the Executive Councillor for Finances & Resources to make any consequential amendments to budgets and release of necessary funds to deliver the project.

1. PURPOSE OF THE REPORT

1.1 This report aims to gain formal approval to proceed with the project of installation of Solar PV panels on the following One Leisure Sites.

- One Leisure Huntingdon Dry
- One Leisure Ramsey
- One Leisure St Ives Outdoor
- One Leisure St Neots

2. THE SCHEME

2.1 With the Net Zero target of 2040, decarbonisation and reducing carbon is a key priority. The installation of further Solar PV Panels would contribute towards this, an increased benefit is that there is a financial saving associated as summarised in the chart below (please see appendix 1 for full financial savings).

From our indicative designs the expected system sizes are noted below although this is subject to final structural surveys and gaining the necessary permissions and consent from relevant Schools and Planning.

OLH – 54kWp System
OLR - 140kWp System
OLSIO – 44kWp System
OLSN – 94kWp System

Indicative Solar PV designs below

One Leisure St Ives Outdoor



One Leisure Huntingdon (Dryside)



One Leisure St Neots



One Leisure Ramsey



Total indicative costs are as below.

OLR - £120,000
 OLH – £57,000
 OLSI Outdoor – £52,000
 OLSN - £110,000
 Sub Total - £339,000
 Procurement/ Project Management/ Lease fees - £38,000
 Contingency - £35,000
 Total - £412,000

Payback Periods for each project as separate projects.

OLR: 7 Years
 OLH: 8 Years
 OLSIO: 12 Years
 OLSN: 6 Years

All 4 projects have a combined payback period of 8.25 years

The export of any excess electricity gained from the solar PV systems has not been included within the project due to this potentially having an impact on the installation time due to the delayed acceptance on applications from UK Power Network (UKPN). Following the installations we would be able to determine the excess electricity available and investigate the options of both exporting back to the grid and battery storage on an individual site basis.

Savings Across All Sites (cumulative):

	kWh Saving:	Financial Saving:	CO2 Savings:
Year 1	231,462 kWh	£60,354.00	40 tonnes
Year 2	461,767 kWh	£120,408.00	80 tonnes
Year 3	690,920 kWh	£180,159.00	120 tonnes
Year 4	918,928 kWh	£239,614.00	160 tonnes
Year 5	1,145,795 kWh	£298,771.00	200 tonnes
Year 10	2,263,232 kWh	£590,147.00	400 tonnes
Year 20	4,415,816 kWh	£897,839.00	800 tonnes
Year 25 (panel lifespan)	5,449,314 kWh	£1,420,808.00	950 tonnes

These are indicative savings and kWh production based on a desk top proposal. Saving will vary with regards to installation size and electric contract pricing.

3. OPTIONS CONSIDERED

3.1 Options considered are noted below.

OPTION 1 = DO NOTHING: (Not recommended)

Pros:

- No change

Cons:

- No Change
- Spending more money
- Lesson control on carbon footprint
- Miss opportunity for revenue from sale of excess energy production

OPTION 2 = DELIVER A BIG BANG APPROACH: (Recommended)

Deliver all installs simultaneously.

This is the recommended approach as we can deliver as a single project.

Pros:

- Shorter Delivery timescales.
- Staff allocation over a shorter period.
- Payback on project returns sooner.
- Equipment and materials purchased in bulk therefore avoiding inflation over time.

Cons:

- Lack of opportunity for lessons learnt.

OPTION 3 = DELIVER A PHASED APPROACH: (Not recommended)

Pros:

- Enables us to review any lessons learnt from previous installations.

Cons:

- Longer delivery timescales
- Staff allocation over a longer period.
- Cost of materials and inflation could impact quotations.
- Project management costs would increase due to duration of the project.

The outcome recommendation from this is to complete the project as Option 2 = Deliver a big bang approach.

Our recommendation is that we proceed with completion of all 4 sites. Payback is at 12 years for One Leisure St Ives Outdoor although the other 3 are within 8 years.

Note: Within our Salix recycling fund which has been running since 2010, any project with a pay back of less than 10 years is normally automatically accepted due to the excellent return on investment

4. COMMENTS OF OVERVIEW & SCRUTINY

To be added following O&S on 7th November 2024

5. TIMETABLE FOR IMPLEMENTATION

Title	Start/Finish Date	Duration
Tender Contract	Completed within Solar Canopy Tender for OLSI	N/A
Award of tender	November 2024	1 Week
Pre-liminary assessments		4 Weeks
Design and Development Stage		4 Weeks
DNO Application and Planning Permission		12 Weeks
Delivery		18 Weeks
Snagging		4 Weeks
Practical Completion	September 2025	N/A

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

(See Corporate Plan)

6.1 The installation of Solar PV panels links to Priority 2 of HDC’s Corporate Plan. It is estimated that the installation would reduce carbon emissions by 40 CO2 tonnes per annum.

Priority 2 - Creating a better Huntingdonshire for future generations




Improving housing



Forward-thinking economic growth



Lowering carbon emissions



Lowering carbon emissions

We will take positive action to reduce carbon emissions and become a net zero carbon Council by 2040. We will enable and encourage local people and businesses to reduce carbon emissions and increase biodiversity across Huntingdonshire.

- 6.2 The installation of the Solar PV will also link with Priority 3 of HDC's Corporate Plan. It is estimated that the installation would reduce One Leisure's annual utility spend by £60,000.



Delivering good quality, high value-for-money services with good control and compliance with statutory obligations

Around 80% of our resources are aligned to business as usual (BAU) service delivery and our third priority focuses on delivering good quality, high value for money services with good control and compliance with statutory functions. While new activities will mostly focus on delivering outcomes under our two new outward-facing priorities, we will continue to provide a wide range of existing statutory and important services and seek to improve their efficiency and effectiveness.

7. LEGAL IMPLICATIONS

- 7.1 Leases will need to be updated for One Leisure Ramsey, St Ives and St Neots. This will involve Estates and Legal to make and review the required changes.
- 7.2 Planning permission may be required so this will be applied for at the earliest opportunity.

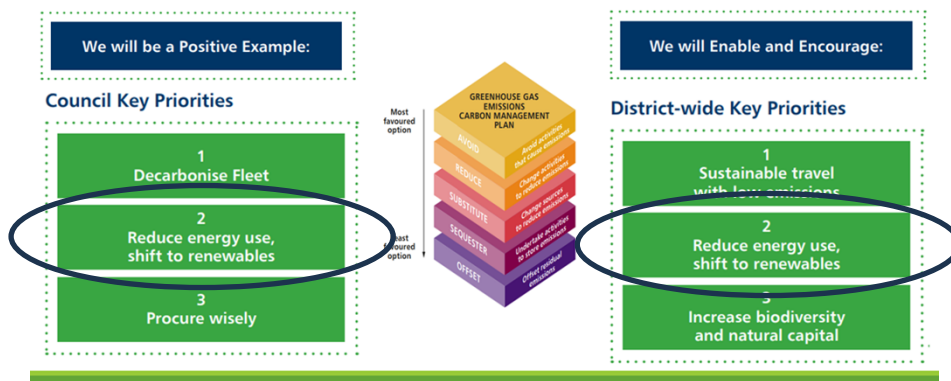
8. RESOURCE IMPLICATIONS

- 8.1 No additional resources will be required for the delivery of the Solar PV panel installation. Facilities Management will oversee the project with assistance from each of the One Leisure Managers. Procurement of this project for this project was included with the recent tender for the Solar PV Canopy at OLSI so can be awarded directly.
- 8.2 Finance have confirmed that there is sufficient funding within reserves to cover the cost of this investment. Approval is therefore sought to utilise this funding, with a delegation to the councils Corporate Director - Finance & Resources (S151) to make the necessary adjustments.

9. ENVIRONMENT AND CLIMATE CHANGE IMPLICATIONS

- 9.1 In February 2023 HDC agreed its climate strategy with its aim to be Net Zero by 2040. By implementing the installation of Solar Panels this will assist to delivering this objective.

Climate Strategy Priorities



Priority*	Action	Theme	Portfolio
High	Review Council assets to establish further opportunities to improve insulation, energy efficiency and adaptation to reduce their carbon impact	Energy and Renewables	Corporate and Shared Services
High	Develop plan for the Council to use 100% renewable energy	Energy and Renewables	Corporate and Shared Services

10. REASONS FOR THE RECOMMENDED DECISIONS

10.1 This is an affordable, suitable and deliverable scheme enabling One Leisure to reduce its utility costs and CO2 consumption while assisting the overall HDC goal of being Net Zero by 2040.

11. LIST OF APPENDICES INCLUDED

Appendix 1 – Estimated Payback
Appendix 2 - PID One Leisure Solar.

CONTACT OFFICER

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One Leisure Ramsey

Year	Import from Grid (kWh)	Unit Rate (£/kWh)	Electricity Spend	Solar PV Onsite Usage (kWh)	Cost Savings from Onsite Generation	Export Income	CapEx Cost	Annual Savings	Servicing Cost	Project Costs (project management and contingency)	Cumulative Net Savings
1	346,852	0.2562	£88,863.48	80520	£20,629		-£119,949	£20,629	£250	£18,250	-£117,820
2	346,852	0.2562	£88,863.48	80117	£20,526			£20,526	£250		-£97,544
3	346,852	0.2562	£88,863.48	79716	£20,423			£20,423	£250		-£77,371
4	346,852	0.2562	£88,863.48	79318	£20,321			£20,321	£250		-£57,299
5	346,852	0.2562	£88,863.48	78921	£20,220			£20,220	£250		-£37,330
6	346,852	0.2562	£88,863.48	78527	£20,119			£20,119	£250		-£17,461
7	346,852	0.2562	£88,863.48	78134	£20,018			£20,018	£250		£2,307
8	346,852	0.2562	£88,863.48	77743	£19,918			£19,918	£250		£21,975
9	346,852	0.2562	£88,863.48	77355	£19,818			£19,818	£250		£41,543
10	346,852	0.2562	£88,863.48	76968	£19,719			£19,719	£250		£61,012
11	346,852	0.2562	£88,863.48	76583	£19,621			£19,621	£250		£80,383
12	346,852	0.2562	£88,863.48	76200	£19,522			£19,522	£250		£99,655
13	346,852	0.2562	£88,863.48	75819	£19,425			£19,425	£250		£118,830
14	346,852	0.2562	£88,863.48	75440	£19,328			£19,328	£250		£137,908
15	346,852	0.2562	£88,863.48	75063	£19,231			£19,231	£250		£156,889
16	346,852	0.2562	£88,863.48	74687	£19,135			£19,135	£250		£175,774
17	346,852	0.2562	£88,863.48	74314	£19,039			£19,039	£250		£194,563
18	346,852	0.2562	£88,863.48	73942	£18,944			£18,944	£250		£213,257
19	346,852	0.2562	£88,863.48	73573	£18,849			£18,849	£250		£231,856
20	346,852	0.2562	£88,863.48	73205	£18,755			£18,755	£250		£250,361
21	346,852	0.2562	£88,863.48	72839	£18,661			£18,661	£250		£268,773
22	346,852	0.2562	£88,863.48	72475	£18,568			£18,568	£250		£287,091
23	346,852	0.2562	£88,863.48	72112	£18,475			£18,475	£250		£305,316
24	346,852	0.2562	£88,863.48	71752	£18,383			£18,383	£250		£323,449
25	346,852	0.2562	£88,863.48	71393	£18,291			£18,291	£250		£341,490

One Leisure St Neots

Year	Import from Grid (kWh)	Unit Rate (£/kWh)	Electricity Spend	Solar PV Onsite Usage (kWh)	Cost Savings from Onsite Generation	Export Income	CapEx Cost	Annual Savings	Servicing Cost	Project Costs (project management and contingency)	Cumulative Net Savings
1	542,295	0.25344	£137,439	90731	£22,995		-£109,999	£22,995	£250	£18,250	-£105,504
2	542,295	0.25344	£137,439	90278	£22,880			£22,880	£250		-£82,874
3	542,295	0.25344	£137,439	89826	£22,766			£22,766	£250		-£60,359
4	542,295	0.25344	£137,439	89377	£22,652			£22,652	£250		-£37,957
5	542,295	0.25344	£137,439	88930	£22,538			£22,538	£250		-£15,668
6	542,295	0.25344	£137,439	88486	£22,426			£22,426	£250		£6,507
7	542,295	0.25344	£137,439	88043	£22,314			£22,314	£250		£28,571
8	542,295	0.25344	£137,439	87603	£22,202			£22,202	£250		£50,523
9	542,295	0.25344	£137,439	87165	£22,091			£22,091	£250		£72,364
10	542,295	0.25344	£137,439	86729	£21,981			£21,981	£250		£94,095
11	542,295	0.25344	£137,439	86295	£21,871			£21,871	£250		£115,715
12	542,295	0.25344	£137,439	85864	£21,761			£21,761	£250		£137,227
13	542,295	0.25344	£137,439	85435	£21,653			£21,653	£250		£158,629
14	542,295	0.25344	£137,439	85007	£21,544			£21,544	£250		£179,924
15	542,295	0.25344	£137,439	84582	£21,436			£21,436	£250		£201,110
16	542,295	0.25344	£137,439	84160	£21,330			£21,330	£250		£222,190
17	542,295	0.25344	£137,439	83739	£21,223			£21,223	£250		£243,162
18	542,295	0.25344	£137,439	83320	£21,117			£21,117	£250		£264,029
19	542,295	0.25344	£137,439	82903	£21,011			£21,011	£250		£284,790
20	542,295	0.25344	£137,439	82489	£20,906			£20,906	£250		£305,446
21	542,295	0.25344	£137,439	82076	£20,801			£20,801	£250		£325,997
22	542,295	0.25344	£137,439	81666	£20,697			£20,697	£250		£346,445
23	542,295	0.25344	£137,439	81258	£20,594			£20,594	£250		£366,789
24	542,295	0.25344	£137,439	80851	£20,491			£20,491	£250		£387,030
25	542,295	0.25344	£137,439	80447	£20,388			£20,388	£250		£407,168

One Leisure Huntingdon (Dryside)

Year	Import from Grid (kWh)	Unit Rate (£/kWh)	Electricity Spend	Solar PV Onsite Usage (kWh)	Cost Savings from Onsite Generation	Export Income	CapEx Cost	Annual Savings	Servicing Cost	Project Costs (project management and contingency)	Cumulative Net Savings
1	167,840	0.26388	£44,290	38004	£10,028		-£56,480	£10,028	£250	£18,250	-£64,952
2	167,840	0.26388	£44,290	37814	£9,978			£9,978	£250		-£55,223
3	167,840	0.26388	£44,290	37625	£9,928			£9,928	£250		-£45,545
4	167,840	0.26388	£44,290	37437	£9,879			£9,879	£250		-£35,916
5	167,840	0.26388	£44,290	37250	£9,830			£9,830	£250		-£26,336
6	167,840	0.26388	£44,290	37064	£9,780			£9,780	£250		-£16,806
7	167,840	0.26388	£44,290	36878	£9,731			£9,731	£250		-£7,324
8	167,840	0.26388	£44,290	36694	£9,683			£9,683	£250		£2,108
9	167,840	0.26388	£44,290	36511	£9,635			£9,635	£250		£11,493
10	167,840	0.26388	£44,290	36328	£9,586			£9,586	£250		£20,829
11	167,840	0.26388	£44,290	36146	£9,538			£9,538	£250		£30,117
12	167,840	0.26388	£44,290	35966	£9,491			£9,491	£250		£39,358
13	167,840	0.26388	£44,290	35786	£9,443			£9,443	£250		£48,551
14	167,840	0.26388	£44,290	35607	£9,396			£9,396	£250		£57,697
15	167,840	0.26388	£44,290	35429	£9,349			£9,349	£250		£66,796
16	167,840	0.26388	£44,290	35252	£9,302			£9,302	£250		£75,849
17	167,840	0.26388	£44,290	35075	£9,256			£9,256	£250		£84,854
18	167,840	0.26388	£44,290	34900	£9,209			£9,209	£250		£93,814
19	167,840	0.26388	£44,290	34726	£9,163			£9,163	£250		£102,727
20	167,840	0.26388	£44,290	34552	£9,118			£9,118	£250		£111,595
21	167,840	0.26388	£44,290	34379	£9,072			£9,072	£250		£120,417
22	167,840	0.26388	£44,290	34207	£9,027			£9,027	£250		£129,193
23	167,840	0.26388	£44,290	34036	£8,981			£8,981	£250		£137,925
24	167,840	0.26388	£44,290	33866	£8,937			£8,937	£250		£146,611
25	167,840	0.26388	£44,290	33697	£8,892			£8,892	£250		£155,253

One Leisure St Ives Outdoor

Year	Import from Grid (kWh)	Unit Rate (£/kWh)	Electricity Spend	Solar PV Onsite Usage (kWh)	Cost Savings from Onsite Generation	Export Income	CapEx Cost	Annual Savings	Servicing Cost	Project Costs (project management and contingency)	Cumulative Net Savings
1	150,947	0.3018	£45,556	22,207	£6,702		-£52,324	£6,702	£250	£18,250	-£64,122
2	150,947	0.3018	£45,556	22,096	£6,669			£6,669	£250		-£57,703
3	150,947	0.3018	£45,556	21,986	£6,635			£6,635	£250		-£51,318
4	150,947	0.3018	£45,556	21,876	£6,602			£6,602	£250		-£44,966
5	150,947	0.3018	£45,556	21,766	£6,569			£6,569	£250		-£38,647
6	150,947	0.3018	£45,556	21,657	£6,536			£6,536	£250		-£32,361
7	150,947	0.3018	£45,556	21,549	£6,503			£6,503	£250		-£26,107
8	150,947	0.3018	£45,556	21,441	£6,471			£6,471	£250		-£19,886
9	150,947	0.3018	£45,556	21,334	£6,439			£6,439	£250		-£13,698
10	150,947	0.3018	£45,556	21,228	£6,407			£6,407	£250		-£7,541
11	150,947	0.3018	£45,556	21,121	£6,374			£6,374	£250		-£1,417
12	150,947	0.3018	£45,556	21,016	£6,343			£6,343	£250		£4,676
13	150,947	0.3018	£45,556	20,911	£6,311			£6,311	£250		£10,737
14	150,947	0.3018	£45,556	20,806	£6,279			£6,279	£250		£16,766
15	150,947	0.3018	£45,556	20,702	£6,248			£6,248	£250		£22,764
16	150,947	0.3018	£45,556	20,599	£6,217			£6,217	£250		£28,731
17	150,947	0.3018	£45,556	20,496	£6,186			£6,186	£250		£34,666
18	150,947	0.3018	£45,556	20,393	£6,155			£6,155	£250		£40,571
19	150,947	0.3018	£45,556	20,291	£6,124			£6,124	£250		£46,445
20	150,947	0.3018	£45,556	20,190	£6,093			£6,093	£250		£52,288
21	150,947	0.3018	£45,556	20,089	£6,063			£6,063	£250		£58,101
22	150,947	0.3018	£45,556	19,988	£6,032			£6,032	£250		£63,883
23	150,947	0.3018	£45,556	19,888	£6,002			£6,002	£250		£69,636
24	150,947	0.3018	£45,556	19,789	£5,972			£5,972	£250		£75,358
25	150,947	0.3018	£45,556	16,690	£5,037			£5,037	£250		£80,145



Project Initiation Document

One Leisure Solar

<Date>

<Version>

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PURPOSE

The purpose of this project is to deliver Solar Panels at One Leisure Ramsey, One Leisure Huntingdon Dry, One Leisure St Neots and One Leisure St Ives Outdoor. This will reduce the electricity usage across the sites and assist with the delivery of HDC's 2040 Net Zero Target.

PROBLEM STATEMENT

There is volatility within the electricity market which has had an impact to budgets across the portfolio of properties.

By installing solar panels this will reduce running costs to assist with budgetary constraints.

Background and context

Solar panels are already installed on these sites but following a review of utility costs and usage it has been identified that installing further roof mounted solar panels at One Leisure Huntingdon Dryside, Ramsey, St Ives Outdoor and St Neots it will reduce expenditure for these sites as well as help HDC to achieve its overall goal of being Net Zero by 2040.

1. Scope

Activities in scope:

Having completed desktop reviews with consultants across all One Leisure Sites, Pathfinder House and Eastfield House this project will deliver further roof mounted Solar Panel systems at following sites.

One Leisure Huntingdon Dry
One Leisure Ramsey
One Leisure St Ives Outdoor
One Leisure St Neots

By completing these installs, we would be saving approx. 40 CO2 tonnes per year, with the solar panels having an expected lifespan of 25 years.

In year one of the project there is an expected saving of 231,462kWh which equates to £60,357 (following installation).

For the following years this is expected to decrease by 0.5% per year as per manufacturers guidelines due to panels aging and becoming less efficient. (Please see appendix 1. Estimated Payback).

The financial savings in subsequent years is subject to energy tariffs when contract renewals are due.

Activities out of scope:

At present HDC's corporate buildings and estate properties are not in scope as Eastfield House already has Solar Panels on its roof, Pathfinder House is limited on options due to plant equipment taking up most of the roof space. Smaller buildings and smaller systems will be considered at a later stage.

Batteries are out of scope, but future options are available for this. Once systems are installed it allows us to find out the kWh gap then we can size up the battery options. Currently battery storage is still developing so at the time of install we can assess what is available on the market.

At point of installation there will be no options for Feed-in tariff's but if this scheme becomes available in the future it is something we can look at.

2. Options

OPTION 1 = DO NOTHING: (Not recommended)

Pros:

- No change

Cons:

- No Change
- Spending more money
- Lesson control on carbon footprint
- Miss opportunity for revenue from sale of excess energy production

OPTION 2 = DELIVER A BIG BANG APPROACH: (Recommended)

Deliver all installs simultaneously.

This is the recommended approach as we can deliver as a single project.

Pros:

- Shorter Delivery timescales.
- Staff allocation over a shorter period.
- Payback on project returns sooner.
- Equipment and materials purchased in bulk therefore avoiding inflation over time.

Cons:

- Lack of opportunity for lessons learnt.

OPTION 3 = DELIVER A PHASED APPROACH: (Not recommended)

Pros:

- Enables us to review any lessons learnt from previous installations.

Cons:

- Longer delivery timescales
- Staff allocation over a longer period.
- Cost of materials and inflation could impact quotations.
- Project management costs would increase due to duration of the project.

3. Impact

See attached Impact assessment for further details.

The outcome recommendation from this is to complete the project as Option 2 = Deliver a big bang approach.

Our recommendation is that we proceed with completion of all 4 sites. Payback is at most 11 years for One Leisure St Ives Outdoor although the other 3 are within 8 years. Within our Salix recycling fund, which has been running since 2010, any project with a pay back of less than 10 years is normally automatically accepted due to the excellent return on investment.

This project(s) can be a modular project and split if funding for all isn't available. The site priority is listed below:

- 1st – One Leisure St Neots
- 2nd – One Leisure Ramsey
- 3rd – One Leisure Huntingdon Dryside
- 4th – One Leisure Outdoor

If we were to run these as separate projects, then the Project Management cost would increase as they would oversee the 4 sites as one project.

4. Benefits

- For business continuity we would be producing a high percentage of our own electricity for the leisure centres.
- With the volatility still in the energy market we would be making a saving on our electricity bills.
- Contributing towards moving to renewable energy sources to power our buildings.
- To improve business resilience if there is an energy crisis within the country by the production of the site's own energy.
- Support our aim of being carbon neutral by 2040.

5. COMPLETION SCHEDULE

Proposed Project Start Date

Proposed Project Start Date	01/02/2025 (ability to start soon)
Proposed Project End Date	31/01/2026

5.1 Agreed Milestones

No.	Title	Proposed Start Date	Target End Date
MS1	Completion of ITT	Included within current ITT for Canopy but option to go out again	4 Weeks
MS2	Award of tender		1 Week

MS3	Pre-liminary assessments		3 Weeks
MS4	Design and Development Stage		4 Weeks
MS5	DNO Application and Planning Permission		12 Weeks
MS6	Delivery		18 Weeks
MS7	Snagging		4 Weeks

5.2 Agreed Tolerances (completion within 12 months of start date)

Time (dates)		Tolerance
Project start date	01/02/2024	30 days
	46 Weeks	According to Milestones
Project end date	31/01/2025	30 days

Quality	Tolerance
Quality of the solar panels installed.	Looking for the installation of Tier 1 products.
Minimal disruption to the day-to-day operations of One Leisure Site.	Aware of some down time while panels are connected.

6. Budget and Funding

There is currently no government funding available for solar panels. There is also no budget within One Leisure to fund these projects. Therefore, we are going through the ideas process for council funding.

With an installation like this there would be additional annual costs of maintenance which would need to be added into sites budgets for servicing, cleaning and maintenance.

OLR - £120,000

OLH – £57,000

OLSI Outdoor – £52,000

OLSN - £110,000

Sub Total - £339,000

Procurement/ Project Management/ Lease fees - £38,000

Contingency - £35,000

Total - £412,000

Maintenance fees will be covered by centre budget but have been included in appendix A and incorporated with net savings.

7. Resource

1. Subject Matter Experts (advice, technical input, validation of fit-for-purpose solutions)

- Matthew Raby, Kerry Slater and Varsity Consultancy

Does the BAU service manager have endorsement for SME resource and availability?

Yes

2. Support services

Support service	Activity	Timeline	Demand
Finance Business Partner	Provide T1 code. Review costs and budgeting.	As authorised	Low (1 -2 day)
Procurement resource	Support with procurement and award.	As authorised	Medium (1-2 weeks)
Estates	Review existing leases. Assist with leases amendments as required.	Project Duration	Medium (1-2 weeks)
One Leisure	Communicate impact to sites.	Project Duration	High (1 -2 months+)
3C ICT resource	Agree system for monitoring.	Agreed	Low (1 -2 day)
Communications resource (TBC)	Appropriate internal and external communications.	Project Duration	Medium (1-2 weeks)
Legal	To review contracts before signing	Pre Start	Low (1 -2 day)

3. Project delivery

- Project will be delivered by Facilities Management Team with assistance from One Leisure for operational requirements/delivery.

8. Stakeholders, Boards & Members

Corporate Boards and Briefing

Stakeholders

Responsible:

- Neil Sloper (Senior Responsible Owner)
- Matthew Raby (Subject Matter Expert)
- Kerry Slater (Subject Matter Expert)

Accountable:

- Ben Pitt (Portfolio Holder)
- Cabinet for the Joint Administration
- Neil Sloper (Sponsor)

Supporting:

- Support Staff listed under 6. Resource

Informed:

- All Elected Members (Full Council)
- Residents of Huntingdonshire

Consulted:

- Cambridgeshire County Council
- The Joint Administration
- One Leisure Landowners

8.1 Project Team: Key Roles (permanent roles)

Key roles	Name	Project (if part of a programme)
Project Sponsor	Neil Sloper	
Project Manager	Matthew Raby	
Project Support	Kerry Slater	
Project Site Support	Leigh Allaker	

9. Risks

Risk	Potential impact
Electric prices going down.	Payback period increase.
Preliminary roof surveys completed. Intrusive roof surveys saying the roofs can only hold a smaller load than stated or no load.	Reduce the kWh production and carbon tonnes saving.
No investment in these installations.	No reduction in the carbon footprint of the Leisure Centres. If electricity prices increase would be increase expenditure on utilities.

10. Dependencies and Assumptions

1. This project is dependent on cabinet funding. There isn't government funding available for solar related projects.
2. To help reduce the leisure centres carbon footprint is dependent on funding like this to support HDC reach their target of being carbon neutral by 2040.

11. Communications

There is a need to engage early with the HDC Communications service to mitigate the potential for reputational damage, for disruption to service with One Leisure (which we would aim to keep to a minimum).

Key messages:

- Solar Panel Investment will assist with financial savings across One Leisure Sites.
- These installations contribute to the Councils over all aim of being net zero by 2040.

Channels:

- HDC website
- Social media – various platforms
- Press – paid advertisements and press releases
- Internal communications – Intranet and messaging

12. Governance

Member approval and key decision pathway

Governance	Decision	Timeline
Major Change Board	15 th October 2024	Completed XXX
Informal Cabinet	28 th October 2024	Estimated XXX
Overview and Scrutiny panel	7 th November 2024	Estimated XXX
Cabinet	12 November 2024	Estimated XXX

Project Governance:

Project Board to be established once project is approved to progress beyond Stage 2 of the ideas process. Project Board Terms of Reference are to:

- Make key decisions
- Monitor progress and quality
- Resolve escalated risks and issues
- Act as advocates for the project and benefits

12.1 Reporting

Activity	Agreement
Frequency of individual project board/team:	Fortnightly
Frequency of Highlight Reports to the Programme	Monthly
Frequency of Reporting to the SLT and Cabinet	Monthly

12.2 Document Control

Document Storage	Location
Name of Teams or SharePoint Project site:	
Copy URL of site and paste in right-hand	..\..\Ideas

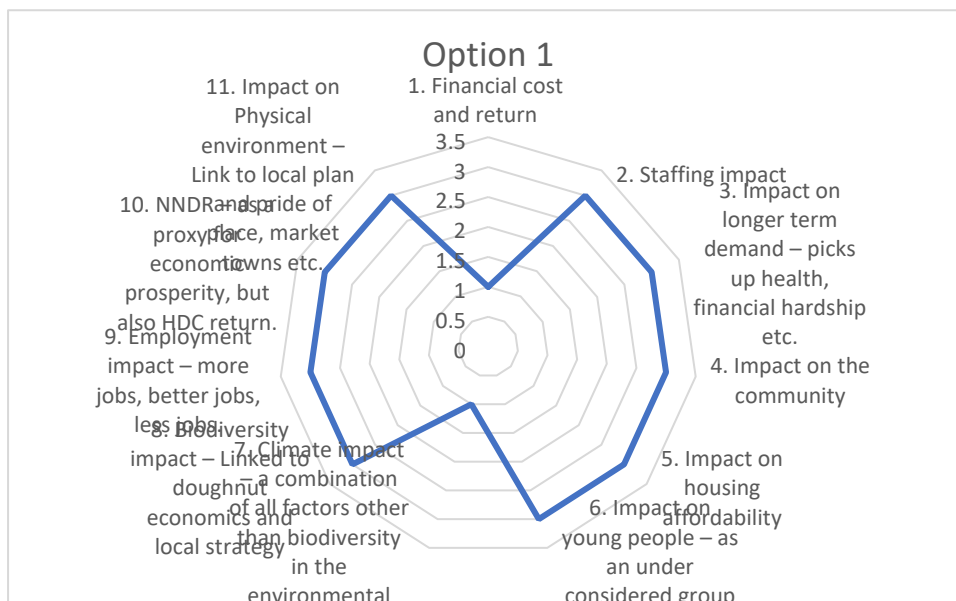
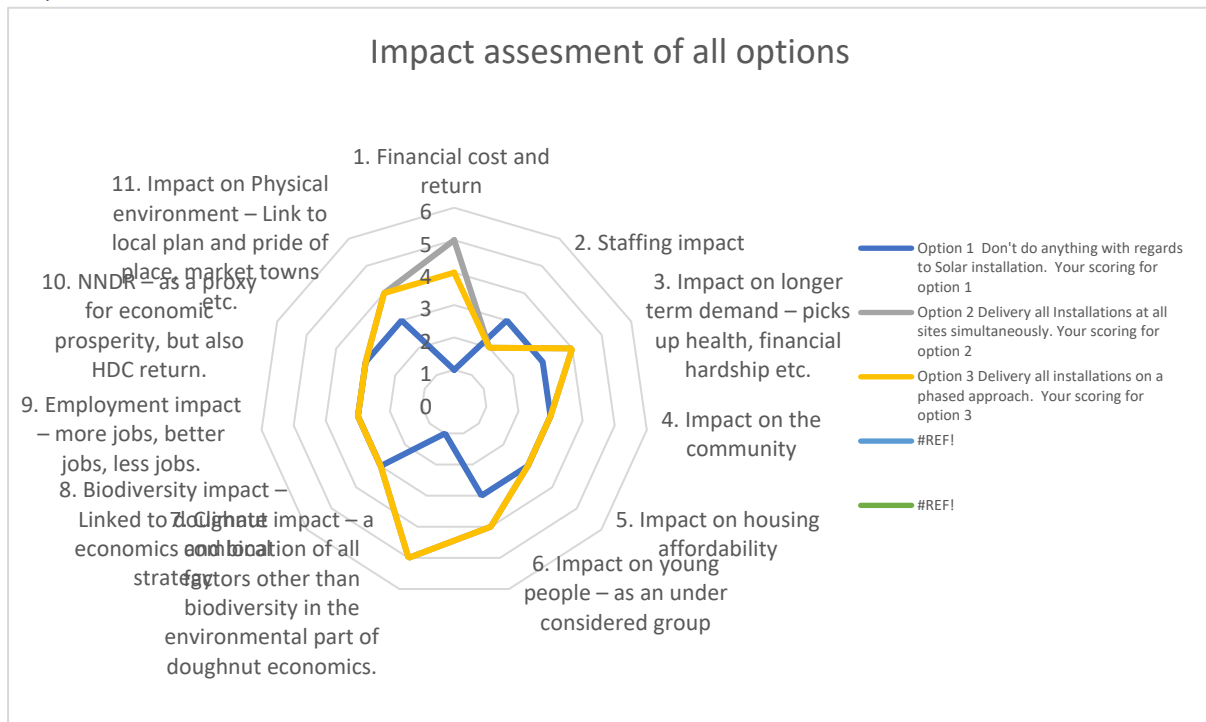
13. Monitoring and evaluation

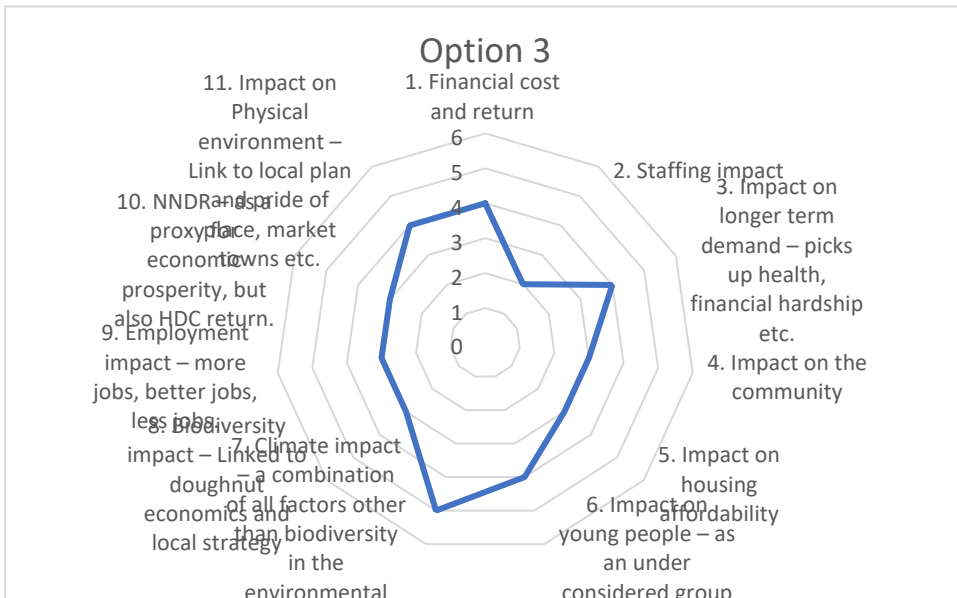
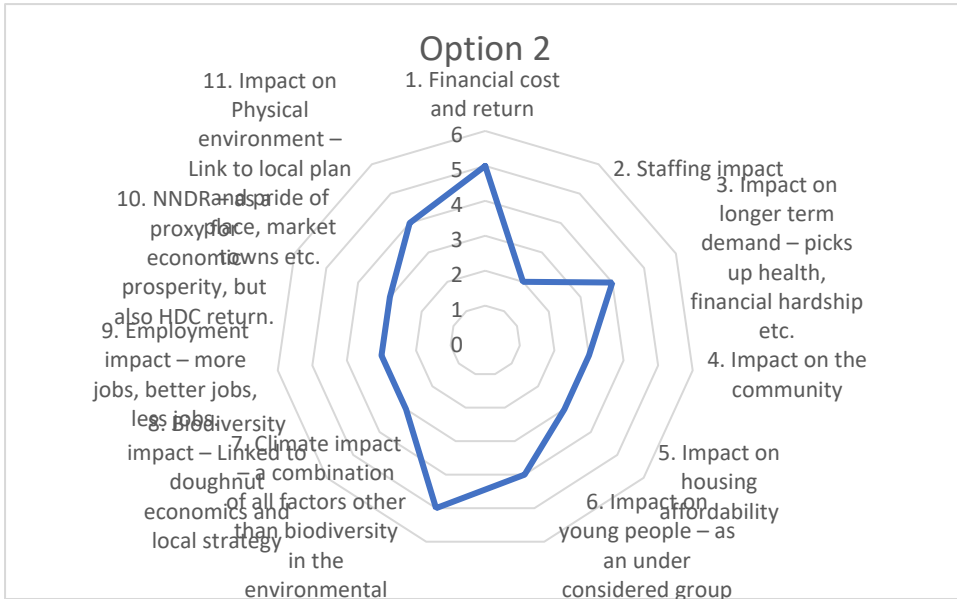
Successful delivery of the implementation plan will be managed through robust project management, defining key deliverables and milestones. Progress and assurance will be provided by the Project Board and Work Programme Board (organisational assurance)

Monthly readings will be taken from the inverters to monitor monthly production. This will be compared with monthly weather reports on daylight hours. In addition to this utility bills will be monitored for expenditure and savings.

Yearly servicing and cleaning of the panels will be completed to ensure the panels stay at optimum capabilities.

Impact Assessment







One Leisure Solar Panel Installs

Proposal

To install solar panels on the rooves at

One Leisure Huntingdon Dryside

One Leisure Ramsey

One Leisure St Ives Outdoor

One Leisure St Neots

Matt Raby and Kerry Slater

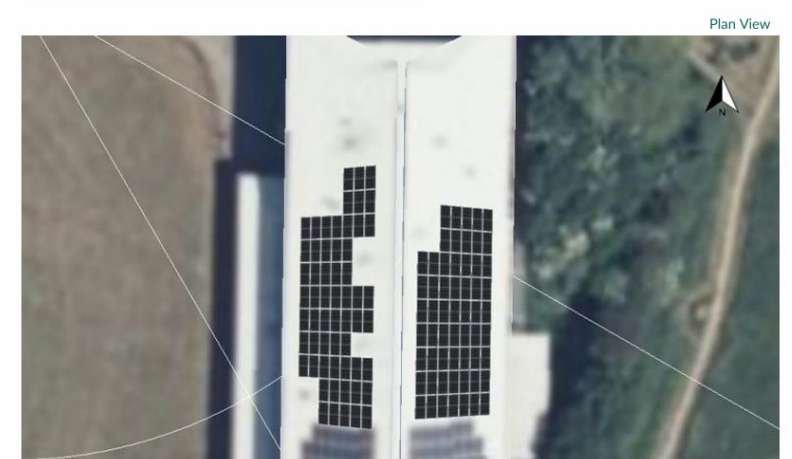
Proposed Ideas:

These are indicative designs from a desk top exercise although full structural surveys to be completed to finalise designed.

One Leisure St Ives Outdoor



One Leisure Huntingdon (Dryside)



One Leisure St Neots



One Leisure Ramsey



Solar Costing:

OLR - £120,000

OLH - £57,000

OLSI Outdoor - £52,000

OLSN - £110,000

Sub Total - £339,000

Procurement/ Project

Management/ Lease fees - £38,000

Contingency - £35,000

Total - £412,000

Payback Periods:

OLR: 7 Years

OLH: 8 Years

OLSIO: 12 Years

OLSN: 6 Years

Savings Across All Sites (cumulative):

	kWh Saving:	Financial Saving:	CO2 Savings:
Year 1	231,462 kWh	£60,354.00	40 tonnes
Year 2	461,767 kWh	£120,408.00	80 tonnes
Year 3	690,920 kWh	£180,159.00	120 tonnes
Year 4	918,928 kWh	£239,614.00	160 tonnes
Year 5	1,145,795 kWh	£298,771.00	200 tonnes
Year 10	2,263,232 kWh	£590,147.00	400 tonnes
Year 20	4,415,816 kWh	£897,839.00	800 tonnes
Year 25 (panel lifespan)	5,449,314 kWh	£1,420,808.00	950 tonnes

These are indicative savings and kWh production based on a desk top proposal. Savings will vary with regards to installation size and electric contract pricing.

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**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Corporate Performance Report, Quarter 2 2024/25

Meeting/Date: Cabinet, 12 November 2024

Executive Portfolio: Councillor Stephen Ferguson, Executive Councillor for Resident Services and Corporate Performance and Councillor Lara Davenport-Ray, Executive Councillor for Climate Transformation & Workforce

Report by: Neil Sloper, Assistant Director (Strategic Insights and Delivery)

Ward(s) affected: All

Executive Summary:

The purpose of this report is to brief Members on progress with Corporate Plan actions/projects and the results and forecasts for operational performance measure as at the end of Quarter 2 (July to September 2024).

Recommendations:

The Cabinet is invited to consider and comment on progress and performance during Quarter 2, as summarised in the Corporate Performance Report attached and detailed in Appendices A and B.

1. PURPOSE

- 1.1 The purpose of this report is to present an update on delivery of the Corporate Plan during Quarter 2 (July to September 2024).

2. BACKGROUND

- 2.1 The annual refresh for 2024/25 of the Council's Corporate Plan 2023-2028 was approved at the Council meeting in March 2024. The performance data in the attached Corporate Performance Report and its appendices relates to the performance measures and actions/projects selected for 2024/25.
- 2.3 Performance data has been collected in accordance with standardised procedures.

3. PERFORMANCE MANAGEMENT

- 3.1 Members of Cabinet and 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 delivery against our strategic outcomes and regular reporting should enable Scrutiny to maintain a strategic overview. Their comments will be shared with Cabinet following the Overview and Scrutiny Panel's meeting on 6th November 2024.
- 3.2 Progress on Corporate Plan actions/projects and operational performance measures is reported quarterly. The **Corporate Performance Report** attached summarises progress and performance by outcome. The report is focused on outcomes, with a single page summary followed by tables and pie charts summarising the status of actions/projects and performance measures linked to the outcome. A full list is also provided for each outcome which shows the status reported for each action/project and performance measure linked to that outcome as at Q2.
- 3.3 Further detail is also available in appendices to the Corporate Performance Report. At the request of the Chief Delivery Officer, the report format has been amended and **Appendix A** now provides integrated updates on Corporate Plan actions and projects from responsible officers, covering both progress against planned delivery and the impact that has had on the outcome. Please note that corporate projects/programmes which are not linked to current Corporate Plan actions were previously reported as part of Appendix C, but these are no longer being reported to Members via this report.
- 3.4 **Appendix B** provides updates on operational performance measures, showing performance this year broken down by month and how this compares to targets, intervention levels and last year's performance, where possible. This is provided via graphs to make such comparisons simpler and provide a visual indicator of direction of travel. For those who may need to use screen readers to access the information, an accessible table version is available online here:

[Corporate Plan and Performance - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk)

3.4 The following table summarises overall progress in delivering Corporate Plan actions for 2024/25:

Status of Corporate Plan Actions	Number	Percentage
Green (on track)	35	71%
Amber (within acceptable variance)	14	29%
Red (behind schedule)	0	0%
Missing	0	0%

The number of Green (on track) actions has reduced slightly from 37 to 35 for Q2.

Note: actions being delivered as/through projects/programmes are not included in this table as their status is being reported via project reporting mechanisms instead and this avoids any double counting. Percentages may not sum to 100% due to rounding.

3.5 The statuses of Corporate Plan projects at the end of September are shown in the following table.

Status of Corporate Plan Projects/Programmes	Number	Percentage
Green (on track)	12	80%
Amber (within acceptable variance)	3	20%
Red (behind schedule)	0	0%
Missing	0	0%

The number of projects Green (on track) has increased from 60% in Quarter 1.

Note: this only includes corporate projects which are linked to actions in the current Corporate Plan.

3.6 The latest statuses for operational performance measures at the end of September are summarised here:

Latest Operational Performance Indicator Results	Number	Percentage
Green (on track)	21	66%
Amber (within acceptable variance)	8	25%
Red (behind schedule)	3	9%
Missing	0	0%

The number of operational indicators recorded as Green, Amber and Red have remained the same as Quarter 1.

Forecast outturn statuses for operational performance measures are summarised here:

Forecast Year-End Operational Performance Indicator Results	Number	Percentage
Green (on track)	26	81%
Amber (within acceptable variance)	5	16%

Red (behind schedule)	1	3%
Missing	0	0%

The number of performance indicators forecast to be green, amber, and red has remained the same as Q1.

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 6 November 2024. Comments from the Panel will be shared with Cabinet following the Overview and Scrutiny Panel's meeting.

5. **RECOMMENDATIONS**

5.1 The Cabinet is invited to consider and comment on progress and performance during Quarter 1, as summarised in the **Corporate Performance Report** and detailed in **Appendices A and B**.

6. **LIST OF APPENDICES INCLUDED**

Corporate Performance Report, Quarter 2, 2024/25

Appendix A – Progress on Corporate Plan Actions/Projects, Quarter 2, 2024/25

Appendix B – Operational Performance Measure Graphs, Quarter 2, 2024/25

CONTACT OFFICERS

Corporate Performance Report

Neil Sloper, Assistant Director (Strategic Insights and Delivery),

neil.sloper@huntingdonshire.gov.uk

Project Performance (projects/programmes linked to Corporate Plan actions)

Linda Omezi, Project Management Office Manager, email linda.omezi@huntingdonshire.gov.uk



Performance Report Quarter 2 - 2024/25

Do - Enable - Influence



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Outcome 1: Improving the happiness and wellbeing of residents

We want the highest possible quality of life for the people of Huntingdonshire. It will be a place which attracts employers and visitors and somewhere residents are proud to call home. We will be evidence based, responsive and support the foundations of a good life. This includes personal independence, prosperity, social connection, community and good health.



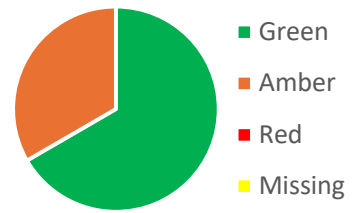
Actions for this outcome have maintained the same steady progress as Q1 with the exception of the development of the Community Health and Wealth Building Strategy. However the principles have been agreed and co-production sessions have taken place. The action to provide targeted support to residents to improve their quality of life has started through proactive contact to new residents via their Council Tax enquiries and a further £100,000 has been secured from Health to deliver WorkWell - direct support to residents in receipt of a FIT note.

The skills and employment stream of the UK Shared Prosperity Fund has made positive progress from Amber to Green. 99 assessments have been undertaken resulting in 45 offers of employment or a funded skills offer. The success of Huntingdonshire Futures grants continues in Q2 with £40,000 awarded to 28 community groups, organisations, Town and Parish Councils. The Inclusive Economy Workstream is establishing two pilot projects - to support women returning to the workplace and young people gaining work experience - both were highlighted as priorities to support inclusion in the workplace. Contextual measures for all journeys are commissioned to develop goals and targets that track the impact of Huntingdonshire Futures as the programme develops. The priorities of Environmental Innovation have been identified after a consultation event.

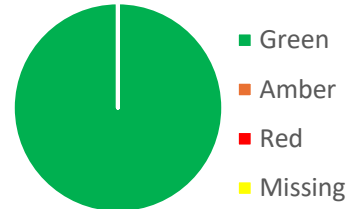
One Leisure Facilities Admissions, although reported Amber as below target, are achieving higher admissions compared to last year (up by 37,540). With peak attendance in Q4 it is likely admissions will get close to the target. The number of residents attending One Leisure Active Lifestyles sessions remains 60% up on last year with over 4,000 attendances recorded for the first time ever. Sports Development activities and programmes are on target with attendances up 4% on last year. Over 6,000 sessions were held at the end of Q2 for the first time. 12% more sessions have been delivered than last year with the return to term-time programmes in September maintaining the very strong performance of the summer.

Performance Summary:

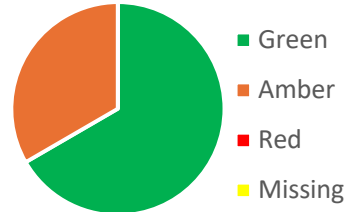
Status of Corporate Plan actions	Number	%
Green (on track)	4	67%
Amber (within acceptable variance)	2	33%
Red (behind schedule)	0	0%
Missing	0	0%



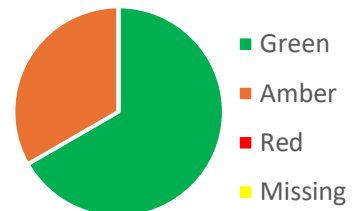
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	2	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	2	67%
Amber (within acceptable variance)	1	33%
Red (below acceptable variance)	0	0%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	2	67%
Amber (within acceptable variance)	1	33%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
1. Deliver a Community Health and Wealth Strategy, to link broader social determinants of health with a Community Wealth Building approach.	↓	A
2. Undertake a 'deliberative democracy' approach to the development of our Community Health and Wealth Strategy.	↔	G
4. Refresh our Social Value Policy and explore larger opportunities to maximise local benefit through a Community Wealth Building approach to procurement and the roles of anchor institutions.	↔	A
5. Focus on maximising physical activity in the district, and work to promote this across local partners.	↔	G
6. Maximise, and report on, the benefits of a targeted approach to support residents to improve their quality of life through the promotion and delivery of relevant services (e.g. run campaigns based on a customer segmentation approach, track progress and regularly report on take-up and impact).	↔	G
7. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
3. Deliver the skills and employment workstream of the UK shared prosperity programme (PROJECT).	↑	G
8. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
1. Number of attendances at One Leisure Active Lifestyles programmes (cumulative year to date)	G	G
2. Number of attendances at Sports Development activities and programmes (cumulative year to date)	G	G
3. Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions) (cumulative year to date)	A	A

Outcome 2: Keeping people out of crisis



We will identify the root causes that lead people into crises and find ways to prevent them. We will do this through our own actions. We will also work in partnership with residents, businesses, community groups, charities and our public sector partners.

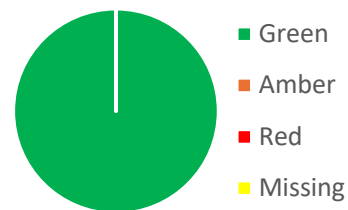
Good progress on actions and projects linked to this outcome continues in Q2, all maintaining Green status. The Citizen's Advice Bureau (CAB) are now located within Pathfinder House enabling greater collaboration between them and the Council's Residents Advice and Information (RAI) team. The two teams can now undertake joint problem solving to deliver better outcomes for residents. This has also enabled the CAB to offer outreach sessions every 4 weeks across the district, providing enhanced accessibility to their service. The achievement of the Workwell contract with Health is supporting an additional Resident Advisor to guide residents to appropriate skills and training support. A service design lead is reviewing the successes and outcomes of the RAI team, supporting their continued effectiveness. The outcomes from the RAI team are now regularly presented to Overview and Scrutiny with the next update scheduled for November.

The number of Disabled Facilities Grant (DFG) adaptations remains at Amber status in Q2, but there has been positive progress towards the end of year target with 9 more cases delivered than this point last year. The average time taken to complete DFGs continues to be rated Red. However, there has been an improvement in the average number of weeks between referral and completion from 32.9 to 31.5 (September's average was 28.7). The delivering body Cambridgeshire Home Improvement Agency has been experiencing staffing issues impacting the rate of improvement. This remains under very close management. The service expect to achieve their target by the year end for the number of DFG adaptations completed and still forecast Amber at year end for the average time taken to complete DFGs.

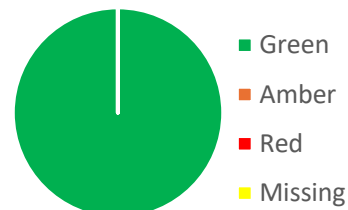
The remaining performance measures related to this outcome are still forecast Green. Highlights include our Benefits team's performance with 20.47 days to process new claims in September, noting new claims are 565 higher than the same point last year. The average number of days taken to process change of circumstances is 3.4 days quicker than last year, reflecting the positive impact of the new Council Tax Support Scheme. Performance of homelessness preventions and households housed remains strong. It must be noted that a lower number of new builds is forecast for this year compared to last, which means overall lettings and preventions will be lower than last year.

Performance Summary:

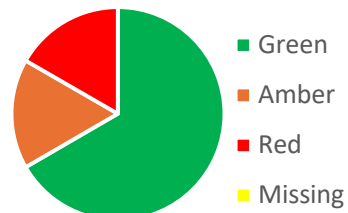
Status of Corporate Plan actions	Number	%
Green (on track)	2	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



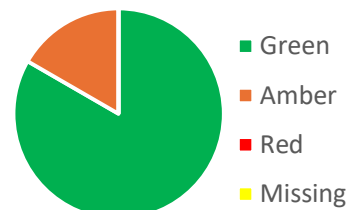
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	1	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	4	67%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	1	17%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	5	83%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
10. Act on opportunities for early intervention and regularly report on learning and impact.	↔	G
11. Maximise, and report on, the benefits of a targeted approach to support residents at risk of experiencing crisis through the promotion and delivery of relevant services (e.g. improve data sharing with the police to inform a targeted on-the-ground door-knocking campaign to help prevent crime).	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
9. Report regularly on progress on the delivery of an integrated financial vulnerability model between HDC and partners (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
4. The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay at hospital due to a Disabled Facilities Grant (DFG) (cumulative year to date)	A	G
5. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants (cumulative year to date)	R	A
6. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date)	G	G
7. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support (cumulative year to date)	G	G
8. Number of homelessness preventions achieved (cumulative year to date)	G	G
9. Number of households housed through the housing register and Home-Link scheme (cumulative year to date)	G	G

Outcome 3: Helping people in crisis

Where a crisis has already happened, we will work holistically to understand the issues, the cause of these issues and what opportunities exist to address them. We will seek to prevent multiple personal crises becoming entrenched and unmanageable by addressing root causes



The actions to help people in crisis have largely maintained the progress seen in Q1. Achievements include: supporting refugees by securing 18 bed spaces within District by Serco with wrap around support from the Council; successful progression of a Local Authority Housing Fund allocation to enable support and accommodation for three Afghan families; Homes for Ukraine demand has slowed with most settled and transitioned to living independent lives with minimal on-going impact on Council services.

The review of Disability Facilities Grants is commissioned and will be progressed in October to inform the next steps of the Councillor working group and the shape of the service offer in the future.

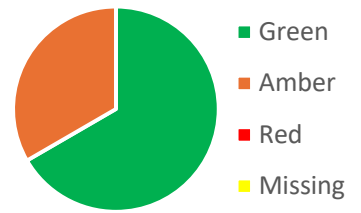
The action to provide directed and tailored support, based on our 'wider determinants of health' approach has successfully completed an initiative to offer a 12 week pass to access One Leisure services to targeted households in Huntingdon. The service design work will evaluate the learning from this to refine the approach based on the outcomes achieved.

One action has moved to Amber status regarding the review of the WeAre Huntingdonshire website. After the success and learning from actions within this outcome, the newly appointed service design lead will be undertaking a full review in Q3 to inform the relaunch of WeAreHuntingdonshire as part of the refreshed and optimised customer model.

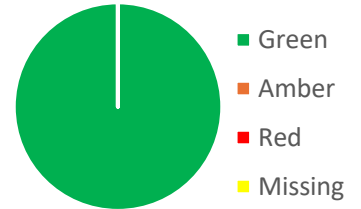
The Housing Needs and Resources team continue to strive to keep the numbers of households in Temporary Accommodation (TA) below our target, the indicator remains forecast as Green. The number of households in Temporary Accommodation at the end of September was 7 more than the same point last year and the August number exceeded our target of 135 for the first time in two years. This reflects the significant challenge of trying to find housing solutions for households that become homeless and move into temporary accommodation. With less new affordable housing anticipated this year, this important work will remain a challenge.

Performance Summary:

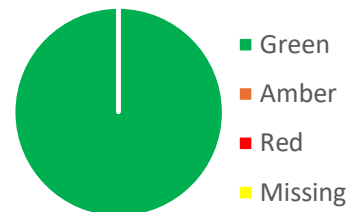
Status of Corporate Plan actions	Number	%
Green (on track)	4	67%
Amber (within acceptable variance)	2	33%
Red (behind schedule)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
12. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	↔	G
13. Work with partners to review the provision of Disabled Facilities Grants and ensure we maximise our ability to prevent crisis and support those who need help.	↔	A
14. Focus on maximising the economic success of residents via a Community Wealth building approach.	↔	G
15. Maximise, and report on, the benefits of a targeted approach to support residents experiencing crisis through the promotion and delivery of relevant services (e.g. identifying individuals who could benefit from support offered by the Resident Advice and Information team and reporting on outcomes).	↔	G
16. Continue to promote WeAreHuntingdonshire as a tool for partners to provide directed and tailored support based on our wider determinants approach.	↓	A
17. Lobby, and support campaigns, for improvements to the living conditions of local residents.	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
10. Number of households in Temporary Accommodation (snapshot at end of each period)	G	G

Outcome 4: Improving housing



We want everyone to live in a safe, high quality home regardless of health, stage of life, family structure, income and tenure type. Homes should be energy efficient and allow people to live healthy and prosperous lives. New homes should be zero carbon ready and encourage sustainable travel.

Actions relating to improving housing have maintained the same progress as Q1. Housing delivery remains in line with expectations and proactive discussions continue across sites and developers to support the delivery of affordable housing and a pipeline of opportunities. Work with Health and Social Care Providers continues to be positive with demand profiles for specialist housing groups being received from the County Council and discussions informing the delivery of new housing and our 2025 Housing Strategy underway. The Affordable Housing Advice note to support the delivery of new affordable housing is on track, the draft is under review by the housing and planning teams.

The Council's project to utilise its land assets where possible to develop affordable housing has been kickstarted with a revised contract reflecting changed market conditions, these contracts are to be re-signed in Q3 and a planning application has also been developed for progression in Q3.

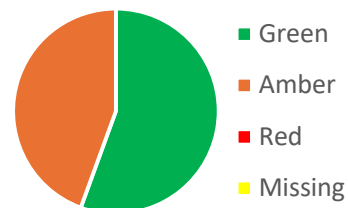
Four actions are still reported as Amber, mainly due to external factors. Actions relating to the Supported Housing (Regulatory Oversight Act) remain unable to progress until associated regulations are set out by the new Government. Our own work on a policy to support the use of civil penalties in private sector housing enforcement has continued with a review of the schemes across neighbouring authorities to establish how our proposals will be consistent.

The performance indicators supporting the achievement of this outcome remains strong with all forecast to be green except the delivery of affordable homes as a small reduction in the number delivered by the end of the year is expected.

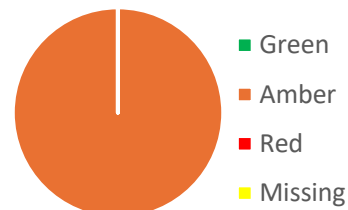
Whilst September saw the first month of planning applications determined (major) within target fall below 100% (6 out of 8 applications) performance remains on target for the end of year forecast. The performance of minor determinations has improved significantly with 100% determined within target in September. The number of applications in excess of 16 weeks (without extension of time) remains within target but has an upward trend. These cases are under review by the team leaders to identify cause and increase determinations.

Performance Summary:

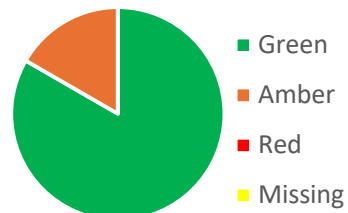
Status of Corporate Plan actions	Number	%
Green (on track)	5	56%
Amber (within acceptable variance)	4	44%
Red (behind schedule)	0	0%
Missing	0	0%



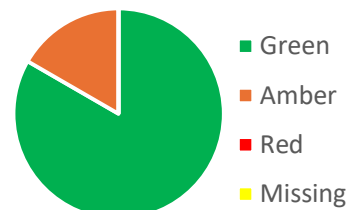
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	0	0%
Amber (behind schedule, project may be recoverable)	1	100%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	5	83%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	0	0%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	5	83%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
18. Commence work on a new Housing Strategy for 2025-2030.	↔	G
20. Complete an Affordable Housing Advice note that will support the delivery of new affordable housing by providing clear guidelines to developers.	↔	G
21. Commence work on a policy to support the use of civil penalties with regard to private sector housing enforcement.	↔	A
22. Carry out a review of supported exempt accommodation in the area, linked to the Supported Housing (Regulatory Oversight) Act, which will lead to the development of a Supported Housing Strategy.	↔	A
23. Implement the government's new National Supported Housing Standards and introduce licensing regulations.	↔	A
24. Maintain the level of new housing delivery, which meets the needs of Huntingdonshire residents, including the type of home and tenure (open market and social housing).	↔	G
25. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	↔	G
26. Continue to work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	↔	A
27. Work with Health and Social Care Providers to explore future models of housing, support and care, enabling people to live independently for longer.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
19. Continue to use surplus Council owned sites to deliver affordable housing, for example working with the Longhurst Group (PROJECT).	↔	A

Operational Performance Indicator	Latest Status	Forecast Status
11. Net change in number of homes with a Council Tax banding (cumulative year to date)	A	G
12. Number of new affordable homes delivered (cumulative year to date)	G	A
13. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) (cumulative year to date)	G	G
14. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period) (cumulative year to date)	G	G
15. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date)	G	G
16. Number of planning applications over 16 weeks old where there is no current extension of time in place (total at end of each month)	G	G

Outcome 5: Forward-thinking economic growth

We want our local economy to attract businesses that prioritise reducing their carbon footprint. A place where businesses choose to start up, grow and invest in high value jobs so they and our residents and high streets, can flourish and thrive. Local people should be able to develop their skills to take advantage of these opportunities, with businesses and education providers working more closely together to deliver an inclusive economy.



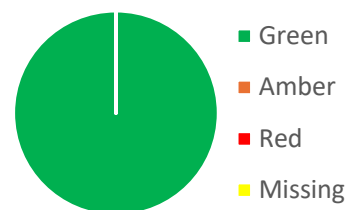
Significant progress has been achieved in Q2 with all actions and projects to achieve this outcome now reported as Green. Work to help attract businesses to the area continues with meetings following leads generated through the UKs Real Estate Investment and Infrastructure Forum (UK REIIF) activity earlier in the year. Refreshed progress of the Huntingdonshire Economic Growth Strategy sees the action updated to Green status following the completion of scoping work and tender preparations for the specialist support and award of contract to take place in Q3.

Developing a greater understanding of the economic environment in Huntingdonshire has continued including a member briefing in September. The Council remains actively involved in the creation of the region's Local Growth Plan that will underpin the government's approach to achieving its national growth mission. This will set out how the Cambridgeshire and Peterborough region will contribute to national growth and underpin further devolution of powers and funding to enable this growth. Active engagement to influencing national infrastructure projects for the benefit of Huntingdonshire continues including responses to the South Lincolnshire and Fens Reservoirs in Q2. Engagement remains ongoing on the A141 and the Local Transport and Connectivity Plan led by the Cambridgeshire and Peterborough Combined Authority.

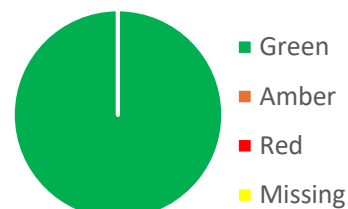
Overall progress with UK Shared Prosperity projects is reported as Green with investments in rural electric vehicle charging infrastructure ready to be ordered in Q3 and the Active Travel Approach and Feasibility Study tender is launched for return in October. Business support programmes being funded through the UK Shared Prosperity Fund remain on track. The Market Towns Programme has been rated as Green from Amber following good progress with the Priority Centre in St Neots, The Old Falcon and completion of the shop fronts scheme. The Local Plan status has also moved to Green status after the preparation and launch of engagement on 18th September - delayed by the General Election period. Member, Town and Parish briefing sessions have been completed and evidence preparation continues with a current focus on climate change and accommodation needs for Gypsies and Travellers.

Performance Summary:

Status of Corporate Plan actions	Number	%
Green (on track)	6	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	3	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
28. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their carbon emissions, and produce an annual report on activity.	↔	G
30. Refresh the Huntingdonshire Economic Growth Strategy.	↑	G
33. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	↔	G
34. Work with the CPCA and partners to complete a review of the future demand for Further Education (FE) provision in the St Neots area and development of the Local Skills Implementation Plan, prioritising connections between FE provision and local employers aligned to core growth sectors.	↔	G
35. Influence and contribute to the creation of a Devolution2 deal for Cambridgeshire & Peterborough; the State of the Region and Place Strategy Vision work and the commissioning of all future business support and grant funding provision.	↔	G
36. Influence delivery of infrastructure including East West Rail (EWR), A428, A141 Strategic Outline Business Case and future Transport Strategies.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
29. Deliver the business support projects within the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programme, including Manufacturing Digitalisation, Green Business Initiative, Jumpstart business competition and a new Start-up programme (PROJECT).	↔	G
31. Continue the delivery of the Market Town Programme, including the ongoing delivery of Future High Street projects in St Neots, development of new Retail Hub in Ramsey, and various other funded projects within the four market towns. Commence feasibility work on new projects to enable them to be brought forward when funding is available (PROJECT).	↑	G
32. Continue the update to the Local Plan, including updating evidence bases in line with National Planning Policy, particularly where it relates to Economy, Environment and Housing (PROJECT).	↑	G

Outcome 6: Lowering carbon emissions



We will take positive action to reduce carbon emissions and become a net zero carbon Council by 2040. We will enable and encourage local people and businesses to reduce carbon emissions and increase biodiversity across Huntingdonshire.

8 of 12 actions remain green at the end of Q2 with 4 actions reported as Amber, within acceptable variance and recoverable. Scoping work to identify carbon emissions from the Council's data centres has started, noting that ICT equipment disposal is already compliant with the Waste Electrical and Electronic Equipment (WEEE) disposal certificate standards. The progression of the rural electrical vehicle pilots continues but legal investigations by the Parish Councils regarding their authority to charge and land ownership has slowed progress in Q2. Due to staffing shortages in procurement, the planned work for Q2 to revise our procurement policy has been put on hold until new staff are recruited.

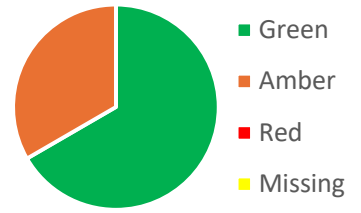
Significant work has progressed on the Council's development of green energy with a contract awarded for further decarbonisation of One Leisure St Ives with works starting in Q3 on this £700k grant funded project. A business case for further Council investment in solar energy is to be presented for discussion in Q3. In-house Carbon Literacy eLearning is being piloted before wider roll out in Q3 and Q4. The Council's annual Climate Conversation is organised for the 6th November.

The Council has endorsed the Priority Landscapes for Nature in Huntingdonshire, a document that identifies the key landscapes to inform further growth, the Local Plan and localised decision making regarding biodiversity. This document is Huntingdonshire's strategic input to the Local Nature Recovery Strategy for Cambridgeshire, which is being produced by the Cambridgeshire and Peterborough Combined Authority with the support of the County Council and District Councils.

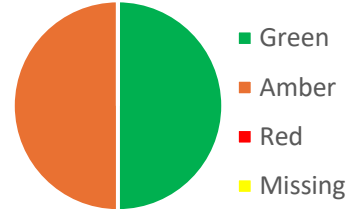
The Biodiversity for All project continues to be in Green status with delivery of the two strategic park enhancements in St Neots (Priory Park) and St Ives (Hill Rise) commencing works in Q3. In addition 18 community led biodiversity projects are underway and 5 green skills projects have been completed to date with a further 5 agreed running into 2025. The commissioning of Active Travel Studies, part of the UK Shared Prosperity Fund programme, remains Amber but the tenders for this are being assessed in Q3, subject to tender returns, it is anticipated the studies will be completed within the year.

Performance Summary:

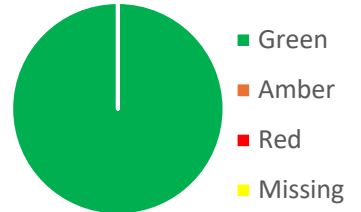
Status of Corporate Plan actions	Number	%
Green (on track)	8	67%
Amber (within acceptable variance)	4	33%
Red (behind schedule)	0	0%
Missing	0	0%



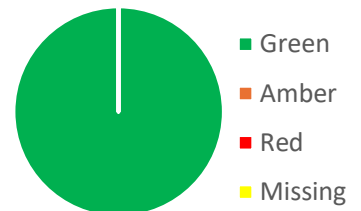
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	1	50%
Amber (behind schedule, project may be recoverable)	1	50%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
37. Complete Hydrotreated Vegetable Oil (HVO) Fuel Trial and present a business case for decision.	↔	G
38. Deliver a Fleet Decarbonisation Plan.	↔	G
39. Deliver our Energy Strategy.	↔	G
40. Deliver the Climate Conversation in 2024, showcasing community action and listening to local people in their communities.	↔	G
41. Identify emissions from HDC IT data centres to include in reporting and establish disposal methods for IT equipment to reduce environmental impact.	↔	A
42. Establish climate and carbon emissions learning and development plan for Council employees.	↔	G
43. Accelerate Solar Power Adoption on Council Buildings.	↔	G
44. Support community projects and plans that reduce carbon emissions.	↑	G
47. Deliver the Phase 1 Rural Pilot HDC Electric Vehicle (EV) Charging Strategy Actions.	↓	A
48. Develop the Council's procurement rules to further embed social and environmental value.	↓	A
49. Expand positive climate action support for local businesses, celebrating best practice and sharing knowledge.	↓	A
50. Adopt the Huntingdonshire Plan for Nature and influence the Cambridgeshire & Peterborough Local Nature Recovery Strategy (LNRS) with our priorities.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
45. Deliver Biodiversity for All (2023-2025) to enable community action and support green skills development (PROJECT).	↔	G
46. Commission Active Travel Studies (UKSPF) to influence/inform future investment priorities (PROJECT).	↔	A

Operational Performance Indicator	Latest Status	Forecast Status
17. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service (cumulative year to date)	G	G

Outcome 7: Delivering good quality, high value-for-money services

Around 80% of our resources are aligned to business as usual (BAU) service delivery and this priority focuses on delivering good quality, high value for money services with good control and compliance with statutory functions. We will continue to provide a wide range of existing statutory and important services and seek to improve their efficiency and effectiveness.



Good progress has been made on actions and projects focused on improving service delivery in Q2. The LGA Peer Challenge response has been created and will be taken to Council in October for approval. This key document will make proposals on how the Council will respond to the valuable feedback raised by the LGA.

A variety of actions have been progressed in this period, and a few are outlined below.

A number of Officers have been trialling the use of AI, with some positive feedback. Automation of a number of tasks (such as capturing actions from meetings, or drafting documents) has saved Officer time and a review of the impact is now underway. National advice from Government about the procurement of further licences has slowed our progress with this initiative, but ensuring a competitive procurement occurs with the supplier is a sensible option for the public sector as a whole

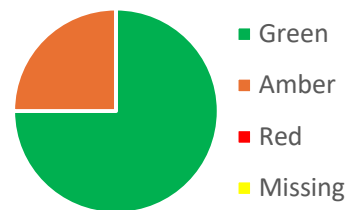
The Workforce Strategy has also moved forward significantly with dedicated resources now delivering the agreed actions to help support recruitment & retention, communication and wellbeing.

The appointment of a Customer Change Director has started to create momentum in the forward look at how we can reshape our provision of customer service across the Council. During this period a significant amount of 'discovery' activity has been undertaken to ensure a sound understanding of the position and future options is in place. The next steps, in Q3, will see communication and involvement with Members and the launch of formal improvement activity.

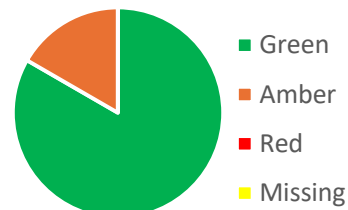
There are 15 performance metrics for this priority, and only one is forecast to be red at year end. Positive performance on a number of metrics is noted including collection rates for Council Tax and NNDR as well as key operational areas such as enforcement on fly tips or the inspections on food premises which is exceeding target at present.

Performance Summary:

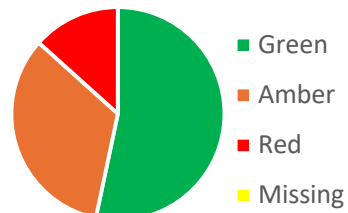
Status of Corporate Plan actions	Number	%
Green (on track)	6	75%
Amber (within acceptable variance)	2	25%
Red (behind schedule)	0	0%
Missing	0	0%



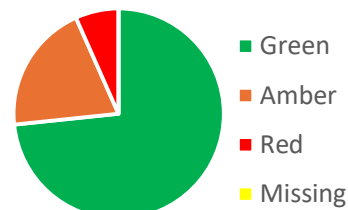
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	5	83%
Amber (behind schedule, project may be recoverable)	1	17%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	8	53%
Amber (within acceptable variance)	5	33%
Red (below acceptable variance)	2	13%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	11	73%
Amber (within acceptable variance)	3	20%
Red (below acceptable variance)	1	7%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
51. Refresh our Commercial Investment Strategy to develop proposals for future strategic investments.	↔	A
58. Deliver an independent Corporate Peer Challenge of the Council that will assess, challenge and improve what we do.	↔	G
59. Assess, and where prudent, use the emerging national benchmarking data from the Office of Local Government (Oflog) to improve our performance.	↔	G
60. Bring forward and expand our use of unit costs to demonstrate productivity within priority service areas.	↔	A
61. Pilot the use of Artificial Intelligence within the Council, seeking to create efficiencies and service improvement whilst ensuring we comply with all relevant legislation.	↔	G
62. Listen to local residents and respond to their input on service delivery.	↑	G
63. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces.	↔	G
64. Our well-run council will act as a model for our peers.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
52. Complete the remaining elements of the Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and ensure we can continue to attract, retain and nurture talent (PROJECT).	↔	G
53. Continue our Customer Services improvement programme to ensure that our customers are always at the heart of what we do (PROJECT).	↔	G
54. Continue the Development Management Improvement programme to improve the performance of the planning service (PROJECT).	↑	G
55. Progress delivery of Civil Parking Enforcement (CPE) across the District to enforce on-street parking activity (PROJECT).	↔	G
56. Deliver the enhancement of visitor facilities at Hinchingsbrooke Country Park (PROJECT).	↓	A
57. Upgrade path and cycleways at Riverside Park St Neots (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
18. Percentage of household waste reused/recycled/composted (cumulative year to date)	A	A
19. Collected household waste per person (kilograms) (cumulative year to date)	G	R
20. Residual waste collected per household (kilograms) (cumulative year to date)	A	G
21. Number of missed bins (cumulative year to date)	R	G

Operational Performance Indicator	Latest Status	Forecast Status
22. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations (cumulative year to date)	G	G
23. Number of fly tips recorded (cumulative year to date)	G	A
24. Number of enforcement actions taken on fly tips (fines/court summons) (cumulative year to date)	G	G
25. The number of programmed food safety inspections undertaken (cumulative year to date)	G	G
26. Percentage of calls to Call Centre answered (cumulative year to date)	G	G
27. Average wait time for customers calling the Call Centre (cumulative year to date)	G	G
28. Council Tax collection rate (cumulative year to date)	A	G
29. Business Rates collection rate (cumulative year to date)	A	G
30. Staff short-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
31. Staff long-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	R	A
32. Staff turnover (per individual month)	A	G

Appendix A: Progress on Corporate Plan Actions



Outcome: Improving the happiness and wellbeing of residents

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
1. Deliver a Community Health and Wealth Strategy, to link broader social determinants of health with a Community Wealth Building approach.	Cllr Pitt	Principles have been agreed and co-production sessions taken place. New lead for this work to be agreed following Oli's departure.	↓	A	Greater understanding of what partners and the community want to achieve via the strategy and this way of working. Clear priorities and purpose identified.
2. Undertake a 'deliberative democracy' approach to the development of our Community Health and Wealth Strategy.	Cllr Pitt	Draft objectives now established with Officer and partner workshops planned for late October.	↔	G	Delivery of the Community Wealth Fund which will see our communities directly supported by initiatives developed by our communities.



Outcome: Improving the happiness and wellbeing of residents

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
3. Deliver the skills and employment workstream of the UK shared prosperity programme (PROJECT).	Cllr Wakeford	99 assessments undertaken with 45 resulting in a 'positive destination' such as employment or a funded skills offer. 37 individuals have received support around skills or training that has resulted in an improved situation. Consistent number of referrals coming from Huntingdon, Ramsey and St Neots areas and targeted support in place for 16+ care leavers. Coah is attending Job Centre Plus on a fortnightly which has increased uptake of skills offer and there is a focus on building relationships with partners and attending existing events to offer services.	↑	G	Directly resulting in supporting residents into employment or skills offers and the approach is demonstrating the benefits of taking the offer to the person.
4. Refresh our Social Value Policy and explore larger opportunities to maximise local benefit through a Community Wealth Building approach to procurement and the roles of anchor institutions.	Cllr Davenport-Ray	To be commenced; will require specialist input on procurement as a result of legislative changes due to come in during Q1 2025. Health & Wealth Building Strategy developed	↔	A	Work will focus on key priorities identified as part of the Health and Wealth Strategy.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
5. Focus on maximising physical activity in the district, and work to promote this across local partners.	Cllr Pitt	Continued engagement with various partners via Active Lifestyles and One Leisure teams. Discussions ongoing with NHS colleagues also.	↔	G	Increase of 100,000 attendances across One Leisure in the past year, demonstrable improvements to mobility and fitness measures delivered to residents with health vulnerabilities.
6. Maximise, and report on, the benefits of a targeted approach to support residents to improve their quality of life through the promotion and delivery of relevant services (e.g. run campaigns based on a customer segmentation approach, track progress and regularly report on take-up and impact).	Cllr Pitt	Council Tax project commenced and £100k secured from Health to deliver the WorkWell project to provide direct support to residents who are in receipt of a FIT Note.	↔	G	Focus on prevention to avoid the escalation of issues being experienced by residents such as tackling the Council Tax debt. The WorkWell initiative will support residents back into work quickly, reducing the amount of time spent away from the workplace and the escalation of their circumstances.



Outcome: Improving the happiness and wellbeing of residents

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
7. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	Cllr Wakeford	General Election took place in Q2 which impacted progress of strategic infrastructure. EWR: Engagement on technical matters and preparation of PPA underway. A428: technical requirements continue to be addressed; A141 public consultation expected Q3 (CPCA); Bus Franchising consultation commenced 12th August (closes 20th November)	↔	G	Remains as per Q1 until outcomes of consultations provides clear priority approach. Awaiting further national announcements in light of outcomes of General Election.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
8. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery (PROJECT).	Cllr Conboy	The Huntingdonshire Futures grant scheme has awarded £40,000 to 28 community groups, organisations, and Town and Parish Councils across Huntingdonshire. The Inclusive Economy group is establishing two pilot programmes focusing on women returning to the workplace, and young people gaining work experience. Contextual measures supporting the Journeys have been commissioned in order to set targets for outcomes. External Climate Board identified as solution to connecting Climate Strategy and Huntingdonshire Futures.	↔	G	Huntingdonshire organisations and residents have benefitted from the grant scheme to improve their local areas for the community. It has raised awareness of Huntingdonshire Futures and the goal of making Huntingdonshire a better place to live, work and visit over the next 30 years.



Outcome: Keeping people out of crisis

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
9. Report regularly on progress on the delivery of an integrated financial vulnerability model between HDC and partners (PROJECT).	Cllr Pitt	CAB now in situ at PFH which has already demonstrated greater collaboration between the RAI Team and CAB. Improved information sharing and problem solving ensuring the resident gets the best outcome.	↔	G	Greater collaboration, problem solving and getting the resident the best outcome more quickly. Reduced duplication of actions and addressing the need for residents to tell their story multiple times. The move has enabled CAB to now deliver 4 weekly outreach sessions across the district so taking the offer to the community.
10. Act on opportunities for early intervention and regularly report on learning and impact.	Cllr Pitt	RAI Team fully operational from PFH with Service Design Lead now in post. WorkWell contract secured which results in an additional RA post. Data on initiatives presented to O&S with next round of data going to their meeting in November.	↔	G	Residents are accessing and receiving offers earlier in their situation preventing escalation and more serious outcomes.



Outcome: Keeping people out of crisis

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
11. Maximise, and report on, the benefits of a targeted approach to support residents at risk of experiencing crisis through the promotion and delivery of relevant services (e.g. improve data sharing with the police to inform a targeted on-the-ground door-knocking campaign to help prevent crime).	Cllr Pitt	Project progressing in line with project plan.	↔	G	Progress will inform targeting of resource into the identified areas of the district to address issues of crime and specifically violent offences.



Outcome: Helping people in crisis

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
12. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	Cllr Pitt	18 bed spaces currently secured by Serco for asylum seekers and support from HDC available where needed. No community impact. LAF3 funding offered and if successful will result in the support and accommodation for 3 Afghan families. Arrivals of HfU guests has slowed with many now settled and living independent lives with minimal impact on services.	↔	G	The approach to refugees that has been taken has resulted in very minimal impact on our services including the need for temp accommodation. As well as enabling refugees to be self sufficient and live healthy, happy lives.
2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
13. Work with partners to review the provision of Disabled Facilities Grants and ensure we maximise our ability to prevent crisis and support those who need help.	Cllr Ferguson	Commissioned review of the DFG process expected mid October, this will form the next steps for the working group. proposal is to re-enter a 3 year agreement with HIA but will see amendments that greater benefit HDC residents.	↔	A	Residents will receive adaptations in a more efficient manner that adequately meet their needs enabling them to live more easily within their home.



Outcome: Helping people in crisis

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
14. Focus on maximising the economic success of residents via a Community Wealth building approach.	Cllr Pitt	Principles have been agreed and co-production sessions taken place. New lead for this work to be agreed following Oli's departure.	↔	G	Discussions with partners around shared funding of posts agreed in principle, with a focus of boosting local employment opportunities.
15. Maximise, and report on, the benefits of a targeted approach to support residents experiencing crisis through the promotion and delivery of relevant services (e.g. identifying individuals who could benefit from support offered by the Resident Advice and Information team and reporting on outcomes).	Cllr Pitt	Initiative completed over the summer holidays with identified postcodes in Huntingdon receiving a 12 week free pass to One Leisure. The leaflets have resulted in increased traffic across our information sites, this will now be tailored via the service design work.	↔	G	Residents are accessing and receiving offers earlier in their situation preventing escalation and more serious outcomes.
16. Continue to promote WeAreHuntingdonshire as a tool for partners to provide directed and tailored support based on our wider determinants approach.	Cllr Pitt	Promotion has continued, Service Design Lead Officer now in post who will conduct a full review of the material used and implement necessary changes. Impact of interventions to be fully evaluated. WAH to be relaunched.	↓	A	Understanding the value and benefits of the messaging and necessary changes made to ensure the campaigns are successful.



Outcome: Helping people in crisis

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
17. Lobby, and support campaigns, for improvements to the living conditions of local residents.	Cllr Conboy	Being led by CCC with launch event held early October.	↔	G	Those most in need identified and targetd support given.



Outcome: Improving housing

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
18. Commence work on a new Housing Strategy for 2025-2030.	Cllr Wakeford	Still on course to begin scoping in the identified quarter	↔	G	The completion of a new Housing Strategy will inform the delivery of new housing in the district.
2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
19. Continue to use surplus Council owned sites to deliver affordable housing, for example working with the Longhurst Group (PROJECT).	Cllr Wakeford	Contracts on the verge of being re-signed, work heavily developed on forthcoming planning application. Engagement with the planning team. Longhurst encouraged to engage with the Parish.	↔	A	The revision of the contract enables the Council and Longhurst to continue to work towards the use of Council owned sites to deliver affordable housing.
20. Complete an Affordable Housing Advice note that will support the delivery of new affordable housing by providing clear guidelines to developers.	Cllr Wakeford	As per previous update	↔	G	When completed, this document will give clarity to developers of affordable housing on the Council's expectations in relation to tenure, size and specialist housing. This will set clear expectations on the delivery of new affordable homes, including the objectives in our Climate Strategy and Corporate Plan.
21. Commence work on a policy to support the use of civil penalties with regard to private sector housing enforcement.	Cllr Ferguson	No further update at this time	↔	A	This will allow civil penalties to be issued where breaches of legislation are found and allow the enforcement of housing legislation in the private housing sector.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
22. Carry out a review of supported exempt accommodation in the area, linked to the Supported Housing (Regulatory Oversight) Act, which will lead to the development of a Supported Housing Strategy.	Cllr Ferguson	No further update at this time	↔	A	No immediate impact as we have been unable to commence this work so far.
23. Implement the government's new National Supported Housing Standards and introduce licensing regulations.	Cllr Ferguson	No further update at this time	↔	A	No immediate impact as we have been unable to commence this work so far.

 Outcome: Improving housing

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
24. Maintain the level of new housing delivery, which meets the needs of Huntingdonshire residents, including the type of home and tenure (open market and social housing).	Cllr Wakeford	Housing delivery continues to be broadly in line with expectations. Discussions continue to be held with various sites and developers to support the delivery of affordable housing and ensuring a pipeline of opportunities	↔	G	The delivery of new housing increases the number of homes each year to help people in housing need. New homes are also more thermally efficient.
25. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	Cllr Wakeford	No further update at this time	↔	G	Improving housing conditions supports Priority 2 of the Corporate Plan.



Outcome: Improving housing

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 1	Direction of Travel	Latest Status	Impact as a Result of Action
26. Continue to work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	Cllr Wakeford	Recent meeting with Places for People. A number of direct and indirect issues raised and responded to.	↔	A	Improving housing conditions supports Priority 2 of the Corporate Plan.
27. Work with Health and Social Care Providers to explore future models of housing, support and care, enabling people to live independently for longer.	Cllr Wakeford	No further update at this time	↔	G	Improving housing conditions supports Priority 2 of the Corporate Plan.



Outcome: Forward-thinking economic growth

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
28. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their carbon emissions, and produce an annual report on activity.	Cllr Wakeford	Various activity in this space from the Economic Development Team; as well as wider colleagues. Invest In Huntingdonshire continues to support and exhibit at events. Engagement with prospective parties interested in development in the area; as well as further opportunities for promotion.	↔	G	We are continuing to raise the profile of the district, its innovative companies and key selling attributes.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
29. Deliver the business support projects within the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programme, including Manufacturing Digitalisation, Green Business Initiative, Jumpstart business competition and a new Start-up programme (PROJECT).	Cllr Wakeford	A number of grant funded opportunities have been realised in recent months, with grant awards having been made. Regular internal board monitoring of outputs continues to take place; regular engagement with CPCA to ensure grant conditions are met	↔	G	Outcomes and outputs are recorded within the UK Shared Prosperity Fund programme separately.
30. Refresh the Huntingdonshire Economic Growth Strategy.	Cllr Wakeford	Scoping work has been completed. Tender proposed to be advertised during October with aim for contract award during November.	↑	G	There is no reason that the previous dates cannot be achieved.
31. Continue the delivery of the Market Town Programme, including the ongoing delivery of Future High Street projects in St Neots, development of new Retail Hub in Ramsey, and various other funded projects within the four market towns. Commence feasibility work on new projects to enable them to be brought forward when funding is available (PROJECT).	Cllr Wakeford	Good progress has been made; particularly with the Priory Centre gaining permission and tender exercises having been completed. The Old Falcon is due to come in for Planning shortly following engagement. Engagement and delivery of other projects continues, including the shopfronts scheme which has completed.	↑	G	Improvement to the local economy of the four market towns in the district, creating more high-quality jobs and skills prospects for local residents. Additional benefits to the Council include increased Business Rates income potential.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
32. Continue the update to the Local Plan, including updating evidence bases in line with National Planning Policy, particularly where it relates to Economy, Environment and Housing (PROJECT).	Cllr Sanderson	Preparation of all engagement material for further issues and options stage completed and approved. Engagement period started 18th September. Member and Town and Parish Council briefing sessions held. Evidence preparation ongoing on climate change and accommodation needs for Gypsies and Travellers.	↑	G	<p>The public engagement phase will be amended to start in the third week of September, subject to Cabinet approval. This will actually be more convenient to many stakeholders, particularly Town and Parish Councils, as it overcomes the difficulties of engagement during August.</p> <p>It will give rise to a slight consequential delay in the Preferred Options engagement in 2025, which will be reflected in an updated Local Development Scheme. However, this could be beneficial in allowing additional time to better reflect anticipated changes to the national planning system.</p>



Outcome: Forward-thinking economic growth

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
33. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	Cllr Wakeford	Member briefing held on 17 September. Regular engagement with the market and via networking opportunities	↔	G	Intelligence gathering from the market is a vital part of understanding trading conditions and business sentiment.



Outcome: Forward-thinking economic growth

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
34. Work with the CPCA and partners to complete a review of the future demand for Further Education (FE) provision in the St Neots area and development of the Local Skills Implementation Plan, prioritising connections between FE provision and local employers aligned to core growth sectors.	Cllr Wakeford	Outcomes of the work have been recieved via CPCA. Ongoing discussions with CPCA to discuss the outcomes and next steps.	↔	G	A set of recommendations for Further Education provision and skills needs will support our corporate priorities and the Inclusive Economy workstream within the Huntingdonshire Futures project.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
35. Influence and contribute to the creation of a Devolution2 deal for Cambridgeshire & Peterborough; the State of the Region and Place Strategy Vision work and the commissioning of all future business support and grant funding provision.	Cllr Wakeford	Work is still ongoing. Comments provided on the Shared Ambition document. Colleagues continue to engage in shared activities such as the Local Growth Plan.	↔	G	Work still ongoing.
36. Influence delivery of infrastructure including East West Rail (EWR), A428, A141 Strategic Outline Business Case and future Transport Strategies.	Cllr Wakeford	See Corporate Plan Action 7 (CPA 7) for Transport updates. Responses to South Lincs Reservoir and Fens Reservoir issued Q2; Continued engagement on LTCP (CPCA). Ongoing engagement with A141; awaiting formal consultation	↔	G	Given strategic nature of work, work is ongoing.



Outcome: Lowering carbon emissions

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
37. Complete Hydrotreated Vegetable Oil (HVO) Fuel Trial and present a business case for decision.	Cllr Taylor	Data from the project has been completed and Cabinet report is currently being drafted to feed back results and next steps through the governance process.	↔	G	Priority 1 - Reducing the carbon footprint of the fleet, estimated to be the biggest footprint in terms of CO2e

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
38. Deliver a Fleet Decarbonisation Plan.	Cllr Taylor	Work being currently being undertaken by the Energy Saving Trust.	↔	G	Priority 1 - Reducing the carbon footprint of the fleet, estimated to be the biggest footprint in terms of CO2e
39. Deliver our Energy Strategy.	Cllr Pitt	A second quote is being sought following the Local Partnership submission. Work is planned to start during Q3	↔	G	Lowering the carbon footprint of Council buildings through reduced energy use and changing energy sources.
40. Deliver the Climate Conversation in 2024, showcasing community action and listening to local people in their communities.	Cllr Davenport-Ray	Climate conversation content planned reday for publicising in October. Local approach using Councillor Climate working group to run alongside to ensure public contribution in a different approach to last year	↔	G	Maintaining the Council's climate leadership role by influencing and inspiring other agencies and Councils to take climate action. Community engagement on the priorities they would like to know more about to lower carbon emissions.
41. Identify emissions from HDC IT data centres to include in reporting and establish disposal methods for IT equipment to reduce environmental impact.	Cllr Davenport-Ray	Discussion to scope and progress an external review of energy options to support 3C ICT is underway.	↔	A	No immediate impact as data is still being collected to determine potential benefits
42. Establish climate and carbon emissions learning and development plan for Council employees.	Cllr Davenport-Ray	E-learning package has been tailored to Huntingdonshire District Council's agreed strategy and priorities. Final testing and pilot planned for next quarter.	↔	G	A greater awareness of climate impacts and adaptation for all staff so that the subject can be embedded in all decision making and guidance.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
43. Accelerate Solar Power Adoption on Council Buildings.	Cllr Pitt	The proposal has passed stage two of the New Ideas process and a Project Initiation Document will now go to the Delivery Board for approval on the 15th October. The level of potential investment is £420k.	↔	G	Self-generated electricity on Council operational sites in place by 2026, with reduced energy spend on electricity and improved energy security. The equipment has a 25 year expected lifespan.



Outcome: Lowering carbon emissions

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
44. Support community projects and plans that reduce carbon emissions.	Cllr Davenport-Ray	The biodiversity for all sites continue to progress with community co-designed improvements to Hill Rise Park (St Ives), Priory Park (St Neots) ready to commence with contractors and volunteers in quarter 3. A new opportunity to provide carbon reduction for community buildings through the Cambridgeshire and Peterborough Combined Authority is being scoped alongside an extension of the Biodiversity for All Community Grants into 2025/26.	↑	G	Climate action by and involving our community has been influenced and enabled through the Council's approach to addressing the climate priorities within the Climate Strategy.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
45. Deliver Biodiversity for All (2023-2025) to enable community action and support green skills development (PROJECT).	Cllr Taylor	The Priority Landscapes for nature in Huntingdonshire have been recognised formally by Council which will inform the Combined Authority's Local Nature Recovery Strategy and the Council's Local PIna process, embedding nature within strategy development. Final design and commissioning for the two strategic green spaces Priory Park (St Neots) Hill Rise Park (St Ives) is complete with work commencing in October. 18 Community led biodiversity projects are underway. 5 green skills projects have been completed with a further 5 agreed running into 2025.	↔	G	Engaging with our communities across Huntingdonshire has informed/influenced decisions that increase biodiversity across the district.
46. Commission Active Travel Studies (UKSPF) to influence/inform future investment priorities (PROJECT).	Cllr Wakeford	The Active Travel Studies work went out to a wider procurement process to ensure the requirements were met, this will conclude mid- October. The project therefore remains recoverable within the funding requirements.	↔	A	Improvement to the local economy of the four market towns in the district and creating increased high-quality jobs and skills prospects for local residents.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
47. Deliver the Phase 1 Rural Pilot HDC Electric Vehicle (EV) Charging Strategy Actions.	Cllr Taylor	Project will utilise grant awarded via Rural England Prosperity Fund. Site visits have been undertaken, feasibility assessments are being concluded alongside options available given electrical supply constraints. Legal work continues to develop a framework for the District Council to support Parishes who have not adopted powers to trade.	↓	A	Continuation of works to support access to EV charging in rural areas where onstreet and household charging is less feasible - delivering HDC's EV Charging Strategy.



Outcome: Lowering carbon emissions

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
48. Develop the Council's procurement rules to further embed social and environmental value.	Cllr Davenport-Ray	Following the resignation of staff procurement roles are to be re-recruited.	↓	A	Further enhancing support for local businesses and enabling reporting on local economy spend.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
49. Expand positive climate action support for local businesses, celebrating best practice and sharing knowledge.	Cllr Davenport-Ray	The work to publicise the hub further is on hold pending the completion of the Climate Conversation in Q3. Work continues on The Local Area Energy Plan with Cambridgeshire County Council, which underpins the ability of businesses to access and switch to greener energy. The availability of funds to assist Community Buildings to decarbonise will also take priority over this action.	↓	A	Further enhancing support to the business community to help deliver their net zero ambitions.
50. Adopt the Huntingdonshire Plan for Nature and influence the Cambridgeshire & Peterborough Local Nature Recovery Strategy (LNRS) with our priorities.	Cllr Taylor	Work and report finalised for Cabinet and Council approval in October	↔	G	The impact of this action has strengthened the council's ability to contribute to the LNRS and comply with the Biodiversity Net Gain (BNG) requirements set out in the Environment Act. This will have a positive benefit to nature in the district.



Outcome: Delivering good quality, high value-for-money services

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
51. Refresh our Commercial Investment Strategy to develop proposals for future strategic investments.	Cllr Mickelburgh	Initial conversations held with potential consultants to deliver this work. Being taken on by new Corporate Director (Finance and Resources)	↔	A	Applicable reserves continue to be invested with the Debt Management Office (DMO), achieving a return similar to the aims of the existing CIS with a lower level of risk.
2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
52. Complete the remaining elements of the Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and ensure we can continue to attract, retain and nurture talent (PROJECT).	Cllr Davenport-Ray	The Strategy was adopted and resources have been put in place from mid August (HR Project Manager and HR Co-ordinator to deliver the actions over the next 2 years. All staff temperature check survey has been completed and analysed to form a base line for comparison on engagement levels as actions are completed. Roadshows have been held at all sites to bring the WFS to life. First 5 priorities to be worked on are being discussed with SLT.	↔	G	Staff views sought to help with areas that need improvement and to help shape the 5 priorities that need to be looked at first. Roadshows to raise staff awareness of the WFS/action plan and work that has happened since the initial engagement sessions.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
53. Continue our Customer Services improvement programme to ensure that our customers are always at the heart of what we do (PROJECT).	Cllr Ferguson	Immediate, medium term and long term workstreams which can give maximum impact have been identified. Project teams for each separate deliverable would be formed for immediate quick wins and exploration of medium and long term workstreams.	↔	G	Understanding the systems, people and process landscape in customer facing functions and where change could make most impact for service users.
54. Continue the Development Management Improvement programme to improve the performance of the planning service (PROJECT).	Cllr Sanderson	Factored in to Planning Peer Review (November 24) as well as continual service improvements that are being undertaken as capacity allows.	↑	G	No further action required at this time

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
55. Progress delivery of Civil Parking Enforcement (CPE) across the District to enforce on-street parking activity (PROJECT).	Cllr Taylor	<p>Agency Agreement entered into (HDC & CCC).</p> <p>Procurment for signs and lines undertaken, now in process of award. undertaken 12 engageent sessions with HDC Cllrs, Town and Parish Council representatives.</p> <p>Structure document agreed through SLT.</p> <p>Applicatin to DfT for CPE ready to go via CCC, however DfT window not open due to parliamentary availability - Letter to ministers to seek assistance.</p> <p>Change request approvd to adjust delviery date base don DfT element bringing project back in track.</p>	↔	G	Positive progression towards the delivery of CPE in Huntingdonshire.
56. Deliver the enhancement of visitor facilities at Hinchingsbrooke Country Park (PROJECT).	Cllr Taylor	<p>In order to ensure optimal protection for nature on site a number of biodiversity experts have provided additional information regarding potential impacts and mitigation.</p> <p>The planning application requires the completion of this work and is scheduled for quarter 3.</p>	↓	A	Significant investment on site to provided enhanced visitor facilities to support increased population growth and use of site - supporting activity, physical and mental. The improvements will address the issues arising from popularity that impact near neighbours with parking issues. the work undertaken will ensure any biodiversity impact is mitigated.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
57. Upgrade path and cycleways at Riverside Park St Neots (PROJECT).	Cllr Taylor	Work completed.	↔	G	Upgraded paths enable full use in all weathers and expands the inclusiveness to support all users, enhancing and encouraging use of this beautiful river frontage for health and well-being in this strategic open space serving St Neots.
58. Deliver an independent Corporate Peer Challenge of the Council that will assess, challenge and improve what we do.	Cllr Conboy	Action Plan completed to be reported to October Council.	↔	G	Clear actions adopted to reflect the LGA Corporate Peer Challenge suggestions
59. Assess, and where prudent, use the emerging national benchmarking data from the Office of Local Government (Oflog) to improve our performance.	Cllr Ferguson	The new government has said the future of Oflog is being reviewed. Metrics used by HDC overlap with many of the published datasets and we continue to use it to assess organisational performance. As national requirements are clarified HDC will respond	↔	G	Benchmarking allows comparisons to be made and for best practice to be shared - thereby improving customer service.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
60. Bring forward and expand our use of unit costs to demonstrate productivity within priority service areas.	Cllr Ferguson / Cllr Mickelburgh	There are unit costs already used within service areas. However, two key resources who lead our performance management workload left HDC for roles outside HDC. Recruitment is almost complete, at the time of writing interview are scheduled. This has slowed further progress.	↔	A	Other elements have been given the go ahead to achieve iterative project outcomes through concurrent activity.
61. Pilot the use of Artificial Intelligence within the Council, seeking to create efficiencies and service improvement whilst ensuring we comply with all relevant legislation.	Cllr Ferguson	A pilot of Copilot has concluded at HDC. The technology has demonstrated useful benefits. However the procurement of further licences is on hold as the Government is in commercial discussions on licensing for the public sector. The advice to all Councils is not to buy independently	↔	G	Automation of tasks and activities is likely to increase productivity and doing this with controls will manage the risks of using this technology.
62. Listen to local residents and respond to their input on service delivery.	Cllr Conboy	The development of the Community Health and Wellbeing Strategy has invited residents from across the district to take part in workshops around what makes a good life in Huntingdonshire. The next step will be to target workshops at specific members of the community.	↑	G	Greater understanding of residents' views on what is important to them to have a good life in Huntingdonshire. Insight can be used to inform Community Health and Wellbeing strategy along with the development of other strategies moving forward.



Outcome: Delivering good quality, high value-for-money services

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
63. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces.	Cllr Taylor	0	↔	G	Community participation promoting health and well-being, physical exercise and supporting maintenance of valued public spaces.



Outcome: Delivering good quality, high value-for-money services

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 2	Direction of Travel	Latest Status	Impact as a Result of Action
64. Our well-run council will act as a model for our peers.	Cllr Conboy	Progress continues with the action plan with an update being taken to O&S, Cabinet and Council in Sept	↔	G	A well-run council meets customer needs. By sharing what we do with others, we seek to share good practice and enhance Huntingdonshire's reputation.

Appendix B: Operational Performance Measure Graphs, Quarter 2, 2024/25



Improving the happiness and wellbeing of residents	Latest Status	Outturn Status
PI1 Number of attendances at One Leisure Active Lifestyles programmes	G	G
PI2 Number of attendances at Sports Development activities and programmes	G	G
PI3 Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions)	A	A
Keeping people out of crisis	Latest Status	Outturn Status
PI4 The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay at hospital due to a Disabled Facilities Grant (DFG)	A	G
PI5 Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants	R	A
PI6 Average number of days to process new claims for Housing Benefit and Council Tax Support	G	G
PI7 Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support	G	G
PI8 Number of homelessness preventions achieved	G	G
PI9 Number of households housed through the housing register and Home-Link scheme	G	G
Helping people in crisis	Latest Status	Outturn Status
PI10 Number of households in Temporary Accommodation (snapshot at end of each period)	G	G

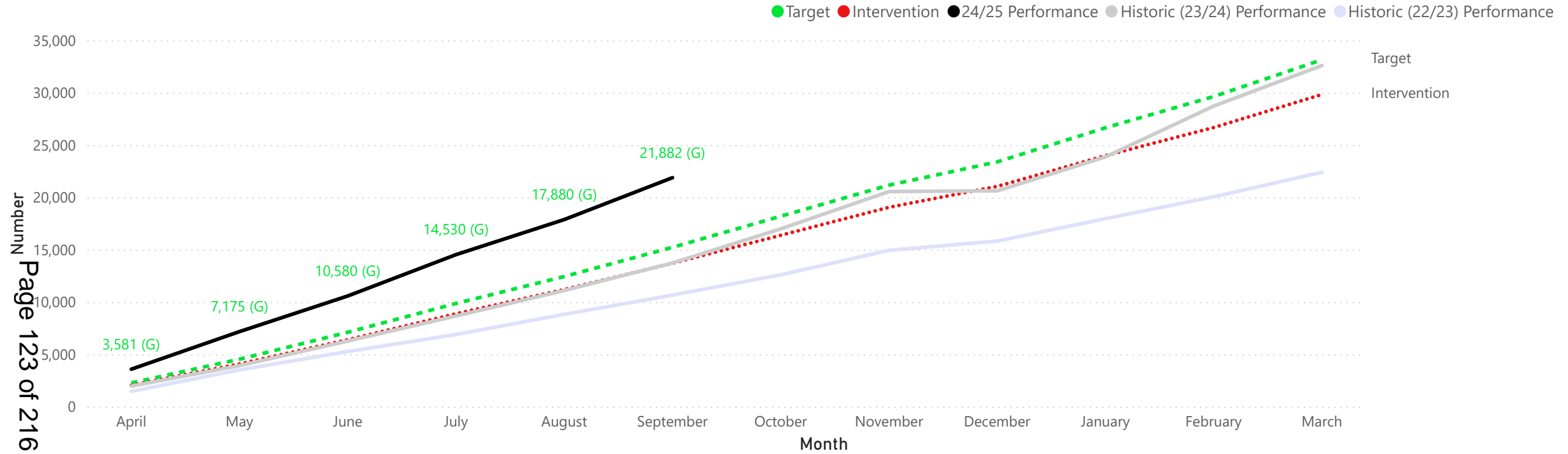
Improving Housing	Latest Status	Outturn Status
PI11 Net change in number of homes with a Council Tax banding	A	G
PI12 Number of new affordable homes delivered (reported quarterly only)	G	A
PI13 Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)	G	G
PI14 Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)	G	G
PI15 Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)	G	G
PI16 Number of planning applications over 16 weeks old where there is no current extension of time in place (total at end of each month)	G	G

Lowering carbon emissions	Latest Status	Outturn Status
PI17 Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service	G	G

Delivering good quality, high value-for-money services	Latest Status	Outturn Status
PI18 Percentage of household waste reused/recycled/composted	A	G
PI19 Collected household waste per person (kilograms)	G	R
PI20 Residual waste collected per household (kilograms)	A	G
PI21 Number of missed bins	R	G
PI22 Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations	G	G
PI23 Number of fly tips recorded	G	A
PI24 Number of enforcement actions taken on fly tips (fines/court summons)	G	G
PI25 The number of programmed food safety inspections undertaken	G	G
PI26 Percentage of calls to Call Centre answered	G	G
PI27 Average wait time for customers calling the Call Centre	G	G
PI28 Council Tax collection rate	A	G
PI29 Business Rates collection rate	A	G
PI30 Staff short-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
PI31 Staff long-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	R	A
PI32 Staff turnover (per individual month)	A	G

Outcome: Improving the happiness and wellbeing of residents

PI 1. Number of attendances at One Leisure Active Lifestyles programmes



Latest commentary from service:

Attendances at all sessions are up again to 63% on year to date compared to 2023/24 - (2% gain in month). Over 4,000 attendances were recorded in a single month for the first time. 6 new cohorts of the grant funded schemes of Active for Health Xtra and Staying Active have all launched in September. Yaxley had such demand a second cohort has been organised for October start. The first cohorts have also started in March and Wisbech (Fenland) for the new contract secured for delivery for Fenland District Council. A second ESCAPE pain course has been delivered at the Coneygear Centre, Huntingdon for patients of Huntingdon Primary Care Network GP surgeries with osteoarthritis in hip or knee.

Latest year-end forecast:

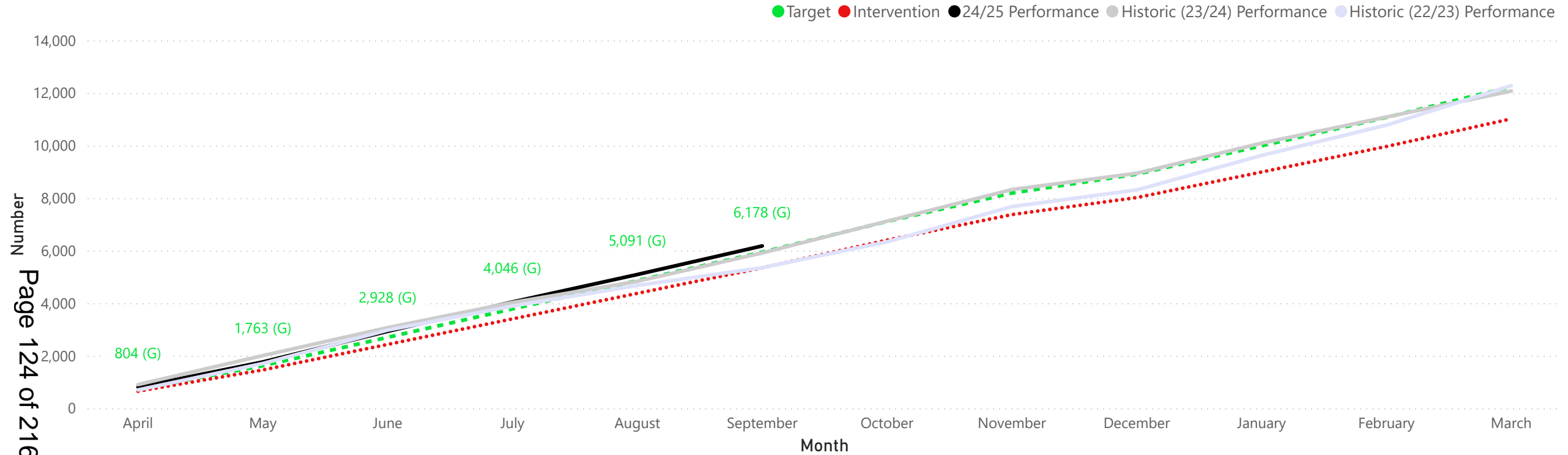
38,000

Latest projected outturn status:

G

Outcome: Improving the happiness and wellbeing of residents

PI 2. Number of attendances at Sports Development activities and programmes



Latest commentary from service:

At the half-year point sports development are on course to achieve their annual target of attendances. Year to date they are 4% up on the previous year (5,912) and through the 6,000 mark for the first time at the half-year point.

Year to date the team has delivered 578 sessions, 12% up on the previous year (518).

A very strong summer followed up with a return to term time programmes in September including new activities at St John's School and returning activities at Thongsley Primary School in Huntingdon tackling childhood weight management in an area of need. Discussions are at an advanced stage over a new contract for after-school delivery with Upwood Primary School. The Sports Activity Officers are also delivering on sessions supporting the health programme including Over 60's Club and Golden Games in care settings.

Latest year-end forecast:

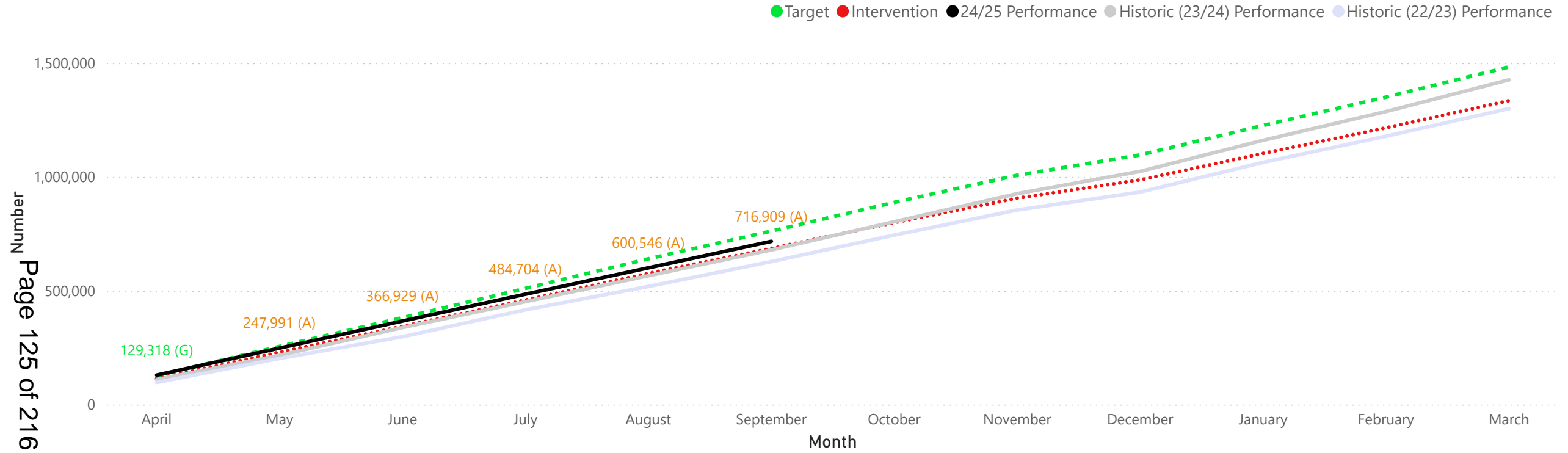
12,600

Latest projected outturn status:

G

Outcome: Improving the happiness and wellbeing of residents

PI 3. Number of One Leisure Facilities admissions - swimming, Impressions, fitness classes, sports hall and pitches (exc Burgess Hall & school admissions)



Latest commentary from service:

There is a 45k gap to target; however, year-on-year YTD attendances are +37,540 and +2,928 Sept 23 vs. Sept 24. Leisure attendances are seasonal and can fluctuate; the expectation is that attendances will overperform in quarter 4 (Jan-Mar 2025), as this is the peak attendance month for the service and when we would expect to reduce the gap in performance to target.

Latest year-end forecast:

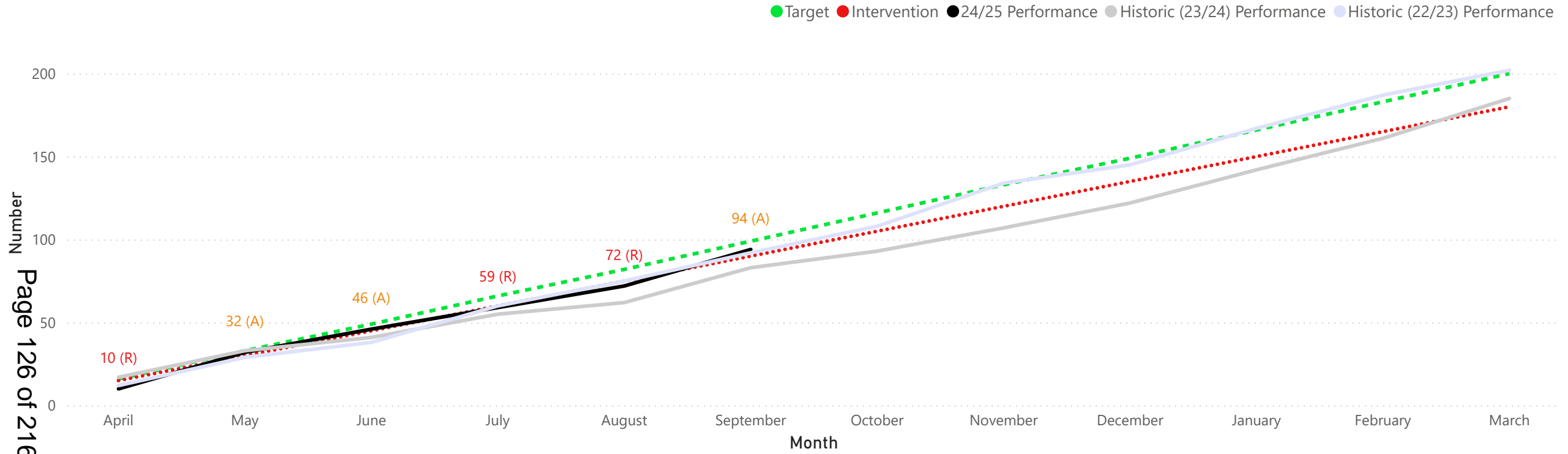
1,438,046

Latest projected outturn status:

A

Outcome: Keeping people out of crisis

PI 4. The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay in hospital due to a Disabled Facilities Grant (DFG)



Latest commentary from service:

Latest year-end forecast:

190

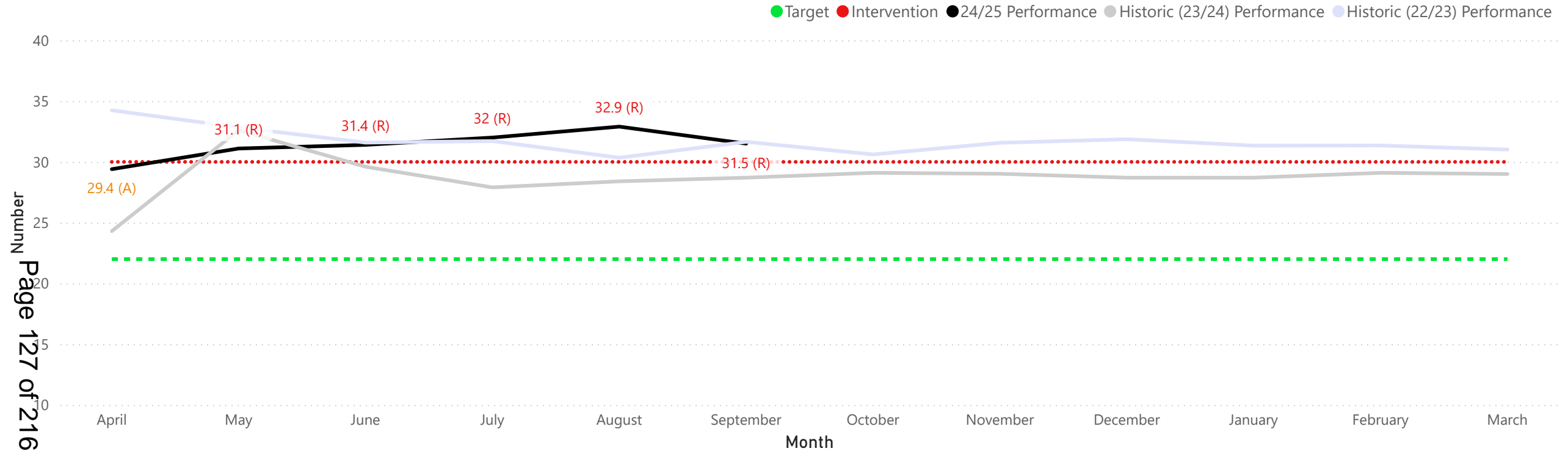
The number of residents helped via a Disability Facilities Grant is up from 83 cases reported in September 2023. The delays predominantly continue to relate to the time it is taking Places For People to approve works to their properties. They have confirmed they will not operate a Service Level Agreement as it is not in line with their national policy. This has been escalated for further assistance.

Latest projected outturn status:

A

Outcome: Keeping people out of crisis

PI 5. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants



Latest commentary from service:

The average number of weeks taken continues to be impacted by the time taken by Places For People to approve works. They have confirmed they will not operate a Service Level Agreement. Senior Management aware. The average number of weeks reported in September 2023 was 28.7. Staffing issues at Cambs Home Improvement Agency continues to impact the number of cases passed through to HDC to process, as not all caseworkers returned from sick leave are handling full case loads. Complex cases and extensions take considerably longer to complete and impact the number of weeks taken overall.

Latest year-end forecast:

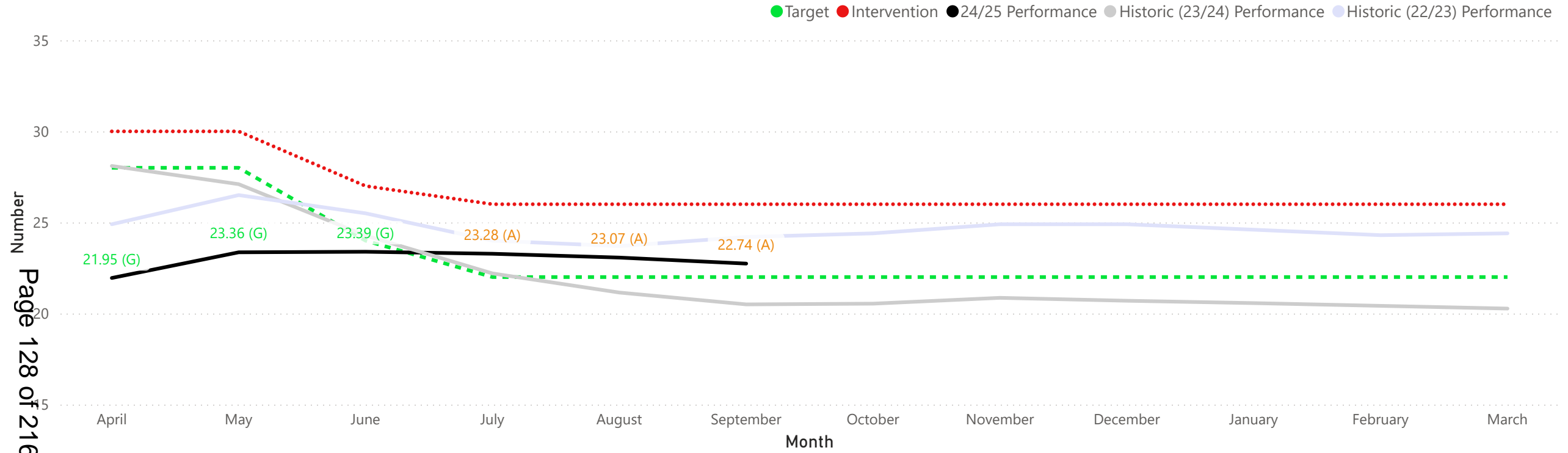
30

Latest projected outturn status:

A

Outcome: Keeping people out of crisis

PI 6. Average number of days to process new claims for Housing Benefit and Council Tax Support



Latest commentary from service:

Whilst the average number of days taken to the end of September was slightly below target, the actual number for September was 20.47. The number of new claims processed up to September 2024 increased by 565 when compared to the same period up to September 2023. The team continues to work hard to deal with the number of new claims received. Careful monitoring of impacts from the new Council Tax Support Scheme continues to ensure that performance should remain on track.

Latest year-end forecast:

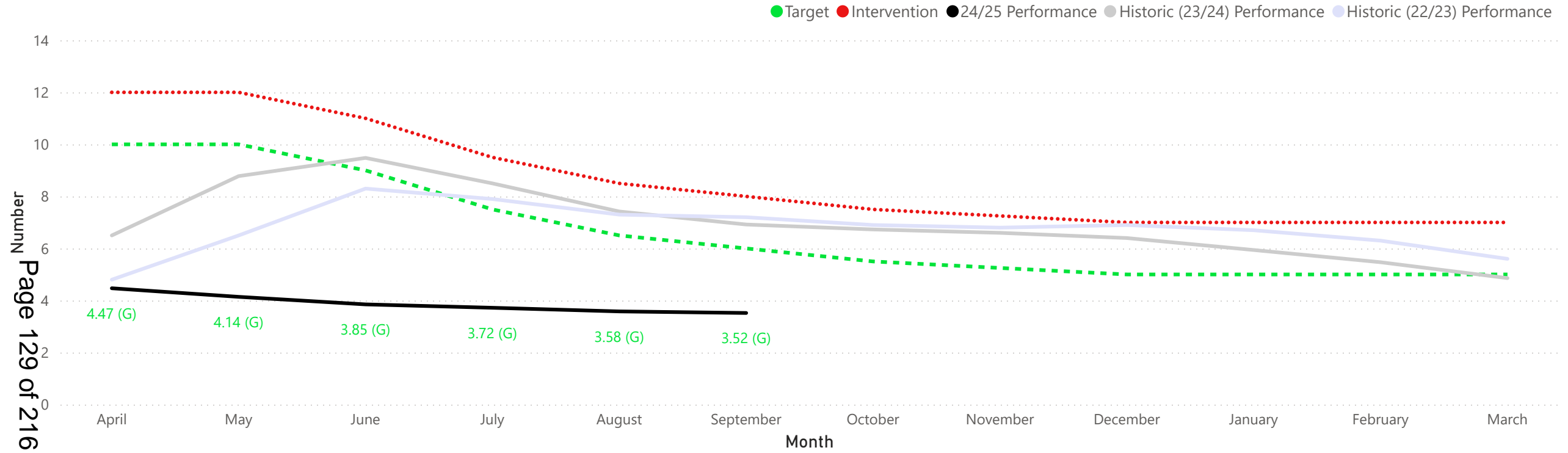
22

Latest projected outturn status:

G

Outcome: Keeping people out of crisis

PI 7. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support



Latest commentary from service:

The average number of days taken to the end of September was 3.4 days quicker than at the same point last year, despite a significant increase in the number of changes processed. This has been achieved as a result of improvements in automation brought about by the implementation of the new Council Tax Support Scheme. Careful monitoring continues to ensure that performance remains on track.

Latest year-end forecast:

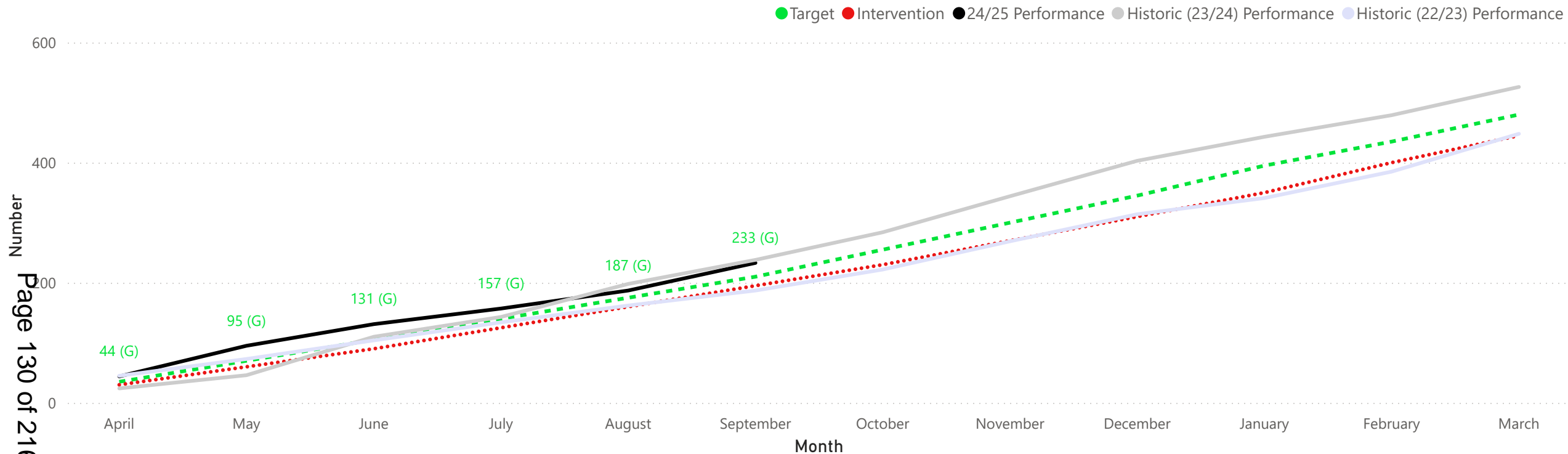
5

Latest projected outturn status:

G

Outcome: Keeping people out of crisis

PI 8. Number of homelessness preventions achieved



Latest commentary from service:

The number of successful homelessness preventions fluctuates throughout the year depending on the rate of homelessness presentations and the opportunity to intervene in a timely way. We have achieved a total of 45 successful preventions in September, giving a cumulative total of 233 in the year. This represents a 2% decrease from the 238 preventions recorded during the same period last year. This figure should be considered in combination with PI 9, showing the number of households housed via the register, which is one of the main ways in which preventions are achieved. Fewer properties are likely to become available for letting this year due to reductions in the new build delivery programme and it was forecast that this is likely to reduce successful preventions when compared to last year's figures. This also has the potential to impact numbers of households in temporary accommodation (TA), as households potentially stay longer in this type of accommodation (see PI 10), but to date this figure is also being kept within target.

Latest year-end forecast:

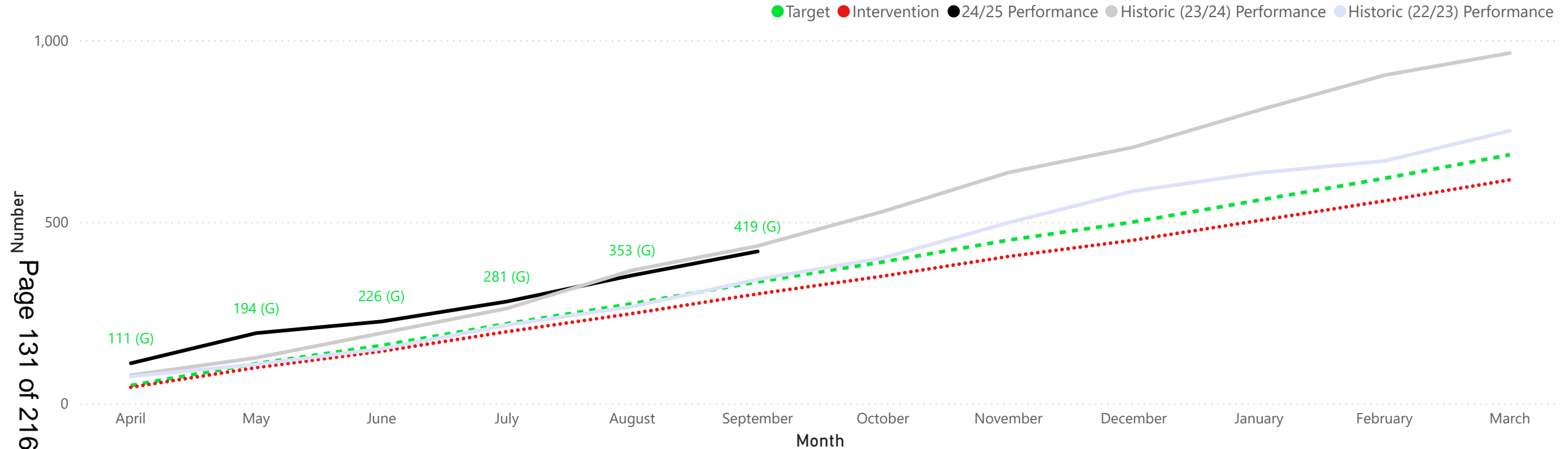
480

Latest projected outturn status:

G

Outcome: Keeping people out of crisis

PI 9. Number of households housed through the housing register and Home-Link scheme



Latest commentary from service:

The number of households housed will vary from month to month depending on the number of vacancies arising in existing social rented stock plus the additional units delivered through the new build programme. There were 419 households housed between April and September. This compares to the 434 households in the same period last year, a 3% decrease. As the year progresses, it is forecast that fewer new builds will be delivered when compared to last year, meaning that overall the number of lettings this year is likely to be c.250 less than last.

Latest year-end forecast:

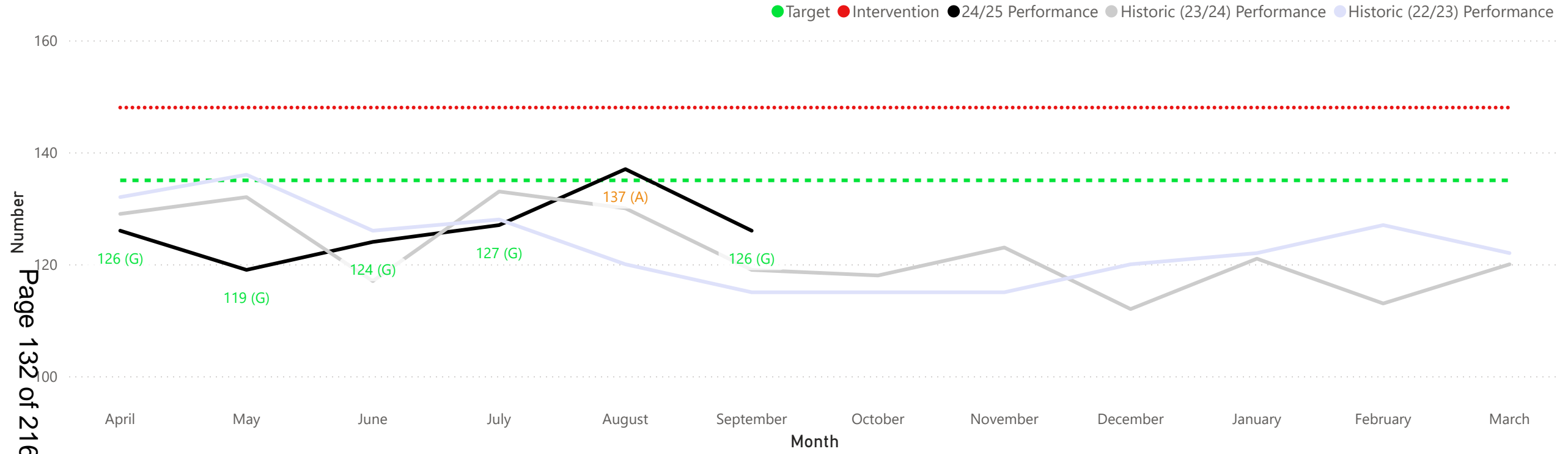
700

Latest projected outturn status:

G

Outcome: Helping people in crisis

PI 10. Number of households in Temporary Accommodation



Latest commentary from service:

The number of households in temporary accommodation (TA) at any one time will depend upon the number of homelessness preventions to the council, how successful we are at preventing homelessness wherever possible, and our ability to move households through TA into settled housing as quickly as possible. Considering each of these, we are aiming to hold the maximum number of households in TA at any time below 135. The number at the end of September was 126, compared to the 119 households in TA at the same point as last year. At the end of August, the number was above our 135 maximum target figure for the first time in 2 years. It has subsequently dropped below this figure again but shows that it remains a significant challenge to find housing solutions for those households that become homeless and move into temporary accommodation.

Latest year-end forecast:

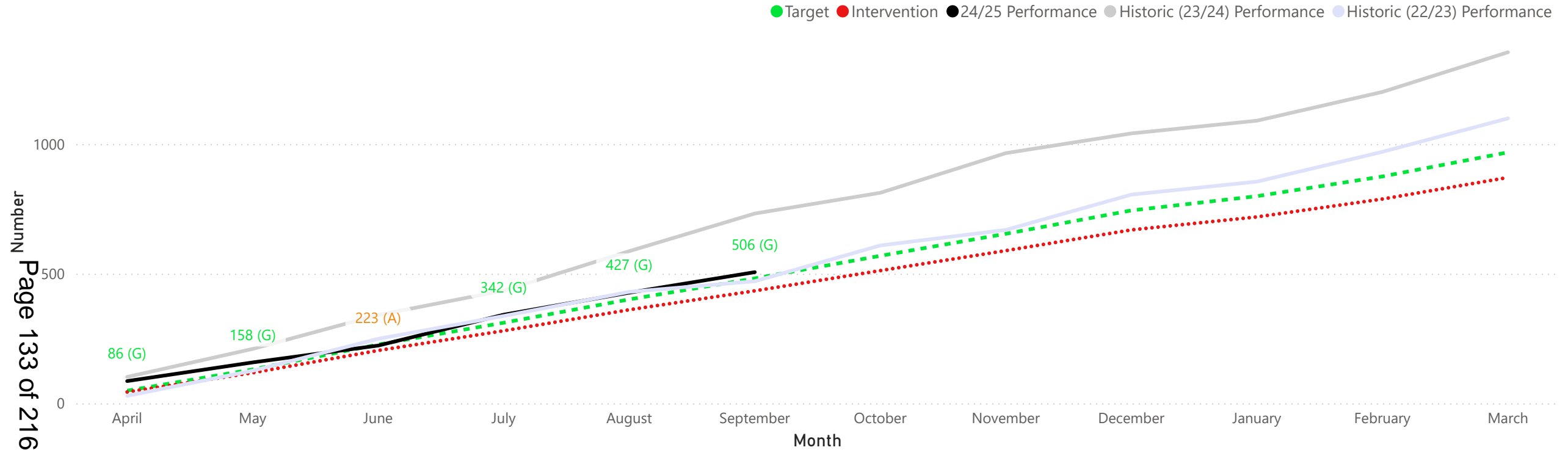
135

Latest projected outturn status:

G

Outcome: Improving housing

PI 11. Net change in number of homes with a Council Tax banding



Latest commentary from service:

Latest year-end forecast:

968

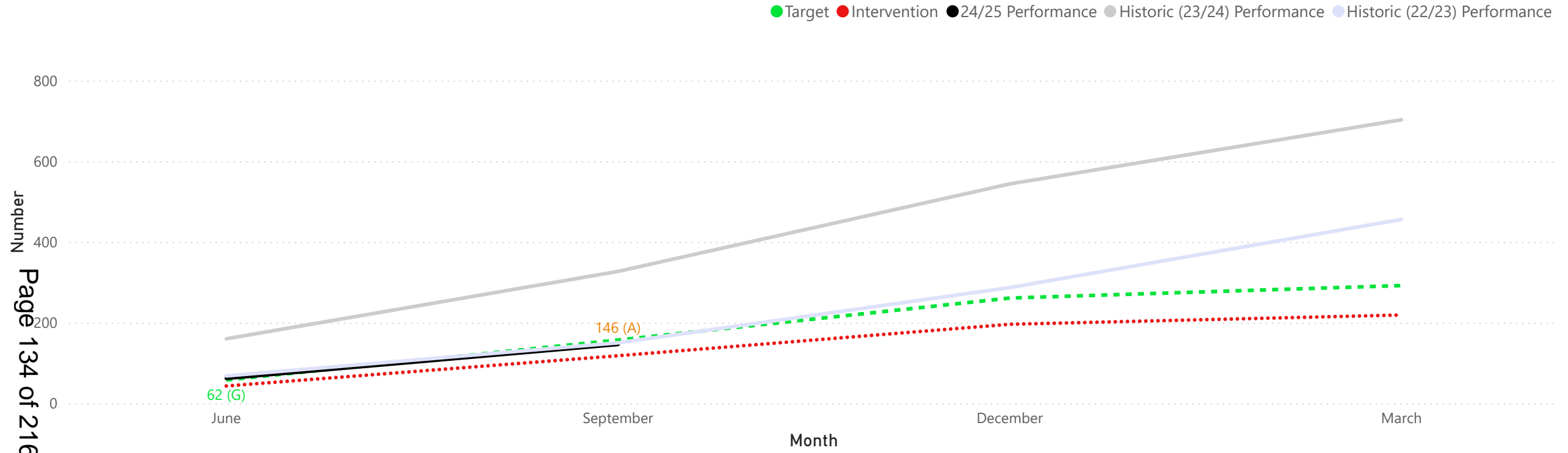
The number of homes in the district with a Council Tax banding rose by 79, a decrease from last month but still 24 ahead of target.

Latest projected outturn status:

G

Outcome: Improving housing

PI 12. Number of new affordable homes delivered (updated quarterly only)



Latest commentary from service:

At this stage (half way through the year), half the number of homes anticipated have been delivered. Latest forecasts indicate a small reduction in the number expected by year end. This will be kept under review but is currently within tolerance.

Latest year-end forecast:

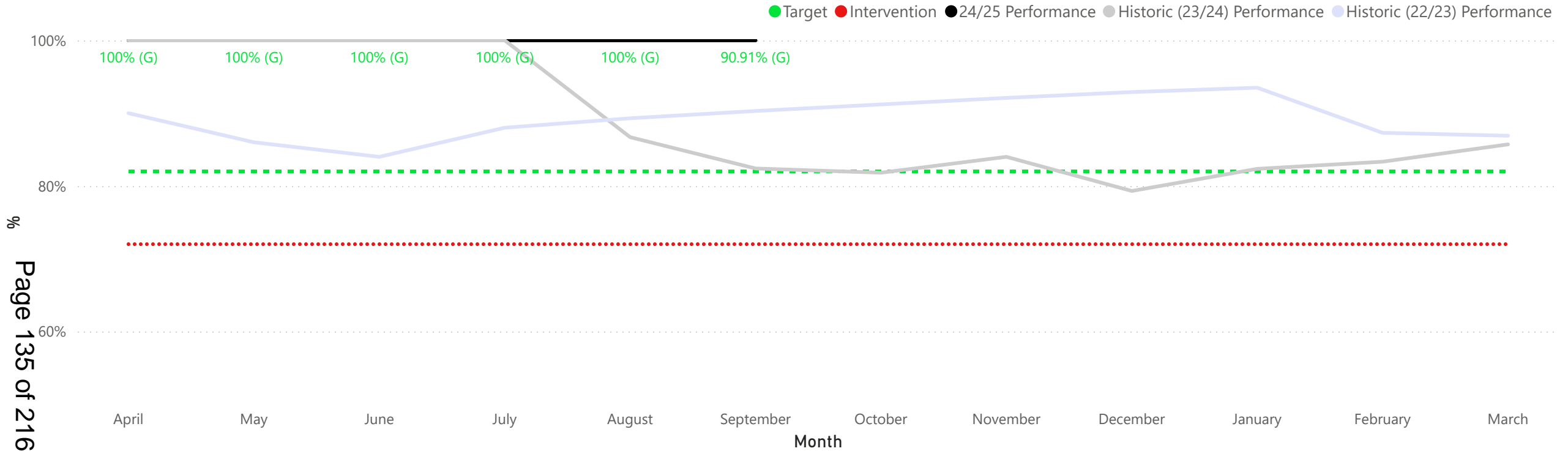
288

Latest projected outturn status:

A

Outcome: Improving housing

PI 13. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)



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Latest commentary from service:

75% of applications were determined in time during September (6 of 8 applications). This is the first month not operating at 100%. We still remain on target to meet the forecast performance.

Latest year-end forecast:

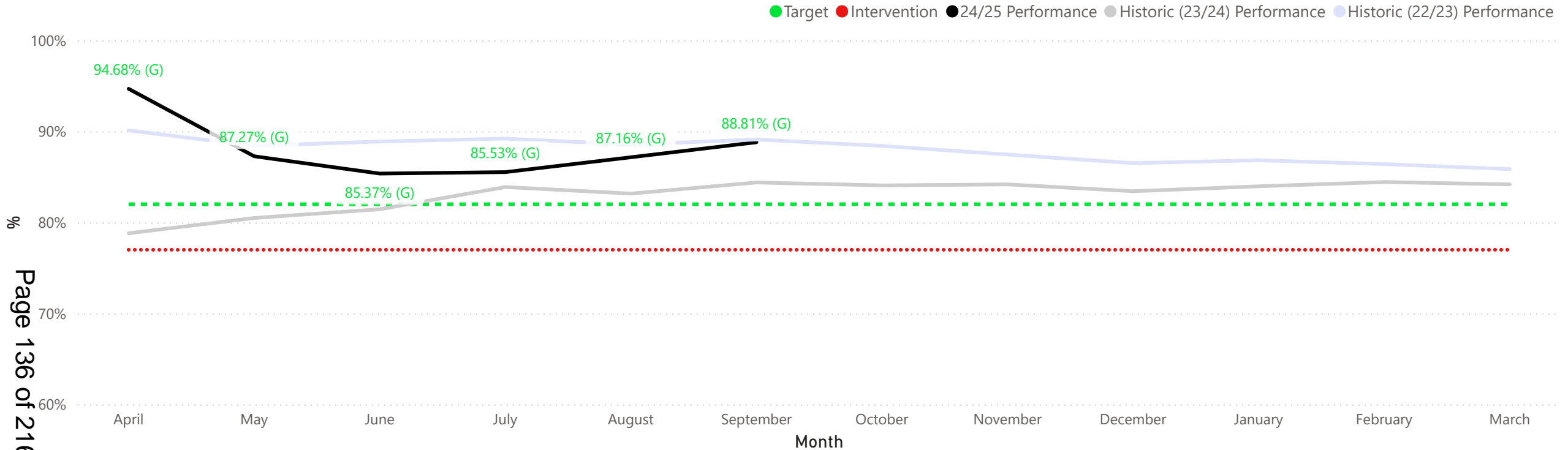
82.0%

Latest projected outturn status:

G

Outcome: Improving housing

PI 14. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)



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Latest commentary from service:

A significant improvement of performance in September of 100% of applications determined in time, lifting the performance in the year to date.

Latest year-end forecast:

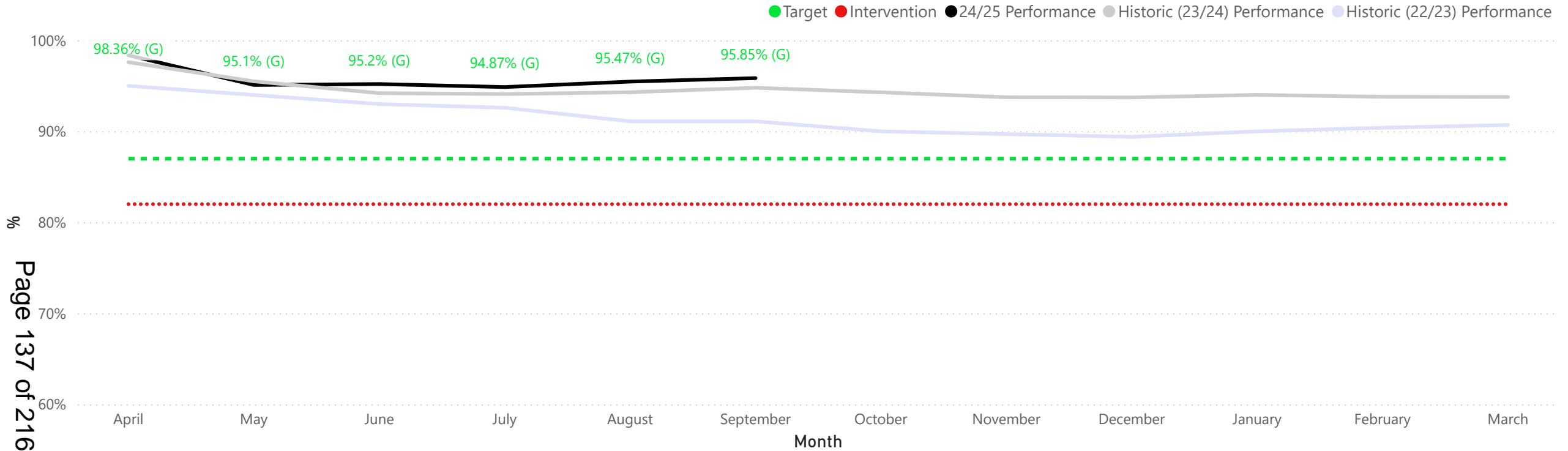
82.0%

Latest projected outturn status:

G

Outcome: Improving housing

PI 15. Percentage of planning applications processed on target – household extensions



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Latest commentary from service:

Performance remains at approximately the same as last month, with 97.83% of applications determined within time. We remain on target to exceed the forecast performance.

Latest year-end forecast:

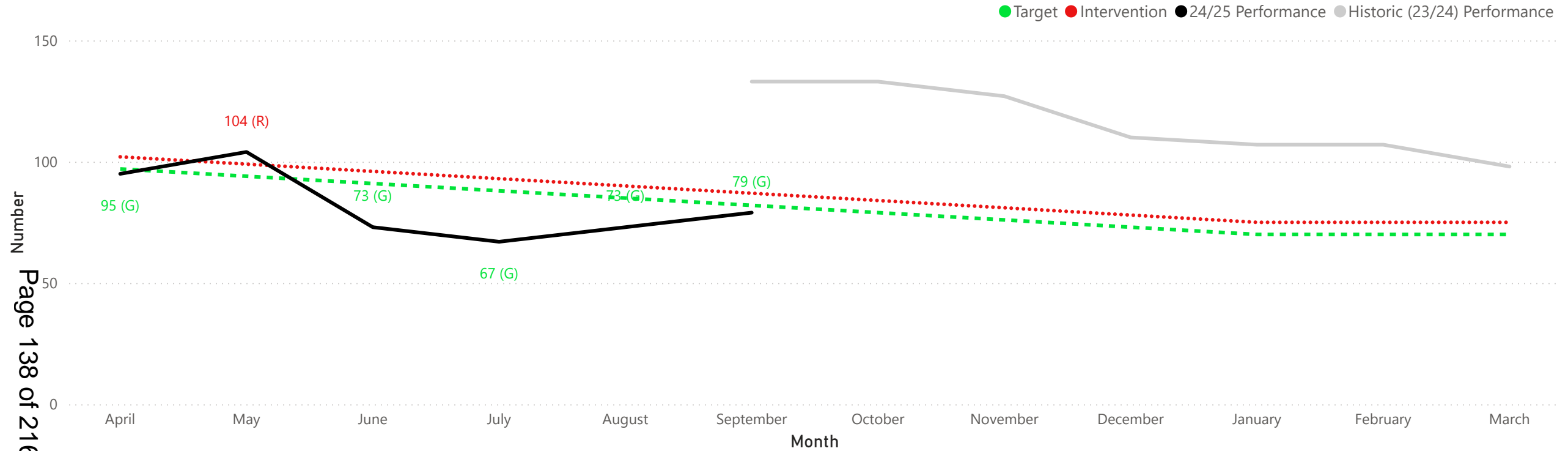
87.0%

Latest projected outturn status:

G

Outcome: Improving housing

PI 16. Number of planning applications over 16 weeks old where there is no current extension of time in place



Latest commentary from service:

Currently we are operating within target; however, this has risen for the second consecutive month. If this continues to rise, we will reassess the forecast. Team Leaders will be investigating these backlog numbers to try and reduce those on hand.

Latest year-end forecast:

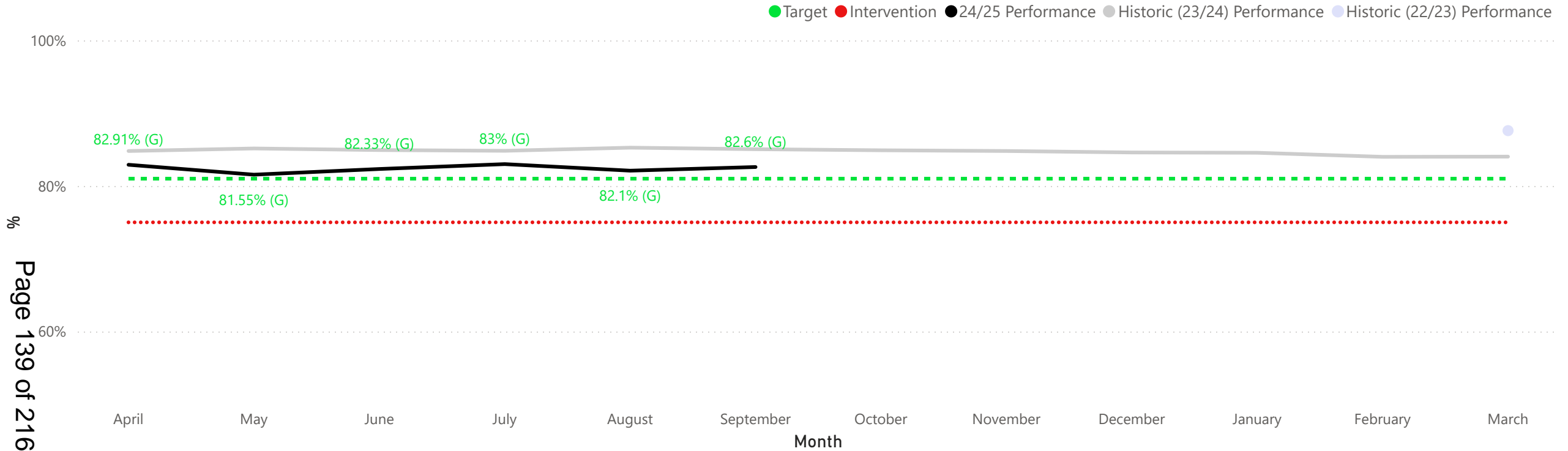
60

Latest projected outturn status:

G

Outcome: Lowering our carbon emissions

PI 17. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service



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Latest commentary from service:

Latest year-end forecast:

81.0%

September's Energy Efficient Driving Index score sat at 82.9, within target and equalling last year's performance.

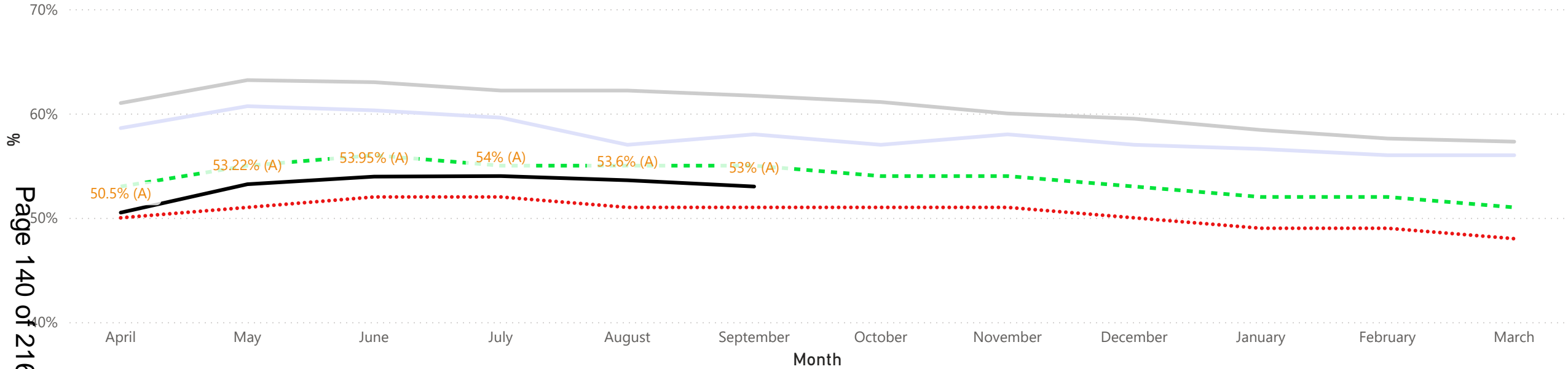
Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 18. Percentage of household waste reused/recycled/composted

● Target ● Intervention ● 24/25 Performance ● Historic (23/24) Performance ● Historic (22/23) Performance



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Latest commentary from service:

Refuse: 2566.04 tonnes
 Recycling: 1305.14 tonnes
 Garden: 1269.04 tonnes (32% decrease from this time last year).

Latest year-end forecast:

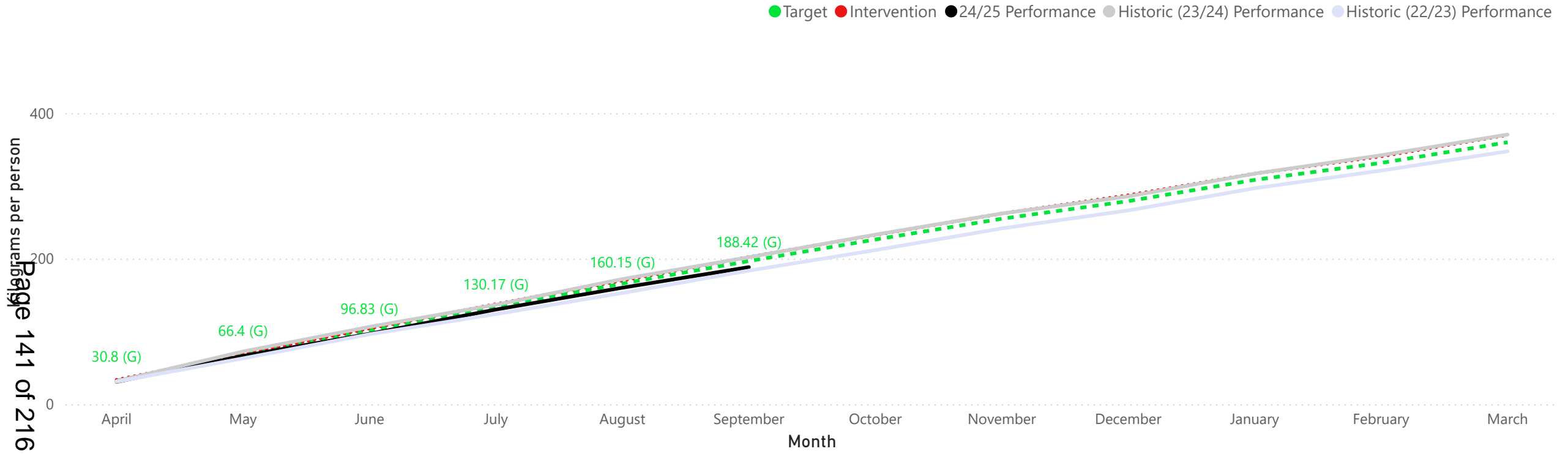
48.0%

Latest projected outturn status:

A

Outcome: Delivering good quality, high value-for-money services

PI 19. Collected household waste per person (kilograms)



Latest commentary from service:

Refuse: 14.11 kg/person (YTD: 88.37 kg/person)
 Recycling: 7.18 kg/person (YTD: 45.41 kg/person)
 Garden: 6.98 kg/person (YTD: 6.98 kg/person)

Latest year-end forecast:

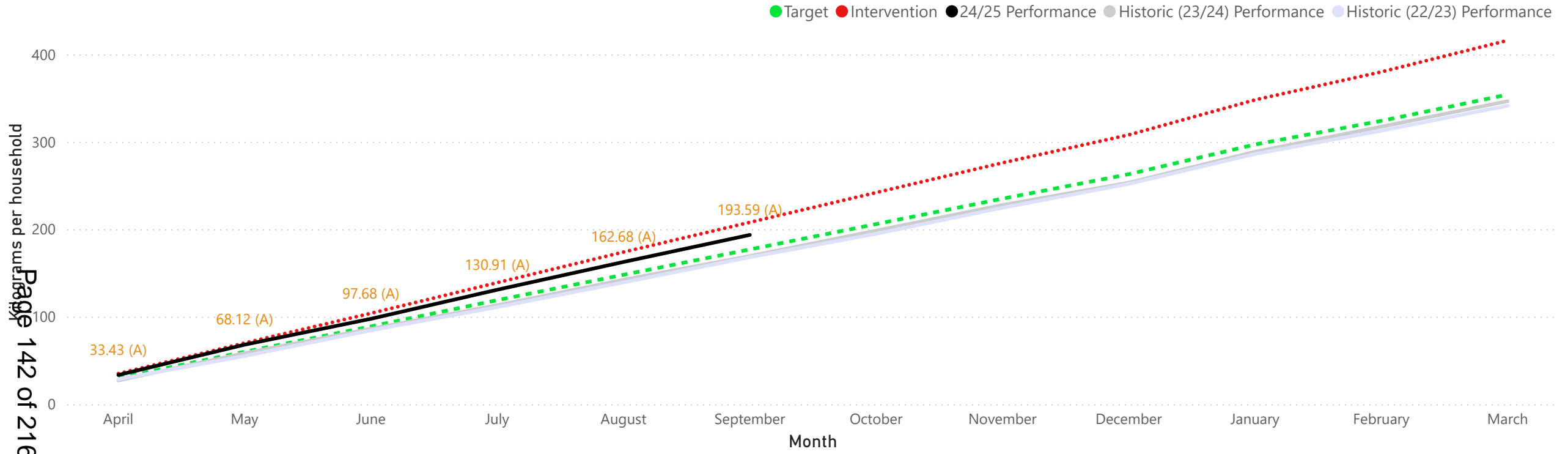
360.00

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 20. Residual waste collected per household (kilograms)



Latest commentary from service:

The amount of residual waste collected in September was 30.92 kg/household, which is 3 kg higher than this time last year.

Latest year-end forecast:

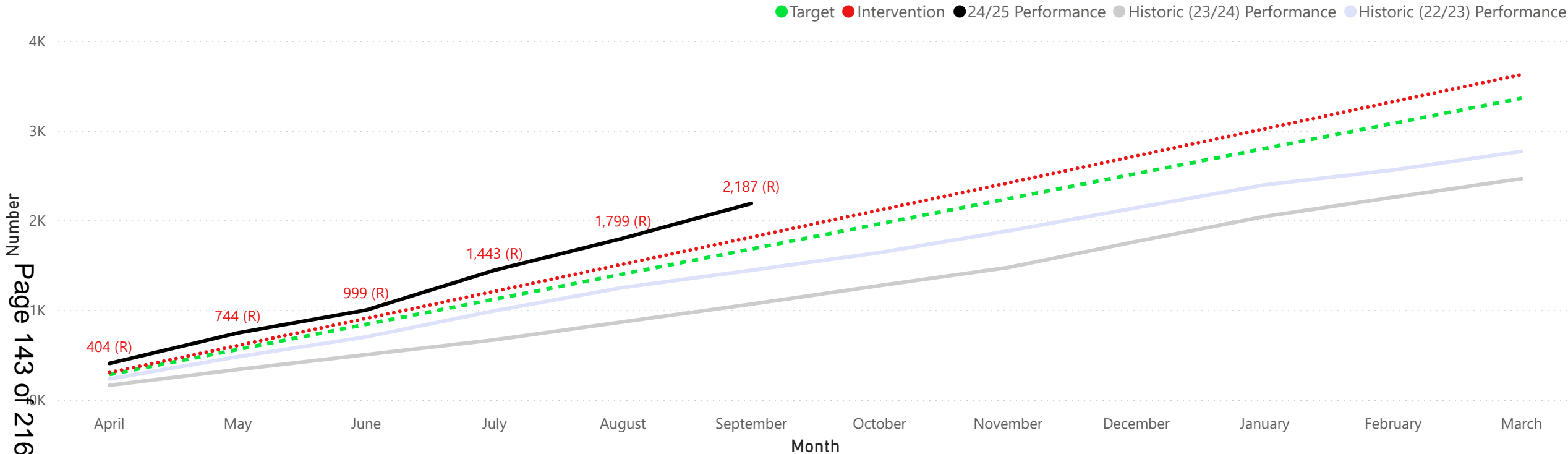
354.00

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 21. Number of missed bins



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Latest commentary from service:

472518 scheduled collections in September, of which 0.08% were missed. Both refuse and garden services have seen a decrease in the number of missed bins from last month. The recycling service has seen an increase, which is due to new collection rounds embedding in since the start of the new tipping location at the beginning of September. The managers continue to work very closely with the collection crews to bring down the number of missed collections; this includes reports, daily meetings, and memos.

Latest year-end forecast:

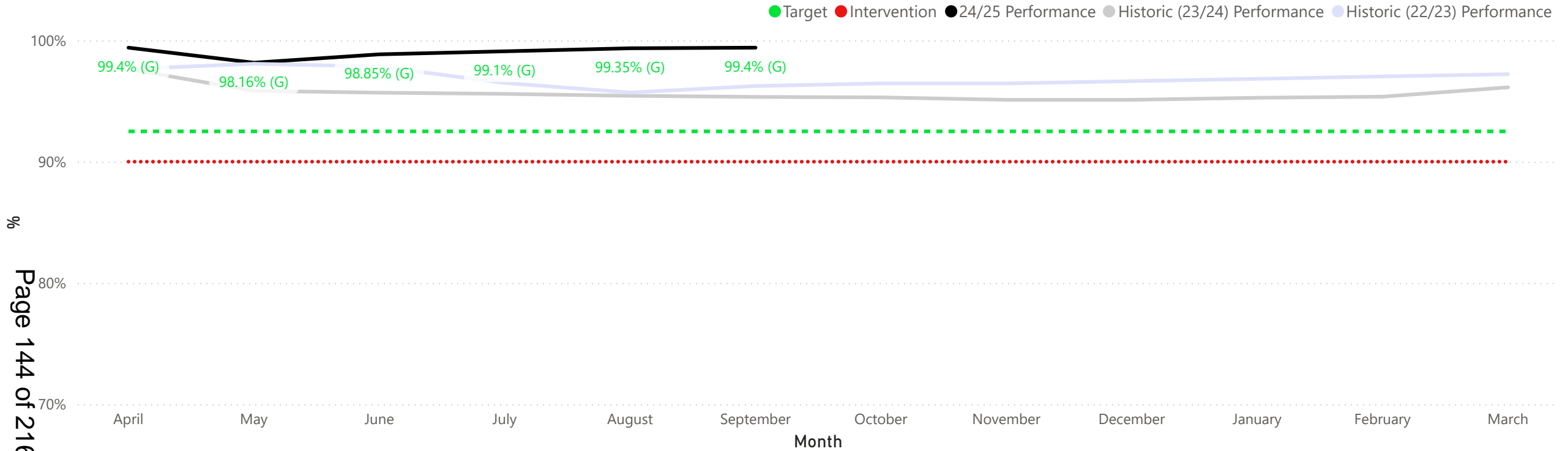
3,360

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 22. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations



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Latest commentary from service:

September was another good month. Performance remains high and is over 4 percent higher than corresponding month last year.

Latest year-end forecast:

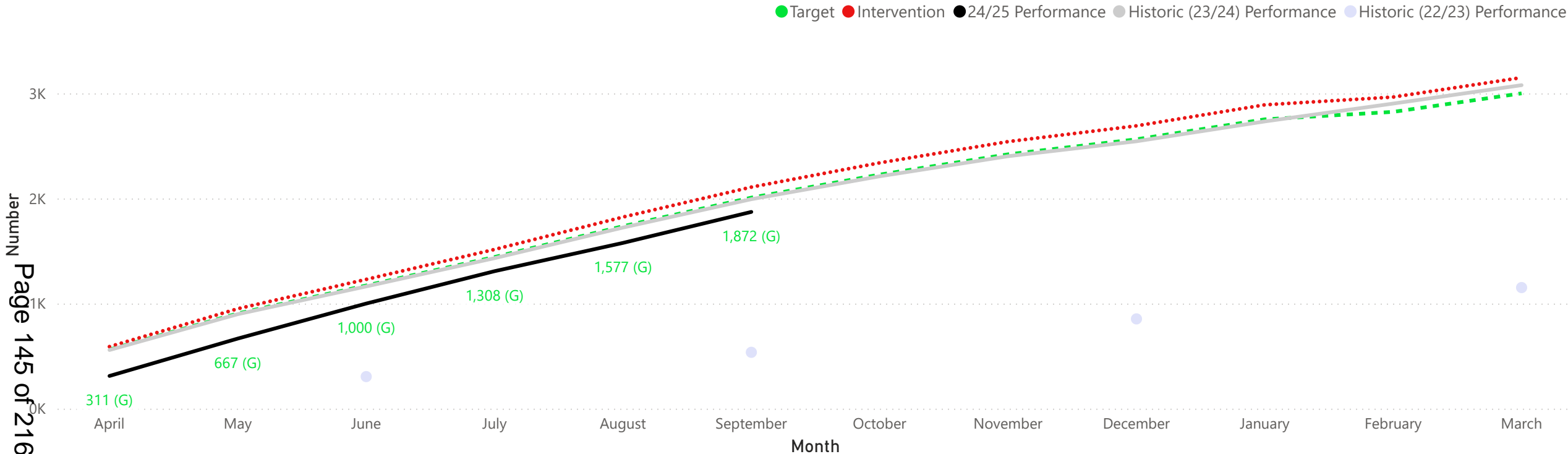
95.0%

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 23. Number of fly tips recorded



Latest commentary from service:

295 flytips were removed in September. A slight increase on previous months, but we do normally see an increase at this time, people having a clearout at the end of summer, etc. 16 green waste flytips were recorded in September (5.4% of the total number of flytips for September).

Latest year-end forecast:

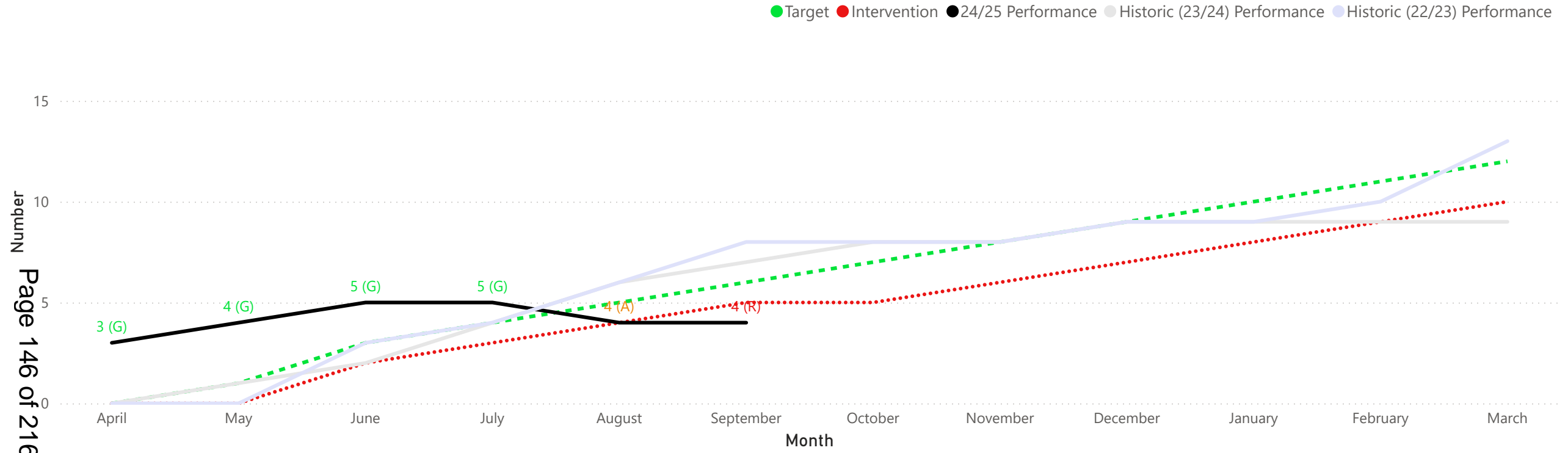
3,150

Latest projected outturn status:

A

Outcome: Delivering good quality, high value-for-money services

PI 24. Number of enforcement actions taken on fly tips (fines/court summons)



Latest commentary from service:

We have experienced some court adjournments on two cases that would have been heard in September (one has been adjourned to December). This will possibly impact our performance.
Please note that given the volumes monitored, a small change will impact the % significantly.

Latest year-end forecast:

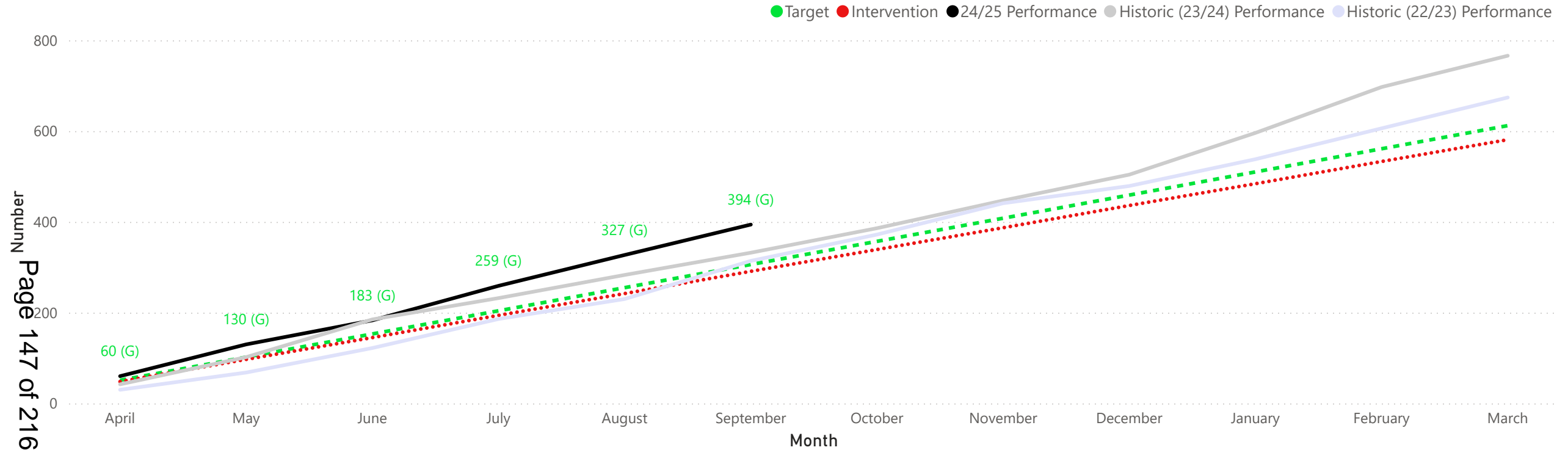
12

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 25. The number of programmed food safety inspections undertaken



Latest commentary from service:

Latest year-end forecast:

788

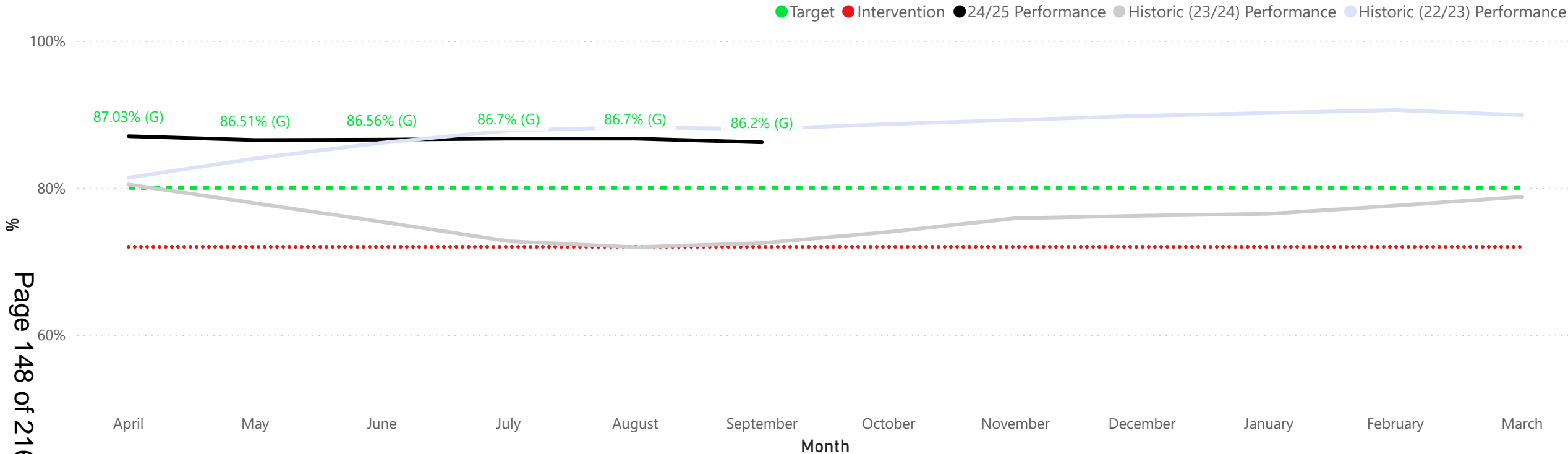
The number of food hygiene inspections undertaken continues to exceed the target set. Unfortunately, it is anticipated that sickness absence may have an impact in Q2.

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 26. Percentage of calls to Call Centre answered



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Latest commentary from service:

Latest year-end forecast:

82.5%

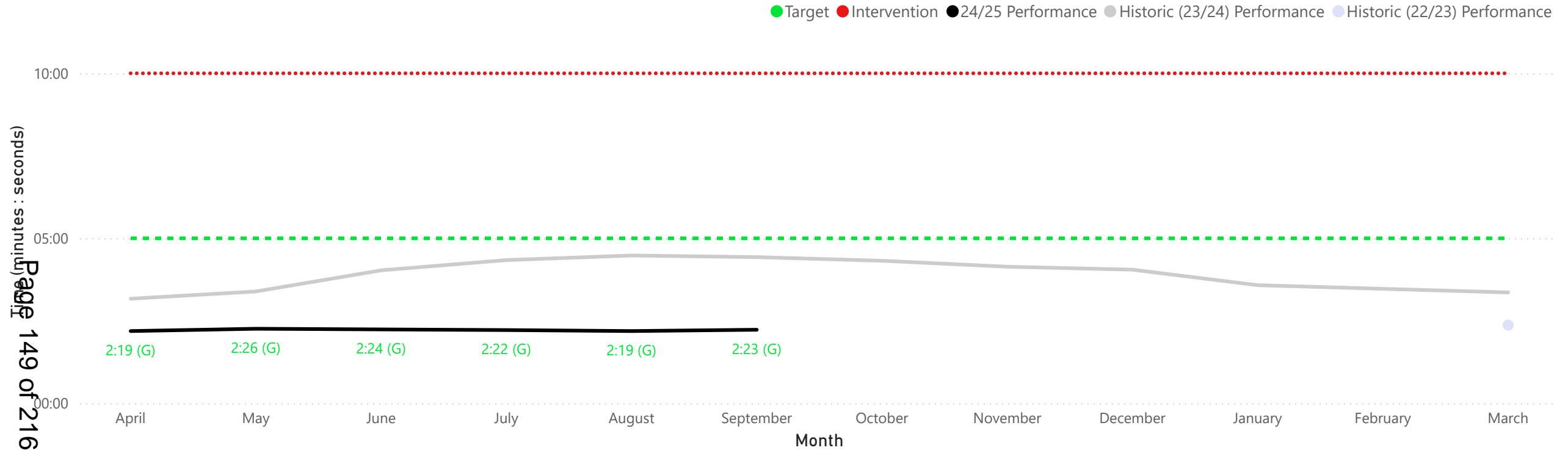
There has been a slight improvement on the calls answered percentage; however, we currently have a part-time vacancy, which may impact the calls answered percentage in the coming months while we recruit and train.

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 27. Average wait time for customers calling the Call Centre



Latest commentary from service:

Latest year-end forecast:

02:45

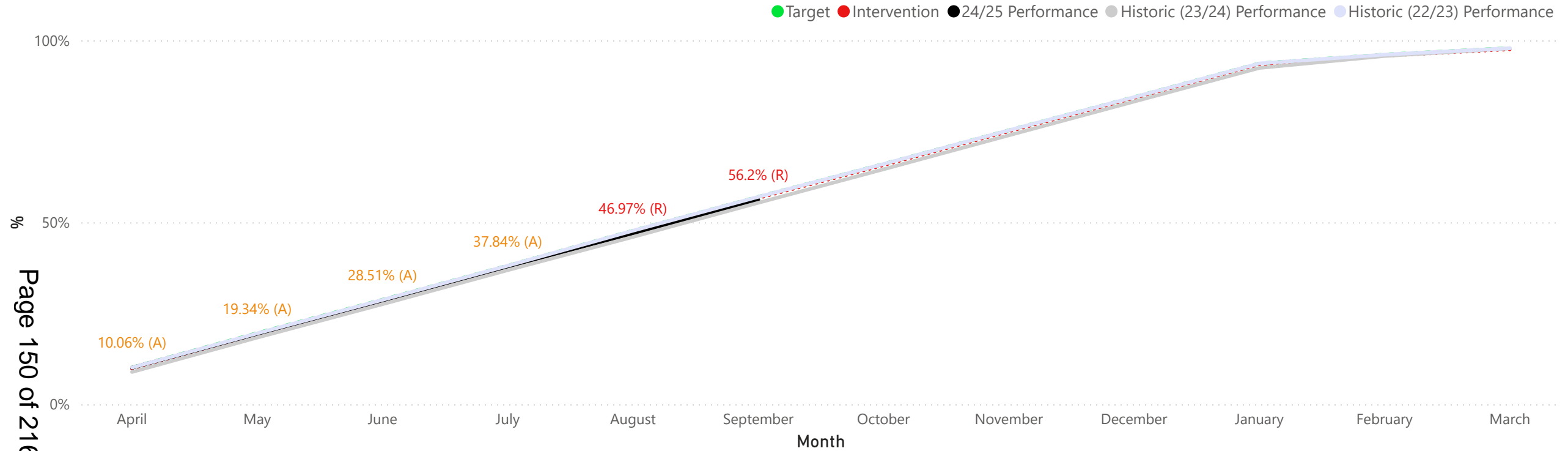
The average wait time has increased very slightly, and this may continue in the coming months while we recruit and train for a part-time vacancy. The performance is still expected to be well within the target set.

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 28. Council Tax collection rate



Latest commentary from service:

While the percentage of Council Tax collected by the end of September shows as being below target, it should be noted that performance has improved by 0.82% on the same period last year. There continues to be a shift in instalments to February and March as a result of in-year billing and residents moving to 12 monthly instalments, and the amount due for payment in the last two months of the year has increased by £1.1m since annual bills were issued. The number of reminder notices issued is less than for the same period last year.

Latest year-end forecast:

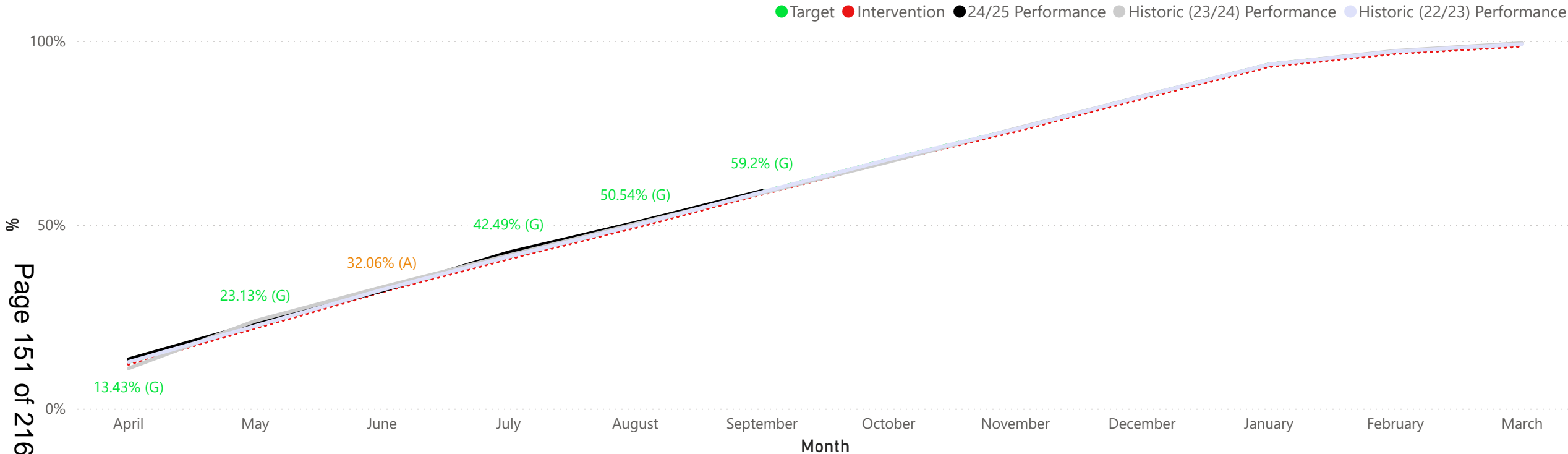
97.86%

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 29. Business Rates collection rate



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Latest commentary from service:

September collection is 0.32% above target. This is mainly due to the receipt of a large payment in July, which has paid several accounts in full for the year as opposed to smaller monthly instalments. The final outturn forecast remains unchanged.

Latest year-end forecast:

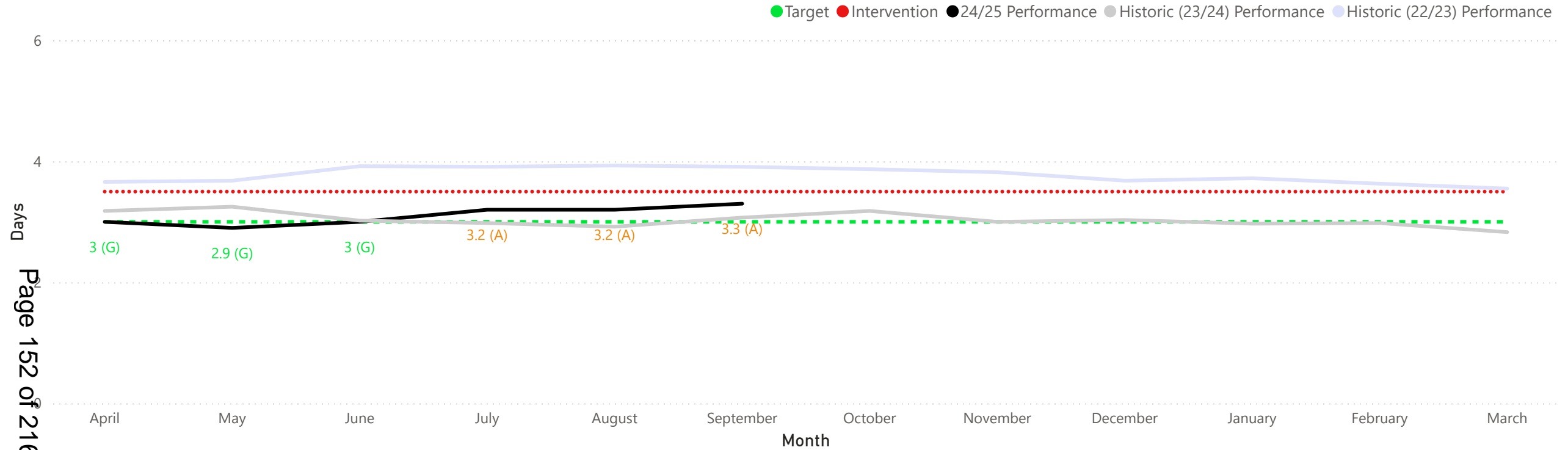
99.12%

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 30. Staff short-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

This has remained the same as last month.

Latest year-end forecast:

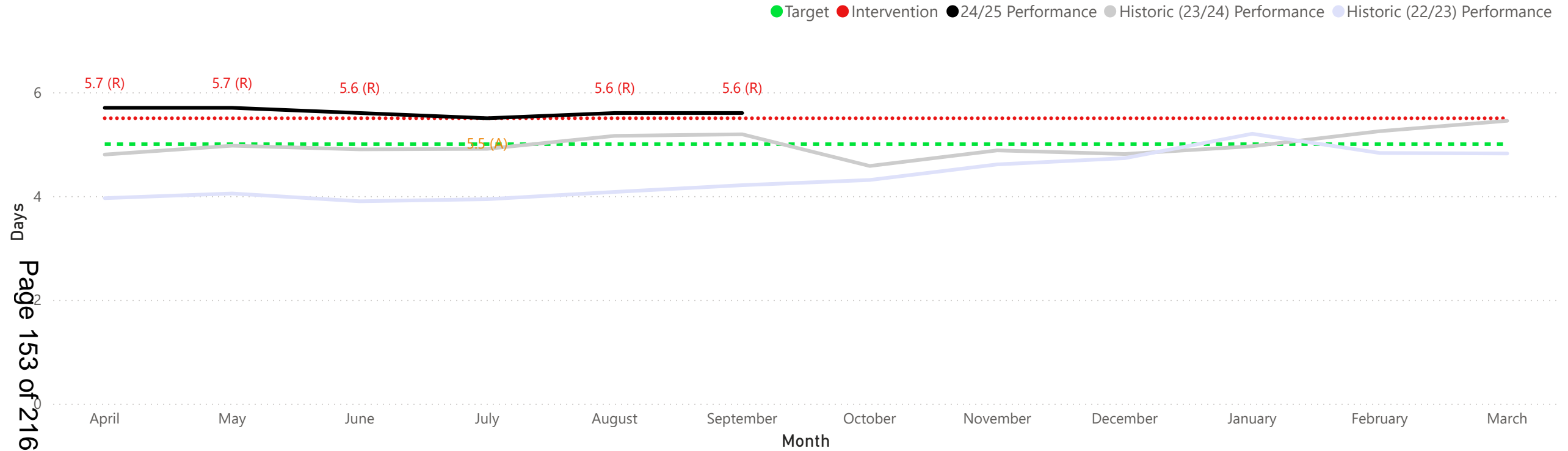
3.0

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 31. Staff long-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

This has remained the same as last month

Latest year-end forecast:

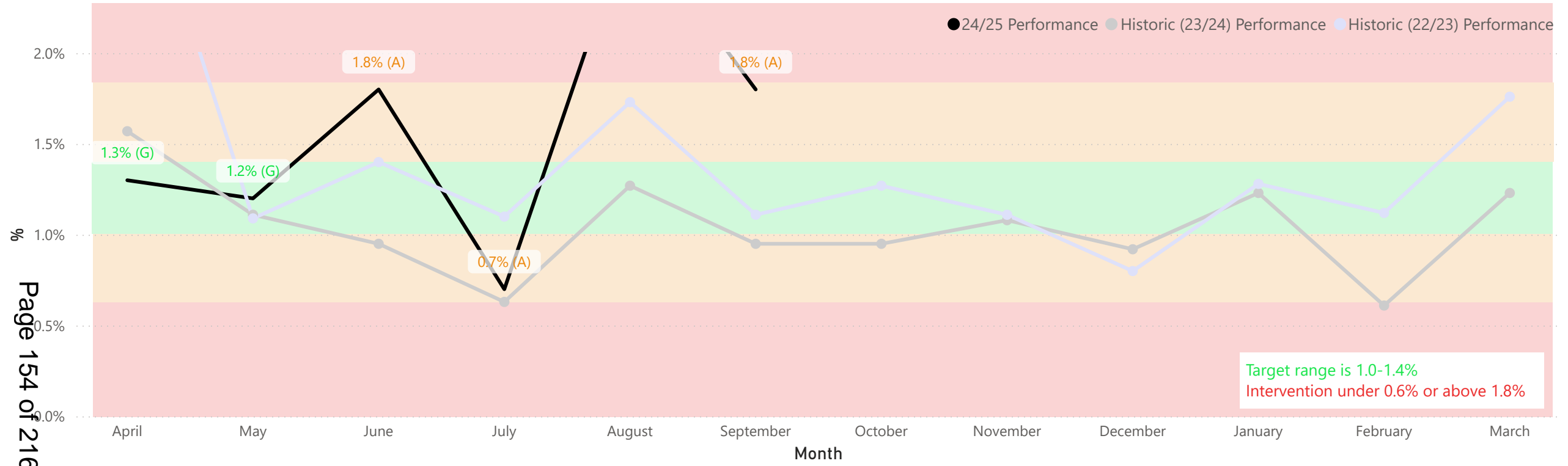
5.4

Latest projected outturn status:

A

Outcome: Delivering good quality, high value-for-money services

PI 32. Staff turnover (per individual month)



Latest commentary from service:

Turnover has dropped significantly during September, which is very positive. It may be that we are seeing the usual August reduction a month later than usual.

Latest year-end forecast:

1.00%

Latest projected outturn status:

G

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: 2024/25 Finance Performance Report – Q2 Forecast

Meeting/Date: Cabinet – 12 November 2024

Executive Portfolio: Executive Councillor for Finance and Resources

Report by: Director of Finance and Corporate Resources

Ward affected: All

Executive Summary:

This report sets out the forecast outturn for the financial year 2024/25 for both revenue and capital.

REVENUE FORECAST

The current net revenue budget for 2024/25 is £26.310m (Original budget of £26.004m plus brought forward budgets of £0.306m). The forecast net expenditure for 2024/25 is £25.265m, less contributions from reserves of £0.870m, this results in a forecast underspend of £1.915m.

The significant variations that contribute to this forecast are as follows;

Underspends

Corporate Resources underspend £1.2m, as a result of; Increased interest receipts, and Land Charges income, reduced utilities costs at Pathfinder House and Eastfield House, and reduced Finance and Democratic Services staff costs. Offset by increased National Insurance costs, and commercial property reduced rental income and increased rents and rates paid.

Chief Planning Officer underspend £0.1m, as a result of; Increased Planning Performance Agreement income and staff savings, offset by a reduction in planning fees.

Operations underspend £1.0m, as a result of; Green waste subscription income higher than budgeted, also increased CCTV and Street Cleaning income. In addition savings from vacant posts, and the Materials Recovery Facility contract. Offset by increased costs of watercourses and fly-tipping.

ICT underspend of £0.2m, as a result of; Staff cost savings and Microsoft licence cost reduction.

Overspends

Chief Operating Officer overspend £0.2m, as a result of; Shortfall in temporary accommodation Housing Benefit subsidy, Pest Control income lower. Reduced Mobile Home Park costs and salary savings in Document Centre, Licencing and Housing Benefits.

Corporate Leadership overspend £0.2m, as a result of; Increased expenditure on salaries, subscriptions, legal fees and recruitments costs.

Strategic Insight and Delivery overspend £0.1m, as a result of; Reduction in market, car parks income. Offset by staff cost savings and increased income from the Hinchingsbrooke Country Park café.

CAPITAL FORECAST

The approved original budget was £26.073m, which included re-phased budget from prior years of £13.288m. At the year end the actual budget rephased was £18.917m, which is £5.629m more rephased than originally budgeted. In addition £0.198m in additional expenditure (funded from reserves and external funding) has been added. The current budget is therefore £31.900m (£26.073m plus £5.629m plus £0.198m). The forecast expenditure for 2024/25 is £30.745m, an in-year underspend of £1.160m (this may result in rephasing to 2025/26).

The significant variations that contribute to this forecast are as follows;

In year underspends;

Hinchingsbrooke Country Park £2.1m, ICT projects £0.3m, and Vehicle Fleet £0.1m.

Overspends;

CIL £0.3m (this is funded from the CIL reserve), £0.7m on Civil Parking Enforcement works, £0.2m on Changing Places facilities and £0.1m on Salix projects.

Recommendation(s):

It is recommended that:

- Cabinet is invited to consider and comment on the revenue financial performance for the financial year 2024/25 quarter 2, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance for 2024/25 quarter 2, as detailed in Appendix 2 and summarised in paragraph 3.3.

PURPOSE OF THE REPORT

1.1 To present details of the Council's financial performance for 2024/2025.

- Revenue forecast of an underspend of £1.915m.
- Capital forecast in-year underspend of £1.160m.

BACKGROUND

2.1 The revenue budget and MTFs for 2024/25 approved in February 2024, assumed a net expenditure budget of £26.004m, since increased by carry forwards of £0.306m a total current budget of £26.310m.

2.2 A gross capital budget of £26.073m was approved, increased to £31.900m due to additional re-phasing of schemes at the year-end of £5.629m, and additional funding of £0.198m not included in the original budget.

2.3 The detailed analysis of the 2024/25 forecast outturn is attached at Appendix 1 for revenue, and Appendix 2 for capital.

FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

The outturn position for the current financial year and the impact of variations will be incorporated within the Medium Term Financial Strategy (MTFS).

Revenue The current budget is £26.310m (original budget £26.004m plus budget carried forward from 2023/24 of £0.306m), the forecast outturn is £25.265m, taking into account contributions from reserves of £0.870m this is a forecast underspend of £1.915m.

As previously reported at quarter 1, it is planned that this underspend is utilised as follows:

	£m
Contribution to Community Wealth Fund	0.750
Provision for costs associated with Customer Transformation (including director salary costs)	0.400
Contribution to business continuity	0.200
Contribution to increased MRF contract (6 months)	0.100
Increased capacity of digital provision	0.100
Staff training & development	0.060
Member training	0.050
Total	1.660

The continued use of this underspend would result in an overall outturn saving of £0.255m

Capital The approved original budget is £26.073m, which included budgeted rephasings of £13.288m. At the year end the actual budget rephased was £18.917m, which is £5.629m more rephased than budgeted. As a result, the current budget including growth from funded schemes, is £31.900m (£26.073m plus £5.629m plus £0.198m).

3.2 Summary Revenue Variances by Service (Appendix 1 for detail)

The table below shows the total variances for each Service and the main reasons for the variance;

Head of Service	Budget £'000s	Budget c/fwd £'000s	Current Budget £'000s	Forecast Actual £'000s	Reserve Movements £'000s	Forecast Variance £'000s	Comments
Corporate Resources	8,507	12	8,519	7,221	70	(1,228)	Income; Increased interest receipts, and increased Land Charges income, reduced commercial property rentals. Expenditure; Additional National Insurance costs, and increased rental and rates costs at commercial properties. Reduced utilities costs at Pathfinder House and Eastfield House and reduced salary costs in Finance and Democratic Services.
Chief Operating Officer	5,869	134	6,003	6,479	(196)	280	Income; Pest Control income lower. Expenditure; Increased Housing Benefit temporary accommodation costs. Reduced Mobile Home Park management costs, and reduced staff costs in Document Centre, Licencing, Environmental Health and Housing Benefits.
Economic Development	397	-	397	356	-	(41)	Expenditure; Salary savings
Housing Strategy	213	-	213	251	-	38	Expenditure; Increased costs of land disposal contract. New post to be filled later in the year.
Corporate Leadership	665	45	710	1,068	(82)	276	Expenditure; Increased expenditure on salaries, subscriptions, legal fees and recruitment costs.
Chief Planning Officer	770	75	845	742	-	(103)	Income; Additional income from Planning Performance Agreements, but less income from Planning Fees. Expenditure; Salary savings from Development Management.
Strategic Insight and Delivery	689	1	690	1,270	(475)	105	Income; Markets and Car Park income under budget, increased income at Hinchingsbrooke Country Park café. Expenditure; Savings from vacant posts.
Operations	5,603	5	5,608	4,669	(84)	(1,023)	Income; Increased income from green waste collection, CCTV and Street Cleansing. Expenditure; Savings from CCTV and waste collection vacant posts, climate change projects, Materials Recovery Facility contract savings. Increased expenditure on Watercourses flytip removal and waste collection agency staff.
Leisure and Health	346	-	346	302	-	(44)	Income; Increased income from memberships, Burgess Hall income, and Active Health funding. Reduction in room hire and swim classes income. Expenditure; Costs of new Customer Relationship Management software, increased costs of staff, security and maintenance.
ICT	2,945	34	2,979	2,907	(103)	(175)	Expenditure; Staff costs savings and MS licence cost underspend.
Total	26,004	306	26,310	25,265	(870)	(1,915)	

Further analysis of the revenue variance and service commentary are in Appendix 1. This provides the variances by service and comments have been provided by the budget managers/Head of Service

3.3 Capital Programme (Appendix 2 for detail)

The approved gross capital programme for 2024/25 is £26.073m, this total included budgeted rephasings of £13.288m. At the year end a total of £18.917m was rephased, an additional rephase of £5.629m. The total current budget is £31.900m including growth of £0.198m (£26.073m plus £5.629m plus £0.198m).

The table below shows the total variances for each Service and the main reasons for the variances.

Head of Service	Existing and New Bids £000	Budget Rephase (1) £000	Original Budget £000	Year End Rephase (2) £000	Net Rephase (3) £000	Growth/ Virement £000	Current Budget £000	Actual £000	Forecast £000	Over/(Under) Spend	Comment on Variance
Finance and Corporate Resources	114	100	214	1,035	935	0	1,149	190	1,371	222	Salix projects that will achieve savings, final Fareham project costs and a funded project to install a solar canopy.
Community Services	1,610	138	1,748	0	(138)	0	1,610	750	1,556	(54)	Underspend on disabled facilities grants
Chief Planning Officer	3,228	0	3,228	0	0	0	3,228	283	3,574	341	CIL projects will be funded from CIL reserve
Housing Manager	1,736	0	1,736	(1,085)	(1,085)	0	651	116	651	0	
Customer Services	0	11	11	34	23	0	34	0	34	(0)	
Leisure and Health	933	0	933	124	124	0	1,057	225	1,093	36	Overspend on condition survey budget offset by savings on Ramsey Car Park project
Operations	2,150	429	2,579	1,039	610	0	3,189	949	3,066	(123)	Saving on lone worker software, may request alternative use
Insights and Delivery	73	2,676	2,749	3,453	777	100	3,626	761	2,324	(1,302)	In year saving on Hinchingsbrooke Country Park project. Offset by CPE project costs and funded expenditure on St Neots riverside toilet adaptations
ICT	321	19	340	471	452	0	792	359	518	(274)	IT projects delayed, likely rephase request to 2025/26
Place	2,620	9,915	12,535	13,846	3,931	98	16,564	1,806	16,558	(6)	
Total	12,785	13,288	26,073	18,917	5,629	198	31,900	5,438	30,745	(1,160)	
⁽¹⁾ This is the estimated rephase when the budget is set. ⁽²⁾ This is the actual rephase at the year end when all costs are known ⁽³⁾ This is the actual rephase less the budget rephase. Original budget + net rephase + growth = Current budget											

3.4 Council Tax and Business Rates Collection

The Council Tax collection rate at the end of quarter 2 (56.20%) is higher than the previous year (55.38%). The Business Rates collection rate at the end of quarter 2 (59.20%) is higher than at the end of quarter 2 in the previous year (58.64%).

The number of working age Council Tax Support claimants at the end of quarter 2 was 4,915 which is 926 more than at the end of quarter 2 in 2023/24 (3,989). The increase in working age Council Tax Support claimants is as a result of the changes made to HDC's Council Tax Support Scheme for 2024 which was designed to offer more help to working age applicants. The number of pensioner Council Tax Support claimants was 2,825 at the end of quarter 2 2024/25, compared to 2,840 for the same period last year.

3.5 Miscellaneous Debt Update

The table below shows the debtor analysis as at 30th September 2024.

Service	Debtor Aged Days						Total Debt
	Current	<90	91 to 180	181 to 365	>365	Future	
	£000s	£000s	£000s	£000s	£000s	£000s	
3C Shared Services	4	3	1	17	149		174
Business Improvement District	3		1	5	4		13
Commercial Rent	23	232	186		107	2	550
Community		5	2		10		17
Community Infrastructure Levy	30	57	7		148	4,286	4,528
Corporate			24				24
Environmental					4		4
Finance	5	3	9	1	21		39
Green Bin							
Hinchingbrooke Country Park	3	2	1	3	1		10
Housing	39	18	14	35	345		451
Housing Benefit Overpayment					22		22
Licensing	4	15		3	5		27
Markets	1				1		2
Miscellaneous							
Mobile Home Park	8	1	(5)			40	44
Moorings		1	5			1	7
One Leisure	20	25	10	8	7	53	123
Operations	52	378	26	2	25	7	490
Paxton Pits	17				17		34
Planning	38	4					42
Section 106		49					49
Trade Waste	17	4	1		(1)	53	74
Other		(7)	(10)	(1)	(41)		(59)
Total	264	790	272	73	824	4,442	6,665

4.0 Update on the Commercial Investment Strategy and Investment Properties

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

4.2 For quarter 2 2024/25, the budget and forecast expenditure and income for the CIS and investment properties are:

CIS Investments	Budget £000s	Forecast Outturn £000s	Variance £000s
Cash Investments			
CCLA Property Fund	(162)	(172)	(10)
Total Cash Investments	(162)	(172)	(10)
Property Rental Income	(4,754)	(4,427)	327
Loan Interest	581	581	0
Total Property Investments	(4,173)	(3,846)	327
TOTAL	(4,335)	(4,018)	317
CIS Borrowing (Maturity Loans from PWLB)			
Property	Maturity Date	Amount	% (Fixed)
Wakefield	26/06/2039	£11,963,000	2.18
Fareham	02/10/2037	£5,000,000	2.78
Rowley Centre	11/03/2039	£7,292,000	2.49

4.3 Commercial Properties - Market Update and Activity

There has been little change in the level of market activity since the first quarter of 2024/25. Investors remain cautious with the forthcoming first budget by the new government creating uncertainty.

Tenants for medium/large units continue to seek substantial incentives when negotiating leases but activity remains at a reasonable level at the lower end of the market. We continue to receive interest in smaller space and a number of new lettings have been concluded and are in progress. With the larger CIS properties, tenants are generally renewing leases when leases end, with there being some growth in the industrial sector.

The refurbishment of the two vacant Fareham office properties is complete and the first tenant is due to start fitting out their office suite next week. A decision is expected from another tenant next week in respect of a lease of one of the other suites but it is very much a tenant's market at present and some other landlords on the estate are offering space at huge discounts which are difficult to compete with. It is anticipated that the high standard of our offices and their greatly improved energy efficiency ratings will make them attractive without having to substantially lower rental aspirations.

The two vacant restaurant units, and another unit at Rowley Arts Centre are now under offer to the operator of the gym, who intends to relocate from Unit 4 into larger premises. There is interest in Unit 4 when it is available.

Lease renewals are progressing at Shawlands Retail Park Sudbury, the lease of Unit 2 is expected to complete this month and terms are agreed on Unit 4. Unit 1 is now under offer.

The table below shows the activity in relation to leases, rents and vacant properties in the previous quarters and a forecast for the next quarter;

Property Statistics	2023/24 Quarter 4 Actual	2024/25 Quarter 1 Actual	2024/25 Quarter 2 Actual	2024/25 Quarter 3 Forecast
Number of lettable units held	186	190	190	189**
No. let on typical commercial leases	127	126	125	124
No. let on long leases	24	24	24	24
No. let on non - commercial leases	18	18	17	17
Number vacant	15	20	22	22
Vacant properties by town;				
• Huntingdon	6	6	7	8
• St Neots	6	6	7	5
• St Ives	0	2	2	2
• Fareham	2	6	6	5
Property Activity	2023/24 Quarter 4 Actual	2024/25 Quarter 1 Actual	2024/25 Quarter 2 Actual	2024/25 Quarter 3 Forecast
Number of leases reviewed	1	3	0	2
Number of rents reviewed	1	1	1	2
Number of new lettings	1	3	2	8
Number of units under offer	0	8	7	0
Number of leases ended	0	2	4	5
Financial changes	2023/24 Quarter 4 Actual	2024/25 Quarter 1 Actual	2024/25 Quarter 2 Actual	2024/25 Quarter 3 Forecast
Increases/(decrease) in annual rents receivable due to lease renewals*	£4,000	£8,000	0	(£6,650)*
Increases/(decrease) in annual rents receivable due to rent reviews	£23,000	£177,509	£25,157	£12,300
Increase in annual rents receivable due to new leases	£6,250	£19,300	£17,348	£263,629
Decrease in annual rents receivable due to vacations & insolvencies	£47,500	£12,100	£32,100	£143,885

*annual average

** Units 2 & 3 Rowley Centre to be let as one.

5 **COMMENTS OF OVERVIEW & SCRUTINY**

Overview and Scrutiny comments to be added here.

6. **RECOMMENDATIONS**

- Cabinet is invited to consider and comment on the revenue financial performance for the financial year 2024/25 quarter 2, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance for 2024/25 quarter 2, as detailed in Appendix 2 and summarised in paragraph 3.3.


7. **LIST OF APPENDICES INCLUDED**

Appendix 1 – Financial Performance for revenue quarter 2 2024/25.

Appendix 2 – Financial Performance for capital quarter 2 2024/25.

CONTACT OFFICER

Sharon Russell-Surtees, Chief Finance Officer

 01480 388524

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2024/25 Q2 Forecast - Revenue

Head of Service Summary

Head of Service	Year to Date			Full Year							Comments
	Actual £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget c/fwd £000	Current Budget £000	Contribution To/(From) Reserves £000	Forecast Amendments £000	Over/ (Under) Spend £000	
Corporate Resources											
Income	(4,954)	(3,555)	(1,399)	(9,209)	(7,111)	-	(7,111)	160	-	(1,938)	Income; Additional interest receipts due to higher for longer interest rates, and additional Land Charges income. Reduced MRP charge. Reduced income from commercial property vacancies including at Fareham, Rowley Centre and Stonehill.
Expenses	5,659	4,958	701	16,430	15,618	12	15,630	(90)	-	710	Expenditure; Increased NI contributions, and PFH and EFH decoration and heat pump repairs. Increased rent at Phoenix Court and rates on vacant commercial properties. Underspends on Finance salary costs, Legal Shared Service costs, PFH and EFH utility costs, and reduced salary costs in Democratic Services.
Net	705	1,403	(698)	7,221	8,507	12	8,519	70	-	(1,228)	
Chief Operating Officer											
Income	(13,748)	(12,847)	(901)	(27,268)	(25,785)	-	(25,785)	(8)	-	(1,491)	Income; Pest control income lower due to seasonal issues. Additional grant funding for domestic abuse work.
Expenses	16,585	15,611	974	33,747	31,654	134	31,788	(188)	-	1,771	Expenditure; Increased costs in Housing Benefits due to subsidy shortfall because of temporary accommodation costs, as well as increased mail costs and agency staff costs. Contribution to 3CBC lower than budgeted. Saving in Mobile Home Park site management costs. Salary costs reduced in Licencing, Document Centre, Environmental Health and Housing Benefits.
Net	2,837	2,764	73	6,479	5,869	134	6,003	(196)	-	280	
Economic Development											
Income	-	(3)	3	(6)	(7)	-	(7)	-	-	1	
Expenses	107	152	(45)	362	404	-	404	-	-	(42)	Expenditure; Salary savings from vacant posts.
Net	107	149	(42)	356	397	-	397	-	-	(41)	
Housing Strategy											
Income	(83)	(83)	-	(860)	(861)	-	(861)	-	-	1	
Expenses	427	436	(9)	1,111	1,074	-	1,074	-	-	37	Expenditure; Increased contract costs for disposal of affordable housing sites. New regeneration officer post to be filled from December.
Net	344	353	(9)	251	213	-	213	-	-	38	

Head of Service	Year to Date			Full Year							Comments
	Actual £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget c/fwd £000	Current Budget £000	Contribution To/(From) Reserves £000	Forecast Amendments £000	Over/ (Under) Spend £000	
Corporate Leadership											
Income	-	-	-	(61)	-	-	-	-	-	(61)	
Expenses	514	332	182	1,129	665	45	710	(82)	-	337	Expenditure; Overspends on salaries, subscriptions, legal fees and recruitment.
Net	514	332	182	1,068	665	45	710	(82)	-	276	
Chief Planning Officer											
Income	(1,502)	(1,524)	22	(2,354)	(2,337)	-	(2,337)	-	-	(17)	Income; Additional income from Planning Performance Agreements, but reduced income from Planning Fees.
Expenses	1,366	1,469	(103)	3,096	3,107	75	3,182	-	-	(86)	Expenditure; Salary savings in Development Management
Net	(136)	(55)	(81)	742	770	75	845	-	-	(103)	
Strategic Insight and Delivery											
Income	(1,650)	(1,731)	81	(3,461)	(3,791)	-	(3,791)	(259)	-	71	Income; Markets income under budget, lower car park income. Increased income at Hinchingsbrooke Country Park (HCP) Café.
Expenses	2,208	2,079	129	4,731	4,480	1	4,481	(216)	-	34	Expenditure; Savings from 2 vacant posts in HCP and vacant posts in the Business Intelligence team. Less expenditure on car park partnership agreements.
Net	558	348	210	1,270	689	1	690	(475)	-	105	
Operations											
Income	(4,044)	(2,587)	(1,457)	(5,056)	(3,622)	-	(3,622)	(84)	-	(1,518)	Income; Increased Green Waste bin subscriptions, CCTV income, and new Street Cleansing income stream
Expenses	4,194	4,019	175	9,725	9,225	5	9,230	-	-	495	Expenditure; Less expenditure due to 4 vacant posts in CCTV, Climate Change expenditure saving, MRF (Materials Recovery Facility) contract being signed part way through year and vacant posts in Waste Collection. Increased expenditure on Watercourses due to previous lack of maintenance, extra Street Cleansing agency staff costs as a result of new income stream, costs relating to large flytip and increased waste collection agency staff costs.
Net	150	1,432	(1,282)	4,669	5,603	5	5,608	(84)	-	(1,023)	

Head of Service	Year to Date			Full Year							Comments
	Actual £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget c/fwd £000	Current Budget £000	Contribution To/(From) Reserves £000	Forecast Amendments £000	Over/ (Under) Spend £000	
Leisure and Health											
Income	(3,490)	(3,286)	(204)	(7,619)	(6,966)	-	(6,966)	-	-	(653)	Income; Increased income from higher number of memberships, Burgess Hall income, swim school income, and Active Health funding. But reductions in room hire and swim classes income.
Expenses	4,068	3,912	156	7,921	7,312	-	7,312	-	-	609	Expenditure; Costs for new Customer Relationship Management business system, increased staff costs, and security and maintenance costs. Savings in pension costs due to restructuring
Net	578	626	(48)	302	346	-	346	-	-	(44)	
ICT											
Income	(2,827)	(2,929)	102	(5,638)	(5,858)	-	(5,858)	-	-	220	
Expenses	4,284	4,403	(119)	8,545	8,803	34	8,837	(103)	-	(395)	Expenditure; Staff costs underspend, MS licence cost underspend, some usage cost savings but these are being offset by other increases.
Net	1,457	1,474	(17)	2,907	2,945	34	2,979	(103)	-	(175)	
Total	7,114	8,826	(1,712)	25,265	26,004	306	26,310	(870)	-	(1,915)	

2024/25 Q2 Forecast - Revenue

Head of Service Detail

Head of Service	Service Grouping	Year To Date			Full Year					Commentary On Underspend/Overspend	
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000		Over/ (Under) Spend £000
Corporate Page 168 of 210	Head of Resources										
	Expenses	42	58	(16)	108	116	-	116	-	(8)	
	Net Impact	42	58	(16)	108	116	-	116	-	(8)	
	Corporate Finance										
	Income	(1,671)	(816)	(855)	(3,318)	(1,633)	-	(1,633)	(19)	(1,704)	Higher interest rates have resulted in increased income from short term investments. A reduction in the MRP charge due to rephased capital programme. Increased costs due to correction of NI calculation.
	Expenses	1,280	1,169	111	8,059	7,868	-	7,868	-	191	
	Net Impact	(391)	353	(744)	4,741	6,235	-	6,235	(19)	(1,513)	
	Finance										
	Expenses	371	417	(46)	754	834	-	834	-	(80)	Underspend is due to 2 posts being filled during part way through the year plus reduced costs of software and memberships
	Net Impact	371	417	(46)	754	834	-	834	-	(80)	
	Risk Management										
	Expenses	121	91	30	233	181	12	193	-	40	Additional employee costs
	Net Impact	121	91	30	233	181	12	193	-	40	
	Legal										
	Expenses	2	3	(1)	236	281	-	281	-	(45)	Underspend from HDC's shared service contribution
	Net Impact	2	3	(1)	236	281	-	281	-	(45)	
	Energy & Sustainability Management										
	Expenses	28	22	6	47	44	-	44	-	3	
	Net Impact	28	22	6	47	44	-	44	-	3	
	Public Conveniences										
	Expenses	1	-	1	-	-	-	-	-	-	
	Net Impact	1	-	1	-	-	-	-	-	-	
	Facilities Management										
	Income	(265)	(263)	(2)	(538)	(525)	-	(525)	-	(13)	Underspend expected from savings on utilities primarily at PFH and EFH (£273K), this will be marginally offset due to decoration and carpets and both PFH and EFH and heat pump repairs.
Expenses	714	911	(197)	1,605	1,822	-	1,822	-	(217)		
Net Impact	449	648	(199)	1,067	1,297	-	1,297	-	(230)		
Democratic & Elections											
Income	(712)	(99)	(613)	(926)	(198)	-	(198)	50	(678)	Reduced resourcing in democratic services with one post reducing to part time hours and additional income from land charges due to increased volumes	
Expenses	1,177	585	592	1,819	1,170	-	1,170	-	649		
Net Impact	465	486	(21)	893	972	-	972	50	(29)		
Human Resources											
Expenses	493	442	51	945	859	-	859	(90)	(4)		
Net Impact	493	442	51	945	859	-	859	(90)	(4)		

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Corporate Resources	Risks & Control										
	Income	-	-	-	-	-	-	-	-	-	
	Expenses	817	756	61	876	854	-	854	-	22	
	Net Impact	817	756	61	876	854	-	854	-	22	
	Commercial Estates										
	Income	(2,306)	(2,377)	71	(4,427)	(4,755)	-	(4,755)	129	457	
	Expenses	613	504	109	1,748	1,589	-	1,589	-	159	
Net Impact	(1,693)	(1,873)	180	(2,679)	(3,166)	-	(3,166)	129	616		
HoS Total	705	1,403	(698)	7,221	8,507	12	8,519	70	(1,228)		
Chief Operating Officer	Building Control										
	Income	4	-	4	4	-	-	-	-	4	
	Expenses	-	-	-	175	250	-	250	-	(75)	
	Net Impact	4	-	4	179	250	-	250	-	(71)	
	Community Resilience										
	Income	(98)	(101)	3	(209)	(203)	-	(203)	8	2	
	Expenses	241	268	(27)	509	536	-	536	-	(27)	
	Net Impact	143	167	(24)	300	333	-	333	8	(25)	
	Communities										
	Income	(65)	(22)	(43)	(93)	(82)	-	(82)	(16)	(27)	
	Expenses	296	273	23	677	465	43	508	(188)	(19)	
	Net Impact	231	251	(20)	584	383	43	426	(204)	(46)	
	Environmental Health Services										
	Income	(38)	(31)	(7)	(69)	(61)	-	(61)	-	(8)	
	Expenses	383	408	(25)	866	819	56	875	-	(9)	
Net Impact	345	377	(32)	797	758	56	814	-	(17)		
Environmental Health Administration											
Income	-	-	-	-	-	-	-	-	-		
Expenses	22	23	(1)	46	47	-	47	-	(1)		
Net Impact	22	23	(1)	46	47	-	47	-	(1)		

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Page 17 of 216	Licencing										
	Income	(258)	(252)	(6)	(369)	(384)	-	(384)	-	15	Underspend within staff due to the licensing manager role being partly covered with a shared service.
	Expenses	127	157	(30)	286	313	-	313	-	(27)	
	Net Impact	(131)	(95)	(36)	(83)	(71)	-	(71)	-	(12)	
	Council Tax Support										
	Income	-	-	-	-	(114)	-	(114)	-	114	Council Tax support Scheme administration grant budgeted here, but allocated as part of Revenue Support Grant.
	Expenses	-	-	-	-	-	-	-	-	-	
	Net Impact	-	-	-	-	(114)	-	(114)	-	114	
	Local Tax Collection										
	Income	-	-	-	(230)	(230)	-	(230)	-	-	
	Expenses	5	-	5	5	-	-	-	-	5	
	Net Impact	5	-	5	(225)	(230)	-	(230)	-	5	
	Housing Benefits										
	Income	(12,337)	(11,661)	(676)	(24,958)	(23,651)	-	(23,651)	-	(1,307)	Temporary agency costs offset against in-year salary savings, IT costs largely covered by Government grants. Increase mailing costs due to growth. Ongoing subsidy shortfall on temporary accommodation.
	Expenses	13,748	12,912	836	27,482	25,825	-	25,825	-	1,657	
	Net Impact	1,411	1,251	160	2,524	2,174	-	2,174	-	350	
	Housing Needs										
	Income	(956)	(780)	(176)	(1,344)	(1,060)	-	(1,060)	-	(284)	
	Expenses	1,118	930	188	2,407	2,120	-	2,120	-	287	
	Net Impact	162	150	12	1,063	1,060	-	1,060	-	3	
Customer Services											
Expenses	487	497	(10)	1,023	994	35	1,029	-	(6)		
Net Impact	487	497	(10)	1,023	994	35	1,029	-	(6)		
Document Centre											
Expenses	101	88	13	158	176	-	176	-	(18)	Vacancy of Team Leader which will be filled by current posts within the incumbent team	
Net Impact	101	88	13	158	176	-	176	-	(18)		
Chief Operating Officer											
Expenses	57	55	2	113	109	-	109	-	4		
Net Impact	57	55	2	113	109	-	109	-	4		
HoS Total	2,837	2,764	73	6,479	5,869	134	6,003	(196)	280		
Economic Development											
Income	-	(3)	3	(6)	(7)	-	(7)	-	1	Salary savings for the vacant posts. New service manager starting late November	
Expenses	107	152	(45)	362	404	-	404	-	(42)		
Net Impact	107	149	(42)	356	397	-	397	-	(41)		
HoS Total	107	149	(42)	356	397	-	397	-	(41)		

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		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Housing Strategy	Housing Strategy										Revised the contract with Longhurst, site disposal program for affordable homes. Estimated spend £20,000. No budget flagged through MCB. New regeneration officer post to be filled from December
	Expenses	94	102	(8)	242	205	-	205	-	37	
	Net Impact	94	102	(8)	242	205	-	205	-	37	
	Market Towns										
	Income	(83)	(83)	-	(860)	(861)	-	(861)	-	1	
	Expenses	333	334	(1)	869	869	-	869	-	-	
	Net Impact	250	251	(1)	9	8	-	8	-	1	
HoS Total	344	353	(9)	251	213	-	213	-	38		
Payroll	Directors										A number of overspends across a range of services, including subscriptions, legal fees, agency staff & recruitment, plus corporate team salary costs
	Income	-	-	-	(61)	-	-	-	-	(61)	
	Expenses	403	242	161	884	484	45	529	(25)	330	
	Net Impact	403	242	161	823	484	45	529	(25)	269	
	Executive Support & Business Planning										
	Expenses	111	90	21	245	181	-	181	(57)	7	
Net Impact	111	90	21	245	181	-	181	(57)	7		
HoS Total	514	332	182	1,068	665	45	710	(82)	276		
Chief Planning Officer	Planning Policy										Staff savings through vacancies (interim consultant in DM; none in Strategic Growth); Funding for BNG committed but not yet spent. Additional income of £90k from Planning Performance Agreements (PPAs). Reduction in planning application income of £160k.
	Income	(158)	(75)	(83)	(614)	(439)	-	(439)	-	(175)	
	Expenses	533	560	(27)	1,345	1,333	75	1,408	-	(63)	
	Net Impact	375	485	(110)	731	894	75	969	-	(238)	
	Development Management										
	Income	(1,344)	(1,449)	105	(1,740)	(1,898)	-	(1,898)	-	158	
	Expenses	833	909	(76)	1,751	1,774	-	1,774	-	(23)	
	Net Impact	(511)	(540)	29	11	(124)	-	(124)	-	135	
HoS Total	(136)	(55)	(81)	742	770	75	845	-	(103)		
Strategic Insight & Delivery	Markets										Forecast income in line with current occupancy. Service is currently undertaking a review of fees and charges through other local authority benchmarking to see if headroom to increase is available.
	Income	(50)	(82)	32	(91)	(163)	-	(163)	-	72	
	Expenses	85	79	6	224	200	-	200	(30)	(6)	
	Net Impact	35	(3)	38	133	37	-	37	(30)	66	
	Car Parks - Off Street										
	Income	(1,269)	(1,440)	171	(2,520)	(2,866)	-	(2,866)	-	346	
Expenses	601	654	(53)	1,449	1,637	-	1,637	(35)	(223)		
Net Impact	(668)	(786)	118	(1,071)	(1,229)	-	(1,229)	(35)	123		

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Delivery Payroll 2016	Transformation										
	Income	-	-	-	-	(170)	-	(170)	(238)	(68)	
	Expenses	228	181	47	423	355	-	355	-	68	
	Net Impact	228	181	47	423	185	-	185	(238)	-	
	Car Park - On Street										
	Income	(2)	-	(2)	-	-	-	-	-	-	
	Expenses	-	-	-	2	-	-	-	-	2	
	Net Impact	(2)	-	(2)	2	-	-	-	-	2	
	Projects and Programmes										
	Expenses	111	62	49	189	62	-	62	(144)	(17)	
	Net Impact	111	62	49	189	62	-	62	(144)	(17)	
	Parks and Open Spaces										
	Income	(30)	(23)	(7)	(380)	(220)	-	(220)	-	(160)	
	Expenses	534	431	103	1,001	829	-	829	(7)	165	
	Net Impact	504	408	96	621	609	-	609	(7)	5	
	Countryside										
	Income	(243)	(163)	(80)	(381)	(327)	-	(327)	(21)	(75)	
Expenses	432	435	(3)	903	869	-	869	-	34		
Net Impact	189	272	(83)	522	542	-	542	(21)	(41)		
Strategic Insight & Delivery											
Income	(45)	-	(45)	(45)	-	-	-	-	(45)		
Expenses	155	170	(15)	402	394	-	394	-	8		
Net Impact	110	170	(60)	357	394	-	394	-	(37)		
Sports Development											
Income	(11)	(23)	12	(44)	(45)	-	(45)	-	1		
Expenses	62	67	(5)	138	134	1	135	-	3		
Net Impact	51	44	7	94	89	1	90	-	4		
HoS Total	558	348	210	1,270	689	1	690	(475)	105		
Operations	CCTV										
	Income	(119)	(113)	(6)	(119)	(116)	-	(116)	-	(3)	
	Expenses	(1)	-	(1)	-	-	-	-	-	-	
Net Impact	(120)	(113)	(7)	(119)	(116)	-	(116)	-	(3)		

Underspend is due to some of the costs being funded from the invest2save reserve

2 vacant posts expected to be filled during the second half of the calendar year. Sales from the café is expected to be strong throughout the year, increasing the income from HCP.

Underspend is due to vacant posts within the Business Intelligence team where a restructure is taken place and the new posts are expected to be filled during the second half of the financial year

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		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
	CCTV Shared Service										
	Income	(281)	(183)	(98)	(554)	(366)	-	(366)	-	(188)	Currently have 4 vacancies within the service which we are forecasting will be filled part way through the year. Increases in the SLA charges based on CPI increase. Keyholding scheme will run for the entire financial year with call out fees included. Expenditure increased due to project costs, this is recovered as increased income.
	Expenses	362	418	(56)	759	737	-	737	-	22	
	Net Impact	81	235	(154)	205	371	-	371	-	(166)	
	Head of Operations										
	Expenses	46	76	(30)	150	151	40	191	-	(41)	This underspend is due to a budget carry forward for climate change which is not expected to be spent
	Net Impact	46	76	(30)	150	151	40	191	-	(41)	
	Green Spaces										
	Income	(84)	(93)	9	(123)	(186)	-	(186)	(84)	(21)	Watercourse overspend is due to lack of maintenance in the past which has meant that we have to complete works to reduce the risk of localised flooding. A growth bid will be submitted to increase the budget. Underspend on the sewer ditches/drains is due to only a few drains and ditches being HDC's legal responsibility. Currently going through the process of identifying what is and is not HDC's responsibility and will adjust the budget accordingly once that is completed.
	Expenses	549	498	51	1,292	1,223	-	1,223	-	69	
	Net Impact	465	405	60	1,169	1,037	-	1,037	(84)	48	
	Street Cleansing										
	Income	(138)	(10)	(128)	(140)	(10)	-	(10)	-	(130)	Additional agency staff was brought in due to the extra street cleansing work from the county council which is new income. A large exceptional fly tip meant that we have overspent on waste disposal costs, this due to the size and hazardous nature it required specialist means of disposal. This been offset by a reduction in spend on subcontractors.
	Expenses	608	523	85	1,176	1,046	-	1,046	-	130	
	Net Impact	470	513	(43)	1,036	1,036	-	1,036	-	-	
	Waste Management										
	Income	(941)	(720)	(221)	(1,609)	(1,439)	-	(1,439)	-	(170)	Increased agency staff costs partially offset by vacant posts within the establishment. The MRF contract has been signed part way through the year which will result in a underspend.
	Expenses	1,955	1,887	68	4,750	4,775	-	4,775	-	(25)	
	Net Impact	1,014	1,167	(153)	3,141	3,336	-	3,336	-	(195)	
	Fleet Management										
	Income	-	(2)	2	(22)	(39)	-	(39)	-	17	Lower pool car utilisation
	Expenses	167	146	21	345	352	-	352	-	(7)	
	Net Impact	167	144	23	323	313	-	313	-	10	
	Garden Waste Subscription Service										
	Income	(2,481)	(1,466)	(1,015)	(2,489)	(1,466)	-	(1,466)	-	(1,023)	Green bin subscription service has seen a significant uptake in 24/25. A 30% uptake was budgeted but in actuality it has been over 50%. Increased staffing and diesel costs.
	Expenses	508	471	37	1,253	941	(35)	906	-	347	
	Net Impact	(1,973)	(995)	(978)	(1,236)	(525)	(35)	(560)	-	(676)	
	HoS Total	150	1,432	(1,282)	4,669	5,603	5	5,608	(84)	(1,023)	

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Service Forecast £000	Original Budget £000	Budget Carry Forwards/ Virements £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Leisure & Health	Leisure & Health Facilities										See comments below
	Income	(3,269)	(3,142)	(127)	(7,167)	(6,678)	-	(6,678)	-	(489)	
	Expenses	3,838	3,713	125	7,447	6,940	-	6,940	-	507	
	Net Impact	569	571	(2)	280	262	-	262	-	18	
	One Leisure Active Lifestyles										See comments below
	Income	(221)	(144)	(77)	(452)	(288)	-	(288)	-	(164)	
	Expenses	230	199	31	474	372	-	372	-	102	
	Net Impact	9	55	(46)	22	84	-	84	-	(62)	
HoS Total	578	626	(48)	302	346	-	346	-	(44)		
ICT Shared Service	ICT Shared Service										A number of reductions in usage, underspends and a credit note (Incl. Tascomi, Uniform) are being offset by increases and additional costs associated (IEG4 fixed contract cost, line items newly included this year). It is also worth noting that the MS license spend is currently forecast as an underspend, but the expected announcement in Nov of the new national framework may increase costs. A salary underspend in a few teams, the majority being within the Digital team.
	Income	(2,827)	(2,929)	102	(5,638)	(5,858)	-	(5,858)	-	220	
	Expenses	4,284	4,403	(119)	8,545	8,803	34	8,837	(103)	(395)	
	Net Impact	1,457	1,474	(17)	2,907	2,945	34	2,979	(103)	(175)	
	HoS Total	1,457	1,474	(17)	2,907	2,945	34	2,979	(103)	(175)	
Total	7,114	8,826	(1,712)	25,265	26,004	306	26,310	(870)	(1,915)		

Quarter 1 24/25 Budget Vs. Quarter 2 24/25 Actual

Following a thorough review of the One Leisure Quarter 2 performance I can summarise our position as follows:

Quarter 1 24/25 Actual & Forecast	Quarter 2 24/25 Actual & Forecast	Variance
Income: (£7,496,000)	Income: £7,619,220	-£123,220
Expenditure: £7,763,000	Expenditure: £7,918,851	£155,851
P&L: £267,000	P&L: £299,631	Variance: £32,631

Summary:

The quarterly reforecasts set at quarter 1 and 2 have changed negatively by £32,631. The key reason for this is due to an unexpected and unbudgeted historic water and sewerage re-charge from St Ivo Secondary School. A new process is now set in place for on-going monitoring, and we do not expect this to occur again.

24/25 Budget Vs. 24/25 Quarter 2 Actual/6 Month Forecast

24/25 Budget	Quarter 2 24/25 Actual/6-month forecast	Variance
Income: £6,965,591	Income: £7,619,220	-£653,629
Expenditure: £7,312,061	Expenditure: £7,918,851	£606,790
P&L: £346,470	P&L: £299,631	Variance: (£46,837)

Income:

Overall income is (£653,629) versus a budget of £6,965,59. This is attributed to the following key lines:

1. Membership direct debit revenue is (£287,000) higher than budget and this is the result of selling over 1,000 new membership direct debits in quarter 4 (Jan - Mar 2024) and this was significantly higher than the original budget target of 300 in the same period
2. VAT revenue associated to the membership direct debit sales which has been forecast to be £304,000 by year end
3. There has been positive movement in the One Leisure swim school which is over 20 pupils higher than budget and supported by the 2024-2025 price increase has seen a £20,032 revenue increase versus budget

4. Burgess Hall revenue is £46,213 higher than budget which is associated to x 2 new wedding bookings being taken, an increase in Christmas and New Year events directly delivered by the Burgess Hall team and not externally delivered and an improved uptake on existing bookings and associated charges
5. Active Health have been successful in being awarded additional external funding of £57,000 which has directly and positively impacted more classes, new participants, and higher cumulative attendances at their programmes
6. There has been a reduction of forecasted revenue in other areas which are room hire which is directly attributed to the loss of the St Ives drama studio use by the school (£40,000), NHS use of the St Ives Indoor treatment rooms (£20,000) and lastly the reduction in forecasted revenue for January – March 2025 for a hirer at Huntingdon LC (£8,000), and the loss of the café contractor at St Neots for £12,000
7. A reduction of fees and charges across the swimming code and this was for around £50,000. This was based upon a challenging budget being set. However, there is a direct correlation towards memberships where we have over exceeded sales and as part of this membership package new members no long pay causal pay and play rates

Expenditure:

Overall expenditure is forecasted to be £606,790 higher than budget by year end. This can be attributed the following:

1. There was an insertion of £304,000 into the forecast for 2024/2025 to offset the VAT revenue but to support the wider delivery of the One Leisure CRM Business system procurement programme and to enable short to medium work on wider feasibility studies and investment opportunities associated to the long-term operating model review
2. Salaries have been forecast to be higher than budget by £62,000 and this is due to an error when the budget was set and is for x 2 Recreation Assistant's and x 1 Leisure Centre Supervisor's
3. There have been unbudgeted redundancy payments made to staff following the staff review which totalled £135,000
4. There have also been other constraints on budget including reactive maintenance costs, consultancy costs, security of premises costs and new uniform following the restructure, and this has totalled just over £120,000
5. To offset some of this we have forecast that there will be a £28,000 reduction to pension costs following the restructure for the rest of 2024-2025

2024/25 Q2 Forecast - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth/Virement	Current Budget	Actual	Forecast	Over/(Under) Spend	Comment on Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Finance and Corporate Resources	Bridge Place Car Park	0	0	0	0	0	0	0	0	0	0	
	Loves Farm Community Centre	0	0	0	0	0	0	0	1	1	1	
	Loves Farm Lighting	0	0	0	0	0	0	0	0	0	0	
	Retro-Fit Buildings	0	0	0	0	0	0	0	0	0	0	
	Building Efficiency	0	0	0	0	0	0	0	0	0	0	
	Health and Safety Works on Commercial Properties	0	0	0	51	51	0	51	0	51	(1)	
	Energy Efficiency Works at Commercial Properties	0	0	0	62	62	0	62	(19)	62	0	
	Estates Roof Replacement	0	0	0	130	130	0	130	0	130	0	
	Re-Letting Enhancement Works	0	0	0	500	500	0	500	0	500	0	
	Re-Letting Incentives	0	0	0	150	150	0	150	0	150	0	
	Upgrade/Replacement of Public Toilets	0	0	0	10	10	0	10	5	10	0	
	Solar Canopy and Triple Glazing	0	0	0	0	0	0	0	6	36	36	Funding has been received for this project.
	Fareham Offices Capital Works	0	0	0	0	0	0	0	70	70	70	Final costs of the project haven fallen into 24/25
	VAT Exempt Capital	50	0	50	21	21	0	71	0	71	0	
	Company Share Investment	0	100	100	100	0	0	100	0	100	0	
	Capita & Payment Portal Upgrade	0	0	0	11	11	0	11	0	11	0	
	Huntingdon Bus Station - CCTV and Drainage	17	0	17	0	0	0	17	0	17	0	
T1 Fixed Asset Module and Invoice Scanning	23	0	23	0	0	0	23	0	23	0		
Salix Projects	24	0	24	0	0	0	24	126	138	114	PFH LED lighting. 24/25 should be the conclusion of the Salix Fund	
Total		114	100	214	1,035	935	0	1,149	190	1,371	222	
Disabled Facilities Grants	Disabled Facilities Grants	1,600	138	1,738	0	(138)	0	1,600	750	1,550	(50)	
	Mobile Devices	10	0	10	0	0	0	10	0	7	(3)	
	Total	1,610	138	1,748	0	(138)	0	1,610	750	1,556	(54)	
Community Infrastructure	Community Infrastructure	3,228	0	3,228	0	0	0	3,228	283	3,569	341	This will be funded from the CIL reserve.
	Conservation Areas	0	0	0	0	0	0	0	0	4	0	
	Total	3,228	0	3,228	0	0	0	3,228	283	3,574	341	
Housing Fund	Housing Fund	1,736	0	1,736	(1,085)	(1,085)	0	651	116	651	0	Currently sourcing 2 properties to use the funds before deadline
	Total	1,736	0	1,736	(1,085)	(1,085)	0	651	116	651	0	
Customer Services	Voice Bots	0	11	11	34	23	0	34	0	34	(0)	Still in the investigation stage but planning to use the funds this year.
	Total	0	11	11	34	23	0	34	0	34	(0)	

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 Planning Officer
 21/07/2024

2024/25 Q2 Forecast - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth/Virement	Current Budget	Actual	Forecast	Over/(Under) Spend	Comment on Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Leisure and Health	Leisure Cents - Future Improve	300	0	300	61	61	0	361	248	417	56	Should be on budget.
	OL St Neots and OL St Ives Fitness Equipment and Refresh	513	0	513	0	0	0	513	0	513	0	Not yet started
	Ol Ramsey Solar Panels	120	0	120	0	0	0	120	0	120	0	Not yet started
	One Leisure Ramsey 3G	0	0	0	0	0	0	0	0	0	0	
	OL St Ives Changing Rooms	0	0	0	0	0	0	0	0	0	0	
	OLSI Pitch Replacement	0	0	0	0	0	0	0	(23)	(0)	(0)	
	Ramsey Car Park	0	0	0	63	63	0	63	0	42	(21)	Drainage issues not yet started.
	Total		933	0	933	124	124	0	1,057	225	1,093	36
Operations	Lone Worker Software	0	0	0	20	20	0	20	0	0	(20)	Will request (from Change Board) that this is used for another project
	Wheeled Bins	254	0	254	0	0	0	254	81	254	0	
	Vehicles & Plant	1,896	429	2,325	1,019	590	0	2,915	868	2,812	(103)	Following vehicle replacement plan
	Total	2,150	429	2,579	1,039	610	0	3,189	949	3,066	(123)	
Page 18 of 216	Play Equipment	30	0	30	0	0	0	30	11	30	0	
	Park Fencing	13	0	13	0	0	0	13	12	13	0	
	St.Ives Park	0	0	0	80	80	0	80	0	80	0	
	Hinchingbrooke Country Park	0	2,676	2,676	2,581	(95)	0	2,581	136	420	(2,161)	Planning application to be resubmitted in 24/25 with works not expected to start until 25/26. Various ecology works and surveys are needed for the submission of the planning application
	St Neots Riverside Park Path/Cycle Imps	0	0	0	414	414	0	414	355	414	(0)	
	Remote Control Rail Mower	0	0	0	0	0	0	0	0	60	60	Mower required to meet health and safety regulations
	Parking Strategy	0	0	0	161	161	(161)	0	0	0	0	Moved to CPE
	Civil Parking Enforcement	0	0	0	217	217	161	378	0	1,030	652	Increased costs of highways lining works as highlighted in April 2024 report. The council decided to enter into an Agency Agreement which requires extra funding. Also includes costs of signs, highways revisits, and vehicle purchase.
	Districtwide Signage	0	0	0	0	0	0	0	0	0	0	
	Priory Park Power	0	0	0	0	0	0	0	0	0	0	
	Godmanchester Recreation Ground Works Grant	30	0	30	0	0	0	30	0	30	0	
	Changing Places	0	0	0	0	0	100	100	46	46	(54)	
	St Neots Riverside Park Toilets	0	0	0	0	0	0	0	201	201	201	Funded from grants, St Neots town council and CIL
Total		73	2,676	2,749	3,453	777	100	3,626	761	2,324	(1,302)	

2024/25 Q2 Forecast - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth/Virement	Current Budget	Actual	Forecast	Over/(Under) Spend	Comment on Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
ICT	Hardware Replacement	100	0	100	0	0	0	100	297	66	(34)	Unable to commit to additional purchase of laptops due to resourcing. Awaiting results of scoping works required. Specification being produced, and creation of framework. It is possible that the award will not be until Feb/Mar 2025 there fore may need to be rephased later.
	AV Equipment	0	0	0	60	60	0	60	0	60	(0)	
	Telephony Replacement	8	0	8	0	0	0	8	0	0	(8)	Expecting project to be completed by the end of 2024/25.
	Public Switched Telephone Network	30	0	30	60	60	0	90	9	17	(73)	
	Shared Data Centre Capacity	0	0	0	6	6	0	6	0	3	(3)	
	Information@Work Consolidation	0	0	0	0	0	0	0	0	0	0	
	Replacement Income Management System	55	0	55	0	0	0	55	0	55	0	
	Data Warehouse & GIS	0	5	5	16	11	0	16	0	11	(5)	
	Datacentre Racks	40	0	40	289	289	0	329	52	267	(62)	
	Server & SQL Server 2012 Migration	10	0	10	10	10	0	20	0	10	(10)	Relates to budget bid placed into 25/26. Spend not expected in 24/25, but we will slip the budget as per bids submitted.
	Windows 2012 Server Replacement	28	0	28	30	30	0	58	0	29	(29)	Relates to budget bid placed into 25/26. Spend not expected in 24/25, but we will slip the budget as per bids submitted.
	Wifi Access Points	50	0	50	0	0	0	50	0	1	(49)	One more AP expected at OL site
	Democratic Services Software	0	14	14	0	(14)	0	0	0	0	0	
Total		321	19	340	471	452	0	792	359	518	(274)	
Page 179 of 216	Market Towns Programme	0	200	200	1,091	891	0	1,091	0	1,088	(3)	For Ramsey project -to be confirmed Budget to be spent
	Future High Streets	1,640	8,316	9,956	9,798	1,482	98	11,536	1,549	11,515	(21)	
	Market Square	0	0	0	0	0	0	0	0	0	0	Part of rural prosperity funding
	Market Town St Ives	0	0	0	0	0	0	0	0	0	0	
	Sites for SMEs	0	140	140	0	(140)	0	0	0	0	0	
	Wayfinding & Info - Digital Screens	0	0	0	146	146	0	146	72	159	13	
	Smarter Towns	0	0	0	0	0	0	0	0	0	0	
	Moores Walk	0	17	17	20	3	0	20	17	20	(0)	
	Accelerated Projects	0	0	0	0	0	0	0	0	0	0	
	UK Shared Prosperity Fund	201	(137)	64	55	192	0	256	36	254	(2)	
	Rural Prosperity	479	240	719	476	236	0	955	0	949	(6)	
	RPF Business Grants	0	0	0	0	0	0	0	76	76	0	
	St Neots Masterplan Phase 1	0	60	60	235	175	0	235	0	176	(59)	
Ramsey Market Hub/Public Realm/Food Hall	300	1,079	1,379	1,422	343	0	1,722	8	1,719	(3)		
Market Towns Huntingdon and St Ives (Future Schemes)	0	0	0	603	603	0	603	48	602	(1)		
Total		2,620	9,915	12,535	13,846	3,931	98	16,564	1,806	16,558	(6)	
Grand Total		12,785	13,288	26,073	18,917	5,629	198	31,900	5,438	30,745	(1,160)	

2024/25 Q2 Forecast - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth/Virement	Current Budget	Actual	Forecast	Over/(Under) Spend	Comment on Variance
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
	Funding											
	Grants and Contributions											
	Disabled Facilities Grants	(1,400)	(138)	(1,538)	0	138	0	(1,400)	(1,571)	(1,571)	(171)	
	Wheeled Bins	(101)	0	(101)	0	0	0	(101)	(87)	(87)	14	
	Market Town Funding (Including future schemes)	0	(200)	(200)	(1,091)	(891)	0	(1,091)	0	(1,088)	3	
	Future High Streets	(1,640)	(1,460)	(3,100)	(2,942)	(1,482)	0	(4,582)	0	(11,515)	(6,933)	
	Future High Streets	0	(4,830)	(4,830)	(4,830)	0	0	(4,830)	0	0	4,830	
	Future High Streets	0	(2,026)	(2,026)	(2,026)	0	0	(2,026)	0	0	2,026	
	Future High Streets	0	0	0	0	0	(98)	(98)	0	0	98	
	St Neots Riverside Park Path/Cycle Imps (Rephase)	0	0	0	(414)	(414)	0	(414)	0	(414)	0	
	St Ives Park	0	0	0	(80)	(80)	0	(80)	0	(80)	0	
	Hinchingbrooke Country Park	0	(1,500)	(1,500)	(1,500)	0	0	(1,500)	0	0	1,500	
	UK Shared Prosperity Fund	0	(64)	(64)	(256)	(192)	0	(256)	0	(254)	2	
	Rural England Prosperity Fund	0	(719)	(719)	(955)	(236)	0	(955)	0	(949)	6	
	Ramsey Market Hub/Public Realm/Food Hall	0	(1,379)	(1,379)	(1,722)	(343)	0	(1,722)	0	(1,719)	3	
	St Neots Masterplan Phase 1	0	(60)	(60)	(235)	(175)	0	(235)	0	(176)	59	
	Upgrade works at Fareham	0	0	0	0	0	0	0	0	0	0	
	Wayfinding	0	(140)	(140)	(146)	(6)	0	(146)	0	(159)	(13)	
	Smarter Towns	0	0	0	0	0	0	0	0	0	0	
	Moore's Walk	0	(17)	(17)	(20)	(3)	0	(20)	0	(20)	0	
	Small Accelerated Projects	0	0	0	0	0	0	0	0	0	0	
	Housing Fund	(1,736)	0	(1,736)	1,085	1,085	0	(651)	0	(651)	(0)	
	Market Towns	0	0	0	(603)	(603)	0	(603)	0	(602)	1	
	Changing Places	0	0	0	0	0	(100)	(100)	0	(46)	54	
	St Neots Riverside Park Toilets	0	0	0	0	0	0	0	0	(201)	(201)	
	Solar Canopy and Triple Glazing	0	0	0	0	0	0	0	0	(36)	(36)	
	CPE Highways Lining	0	0	0	0	0	0	0	0	(100)	(100)	
		(4,877)	(12,533)	(17,410)	(15,735)	(3,202)	(198)	(20,810)	(1,658)	(19,567)	1,243	
	Use of Capital Reserves											
	Community Infrastructure Levy Reserve	(3,228)	0	(3,228)	0	0	0	(3,228)	0	(3,569)	(341)	
		(3,228)	0	(3,228)	0	0	0	(3,228)	0	(3,569)	(341)	
	Capital Receipts											
	Housing Clawback Receipts	(300)	0	(300)	0	0	0	(300)	(159)	(300)	0	
	Asset Sales	0	0	0	0	0	0	0	0	0	0	
		(300)	0	(300)	0	0	0	(300)	(159)	(300)	0	
	Net	4,380	755	5,135	3,182	2,427	0	7,562	3,621	7,308	(258)	

**Public
Key Decision - No**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title:	Treasury Management 6 Month Performance Review 2024/25
Meeting/Date:	Cabinet – 12 November 2024
Executive Portfolio:	Executive Councillor for Finance & Resources
Report by:	Director of Finance and Corporate Resources
Ward(s) affected:	All Wards

Executive Summary:

Best practice and prescribed treasury management guidance requires members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The Council's 2024/25 Treasury Management Strategy was approved by the Council on the 21st February 2024, this report sets out the Treasury Performance and indicators for period between 1st April 2024 and 30th September 2024.

Treasury Management is;

The management of the local authority's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The main purpose of Treasury Management is to.

- Ensure the Council has sufficient cash to meet its day-to-day obligations.
- Borrow when necessary to fund capital expenditure, including borrowing in anticipation of need when rates are low.
- Invest surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest, and prioritising liquidity before considering optimising investment returns.

The key market Treasury Management issues through the first half of 2024/25 influencing the Council's decision-making were.

- The Bank of England (BoE) Bank Rate decreased over the period from 5.25% to 5.00% in August 2024.
- Gilt rates (10 year government bonds) fell to 4%. Gilt rates feed into the

rates paid for investing in the Debt Management Office.

- Interest rates are forecast to fall, as long as the inflation rate continues to fall.
- Inflation and interest rates are both relatively high for the recent past, this feeds into the council's current strategy of using lower risk investments while high interest rates (and debt defaults) may lead to increased stress in financial institutions.

The Council's responses to the key issues were.

- When the Council has surplus funds, these will primarily be invested on a short-term basis, primarily in the DMO, money market funds, and the council's transactional bank Natwest.
- Where possible to take a higher return without sacrificing liquidity eg use of timed deposits at the DMO, as long as sufficient cash is available for short-term needs. Although currently money market fund and DMO rates.
- If economic conditions are forecast to deteriorate it is vital to monitor financial institutions credit rating, and credit default swap rates (the cost to insure lending). This information is provided by the Council's treasury adviser – Link Group in regular updates.

The Council's Commercial Investment Strategy (CIS)

Indicators relating to the investments are shown in **section 11** of the report.

The commercial property portfolio is forecast to generate £2.7m of net income for the Council in 2024/25. The breakdown of the property portfolio is shown in **Appendix F** and the proportion of commercial property and service investments income in relation to net revenue stream, in **section 11** of the report.

The **Treasury Management 6 Month Performance Review** is appended to this report.

Recommendation(s):

The Cabinet is recommended to.

- Note the treasury management performance included in the Treasury Management 6 Month Performance Review, for the first 6 months of 2024/25 and to recommend the report to Council for consideration.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update Members on the Council's treasury management activity for the first 6 months of the year, including investment and borrowing activity and treasury performance.

2. BACKGROUND

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date with treasury management activity.
- 2.2 The Council approved the 2024/25 Treasury Management Strategy at its meeting on 21st February 2024.
- 2.3 All treasury management activity undertaken during the first half of 2024/25 complied with the CIPFA Code of Practice, relevant legislative provisions and the Treasury Management Strategy.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

3. ANALYSIS

Economic Review

- 3.1 An economic review of the year has been provided by the council's treasury management advisors, Link Group, and is attached with an analysis of the local context implications in **section 3** of the report.

Performance of Council Funds

- 3.2 The treasury management transactions undertaken during the first 6 months of 2024/25 financial year and the details of the investments and loans held as at 30th September 2024 are shown in detail in **Appendix D** of the report.

Risk Management

- 3.3 The Council's primary objectives for the management of its investment are to give priority to the security and liquidity (how quickly cash can be accessed) of its funds before seeking the best rate of return. For more details see **section 9**.

Non-Treasury Investments

- 3.5 The definition of investments in CIPFA's Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. The full details of these investments can be found in **Section 11** and **Appendix F** of the report.

Compliance

- 4.0 Compliance with specific investment and debt limits and risk measures are indicated in **Appendix C** and **Appendix D**.

Treasury Management Indicators

- 5.0 The Council measures and manages its exposure to treasury management risks using indicators which are details in the **section 8** of the report.

6.0 COMMENTS OF OVERVIEW & SCRUTINY


- 6.1 *Comments to be added subsequent to the O&S Panel Meeting*

Treasury Management 6 Month Performance Review is appended Including;


- Economic review (source: Link Group)
- Prudential and Treasury Indicators
- Borrowing and the Liability Benchmark
- Treasury and Prudential Limit Compliance
- Commercial Investment Strategy Indicators
- Borrowing and Investing Schedules
- Commercial Estates Property Listing
- Glossary

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Treasury Management 6 Month Performance Review 2024/25

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Glossary

1. Background

1.1 Capital Strategy

In December 2021, the Chartered Institute of Public Finance and Accountancy, (CIPFA), issued revised Prudential and Treasury Management Codes. These require all local authorities to prepare a Capital Strategy which is to provide the following: -

- a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services;
- an overview of how the associated risk is managed;
- the implications for future financial sustainability.

1.2 Treasury management

The council operates a balanced budget, which broadly means cash raised during the year will meet its cash expenditure. Part of the treasury management operations ensure this cash flow is adequately planned, with surplus monies being invested in low-risk counterparties, providing adequate liquidity initially before considering optimising investment return.

The second main function of the treasury management service is the funding of the council's capital plans. These capital plans provide a guide to the borrowing need of the council, essentially the longer-term cash flow planning to ensure the council can meet its capital spending operations. This management of longer-term cash may involve arranging long or short-term loans, or using longer term cash flow surpluses, and on occasion any debt previously drawn may be restructured to meet council's risk or cost objectives.

Accordingly, treasury management is defined as:

“The management of the local council's borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

2. Introduction

This report has been written in accordance with the requirements of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management (revised 2021).

The primary requirements of the Code are as follows:

1. Creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the council's treasury management activities.
2. Creation and maintenance of Treasury Management Practices which set out the manner in which the council will seek to achieve those policies and objectives.
3. Receipt by the full Council/Board of an annual Treasury Management Strategy Statement - including the Annual Investment Strategy and Minimum Revenue Provision Policy - for the year ahead, a Mid-year Review Report and an Annual Report, (stewardship report), covering activities during the previous year. (Quarterly

reports are also required for the periods ending April to June and October to December but may be assigned to a designated committee or panel as deemed appropriate to meet the Treasury Management governance and scrutiny aspects of the Council.)

4. Delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
5. Delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body. For this council, the delegated body is Overview and Scrutiny Panel (Performance and Growth).

This mid-year report has been prepared in compliance with CIPFA's Code of Practice on Treasury Management, and covers the following:

- An economic update for the first half of the 2024/25 financial year;
- A review of the Treasury Management Strategy Statement and Annual Investment Strategy;
- The council's capital expenditure, as set out in the Capital Strategy, and prudential indicators;
- A review of the council's investment portfolio for 2024/25;
- A review of the council's borrowing strategy for 2024/25;
- A review of any debt rescheduling undertaken during 2024/25;
- A review of compliance with Treasury and Prudential Limits for 2024/25.

3. Economics and Interest Rates

3.1 Economics Update

- The third quarter of 2024 (July to September) saw:
 - GDP growth stagnating in July following downwardly revised Q2 figures (0.5% quarter on quarter)
 - A further easing in wage growth as the headline 3 month year on year rate (including bonuses) fell from 4.6% in June to 4.0% in July;
 - CPI inflation hitting its target in June before edging above it to 2.2% in July and August;
 - Core CPI inflation increasing from 3.3% in July to 3.6% in August;
 - The Bank of England initiating its easing cycle by lowering interest rates from 5.25% to 5.0% in August and holding them steady in its September meeting;
 - 10-year gilt yields falling to 4.0% in September.
- The economy's stagnation in June and July points more to a mild slowdown in GDP growth than a sudden drop back into a recession. Moreover, the drop in September's composite activity Purchasing Managers Index, from 53.8 in August to 52.9, was still consistent with GDP growth of 0.3%-0.4% for the summer months. This is in line with the Bank of England's view, and it was encouraging that an improvement in manufacturing output growth could be detected, whilst the services PMI (Purchase Managers Index) balance suggests non-retail services output grew by 0.5% quarter on quarter in Q3. Additionally, the services PMI future activity balance showed an increase in September, although readings after the Chancellor's announcements at the Budget on 30th October will be more meaningful.
- The 1.0% month on month jump in retail sales in August was stronger than the consensus forecast for a 0.4% month on month increase. The rise was reasonably broad based, with six of the seven main sub sectors recording monthly increases, though the biggest gains came from clothing stores and supermarkets, which the ONS reported was driven by the warmer-than-usual weather and end of season sales. As a result, some of that strength is probably temporary.
- The government's plans to raise public spending by around £16bn a year (0.6% GDP) have caused concerns that a big rise in taxes will be announced in the Budget, which could weaken GDP growth in the medium-term. However, if taxes are raised in line with spending (i.e., by £16bn) that would mean the overall stance of fiscal policy would be similar to the previous government's plan to reduce the budget deficit. Additionally, rises in public spending tend to boost GDP by more than increases in taxes reduce it. Capital Economics (Link's economic partner) suggest GDP growth will hit 1.2% in 2024 before reaching 1.5% for both 2025 and 2026.
- The further easing in wage growth will be welcomed by the Bank of England as a sign that labour market conditions are continuing to cool. The 3 month year on year growth rate of average earnings fell from 4.6% in June to 4.0% in July. On a three-month annualised basis, average earnings growth eased from 3.0% to 1.8%, its lowest rate since December 2023. Excluding bonuses, the 3m year on year rate fell from 5.4% to 5.1%.

- Other labour market indicators also point to a further loosening in the labour market. The 59,000 fall in the alternative PAYE measure of the number of employees in August marked the fourth fall in the past five months. And the 77,000 decline in the three months to August was the biggest drop since November 2020. Moreover, the number of workforce jobs fell by 28,000 in Q2. The downward trend in job vacancies continued too. The number of job vacancies fell from 872,000 in the three months to July to 857,000 in the three months to August. That leaves it 34% below its peak in May 2022, and just 5% above its pre-pandemic level. Nonetheless, the Bank of England is still more concerned about the inflationary influence of the labour market rather than the risk of a major slowdown in labour market activity.
- CPI inflation stayed at 2.2% in August, but services inflation rose from a two-year low of 5.2% in July to 5.6%, significantly above its long-run average of 3.5%. Food and fuel price inflation exerted some downward pressure on CPI inflation, but these were offset by the upward effects from rising furniture/household equipment inflation, recreation/culture inflation and a surprisingly large rise in airfares inflation from -10.4% in July to +11.9% in August. As a result, core inflation crept back up from 3.3% to 3.6%. CPI inflation is also expected to rise in the coming months, potentially reaching 2.9% in November, before declining to around 2.0% by mid-2025.
- The Bank initiated its loosening cycle in August with a 25bps rate cut, lowering rates from 5.25% to 5.0%. In its September meeting, the Bank, resembling the ECB (European Central Bank) more than the Fed (Federal Reserve US Central Bank), opted to hold rates steady at 5.0%, signalling a preference for a more gradual approach to rate cuts. Notably, one Monetary Policy Committee (MPC) member (Swati Dhingra) voted for a consecutive 25bps cut, while four members swung back to voting to leave rates unchanged. That meant the slim 5-4 vote in favour of a cut in August shifted to a solid 8-1 vote in favour of no change.
- Looking ahead, CPI inflation will likely rise in the coming months before it falls back to its target of 2.0% in mid-2025. The increasing uncertainties of the Middle East may also exert an upward pressure on inflation, with oil prices rising in the aftermath of Iran's missile attack on Israel on 1 October. China's recent outpouring of new fiscal support measures in the latter stages of September has also added to the upshift in broader commodity prices, which, in turn, may impact on global inflation levels and thus monetary policy decisions. Despite these recent developments, the Link central forecast is still for rates to fall to 4.5% by the end of 2024 with further cuts likely throughout 2025. This is in line with market expectations, however, although a November rate cut still looks likely, December may be more problematic for the Bank if CPI inflation spikes towards 3%. In the second half of 2025, though, it is predicted a more marked easing in inflation will prompt the Bank to speed up, resulting in rates eventually reaching 3.0%, rather than the 3.25-3.50% currently priced in by financial markets.
- The Link forecast is next due to be updated around mid-November following the 30 October Budget, 5 November US presidential election and the 7 November MPC meeting and also the release of the Bank of England Quarterly Monetary Policy Report.
- Looking at gilt movements in the first half of 2024/25, the 10-year gilt yield declined from 4.32% in May to 4.02% in August as the Bank's August rate cut signalled the start of its loosening cycle. Following the decision to hold the Bank Rate at 5.0% in September, the market response was muted, with the 10-year yield rising by only 5bps (basis points) after the announcement. This likely reflected the fact that money markets had priced in a 25% chance of a rate cut prior to the meeting. The yield had already increased by

about 10bps in the days leading up to the meeting, driven in part by the Fed's "hawkish cut" on 18 September. There is a possibility that gilt yields will rise near-term as UK policymakers remain cautious due to persistent inflation concerns, before declining in the longer term as rates fall to 3.0%.

- The FTSE 100 reached a peak of 8,380 in the third quarter of 2024, but its performance is firmly in the shade of the US S&P500, which has breached the 5,700 threshold on several occasions recently. Its progress, however, may pause for the time being whilst investors wait to see who is elected the next US President, and how events in the Middle East (and Ukraine) unfold. The catalyst for any further rally (or not) is likely to be the degree of investors' faith in AI.

MPC meetings: 9 May, 20 June, 1 August, 19 September 2024

- On 9 May, the Bank of England's Monetary Policy Committee (MPC) voted 7-2 to keep Bank Rate at 5.25%. This outcome was repeated on 20th June.
- However, by the time of the August meeting, there was a 5-4 vote in place for rates to be cut by 25bps to 5%. However, subsequent speeches from MPC members have supported Governor Bailey's tone with its emphasis on "gradual" reductions over time.
- Markets thought there may be an outside chance of a further Bank Rate reduction in September, following the 50bps cut by the FOMC (Federal Open Market Committee - US), but this came to nothing.
- Nonetheless, November still looks most likely to be the next month to see a rate cut to 4.75% but, thereafter, inflation and employment data releases, as well as geo-political events, are likely to be the determinant for what happens in the remainder of 2024/25 and into 2025/26.

3.2 Interest Rate Forecasts

The council has appointed Link Group as its treasury advisors and part of their service is to assist the council to formulate a view on interest rates. The PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps) which has been accessible to most authorities since 1 November 2012.

The Link forecast on 28 May set out a view that short, medium and long-dated interest rates will fall back over the next year or two, although there are upside risks in respect of the stickiness of inflation and a continuing tight labour market, as well as the size of gilt issuance.

Our PWLB rate forecasts below are based on the Certainty Rate (the standard rate minus 20 bps, calculated as gilts plus 80bps) which has been accessible to most authorities since 1 November 2012.

Link Group Interest Rate View	28.05.24									
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave earnings	4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave earnings	4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings	4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB	4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB	4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB	5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB	4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

4. Treasury Management Strategy Statement and Annual Investment Strategy

The Treasury Management Strategy Statement, (TMSS), for 2024/25 was approved by the Council on 21st February 2024.

- There are no policy changes to the TMSS; the details in this report update the position in the light of the updated economic position and budgetary changes already approved.

5. The Council's Capital Position and Prudential Indicators

This part of the report updates on:

- The council's capital expenditure plans;
- How these plans are being financed;
- The impact of the changes in the capital expenditure plans on the prudential indicators and the underlying need to borrow; and
- Compliance with the limits in place for borrowing activity.

5.1 Prudential Indicator for Capital Expenditure

This table shows the revised estimates for capital expenditure and the changes since the capital programme was agreed at the Budget.

Capital Expenditure by Service	2024/25 Original Budget £000s	2024/25 Current Budget ⁽¹⁾ £000s	2024/25 Forecast £000s
Finance and Corporate Resources	214	1,149	1,371
Community Services	1,748	1,610	1,556
Chief Planning Officer	3,228	3,228	3,574
Housing Manager	1,736	651	651
Customer Services	11	34	34
Leisure and Health	933	1,057	1,093
Operations	2,579	3,189	3,066
Insights and Delivery	2,749	3,626	2,324
ICT	340	792	518
Place	12,535	16,564	16,558
Total capital expenditure	26,073	31,900	30,745

⁽¹⁾Includes rephased budgets from 2023/24

5.2 Changes to the Financing of the Capital Programme

The table below draws together the main strategy elements of the capital expenditure plans (above), highlighting the original supported and unsupported elements of the capital programme, and the expected financing arrangements of this capital expenditure. The borrowing element of the table increases the underlying indebtedness of the council by way of the Capital Financing Requirement (CFR), although this will be reduced in part by revenue charges for the repayment of debt (the Minimum Revenue Provision). This direct borrowing need may also be supplemented by maturing debt and other treasury requirements.

Capital Financing	2024/25 Original Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Total Capital expenditure	26,073	31,900	30,745
Financed by:			
Capital Grants	17,410	20,810	19,567
Capital Reserves	3,228	3,228	3,570
Capital Receipts	300	300	300
Total financing	20,938	24,338	23,437
Borrowing requirement	5,135	7,562	7,308

Capital is not charged directly to revenue, but there is an effect on revenue of capital expenditure. This is made up of the interest on any loans taken out to finance capital, and the annual Minimum Revenue Provision (MRP) charge. The MRP charge is based on the cost of each asset divided by the life of the asset, the result is charged to revenue each year. The table below shows the effect on the charge to revenue as a result of changes to the capital programme.

Proportion of Financing Costs to Net Revenue Stream	2024/25 Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Net Revenue Stream	26,004	26,310	24,395
Financing Costs	2,344	2,344	558
Proportion of Net Revenue Stream	9%	9%	2%

5.3 Changes to the Prudential Indicators for the Capital Financing Requirement (CFR), External Debt and the Operational Boundary

The table below shows the CFR, which is the underlying external need to incur borrowing for a capital purpose. It also shows the expected debt position over the period, which is termed the Operational Boundary.

Prudential Indicator – Capital Financing Requirement

The CFR is forecast to be £0.959m less than original budget.

Prudential Indicator – the Operational Boundary for external debt

	2024/25 Original Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Prudential Indicator – Capital Financing Requirement			
Capital Financing Requirement⁽¹⁾	77,783	77,078	76,824
Net Movement in CFR	2,129	4,738	4,483⁽⁴⁾
Prudential Indicator – the Operational Boundary for external debt			
Borrowing⁽²⁾	115,000	34,263	34,263
Other long-term liabilities⁽³⁾		544	544
Total debt (year-end position)	115,000	34,807	34,807

(1) Opening CFR 2024/25 £72.340m actual used for Current Budget. For the original budget £75.653m.

(2) £115m is the limit set in the 2024/25 Treasury Management Strategy.

(3) Finance lease for Phoenix Court.

(4) Borrowing Requirement – MRP = £7.308m - £2.825m = £4.483m

5.4 Limits to Borrowing Activity

The first key control over the treasury activity is a prudential indicator to ensure that over the medium term, net borrowing (borrowings less investments) will only be for a capital purposes. Gross external borrowing should not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for 2024/25 and next two financial years. This allows some flexibility for limited early borrowing for future years.

Total Debt	2024/25 Original Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Borrowing ⁽¹⁾	34,263	34,263	34,263
Other long-term liabilities ⁽²⁾	544	544	544
Total debt	34,807	34,807	34,807
CFR (Year end position)	77,783	77,078	76,824

(1) A Salix loan repayment is due in February 2025 of £4k, current balance of borrowing is £34.267m see listing in Appendix A, at year end the balance will be £34.263m.

(2) Finance lease for Phoenix Court.

A further prudential indicator controls the overall level of borrowing. This is the Authorised Limit which represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable in the longer term. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003.

Authorised limit for external debt	2024/25 Original Indicator £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
General Debt and Other long-term liabilities	95,000	10,552	10,552
Service Loans	15,000	0	0
CIS Debt	25,000	24,255	24,255
Total	135,000	34,807	34,807

6. Borrowing

The council's forecast capital financing requirement (CFR) for 2024/25 is £76.8m. The CFR denotes the council's underlying need to borrow for capital purposes. If the CFR is positive the council may borrow from the PWLB or the market (external borrowing), or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions. The table in 5.4 shows the council has borrowings of £34.8m and has utilised £42m of cash flow and balance sheet funds in lieu of borrowing (CFR – external borrowing). This is a prudent and cost-effective approach in the

current economic climate but will require ongoing monitoring if gilt yields remain elevated, particularly at the longer-end of the yield curve (25 to 50 years).

It is anticipated that further borrowing will not be undertaken during this financial year.

Liability Benchmark

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum. See Appendix B for the Liability Benchmark chart

The Council is currently in an under-borrowed position (external borrowing is less than the CFR, internal borrowing is being used ie reserves and working capital to fund capital expenditure), this according to the liability benchmark will continue until the mid 2030s, although as plans evolve the CFR will likely move outwards. The CFR is being gradually reduced by application of the minimum revenue provision (MRP) charge to revenue, although as new expenditure plans are made the CFR line will reduce at a slower rate, and will not in reality reach zero.

The cash available to invest will increase as the MRP builds up in the cash balances. The liability benchmark line (dotted) is the cash available to invest less a liquidity buffer to meet any immediate cashflow needs.

PWLB maturity certainty rates (gilts plus 80bps) year to date to 30 September 2024

Gilt yields and PWLB certainty rates were less volatile than at this time last year. Overall, the 10, 25 and 50-year part of the curve endured a little volatility but finished September very much as it started in April.

Where there was some movement downwards, this came in the shorter part of the curve as markets positioned themselves for Bank Rate cuts in the second half of 2024 and into 2025, although the continued stickiness of inflation and the prevailing tight labour market is a concern for those looking for more sizeable falls ahead.

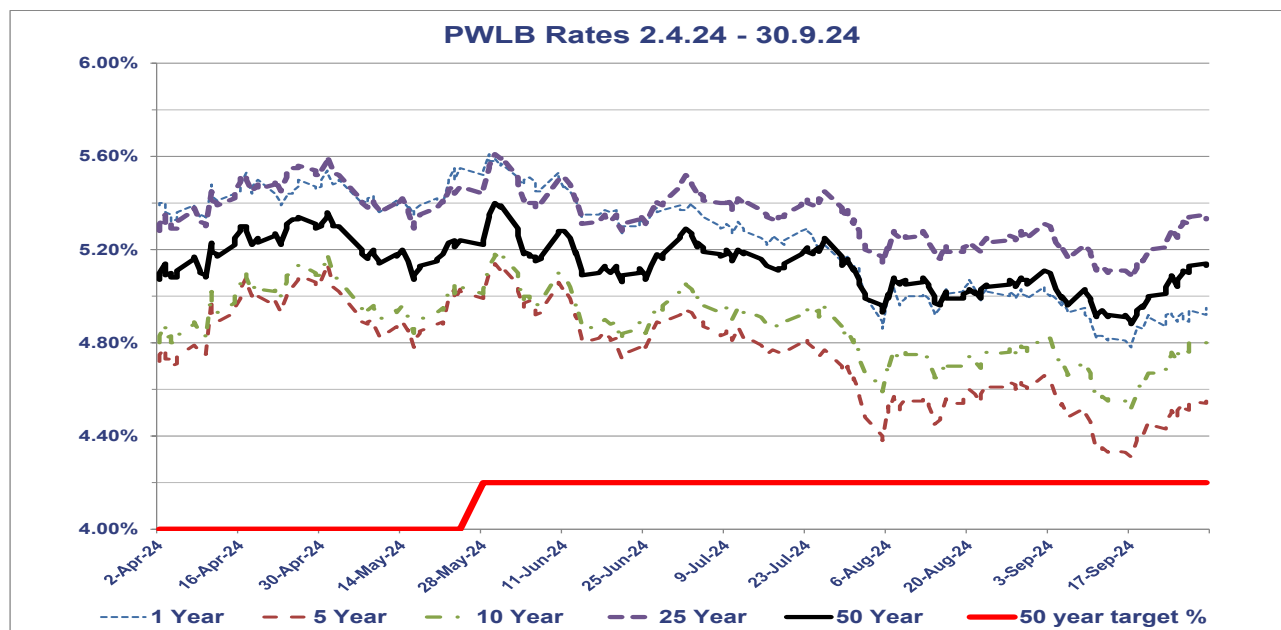
At the beginning of April, the 5-year certainty rate was the cheapest part of the curve at 4.72% whilst the 25-year rate was relatively expensive at 5.28%. May saw yields at their highest across the whole curve.

-

Conversely, 17 September saw the low point for the whole curve, with the 5-year certainty rate falling to 4.31% before rebounding to 4.55% by the end of the month. Similarly, the 50-year certainty rate fell to 4.88% but finished the month at 5.13%, slightly higher than at the start of April.

At this juncture, we still forecast rates to fall back over the next two to three years as inflation dampens, although there is upside risk to our Bank Rate forecast at present. The CPI measure of inflation is expected to fall below 2% in the second half of 2025, however, and we forecast 50-year rates to stand at 4.20% by the end of September 2026. The major caveats are that there is considerable gilt issuance to be digested by the market over the next couple of years, and geo-political uncertainties – which are generally negative for inflation prospects – abound in Eastern Europe and the Middle East, in particular.

PWLB RATES 02.04.24 - 30.09.24



HIGH/LOW/AVERAGE PWLB RATES FOR 02.04.24 – 30.09.24

	1 Year	5 Year	10 Year	25 Year	50 Year
02/04/2024	5.39%	4.72%	4.80%	5.28%	5.07%
30/09/2024	4.95%	4.55%	4.79%	5.33%	5.13%
Low	4.78%	4.31%	4.52%	5.08%	4.88%
Low date	17/09/2024	17/09/2024	17/09/2024	17/09/2024	17/09/2024
High	5.61%	5.14%	5.18%	5.61%	5.40%
High date	29/05/2024	01/05/2024	01/05/2024	01/05/2024	01/05/2024
Average	5.21%	4.76%	4.88%	5.35%	5.14%
Spread	0.83%	0.83%	0.66%	0.53%	0.52%

- The current PWLB rates are set as margins over gilt yields as follows: -
 - PWLB Standard Rate is gilt plus 100 basis points (G+100bps)
 - PWLB Certainty Rate (GF) is gilt plus 80 basis points (G+80bps)
 - PWLB Local Infrastructure Rate is gilt plus 60 basis points (G+60bps)
 - PWLB Certainty Rate (HRA) is gilt plus 40bps (G+40bps)
- The UK Infrastructure Bank will lend to local authorities that meet its scheme criteria at a rate currently set at gilt plus 40bps (G+40bps).

7. Debt Rescheduling

Debt repayment and rescheduling opportunities have increased over the course of the past six months and will be considered if giving rise to long-term savings. However, no debt repayments or rescheduling have been undertaken to date in the current financial year.

8. Compliance with Treasury and Prudential Limits

It is a statutory duty for the council to determine and keep under review the affordable borrowing limits. During the half year ended 30 September 2024, the council has operated within the treasury and prudential indicators set out in the council's Treasury Management Strategy Statement for 2024/25, and no difficulties are envisaged for the current or future years in complying with these indicators.

All treasury management operations have also been conducted in full compliance with the council's Treasury Management Strategy and Practices.

See Appendix C for details of the Prudential and Treasury indicators.

9. Annual Investment Strategy

The Treasury Management Strategy Statement (TMSS) for 2024/25, which includes the Annual Investment Strategy, was approved by the Council on 21st February 2024. In accordance with the CIPFA Treasury Management Code of Practice, it sets out the council's investment priorities as being:

- Security of capital
- Liquidity
- Yield

The council will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with the council's risk appetite. In the current economic climate, it is considered appropriate to keep investments short term to cover cash flow needs, but also to seek out value available in periods up to 12 months with high credit quality financial institutions, using the Link suggested creditworthiness approach, including a minimum sovereign credit rating and Credit Default Swap (CDS) overlay information.

Creditworthiness.

The UK's sovereign rating has proven robust through the first half of 2024/25. The new government is expected to outline in detail its future fiscal proposals in the Budget scheduled for 30 October 2024.

Investment Counterparty criteria

The current investment counterparty criteria selection approved in the TMSS is meeting the requirement of the treasury management function. The portfolio of investments as at 30th September 2024 are listed in Appendix D.

Credit Default Swap prices

It is noted that sentiment in the current economic climate can easily shift, so it remains important to undertake continual monitoring of all aspects of risk and return in the current circumstances. See Appendix D.

Investment balances

The average level of funds available for investment purposes during the first half of the financial year was **£69m**. These funds are available in the short-term to medium-term, the level of funds available was mainly dependent on the timing of precept payments, receipt of

grants and progress on the capital programme as well as balances on reserves (eg CIL reserve) and balance sheet working capital eg debtors and creditors.

Investment Performance

The following indicators are to be reported on as stated within the Treasury Management Strategy 2024/25. See also Appendix C.

- Portfolio risk score; **1.02**
- Average credit rating (security); **AA**
- Weighted average maturity (Fixed term deposits); **17 days** (as at 30/09/2024)
- Interest rate risk; **£596,000**
- Rate of return; **4.94%**
- Liquidity; **£73.4m**

The council's budgeted investment interest return for 2024/25 is £1.36m, and the current forecast for the year is £2.90m.

Proportionality of Investments

The Council is dependent on investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives of the Council is dependent on achieving the expected net investment income from investments, and how this has changed since the budget was set.

Proportionality of Investments	2024/25 Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Gross Service Expenditure	82,342	82,648	86,118
Net Investment income	3,450	3,448	3,011
Proportion	4%	4%	3%

Approved limits

Officers can confirm that the approved limits within the Annual Investment Strategy were not breached during the half year ended 30 September 2024.

10. Other Treasury Issues

1. IFRS 9 Fair Value of Assets Statutory Override

Following the consultation undertaken by the Department of Levelling Up, Housing and Communities (DLUHC) on IFRS 9, the Government has extended the mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds to 31st March 2025. If the override is not extended then movements in the fund will a charge to revenue. Local authorities are required to disclose

the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency. This mechanism applies to the CCLA Property Fund in which the council has £4m invested.

2. Changes in risk appetite

The 2021 CIPFA Codes and guidance notes place importance on risk management. Where an council changes its risk appetite e.g., for moving surplus cash into or out of certain types of investment funds or other types of investment instruments. During this half year the council has maintained its use of the Debt Management Officer (DMADF) and Money Market Funds as been its strategy over the last few years.

3. Sovereign limits

The Council has determined that it will only use approved counterparties from the UK, and from countries with a **minimum sovereign credit rating of AA- from fitch or equivalent** . The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix E. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

11. Commercial Investment Strategy Indicators

Commercial Investment Indicators	2024/25 Original Forecast £000s	2024/25 Current Forecast £000s	2025/26 Forecast £000s
Interest Cover Ratio	2.1	1.7	1.7
Loan to Value Ratio	104.9%	104.9%	104.9%
Gross Rent Multiplier	13.6	12.9	14.0

Interest cover ratio (income/interest) is used to measure how readily a business can pay the interest due on loans. The reduction from Original Forecast to Current Forecast is due to vacant units at Fareham and Rowley. Loan to value is the value of the loan to the value of the property. If the percentage is over 100% that means the value of loan is more than the value of the property. Gross rent multiplier is the value of a property compared to its annual rental income, the lower the ratio the higher the yield.

Net income from Commercial and Service Investments	2024/25 Budget £000s	2024/25 Current Budget £000s	2024/25 Forecast £000s
Net income ⁽¹⁾	3,450	3,448	3,011
Net revenue stream	26,004	26,310	24,395
Proportion of net revenue stream	13%	13%	12%

⁽¹⁾ This is the total of CCLA Property Fund, Loans to Organisations and Commercial Estates. Forecast - £172k+£160k+£2,679k = £3,011k

The summary property listing is below, with valuations as at 31st March 2024. See Appendix F for the full detail.

Commercial Investment Property (Summary)	31/03/2023 Value £000s	Gain/(Loss) Addition £000s	31/03/2024 Value⁽¹⁾ £000s
Legacy Properties;			
Huntingdon	21,599	(7)	21,592
St Ives	1,415	29	1,444
St Neots	7,314	(36)	7,278
	30,328	(14)	30,314
CIS Properties			
2 Stonehill	2,481	(205)	2,276
80 Wilbury Way	1,873	35	1,908
Shawlands Retail Park	6,055	(273)	5,783
1400 & 1500 Parkway	4,037	0	4,037
Rowley Arts Centre, St Neots	6,641	269	6,910
Little End Road, St Neots	3,321	(33)	3,288
Tri-link, Wakefield	14,748	(62)	14,686
Alms Close	1,447	2	1,449
	40,603	(267)	40,337
Total	70,931	(281)	70,651

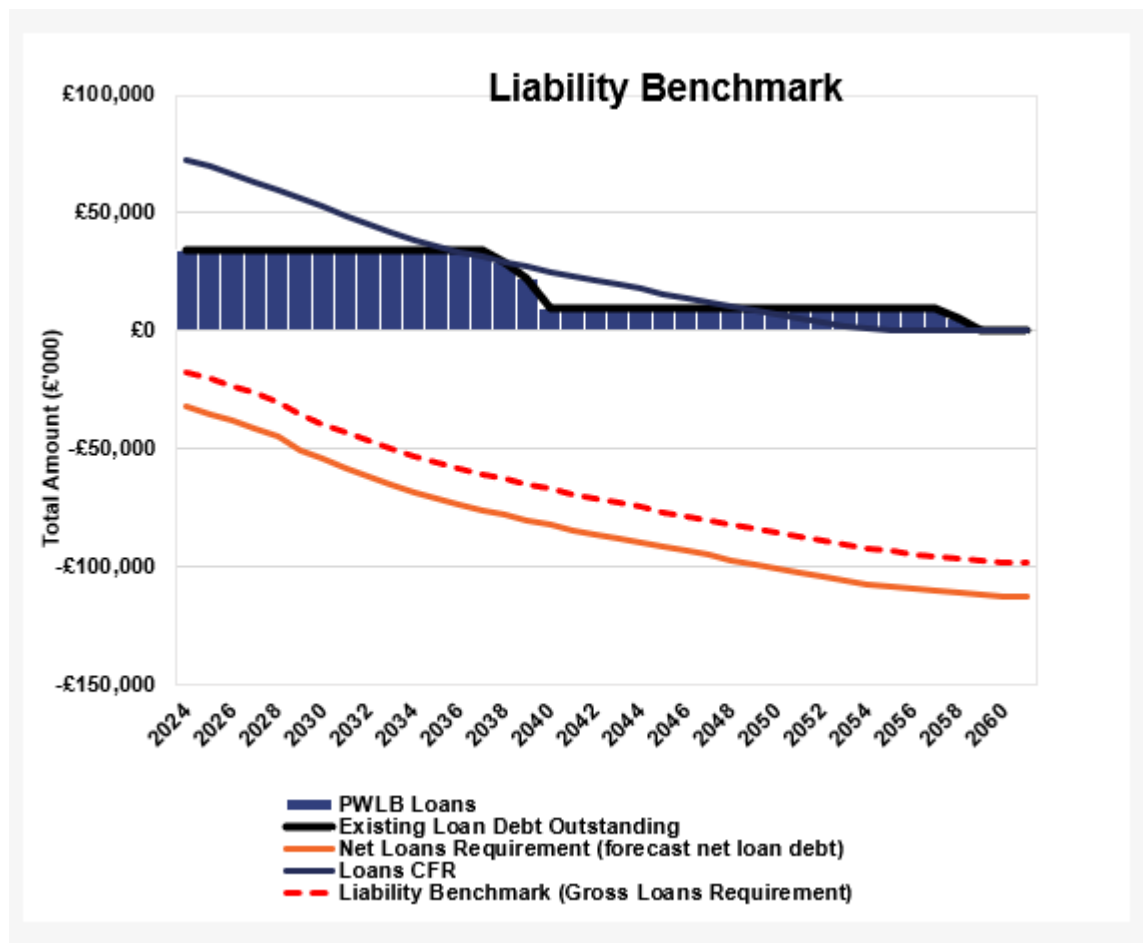
⁽¹⁾The valuations are still subject to review and audit

APPENDIX A: Borrowing Schedule

Counterparty	Type	Amount £	Rate %	Start Date	Maturity Date
PWLB	Maturity	5,000,000	3.91	19/12/2008	19/12/2057
PWLB	Maturity	5,000,000	3.90	19/12/2008	19/12/2058
PWLB	Maturity	5,000,000	2.78	02/10/2017	02/10/2037
PWLB	Maturity	7,291,685	2.49	11/03/2019	11/03/2039
PWLB	Maturity	11,963,000	2.18	26/06/2019	26/06/2039
Salix	Repayment	13,162	0.00	17/02/2021	17/02/2026
		34,267,847			

APPENDIX B: CFR, Liability Benchmark and Borrowing

The Council is required to estimate and measure the Liability Benchmark (LB) for the forthcoming financial year and the following two financial years, as a minimum.



There are four components to the LB: -

1. **Existing loan debt outstanding:** the Council's existing loans that are still outstanding in future years.
2. **Loans CFR:** this is calculated in accordance with the loans CFR definition in the Prudential Code and projected into the future based on approved prudential borrowing and planned MRP. This includes only current borrowing not future unplanned borrowing.
3. **Net loans requirement:** this will show the Council's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast.
4. **Liability benchmark (or gross loans requirement):** this equals net loans requirement plus short-term liquidity allowance. In practice this is the amount required to pay the regular precept payments.

The Council is currently in an under-borrowed position (external borrowing is less than the CFR, internal borrowing is being used ie reserves and working capital to fund capital expenditure), this

according to the liability benchmark will continue until the mid 2030s, although as plans evolve the CFR will likely move outwards. The CFR is being gradually reduced by application of the minimum revenue provision (MRP) charge to revenue, although as new expenditure plans are made the CFR line will reduce at a slower rate, and will not in reality reach zero.

The cash available to invest will increase as the MRP builds up in the cash balances. The liability benchmark line (dotted) is the cash available to invest less a liquidity buffer to meet any immediate cashflow needs

APPENDIX C: Prudential and Treasury Indicators

Treasury Indicators	2024/25 Limit £'000	30.09.24 Actual £'000
Authorised limit for external debt	135,000	34,263
Operational boundary for external debt	115,000	34,263
Gross external debt		34,263
Investments		80,323
Net investment		46,060
Maturity structure of fixed rate borrowing - upper and lower limits		
Under 12 months	0%/80%	0.0%
12 months to 2 years	0%/80%	0.1%
2 years to 5 years	0%/80%	0.0%
5 years to 10 years	0%/100%	0.0%
10 years to 20 years	0%/100%	70.7%
20 years to 30 years	0%/100%	0.0%
30 years to 40 years	0%/100%	29.2%
40 years to 50 years	0%/100%	0.0%
Upper limit for principal sums invested over 365 days		
Year 1	10,000	4,000
Year 2	9,000	4,000
Year 3	8,000	4,000
Minimum Total Cash Available (3 month rolling – July to September)		
	15,000	73,400

Interest Rate Risk (Impact of 1% rise/fall)	630	596
Average Credit Rating⁽¹⁾ of investments⁽²⁾	A-	AA
Portfolio Average Risk⁽³⁾		1.02

⁽¹⁾Credit ratings (Fitch, investment grade) are in descending order AAA, AA+, AA, AA-,A+,A,A-,BBB+,BBB,BBB-.

⁽²⁾ Includes MMFs, DMO and Banks

⁽³⁾Score is on scale 1 to 7, with 7 the highest risk, this is calculated by Link from a return made monthly

⁽⁴⁾30/09/2023 = 1.03, 31/03/2024 = 1.02, 30/06/2024 = 1.01

Prudential Indicators	2024/25 Budget £'000	30.09.24 Forecast £'000
Capital expenditure		
Capital Financing Requirement (CFR)	77,783	76,824
Annual change in CFR	2,129	4,483
In year borrowing requirement	0	0
Ratio of financing costs to net revenue stream	9%	2%

APPENDIX D: Investment Portfolio

Investments held as of 30 September 2024 compared to the 2024/25 counterparty list:

Counterparty	30/09/2024 Actual £m	2024/25 Limit £m
Deposit Accounts		
Natwest Business Reserve Account	0.57	4.00
Barclays Interest Bearing Account	.0001	4.00
Debt Management Office (DMO)	62.50	Unlimited
Money Market Funds		
Aberdeen Liquidity Fund	0.50	5.00
BlackRock Institutional sterling liquidity Fund	1.95	5.00
CCLA Public Sector Deposit Fund	2.45	5.00
Federated Short Term Prime Fund	2.50	5.00
HSBC Global Liquidity Funds ESG	2.60	5.00
Insight Liquidity Fund	1.20	5.00
Invesco Liquidity Fund	0.85	5.00
Legal & General Sterling Liquidity Fund	1.20	5.00
Property Fund		
CCLA Property Fund	4.00	5.00
Total Investments	80.32	

Counterparty	Balance 01/04/2024 £m	Movement £m	Balance 30/09/2024 £m	Weighted Average Rate ⁽¹⁾ %	Weighted Average Maturity (Days) ⁽¹⁾
Banks	0.553	0.020	0.573	3.25	1
Debt Mgt Office	45.600	16.900	62.500	4.93	17
Money Market Funds	16.200	(2.950)	13.250	4.99	1
Property Fund	4.00	0.000	4.000 ⁽⁶⁾	5.21 ⁽³⁾	>365
Total Investments	66.353	13.97	80.323⁽²⁾	4.94⁽⁴⁾	
Loans	1.988	(0.002)	1.986	8.1	1,473
Total	68.341	13.968	82.309⁽⁵⁾	5.02	

⁽¹⁾At month end

⁽²⁾This is a net movement, invested was £461.985 and repaid £381.662m.

⁽³⁾Dividend yield on net asset value.

⁽⁴⁾The weighted average rate for Q1 was 5.17%

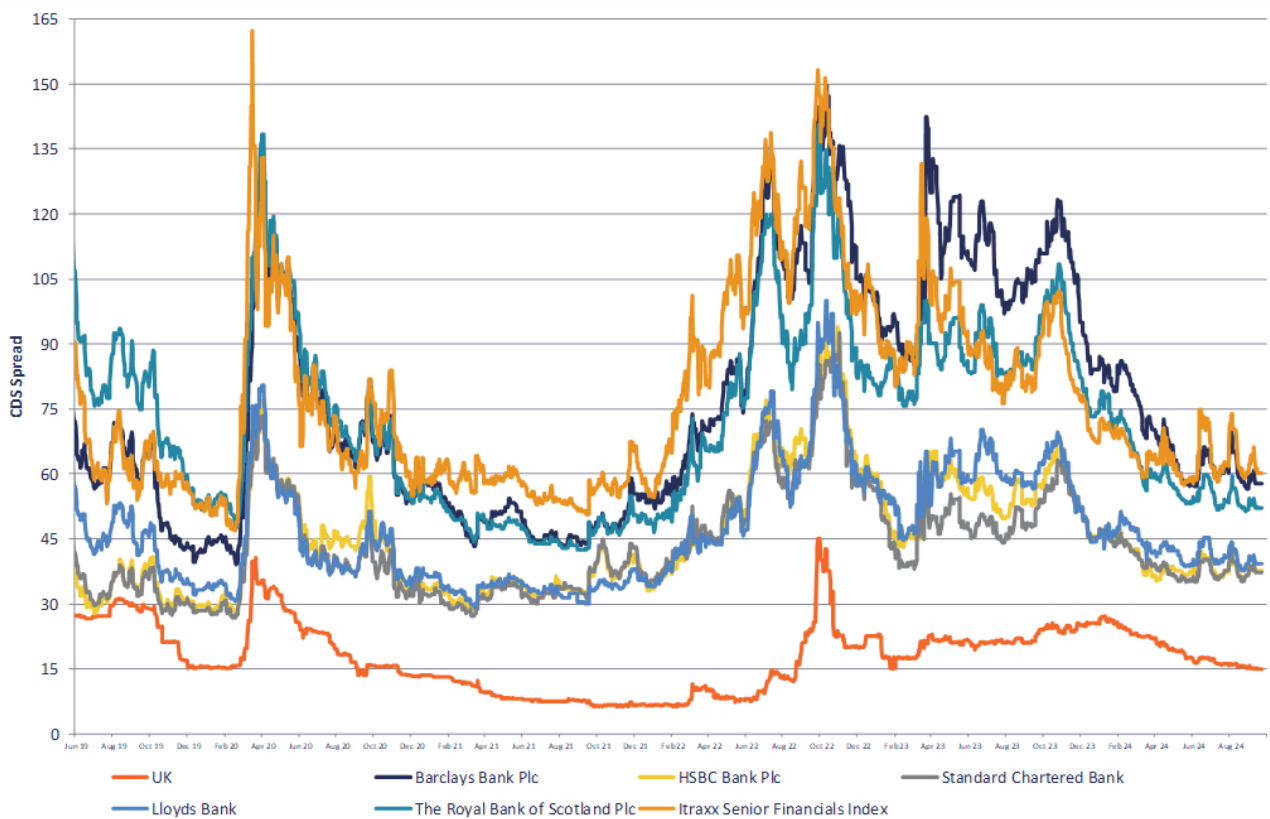
⁽⁵⁾The total investment balance at the end of Q1 was £71.976m

⁽⁶⁾The Net Asset Valuation as at 31/09/2024 is £3.569m

UK Banks 5 Year Senior Debt Credit Default Swaps (CDS) Spreads as of 30 September 2024

The cost of insuring against default low in historic terms, this cover is available to large financial institutions only. The chart below shows the cost in basis points of ensuring against the prospect of default on 5 year “paper” issued by major UK banks v the ITRAXX Senior Financials Index.

The price paid for CDS swaps by institutions is an indicator of risk within that institution, and so it is often used as in addition to credit rating to assess counterparty risk.



APPENDIX E: Approved Countries for Investments as of 30 September 2024

The UK will remain on the list of approved countries even if its credit rating drops below AA-.

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Qatar (upgraded from AA- 20/3/24)

AA-

- Belgium
- France
- **U.K.**

Appendix F: Commercial Estates Property Listing

Commercial Investment Property	31/03/2023 Value £000s	Gain/(Loss) Additions £000s	31/03/2024 Value £000s
Legacy Properties;			
Huntingdon			
Cinema and Shops	540	12	552
Oak Drive Shops	977	134	1,111
Mayfield Road Shops	750	(8)	742
Pub Site Sapley Square	193	0	193
Oak Tree Health Centre	11,786	0	11786
Clifton Road Industrial Units	1,825	0	1825
Alms Close Industrial Units	1,453	102	1,555
Land Clifton Road	144	0	144
Land St Peters Road	2,930	0	2,930
Land Redwongs Way	380	5	385
Phoenix Court Units	621	(252)	369
	21,599	(7)	21,592
St Ives			
Library Row Shops	532	29	561
Enterprise Centre	883	0	883
	1,415	29	1,444
St Neots			
Queens Gardens Shops	430	78	508
Naseby Gardens Shops	273	0	273
Leys Road Shops	117	9	126
Cambridge Street Shops	140	(8)	132
Cambridge Street Warehouse and Yard	719	0	719
Levellers Lane Industrial Units	5,220	(115)	5,105
Caravan Site Rush Meadows	257	0	257
Café Riverside Park	158	0	158
	7,314	(36)	7,278
Total	30,328	(14)	30,314
CIS Properties			
2 Stonehill, Huntingdon	2,481	(205)	2,276
80 Wilbury Way, Hitchin	1,873	35	1,908
Shawlands Retail Park, Sudbury	6,055	(273)	5,783
1400 & 1500 Parkway, Fareham	4,037	0	4,037
Rowley Arts Centre, St Neots	6,641	269	6,910
Little End Road, St Neots	3,321	(33)	3,288
Tri-link, Wakefield	14,748	(62)	14,686
Alms Close, Huntingdon	1,447	2	1,449
	40,603	(267)	40,337
Total	70,931	(281)	70,651

GLOSSARY

Bail in Risk

Bail in risk arises from the failure of a bank. Bondholders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

Bank Equity Buffer

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

Bank Rate

The official interest rate of the Bank of England, this rate is charged by the bank on loans to commercial banks.

Bank Stress Tests

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

Basis Point

1/100th of 1% ie 0.01%. 10 basis points is 0.1%.

Bonds

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

Call Account

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

Capital Financing Requirement (CFR)

The CFR is a measure of the capital expenditure incurred historically but has yet to be financed; by for example capital receipts or grants funding. The current CFR balance is therefore financed by external borrowing, and internal borrowing (i.e. use of working capital on the balance sheet – creditors, cash etc).

Capital Receipts

Funds received when an asset is sold. This can be used to fund new capital expenditure.

Certificate of Deposit

Evidence of a deposit with a financial institution repayable on a fixed date. They are negotiable instruments, and have a secondary market, and can be sold before maturity.

Collar (Money Market Fund)

The fund "collar" forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal

places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than 20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

Constant Net Asset Value (CNAV)

Constant Net Asset Value refers to funds which use amortised cost accounting to value all of their assets. They aim to maintain a Net Asset Value (NAV), or value of a share of the fund at £1 and calculate their price to 2 decimal places.

Counterparty

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from. There will be an exposure of risk with a counterparty.

Credit Default Swaps (CDS)

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

Credit Ratings

A credit rating is the evaluation of a credit risk of a debtor and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this result in a score, denoted usually by the letters A to D and including +/-.

DMADF

The Debt Management Account Deposit Facility. This is run by the UK's Debt Management Office and provides investors with the ability to invest with UK central government.

ECB

The European Central Bank, one of the institutions that makes up the EU. Its main function is to maintain price stability across the Eurozone.

ESG

Environmental, society, and governance investing, makes reference to a set of standards for an organisation's behaviour, which can be used by a socially aware investor to make investment decisions. Environmental factors include how an organisation safeguards the environment, social criteria look at how the organisation manages its relationships with the community, employees, suppliers, and customers, and governance deals with leadership, internal controls and audits.

Federal Reserve (Fed)

The central bank of the United States.

Forward Deal

The act of agreeing today to deposit/loan funds for an agreed time limit at an agreed date and rate.

Gilts

Bonds issued by the Government in Sterling.

Link Group

The council's treasury advisors, who took over from Arlingclose in March 2023.

Liquidity

The degree to which an asset can be bought or sold quickly.

LVNAV Money Market Fund

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

MiFID

Markets in Financial Instruments Directive, is a regulation that increases the transparency across the EU's financial markets and standardises the regulatory disclosures required. In force since 2008.

Minimum Revenue Provision (MRP)

An amount set aside annually from revenue to repay external debt.

Monetary Policy Committee (MPC)

A committee of the Bank of England that meets to decide on the UK interest rate.

Monetary Policy

A policy adopted by government to affect monetary and financial conditions in the economy.

Money Market Funds

An open-ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

Prudential Code

The CIPFA code of practice which ensures local authorities spending plans are affordable, prudent and sustainable.

Public Works Loans Board (PWLB)

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

REFCUS

Revenue Expenditure Funded from Capital Under Statute. Expenditure which would normally be considered revenue expenditure, but has been statutorily defined as capital expenditure, including the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure. Or expenditure incurred on the acquisition, production or construction of assets for use by, or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired, produced or constructed for use by the local authority.

Reserves

The accumulation of past revenue surpluses and contributions, which can be used to meet future expenditure. The reserves can be general reserves, or earmarked for a specific purpose.

Security, Liquidity, Yield (SLY)

The factors taken into account when investing and are prioritised in the order.

SONIA

Sterling overnight index average interest rate. On each London business day, SONIA is measured as the trimmed mean, rounded to four decimal places, of interest rates paid on eligible sterling denominated deposit transactions.

Transactional Banking

Use of a bank for day-to-day banking requirement, e.g. provision of current accounts, deposit accounts and on-line banking.

UN Principles for Responsible Banking

Are a unique framework for ensuring that signatory banks' strategy and practice align with the vision society has set out for its future in the Sustainable Development Goals and the Paris Climate Agreement.

The framework consists of 6 Principles designed to bring purpose, vision and ambition to sustainable finance. They were created in 2019 through a partnership between founding banks and the United Nations. Signatory banks commit to embedding these 6 principles across all business areas, at the strategic, portfolio and transactional levels.

- **Principle 1:** Alignment, align business strategy with individual's goals as expressed in the sustainable development goals, the Paris Climate Agreement and national and regional frameworks.
- **Principle 2:** Impact and Target Setting, increase positive impacts and reduce negative impacts on, and managing the risks to people and environment.
- **Principle 3:** Clients and Customers, work with clients and customers to encourage sustainable practices and enable economic activities that create shared prosperity.
- **Principle 4:** Stakeholders, engage with stakeholders to achieve society's goals.
- **Principle 5:** Governance and Culture, implement the commitment to these principles through effective governance.
- **Principle 6:** Transparency and Accountability, periodic review of the implementation of these principles, and be transparent about and accountable for the positive and negative impacts, and the contribution to society's goals.

A 3-step process guides signatories through implementing their commitment:

1. **Impact Analysis:** identifying the most significant impacts of products and services on the societies, economies and environments that the bank operates in.
2. **Target Setting:** setting and achieving measurable targets in a banks' areas of most significant impact.
3. **Reporting:** publicly report on progress on implementing the Principles, being transparent about impacts and contributions.

UN Principles for Responsible Investments

The 6 principles for responsible investments offer possible actions for incorporating ESG issues into investment practice.

The principles that the signatories sign up to are;

- **Principle 1:** We will incorporate ESG issues into investment analysis and decision-making processes.
- **Principle 2:** We will be active owners and incorporate ESG issues into our ownership policies and practices.
- **Principle 3:** We will seek appropriate disclosure on ESG issues by the entities in which we invest.
- **Principle 4:** We will promote acceptance and implementation of the Principles within the investment industry.
- **Principle 5:** We will work together to enhance our effectiveness in implementing the Principles.
- **Principle 6:** We will each report on our activities and progress towards implementing the Principles.

The Principles for Responsible Investment were developed by an international group of institutional investors reflecting the increasing relevance of environmental, social and corporate governance issues to investment practices. The process was convened by the United Nations Secretary-General.

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