

Cabinet



SOUTH
KESTEVEN
DISTRICT
COUNCIL



Tuesday, 5 December 2023 at 2.00 pm
Council Chamber - South Kesteven House, St. Peter's
Hill, Grantham. NG31 6PZ

Cabinet Members: Councillor Richard Cleaver, The Leader of the Council (Chairman)
Councillor Ashley Baxter, Deputy Leader of the Council and Cabinet Member for Finance and Economic Development (Vice-Chairman)

Councillor Rhys Baker, Cabinet Member for Environment and Waste (jobshare)
Councillor Phil Dilks, Cabinet Member for Housing and Planning
Councillor Patsy Ellis, Cabinet Member for Environment and Waste (jobshare)
Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing
Councillor Rhea Rayside, Cabinet Member for People and Communities
Councillor Paul Stokes, Cabinet Member for Leisure and Culture

Agenda

This meeting can be watched as a live stream, or at a later date, [via the SKDC Public-I Channel](#)

1. **Apologies for absence**
2. **Minutes of the previous meeting** (Pages 3 - 14)
Minutes of the meeting held on 7 November 2023.
3. **Disclosure of Interests**

Items for recommendation to Council

- 4. Council Tax Base 2024/2025** (Pages 15 - 20)
To recommend to Full Council the Council Tax Base for the financial year 2024/25.
- 5. Localised Council Tax Support Scheme 2024/25** (To Follow)
This report reviews the Council's Localised Council Tax Support Scheme in advance of the 2024/25 financial year, as well as making proposals and recommendations to Full Council made in relation to the Council Tax exemption for care leavers, Council Tax discount for Special Constables and the outcome of the public consultation.

Items for Cabinet Decision: Non-Key

- 6. Safer Streets Funding** (Pages 21 - 28)
To accept the Safer Streets (Round 5) funding allocated via the Police and Crime Commissioner for Lincolnshire following a bid submitted by South Kesteven District Council.
- 7. Finance Update Report: April - September 2023** (Pages 29 - 53)
To present the Council's forecast 2023/24 financial position as at end of September 2023. The report covers the following areas:
- General Fund Revenue Budget
 - Housing Revenue Account Budget
 - Capital Programmes – General Fund and Housing Revenue Account
 - Reserves overview – General Fund and Housing Revenue Account

Items for information

- 8. Cabinet's Forward Plan** (Pages 55 - 61)
This report highlights matters on the Cabinet's Forward Plan.

Minutes

Cabinet

Tuesday, 7 November 2023



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

The Leader: Councillor Richard Cleaver, The Leader of the Council (Chairman)

The Deputy Leader: Councillor Ashley Baxter, Deputy Leader of the Council and Cabinet Member for Finance and Economic Development (Vice-Chairman)

Cabinet Members present

Councillor Rhys Baker, Cabinet Member for Environment and Waste (jobshare)

Councillor Patsy Ellis, Cabinet Member for Environment and Waste (jobshare)

Councillor Philip Knowles, Cabinet Member for Corporate Governance and Licensing

Councillor Rhea Rayside, Cabinet Member for People and Communities

Councillor Paul Stokes, Cabinet Member for Leisure and Culture

Non-Cabinet Members present

Councillor Ben Green

Councillor Tim Harrison

Councillor Charmaine Morgan

Councillor Ian Selby

Councillor Elvis Stooke

Councillor Mark Whittington

Officers

Karen Bradford, Chief Executive

Richard Wyles, Deputy Chief Executive and Section 151 Officer

Nicola McCoy-Brown, Director of Growth and Culture

Adrian Ash, Interim Assistant Director of Operations

Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Karen Whitfield, Assistant Director – Leisure, Culture and Place

George Chase, Waste and Recycling Operations Manager

Julie Martin, Head of Housing Technical Services

Claire Moses, Head of Revenues, Benefits and Customer Service

Debbie Roberts, Head of Corporate Projects, Policy and Performance

James Welbourn, Democratic Services Manager (Deputy Monitoring Officer)

42. Apologies for absence

Apologies for absence were received from Councillor Phil Dilks.

43. Minutes of the previous meeting

The minutes of the meeting held on 10 October 2023 were agreed as a correct record.

44. Disclosure of Interests

There were no disclosures of interests.

45. Swimming Pool Support Fund (Phase One – Revenue)

Purpose of report

To consider an offer of external funding from the Swimming Pool Support Fund.

Decision

That Cabinet approves the receipt of £344,659 from the Swimming Pool Support Fund, the funding being utilised to offset the management fee of £500k provided to LeisureSK Ltd. for the financial year 2023/2024.

Alternative options considered and rejected

To not accept the funding.

Additional funding streams were being explored to improve both the energy and carbon efficiency of the District's leisure centres.

Reasons for decision

In line with the Council's Financial Regulations the level of funding secured required approval by the Cabinet.

The costs of running the Council's leisure facilities had increased significantly during the current financial year, particularly in relation to utilities and pool chemicals.

In recognition of national issues the Swimming Pool Support Fund was launched by central government in March 2023. It had been necessary to support LeisureSK Ltd. with a management fee in the current financial year; to cover the increases in utilities and pool chemicals that had previously been unbudgeted.

Note: Both Councillor Charmaine Morgan and Nicola McCoy-Brown left the Council Chamber during the debate and vote on this item, as they were Directors of LeisureSK Ltd.

The following points were raised during debate of this item:

- Both Stamford and Grantham Meres Leisure Centres would benefit from this funding. There was no funding available for Bourne Leisure Centre. It was reported that there were only five leisure centres across Lincolnshire that

received this funding, so it was a huge success for the Council to receive support for two of their sites.

- LeisureSK Ltd. would present their proposal for the upcoming financial year at a future Culture & Leisure Overview and Scrutiny meeting.

46. Provision of Domestic Battery Recycling Service

Note: Councillor Charmaine Morgan and Nicola McCoy-Brown returned to the Council Chamber.

Purpose of report

This report provided information regarding options for the introduction of a domestic battery recycling service along with the recommendation by the Environment Overview & Scrutiny Committee held on 3 October 2023.

Decision

That Cabinet:

1. Noted the report and the outcome and agreed recommendation from the Environment Overview & Scrutiny Committee held on 3 October 2023:
 - a) *Noting the contents of the report.*
 - b) *Recommended that option D - Kerbside Collection -The implementation of a kerbside scheme with residents providing their own bags as the most cost efficient and sustainable method’.*
2. Agrees and approves the recommendations by the Environment Overview & Scrutiny Committee, namely that a kerbside scheme be implemented with residents providing their own bags as the most cost efficient and sustainable method.

Alternative options considered and rejected

a) **Status Quo** - Continue as currently, with residents using the take back scheme and household waste recycling centres.

No Additional Cost

b) **Communications Campaign** - Carry out a managed communications campaign promoting the “take back” scheme through social media, the Council’s website and other communication channels to raise the profile and benefits of recycling batteries safely.

Cost - up to £5,000 depending on the type, timescale and extent of campaign.

c) **Kerbside Collection** - Implement a kerbside scheme with bags provided for residents’ use (supply of 4 bags per annum but has an ongoing cost)

Cost £71,800

d) **Kerbside Collection** - Implement a kerbside scheme with residents providing their own bags and run alongside a communication campaign. Retrofit Vehicles £8,000, Communication Campaign £5,000

Total Cost £13,000

Summary of Estimated Costs

Item	Option (a) Status Quo	Option (b) Comms Campaign	Option (c) Year 1 Bags Provided	Option (c) Year 2 etc. Bags Provided	Option (d) Residents providing own bags
Retrofitting of 32 vehicles	£0	£0	£8,000	£0	£8,000
Annual letter delivery and supply of WEEE Bags (4) to all households (70,000 @ £0.84) (Ongoing Costs)	£0	£0	£58,800	£58,800	£0
Comms campaign / ongoing	£0	£5,000	£5,000		£5,000
Total	£0	£5,000	£71,800	£58,800	£13,000

Reasons for decision

A number of reasons behind the decision were set out in the report, and repeated below:

- Local Authorities were not required to collect used batteries from households.
- The collection of batteries showed commitment from the Council for recycling additional items safely.
- The introduction of a battery recycling scheme would not necessarily eliminate incidents of waste collection vehicle conflagration.
- The waste freighter fire at Ingoldsby in March 2023, where rubbish from a bin lorry had to be dumped onto the road to be extinguished was the only recorded incident of this type for the Council.
- There were varying costs for each of the options above which the service would need to absorb.
- Retailers and distributors had responsibilities if they sold or supplied 32kg or more of portable batteries per year, in terms of providing free collection points for the 'takeback scheme'.

- The 'takeback scheme' scheme aligned with producer responsibility as identified in the Environment Act – 'producer pays'.
- There was a significant number of retailers within walking, cycling and driving distance of residents in South Kesteven who provided containers for the deposit of batteries - Morrisons, Asda, Sainsbury's, Waitrose, Tesco, Lidl, Co-op along with other independent retailers.
- Batteries can also be taken to the local Household Waste Recycling Centres.
- The Introduction of the scheme would show South Kesteven Council's Commitment to:
 - a responsible sustainable recycling management system
 - a commitment to protecting the environment.
- Collection of batteries from households may eliminate any issue for rural communities who may not have any readily available collection points and for those whom travel is difficult.
- Other authorities have introduced similar schemes e.g. Rushcliffe Borough Council, South Cambridgeshire, Kings Lynn and West Norfolk.

A motion on domestic battery recycling was agreed with a cross-party consensus at the Full Council meeting held on 20 July 2023. A significant rise in the consumption of batteries had been seen, but the safe disposal of these batteries had not necessarily kept pace with this. Improper disposal of batteries posed an environmental hazard and a threat to health and safety due to the potential leakage of harmful chemicals.

The following points were raised during debate:

- Whilst supermarkets did provide a battery recycling service in store, it was not necessarily through choice. Free collection of used or waste batteries must be offered if a seller supplied 32kg or more of portable batteries per year.
- It was hoped that the collection scheme for battery recycling would be in place by March 2024; however, advice on its rollout was still being sought from colleagues at the Lincolnshire Waste Partnership.
- Communications related to the battery recycling scheme would be released in due course, but efforts were currently being concentrated on the issue of twin stream recycling.

47. Relocation of the Customer Services Centre – Grantham

Purpose of report

This report set out the progress made in the proposals for a new Customer Service Centre at Grantham and sought a number of resolutions in order to enable the delivery of the project.

Decision

That Cabinet:

1. Approves the delivery of a new Customer Service Centre at Unit 1 The Picture House Grantham.
2. Approves a budget of £350,000 to deliver the new Customer Service Centre.
3. Approves an in-year budget amendment of £150,000 from the Local Priorities Reserve towards the required capital allocation.
4. Approves the movement of £200,000 from the SK House Refurbishment budget in order to provide a funding contribution towards the Customer Service Centre project.
5. Approves the commencement of the procurement process in order to appoint a contractor to undertake the fit out works.

Alternative options considered and rejected

In order to provide a full and varied options analysis, a number of locations had been explored; the focus had primarily been on Council owned locations in an attempt to avoid incurring any new unnecessary external costs. This analysis reviewed the follow sites:

- **Unit 1 & 2– St Catherine’s Road**
This location was considered for the previous partnership option, but that proposal incorporated both vacant units into one single space. This would be over and above the space required for the new Customer Service Provision and would not be financially viable as sole occupants.
- **Witham Room – South Kesteven House**
Consideration had been given to reconfiguring the current meeting room in SK House, the Witham Room, into the Customer Service Centre. This would have resulted in the loss of further meeting space available to the Council and would have incurred significant cost associated with reconfiguration of the space.
- **Newton Room – Guildhall Arts Centre**
The current temporary Customer Service Centre was located in the Guildhall Arts Centre; therefore options had been explored for keeping it in this building but in a different larger space. This room however did have disadvantages as it was a heavily used room by external companies, the Arts Centre, and the Council itself.
- **Museum – Ground Floor**
The Museum was currently underutilised, so the option was explored to share this space with the museum trust. The space was too large for SKDC

Customer Service provision alone and following discussion with the Museum Trust representatives it was evident the space available via a partnership would be insufficient for the Council's needs.

- **Former Customer Service Centre – Abbey Gardens, St Peters Hill Office**
This would have involved returning to the former Customer Service Centre, however the space was larger than the Customer Service Provision needed, and the building had now exchanged contract of sale.
- **Bus Station – Tenant Resource Centre**
Officers had also explored the Tenant Resource Centre, as it is in the centre of town and is already in a building we already lease. There would however be significant costs to reconfigure this site into what we need, and due to the size of the room available, the Council would not be able to fit all of the minimum requirements needed for the Customer Service Centre in here.
- **Arts Centre – Current Temporary Location**
The current arrangement for the Customer Service Centre in the Arts Centre was considered to be temporary, however thought had been given to remaining here, and operating as currently. There had already needed to be significant compromises in this space, which had been acceptable on a temporary basis, but would need addressing if we were to move to a more permanent solution.

An assessment had been undertaken and signed off due to the temporary location, however it was unlikely the current location would be approved as permanent location without significant reconfiguration of the space at a cost. There was currently some customer confusion as to where the Customer Service Centre was located, and utilising the room on a more permanent basis would result in a loss of income for the Arts Centre.

For all other options, data security needed to be considered. Currently teams received information from customers, which was taken back to the main offices, scanned, and returned to the customer. There would need to be a secure way of transporting this data from any building to the current SKDC offices at The Picture House.

For a number of the other options, installation of IT Infrastructure to connect to the SKDC network would be required. IT is reliant on third party broadband / fiber connection. Reliance on an internet line which is dependent on strength, could result in a drop in connection – particularly where staff were using multiple applications.

Reasons for decision

The Council's ambition remained to provide a front facing customer service function as it was essential that residents of South Kesteven District had the opportunity to access direct and face to face support with Customer Service staff. This remained the ambition following the closure of the previous offices in Grantham.

The existing space at the Guildhall Arts Centre was constrained with limited scope for alteration or improvement and therefore could not accommodate all the desired service function to meet future operational needs. There was also a lack of waiting space available in this location.

The existing space was constrained by alternative tenancies and uses with multiple occupations within the Guildhall Building.

Relocation to Unit 1 The Picture House would provide open and collaborative space for staff and customers and would be in close proximity to the existing Council Offices. Design teams were working on the fit out of the space.

There would be a positive reputational impact in bringing the building into use with the unit having been vacant since construction in 2019, whilst providing a positive response to customer feedback and creating a positive impression for corporate visitors.

The space can be used by other 3rd party organisations – this would open up opportunities for third sector and other partners to take occupancy of space and develop ‘themed’ days such as joint initiatives including cost of living, debt support and housing advice.

The following points were raised during debate:

- The other vacant unit underneath the Picture House continued to be marketed; expressions of interest for the unit were being sought. The unit was also sited on the ‘One Public’ agenda which enabled other local authorities to identify an interest.
- Most of the budget for the work was being moved from the budget line for the South Kesteven House refurbishment works. Whilst refurbishment works were needed at South Kesteven House, it was felt that the priority lay with the Customer Service Centre. Not all of the activity behind the works was within the gift of the Council, all parts of the supply chain would need to be operationally ready in order to meet the timescale suggested.
- The indicative timescale within the report for moving to the new unit was felt to be accurate; however every effort would be made to tighten this timescale.
- There were no issues with the current temporary location of the Customer Service Centre, it fulfilled the needs of residents and was fit for purpose. Risk assessments were carried out regularly and this would continue to be the case until staff were moved out of the Guildhall.
- Many of the external costs related to bringing the unit into use as a Customer Service Centre were not related to fixtures and fittings.

48. Housing Repairs & Maintenance Policy

Purpose of report

To seek approval from Cabinet of the adoption of the new Housing Repairs and Maintenance Policy which sets the framework for the delivery of the repair service.

Decision

That Cabinet:

1. Approves the adoption of the new Housing Repairs and Maintenance Policy.
2. Delegates authority to the Chief Executive to make minor alterations and amendments to the Policy post adoption as required by changes to regulations and expectations by the Regulator for Social Housing.

Alternative options considered and rejected

Continue without an adequate policy or procedure.

Reasons for decision

The clarity provided by the Housing Repairs and Maintenance Policy enabled staff working in the service to make operational decisions efficiently and consistently. This in turn provided greater transparency and understanding for tenants of the standards and activities the repairs and maintenance service would deliver.

The policy was considered and recommended to Cabinet by the Housing Overview and Scrutiny Committee in July 2023.

The Council was still on the path to improving its housing offer, and this can be seen through the consideration of policies such as this, and the fact that the Regulatory Notice had been lifted after three years in special measures.

Having a Housing Repairs and Maintenance Policy that people could look at and understand would make it easier to explain to tenants when and why repairs were being carried out.

The following points were raised during debate:

- Housing officers would not expect their contractors to be 'cold-calling' tenants. Contact with tenants would be picked up through contractor meetings where possible.
- There were a number of properties where adaptations had been made for families with disabilities. The Aids and Adaptations Policy supported this.
- Housing Overview & Scrutiny had an upcoming agenda item on issues surrounding the Housing Revenue Account. There had also been a series of

workshops for members; the next scheduled workshop was on the issue of repairs.

49. Health Cash Plan

Purpose of report

To report a recommendation from the Council's Employment Committee that Cabinet does not support the introduction of a Health Cash Plan as a benefit for South Kesteven District Council's employees.

Decision

That Cabinet notes that Employment Committee has recommended against introducing the proposed employee Health Cash Plan which it was asked to approve.

Alternative options considered and rejected

The report was for noting only.

Reasons for decision

At the meeting of the Employment Committee on 6 September 2023, the following points were highlighted by Members in consideration of the Medicash proposal:

- Questions raised as to whether employees would have to fund private medical healthcare initially without confirmation that they would be reimbursed at a later date.
- Complex cases were not necessarily straightforward according to feedback from similar plans.
- There appeared to be a capped limit on the amount of financial assistance available. Employees on lower incomes would not necessarily benefit in comparison to those on higher incomes.
- Questions raised as to whether Medicash presented the best Health Cash Plan available.
- 24/7 access to a virtual GP service was considered beneficial. Complex health issues were questioned as potentially costly.
- The proposal had the potential to reduce absenteeism and enhance the quality of remuneration to retain staff.
- The proposal provided an opportunity to invest in the workforce, both in their physical and mental health, as a priority.
- Early intervention with routine health issues could reduce longer-term problems alongside access to mental health services.
- Employee's children are included in the plan and receive 50% of the entitlement of the employee.
- The current opt-in scheme is not highly utilised.

Upon voting on the proposal, four members of the Employment Committee voted in favour and five voted against. The Employment Committee therefore recommended that the Council did not implement the proposed Health Cash Plan for its employees.

The following points were raised during debate:

- The proposal on the table at Employment Committee in September was not the right one for the Council at that time. This did not mean that the proposal would not come back to Cabinet in some form at a later date.
- Members wished to convey to staff that they had in mind their best interests as an employer.
- A lot of work was carried out on this issue by staff, senior management and the unions and this should not be ignored. It was clear that there were reservations from Members about the scheme, but it was highlighted that the Plan had been supported by the trade unions but rejected in its current form by Members.
- The Cabinet Member for People and Communities had contacted the Chairman of the Employment Committee to hold a meeting on the Health Cash Plan and its future. It was the firm hope that a proposal would be formed during this meeting that would come back for consideration by Members at a later date.

50. Updated Climate Action Strategy for South Kesteven

Purpose of report

Following a public consultation conducted, a revised Climate Action Strategy had been developed setting out South Kesteven District Council's aspirations to reduce carbon emissions and adapt to the impacts of climate change within the District.

Decision

That Cabinet approves the adoption of the revised South Kesteven Climate Action Strategy.

Alternative options considered and rejected

There was no statutory obligation to monitor or report on carbon emissions which arose from Council operations or from the wider District. Nevertheless, by doing so and setting out how the Council proposed to address these, it was acting in alignment with its climate emergency declaration of 2019.

Cabinet could have amended the South Kesteven Climate Action Strategy and propose an alternative approach for addressing climate change within the District.

Cabinet could have rejected the South Kesteven Climate Action Strategy and have chosen not to progress work on climate change within the District.

Reasons for decision

The 'Strategy' set out a robust framework for action and how the Council was able to respond across different areas to the problems presented by climate change and the need to reach net zero emissions by 2050.

The Strategy was a key document in addressing the climate emergency. Three-quarters of UK authorities have already declared a climate emergency.

In March 2023 the Environment Overview and Scrutiny met and agreed that a consultation on the Strategy would take place in July 2023 for a period of four weeks. 73% of respondents the commitments made by the Council in 2019 (when they declared a climate emergency).

Valuable feedback had been gathered from the consultation exercise, particularly around the need for guidance and support for residents. Also highlighted was the ambition for tackling climate change, and concerns around climate change adaption.

The updated Strategy was the first stage of a two-step process. Detailed plans around eight strategy themes would be presented in a subsequent Climate Action Plan.

The revised Climate Action Strategy was presented to Environment Overview & Scrutiny Committee on 3 October 2023. The Committee recommended to Cabinet to approve the adoption of the revised South Kesteven Climate Action Strategy whilst undertaking to engage with the wider community to further inform the development of the Climate Action Plan.

The following points were highlighted during debate:

- Emergency planning was taken very seriously. It was important to encourage Parish Councils to formally sign up to the Local Resilience Forum to be part of this.
- The Terms of Reference were being finalised for the Climate Change Working Group.
- New obligations were being placed on Councils by the Environment Act. The government had put the onus on Councils to consider biodiversity net gain within Planning from January 2024.
- A future report would be required on what was intended for the biodiversity action plan, and to report what was already happening in relation to grounds and open spaces.

51. Cabinet's Forward Plan

The Forward Plan was noted.

The meeting closed at 3:28pm.



**SOUTH
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Cabinet

5 December 2023

Report of Councillor Ashley Baxter,
Deputy Leader of the council

Council Tax Base 2024/25

Report Author

Alison Hall-Wright, Deputy Director (Finance and ICT)



alison.hall-wright@southkesteven.gov.uk

Purpose of Report

To recommend the Council Tax Base for the financial year 2024/25.

Recommendations

That Cabinet:

- 1. Recommends to Full Council the Council Tax Base for 2024/25 of 49,710.0 in accordance with the relevant legislation. This will form the basis upon which the Council will estimate Council Tax income for the 2024/25 budget.**

Decision Information

Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	High Performing Council
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 These are contained within the report. Setting the tax base is an important milestone in the annual budget setting process and allows the Council to project the anticipated Council Tax that will be collected for the following financial year.

Completed by: Richard Wyles, Deputy Chief Executive and S151 Officer

Legal and Governance

- 1.2 The approval of the Council Tax Base detailed in this report is required in accordance with the legislation referred to in Section 67 of the Local Government Finance Act 1992, which sets out the requirements for council tax setting which can be discharged by full Council.
- 1.3 The proposals in this report will be considered by Council at its budget setting meeting scheduled for 29 February 2024.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

2. Background to the Report

- 2.1 The Local Government Finance Act 1992 amended by s84 of the Local Government Act 2003 set out the requirements allowing each local authority to make its own arrangements for adopting the Council Tax base. The Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 (SI 2012:2914) provides amended statutory guidance to incorporate the changes resulting from the introduction of the Local Council Tax Support Scheme (LCTSS).
- 2.2 The Council Tax Base forms part of the calculation for the council tax for the local area; the number of properties that will form the Council Tax Base must therefore be agreed.
- 2.3 As well as setting out the requirement that the Council Tax Base be calculated, statute also sets out the timeframe in which this must be completed. The Council is required to inform its preceptors of the Council Tax Base by 31 January 2024.
- 2.4 The council tax varies between different bands according to proportions laid down in legislation. These proportions are based around Band D and are fixed so that the bill for a dwelling in Band A will be a third of the bill for a dwelling in Band H.

Applying the relevant proportion to each band's net property base produces the number of 'Band D' equivalent properties for the area.

- 2.5 In determining the Council Tax Base for 2024/25 the following factors have been taking into considerations:
- (a) The tax base for parish purposes is based on the number of properties as at 11 September 2023 and the discounts and exemptions applicable on 2 October 2023, as prescribed by legislation;
 - (b) An adjustment for the impact of the local Council Tax Support Scheme that has been adopted by South Kesteven District Council;
 - (c) An adjustment for the empty property premium, which allows South Kesteven District Council to charge a premium of between 100% and 300% depending upon the period the property has remained empty.

- 2.6 Table 1 summarises the position showing the proposed tax base for South Kesteven for 2024/25 is 49,710.0 Band D equivalents. This is an increase of 0.77% on the previous financial year 2023/24. Appendix A analyses these figures at Parish level.

Table 1: Band D Equivalent Properties

	2024/25	2023/24	2022/23	2021/22
Total Band D equivalents	53,404.5	53,017.6	52,663.2	52,170.4
Impact of LCTSS Discounts and Work Incentive	(3,694.5)	(3,688.6)	(3,956.5)	(4,048)
Total Band D Equivalent properties	49,710.0	49,329.0	48,706.7	48,122.4
Tax Base Growth	0.77%	1.28%	1.21%	0.4%

Adjustment for the Localised Council Tax Support Scheme

- 2.7 The localisation of Council Tax Support which was introduced from 1 April 2013 has a direct impact on the setting of the Council Tax base.
- 2.8 The Council Tax base must therefore be adjusted to include the impact of the Localised Council Tax Support scheme that has been adopted by South Kesteven District Council.
- 2.9 As set out in Table 1, the LCTSS reduces the tax base and therefore the Council tax income collected by individual precepting bodies.

Adjustment for empty property premiums

- 2.10 The Local Government Finance Act 2012 first introduced the power for local authorities to charge a premium of up to 50% where a property was left unoccupied and unfurnished.
- 2.11 The Rating (Property in Common Occupation) and Council tax (Empty Dwellings) Act 2018 allowed Councils to increase these premiums in line with legislation from 1 April 2019 and each year thereafter for a further two years.

- 2.12 The Council Tax Base is increased as a result of the empty premium which allows a billing authority to charge a premium on properties left unoccupied and unfurnished. These premiums are as follows: -
- (a) Up to 100% premium for properties empty between two and five years – resulting in a full charge of 200%
 - (b) Up to 200% premium for properties empty between five and ten years – resulting in a full charge of 300%
 - (c) Up to 300% premium for properties empty for at least ten years – resulting in a full charge of 400%
- 2.13 As set out in Table 1, the empty property premium increases the tax base and therefore the Council tax income collected by individual precepting bodies.

3. Key Considerations

- 3.1 These are set out in the report.

4. Other Options Considered

- 4.1 None.

5. Reasons for the Recommendations

- 5.1 If the recommendation is supported, it will be used in the calculation and budget preparations for 2024/25.

6. Consultation

- 6.1 None – this report contains technical calculations for the council's tax base for 2024/25 as prescribed by legislation.

7. Appendices

- 7.1 Appendix A – 2024/25 Council Tax Base by Parish.

2024/25 Council Tax Base by Parish

Parish/Town Council	2024/25 Band D Equivalents	2023/24 Band D Equivalents	Variance
Grantham combined	11,381.2	11,383.0	(1.8)
Stamford combined	7,434.0	7,419.8	14.2
Bourne Combined	6,223.4	6,040.4	183.0
Allington	353.6	349.5	4.1
Ancaster	591.5	586.0	5.5
Aslackby	116.4	113.0	3.4
Barholm & Stowe	44.2	44.0	0.2
Barkston and Syston combined	254.2	255.3	(1.1)
Barrowby	860.6	828.3	32.3
Baston	617.6	622.7	(5.1)
Belton & Manthorpe	207.1	201.5	5.6
Billingborough	494.0	485.3	8.7
Bitchfield	56.6	57.4	(0.8)
Boothby Pagnell	65.6	63.9	1.7
Braceborough & Wilsthorpe	140.5	141.9	(1.4)
Braceby, Humby, Ropsely, Sapperton combined	334.8	335.2	(0.4)
Burton Coggles	40.8	41.8	(1.0)
Careby	76.4	76.5	(0.1)
Carlby	214.1	215.1	(1.0)
Carlton Scroop and Normanton combined	128.3	129.4	(1.1)
Castle Bytham	327.0	321.9	5.1
Caythorpe & Frieston	526.6	529.6	(3.0)
Claypole	516.7	512.4	4.3
Colsterworth, Gunby & Stainby, North Witham combined	757.2	760.0	(2.8)
Corby Glen & Birkholme	426.9	407.6	19.3
Counthorpe & Creeton	25.5	25.1	0.4
Deeping St James	2,626.2	2,578.5	47.7
Denton	120.0	122.1	(2.1)
Dowsby	53.6	54.0	(0.4)
Dunsby	51.9	51.6	0.3
Easton and Stoke Rochford combined	73.5	80.0	(6.5)
Edenham	119.7	116.0	3.7
Fenton	59.2	60.0	(0.8)
Folkingham	289.3	286.6	2.7
Foston	223.7	219.4	4.3
Fulbeck	219.4	219.2	0.2
Greatford	130.5	129.3	1.2
Great Gonerby	790.3	790.3	0.0
Great Ponton	128.0	129.3	(1.3)
Haconby & Stainfield	198.9	200.1	(1.2)
Harlaxton	347.3	348.3	(1.0)
Heydour	154.9	155.2	(0.3)
Honington	61.3	63.1	(1.8)
Horbling	165.2	163.5	1.7
Hougham	84.4	82.1	2.3
Hough-on-the-Hill	175.0	174.5	0.5
Ingoldsby	121.9	121.6	0.3
Irnham	104.9	105.3	(0.4)

Kirkby Underwood	78.4	80.2	(1.8)
Langtoft	773.3	762.9	10.4
Lenton	67.0	65.3	1.7
Little Bytham	122.0	120.0	2.0
Little Ponton & Stroxton	68.6	69.7	(1.1)
Londonthorpe & Harrowby without combined	1,689.6	1,676.7	12.9
Long Bennington	994.0	986.2	7.8
Market Deeping	2,347.0	2,319.6	27.4
Marston	160.9	156.3	4.6
Morton & Hanthorpe	858.7	849.1	9.6
Old Somerby	90.6	90.7	(0.1)
Pickworth	82.0	82.3	(0.3)
Pointon	198.9	197.1	1.8
Rippingale	346.6	352.3	(5.7)
Sedgebrook	150.9	150.9	0.0
Skillington	139.7	139.2	0.5
South Witham	477.4	472.9	4.5
Stubton	79.5	77.7	1.8
Swayfield	152.0	152.8	(0.8)
Swinstead	81.7	84.0	(2.3)
Tallington	350.9	358.0	(7.1)
Thurlby	822.8	821.9	0.9
Toft Lound & Manthorpe	143.9	141.8	2.1
Uffington	311.4	314.7	(3.3)
Welby	80.8	80.4	0.4
Westborough & Dry Doddington	145.9	146.0	(0.1)
West Deeping	120.6	119.8	0.8
Witham-on-the-Hill	98.2	99.3	(1.1)
Woolsthorpe	142.1	144.6	(2.5)
Wyville cum Hungerton	20.7	20.0	0.7
Total by Billing Area	49,710.0	49,329.0	381.0



**SOUTH
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Cabinet

5 December 2023

Report of Councillor Rhea Rayside
Cabinet Member for People and
Communities

Safer Streets Funding

Report Author

Ayeisha Kirkham, Head of Service - Public Protection



ayeisha.kirkham@southkesteven.gov.uk

Purpose of Report

To accept the Safer Streets (Round 5) funding allocated via the Police and Crime Commissioner for Lincolnshire following a bid submitted by South Kesteven District Council.

Recommendations

1. That Cabinet accepts the funding awarded by the Lincolnshire Police and Crime Commissioner as part of the Safer Streets (Round 5) Scheme.
2. That the General Fund Revenue Budget be amended by £71,835 for 2023/24 and £100,203 for 2024/25 to reflect the above award of grant funding.

Decision Information	
Is this a Key Decision?	No
Does the report contain any exempt or confidential information not for publication?	No
What are the relevant corporate priorities?	Healthy and Strong communities Clean and sustainable environment
Which wards are impacted?	All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, safeguarding, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

- 1.1 The Council has been awarded £172k of funding from the Safer Streets Bid to fund the activities detailed on pages 1-4 of appendix 1. The Council is required to allocate match funding of £93k of which £76k will be from the CCTV upgrade project and the balance of £16k can be met be from the UK Shared Prosperity Fund, the activities relating to this contribution are detailed on pages 5-6 of appendix 1.

Completed by: Alison Hall-Wright, Deputy Director (Finance & ICT) and Deputy S151 Officer.

Legal and Governance

- 1.2 Cabinet is required to formally accept this funding in accordance with the Council's Financial Regulations.

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

2. Background to the Report

- 2.1 In August 2023 South Kesteven District Council submitted a Safer Streets (Round 5) bid to The Office of the Police and Crime Commissioner for Lincolnshire (PCC).

2.2 The PCC reviewed all proposals submitted to him and was able to apply to the Home Office for funding of up to 1 million for Safer Streets Projects in Lincolnshire. Of this, £465,000 could be applied for in 23/24 and £535,000 in 2024/25. The PCC could submit a maximum of 3 bids and each proposal could have a maximum of 7 interventions. In addition, the successful bids would have to have a minimum of 50% match funding.

2.3 The funding bid from South Kesteven District Council was therefore:

Organisation	YEAR 1	YEAR 2
South Kesteven	£71,835	£100,203

2.4 Appendix 1 of the report provides a breakdown of the interventions applied for, the funding requested, and the matched funding proposed as part of the bid.

2.5 South Kesteven District Council has been notified by the PCC that this funding bid has been successful.

3. Available Options Considered

3.1 The funding the Council has been awarded is accepted. This is the preferred option.

3.2 The funding is not accepted.

4. Reasons for the Recommendations

4.1 To ensure that the interventions identified within Appendix 1 to this report can be implemented which will be of benefit in particular to Grantham and safety in the nighttime economy.

5. Next Steps – Communication and Implementation of the Decision

5.1 If approved, the actions and interventions funding has been allocated for can commence. This will include securing the matched funding element of the bid.

6. Appendices

6.1 Appendix 1: Breakdown of Interventions and allocated funding secured.

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APPENDIX 1- Safer Streets Round 5 (Oct 2023).

Activity	Total Cost		Evidence / rationale / Expected Outcome
	Year 1	Year2	
Safer Streets Champion	£23,636	£50,000	<p>This role will coordinate the project – liaising directly with venues, agencies and the public to ensure the successful implementation and monitoring of the project.</p> <p>The role will be a maximum of an 18 month fixed term contract and will require the post holder to be actively involved in its delivery. Monitoring throughout the project will ensure evidence of success is recorded and case-study evaluation to support statistical analysis is ensured.</p>
CCTV operative cover for Weekends.	£6,909	£14,647	<p>Increase CCTV over the weekend evenings to help prevent and detect crime within the nighttime economy. It would be beneficial to double crew the control room over the weekend due to the increase of incidents related to the night time economy.</p>
Increased Night-time and Weekend Patrols	£16,300	£34,556	<p>Increase the number of night-time and weekend patrols carried out by neighbourhoods and licensing officers through additional funding to pay for patrols in addition to contractual hours.</p> <p>This will allow officers to disrupt and tackle issues of antisocial behaviour and to detect and prevent crime within the night time economy. This would predominantly be in Grantham but the additional hours would allow for further patrols in hotspot areas across South Kesteven where it is necessary to gather intelligence and disrupt a wide range of behaviours including county lines, child exploitation and VAWG which are closely linked to the night-time economy.</p> <p>The Officers would provide a visible deterrent and presence during evenings and at weekends and support with increased levels of safety in the night-time economy through engagement with members of the public and late night venues, door staff, street pastors etc.</p>

Activity	Total Cost		Evidence / rationale / Expected Outcome
	Year 1	Year2	
Help points <ul style="list-style-type: none"> Information boards 	£3,500	£0	<p>Our heatmap research shows that ASB and VAWG have concentrated hotspots within the town centre with further evidence to show increased numbers of incidents on streets back to neighbourhood areas. Therefore, information boards will be placed in parks and safe spaces with useful information including the best route to follow through the park the information boards would also have a QR code that could be scanned and provide useful information that links to useful telephone numbers/ apps such as the Holly Guard App, Street Safe etc. Information via the QR code can be updated to ensure that it is the most current information available.</p>
Extension of Pub watch Scheme	£20,740	£0	<p>To enhance connectivity and communication with venues operating within the night-time economy including pubs, restaurants and takeaways enabling the sharing of information between venues about incidents of ASB, VAGM in the area. Pub watch also connects directly through to the CCTV Control Room which would allow for swift response to crime and ASB through direct connection to police colleagues. Activity could be tracked and recorded to provide evidence of criminal behaviour.</p>
Ask for Angela/ Street Safe <ul style="list-style-type: none"> Training to venue staff Home Safe Tokens 	£750	£1000	<p>This initiative is two-fold. Anecdotal evidence tells us that there is limited knowledge amongst bar staff for Ask for Angela. There is also evidence that not all venues that operate within the night-time economy have signed up to this scheme In order to improve this, and the safety of women and girls on a night out, training for venue staff would be provided. Any training/awareness raising would need to be conducted on a rolling basis to ensure that staff turnover is factored in. Those venues that have received training and have 'signed up' to the ask Angela scheme would be able to be added as a venue on the HelloSK app which is a further incentive to the venue. The Safer Streets Champion/ Co-ordinator could support the co-ordination/ supply of this training.</p> <p>To further support this scheme and to improve the safety of women and girls, the project will work with venues, Street Pastors and a local taxi firm on an initiative called 'Home Safe'. Women and girls who are at threat of danger and approach to Ask for Angela will be offered a Home Safe Token. This will ensure that people can get home safe. A token will be will be exchanged with the partner taxi firm and the person requiring support will be taken home. The taxi firm will then be re-imbursed for the cost of the journey through this initiative. SKDC already has a relationship with a taxi firm operating in the Grantham area to</p>

Activity	Total Cost		Evidence / rationale / Expected Outcome
	Year 1	Year2	
			support the Council's work with people who present as homeless. There is therefore an established track record with this firm working with vulnerable individuals.
Total Cost	£71,835	£100,203	

Activity	Total Cost		Evidence / rationale / Expected Outcome
	Year 1	Year2	
CCTV Upgrade	£76,000		Approximately 65 camera replacement or upgrades for our CCTV provision project, which will upgrade Wi-Fi and also change from analogue to digital. 38 of the cameras are within Grantham and so that would equate to approximately £76k of match funding . This will be incurred by 31/3/24. This is an overall SKDC CCTV upgrade project of around 600K using Section 106 funding and also UKSPF funding.
Awareness Campaign <ul style="list-style-type: none"> • Ask for Angela • Spiking • Exploitation • Domestic Abuse 	£2,000	£2,000	The purpose of this campaign is to increase feelings of safety particularly, but not exclusively, for women and girls. The campaign would include posters in toilet facilities within venues operating in the night-time economy, promotion through social media and the HelloSK App of initiatives and support available centred around raising awareness of drink spiking, exploitation and domestic abuse. This extends our project to include information and support for those who fall victim within or around their home as well as within the night-time economy. A specific campaign relating to raising awareness of Ask for Angela would target bar and door staff and the public.
Ask for Angela/ Street Safe <ul style="list-style-type: none"> • Personal alarms/torches 	£3,995		To support the other actions other initiatives will also include working with the Street Pastors to provide personal alarms/torches to women and girls to support their safe passage home. This part of the initiative will specifically target those who make their way home on foot to help provide a deterrent and increase safety particularly in areas where there is no street lighting or help points.

Activity	Total Cost		Evidence / rationale / Expected Outcome
	Year 1	Year2	
Anti-spiking <ul style="list-style-type: none"> • Drink Safe Covers • Anti-spiking bottle stoppers • Test Kits 	£403 £175 £425	£805 £350 £850	Working in Partnership with Lincolnshire Police with this to ensure any schemes delivered are in conjunction with each other.
Self Defence Classes	£1,920	£3,840	To support feelings of safety, a series of self defence classes will be offered.
Total Cost	£84,918	£7,845	



**SOUTH
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COUNCIL**



Cabinet

5 December 2023

Report of Councillor Ashley Baxter
Deputy Leader of the Council

Finance Update Report: April – September 2023

Report Author

Alison Hall-Wright (Deputy Director of Finance and ICT)



alison.hall-wright@southkesteven.gov.uk

Purpose of Report

To present the Council's forecast 2023/24 financial position as at end of September 2023.
The report covers the following areas:

- General Fund Revenue Budget
- Housing Revenue Account Budget
- Capital Programmes – General Fund and Housing Revenue Account
- Reserves overview – General Fund and Housing Revenue Account

Recommendations

That Cabinet

1. Reviews and notes the forecast 2023/24 outturn position for the General Fund, HRA Revenue and Capital budgets as at the end of September 2023 and identifies any variances that might require action or investigation.

Decision Information

Does the report contain any
exempt or confidential
information not for publication?

No

What are the relevant corporate priorities?

Growth and our economy
Housing that meets the needs of all residents
Healthy and strong communities
Clean and sustainable environment
High performing Council

Which wards are impacted?

All

1. Implications

Taking into consideration implications relating to finance and procurement, legal and governance, risk and mitigation, health and safety, diversity and inclusion, staffing, community safety, mental health and wellbeing and the impact on the Council's declaration of a climate change emergency, the following implications have been identified:

Finance and Procurement

1.1 The financial implications are included within the report.

Completed by: Richard Wyles, Deputy Chief Executive and Section 151 Officer

Legal and Governance

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

Completed by: Graham Watts, Assistant Director (Governance and Public Protection) and Monitoring Officer

Risk and Mitigation

1.3 A risk register is at Appendix E and shows that all known current risks are recognised and associated mitigating actions are in place.

Completed by: Tracey Elliott, Governance and Risk Officer

2 Background to the Report

2.1 During the current financial year, Cabinet are being provided with regular finance reports. These monitor and forecast the budget against the current economic conditions facing the Council.

3 Revenue Budget 2023/24 – General Fund

3.1 The budget set by Council on 1 March 2023 was £22.256m. Table 1 shows the summary of movements.

Table 1 – General Fund Revenue Budget Amendments

Date of Approval	Revenue Budget amendment	£'000
		22,256
March 2023	ICT Reserve – Asset Management	58

March 2023	Coronation Celebrations	7
June 2023	Grantham Special Expense Area – Christmas Lights	28
July 2023	2022/23 Budget Carry Forwards	1,960
July 2023	Pay Award Reserve	461
July 2023	ICT Reserve – Pool Car Management	10
July 2023	ICT Reserve – Replacement Document Management System – Revenues & Benefits	67
August 2023	ICT Reserve – Replacement CRM System	32
September 2023	Local Priorities Reserve – CCTV relocation	17
Total		24,896

- 3.2 The approved budget amendments (shown at table 1 above), together with forecast changes since the previous budget update report, indicates a projected reduction in the use of reserves for 2023/24 of £1.705m.
- The reduction in forecast spend on the Blue/Green Witham Corridor project (£123k), utility costs (£582k) and in year vacancies (£138k) together with additional awards of grant income including the one-off windfall Swimming Pool grant of £344k indicates a forecasted balanced position for the current financial year. However, given the uncertainty of the Council's exposure to external cost changes, and other variables outside of the Council's control, this position will remain under a monthly review.

- 3.3 Table 2 shows the forecast outturn position as at 30 September 2023:

Table 2 – General Fund Forecast Outturn Position

Description	2023/24 Original Budget	2023/24 Current Budget	2023/24 Forecast Spend	Forecast Variance	Forecast Variance
	£'000	£'000	£'000	£'000	%
Corporate	9,405	8,986	8,698	(288)	(3.2%)
Finance	4,981	4,396	4,377	(19)	(0.4%)
Growth & Culture	7,688	9,361	8,764	(597)	(6.4%)
Housing & Property	2,125	3,799	3,245	(554)	(14.6%)
HRA Recharge	(2,814)	(2,814)	(2,814)	0	0.0%
Drainage Rates	871	871	902	31	3.6%
Investment Income	(760)	(760)	(950)	(190)	(25.0%)
Net Cost of Service	21,496	23,839	22,222	(1,617)	(6.8%)

Minimum Revenue Provision	126	126	126	0
Revenue Contribution to Capital	37	333	333	0
Depreciation	(4,859)	(4,859)	(4,859)	0
Net Budget Requirement	16,800	19,439	17,822	(1,617)
Total Funding	(15,560)	(15,560)	(15,648)	(88)
Transfers to/(from) earmarked reserves	(1,240)	(3,879)	(2,174)	1,705
Net Budget (Surplus)/ Deficit	0	0	0	0

3.4 Grounds Maintenance and Street Cleansing were integrated within the Growth Directorate from the Corporate Directorate from 1 July 2023. As such, the appropriate budgets have been transferred as shown in Table 2.

3.5 Table 3 shows the significant forecast variances which impact across all directorates for the General Fund revenue for 2023/24 as at 30 September 2023.

Table 3 – General Fund Revenue – Significant Variances

Explanation of Significant Variances	£'000
Utilities - Electricity Whilst there continues to be inflationary price increases during the year, the increases are significantly less than budgeted and more competitive prices are being secured through our supplier procurement framework. Electricity prices and consumption are monitored on a monthly basis.	(582)
Business Rates Following a review of property rateable values, a number have reduced resulting in a forecast underspend for 2023/24.	(93)
Fuel A reduction in predicted price increases has resulted in a forecast underspend for the remainder of 2023/24. This is monitored on a weekly basis.	(117)
Salary vacancy factor The Council's salary budgets are prepared with an assumed 3% vacancy factor in order to reflect the turnover of staffing during a financial year. Currently, the Council is enjoying a relative stable workforce and where there are vacancies temporary staff have often been engaged. The vacancy factor will continue to be managed and monitored during the course of the financial year	452
Investment Income Base rate changes have resulted in an increase on the interest rates available for investments. The Council is now able to secure investment interest rates	(190)

above 5% compared with the budgeted rate of 4%.	
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- 3.6 Appendix A provides further details of the outturn revenue position for each Directorate along with service specific variance comments other than those detailed in table 3.

4. General Fund Capital Programme 2023/24

The budget set by Council on 1 March 2023 for the 2023/24 General Fund Capital programme is £12.147m. Table 4 shows the summary of movements:

Table 4 – General Fund Capital Programme Budget Adjustments

Date of Approval	GF Budget amendment	£'000
		12,147
December 2022	Gonerby Hill Foot Grantham Play Park – (grant funded)	119
March 2023	UKSPF	296
July 2023	2022/23 Budget Carry Forwards	580
September 2023	Depot	8,000
Total		21,142

- 4.1 Table 5 summarises the General Fund Capital forecast outturn position as at 30 September 2023.

Table 5 – General Fund Capital Forecast Outturn Position

Capital Scheme	2023/24 Original Budget £'000	2023/24 Current Budget £'000	2023/24 Forecast spend £'000	Forecast Variance £'000	Forecast Variance %
Corporate	2,881	3,125	3,170	45	1.4%
Finance	250	250	289	39	15.6%
Growth & Culture	5,846	5,904	5,881	(23)	(0.4%)
Housing & Property	3,170	11,863	2,336	(9,527)	(80.3%)
Total Expenditure	12,147	21,142	11,676	(9,466)	(44.77%)

- 4.2 Table 6 shows the significant forecast variances for the General Fund capital schemes for 2022/23 as at 30 September 2023.

Table 6 – General Fund Capital – Significant Variances

Explanation of Significant Variances	£'000
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Trade Waste Bins No spend expected in 2023/24 due to stock already held and current limited capacity to provide the service to additional customers.	(48)
Street Scene Vehicle Procurement The additional spend is due to the purchase of vehicles from EnvironmentSK Ltd for £378k following integration of the service back to the Council.	313
Vehicle Replacement Programme Procurement has been undertaken in respect of replacement vehicles however it is currently expected that delivery of the vehicles will not occur until 2024/25 and therefore the budget will be required to be carried forward.	(220)
Financial System Upgrade This overspend is due to specialist support procured to ensure the implementation of the new system progresses in line with the project plan. The scheduled go-live date for the system is 1 April 2024.	39
Empingham Road – Outdoor Gym Alternative options within the terms & conditions of the S106 are being reviewed in respect of this budget as the Council no longer retains responsibility for the Empingham Road facility following it's transfer to Stamford Town Council. It is therefore anticipated that this scheme will be £55k underspent at year end.	(55)
Empingham S106 Grants The distribution of this grant has been approved by Cabinet and work is underway with the grant recipients to ensure that the conditions are met prior to any sums being released so it is anticipated that this scheme will be £228k underspent at year end.	(228)
Sustainable Warmth Grant The grant funding was awarded on a formula driven basis relating to EPC conditions of properties within the district. The schemes have been promoted through radio, signage advertising and direct correspondence to homes with EPC rating of E and below. The final scheme closed in September 2023, works were completed in 73 properties during the project. The remaining grant funding is to be returned.	(1,005)
Depot Pre-construction work is now complete and a planning application has been submitted for consideration. Whilst the construction budget has been approved the expenditure will be incurred during the financial year 2024/25 and therefore the majority of the budget will be carried forward.	(8,000)
Decarbonisation Scheme The Council has applied for grant funding from the Decarbonisation Fund that was launched in October 2023. This budget will be required for match funding if the Council is successful with securing grant funding so will need to be carried forward to 2024/25.	(261)
Changing Places Disabled Facilities Following the successful installation of a facility at the Grantham Meres Leisure Centre, a facility will be installed at South Street Bourne during January 2024.	22

A facility at Wyndham Park Grantham will be installed before the deadline of March 2024. Unfortunately, the facility at Stamford is now in doubt following the Stamford Town Council's decision not to financially contribute towards the scheme.	
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5. General Fund Reserves

- 5.1 Appendix B details the General Fund forecast reserve movements for 2023/24. The appendix shows the balances as at 31 March 2023 and their projected use for the current year.

6. Revenue Budget 2023/24 – Housing Revenue Account

- 6.1 The budget set by Council on 1 March 2023 for the 2023/24 HRA Revenue Budget was £7.519m. The budgeted surplus is fully utilised to fund future investment in stock growth and property maintenance. Table 7 shows the summary of movements:

Table 7 – HRA Revenue Budget Adjustments

Date of Approval	HRA Budget amendment	£'000
		(7,519)
March 2023	HRA budget bids approved as part of Council Report	1,359
May 2023	Relocation of HRA Team	90
July 2023	2022/23 Budget carry forwards	307
July 2023	Pay Award	150
Total		(5,613)

- 6.2 Table 8 shows the HRA forecast outturn position for 2023/24 as at 30 September 2023.

Table 8 – HRA Revenue Forecast Outturn Position

Description	2023/24 Original Budget £'000	2023/24 Current Budget £'000	2023/24 Forecast spend £'000	Forecast Variance £'000	Forecast Variance %
Income	(28,403)	(28,403)	(27,497)	906	3.19%
Expenditure	19,306	21,212	21,440	228	1.07%
Net Cost of HRA Services	(9,097)	(7,191)	(6,057)	1,134	15.77%

Interest Payable	2,238	2,238	2,238	0
Investment Income	(660)	(660)	(825)	(165)
Surplus for the year	(7,519)	(5,613)	(4,644)	969

6.3 Table 9 shows the significant forecast variances for the HRA Revenue fund schemes for 2023/24 as at 30 September 2023.

Table 9 – HRA Revenue – Significant Variances

Explanation of Significant Variances	£'000
Income Void rates are higher than budgeted due to ongoing contractor resources, supply chain issues and an increased percentage of major works voids. The void rate was 3.55% at the end of September (budgeted at 1.5% and projected at 2% from October to March 2024).	887
Utilities- Electricity & Gas Although there continue to be inflationary price increases during the year, these are significantly less than budgeted and more competitive prices are being secured through our supplier procurement framework. Electricity prices and consumption are monitored on a monthly basis.	(86)
Salary vacancy factor A reduction in vacant posts across the Council and increases in agency provision will have a direct impact on the achievement of the salary vacancy factor. This will continue to be monitored during the year and the forecast amended accordingly.	149
Investment Income Changes to base rates have resulted in increased interest rates available for investments. The Council is now able to secure investment interest rates above 5% compared with the budgeted rate of 4%.	(165)

6.4 There have been two areas identified as pressures within the HRA general repair costs. Materials have increased significantly above inflation by £300k and unbudgeted damp and mould costs of £140k will be incurred during the current financial year in order to respond to this important area. Additional work is being undertaken by the service area to re-apportion appropriate budgets to fund these in-year additional pressures. Increased materials costs are likely to continue to be a pressure in the next financial year so additional budget will need to be considered during the budget setting process.

6.5 Appendix C provides further details of the HRA revenue forecast outturn position.

7. HRA Capital Programme 2023/24

The budget set by Council on 1 March 2023 for the 2023/24 HRA Capital programme is £18.479m. Table 10 shows the summary of movements:

Table 10 – HRA Capital Programme Budget Adjustments

Date of Approval	HRA Budget amendment	£'000
		18,497
March 2023	Local Authority Housing Fund	4,483
July 2023	2022/23 Budget Carry Forwards	1,669
September 2023	New Builds	1,000
September 2023	Local Authority Housing Fund – Round 2	2,144
Total		27,793

7.1 Table 11 summarises the HRA Capital forecast outturn position as at 30 September 2023.

Table 11 – HRA Capital Forecast Outturn Position

Capital Scheme	2023/24 Original Budget £'000	2023/24 Current Budget £'000	2023/24 Forecast spend £'000	Forecast Variance £'000
Energy Efficiency	5,398	5,474	1,926	(3,548)
ICT	470	740	690	(50)
Purchase of Vehicles	0	81	20	(61)
New Build Programme	4,500	5,500	3,500	(2,000)
Refurbishment & Improvements	8,129	9,371	5,999	(3,372)
LAHF	0	6,627	6,227	(400)
Total Expenditure	18,497	27,793	18,362	(9,431)

7.2 Table 12 shows the significant forecast variances for the HRA capital schemes for 2023/24 as at 30 September 2023.

Table 12 – HRA Capital – Significant Variances

Explanation of Significant Variances	£'000
Heating & Ventilation Heating replacements are underway with approximately 82 complete with a further 89 gas heating systems programmed with the contractor. Engagement has commenced with E.ON regarding the Social Housing Decarbonisation Fund (SHDF) bid which will see a further 50 heating system improvements delivered by the end of March 2024.	(3,548)
Housing Development Investment Site works have commenced at Swinegate in Grantham. The development at Elizabeth Road in Stamford is scheduled to commence within the coming weeks. The proposed development at Larch Close Grantham is progressing although the scheme will not commence before next financial year.	(2,000)

Local Authority Housing Fund 12 properties purchased to date with 8 additional properties currently being progressed. The forecast underspend is due to the negotiated purchase price being less than the average valuation used by Government in the grant funding. LAHF 1 funding is due to expire at the end of November 2023, therefore it is unlikely that further purchases will be completed before this date. LAHF 2 is forecast to be fully utilised by March 2024.	(400)
Re-roofing The original capital programme was estimated to replace 112 roofs which has been reduced to 59 due to delays in procuring a contractor. Procurement is underway to secure a contractor to re-commence the programme.	(479)
Re-wiring An estimated 267 re-wires were budgeted for, however due to delays awaiting survey works, and 10 access refusals, this programme will not be fully delivered within the financial year 2023/24. To date 32 have been completed and a further 30 are scheduled to be delivered this year.	(819)
Passenger Lifts The new lift installations at Church View and Riverside are now complete. A further 6 lifts have been identified for replacement and procurement to secure a contractor is in progress. Due to the lead in time of materials it is unlikely any further completions will be completed this year.	(580)
Exterior Refurbishment This scheme includes fencing, car park, access roads and pathway works. A contractor is currently being sought to undertake this programme of works and it is anticipated that the programme will be undertaken during the remainder of 2023/24 and into 2024/25.	(230)
Communal Rooms A Sheltered Housing review is underway in order to develop a programme of works.	(115)
Compliance Works This project will not be completed until early 2024/25 as the Council is awaiting the appointment of a contractor for radon gas detection works.	(25)
Fire Prevention This scheme includes compartmentation, fire doors, emergency lighting and fire alarm replacement. Contractor appointed and programme now in place. Due to the delayed start the programme will not complete until early 2024/25	(58)
Bathroom Refurbishments Over 90 bathrooms have been completed to date; the number of completions has been impacted by 7 access refusals. The Council is currently procuring a new contractor to work alongside the existing contractor in order to meet demand.	(318)
Kitchen Refurbishments The programme has completed circa 100 kitchens with a further 81 programmed. The Council is currently in the process of procuring a new	(123)

contractor to work alongside the existing contractor in order to meet demand.	
External Wall Finishes This scheme includes external wall insulation, rendering and cladding. Due to the late commencement of other higher priority SHDF programmes these works have been rescheduled for 2024/25.	(625)
Repairs Vehicles The procurement of the vehicles will be undertaken during 2024/25 and therefore it is anticipated that the budget will be carried forward.	(61)

8. HRA Reserves

- 8.1 Appendix D details the HRA forecast reserve movements for 2023/24. The appendix shows the balances as at 31 March 2023 and their projected use for the current and future financial years.

9. Collection Rates

- 9.1 Table 13 details the current collection rates against target for 2023/24.

Table 13 – Collection Rates

Target Rates	Council Tax	Business Rates	Rents
Target Annual collection rate	98.48%	98.32%	97.35%
Target collection rate to end of September 2023	55.47%	56.58%	48.67%
Actual collection rate to end of September 2023	55.52%	55.88%	48.52%

- 9.2 The collection rate for Business Rates is 0.70% below target which equates to £287k due to numerous changes to liable and occupation received from the Valuation Office.
- 9.3 The collection rate for rents is 0.15% below target which equates to £42k. There is always a reduction at this time of year due to changes in benefits as a result of child benefit and tax credit reviews.

10. Reasons for the Recommendations

- 10.1 Committee Members should be kept updated on the financial position of the Authority, as effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities. Monitoring enables the early identification of variations against the plan and facilitates timely corrective action.

- 10.2 This report provides an overview of the forecast 2023/24 financial position for the Council and focuses on the position as at the end of September 2023.

11. Consultation

- 11.1 This report will be presented to the Finance and Economic Overview and Scrutiny Committee on 28 November. Reports will be presented at each Finance and Economic Overview and Scrutiny Committee (OSC) to ensure that members are kept regularly updated regarding the projected financial outturn position.

12. Background Papers

- 12.1 Determination of Budget 2023/24 and indicative budgets for 25/26 – General Fund, Housing Revenue Account and associated Capital Programmes Report. [Council Budget Report 23-24.pdf \(southkesteven.gov.uk\)](#)
- 12.2 Provisional Outturn Position 2022/23 report
[Outturn report 2022-23 Governance Audit.pdf \(southkesteven.gov.uk\)](#)
- 12.3 Finance Update Report: April to September 2023
<http://moderngovsvr/documents/s39738/Budget%20Monitoring%20Report%20-%20Period%20up%20to%2030%20September%202023.pdf>

13. Appendices

- 13.1 Appendix A – 2023/24 General Fund Significant Variance Analysis
- 13.2 Appendix B – 2023/24 General Fund Reserves
- 13.3 Appendix C – 2023/24 HRA Revenue Summary
- 13.4 Appendix D – 2023/24 HRA Reserves
- 13.5 Appendix E - Finance Risk Register

14. Other Options Considered

- 14.1 Not to receive the update. This update will be presented to Finance and Economic Overview and Scrutiny Committee on 28 November 2023 so this is the next stage in this report's process.

Appendix A

Appendix A

2023/24 General Fund Revenue Significant Variance Analysis

Corporate						
Service Area	Current Expenditure Budget	Current Income Budget	2023/24 Current Budget	2023/24 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	£	£	%
Centralised & Business Support	481,700	(3,200)	478,500	485,650	7,150	1.5%
Communications	335,544	(4,300)	331,244	302,027	(29,217)	(8.8%)
Corporate Management	494,300	(1,750)	492,550	502,750	10,200	2.1%
Human Resources	446,160	(7,100)	439,060	431,960	(7,100)	(1.6%)
Legal & Democratic	2,093,541	(389,191)	1,704,350	1,791,300	86,950	5.1%
Ops & Public Protection Management	125,600	0	125,600	126,800	1,200	1.0%
Organisation & Transformation	799,500	(140,400)	659,100	485,500	(173,600)	(26.3%)
Public Protection	1,722,900	(392,000)	1,330,900	1,329,520	(1,380)	(0.1%)
Waste & Recycling	5,732,550	(2,307,600)	3,424,950	3,242,518	(182,432)	(5.3%)
Total	12,231,795	(3,245,541)	8,986,254	8,698,025	(288,229)	(3.2%)

Explanation of Significant Variances	£'000
Communications Establishment roles remaining vacant in-year during a service review restructure has resulted in under spends	(29)
Legal & Democratic Land Charges - Additional search fee costs together with an increase in non-chargeable personal searches and significant reduction in official searches based on previous years has resulted in a forecast overspend of £80k. This has been partially mitigated by transition funding in relation to the migration of land registry to His Majesty's Land Registry national platform as work on this project is currently being contained within the existing staffing budget.	87
Organisation & Transformation The 14 schemes within the Blue/Green Witham Corridor project have all been delivered and an independent summative assessment was completed and approved by the awarding bodies. In year secondments from within the service area increased	(173)

the underspend.	
<p>Waste & Recycling</p> <p>Commercial Waste - (net additional income £96k) additional income of £181k has been forecast because of in year price increases and continued growth in the customer base since the budget was set. Customer base has now stabilised with little capacity for further growth without significant additional investment in the service.</p> <p>Garden Waste - Additional income of (£58k) has been received with 30,514 households renewing their subscription for 2023/24 (29,857 at this point last year) and 770 new households joining the service.</p>	(182)

Finance						
Service Area	Current Expenditure Budget	Current Income Budget	2023/24 Current Budget	2023/24 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	£	£	%
Finance	1,795,833	(171,250)	1,624,583	1,638,748	14,165	0.9%
Finance Management	255,692	(16,850)	238,842	237,442	(1,400)	(0.6%)
ICT Services	1,896,809	(41,750)	1,855,059	1,865,459	10,400	0.6%
Revenues, Benefits & Customer Services	18,804,200	(18,127,050)	677,150	634,865	(42,285)	(6.2%)
TOTAL	22,752,534	(18,356,900)	4,395,634	4,376,514	(19,120)	(0.4%)

Explanation of Significant Variances	£'000
Finance The annual insurance renewal has been procured below the budgeted level resulting in an underspend of (£33k). Further procurement support has incurred additional costs of £29k.	14
ICT Services Costs for additional data links to the new Council offices have been mitigated by roles remaining vacant whilst the service area has undergone structure changes.	10
Revenues, Benefits & Customer Services The number of summonses being issued has reduced and the summons cost the Council is able to charge has been reduced by Government which have resulted in a net forecast reduction in court cost income of £66k. The cost of collection allowance provides billing authorities with income to help meet the cost of administering the rating system. The award for 2023/24 is £25k less than budgeted. There is a reduced income forecast of £70k for benefit overpayments due to national changes as a result of the migration of Housing Benefit recipients to Universal Credit. The recovery approach has been amended accordingly. Additional in-year awards of external grants of £143k including a further £70k of Local Council Tax Support Scheme based on an increased caseload.	(42)

Growth & Culture						
Service Area	Current Expenditure Budget	Current Income Budget	2023/24 Current Budget	2023/24 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	£	£	%
Arts & Culture	2,765,316	(989,050)	1,776,266	1,658,900	(117,366)*	(6.6%)
Building Control	1,018,600	(859,400)	159,200	134,433	(24,767)	(15.6%)
Community Engagement	346,600	(19,000)	327,600	336,500	8,900	2.7%
Culture & Leisure Mgmt	304,134	0	304,134	318,900	14,766	4.9%
Development & Policy	1,936,566	(1,453,100)	483,466	450,966	(32,500)	(6.7%)
Economic Development	1,466,329	(535,429)	930,900	933,000	2,100	0.2%
Growth Management	241,700	0	241,700	252,300	10,600	4.4%
Leisure	2,919,100	(131,350)	2,787,750	2,450,600	(337,150)	(12.1%)
Parks & Open Spaces	603,050	(121,450)	481,600	459,400	(22,200)	(4.6%)
Street Scene	1,923,050	(54,500)	1,868,550	1,769,150	(99,400)	(5.3%)
TOTAL	13,524,445	(4,163,279)	9,361,166	8,764,149	(597,017)	(6.4%)

* variance explanation partially included in table 3 of the report

Explanation of Significant Variances	£'000
Arts & Culture Stamford Arts Centre film rent expenses and income have been reduced as demand for this service has reduced reflecting the national decline in cinema visits. This loss in net income of £34k has been partially mitigated by a related reduction in casual staff wages of £20k. Under spend variances for utilities (£99k) and business rates (£18k) are explained in Table 3 of the report.	(117)
Leisure Grant funding of £344k has been received from The English Sports Council – Swimming Pool Support Fund. In accordance with the approval given by Cabinet, the grant will be used to contribute towards funding the 2023/24 management fee of £500k therefore reducing the use of the Local Priorities Reserve.	(337)
Street Scene In accordance with the report presented to Cabinet in February 2023, £149k of establishment savings had been identified from the integration of the Grounds Maintenance and Street Cleansing teams. The unforeseen exaggerated growing season however has increased the number of required grass cuts beyond that of the costed specification resulting in £50k of this saving being re-allocated to increase staffing resources.	(99)

Housing & Property						
Service Area	Current Expenditure Budget	Current Income Budget	2023/24 Current Budget	2023/24 Forecast Outturn	Forecast Variance	Forecast Variance
	£	£	£	£	£	%
Health & Safety	127,000	0	127,000	141,250	14,250	11.2%
Housing Services	1,656,607	(1,332,860)	323,747	349,040	25,293	7.8%
Property Services	5,868,888	(2,790,765)	3,078,123	2,484,590	(593,533)*	(19.3%)
Waste Depot	270,000	0	270,000	270,000	0	0.0%
TOTAL	7,922,495	(4,123,625)	3,798,870	3,244,880	(553,990)	(14.6%)

* variance explanation included in table 3 of the report

Explanation of Significant Variances	£'000
Housing Services Homelessness – An increase in the usage of emergency accommodation combined with health and safety works required on SKDC homelessness units has resulted in a forecast pressure of £200k in 2023/24. Whilst additional FSHG has been received in year which has enabled temporary funding to be made available, as this is a demand led service it is not clear whether this one-off funding will be sufficient to respond to ongoing demand which is currently at unprecedented levels. It is expected that this will continue to be a budget pressure area and will be kept under review.	25

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2023/24 -2025/26 General Fund Reserves Statement

		Balance as at 31 March 2023 £'000	Forecast Movement	Forecast Balance as at 31 March 2024 £'000
	General Fund			
	Discretionary Reserves			
1	Climate Change	331	(41)	290
2	Training and Development	15	0	15
3	Street Scene	331	(45)	286
4	ICT investment	499	(414)	85
5	Local Priorities Reserve	5,507	67	5,574
6	Invest to Save	816	(513)	303
7	Housing Delivery	2,105	(1,547)	558
8	Property Maintenance	1,285	(253)	1,032
9	Regeneration	1,199	(712)	487
		12,088	(3,458)	8,630
	Governance Reserves			
10	Insurance Reserve	211	0	211
11	Pensions Reserve - Former Employees	277	(33)	244
12	Budget Stabilisation	1,654	(244)	1,410
13	Section 31 Grant Reserve	3,531	0	3,531
14	Pay Award Reserve	500	(375)	125
15	Rev Grants c/fwd	72	(72)	0
16	Building Control	84	(46)	38
17	Football 3G Pitch	150	25	175
18	Special Expense Area Reserve	339	(91)	248
		6,818	(836)	5,982
19	Total General Revenue Reserves	18,906	(4,294)	14,612
20	Government Grants Received	1,064	(447)	617
21	Working Balance	1,986	(28)	1,958
22	Total Revenue Reserves	21,956	(4,769)	17,187
	Capital Reserve			
23	LAMS Reserve	18	(18)	0
24	General Fund Capital Reserve	34	18	52
25	Useable Capital Receipts Reserve	3,502	(1,921)	1,581
26	Total Capital Reserves	3,554	(1,921)	1,633
27	Total General Fund Reserves	25,510	(6,690)	18,820

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Appendix C

Appendix C

2023/24 HRA Revenue Summary

	Description	2023/24 Original Budget £'000	2023/24 Current Budget £'000	2023/24 Forecast Spend £'000	2023/24 Forecast Variance £'000
	Expenditure				
1	Repairs and Maintenance	7,836	9,753	10,066	313
2	Supervision and Management - General	1,994	2,597	2,591	(6)
3	Supervision and Management - Special	1,867	2,016	2,012	(4)
4	Depreciation and Impairment of Fixed Assets	3,944	3,944	3,944	0
5	Debt Management Expenses	35	35	35	0
6	Provision for Bad Debts	394	394	200	(194)
7	Other Expenditure (Pension Deficit)	422	66	78	12
8	Earlesfield 2022/23 Project	0	0	0	0
9	Support Recharge from General Fund	2,814	2,814	2,814	0
10	Total Expenditure	19,306	21,619	21,740	121
	Income				
11	Dwelling Rents	(27,283)	(27,283)	(26,396)	887
12	Non Dwelling Rents	(300)	(300)	(316)	(16)
13	Charges for Services and Facilities	(750)	(750)	(715)	35
14	Other Income	(70)	(70)	(70)	(0)
15	Total Income	(28,403)	(28,403)	(27,497)	906
16	Net Cost of HRA Services	(9,097)	(6,784)	(5,757)	1,027
17	Interest Payable and Similar Charges	2,238	2,238	2,238	0
18	Interest and Investment Income	(660)	(660)	(825)	(165)
19	Net Position Before Reserve Movements	(7,519)	(5,206)	(4,344)	862
20	Movement on the HRA Reserve Balance				
21	Housing Revenue Account Balance at start of Year	2,041	2,028	2,028	
22	Net position as at 31 March	7,519	5,206	4,344	
23	Repayment of Principal	(3,222)	(3,222)	(3,222)	
24	Funding from HRA Priorities Reserve	0	547	547	
25	Major Repairs Reserve Transfer	(3,248)	(3,248)	(3,248)	
26	Housing Revenue Account Balance at end of Year	3,090	1,311	449	
27	Major Repairs Reserve Balance at Start of Year	16,430	19,553	19,553	
28	Depreciation & MRR Transfer	7,192	7,192	7,192	
29	Capital Financing & Loan Repayment	(12,492)	(12,492)	(5,067)	
30	Major Repairs Reserve Balance at End of Year	11,130	14,253	21,678	
31	Working Balance:	3,090			
	Current Bids:				
	Council Tax Voids	(33)			
	Pest Control	(25)			
	Tenant Engagement	(15)			
	General Maintenance	(15)			
	Window Cleaning	(8)			
	Tunstall	(33)			
	Stock Condition	(90)			
	Legal Charges	(8)			
	Systems	(45)			
	Compensation	(35)			
	Specified Works	(69)			
	Power Tools	(35)			
	Materials	(113)			
	Protective Clothing	(3)			
	Legal Fees	(15)			
	Compensation	(17)			
	Compliance	(500)			
	Radon	(300)			
		(1,359)			
	New Working Balance	1,731			

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HRA Reserves Statement

		Appendix D		
		Balance at 31 March 2023 £'000	Forecast Movement £'000	Forecast Balance at 31 March 2024 £'000
Revenue Reserves				
1	HRA Priorities Reserve	14,784	(3,487)	11,297
2	Residents Involvement	630	(630)	0
3	Working Balance	1,762	(310)	1,452
4	Total HRA Revenue Reserves	17,176	(4,427)	12,749
HRA Capital Reserve				
5	HRA Capital Receipts Reserve	12,155	(43)	12,112
6	Major Repairs Reserve	19,553	2,125	21,678
7	Total HRA Capital Reserves	31,708	2,082	33,790
8	Total HRA Reserves	48,884	(2,345)	46,539

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Appendix E – Finance Risk Register

Risk	Likelihood	Impact	Residual Risk Score	Mitigating Action
1. Capital programmes requiring borrowing in the medium term	4	3	12 Very High	Continue to undertake financial modelling to identify consequences of undertaking borrowing and align this with savings that will need to be approved before borrowing is undertaken in order to ensure ongoing affordability and financial sustainability. The capital programme can currently be financed without borrowing although this is kept under review.
2. Lack of clarity for funding levels from 2024/25 and beyond	3	3	9 High	The Government announced a one-year settlement along with high level financial planning assumptions for 2024/25. Any changes to the assumed levels will need to be modelled to assess their impact.
3. Increase in bad debts as a result of economic circumstances	3	2	6 High	The Council has pro-active debt management procedures in place.
4. Increased maintenance costs of fixed assets	3	2	6 High	The budget proposals for 2023/24 include an approved budget for asset maintenance and the budget carry forward proposals include a further £357k. The medium-term outlook is a continuation of high levels of maintenance that will require financing
5. Fuel price volatility	1	3	3 Medium	Weekly monitoring of fuel charge and proactive interventions to ensure optimisation of fuel consumption.
6. Inflation increases beyond budgeted levels	2	2	4 Medium	Budget assumptions kept up to date with most recent projections and monthly sensitivity analysis is produced to monitor the impact of inflationary increases.
7. Fee Income volatility	2	2	4 Medium	Early monitoring of deviations and regular reporting to both budget holders and members.

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

CABINET FORWARD PLAN
Notice of decisions to be made by Cabinet
20 November 2023 to 19 November 2024

At its meetings, the Cabinet may make Key Decisions and Non-Key Decisions. It may also make recommendations to Council on matters relating to the Council's budget or its policy framework.

A Key Decision is a Cabinet decision that is likely:

1. To result in the District Council incurring expenditure which is, or the making of savings which are, significant having regard to the District Council's budget for the service or function to which the decision relates (for these purposes, South Kesteven District Council has agreed £200,000 as the threshold at which a decision will be considered significant); or
2. To be significant in terms of its effects on communities that live or work in an area comprising two or more wards.

The Forward Plan

The Cabinet Forward Plan is a rolling, 12-month plan that will be updated on a regular basis. It includes those Key Decisions and Non-Key Decisions that are scheduled to be considered by Cabinet during the plan period.

Notice of future Cabinet decisions and recommendations to Council

Summary	Date	Action	Contact
Budget Monitoring Quarter 2 Forecast – Non Key Decision			
Financial budget monitoring and forecasts for period 2 of 2023/2024.	5 Dec 2023	To note the report, and make any recommendations as necessary to the Finance and Economic Overview and Scrutiny Committee.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Alison Hall-Wright, Deputy Director (Finance and ICT) and Deputy Section 151 Officer E-mail: A.Hall-Wright@southkesteven.gov.uk</p>
Local Council Tax Support Scheme - Key Decision			
To consider the Council's Local Council Tax Support Scheme for the 2024/2025 financial year.	5 Dec 2023	To recommend the Scheme to Full Council.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk</p>
Council Tax Base 2024/2025 - Key Decision			
To determine the Council Tax Base to form the basis of the 2023/2024 budget proposals to be recommended to Council.	5 Dec 2023	To recommend the Base to Full Council.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Safer Streets Funding Acceptance - Non Key Decision			
To ask for the funding that we have secured through a Safer Streets Funding Bid (Round 5) to be accepted. This is for a project predominantly related to Grantham and safety in the night-time economy.	5 Dec 2023	To approve the funding.	Cabinet Member for People & Communities (Councillor Rhea Rayside) Ayeisha Kirkham, Head of Public Protection E-mail: ayeisha.kirkham@southkesteven.gov.uk,
Corporate Plan - Key Decision			
To adopt a refreshed Corporate Plan and Corporate Priorities for the Council. The Corporate Priorities were recommended by the Employment Committee meeting held in June 2023.	18 Jan 2024 (Cabinet) 25 Jan 2024 (Council)	To adopt the Plan.	Leader of the Council (Councillor Richard Cleaver) Leader of the Council (Councillor Richard Cleaver) Debbie Roberts, Head of Corporate Projects, Policy and Performance E-mail: Debbie.Roberts@southkesteven.gov.uk
Discretionary Housing Payment Policy - 2024/2025 - Key Decision			
To consider a recommendation made by the Finance and Economic Overview & Scrutiny Committee that the draft Discretionary Housing Payment Policy (2024/2025) be formally approved.	18 Jan 2024	To approve the Policy.	The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter) Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk

Summary	Date	Action	Contact
Discretionary Council Tax Payment Policy - 2024/2025 - Key Decision			
To consider a recommendation made by the Finance and Economic Overview & Scrutiny Committee that the draft Discretionary Council Tax Payment Policy (2024/2025) be formally approved, along with the budget of £30,000.	18 Jan 2024	To approve the Policy.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Claire Moses, Head of Service (Revenues, Benefits Customer and Community) E-mail: claire.moses@southkesteven.gov.uk</p>
Contract Awards in relation to social landlord responsibilities - Key Decision			
To seek contract approval.	18 Jan 2024	To approve contract.	<p>Cabinet Member for Housing & Planning (Councillor Phil Dilks)</p> <p>Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk</p>
Draft Budget Proposals for 2024/2025 - Key Decision			
To consider the draft budget proposals for 2024/2025	18 Jan 2024	To consider the draft proposals.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Total Housing Compliance Policy - Non Key Decision			
To inform Cabinet of the new Total Housing Compliance Policy which sets a framework for the monitoring of key consumer standards. To advise members on key responsibilities and the process of achieving compliance with the standards and regulations.	6 Feb 2024	To approve the Policy suite.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Julie Martin, Head of Housing Technical Services E-mail: julie.martin@southkesteven.gov.uk
HRA Business Plan and Asset Management Strategy 2021-2026 - Key Decision			
To consider the strategy	6 Feb 2024	To adopt a Housing Asset management Strategy	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk
Rent and Service Charges Policy - Non Key Decision			
The policy outlines how the Council will calculate and charge rent and service charges for the housing stock that it owns and has responsibility to manage and maintain. The Council is required by law to carry out a review of council service charges from time to time and to ensure the Housing Revenue Account (HRA) does not fall into a deficit position. The rent level determines the income to the Housing Revenue Account that drives the HRA Business Plan.	6 Feb 2024	To approve the Policy.	Cabinet Member for Housing & Planning (Councillor Phil Dilks) Celia Bown, Senior Housing and Policy Strategy Officer E-mail: c.bown@southkesteven.gov.uk

Summary	Date	Action	Contact
Future High Streets Fund - Upper Floor Grant Award - Key Decision			
To consider an award of £200,000 for the conversion of unused and underutilised upper floor retail space to residential accommodation at 17-19 High Street, Grantham. This award is made to a successful applicant of the Future High Streets Upper Floor Grant Scheme, following a full review and approvals process by the Heritage Action Zone/Future High Streets Fund Programme Board.	6 Feb 2024	To approve the award.	<p>Leader of the Council (Councillor Richard Cleaver)</p> <p>Alice Atkins, Corporate Project Officer E-mail: alice.atkins@southkesteven.gov.uk</p>
Contract Awards in relation to social landlord responsibilities - Key Decision			
To seek contract approval.	6 Feb 2024	To approve contract.	<p>Cabinet Member for Housing & Planning (Councillor Phil Dilks)</p> <p>Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk</p>
Budget Monitoring Quarter 3 Forecast - Non Key Decision			
Financial budget monitoring and forecasting for period 3 in 2023/2024.	6 Feb 2024	To note the report and make any recommendations as necessary to the Finance and Economic Overview and Scrutiny Committee.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Alison Hall-Wright, Deputy Director (Finance and ICT) and Deputy Section 151 Officer E-mail: A.Hall-Wright@southkesteven.gov.uk</p>

Summary	Date	Action	Contact
Budget Proposals for 2024/2025 and Indicative Budgets for 2025/2026 and 2026/2027 - Key Decision			
To consider the proposed budget for 2024/2025	6 Feb 2024	To recommend the Budget to Full Council.	<p>The Deputy Leader of the Council, Cabinet Member for Finance and Economic Development (Councillor Ashley Baxter)</p> <p>Richard Wyles, Deputy Chief Executive and Section 151 Officer E-mail: r.wyles@southkesteven.gov.uk</p>
Contract Awards in relation to social landlord responsibilities - Key Decision			
To seek contract approval.	12 Mar 2024	To approve contract.	<p>Cabinet Member for Housing & Planning (Councillor Phil Dilks)</p> <p>Jodie Archer, Head of Housing Services E-mail: jodie.archer@southkesteven.gov.uk</p>

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