

AGENDA



For a meeting of the
RESOURCES POLICY DEVELOPMENT GROUP
to be held on
THURSDAY, 28 MARCH 2013
at
2.30 PM
in
WITHAM ROOM, COUNCIL OFFICES, ST PETER'S HILL, GRANTHAM. NG31 6PZ
Beverly Agass, Chief Executive

Group Members:	Councillor Jean Bevan, Councillor Michael Cook, Councillor Nick Craft (Chairman), Councillor Phil Dilks, Councillor Bob Sandall, Councillor Trevor Scott (Vice-Chairman) and Councillor Jacky Smith
Portfolio Holders:	Councillor Teri Bryant (Portfolio: Good Housing for All) Councillor Mike Taylor (Portfolio: Strategic Resources – Well Run Council)
Support Officer:	Jo Toomey Tel: 01476 40 61 52 E-mail: j.toomey@southkesteven.gov.uk

Members of the Group are invited to attend the above meeting to consider the items of business listed below.

1. COMMENTS FROM MEMBERS OF THE PUBLIC

To receive comments or views from members of the public at the Group's discretion.

2. MEMBERSHIP

The Group to be notified of any substitute members.

3. APOLOGIES

4. DISCLOSURE OF INTERESTS

Members are asked to disclose any interests in matters for consideration at the meeting.

5. ACTION NOTES FROM 17 JANUARY 2013

(Enclosure)

6. UPDATES FROM PREVIOUS MEETING

- Accredited planning agents scheme - Pat Reid (Development Management Services Manager)
- Fuel oil/single utilities supplier – Paul Stokes (Head of Community Assets)
- Car parking, parking orders and electronic payment – Neil Cucksey (Head of Property Development)

7. FEEDBACK FROM THE EXECUTIVE

8. DISCRETIONARY COUNCIL TAX PAYMENT SCHEME

Report number HOF232 by the Head of Finance.

(Enclosure)

9. LOCAL AUTHORITY MORTGAGE SCHEME - UPDATE

Report number HOF229 by the Head of Finance.

(Enclosure)

10. MEDIUM TERM FINANCIAL STRATEGY

Report number HOF230 by the Head of Finance.

(Enclosure)

11. BUDGET MONITORING REPORT

Report number HOF231 by the Head of Finance.

(Enclosure)

12. WORK PROGRAMME

(Enclosure)

13. ANY OTHER BUSINESS, WHICH THE CHAIRMAN, BY REASONS OF SPECIAL CIRCUMSTANCES, DECIDES IS URGENT.

MEETING OF THE RESOURCES POLICY DEVELOPMENT GROUP

THURSDAY, 17 JANUARY 2013 2.30 PM



GROUP MEMBERS PRESENT

Councillor Jean Bevan
Councillor Michael Cook
Councillor Nick Craft (Chairman)

Councillor Bob Sandall
Councillor Trevor Scott (Vice-Chairman)
Councillor Jacky Smith

PORTFOLIO HOLDER

Councillor Mike Taylor (Portfolio Holder: Strategic Resources - Well Run Council)

OFFICERS

Head of Finance (Richard Wyles)
Head of Community Assets (Paul Stokes)
Waste and Recycling Service Manager (Pat Swinton)
Development Management Service Manager (Pat Reid)
Community Engagement and Policy Development Officer (Carol Drury)
Principal Democracy Officer (Jo Toomey)

37. DISCLOSURE OF INTERESTS

No interests were disclosed.

38. ACTION NOTES - 2 NOVEMBER 2012

The action notes from the meeting held on 2 November 2012 were noted.

39. UPDATES FROM PREVIOUS MEETING

Grounds maintenance issues

The district Council's Scrutiny Committee looked at Grounds Maintenance issues at its meeting on 27 November 2012. The Committee was made aware of weaknesses in the current grounds maintenance contract, which was shortly due to expire. Officers were developing new contract arrangements which

would be more robust and enforceable.

MOT arrangements for hackney carriages and private hire vehicles

The Waste and Recycling Services Manager gave an update on opportunities regarding MOT arrangements for hackney carriages and private hire vehicles.

- Additional signs advertising the MOT service would be put up at the depot.
- Hackney carriages and private hire vehicles were exempt from MOTs but were required to undergo two inspections a year.
- It would be possible to investigate a discount scheme – members felt that this should be investigated and approaches made to taxi firms based in the district.
- The consensus of councillors was that the preferred option was offering incentives rather than mandating firms use the Council's service.
- Members also agreed that there could be something displayed within taxis explaining they had been serviced by the local authority to act as a mark of confidence for customers.

Action point:

That the Waste and Recycling Service Manager should develop an incentive scheme which gives discounts to taxi companies for the inspections of hackney carriage firms and private hire vehicles within the district to present to the PDG at its meeting on 28 March 2013.

Development Management accredited agent scheme

The Development Management Service Manager gave the PDG an update on the accredited agent scheme introduced by Cornwall Council and how a similar scheme could be considered for South Kesteven.

- Following a phased rollout, Cornwall Council had recently launched its accredited agent scheme across the county.
- An agent who submitted three applications which were considered of satisfactory quality could ask to be added to the list of accredited agents. Applications submitted by those agents would then receive a cursory check.
- If an accredited agent submitted an application of poor quality, they would be struck from the scheme.
- Cornwall reported that once on the scheme agents generally performed well.
- The Cornwall Council scheme was only usable by agents submitting plans electronically online and where associated plans were either A3 or A4 size; this meant only household application agents could be credited.
- Following a review of the development management team's

performance, a household application team was being created. When this team was set up, it could be complemented by an accredited agent scheme like Cornwall Council's.

- Officers had begun holding an agents' forum. It was suggested that proposals for an accredited agent scheme could be discussed to gauge interest.
- Any accredited agent scheme introduced by the council would not prevent Councillors referring applications to the Development Control Committee.

Action point:

- ***Following the creation of a household applications team, the Development Management Service Manager should consider an accredited agent scheme and gauge the interest of agents in such a scheme through the agents' forum.***
- ***A progress update to be provided for the meeting on 28 March 2013.***

40. FEEDBACK FROM THE EXECUTIVE

The Portfolio Holder for Strategic Resources – Well Run Council informed the PDG that the Cabinet had agreed its recommendations in respect of fees and charges and thanked members for their hard work.

41. FINANCIAL SETTLEMENT

The Head of Finance summarised report number HOF221, which updated the PDG on the provisional grant settlement for 2013/14.

- The council was notified of its provisional settlement for 2013/14 on 19 December 2012. The announcement of the final settlement was expected towards the end of January 2013.
- The report provided a breakdown of the elements that made up the £8.024M grant, which constituted a 5% reduction.
- A number of components made up the grant, including an element of revenue support grant, redistributed business rates, specific grants (council tax freeze, homelessness and council tax support grants).
- Future funding would see a shift towards funding through the retention of locally raised business rates and revenue support grant.
- The report also gave an indication of possible grant levels for 2014/15, which were based on analysis by LG Futures, and constituted a further 4% reduction.
- From 2014, the grant allocation would not include a breakdown of its components.

There was brief discussion on parish precepts. Members noted that parish precepts did not impact on capping but large precepts impacted on local

residents. As further reductions in budget occurred, it was suggested that the district council could pro rata the shortfall in council tax support to parish councils.

42. HOUSING REVENUE ACCOUNT BUSINESS MODEL

The Head of Community Assets gave a presentation on the Housing Revenue Account (HRA) business model:

- Management of the council's housing stock was a key priority in achieving the good housing for all priority.
- A stock condition survey of all the council's housing stock identified that approximately 63% of properties met the decent homes standard. The asset management plan and capital programme had been revised with the aim of achieving 100% decency.
- The asset management strategy needed to look at the management of the housing stock on a more strategic level and consider long-term performance and sustainability (including management, maintenance, refurbishment and redevelopment, and regeneration).
- It was proposed that the Chartered Institute of Housing work alongside the council to support the development of a strategic plan.
- The Council had received grant funding to improve the Standard Assessment Procedure (SAP) rating of a number of council homes in respect of energy efficiency. Further grants had been awarded to enable further rollout.
- The Council's current asset management plan was being reviewed; it was anticipated that a new plan would be put forward for adoption in September 2013.

A number of members expressed their support for the prospect of the council building more homes. Opportunities for the council to develop additional homes were available as a result of the self-financing of the HRA and the way in which the council decided to fund this.

Members discussed the energy efficiency improvements being made to council homes; one phase of improvement would include some of the rural areas in the district. The PDG was advised that rural properties were often difficult to heat and some had no gas connectivity. It was proposed that the Council investigate a scheme that would help tenants in rural areas access fuel oil without having to bulk buy, relieving some of the financial burden to heating homes. PDG members suggested that alternative energy should be taken into consideration for any new homes developed by the Council.

Action point

Officers to look into working with an oil supplier to provide fuel oil for council properties in rural areas so that tenants do not have to bulk buy fuel and report back to the PDG at its meeting on 28 March 2013.

At a previous meeting, the PDG had recommended that the Council look at opportunities to use a single supplier for utilities. Officers were investigating schemes in Norwich and Salford who operated similar schemes.

Action point

The Head of Community Assets to provide an update on a single utilities supplier at the meeting of the PDG to be held on 28 March 2013.

43. BUDGET MONITORING REPORT

Report number HOF220 by the Head of Finance summarised actual spend against the budget and the forecast outturn position as at 30 November 2012

An under spend of £330k was forecast against the general fund revenue account as at 30 November 2012 although the PDG were updated that the latest forecast variance showed a significantly reduced under spend. Key variances included the Olympic torch relay events, which were identified as part of the outturn and funded through the priority reserve.

There had been a reduction in income from markets, particularly Grantham. This was partially attributed to improvement works in Westgate during 2012/13. Members suggested offering stalls to charity and community groups free of charge so that they could advertise their work or raise money. This would fill empty pitches and help raise interest both in the organisation and the market area. Members noted that a review of markets was listed on their work programme for their meeting on 28 March 2013.

Audit fees had been reduced following the appointment of KPMG as the Council's new external auditors. They would charge a scale fee based on an agreed level of activity, however if additional work was required beyond that agreed level, a day rate would be applied.

Fees for development control and land charge were higher than budgeted however figures for December showed income decreasing once more. Building control income was lower than forecast and was anticipated to remain so for the rest of the financial year.

Additional income had been achieved through charging for the collection of green waste. This had been used to enhance street cleansing, identified as a priority through the SIMALTO exercise the council had previously undertaken. The service also achieved increased income through improving recycling credit income and the extension of the Stamford Civics contract to the end of the financial year.

Environmental services had been scheduled to carry out a private stock survey;

this was deferred until 2013/14 and funding from the budget would be set aside at the end of the current year.

A slight increase in income from car parks was reported; the impact of CPE was not yet clear. Councillors provided anecdotal evidence of improvements to parking in Stamford since its introduction. However, members did raise concerns about the number of taxis; particular reference was made to Stamford on Friday nights and suggested that periodic targeted enforcement could help reduce this.

The variance to the forecast position of the Housing Revenue Account was £140k. Key variances highlighted included a void rate of 1.3% compared to a budget of 1.5% which led to projected additional income of £62k. There was a forecast increase of £100k in respect of disabled adaptations due to four major referrals.

The variance of the HRA capital programme was forecast at £288k (6%) against an under spend of £2,046m (30%) at the same point in 2011/12. The general fund for the capital programme had a number of variances which were a result of the complexity of some of the schemes; funding for these projects (including the business innovation centre, station approach and the shop-front scheme) would move across to future years. Members were advised that the Bourne Community Access Point had almost been completed and would be running from March 2013.

The headcount showed a variance of 31.0 below the budgeted level of 626.1.

44. WORK PROGRAMME

The work programme was noted and PDG members suggested possible items for inclusion:

- HRA business plan - opportunities for the Council to build new homes and sites
- Medium term financial strategy
- Update and action plan on cycle centre

45. CLOSE OF MEETING

The meeting was closed at 16:02.

REPORT TO RESOURCES PDG

REPORT OF: Head of Finance

REPORT NO: HOF232

DATE: 28th March 2013

TITLE:	Discretionary Council Tax Payment Policy	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Key Decision	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mike Taylor Portfolio: Strategic Resources - Well Run Council	
CONTACT OFFICER:	R Wyles (01476) 406210 r.wyles@southkesteven.gov.uk C Scott (01476) 406240 c.scott@southkesteven.gov.uk	
INITIAL IMPACT ANALYSIS:	Carried out and Referred to in paragraph (7) below	Full impact assessment Required: No
Equality and Diversity	Appended to the report	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	

1. RECOMMENDATIONS

The PDG is asked to consider and comment with respect to the proposed Discretionary Council Tax Payment Policy. The policy is based upon the existing Discretionary Housing Payment scheme (DHP) which is funded by government grant.

2. PURPOSE OF THE REPORT

The current Discretionary Housing Payment scheme (DHP) provides customers with further financial assistance, in addition to any other welfare benefits, when the Council considers that help with housing costs is required. Until 31st March 2013, these payments could be made to assist people who have severe difficulties with their council tax payments. However, following the abolition of council tax benefit from April 2013, DHPs can no longer be made towards council tax liability.

It has therefore been approved by Council as part of its budget proposals for 2013/14 that a locally funded scheme should be set up to help with cases of extreme hardship that may arise following the introduction of the local Council Tax Support scheme (CTS). The purpose of the report is to present the proposed policy which would provide the framework within which Benefit Officers would assess individual cases for eligibility for a Discretionary Council Tax Payment (DCTP).

For the most part, the DCTP Policy has been written to mirror the Council's DHP policy, however an important proposed change in the qualifying criteria is the criteria in order to financially support low income working households.

3. DETAILS OF REPORT

Proposed Discretionary Council Tax Payment Policy

Introduction

The Discretionary Council Tax Payment scheme provides additional funding to help Working Age (in-work) claimants (see conditions of entitlement below) who are experiencing exceptional hardship arising from the introduction of Localised Council Tax Support. To qualify for consideration for assistance under this scheme the customer must already be getting some Council Tax Support.

Awards of Discretionary Council Tax Payments may be made where a tax payer has a short term financial difficulty that means they are unable to pay their Council Tax in full. Awards will normally be for a defined period and have

the effect of reducing the monthly contribution a tax payer has to make towards their bill.

Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored. The Council therefore payments will normally be made in unusual or extreme circumstances where additional help would alleviate hardship.

Conditions for entitlement

- The tax payer must:
 - be entitled to Council Tax Support.
 - appear to South Kesteven District Council to require some further financial assistance (in addition to the benefit or benefits and support to which they are entitled) in order to meet their council tax charge.
 - Claimant (or Partner) must be in work or taking proactive steps to overcome worklessness

Awards

Normally awards will be made towards the current council tax charge rather than past debts. It is not expected that a significant award will be made towards past periods and tax payers should make applications for assistance within a reasonable time of their knowing that they will not be able to meet their monthly instalments.

Consideration will be given in particular to residents who have been clearly making an effort to pay their Council Tax, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.

In making decisions on discretionary payments, the Council will also be mindful of national objectives to promote an individuals responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.

Where a request for a discretionary payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly or a substantial period of time has elapsed.

The Council recognises that there may be circumstances in which Discretionary Council Tax Payments will be made other than as set out above.

All awards are at the discretion of South Kesteven District Council.

Making a claim

The Council can decide how claims will be made, and can request further information to support its decision making process.

At South Kesteven District Council wherever a person either requests a Discretionary Council Tax Payment, or it is clear to the officer looking at the Council Tax Support award that a Discretionary Council Tax Payment would be of assistance, the customer should complete a Discretionary Council Tax Payment application form. This is not essential, but it is the most effective way to gain all the information required to make a decision on the Discretionary Council Tax Payment claim.

How will applications be dealt with?

Discretionary Council Tax Payment applications will be passed directly to the Benefits technical support team. They will:

- record the application on the Discretionary Council Tax Payment spreadsheet
- send a holding letter
- complete the decision details sheet

Decisions and awards

All decisions made will be recorded on the Discretionary Council Tax Payment spreadsheet and input on the system where an award is made. Decision letters will be sent to the tax payer. This will set out whether an award has been made, and if so, the amount and duration of the award.

Challenging decisions

Where a customer believes that a decision is incorrect they can ask for it to be looked at again. There is no right of appeal through the Valuation Tribunal Service for discretionary decisions however a legal challenge may be made where the law permits.

Payment and overpayments

Discretionary Council Tax Payments will always be made directly onto the appropriate council tax account. South Kesteven District Council will recover any overpaid awards by adjusting the level of discount on the Council Tax bill where a tax payers circumstances change.

4. Financial implications of proposed changes

The council has agreed to fund the DCTP Scheme for 2013/14 at £30,000. The fund is a fixed budget and therefore when the fund is exhausted no further DCTP's can be paid within the financial year.

OTHER OPTIONS CONSIDERED

None

5. RESOURCE IMPLICATIONS

Existing resources are expected to be sufficient to cover the additional work arising from DCTP applications.

6. RISK AND MITIGATION

None

7. ISSUES ARISING FROM IMPACT ANALYSIS

Impact Analysis attached at Appendix 1.

8. CRIME AND DISORDER IMPLICATIONS

None

9. COMMENTS OF FINANCIAL SERVICES

- 9.1 A budgeted allocation of £30K has been included in the budget framework for 2013/14. Once a policy has been approved, the allocation of the provision will be carefully distributed based on the eligibility of the applicant.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 10.1 The Council has already determined regulations relating to a council tax support scheme in accordance with the Local Government Finance Act 2012. S.10 of that Act, introduced 13A(1)(c) of the Local Government Finance Act 1992 in accordance with which authorities have a discretion to apply a further reduction in council tax bills.

The Department of Communities and Local Government has introduced guidance for the localisation of council tax support. It is recommended that any proposed scheme follows the guidance given.

11. COMMENTS OF OTHER RELEVANT SERVICES

11.1

12. APPENDICES:

Appendix 1

Appendix 1



South Kesteven District Council

Equality Analysis (Stage 1)

Discretionary Council Tax Support Payments

Service Area: Revenues & Benefits	Lead officer: Craig Scott	Date of Analysis 18 March 2013
	Assessors: Lee Sirdifield Craig Scott	
	Neutral Assessor:	

1. Name and description of policy/service/function/strategy :

Discretionary Council Tax Support Payments

The Welfare Reform Act 2010 introduced numerous changes to the way that the welfare benefit system will operate in the future. A major change impacting on local authorities is the replacement of Council Tax Benefit with a localised council tax support system. A full impact assessment was undertaken for this change.

Given the magnitude of this change it has been proposed that a discretionary scheme is introduced to help those most in need with a specific focus on those in low paid employment.

A draft policy has been produced for member consideration.

Is this a new or existing policy?

This is a new policy

		officers with the ability to mitigate the effects of these changes in exceptional cases.
Disability	<u>Neutral</u>	The Council Tax Support Scheme already mitigates the financial impact for this group. It is therefore less likely that they will need to access this fund.
Race	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Gender Reassignment	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Religion or Belief	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Sex	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Sexual Orientation:	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Pregnancy and Maternity	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Marriage and Civil Partnership	<u>Not relevant</u>	The proposed scheme does not impact specifically on this group.
Carers	<u>Neutral or positive</u>	The Council Tax Support Scheme already mitigates the financial impact for this group. It is therefore less likely that they will need to access this fund.

<p>Other Groups (e.g. those from deprived (IMD*) communities; those from rural communities, those with an offending past)</p>	<p><u>War Pensioners</u></p>	<p>The Council Tax Support Scheme already mitigates the financial impact for this group. It is therefore less likely that they will need to access this fund.</p>
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*(IMD = Indices of multiple deprivation)

3. What equality data/information did you use to inform the outcomes of the proposed policy/service/function/strategy? (Note any relevant consultation who took part and key findings)

An extensive analysis was completed in advance of the Council Tax Support Scheme being introduced. We have used the same data to inform the discretionary policy and target support to those in need.

If there are any gaps in the consultation/monitoring data, how will this be addressed?

The discretionary scheme allows us to consider needs on a case by case basis. This will help officers to adjust the awards made should unexpected needs present themselves.

4. Outcomes of analysis and recommendations (please note you will be required to provide evidence to support the recommendations made): Please tick one of the options.

a. No major change needed: equality analysis has not identified any potential for discrimination or for negative impact and all opportunities to promote equality have been taken

If you have ticked option (a) go to stage 3

b. Adjust the proposal to remove barriers identified by equality analysis or to better promote equality. Please complete the questions in the box below.

b.1 In brief, what changes are you planning to make to your proposed policy/service/function/strategy to minimise or eliminate the negative equality impacts?

b.2 Please provide details of whom you will consult on the proposed changes and if you do not plan to consult, please provide the rationale behind that decision.

If you have ticked option b go to Stage 2

- c. **Adverse impact but continue** **please provide an explanation in the box below that clearly sets out your justification for continuing with the proposed policy/function/service/strategy. You should consider in stage 2 whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact.**

If you have ticked option c please go to Stage 2

- d. **Stop and remove the policy/function/service/strategy as equality analysis has shown actual or potential unlawful discrimination**

Signed (Lead Officer):

Date completed: 18 March 2013

REPORT TO RESOURCES PDG

REPORT OF: HEAD OF FINANCE

REPORT NO: HOF229

DATE: 28 MARCH 2013

TITLE:	Local Authority Mortgage Scheme - Update	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mike Taylor Well Run Council Portfolio Holder	
CONTACT OFFICER:	Richard Wyles – Head of Finance 01476 406210 Email: r.wyles@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below:	Full impact assessment Required:
Equality and Diversity	N/A	
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATION

Members are asked to note the comments and latest position with respect to the Local Authority Mortgage Scheme.

2. PURPOSE OF THE REPORT

The purpose of the report is to provide members with an update on the South Kesteven Local Authority Mortgage Scheme which has been in operation since July 2012 and to receive proposals on how the pilot scheme can be taken forward.

3. DETAILS OF REPORT

Background

The Local Authority Mortgage scheme (LAMS) is designed to help increase the supply of affordable housing for those who need it, and to help the local housing market and thereby the local economy.

The scheme requires the Local Authority to provide a financial indemnity of up to 20% of a mortgage for potential home-buyers who qualify for Local Authority support, and who meet the strict lending criteria set by the lender. The indemnity could be un-funded or 'cash backed'. That is an agreed figure can be lodged with Lender (Bank or Building Society) or merely given in the form of a financial undertaking. The criteria will be set by the participating LA in conjunction with the mortgage provider.

Most mortgage lenders are typically prepared to lend a maximum of 75% - 80% loan to value (LTV), even if the applicant can afford a 95% mortgage. This means the applicant requires a substantial deposit, *e.g. a first time buyer purchasing a property valued at £100,000 would have to provide a deposit in the region of £25,000.* Many potential first time home-buyers do not have the funds needed for the deposit.

As a result of the current economic environment, uncertainty in the housing market and the difficulties in obtaining an affordable mortgage, many potential home-buyers may remain in social / affordable housing units, thereby reducing the availability of social / affordable housing for those who may have a greater need. Increasing the supply of affordable / social housing is a key corporate priority for most Local Authorities.

To address the shortage in supply of affordable housing to those who need it, and to help the housing market and the local economy in general, a number of Local Authorities have considered issuing mortgages to potential home-buyers. However, Local Authorities have limited financial resources available for this purpose, and they also have limited staffing resources and expertise in this area to manage their own mortgages. There are also considerable operational risks attached in entering into this area of residential mortgage activity.

Rather than entering into the residential mortgage market themselves, Local Authorities have therefore explored the possibility of entering into a partnership with residential mortgage lenders, with the remit of minimising the financial impact on the Local Authority, and at the same time taking advantage of the expertise already available from existing mortgage providers.

The scheme was approved by Council in May 2012 and the scheme went live in June. An analysis of the take up of the scheme is provided below:

Month	Offers made (in month)	Completed	Cumulative indemnity amount
July	1	-	£19,800
August	2 (3)	-	£61,800
September	3 (6)	2	£111,550
October	5 (11)	2	£183,150
November	2 (13)	5	£213,600
December	2 (15)	8	£251,400
January	2 (17)	13	£288,400

In term of postcode analysis, the 17 applications received to date are received in respect of the following postcode areas:

NG31 – 11
 NG32 – 1
 NG33 – 1
 PE9 – 4

There is clearly a higher take up of the scheme in the north of the district which may be due to the house price differential between the Grantham area and Stamford or due to the localised promotion of the scheme by estate agents and Lloyds TSB Bank Plc. After some preliminary research, it has been identified that average first time buyer properties in the NG31 area are in the region of £80,000 to £90,000 whereas in the PE9 area the average price is in excess of £100,000.

Whilst monthly information is provided by Sector providing the above analysis, the Council does not receive information of aborted applications or applications that fail to progress to offers being made. Equally the Council does not receive information regarding the applicant's personal details unless consent is given by the applicant themselves. It is therefore difficult to determine whether the scheme's availability is widely known, how the applicants learned about the scheme, any barriers to them accessing it etc. Sector is aware of these frustrations that have been voiced by a number of local authorities and are engaging with Lloyds TSB to introduce further qualitative measures to capture this kind of information.

4. OTHER OPTIONS CONSIDERED

None applicable

5. RESOURCE IMPLICATIONS

None applicable

6. RISK AND MITIGATION

None applicable

7. ISSUES ARISING FROM EQUALITY IMPACT ANALYSIS

None applicable

8. CRIME AND DISORDER IMPLICATIONS

None applicable

9. COMMENTS OF FINANCIAL SERVICES

Financial considerations are included in the report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

The Council has currently approved indemnity through the Lloyds scheme up to a maximum of £1,000,000.

11. COMMENTS OF OTHER RELEVANT SERVICES

None applicable

12. APPENDICES

None

REPORT TO RESOURCES PDG

REPORT OF: Head of Finance

REPORT NO: HOF 230

DATE: 28th March 2013

TITLE:	Medium Term Financial Strategy from 2013/14	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	Budget and Policy Framework proposal	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Cllr Mike Taylor Strategic Resources and Well Run Council	
CONTACT OFFICER:		
INITIAL IMPACT ASSESSMENT:	N/A	Full impact assessment Required: N/A
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the your Council and Democracy link on the Council's website: www.southkesteven.gov.uk	
BACKGROUND PAPERS		

1. RECOMMENDATION

- 1.1 It is recommended that Resources PDG consider the proposed format and structure of the Medium Term Financial Strategy (MTFS) and Medium Term Financial Plan (MTFP) and approve a format and structure to be used.

2. PURPOSE OF THE REPORT

- 2.1 The purpose of this report is to allow the PDG the opportunity to consider the proposed format and structure of the MTFS and MTFP and suggest certain areas for inclusion and consideration.

3. DETAILS OF THE REPORT

- 3.1 An MTFS should set out the Council's strategic approach to the management of its finances and present indicative budgets and Council Tax levels for the medium term within agreed parameters. It should set out the economic, national and local context and cover all areas of the Council's budget framework; specifically the General Fund Revenue Account, the Housing Revenue Account, the associated Capital Programmes and the impacts on Funds and Reserves. It should also

include the significant financial risks facing the Council in the forthcoming years and explain how these risks will be managed.

3.2 The main objectives of an MTFS are to:

- a) Explain the financial context within which the Council is set to work over the medium term
- b) Identify the financial resources needed to deliver the Council's priority outcomes
- c) Provide a medium term forecast of resources and expenditure
- d) Achieve a stable and sustainable budget capable of withstanding financial pressures.

3.3 An MTFS has two distinct parts – the high level strategic approach to the Council's finances over the longer term (say up to 5 years) which it is proposed to refer to as the Medium Term Financial Strategy (MTFS). There is then a more detailed Medium Term Financial Plan (MTFP) which covers the delivery requirements over a shorter period (say 2 years). It is proposed to produce both a MTFS and a MTFP from 2013/14 onwards.

Medium Term Financial Strategy

3.4 It is proposed the MTFS should cover a period of 5 years from 2013/14 to 2017/18.

3.5 The format for the MTFS could be as follows:

- a) **Foreword** – one page to set out what the document is about written by the Strategic Director – Corporate Focus.
- b) **Introduction** - setting out the Objectives of the MTFS and how it links with the Policy & Budget Framework.
- c) **Context** – setting out the Economic Climate, the National Context and the Local Context.

3.6 There are then four main financial areas of the Council to be considered;

- a) **General Revenue Fund** - where all of the expenditure and income that relates to day to day running costs of the core services of the Council is recorded.
- b) **Housing Revenue Account** - used by the Council to record expenditure and income that relates to the operation of its council houses. These includes costs of maintain the houses, expenses for running communal areas and all general housing related overheads.
- c) **Housing and Non Housing Capital Programmes** - the Councils plans for capital investment including asset acquisition, replacement of fleet, significant improvement programmes
- d) **Funds and Reserves** – essential for the prudent management of the Council's financial affairs. These will provide a working balance to cushion the impact of uneven cash flow, a contingency for the impact of unexpected events or emergencies and the usage of earmarked reserves to meet known liabilities.

- 3.7 **General Revenue Fund –**
- a) Resources (including the new funding mechanisms).
 - b) Spending Review.
 - c) Service Priorities, Efficiencies and Pressures
 - d) Inflationary Pressures.
 - e) Fees and Charges Strategy.
 - f) Investments and Debt.
 - g) Indicative General Fund Summary.
 - h) Risks.
- 3.8 **Housing Revenue Account –** needs to link to the recently approved 30 Year Business Plan and summarise the key issues around:
- a) Resources (including rent levels).
 - b) Service Priorities, Efficiencies and Pressures.
 - c) Indicative HRA Summary.
 - d) Risks.
- 3.9 **Housing and Non Housing Capital Programmes –**
- a) Resources (Capital Receipts, external funding, revenue contributions, prudential borrowing, etc).
 - b) Priorities, Efficiencies and Pressures.
 - c) Indicative Capital Programmes.
 - d) Risks.

Medium Term Financial Plan

- 3.10 It is proposed the MTFP will cover in more detail the initial two years of the MTFS (2013/14 to 2015/16) to indicate the likely resources, budgets and Council Tax levels.
- 3.11 **General Fund** - details the sources and levels of funding, indicative budgets taking account of inflation assumptions, fees and charges, investment returns and debt management costs, funds and reserves movements, and a detailed General Fund Summary with a sensitivity analysis and options around Council Tax levels. It will need an accompanying Risk Assessment.
- 3.12 **Housing Revenue Account –** details the relevant information from the 30 Year Business Plan and indicative working balances, movements on reserves and options around Rent levels. It will need an accompanying Risk Assessment.
- 3.13 **Housing and Non Housing Capital Programmes –** details the approved Capital Programme, detailed resources and options for the future programme. It will need an accompanying Risk Assessment.
- 3.14 **Funds and Reserves –** how the above plans will impact on earmarked funds and reserves and the General Fund and HRA working balances. It will need an accompanying Risk Assessment.

3.15 The above sets out a suggested format and framework but PDG are asked to consider any other areas that Members would wish to see within the document when it is produced.

4. OTHER OPTIONS CONSIDERED

None.

5. RESOURCE IMPLICATIONS

None.

6. RISK AND MITIGATION (INCLUDING HEALTH AND SAFETY AND DATA QUALITY)

None.

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

None.

8. CRIME AND DISORDER IMPLICATIONS

None.

9. COMMENTS OF FINANCIAL SERVICES

These are set out in the body of the report.

10. COMMENTS OF LEGAL & DEMOCRATIC SERVICES

The MTFS forms a cornerstone of the Policy and Budget Framework of the Council and therefore needs to be kept fit for purpose.

11. APPENDICES:

None

REPORT TO RESOURCES PDG

REPORT OF: HEAD OF FINANCE

REPORT NO: HOF231

DATE: 28 MARCH 2013

TITLE:	Financial report for 2012/13 – Monitoring Information	
KEY DECISION OR POLICY FRAMEWORK PROPOSAL:	N/A	
PORTFOLIO HOLDER: NAME AND DESIGNATION:	Councillor Mike Taylor Well Run Council Portfolio Holder	
CONTACT OFFICER:	Richard Wyles – Head of Finance 01476 406210 Email: r.wyles@southkesteven.gov.uk	
INITIAL IMPACT ASSESSMENT:	Carried out and Referred to in paragraph (7) below: N/A	Full impact assessment Required:
Equality and Diversity		
FREEDOM OF INFORMATION ACT:	This report is publicly available via the Your Council and Democracy link on the Council’s website: www.southkesteven.gov.uk	
BACKGROUND PAPERS	HOF200, HOF204, HOF208, HOF230 The above reports can be located by putting their reference number in the search section of the committee website via the link below: http://moderngov.southkesteven.gov.uk/ieDocSearch.aspx?bcr=1	

1. RECOMMENDATION

Members are asked to note the comments and figures contained in this report.

2. PURPOSE OF THE REPORT

In order to ensure effective budget management it is important that the members are updated with budget monitoring information. This serves the purpose of ensuring members are kept informed of actual spend compared to budget and the forecast outturn position. The report provides a summary of the year to date (YTD) position against original budget and the forecast position of the outturn and covers the following areas:

- General Fund Revenue Budget
- Housing Revenue Account Revenue Budget
- Capital Programme
 - General Fund
 - HRA

Forecast outturn work is undertaken during the course of the year by the service areas in order to anticipate the outturn position. This process enables options to be considered in respect of the spending proposals for the remainder of the year or alternatively it is used to identify emerging financial issues that can be then investigated and mitigating actions put in place. This is the third report for the current financial year and includes activity for the financial year 1st April – 31st January 2013.

3. DETAILS OF REPORT

General Fund Revenue Budgets

The original net cost of service budget for 2012/13 was set at £16.108m. The financial position as at 31st January, shows a current forecast under spend of £424k which is summarised in the table below:

General Fund Revenue Summary

Corporate Area	Annual Budget £'000	YTD Budget £'000	Net Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
Community Assets	3,114	1,082	1,081	(1)	3,224	110
Corporate	2,185	1,259	1,142	(117)	2,021	(164)
Development & Growth	2,335	1,141	1,041	(100)	2,210	(125)
Environmental Services	6,045	3,170	2,525	(645)	5,852	(193)
Finance	4,044	4,036	3,945	(91)	3,979	(65)
Housing & Neighbourhoods	606	732	695	(37)	630	24
Legal & Democratic	1,475	776	762	(14)	1,496	21
People, Projects & Performance	1,582	997	963	(34)	1,579	(3)
Property Development	1,451	115	22	(93)	1,425	(26)
Special Expense Areas	594	315	273	(42)	591	(3)
Recharged to Services	(7,323)			0	(7,323)	0
Net Cost of Service	16,108	13,623	12,449	(1,174)	15,684	(424)

The forecast position of £424K will be utilised to fund a number of key projects that will deliver priority outcomes during the current financial year. In addition a small number of specific year end set-a-sides will be established to fund activity that will be undertaken early in the new financial year. The details of these are:

Description	Funding Type	Amount
New Market Store at Bourne Access Point – contribution to capital works	Revenue Contribution to capital	£20k
Installation of disabled toilet at Bourne Access Point – contribution to capital works	Revenue Contribution to capital	£21k
Contribution towards Abbey Road toilet refurbishments Bourne	Revenue Contribution to capital	£65k
Purchase of a new vehicle to enhance the street cleansing service in the district being financed by the additional green waste income.	Revenue Contribution to capital	£30k
Private Sector Stock Condition Survey	Set-a-side for 12/13	£69k
Neighbourhood Planning Community Requests	Set-a-side for 12/13	£23k
	Total	£228k

Key Forecast Variances by Corporate Area

Community Assets

- Income is below budgeted levels respect of the Corn Exchange due to building works associated with the Community Access Point project together with additional staffing costs to support project delivery have resulted in a forecast overspend of £24k
- The renegotiation of the chance to share agreement regarding the use of Deepings Leisure has yet to take place and therefore a budget shortfall is expected of £14k.
- A water filtration unit is required at Stamford Leisure Centre and is anticipated to cost £8k.
- It has been agreed to undertake some urgent redecoration works at Stamford Arts Centre which will be funded from underspends with the corporate area £30k.
- Market Rights in respect of the Grantham Market has been re-negotiated for the next 3 years which is resulting in an annual saving of £5k.
- There is a forecast reduction on market toll income totalling £23k across both Grantham and Stamford Markets due to issues with lower than anticipated market traders operating and over supply of certain types of casuals.

Corporate

- Operational and Strategic Management cost centres are forecasting to achieve a salary saving due to the shared service arrangement in place with a neighbouring authority for senior posts £95k.
- There is a forecast reduction on audit fees (£35k) following the abolition of the Audit Commission and the appointment of KMPG from the 1st November 2012.
- A £20k underspend is expected on subscriptions within the corporate area following a review of requirements and payments being less than anticipated.

Development & Growth

- Development Management and Land Charges budget headings are both experiencing a higher than anticipated levels of income for the majority of the financial year which is resulting in additional forecast income of £61k.
- A salary related under spend is forecast due to various vacancies within the service area.
- Within the Planning policy area a forecast underspend is anticipated on the delivery of the Local Development Framework including costs associated with the local plan, specifically the SAP DPD (site allocations policy, development plan document) being lower than expected in 2012/13 (£51k).

Environmental Services

- Charging for the green waste service has been particularly successful and consequently there is additional forecast of income than budgeted for. Enhanced street cleansing has been undertaken due to success of the green waste project which is partly offsetting the additional income along with some other additional costs – the net effect is additional income of £193k.
- Income increased by £17k due to the extension of the Stamford Civics contract until the end of the financial year.
- Recycling credits forecast reduced by £20k due to the increase in contamination rate and tonnages being lower than anticipated Year To Date
- Environmental Health - Private sector stock condition survey is not expected to be carried out during 2012/13 (£69k) and it has been agreed to earmark this as a year-end set a-side for 2013/14

Finance

- A salary related under spend is forecast due to various vacancies within the service area.

Housing & Neighbourhoods

- The sharing of duties around the vacancy for a Housing Options Project Officer within the service has resulted in an efficiency saving.
- There is a forecast income reduction following of the call centre operation of the Helpline service.

Property Development

- Building Control income has been down compared to budget for the majority of the financial year. The forecast income reflects this downward trend, resulting in a forecast income reduction of £60k.
- An increase in electricity tariffs is resulting in a forecast of an additional £28k of expenditure.
- Car park income has improved across several car parks and the recovery of set up costs and overheads for Civil Parking Enforcement are currently being met by income generated through on street PCN's therefore it is anticipated that the deficit payment to LCC is no longer required in this financial year (£31k)

Housing Revenue Account Budgets

The financial position as at 31st January 2013, shows a forecast under spend of £420k which is summarised in the table below:

Corporate Area	Annual Budget £'000	YTD Budget £'000	Net Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
Income	(23,141)	(19,307)	(19,372)	(65)	(23,210)	(69)
Expenditure	10,875	7,851	7,823	(28)	10,596	(279)
Support Services	0	158	153	(5)	0	0
Other Expenditure	7,200	4,428	4,428	0	7,200	0
Interest	3,388	1,694	1,658	(36)	3,316	(72)
Deficit / Surplus	(1,678)	(5,176)	(5,310)	(133)	(2,098)	(420)

Key Forecast Variances

- The current void rate is 1.3% compared to a budget of 1.5%, therefore additional income of £69k is predicted on Dwelling Rents.
- Due to the bad weather experienced during the winter months the expected spend on external painting had not been incurred and therefore a underspend of £120k is now factored in the forecast outturn.
- A salary related under spend is forecast (£92k) due to various vacancies within the Housing Revenue account.
- There is a forecast underspend on fire risk assessments due to the bespoke nature of the works and the manufacturing process. These works are of a low category in terms of risk.

Capital Budgets

The capital programmes include a number of significant capital projects for 2012/13. The current financial position is outlined in the table below;

Programme	Annual Budget £'000	YTD Budget £'000	Total Spend to Date £'000	YTD Variance £'000	Forecast Outturn £'000	Forecast Variance £'000
General Fund	6,477	3,202	3,442	241	3,922	(2,555)
HRA	4,731	3,684	4,002	318	4,512	(219)

General Fund Key Variances

- Business Innovation Centre and Station Approach schemes – These schemes are now likely to occur in 2013/14 and the allocated sums will be transferred accordingly.
- Shop Front Scheme – Applications are being received and are being processed however there is a forecast underspend of £40k which are now expected to be completed in 2013/14.
- Serviced Land – Outturn has been forecast at £590k for this scheme in 2012/13 with the remaining £410k anticipated to be spent in 2013/14 for land purchase.
- Street Scene Vehicle Procurement – A replacement freighter has been purchased (£150k) due to a vehicle being damaged and written off during a serious accident in June 2012. A new vehicle has also been purchased in year (£30k) to enhance the street cleansing service in the district. This will be financed by the additional green waste income received following the introduction of the new scheme.
- Bourne Community Access Point – this will be operational in March 2013.
- Broad Street Premises Alterations- There will be no scheme of works carried out during 2012/13 which will result in a £100k underspend. Slippage of £35k has been identified for heating works should the decision be made to hold the asset.

- Bourne Core Area – This project is underway with the first phase of the development due to be completed in May 2013 with 4 flats being finished within the mill of which 2 of these have had offers accepted.

HRA Key Variances

- Refurbishment Works (Rectory Close, Barrowby) – Initial tender prices are less than anticipated so forecast outturn has been reduced by £100k accordingly. This could be used to fund the additional expenditure on property refurbishments.
- Re-roofing – there have been delays in delivering the scheme due to the recent adverse weather conditions which has resulted in a forecast underspend. However, officers are hopeful works can be accelerated towards year end to deliver the scheme on budget.
- Property Refurbishments – An additional £190k is forecast on this scheme due to the reactive nature of the works as the scale of works required are not always known until the properties become void. There has also been refurbishment work undertaken on 2 large historic voids during 2012/13. This will be funded from other capital schemes within the overall programme.
- Helpline software system upgrade – Following the transfer of the call centre operation to City of Lincoln Council, the budget is no longer required generating a saving of £82k.
- Mobilisation of craft working – due to software delays this project is unlikely to be completed by year the end and therefore a forecast underspend of £74k is now expected. As part of the outturn analysis any remaining budget will be reviewed as part of that process.

Headcount and Budgets

The position as at 31st January 2013 shows that against an original FTE budget of 626.1 the actual FTE (including agency and wages staff) is 597.7 which equates to a variance of (28.4) FTE.

4. OTHER OPTIONS CONSIDERED

None applicable

5. RESOURCE IMPLICATIONS

None applicable

6. RISK AND MITIGATION

None applicable

7. ISSUES ARISING FROM EQUALITY IMPACT ASSESSMENT

None applicable

8. CRIME AND DISORDER IMPLICATIONS

None applicable

9. COMMENTS OF FINANCIAL SERVICES

Financial considerations are included in the report.

10. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

As part of good governance it is important members are kept updated in respect of the financial position of the Council expenditure during the course of the year.

11. COMMENTS OF OTHER RELEVANT SERVICES

None applicable

12. APPENDICES

None

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
31/05/12	Void Properties To provide an update to the PDG on void properties.	Update given by Head of Community Assets and Property & Facilities Manager	That Council explores using a single energy provider for utilities in council-owned properties and, if possible, all Council owned/leased buildings	Feedback at mtg of 4/10/12 Initial enquiries had been made. See Action Notes for full detail. Head of Community Assets to continue to investigate opportunities.			
	Fees and Charges Strategy Develop and implement strategy. Incorporate framework into budget setting and medium term financial planning	Report HOF199 presented to PDG on draft Strategy			2.8.12	Given its poor use, the PDG recommends that Cabinet should explore cost recovery and potential alternative uses for the cycle centre in Grantham	
	Localisation of Council Tax Benefit Develop local Scheme in response to the location by central government	1. Presentation by Benefits & Revenues Manager on requirement to adopt a local scheme 2. Working Group established to discuss model scenarios developed by Benefits Staff					20.8.12 Cabinet Decision Cabinet approved the proposed criteria for the localisation of Council Tax Support for consultation purposes 13.12.12 Council approves the scheme as detailed in the local scheme rules from 1 April 13
02/08/12	Fees and Charges Strategy Develop and implement strategy. Incorporate framework into budget setting and medium term financial planning	Head of Finance summarised report number HOF203 reflecting the recommendations made by Resources PDG			4.10.12	That Cabinet adopt the draft Fees and Charges Strategy as appended to report HOF203	1.10.12 Cabinet Decision Cabinet approved the draft Fees and Charges Strategy. The use of the strategy is to be incorporated into the medium term financial planning of the Council
	Car Parking Strategy Update the Resources PDG on the work of the Communities PDG working group		Resources PDG asked for modelling of both one and two hours free parking in Grantham and Stamford and that the car parking review should consider the provision of car parking facilities suitable for motor homes	The PDG received a summary at its meeting of 2/11/12			21.5.12 Cabinet Decision Cabinet approved the draft SKDC Civil Enforcement Off Street Parking Places Order 2012 for consultation with Statutory Bodies and the public in accordance with Local Authority Traffic Orders (Procedure) (England and Wales) Regulations 1996
	Financial Settlement 13/14 Update to PDG	Update presentation by Strategic Direct re retention of non-domestic rate receipts and potential implications on future grant funding	The Development Management Service Manager provides an update report for the possible charging for pre-application advice	The PDG received an update at its meeting of 2.11.12	2.11.12		
	Budget Monitoring Report to PDG	Report HOF204. Financial report for 1st quarter of 2012/13					

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
04/10/12	Cycle Centre Update on effectiveness of Grantham facility	PDG members requested information on the cycle centre in order to make recommendations about future use.	1.The Property Manager arrange for the marketing of the cycle centre in Grantham with immediate effect. 2.That a full report be provided to the PDG on the use of the cycle centre	1.Response given at meeting of 2.11.12 2.Report provided to the Chairman of the PDG prior to the meeting of 2.11.12	2.11.12		
	Fees and Charges Determination of implementation by service area	Presentation by Head of Finance with input from Development Control, Environmental Health and Community Safety and Licensing Managers	All fees and changes work undertaken by Service Managers in respect of council services are to be presented to the PDG at its meeting on 2.11.12	Report presented by Strategic Director - Corporate Focus with input from relevant service managers	2.11.12	The Resources PDG recommends that the proposed fees and charges for Environmental Health Services and Community Safety and Licensing be approved.	1.3.13 Council Decision Council approved fees and charges as part of the determination of the budget
	Budget Monitoring Report to PDG	Report No. HOF208 was presented by the Head of Finance summarising actual spend against the budget and the forecast outturn position as at 31.8.12	1.The Head of Finance to circulate an explanation for the variance in staffing levels for Community Safety and Licensing which exceeded budgeted levels. 2. The issue of over-grown weeds in pavements and grounds maintenance issues relating to overgrown trees and grass verges be referred to the Scrutiny Committee	Agenda item for Scrutiny Committee 27.11.12	17.1.13		
02/11/12	Fees and Charges Report number HOF210 by Head of Finance - presented by the Strategic Director - Corporate Focus	1.Update re pre-application advice by Development Control Service Manager 2. Updates by Head of Service for Property Development on services within his remit, including: 2.1 Car Parking 2.2 Bus Station Charges 2.3 Cycle Centre Charges	1. That officers should review the accredited agent scheme run by Cornwall Council for consideration by the PDG at a future date.		17.1.13	1. That a charge should be introduced for pre-application advice based on a sliding scale dependent upon the size of the development (from £150 for a small scale development) and £50 for householders 2.1a) That Parking Orders should be applied to Bourne car parks from April 2013 which would impose a maximum stay period 2.2b) Car parking charges should remain static and be reviewed 6 months after the introduction of CPE 2.2 That there should be no increase in respect of fees and charges for bus stations within the district 2.3 There should be no increase in respect of fees and charges for the cycle centre in Grantham together with running increased publicity about the facility's availability	1.3.13 Council Decision Council approved fees and charges as part of the determination of the budget Council approved fees and charges as part of the determination of the budget

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
02/11/12 cont....	Fees and Charges (continued)	2.4 Cemetery Charges 2.5 Building Control				2.4a) That the Council should introduce an exclusive right of burial charge for construction of a single vault mausoleum on drive spaces outside of the designated area for lawn cemetery at a charge of £600 for 2013/14 with a £300 pre-purchase deposit. 2.4b) That the Council should allow kerbed memorials in the lawn cemetery area with a charge of the standard grave space plus £125. 2.5a) That the standard fees and charges for Building Control should not change. 2.5b) That the hourly rate for Building Control Services should increase from £40 an hour to £45 an hour	Council approved fees and charges as part of the determination of the budget
		3. Updates by Waste and Recycling Service Manager on services within his remit, including: 3.1 Green Waste 3.2 Bulky Waste 3.3 MOT Testing	That officers should investigate whether taxis can be required to come to the District Council for servicing and whether discounts could be applied as an incentive		17.1.13	3.1 That the charge for Green Waste Collection should remain at £25.00 3.2 That the charging structure for the collection of bulky waste should not change 3.3 That the charge for MOT servicing should not change	Council approved fees and charges as part of the determination of the budget
		4. Updates by Head of Service for Community Assets on services within his remit, including: 4.1 Markets 4.2 Arts Centres 4.3 Bourne Corn Exchange	That a review of markets (looking to increase the number of available pitches without increasing cost) should be added to the PDG's work programme to begin in 2013			4.1 That there should be no change in charges in respect of markets 4.2 That charges in respect of Grantham and Stamford Arts Centres should increase in line with the retail price index 4.3 That the Council should adopt the proposed fees and charges for Bourne Corn Exchange	Council approved fees and charges as part of the determination of the budget
		5. Update of Helpline service by Strategy Director - Corporate Focus				5. That the charge for the Helpline should increase in line with the retail price index	Council approved fees and charges as part of the determination of the budget

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
17/01/13	Updates						
	1. Grounds Maintenance	1. The Scrutiny Committee had looked at Grounds Maintenance issues at its meeting on 27.11.12. The committee was made aware of weaknesses in the current contract which was shortly to expire. Officers were developing new contract arrangements which would be more robust and enforceable					
	2. MOT arrangements for hackney carriages and private hire vehicles	2. The Waste and Recycling Services Manager gave an update on opportunities regarding MOT Arrangements for hackney carriages and private hire vehicles	2. That the Waste and Recycling Service Manager should develop an incentive scheme which gives discounts to taxi companies for the inspections of hackney carriage firms and private hire vehicles within the district to present to the PDG at a future meeting				
	3. Development Management accredited agent scheme	3. The Development Management Service Manager gave the PDG an update on the accredited agent scheme introduced by Cornwall Council and how a similar scheme could be considered for South Kesteven.	3.1 Following the creation of a household applications team, the Development Management Service Manager should consider an accredited agent scheme and gauge the interest of agents in such a scheme through the agents' forum 3.2 A progress update to be provided for the meeting on 28.3.13		28.3.13		
	Financial Settlement 13/14						
	Report to PDG	The Head of Finance summarised report No. HOF221, which updated the PDG on provisional grant settlement for 2013/14					
	HRA Business Model						
	Presentation to PDG	The Head of Community Assets gave a presentation on the Housing Revenue Account (HRA) business model	1. Officers to look into working with an oil supplier to provide fuel oil for council properties in rural areas so that tenants do not have to bulk buy fuel and report back to the PDG at its meeting on 28.3.13 2. The Head of Community Assets to provide an update on a single utilities supplier at the meeting of the PDG to be held on 28.3.13		28.3.13 28.3.13		
	Budget Monitoring						
	Report to PDG	Report No. HOF220 by the Head of Finance summarised actual spend against the budget and the forecast outturn position as at 30.11.12					

Date	Item	Update	Action Notes to Officers	Response	Recurring item	Recommendation	Cabinet/Council Decision
28/03/13	Accredited Agent Scheme	Update on development of accredited agent scheme following the creation of a household applications team					
	Fuel Oil Bulk Purchase	Update on investigations into the bulk purchase of fuel oil for the benefit of rural tenants					
	Single Utilities Supplier	Update on single utilities supplier					
	Parking Orders Update	Update on parking orders for Bourne					
	Car Parking Update	Update on Car Parking Systems					
	Local Authority Mortgage Scheme Update on scheme by Head of Finance	Update to Members on the LAMS scheme following its introduction one year ago with input from a mortgage sector representative					
	Medium Term Financial Strategy Introduction to strategy prior to development of workshops						
	Hardship Fund Report to PDG on fund developed as support for impact from introduction of Local Council Tax Support Scheme						
	Financial Update Update to Members						