

Finance and Economic Overview and Scrutiny Committee



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Thursday, 24 July 2025 at 2.00 pm
Council Chamber – South Kesteven House,
St. Peter's Hill, Grantham, NG31 6PZ

Committee Members: Councillor Bridget Ley (Chairman)
Councillor Gareth Knight (Vice-Chairman)

Councillor Graham Jeal, Councillor Gloria Johnson, Councillor Max Sawyer,
Councillor Ian Selby, Councillor Lee Steptoe, Councillor Murray Turner and
Councillor Mark Whittington

Agenda

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

1. **Public Speaking**
The Council welcomes engagement from members of the public. To speak at this meeting please register no later than 24 hours prior to the date of the meeting via democracy@southkesteven.gov.uk
2. **Apologies for Absence**
3. **Disclosure of Interests**
Members are asked to disclose any interests in matters for consideration at the meeting.
4. **Minutes from the previous meeting** (Pages 3 - 14)
To confirm the minutes of the meeting held on 13 May 2025.

5. **Updates from previous meeting** (Page 15)
6. **Announcements or updates from the Leader of the Council, Cabinet Members or the Head of Paid Service**
7. **Turnpike Depot Update - July 2025** (Pages 17 - 21)

This report provides an update on the construction of the new Waste Depot at Turnpike Close, Grantham.
8. **Grantham Future High Street Fund Programme Update** (Pages 23 - 42)

To provide the Finance and Economic Overview and Scrutiny Committee with an update on the delivery of the Grantham Future High Street Fund.
9. **General Fund Provisional Outturn** (Pages 43 - 63)

To provide details of the General Fund provisional outturn position for the Financial Year 2024/25. The report covers the following areas Revenue Budget, Capital Programmes and Reserves Overview.
10. **Housing Revenue Account Provisional Outturn Report 2024/25** (Pages 65 - 76)

This report provides details of the Housing Revenue Account (HRA) outturn position for the financial year 2024/25. The report covers the Revenue Budget, Capital Programmes and Reserves overview.
11. **Local Council Tax Support Scheme Proposals 2026/27** (Pages 77 - 86)

This report outlines the Council's proposed Local Council Tax Support Scheme for 2026/27 ahead of public consultation.
12. **Discretionary Council Tax Payment Policy 2026/27** (Pages 87 - 100)

This report provides an update on Discretionary Council Tax Payment (DCTP) expenditure and reviews the scheme in advance of the 2026/27 financial year, seeking comments from this Committee regarding the scheme for public consultation.
13. **Discretionary Housing Payment Policy 2026/27** (Pages 101 - 117)

This report provides an update on Discretionary Housing Payment (DHP) expenditure and reviews the scheme in advance of the 2026/27 financial year, seeking comments from this Committee regarding the scheme for public consultation.
14. **Corporate Plan 2024-27: Key Performance Indicators Report - End-Year (Q4) 2024/25** (Pages 119 - 128)

To present the Council's performance against the Corporate Plan 2024-27 Key Performance Indicators (KPIs) for quarter 4 2024/25.
15. **Work Programme 2025/26** (Pages 129 - 132)
16. **Any other business, which the Chairman, by reason of special circumstance decides is urgent**

Minutes

Finance and Economic Overview and Scrutiny Committee



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Tuesday, 13 May 2025, 10.00 am

**Council Chamber - South Kesteven
House, St. Peter's Hill, Grantham.
NG31 6PZ**

Committee Members present

Councillor Bridget Ley (Chairman)
Councillor Gareth Knight (Vice-Chairman)
Councillor Ben Green
Councillor Tim Harrison
Councillor Gloria Johnson
Councillor Max Sawyer
Councillor Murray Turner
Councillor Mark Whittington

Cabinet Members present

Councillor Ashley Baxter (Leader of the Council)
Councillor Richard Cleaver (Cabinet Member for Property and Public Engagement)

Officers

Richard Wyles (Deputy Chief Executive, S151 Officer)
David Scott (Assistant Director of Finance, Deputy S151 Officer)
Emma Whittaker (Assistant Director of Planning and Growth)
Karen Whitfield (Assistant Director of Culture, Leisure and Place)
James Welbourn (Democratic Services Manager)
Mel Brown (Grantham Engagement Manager)
Jeremy Barlow (East Midlands Building Control Manager)
Amy Pryde (Democratic Services Officer)

80. Public Speaking

There were none.

81. Apologies for Absence

Apologies for absence were received from Councillors Phillip Knowles and Phil Dilks.

82. Disclosure of Interests

There were none.

83. Minutes from the meeting held on 18 February 2025

The minutes from the meeting held on 18 February 2025 were proposed, seconded and **AGREED**.

84. Updates from previous meeting

All actions were complete.

85. Announcements or updates from the Leader of the Council, Cabinet Members or the Head of Paid Service

The Cabinet Member for Property and Public Engagement informed Members that the extension to Cattle Market, Stamford car park would be open by the end of May 2025.

86. Turnpike Depot Update - May 2025

The Cabinet Member for Property and Public Engagement presented the report which outlined project updates to the Committee. Works had continued to progress on schedule following commencement on site in October 2024.

The report showed the risk register had only two items which were both low and the project was running on time in line with the budget.

The Deputy Chief Executive highlighted the dashboard included the additional £500,000 which was approved by Full Council which will be wisely spent on the mobilisation and fit out from the existing site to the new site. This is due to take place in October 2025, for an operational start in November 2025.

Steels had gone up on site at the depot and the main structure was now visible. Within the next month or so, it was expected that flooring, PV panels and roofing would be installed. Utility companies were on site to undertake work on drainage.

Members of the Committee were invited to attend a site visit at Turnpike Depot prior to the next scheduled meeting of this Committee.

One Member noted that the original budget approved at Full Council for the depot was £8m and had been increased to £9.3m. An explanation was requested as to why a 16% increase of the original budget was not over-budget.

A further query was raised on 'other costs' of £158,000 and what they were.

The Deputy Chief Executive clarified that the budget had changed from the original £8m to £9.3m following the approvals of Full Council. The project would be delivered within the £9.3m budget.

An explanation was provided for the cost category labelled as 'other costs' of £158,000 which was in respect of contingencies and was standard for a project of this size in the event of any unforeseen variations within the overall allocation of the budget.

Concern was raised that the budget had been increased once from £8m to £9.3 and one Member felt the project was not on budget at present.

The Leader of the Council noted that the original figure put forward was £8m following a procurement process, where two bids were provided. One bid was significantly higher than the budget, and the other was slightly over budget but following value engineering, the contract value was reduced. The Leader of the Council was satisfied that there was sufficient budget available to meet the total costs.

A lengthy discussion took place on the term 'on-budget' used by the Cabinet Member for Property and Public Engagement during his introduction to the report. Some Members felt the project was not 'on-budget' due to the original budget being changed from £8m to £9.3m, which was approved by Full Council.

One Member praised Officers and Members working on the project for working within the timeframe and within the budget.

It was felt that Councillors could communicate with constituents the reasons behind the budget increases.

One Member noted that the Committee had not scrutinised the details of the project dashboard.

The Committee:

Noted the current progress on the construction of the new Waste Depot at Turnpike Close, Grantham

87. Updated financial position and Service update for East Midlands Building Consultancy, 2024-25

The Leader of the Council presented this report relating to the East Midlands Building Consultancy (EMBC). The EMBC was now a fully staffed local authority building control partnership between SKDC, Newark and Sherwood District Council and Rushcliffe Borough Council.

The partnership was long-established and successful, it was based on a shared service agreement with SKDC delivering the service on behalf of other partners and themselves.

Building control is a statutory service which aims to ensure the safety of buildings and those who use them. Services within the function were either fee earning or non-fee earning. The split in workload was approximately 74 to 26%.

Non-fee earning work costs must be borne by the Council, whilst the service was allowed to charge fees for fee earning work on a cost recovery basis. The Council was not permitted to make a profit on these functions.

The partnership competed with registered building control approvers, formerly known as approved inspectors, for fee earning work. The service currently maintains an average of 60% of the market share, which was a significant increase on previous years, where the Council held only 50% of the market share.

There had been many legislative changes for building control, including a requirement for building control officers to demonstrate their competency.

A number of Officers had received their competency validation and trainees were progressing well. EMBC was also engaging in the future of building control with the addition of two apprentices.

Appendix 1 provided details of the provision accounts for 2024-25.

Clarification was sought around the report, it stated that the EMBC had avoided costs by not replacing roles and then further on in report stated all positions had been filled.

The Assistant Director of Planning and Growth clarified that comments on money saved were from the Assistant S151 Officer's comments about the report and were in reference to the previous financial year. The Council had savings in-year on the staffing likely due to vacancies. EMBC were fully staffed and could deliver the services required and meet expectations of customers.

Building control finances were separate to other services provided by the Council due to being fee-earning but not allowed to make a profit. The Council were also not permitted to charge fees for a proportion of work undertaken, which equated to 26% of the work and this element was funded from the General Fund.

A further query was raised on whether making profit each year would incur imbalances of income and expenditure and what happened to annual differences.

The Assistant Director of Planning and Growth confirmed it is within legislation to not make a profit but with some flexibility. It was difficult to manage the profit throughout the course of the year, meaning application fees charged for fee earning

elements of work were reviewed continually. The team would have to balance the costs of delivering the service against the income to offset that.

It was queried as to what level of qualification employees were trained to and when trained, and what obligation employees had to carry on working for the Council.

It was noted that apprentices were employed by the Local Authority Building Control for a two-year contract. If SKDC had positions available, they would look to employ the apprentices once their qualification was completed.

In terms of trainees, they came from a trades background and could use their experience and build on it through supportive learning to gain their level 4 qualification. It was hoped that once qualified, they would continue to work for the Council.

It was queried whether building control had involvement in every project undertaken by the Council and at what point building control would become involved.

Building control would become involved with a Council's project when it's controllable works, at the beginning of a construction phase. If the Council was designing a project, the building control team would engage with the property team from the outset.

The Committee:

Noted the update regarding East Midlands Building Consultancy (EMBC) and agrees to receive an update in 12 months.

88. Update on UK Shared Prosperity Fund 2022-2024

The Leader of the Council presented the report that provided information on the closure of the UK Shared Prosperity Fund for 2022-24 and also provided an update on the funding position for 2025-26.

All monies received had been spent for purposes designed for and no funding was due to be given back to Government. Funding received had been spent on the majority of villages and towns across the District.

Examples of projects was outlined in Appendix 2 of the report and specifically related to energy efficiency and climate change. Other projects related to the arts, for example, a mural in Deepings St James at Jubilee Park.

Officers were ensuring the appropriate final claims and return submission were made to close down the previous scheme and were working on investment plan delivery, bidding and award process for allocating the 2025/26 funding to ensure the funding is fully allocated within the agreed MCCA timelines.

Members were pleased to see that all UKSPF funding had been spent by the deadline and congratulated Officers for their hard work.

It was requested that funding for 2025/26 and project updates would be brought back to the Committee. A query was raised on the timescale of when the plan would be finalised.

The Leader of the Council encouraged Parish Councils and organisations to manage their expectation of projects as a sense of urgency, projects would need to be in place prior to the deadline in September 2025.

It was noted that if the criteria of projects did not meet the UKSPF guidelines, other schemes such as the Community Fund were available.

One Member shared the success of Hive FM radio station, which had the potential to reach over 80,000 people as a result of UKSPF funding.

One Member noted that money had been saved on funding energy efficient projects and questioned how long it would take to see the financial benefit of those projects.

The Leader of the Council confirmed the general payback of solar PV was around 8–10 years but varied on the price of solar energy.

It was noted that the Council were able to deploy up to 4% of the total allocation towards monitoring and administration. Concern was raised that a postponed board meeting in March 2025 meant that organisations may have missed out on opportunities to receive the funding at a late stage.

The Chairman highlighted the board meeting in March 2025 was postponed due to no applications being put forward.

UKSPF had been created to replace the funding lost via the European Social Fund. The Government was placed under political pressure to replace the funding after the decision to leave the European Union. UKSPF funding would be distributed through the Mayor and the Combined Mayoral Authority, and the September 2025 deadline had been imposed by them.

The Leader of the Council felt that good administration of distribution of funding enabled the money to go further and be spent in the correct manner in conjunction with the deadline.

Some projects may not receive a visible financial payback. However, certain projects such as Destination Lincolnshire working on tourism trails and ways to encourage footfall in towns would bring a benefit to the town.

The Assistant Director of Finance clarified the 4% spent on administration was a maximum amount allocated and a figure that could be claimed back through the

fund. It was felt the Council had spent more than 4% of time on UKSPF as a whole, however, the Council could only claim back the maximum amount of 4%.

One Member outlined certain lessons learnt in relation to publicity of the programmes, a suggestion was made that workshops take place for Members to understand criteria. It was felt the criteria of schemes could be stricter in future.

The Assistant Director of Planning and Growth raised concern on the timescale of completing applications, however, the idea of Member workshops would be considered.

MHCLG provided guidance around UKSPF funding on outcomes and outputs. The Council were not responsible for selecting the options of criteria for projects, due to Government administering the funding.

It was confirmed the Council would be seeking expressions of interest initially by the end of May 2025 to understand projects prior to applications.

The Chairman highlighted a typographical figure on page 16 of the report and requested it to be rectified.

The Committee:

Noted the contents of this report

89. Grantham Town Centre Events

The Leader of the Council presented the report and updated the Committee with progress made on the Grantham Town Centre events programme which was funded by the Future High Streets Fund.

The events programme was being developed and kept under review by the Future High Street Board and the Grantham Town Team.

The programme contained a diverse range of events with the aim of driving footfall into the town centre, supporting retailers and economic activity.

The role of the Grantham Engagement Manager had been extended to March 2026, to support the roll out of the programme. The post had been transferred to the Culture, Leisure and Place service area to provide opportunities for collaboration with Officers involved in arts and cultural events.

The first event was due to take place in upcoming days and featured 'The Whale', which had been well received when hosted in Bourne, Stamford and the Deepings in March 2025. The tickets over the weekend for this event had sold out, however, other complimentary activities were due to take place around the town.

Appendix 1 provided estimated costs of events.

It was queried as to why the programme of events ended in November 2025.

The Assistant Director of Culture, Leisure and Place clarified that the events programme would be supplemented by other events organised by the Council. The Council would host the Christmas Lights 'switch on' and market, which was planned for 30 November 2025. It was difficult to arrange outdoor events in winter months, due to the weather.

One Member suggested whether the Future High Street Fund would fall under the remit of Culture and Leisure Overview and Scrutiny Committee.

The Deputy Chief Executive confirmed that UKSPF and Future High Street Fund in terms of allocation, distribution and monitoring sat with the Finance Economic Overview and Scrutiny Committee. The emphasis of this report was to provide reassurance the allocation of funds was being utilised to good use.

ACTION: For the Culture and Leisure Overview and Scrutiny Committee to note the Grantham Town Centre Events report at their next meeting.

One Member provided an update on positive feedback received from traders and members of the public in Grantham. Officers were congratulated for their hard work on the project.

It was queried why Lincolnshire Day celebrations was not being celebrated on 1 October 2025 and was being celebrated on 4 October 2025 instead.

One Member highlighted that 13 October 2025 would have been Margaret Thatcher's 100th birthday. The events programme did not show any provision of celebration for centenary.

The Leader of the Council confirmed conversations were taking place with local businesses and schools in order to celebrate the centenary of Margaret Thatcher.

The Assistant Director of Culture, Leisure and Place outlined the commemoration would be a significant event for Grantham. The Council were aiming to collate a group of stakeholders to work in a coordinated approach. The Council hoped to promote the events under a 'festival banner' to add value to the anniversary.

It was confirmed Lincolnshire Day celebrations would coincide with the Saturday market on 4 October 2025.

It was highlighted that 2027 would mark the 300-year anniversary of Sir Isaac Newton's death and The Kings School Grantham would be celebrating the milestone.

The Leader of the Council informed the Committee a meeting with The Kings School Grantham had taken place to discuss a series of events for the anniversary in 2027.

The Kings School Grantham were also due to celebrate the 500th year anniversary of the re founding of the school in 2028.

It was suggested that lectures take place to celebrate the anniversaries to educate people within the District.

Grantham Museum were exploring a series of lectures and talks to take place on the anniversaries.

As part of the Margaret Thatcher centenary, the Leader of the Council raised the idea of providing themed beers or pump clips which related to the Margaret Thatcher experience.

One Member noted that three independent breweries in Grantham may be interested in themed beers in support of the anniversaries.

Councillor Matt Bailey submitted the following question:

'I would like some clarity on the funding for the Whale project. Funding was initially granted to a Grantham event under UKSPF SK2204, when the project was to be delivered in one of the Grantham parks. We have now allocated a further £10,600 of funding to this project from the Future High Street Fund budget to host it in the marketplace.'

Whilst I am very supportive of the Whale project, I question why this was moved from one of our award winning public parks to the marketplace. We have had to close the marketplace for three days to traffic at a cost of £2,103 and also added security at £1,200. Closing the marketplace cause significant traffic disruption across Grantham and has proved to have a negative impact on local businesses in the area.

- 1) *Is funding from both UKSPF as allocated and Future High Street Funds being used for this event?*
- 2) *What was the justification to move the event and incur significantly more costs and increased disruption?'*

The Leader of the Council highlighted that this event was originally earmarked for UKSPF funding in 2024, however the money had to be spent by 31 March 2024. The Whale project is a national touring exhibition and was therefore restricted to the months of availability, which is why the funding source had been moved from one to the other.

It was felt that the closure of roads around the marketplace for the Whale project would bring people into Grantham and a higher footfall for local businesses. The location of the Whale had moved in hope to attract people to the town centre.

One Member felt the positives of the Whale project in the marketplace would far outweigh the negatives.

The Council had liaised with local businesses and retailers in the Town Centre who had provided positive feedback that the Whale would be featuring in the Marketplace.

One Member queried a bike night which was due to take place in August 2025 and why the estimated costs were £12,400.

The Assistant Director of Culture, Leisure and Place clarified it would not be a traditional bike meet up. The money was being spent on a road closure, staging and musicians, alongside power to the marketplace. It was hoped this event would attract a wider audience

The Committee noted the report.

90. Work Programme 2024-25

The Committee noted the Work Programme 2024-25.

The following items would be added to the Work Programme for the July meeting:

- Six monthly update on Marketplace Footfall
- Local Council Tax Support Scheme Proposals 2026/27
- Discretionary Council Tax Payment Policy 2026/27
- Discretionary Housing Payment Policy 2026/27

The following item would be added to the Work Programme for the September meeting:

- UKSPF September 25/26 allocation

It was queried whether the Maintenance Strategy report could be brought to the July meeting. It was confirmed that an updated position in relation to the Action Plan would be brought to the September meeting.

91. Any other business, which the Chairman, by reason of special circumstance decides is urgent

One Member raised a query on the expenditure list and most recent list having several parts redacted due to personal data.

It was confirmed that if an individual was being paid for their service rather than a Ltd company, their details would be redacted for GDPR reasons.

The Deputy Chief Executive requested any questions on the expenditure list be sent via email for a full response to be provided.

92. Close of meeting

The Chairman closed the meeting at 11:42.

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ACTION SHEET

Finance and Economic Overview and Scrutiny Committee

To provide members with an update on actions agreed at the meeting held on 13 May 2025.

| Min No | Agenda Item | Action | Assigned to | Comment/Status | Deadline |
|--------|-----------------------------|---|---|--|----------|
| 89 | Grantham Town Centre Events | For the Culture and Leisure Overview and Scrutiny Committee to note the Grantham Town Centre Events report at their next meeting. | Culture and Leisure Overview and Scrutiny Committee | Report was heard at Culture and Leisure Overview and Scrutiny Committee on 15 May 2025 | Complete |

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**SOUTH
KESTEVEN
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COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Richard Cleaver -
Cabinet Member for Property and
Public Engagement

Turnpike Depot Update - July 2025

Report Author

Gyles Teasdale, Head of Property and ICT

✉ g.teasdale@southkesteven.gov.uk

Purpose of Report

This report provides an update on the construction of the new Waste Depot at Turnpike Close, Grantham.

Recommendations

The Finance and Economic Overview and Scrutiny Committee is asked to note the current position of the delivery of the new Waste Depot at Turnpike Close, Grantham.

Decision Information

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

No

What are the relevant corporate priorities?

Effective council

Which wards are impacted?

Grantham Earlesfield;

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 Budget approval of £8.8m has been given for this project by Council 28th September 2023 (£8m) and 29th February 2024 (£800k) and the ongoing financial updates are being presented to the Finance and Economic Overview and Scrutiny Committee. Council approved a revenue contribution of £500k on 27th February 2025 in order to meet the mobilisation and fit out costs of the new facility. Therefore, the combined budget for this project is set at £9.3m.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 There are no significant governance implications arising from this report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1. The Finance and Economic Overview and Scrutiny Committee (FEOSC) has received an update at each meeting on the new Waste Depot project at Turnpike Close, Grantham since commencement of the project in June 2024. This report is the seventh of the project updates the Committee will have received since the commencement of the project.
- 2.2 Works have continued to progress on schedule following commencement on site in October 2024.
- 2.3 There have been no changes to the project timeline since the previous meeting with the existing programme outlined below.
- 2.4 A full project summary was presented to the Member Project Board on 10th July 2025 and a summary is provided in this report.

2.5 The most recent programme is outlined below:

| Milestone | Project Programme |
|---|--|
| Cabinet Approval | 16 th April 2024 |
| Value Engineering Period | 16 th April – 24 th May 2024 |
| Enter into NEC4 Professional Services Contract | 14 th June 2024 |
| Progression of Stage 4 Design | 17 th June – 23 rd August 2024 |
| Design Evaluation, Completion and legal preparation. | 27 th August – 24 th September 2024 |
| Construction Contract Award | 18 th October 2024 |
| Contractor mobilisation period | 1 st October 2024 – 28 th October 2024 |
| Construction Period commences | 29 th October 2024 |
| Targeted completion date | 7 th October 2025 |
| Mobilisation Period | 8 th October 2025 – 25 th November 25 |
| Operational Go-live | 25 th November 2025 |

2.6 The above table shows that work is progressing through the outlined construction period.

2.7 Works to discharge any construction phase planning conditions prior to occupation have been ongoing with any statutory consultees. There is only one condition now remaining for discharge in relation to the highway pavements which a covering letter is due to be drafted and submitted to discharged prior to completion of construction.

2.8 Recent works to the structure have included installation of wall cladding to the main building, brick and block work progression, commencement of internal walls erection, installation of service pit and brake testing unit in the workshop area, plant room decoration and mechanical units being installed.

2.9 External works have also continued to progress with concreting to northern and western yard areas, along with installation of kerbs and linear drainage. Drainage around both buildings for water mains and fire hydrant pipework has also been laid.

2.10 Externally, works are continuing to the yard areas including drainage, ducting and concreting. Work is also underway for the installation of lighting columns

and CCTV columns, installation of the transformer base, completion of HV ducting and installation of fuel tank bases.

- 2.11 With regards to the mobilisation of the site, an End User Group (EUG) is established and regular EUG meetings are scheduled fortnightly to discuss and progress the mobilisation following completion of the construction phase.
- 2.12 An updated Project Dashboard is shown at Appendix 1 and provides a summary of the project timeline and a breakdown of the project costs.

Project Risks

- 2.13 Although the contractor has not formally notified the Council of any slippage to the overall programme, specific elements of the construction phasing is slightly behind schedule. The contractor is drafting a mitigation plan in order to recoup this slippage within the overall programme but there is an outstanding risk that the completion of the construction phase may be delayed. However, under this scenario, the operational go live date of 25th November can still be met by changes to the mobilisation period.
- 2.14 In respect of financial risks, there are a small number of potential costs that are outside of the Council's control specifically in respect of the statutory utility providers. These costs are not yet confirmed but they are expected to be met from the available contingency budget and therefore the overall project cost will be met.

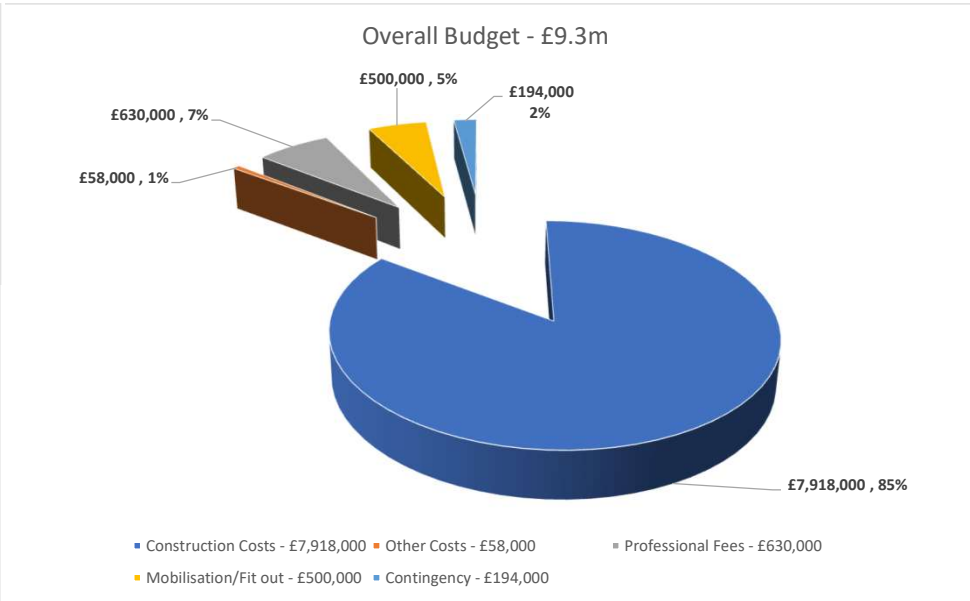
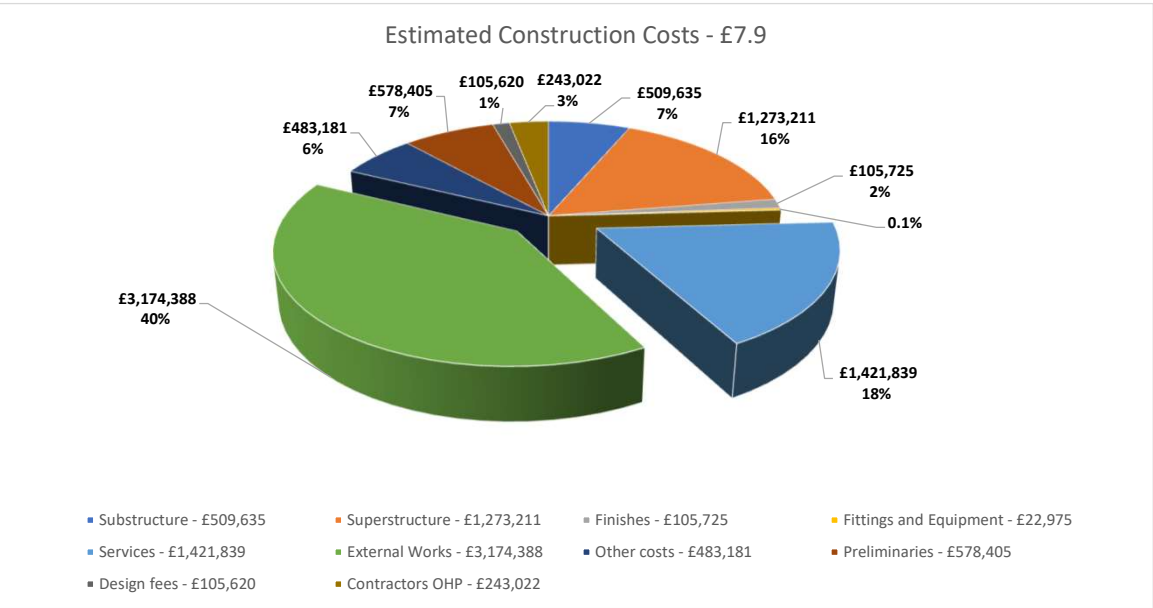
3. Key Considerations

- 3.1. This report sets out the latest position with regards to this project and the next stages in order to deliver the overall scheme. It is important the Committee is kept updated as the scheme progresses across the construction phase.

4. Appendices

- 4.1 Appendix A – Project Dashboard as of 9th July 2025

| TURNPIKE CLOSE GRANTHAM PROJECT DASHBOARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-----------|-------------|-----------------------------------|------------|---------------|-----------------------|-----------------|---------------------|-------|-----|------|------|--------|-----------|---------|----------|-----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|
| Project Name | New Depot | Date: | Jul-25 | | Risk Status | Low | | | | | | | | | | | | | | | | | | | | | | |
| Current Overall Project Status | Good | Budget: | £9,300,000 | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACTIVITY | | OWNER | DATE | PLAN START | PLAN DURATION | ACTUAL START (Period) | ACTUAL DURATION | PERCENTAGE COMPLETE | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMEBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER |
| | | | | | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Cabinet Approval | | SKDC | 16th April 2024 | Apr-24 | 1 | 1 | 1 | 100% | | | | | | | | | | | | | | | | | | | | |
| Value Engineering | | Lindum/SKDC | 16th April - 24th May 2024 | Apr-24 | 2 | 1 | 3 | 100% | | | | | | | | | | | | | | | | | | | | |
| Enter into NEC4 Professional Services Contract | | Lindum/SKDC | 14th June 2024 | Jun-24 | 1 | 3 | 3 | 100% | | | | | | | | | | | | | | | | | | | | |
| Progression of Stage 4 Design | | Lindum | 17th June - 23rd August 2024 | 17-Jun-24 | 3 | 3 | 3 | 100% | | | | | | | | | | | | | | | | | | | | |
| Design, Evaluation, completion and legal preparation | | Lindum/SKDC | 27th August - 24th September 2024 | 27-Aug-24 | 2 | 5 | 2 | 100% | | | | | | | | | | | | | | | | | | | | |
| Construction Contract Award | | SKDC | 18th October 2024 | 18-Oct-24 | 1 | 7 | 1 | 100% | | | | | | | | | | | | | | | | | | | | |
| Contract mobilisation period | | Lindum | 1st October - 28th October 2024 | 14-Oct-24 | 1 | 7 | 1 | 100% | | | | | | | | | | | | | | | | | | | | |
| Commence on site | | Lindum | 29th October 2024 | 29-Oct-24 | 1 | 7 | 1 | 100% | | | | | | | | | | | | | | | | | | | | |
| Construction period commences | | Lindum | 29th October 2024 | Oct-24 | 13 | 7 | 13 | 69% | | | | | | | | | | | | | | | | | | | | |
| Targeted completion date | | Lindum/SKDC | 7th October 2025 | Oct-25 | 1 | 19 | 1 | 0% | | | | | | | | | | | | | | | | | | | | |
| Mobilisation period | | SKDC | 23rd October - 22nd November 2025 | 22-Oct-25 | 2 | 19 | 2 | 0% | | | | | | | | | | | | | | | | | | | | |
| Operational Go-Live | | SKDC | 25th November 2025 | Oct-25 | 1 | 20 | 1 | 0% | | | | | | | | | | | | | | | | | | | | |



| KEY RISKS AND ISSUES | | |
|--|--|--------|
| Risk | Action/Overview | Level |
| Additional fees due to elongated stage 5 construction period | Fees have been confirmed to reflect the revised construction period of 50 weeks and this provided for within Professional Fees shown. | Low |
| New Planning Application | New Planning application would be required should more significant changes be required. | CLOSED |
| Planning Conditions - pre-commencement | Discharging of pre commencement activities to be progressed | CLOSED |
| Programme slippage | Risk of further slippage will be mitigated by identification of efficiencies in subsequent phase. Contractors programme has now been confirmed. | Low |
| S278 works | Cable found during trail holes works carried out by contractor which were not revealed on survey of site. Compensation Event has been issued, additional fees for disconnection and diversion will be incurred no anticipated delay to works programme | CLOSED |

Summary

Works continue to be on programme with the master construction project plan having a completion date of 7th October 2025. Works progressed since previous dashboard include decking installation to first floor of main building, commencement of solar PV installation on the roof, lighting column installation to site perimeter, pit and brake testing infrastructure installed and ground floor slab installation to the office area of the main building. Main building works in the next period include completion of wall cladding, completion of fire stopping, commencing of mist coat to fair face walls and external works will include continuing groundwork Inc. drainage, ducting and service yard concrete pours, completion of HV ducting and installation if fuel tank/AdBlue tank bases. Relocation and mobilisation subgroup for end users meets fortnightly and update main project board on mobilisation planning and programming for an operational go live date of November 2025. Order processed for office and canteen furniture. This cost has been reduced significantly due to utilising desks/chairs and meeting tables from current DWO office and surplus notice boards, lockers and cabinets which are in very good condition from other SKDC sites. The physical move from one to site to the other will be undertaken inhouse so there will be no additional cost for removals. Operational policies for new site are near completion and capping off of supplies such as diesels tanks are being worked on in readiness for the move.

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**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Baxter, Leader of the Council, Cabinet Member for Finance, HR and Economic Development

Grantham Future High Street Fund Programme Update

Report Authors

Claire Saunders, High Street Heritage Action Zone Project Manager
Megan White, Project Support Officer



claire.saunders@southkesteven.gov.uk,
megan.white@southkesteven.gov.uk

Purpose of Report

To provide an update regarding delivery of the Grantham Future High Street Fund (FHSF) projects.

Recommendations

The Committee is asked to:

note the report and progress on the Grantham Future High Street Fund Programme and to offer feedback to the FHSF board.

Decision Information

| | |
|---|--|
| Does the report contain any exempt or confidential information not for publication? | Yes - Appendix A is exempted under Paragraph 3 |
| What are the relevant corporate priorities? | Enabling economic opportunities |
| Which wards are impacted? | Grantham St Wulfram's; Grantham St Vincent's |

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 Ministry of Housing, Communities and Local Government (MHCLG) have paid the entirety of the capital funding allocation for Grantham's Future High Street Programme which is a total of £5,512,899 funding received.
- 1.2 Engagement continues with MHCLG to report actual and forecast spend for the remainder of the Programme. The capital budget is set out below in **Table 1**, which shows actual spend for 2021-2024, 2024-2025 and breaks down remaining grant funding allowance into contractually committed grant, allocated grant (contracts pending) and remaining unallocated budget for 2025-2026.

| Table 1: FHSF Capital | | | | | | |
|------------------------------|------------------|------------------|--|--|---|--------------|
| | 2021-2024 | 2024-2025 | 2025-2026 (Contractually Committed grant) | 2025-2026 (Allocated grant) | 2025-2026 (Unallocated Budget) | Total |
| Capital | £481,131 | £3,468,050 | £500,705 | 663,103 | 400,000 | £5,512,899 |

- 1.3 The unallocated budget comprises of remaining underspend within the programme. Officers are currently seeking approval from MHCLG to allocate this funding to complete additional works on existing projects (see paragraphs 2.17 – 2.21). The expenditure of the projects must meet the criteria of capital expenditure and be approved by MHCLG. In the event that no projects can be identified that meet the criteria or that will be contractually committed by 30th September 2025 then the unallocated budget will be returned to Government.
- 1.4 There is also a revenue budget which forms the Council's obligatory match funding to the Future High Streets Fund Programme. This revenue budget is illustrated below in **Table 2**, which shows actual spend for 2021-2024 and the committed spend for 2024-2025 and the budget for 2025-26.

| Table 2: FHSF Revenue | | | | |
|------------------------------|------------------|------------------|----------------|--------------|
| | 2021-2024 | 2024-2025 | 2025-26 | Total |
| Revenue | £122,000 | £51,376 | £205,715 | £379,092 |

- 1.5 Following successful negotiations with MHCLG, an extension to the delivery timeframe for the programme has been agreed in order to facilitate the completion of outstanding projects and allow underspend to be utilised. MHCLG has approved an extension to 30st September 2025 for all remaining funds to be contractually committed, and extended the deadline for spend to 31st March 2026.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.7 There are no significant governance implications arising from this report which are not already referenced in the body of the report or appendices.

Completed by: James Welbourn, Democratic Services Manager

Risk and Mitigation

- 1.8 The risks associated with cost increases are being managed through the usual project management processes as well as with the funding body MHCLG.
- 1.9 If MHCLG do not grant approval for the use of the remaining £400,000 of unallocated budget, there is a risk it will be returned to the funder. Officers are working with MHCLG to identify acceptable spend and ensure that all funding is contractually committed by the required deadline.

Completed by: Claire Saunders, High Street Heritage Action Zone Project Manager

2. Background to the Report

- 2.1. In 2021 South Kesteven District Council was awarded £5.56 Million by the Ministry of Housing, Communities and Local Government (MHCLG) through the Future High Street Fund (FHSF). In addition, the Council committed £379,092 of matched funding to the programme.
- 2.2. To support the delivery of this programme regular reports have been presented to Councillors since the funding was awarded in 2021. This report builds upon the most recent update provided to this Committee at its 18th February 2025 meeting (see Background Paper A)
- 2.3. In line with previous updates and for ease of reading, the remainder of this background section focuses on programme updates, divided into five subsets:

- Subset One: Approved Additional Programme
- Subset Two: Upper Floor Grants Programme
- Subset Three: Further Additional Spend
- Subset Four: Grantham Town Team update
- Subset Five: A summary of engagement with the (MHCLG)

Subset One: Approved Additional Programme

- 2.4. Following the completion of the public realm works in January 2025 to both Grantham Market Place and Station Approach, £882,695 of budget allocated to risk and contingency was released.
- 2.5. The Council applied to MHCLG to reallocate this funding through a formal Project Adjustment Request (PAR) process in February 2025.
- 2.6. MHCLG required that funding was spent on expanding previously completed and/or ongoing projects and emphasised that it could not be spent on entirely new projects.
- 2.7. This PAR was approved on 14th February 2025, and permitted use of the funds on the following projects: -
- Installation of Street Furniture including planters, benches, and cycle parking in the Market place and installation of power provision in Grantham Market Place and along Westgate for use by the market and during events
 - Capital improvements to Grantham Museum building to support the long-term aim of regaining the museum's collection, currently in the custodianship of Lincolnshire County Council
 - Replacement of bollards around Conduit Lane car park
 - Equipment to support the delivery of Grantham Market
 - Public realm improvements around the St Peter's Hill Green 'Cultural Quarter'.
 - Improvements to wayfinding and signage.
 - Associated staffing and administrative costs

MHCLG require that these works are contractually committed by 30th September 2025 and completed by the 31st March 2026.

- 2.8. Progress on projects is outlined in the table below:

| Work Element | Budget | Progress |
|---|------------------|--|
| Market Place and Westgate Power and Street Furnishing | £ 400,000 | Council officers are finalising details for contract for the manufacture and installation of street furniture and the implementation of power units in the Market Place and Westgate. Officers are working with M&E Engineer to confirm the requirements for power. |
| Grantham Museum | £161,705 | The Council has entered contract with Lindum Construction to complete the work which includes installation of an upgraded heating system, installation of ventilation in the basement to facilitate collections storage, upgrades to the kitchen area and toilets, and plaster repairs to the upper floors |
| Markets | £ 60,000 | FHSF Officers are working with the Market's Team to best utilise this spend to support the delivery and growth of Grantham's Market. |
| Wayfinding | £40,000 | To facilitate manufacture and installation of wayfinding signage within the delivery deadlines set by MHCLG this package of works has been incorporated into a single contract along with the Street Furniture and Power provision. Final details are being agreed in advance of contract. |
| Conduit Lane car park bollards | £15,000 | A contractor has been appointed for the works; officers are awaiting clarification on scheduled start and end date for replacement of Conduit Lane Car Park Bollards. |
| Cultural Quarter/ St Peter's Hill Green | £50,000 | SKDC's street scene team are finalising a costed brief for improvements to the public realm areas of St Peter's Hill. MHCLG have confirmed that it is acceptable under the terms of the grant agreement for the work to be delivered by the Street Scene team. |
| FHSF Project Officer | £44,000 | |
| Contingency/ Officer Salaries | £111,990 | |
| Total | £882, 695 | |

- 2.9. Officers regularly update their MHCLG counterparts on the progress of these works.

Subset Two: Upper Floor Grants Programme

- 2.10 This grant programme allows owners of retail properties in the town centre to convert vacant and underused upper floor space into high-quality residential units. The grants provide 50% of the eligible costs of conversion, up to a maximum of £25,000 per unit created.
- 2.11 The total grant funding available for this project is £550,000. To fulfil the funding criteria, six full applications have been accepted which together will create 22 new residential units in the town centre. The accepted applications are:

- 9 units at 17-19 High Street
- 8 units at 9-10 High Street.
- 2 units at 45 High Street.
- 1 unit at 77-79 London Road.
- 1 unit at 81-83 London Road.
- 1 unit at Unit 4, 30 Westgate.

- 2.12 An update on individual project progress since the Committee's February 2025 meeting is set out in **Appendix A**.
- 2.13 Works have completed at two of the properties, with a third due to complete by the end of July 2025.
- 2.14 All units completed to date have been let, with the majority securing tenants within one month of completion.
- 2.15 Council Officers continue to work closely with applicants to progress the conversion works and Legal Services Lincolnshire to arrange signing and sealing of the grant funding agreements and relevant legal charges.

Subset Three: Further Additional Spend.

- 2.16 At the end of the financial year 2024/2025 an additional £400,000 of funding which had been provisionally allocated to projects was released and returned to the programme budget.
- 2.17 Officers have negotiated with MHCLG who have confirmed SKDC may use this funding for additional works subject to approval of projects via the formal PAR process.
- 2.18 MHCLG has stipulated that these additional funds must be contractually committed by 30th September 2025, and works must be completed by 31st March 2026. Furthermore, MHCLG has stated emphatically that any additional spend must expand or enhance existing projects and cannot be directed to new projects.
- 2.19 Officers are working to develop suitable options for additional works to make best use of this funding.

Subset Four: Town Team Update

- 2.20 An updated copy of the events calendar is appended to this report (Appendix B). The events calendar was approved by Cabinet at its meeting of 16 January 2025 (see background papers).
- 2.21 Several of the events have already taken place including the Whale and the Summer Festival.

The Whale Plastic Ocean Project

- 2.22 The Whale Plastic Ocean project took place over the 16, 17 and 18 May. Performances on Friday 16 May were for schools only with public performances on the Saturday and Sunday every half hour between 11am and 3.30pm. The Whale was delivered by a professional theatre company, Circo Rum Ba Ba, and as well as being visually impressive it is an educational interactive theatre experience for children and adults.
- 2.23 The total number of booked attendees over the three days was 598 but the event also generated footfall in the Marketplace with over 300 people visiting the Whale and interacting with staff. Local businesses were engaged and encouraged to take part in the project, and additional activities were secured around the town to complement The Whale. These included arts and craft activities, storytelling sessions, and a book signing by Hannah Gold who lives in the district and wrote the book "The Lost Whale".
- 2.24 The feedback received from those who attended or visited The Whale was extremely positive.

The Family Festival

- 2.25 The Family Festival took place on Friday 20 June and was designed to bring a creative and fun family friendly experience to the Marketplace and to promote the nighttime economy. Local bands and artists were featured from 4pm with the headline band, The RPJ Band playing a 90-minute slot from 7.30pm.
- 2.26 The event was ticketed with a maximum of 600 tickets being allocated to ensure the safety of those attending. Although the event was sold out in advance it was extremely disappointing that over 200 people who had claimed tickets did not attend. The learning from this is being taken forward in terms of how future events are ticketed and marketed.
- 2.27 Local businesses were successfully engaged and many outlets in the Marketplace opened earlier than usual and benefitted from additional trade. Although the number of attendees was disappointing the feedback from those who did was overwhelmingly positive.

Grantham in Bloom Competition

- 2.28 A total of 27 businesses have taken up this opportunity. 54 x 30-inch half whisky barrels have been provided to a mix of businesses across the town centre who have then been responsible for planting and maintaining them. This has improved the look of the town and resulted in positive comments on social media. The competition is due to be judged week commencing 28 July.

Subset five: Summary of Engagement with MHCLG

- 2.29 Officers continue to provide regular updates to MHCLG about the progress of projects being delivered through the released contingency spending.
- 2.30 In addition to the regular updates, Officers have undertaken a process of negotiation with MHCLG to secure programme extensions and permission to utilise underspend.
- 2.31 As reported to this Committee on the 18th February, officers submitted a PAR for authorisation to allocate £882,695 of unspent contingency funds to alternative projects (as outlined in paragraphs 2.4 – 2.9).
- 2.32 This PAR was approved by MHCLG on 14th February 2025.
- 2.33 On 24th March 2025, MHCLG wrote to all councils delivering active Future High Street Fund projects to invite them to apply for a 'Grace Period' to contractually commit any remaining funds and complete delivery of projects.
- 2.34 Officers submitted a formal request for a grace period on 28th March 2025.
- 2.35 On 9th April 2025, MHCLG formally confirmed the extension of a six-month grace period for contractually committing any remaining funds (to 30th September 2025) with delivery of projects to be completed by 31st March 2026.
- 2.36 Following the completion of end of financial year reconciliation for the programme, it became clear that £400,000 of funding which had been committed to projects (mainly to the public realm projects) which had not been drawn down by external delivery partners.
- 2.37 Officers conducted thorough investigations with external partners, and it was determined that this funding had not been spent as expected, as projects had delivered under budget.
- 2.38 Officers notified MHCLG of the additional underspend on 4th June 2025.
- 2.39 Following discussions between SKDC Officers and MHCLG, on 18th June 2025 it was confirmed that subject to the completion of a Project Adjustment Request,

MHCLG would allow SKDC to use the outstanding funding to deliver additional work or expand existing projects.

- 2.40 Additional works must comply with the existing delivery timeline.
- 2.41 SKDC officers are finalising plans for additional works and working towards the submission of the PAR.

3. Key Considerations

- 3.1. The original programme of projects as outlined in the Council's bid for funding through the Future High Street Fund have been completed, with the public realm schemes delivering considerably under budget.
- 3.2. Following completion of the works to the Marketplace and Station Approach, there was £882,695 of risk and contingency budget. The Future High Street Fund Project Board has finalised a programme of additional works was developed to utilise this funding, including enhancements to power provision and street furniture in the Market Place which was approved by MHCLG in February 2025. Due to the grant requirements of MHCLG this additional work must relate to the existing project delivery.
- 3.3. Further to this an additional £400,000 of underspend has been identified which was previously contractually committed. Negotiations with MHCLG are ongoing to approve the use of this budget to enhance existing project delivery.
- 3.4. MHCLG have confirmed that new projects will not be accepted for consideration at this stage in the programme delivery.
- 3.5. MHCLG has set a deadline of 30th September 2025 for all funds to be contractually committed. Any uncommitted funds after this date will be at risk of clawback by MHCLG.
- 3.6. In delivering under FHSF, the Council is committed to supporting a programme of six-monthly reporting which includes financial monitoring, footfall reporting and evidencing outputs such as private sector financial contributions. As part of the grant agreement the Council is committed to continue to provide MHCLG with such information as they require beyond the initial project timeframe.

4. Other Options Considered

- 4.1 An alternative would be to complete the programme as currently scheduled and return any unspent allocation to MHCLG. This would not allow for any additional

works to be completed to public realm areas and will be a missed opportunity to further improve the amenity of the spaces. Therefore, completing the programme and returning any unspent allocation received to MHCLG has been discounted as an option, although there are programme delivery risks which may necessitate the return of part of the funding.

5. Reasons for the Recommendations

- 5.1. This report provides Members of the Finance and Economic Overview and Scrutiny Committee with the opportunity to feedback comments within their scrutiny remit to the Programme Board and (where appropriate) Cabinet. This includes suggestions for work programmes and items to be considered.

6. Background Papers

- 6.1. Grantham Future High Streets Fund – February 2025 update.
[Grantham Future High Streets Fund Programme Update.pdf](#)
- 6.2. Grantham Town Centre Action Plan – 16 January 2025 Cabinet
[Grantham Town Centre Action Plan Cabinet Report.pdf](#)
[Appendix 3 - Proposed Events Programme 2025.pdf](#)

7. Appendices

- 7.1. Appendix A: Upper Floor Grants Project Progress Report (Restricted)
- 7.2. Appendix B: Updated Events Calendar

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

Document is Restricted

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Grantham Town Centre – Proposed Events Programme 2025 (02.07.25)

| Month | Event Details | Duration | Site/Area | Predicted cost/cost | Dates | |
|---|--|----------|--------------------------|---------------------------|---|--|
| February March April | Street Theatre | 1 day | Marketplace and Westgate | £3200 | 1 st & 8 th February 1 st & 8 th March 5 th & 12 th April | Completed |
| May | The Whale Art workshops & storytelling arranged. The Reading Room (Saturday & Sunday). Book signing (Saturday). | 3 days | Marketplace | Cost £11065.50 | 16 th – 18 th May Friday, Saturday and Sunday. | Completed |
| May | Youth Market Working with Markets Team and Youth Council to support. | 1 day | Marketplace | N/A | Saturday 31 st May | Delivered by Youth Council |
| June | Summer Festival | 1 day | Marketplace | Costs to date £20,537 | Friday 20 th June 4pm – 9.30pm | Completed. Included 3 x Grantham acts. 1 x headliner band Facepainting Ice Cream seller Coffee Truck Burgers, etc. Gravity, Brown's, Tap & Tonic, Edward's, Westgate Bakery and The Chequers all had pavement licensed areas full of people in addition to those around the stage area. |
| July | Brocante and French style stalls. French Street theatre & music. | 1 day | Marketplace | Costs to date £2214.98 | Saturday 19 th July | Booked. The Artisan Brocante have curated the stalls for this, and we have added a few other "French style stalls" together with Café Allez. There will be |

Grantham Town Centre – Proposed Events Programme 2025 (02.07.25)

| | | | | | | |
|---------------|---|-----------|-------------------------|---------------------------|--|---|
| | | | | | | <p>French style street theatre, interspersed with French café music.</p> <p>The Artisan Brocante have promoted this, and this will be promoted by SKDC Comms along with Market, etc.</p> |
| August | Dinomania | 1 day | Marketplace | Costs to date £5713.50 | <p>Sunday 17th August</p> <ul style="list-style-type: none"> - 3 performances from Dinomania - 11am , 12.30pm and 2.30pm. <p>250 standing tickets in designated area per show.</p> <p>There will be photo opportunities during the day x 3 times.</p> | <p>Additional Activities – The George Centre & The Reading Room. Art & Craft. Fossil making & hunting. Story telling Dinosaur Performance Poet Booked.</p> <p>There will be Coffee Truck and Ice Cream retailer in the marketplace.</p> <p>Poster & social media being created for the additional activities. Event sold out.</p> |
| August | <p>Bike Night</p> <p>This is something suggested by members of the Town Team, as there was previously a bike night in the town centre and they thought it would work well.</p> <p>Interest from local bike groups and non-bikers.</p> | 5pm – 9pm | Marketplace Westgate | Costs to date £6206.90 | <p>Wednesday 27th August</p> | <p>Chris Walker Motorcycles are working with us on this project.</p> <p>There will be Ducati & Kawasaki displays.</p> <p>Stage with Live Music.</p> <p>Coffee Truck Burgers Pizza Truck</p> |

Grantham Town Centre – Proposed Events Programme 2025 (02.07.25)

| | | | | | | |
|------------------|--|--|-------------|---------------------------|--|---|
| | | | | | | <p>Cllr Chris Noon involved and local motorcycle groups.</p> <p>Bars in local area will be open and utilise their pavement licences. Other businesses will extend hours.</p> <p>Poster & social media content being created.</p> |
| September | <p>Outdoor Cinema – family event</p> <p>Paddington in Peru – 1pm</p> <p>Despicable Me 4 – 5.30pm</p> | Afternoon and early evening | Marketplace | Costs to date £12, 680 | Sunday 7 th Sept | <p>Booked</p> <p>Paddington in Peru</p> <p>Despicable me 4</p> <p>There will be 250 “old style” deck chair seats per film in designated area.</p> <p>Licensed for 300 per film.</p> <p>There will be cinema style food available to purchase on the day.</p> <p>Event sold out.</p> |
| October | Sounds of the 80's (as part of the Mrs Thatcher commemorative events) | In conjunction with the normal Saturday market | Marketplace | Estimated costs £5700 | Saturday 18 th October 10am – 3pm. | Sounds of the 80's in the Marketplace – featuring local performers throughout the day. There will be a stage, tech, etc. |
| October | Lincolnshire Day | Daytime in line with existing Market. | Marketplace | Estimated costs £7000 | Saturday 4 th October | Brass Band Booked. |

Grantham Town Centre – Proposed Events Programme 2025 (02.07.25)

| | | | | | | |
|-----------------|--|-------|----------------------|--|-----------------------------------|--|
| | | | | | | Contacting Lincolnshire Producers to invite to the market to celebrate this day. |
| November | Christmas Light Switch on and Market | 1 day | Marketplace Westgate | £10,000 | 30 th November | Money from this budget supporting the overall event. Business Engagement already taking place. |
| December | Small Business Saturday | 1 day | Town Centre | TBC | Saturday 6 th December | Working with town centre businesses on this – extending what we do for the 29 th November (Christmas Market) to incorporate this event too eg. window displays, trail, etc. |
| | Add on street music/theatre to the market. Potential to extend over the summer | | | £8000 | | |
| | | | | Costs to date = £92317.88 As of 02.07.25 | | |
| | | | | | | Budget £114,000 |



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Ashley Baxter
Leader of the Council and
Cabinet Member for Finance, HR and
Economic Development

General Fund Provisional Outturn Report 2024/25

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

✉ Richard.wyles@southkesteven.gov.uk

Purpose of Report

To provide details of the General Fund provisional outturn position for the Financial Year 2024/25. The report covers the following areas Revenue Budget, Capital Programmes and Reserves Overview.

Recommendations

Finance and Economic Overview and Scrutiny Committee is asked to:

- 1. Review the provisional General Fund Revenue and Capital Outturn position and the supporting appendices for the financial year 2024/25.**

Decision Information

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

No

What are the relevant corporate priorities?

Connecting communities
Sustainable South Kesteven
Enabling economic opportunities
Housing
Effective 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

1.1 The financial implications are included within the report.

Completed by: David Scott, Assistant Director of Finance and Deputy s151 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: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1 This report provides the Finance and Economic Overview and Scrutiny Committee with details of the Council's provisional outturn position for the Financial Year (FY) 2024/25. Throughout the year, the Cabinet and the Finance & Economic Overview and Scrutiny Committee (FEOSC) have been updated via regular and comprehensive budget monitoring reports.

2.2 A balanced budget was set for FY2024/25 which provided a solid foundation for the delivery of Council services over the year.

2.3 During the financial year, the Council has managed budgets prudently and has been able to redirect funding where necessary to support the objectives set out in the Corporate Plan. A combination of savings and the generation of additional income has enabled the Council to boost its financial resilience. This is particularly important as the Government is currently consulting upon a fundamental Local Government funding review as well as a reset of the Business Rate system. The implementation of these reviews are confirmed for 2026/27 and based on indicative financial modelling. Both of these reviews are likely to have an adverse financial impact on the Council.

3. General Fund Revenue Budget 2024/25

- 3.1 The budget set by Council on 29 February 2024 was **£19.744m**. Budgets have been amended for any supplementary estimates approved in year including carry forwards from the previous year. This has resulted in an increase to the 2024/25 budget to **£23.238m**. For the purposes of the outturn variance analysis, the proposed budget carry forwards and accounting adjustments such as depreciation have been removed which reduces the budget for comparative purposes to **£17.489m** as shown in Table 1 below.
- 3.2 The forecast outturn position has been presented to the Committee throughout the financial year. The Quarter 3 (Q3) report was presented on 18th February 2025. This report is the final report for FY2024/25 and represents a summary of the outturn compared to the approved budgets.

Table 1 – General Fund Revenue Outturn Positions (excluding accounting adjustments within Net cost of Service)

| Description | 2024/25 Current Budget | 2024/25 Current Budget (less proposed Budget C/F and accounting adjustments) | 2024/25 Provisional Outturn | Variance to Current Budget | 2024/25 Outturn Variance |
|---|------------------------------|---|-----------------------------------|----------------------------------|--------------------------------|
| | £'000 | £'000 | £'000 | £'000 | % |
| Corporate, Governance & Public Protection | 4,053 | 3,951 | 3,969 | 18 | 0.5 |
| Finance, Property & Waste Services | 11,575 | 9,828 | 10,032 | 204 | 2.1 |
| Growth & Culture | 8,831 | 5,038 | 4,389 | (649) | (12.9) |
| Housing & Projects | 1,688 | 1,581 | 1,329 | (272) | (17.2) |
| HRA Recharge | (2,942) | (2,942) | (2,942) | 0 | 0 |
| Drainage Rates | 947 | 947 | 976 | 29 | 3.1 |
| Investment Income | (914) | (914) | (1,358) | (444) | (48.65) |
| Net Cost of Service | 23,238 | 17,489 | 16,375 | (1,114) | (6.7) |

3.3 A summary of the key variances are provided in table 2 below:

Table 2 – General Fund Revenue Outturn significant variances

| Explanation of Significant Variances | £'000 |
|---|--------------|
| Utilities – Electricity & Gas The budget assumptions that were built into the 2024/25 budget were greater than the actual increases experienced during the year. This, coupled with the rollout of LED lamp upgrades to footway street lighting resulted in a total underspend of (£174k). The lamp upgrades significantly improved energy efficiency with an estimated 75% reduction in energy consumption per upgraded lamp. At the end of March 2025 the LED lamp upgrade programme was 70% complete and is expected to be completed by August 2025. | (174) |
| Fuel A reduction in fuel price increases has resulted in an overall underspend of £350k for 2024/25. The budget was set using an average unit price of 171p per litre, but actual prices in year have been between 103p and 121p per litre. | (350) |
| Fees and Charges There are a number of fees and charges budgets which have exceeded budget for a variety of reasons including increased throughput, take up and usage in areas specifically planning fees (£303k), car parking (£182k), the arts centres (£128k) and green waste subscriptions (£59k). | (650) |
| Property Maintenance A budget of £1m was approved and allocated to the capital programme. However, the stock condition surveys identified urgent remedial works, the majority of which relate to revenue expenditure which has resulted in an overspend of £262k. However, across both capital and revenue there is a net underspend of £220k which will be carried forward to complete ongoing works in 2025/26. | 262 |
| Investment Income Higher levels of investment income have resulted from a combination of greater levels of cash balances and higher average interest achieved on those investments (5.0% compared to the 4.75% budget assumption) | (444) |

3.4 Appendix A provides details of the significant variances which impacts all Directorates along with supporting information explaining the main variances per service area by Directorate.

3.5 Table 3 provides a summary of the proposed budget carry forwards totalling £1.250m.

Table 3 – General Fund Revenue Proposed Budget Carry Forwards

| Project | Proposed Budget Carry Forward £'000 | Funding | Commentary |
|---|--|--|---|
| Arnhem/Airborne trail, website and projects delivered over an 18 month period | 49 | 2024/25 unspent grant | Request to carry over remaining grant to fund ongoing spend within the 18-month project period |
| Community Fund applications | 21 | 2024/25 unspent grant | £13k approved schemes payable in 2025/26 and £8k EEM grant received to fund specific expenditure items in 2025/26 |
| Elections Act 2022 requirements | 93 | £61k 2023/24 unspent grant, £32k 2024/25 grant | Grant received to fund specific expenditure items in 2025/26 |
| ICT Cyber Security | 15 | 2024/25 unspent grant | Grant received to fund specific expenditure items in 2025/26 |
| Maintenance of assets | 381 | Local Priorities Reserve | Request to carry over remaining budget to meet the cost of works in 2025/26 |
| Depot (revenue) | 93 | Regeneration Reserve | To contribute towards the decommissioning and remedial works relating to the current Mowbeck Way site |
| Greening Grantham feasibility project | 10 | 2023/24 unspent grant | Request to carry over remaining grant to fund committed spend in 2025/26 |
| District Local Plan | 187 | Local plan budget bid not fully spent in year | Request to carry over remaining amount to fund committed spend in 2025/26 |
| Future High Street project (revenue) | 206 | 2024/25 underspend | Request to carry over remaining budget to fund progression of the project in 2025/26 |
| Play Area's Strategy Action Plan for maintenance of play park equipment | 32 | Local Priorities Reserve | Request to carry over remaining budget to fund ongoing spend in 2025/26 |
| Climate Change projects | 76 | Climate Change Reserve | Request to carry over remaining budget to complete projects |
| Rough Sleeper Project | 87 | 2024/25 unspent grant | Request to carry over remaining grant to fund committed spend in 2025/26 |
| TOTAL | 1,250 | | |

4. General Fund Capital Programme 2024/25

- 4.1 The budget set by Council on 29 February 2024 for the 2024/25 General Fund Capital Programme was **£20.361m**. Budgets have been amended for any supplementary estimates approved in year including carry forwards from the previous year resulting in an increase to the 2024/25 budget to **£28.610m**. For the purposes of the outturn variance analysis, the proposed budget carry forwards have been removed from this which reduces the budget for comparative purposes to **£17.204m**.
- 4.2 Table 4 below provides a summary provisional outturn of **£13.780m** resulting in a **£3.424m** underspend on the General Fund Capital Programme for 2024/25. A summary of the significant variances is provided in Appendix B.

Table 4 – General Fund Capital Outturn Position

| Directorate | 2024/25 Current Budget £'000 | 2024/25 Budget (less C/F approved by Council February 2025 and proposed Budget C/F) £'000 | 2024/25 Provisional Outturn £'000 | 2024/25 Outturn Variance £'000 |
|--|---|--|--|---|
| Corporate, Governance & Public Protection | 1,936 | 1,936 | 1,743 | (193) |
| Finance, Property & Waste Services | 15,143 | 6,534 | 5,916 | (618) |
| Growth & Culture | 7,451 | 7,478 | 4,748 | (2,730) |
| Housing & Property | 4,080 | 1,256 | 1,373 | 117 |
| Total Expenditure | 28,610 | 17,204 | 13,780 | (3,424) |
| Financed By: | | | | |
| Capital Grants & Contributions | 14,269 | 10,594 | 8,450 | (2,144) |
| Reserves | 3,375 | 2,242 | 1,952 | (290) |
| Useable Capital Receipts | 2,166 | 1,235 | 766 | (469) |
| Borrowing | 8,800 | 3,133 | 2,612 | (521) |
| Total Financing | 28,610 | 17,204 | 13,780 | (3,424) |

- 4.3 Table 5 provides a summary of the proposed capital budget carry forwards totalling **£2.542m**.

Table 5 – General Fund Capital Proposed Budget Carry Forwards

| Project | Proposed Budget Carry Forward £'000 | Funding | Commentary |
|----------------------------------|--|--------------------------|---|
| Disabled Facilities Grant | 244 | Housing Delivery Reserve | Completion of works committed in 2024/25 |
| CCTV Infrastructure Improvements | 95 | Local Priorities Reserve | Continuation of the project |
| Vehicle Replacement Programme | 261 | Local Priorities Reserve | Underspend to support the 2025/26 programme |
| Construction of new Depot | 521 | Internal borrowing | Continuation of the project |
| Future High Street Fund | 1,539 | Grant | Continuation of the approved projects |
| Coronation Orchards | 33 | Grant | Continuation of the project |
| Cattle Market* | (150) | Local Priorities Reserve | Project ahead of schedule as at 31 March 2025 reducing the available budget carry forward that was previously agreed by Council in February 2025. |
| TOTAL | 2,542 | | |

5 General Fund Reserves 2024/25

- 5.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. The financial statements reflect the proposed use of these and specific details of the significant balances and reserves are set out below and detailed at Appendix C.

Table 6 – General Fund Reserves Outturn Position

| Description | Actual Balance as at 31 March 2024 £'000 | Provisional Movement £'000 | Provisional Balance as at 31 March 2025 £'000 |
|----------------------------------|--|----------------------------------|---|
| Revenue Reserve | | | |
| Discretionary Reserves | 11,059 | 1,954 | 13,013 |
| Governance Reserves | 5,244 | (191) | 5,053 |
| Grants | 2,269 | 1,258 | 3,527 |
| Working Balance * | 6,675 | (4,475) | 2,200 |
| Total GF Revenue Reserves | 25,247 | (1,454) | 23,793 |
| GF Capital Reserve | | | |
| Capital Reserves | 3,855 | 707 | 4,562 |
| Total GF Reserves | 29,102 | (746) | 28,355 |

* Provisional outturn pending completion of year end accounting entries

- 5.2 The following proposals were recommended to Governance and Audit Committee at their meeting on 23 July 2025, regarding the allocation to reserves regarding the provisional revenue underspend of **£1.114m**:
- ICT reserve – increase by **£260K** to replenish the level of the ICT Reserve to meet future ICT related expenditure.
 - Training and Development Reserve – increase by **£85K** to support ongoing development of staff and members as identified through training development plans.
 - Local Priorities Reserve – increase by **£769k** to support ongoing priority projects.
- 5.3 An update will be provided to the committee at this meeting regarding the outcome of the recommendations presented to Governance and Audit Committee.
- 5.4 Discretionary Reserves – Some of the key movements included are:
- **£91k** expenditure on climate change initiatives.
 - **£1.852m** net increase on the Local Priorities Reserve following movements from the working balance and closing down of the Business Rate Volatility Reserve, partly offset by funding of various corporate initiatives in year including capital.
 - **£100k** transfer to Flood Reserve
 - **£481k** Invest to Save to contribute towards the LED footway lighting replacement scheme
 - **£333k** repayment of LLEP (Lincolnshire Local Enterprise Partnership) funding.
 - **£83k** from the Property Maintenance reserve to support revenue related property expenditure.
 - **£51k** from the Regeneration Reserve as match funding for the Future High Street project.
 - New Homes Bonus funding of **£564k** was added to the Local Priorities Reserve.
- 5.5 Governance Reserves – Significant movements included:
- Council approved the removal of the Business Rate Volatility Reserve and the transfer of the **£1.291m** balance into the Local Priorities Reserves. These two reserves have been consolidated to ensure there is sufficient funding in place to reach a balanced position for 2026/27.
 - During the year the current projection for the Working Balance is higher than required so **£4m** has been transferred into other reserves, specifically **£1m** transfer into the Budget Stabilisation Reserve and the remaining **£3m** to the Local Priorities Reserve. This will bolster these two important reserves.

5.6 Grants - The net movement in the Grant Reserve is an increase of **£1.258m** which is made up primarily of the following movements in year:

- Additional **£356k** transferred in to support homelessness prevention.
- **£1.651m** added regarding funding for the upcoming food waste implementation to be spent in 2025/26.
- Spend of **£689k** on UKSPF projects during 2024/25.

5.7 The balance on the Capital Reserves at 31 March 2025 is **£4.563m** after taking into account **£766k** used to finance capital expenditure in year and **£1.473m** added into the reserve from the sale of Council assets as summarised below:

- Land at Stonebridge Road Grantham **£538k**
- Industrial Unit at Hollis Road Grantham **£237k**
- Trent Road Grantham Nursery **£410k**
- Former Offices at Sheep Market, Stamford **£250k**
- Receipts from sales of end-of-life vehicles **£39k**

6. 2024/25 Collection Performance

6.1 Table 7 details the collection rates performance against target for 2024/25

6.2 Table 7 - Collection Rates

| Target Rates | Council Tax | Business Rates |
|---|-------------|----------------|
| Target annual collection rate | 98.37% | 99.06% |
| Actual collection rate to end of March 2025 | 98.33% | 98.68% |

6.3 Council Tax:

- Collection of £103.905m as of 31 March 2025 against an annual debt of £105.674m. As shown in table 7, the collection rate was below target by 0.04% or £39,752 (SKDC share being £3,578).
- All 7 Districts in Lincolnshire share their collection rates monthly with 3 of the Districts below their target collection. South Kesteven have the highest net collectable debt in the County (£105.674m), with the next Councils debt being £102.956m (with a collection of 95.47%).

- In comparison to the other Councils within Lincolnshire, South Kesteven have ranked first out of seven by both collection rate % and amount collected.

6.4 Business Rates:

- Collection of £42.364m as of 31 March 2025 against an annual debt of £42.929m. As shown in table 7, the collection rate was 0.38% or £163,129 below above target.
- All 7 District Councils in Lincolnshire share their collection rates monthly with 4 of the Districts below their target collection. South Kesteven have the highest net collectable debt in the County (£42.928m), with the next Councils debt being £40.586m (with a collection of 98.22%).
- In comparison to the other Councils within Lincolnshire, South Kesteven have ranked second out of seven for collection rate % and first out of seven for amount collected.

7. Reasons for the Recommendations

- 7.1 It is important that members are aware of the financial position of the General Fund to ensure they can make informed decisions that are affordable and financially sustainable for the Council. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities.
- 7.2 This report provides an overview of the provisional General Fund outturn financial position for 2024/25.

8. Other Options Considered

- 8.1 The terms of reference of the Finance and Economic Overview Scrutiny Committee require the Committee to consider the annual revenue and capital outturn report, including the movement of reserves in order to provide feedback to Cabinet. Therefore, the option of not producing a provisional outturn report was discounted.

9. Consultation

- 9.1 The Outturn report has also been presented to the Governance & Audit Committee on 23 July 2025. The report provides this committee with the opportunity to provide feedback to Cabinet for consideration at its meeting on 9 September 2025.

10. Appendices

- 10.1 Appendix A – 2024/25 General Fund Significant Variance Analysis
- 10.2 Appendix B – 2024/25 General Fund Capital Programme – Outturn
- 10.3 Appendix C – 2024/25 General Fund Reserves Statement

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APPENDIX A - 2024/25 General Fund Revenue Significant Variance Analysis

| Corporate, Governance & Public Protection | | | | | |
|--|---------------------------------------|--|--|---|---|
| Service Area | 2024/25 Current Budget | 2024/25 Current Budget (less proposed Budget C/F and accounting adjustments | 2024/25 Provisional Outturn | Variance to Current Budget | 2024/25 Outturn Variance |
| | £ | £ | £ | £ | % |
| Corporate Management | 497,750 | 497,750 | 573,003 | 75,253 | 15.1 |
| Human Resources & Organisational Development | 467,450 | 467,450 | 445,498 | (21,952) | (4.7) |
| Legal & Democratic | 1,666,550 | 1,573,050 | 1,554,696 | (18,354) | (1.2) |
| Public Protection | 1,421,200 | 1,412,900 | 1,395,739 | (17,161) | (1.2) |
| Total | 4,052,950 | 3,951,150 | 3,968,936 | 17,786 | 0.5 |

| Explanation of Significant Variances | £'000 |
|---|--------------|
| Corporate Management Additional capacity given to the Corporate Management support, these additional costs have been met from the overall savings from the staffing budget. | 75 |
| Legal & Democratic <ul style="list-style-type: none"> Underspend relating to members allowances and expenses (£55k) due to some members having overlap with Special Responsibility's Allowance reduced travel expenditure Legal fees £74k – additional costs for member complaints / code of conduct | (18) |
| Public Protection <ul style="list-style-type: none"> In year vacancies within the Environmental Protection team have resulted in an underspend of (£37k). Additional legal fees have been incurred resulting in an overspend of £16k | (17) |

| Finance, Property & Waste Services | | | | | |
|---|---------------------------------------|--|--|---|---|
| Service Area | 2024/25 Current Budget | 2024/25 Current Budget (less proposed Budget C/F and accounting adjustments | 2024/25 Provisional Outturn | Variance to Current Budget | 2024/25 Outturn Variance |
| | £ | £ | £ | £ | % |
| Community Engagement | 334,900 | 264,900 | 197,139 | (67,761) | (25.6) |
| Finance | 1,711,005 | 1,672,005 | 1,934,559 | 262,554 | 15.7 |
| Finance Management | 273,900 | 273,900 | 319,110 | 45,210 | 16.5 |
| ICT Services | 1,752,760 | 1,681,160 | 1,814,841 | 133,681 | 7.8 |
| Property Services | 2,896,685 | 1,982,885 | 2,156,713 | 173,828 | 8.8 |
| Revenues, Benefits, Customer & Community Services | 785,750 | 781,750 | 707,317 | (74,433) | (9.5) |
| Waste Depot | 93,000 | 0 | 0 | 0 | 0 |
| Waste & Markets | 3,726,550 | 3,171,750 | 2,902,441 | (269,309) | (8.5) |
| Total | 11,574,550 | 9,828,350 | 10,032,120 | 203,770 | 2.1 |

| Explanation of Significant Variances | £'000 |
|--|--------------|
| Community Engagement There has been a reduction in requests for grants from the Community Fund as other sources of funding have been available, resulting in an underspend. | (68) |
| Finance <ul style="list-style-type: none"> £32k on external audit fees for additional work undertaking regarding the closure of accounts process including dealing with new accounting standards. £59k increase on Insurance premiums increase based on previous claims history and general inflationary impact within the insurance markets. £98k relating to implementation of the new finance system. £58k cost for expected corporate recharge relating to Change for Lincs project which didn't materialise as expected. | 263 |
| Finance Management Interim cover for the Assistant Director vacancy in year resulted in an overspend of £45k | 45 |
| ICT Services Additional costs for a software extension and new invoice scanning software during the transition to the new finance system have resulted in an overspend of £152k. Additional Power BI licences purchased have resulted in an overspend of £20k. An in year vacancy resulted in a saving of (£21k) | 134 |

| | |
|---|--------------|
| Property Services <ul style="list-style-type: none"> • Property Maintenance - A budget of £1m was approved and allocated to the capital programme. However, the stock condition surveys identified urgent remedial works, the majority of which relate to revenue expenditure which has resulted in an overspend of £262k. However, overall across both capital and revenue there is a net underspend of £220k which will be carried forward to complete ongoing works in 2025/26. • Car Parking Income – Additional income of (£182k) has been received across all car parks. This takes into account the income loss of £26k resulting from the introduction of Christmas free parking in Grantham and Stamford during December 2024. Lower income budgets had originally been set for 2024/25 when there was uncertainty with respect to the introduction of new tariffs that were being considered at that time. | 173 |
| Revenues, Benefits, Customer & Community Services In year vacancies resulted in a saving of (£58k) | (74) |
| Waste & Markets <ul style="list-style-type: none"> • Additional green waste income of (£59k) has been received with 30,483 households renewing their subscription for 2024/25 (30,575 in 2023/24) and 648 new households joining the service. • The majority of the underspend relates to savings on fuel costs. | (269) |

| Growth & Culture | | | | | |
|---------------------------------|---------------------------------------|--|--|---|---|
| Service Area | 2024/25 Current Budget | 2024/25 Current Budget (less proposed Budget C/F and accounting adjustments | 2024/25 Provisional Outturn | Variance to Current Budget | 2024/25 Outturn Variance |
| | £ | £ | £ | £ | % |
| Arts & Culture | 1,704,700 | 784,100 | 703,692 | (80,408) | (10.2) |
| Building Control | 97,483 | 96,883 | 31,679 | (65,204) | (67.3) |
| Communications | 309,700 | 309,700 | 257,625 | (52,075) | (16.8) |
| Culture & Leisure Management | 168,700 | 168,700 | 165,516 | (3,184) | (1.9) |
| Development & Policy | 694,540 | 496,240 | 105,916 | (390,324) | (78.6) |
| Economic Development | 269,305 | 57,805 | 110,839 | 53,034 | 91.7 |
| Growth Management | 367,500 | 367,500 | 396,344 | 28,844 | 7.8 |
| Leisure | 2,550,950 | 430,550 | 441,021 | 10,471 | 2.4 |
| Parks & Open Spaces | 704,100 | 583,000 | 502,825 | (80,175) | (13.8) |
| Street Scene | 1,963,650 | 1,743,950 | 1,673,928 | (70,022) | (4.0) |
| Total | 8,830,628 | 5,038,428 | 4,389,385 | (649,043) | (12.9) |

| Explanation of Significant Variances | £'000 |
|---|--------------|
| Arts & Culture Increases in room hire, lettings and theatre hire along with increases in admissions income across Guildhall Arts Centre, Stamford Arts Centre and Bourne Corn Exchange have resulted in additional income of (£128k). This has been partly offset by the costs of bar stock at Stamford Arts which was under budgeted for by £21k. | (80) |
| Building Control SKDC's share of the saving made due to the net effect of a revised staffing structure, in year vacancies and fee income reductions. | (65) |
| Communications Savings of (£49k) have been made through a staffing restructure with graphic design work being outsourced when required | (52) |
| Development & Policy <ul style="list-style-type: none"> • Planning Fee Income – There has been a national decline of 14% in the number of planning applications submitted and this has been reflected locally. However, a number of major applications for solar farms with significant fees has resulted in income above budget (£303k) • Planning Policy in year vacancies have resulted in an underspend of (£28k) • Biodiversity Net Gain Grant was received for (£19k) | (390) |
| Economic Development Software and licences for visitor insight and monitoring were purchased at a cost of £18k in year. Alongside side this there were a number of other additional costs across the service. | 53 |
| Parks and Open Spaces <ul style="list-style-type: none"> • Income losses were incurred from cancellation of events due to bad weather £10k and a reduction in purchase of grave plots and rights of burial £12k. • Inspections of play park equipment resulted in an overspend of £25k | (80) |
| Street Scene <ul style="list-style-type: none"> • There have been in year vacancies (£103k) due to staff turnover and savings agreed in year to fund the loss of income from external contract work £40k. • The remaining part of the underspend relates to fuel costs. | (70) |

| Housing & Projects | | | | | |
|----------------------------------|---------------------------------------|--|--|---|---|
| Service Area | 2024/25 Current Budget | 2024/25 Current Budget (less proposed Budget C/F and accounting adjustments | 2024/25 Provisional Outturn | Variance to Current Budget | 2024/25 Outturn Variance |
| | £ | £ | £ | £ | % |
| Centralised & Business Support | 501,221 | 501,221 | 483,496 | (17,725) | (3.5) |
| Corporate Projects & Performance | 539,629 | 519,629 | 451,959 | (67,670) | (13.0) |
| Health & Safety | 146,000 | 146,000 | 154,424 | 8,424 | 5.8 |
| Housing Services | 501,350 | 414,350 | 219,203 | (195,147) | (47.1) |
| Total | 1,688,200 | 1,581,200 | 1,309,082 | (272,118) | (17.2) |

| Explanation of Significant Variances | £'000 |
|--|--------------|
| Corporate Projects & Performance <ul style="list-style-type: none"> There have been savings for in year vacancies related to the Project officer/Business Support Team Leader posts (£24k) The post of the Tree officer has been vacant for part of the year resulting in a saving (£25k). Additional income has been received in year from the Electric charging points following a number of new units installed during 2024/25 (£22k) | (68) |
| Housing Services – General Fund <ul style="list-style-type: none"> Government grant has been received (£303k) to support homelessness delivery which has been spent on additional staffing £105k and increased emergency accommodation costs £126k resulting a net underspend of (£72k). The level of bad debt provision has reduced (£74k) due to the overall level Council debt being lower at the financial year end. | (195) |

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APPENDIX B – 2024/25 GENERAL FUND CAPITAL PROVISIONAL OUTTURN ANALYSIS

| Finance, Property & Waste Services | | | | | |
|---|------------------------|---|---|----------------------------|--------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forward approved at Council Feb 25) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| Vehicle Replacement Programme | 1,151 | 1,151 | 890 | (261) | (22.7%) |
| M & E Replacement | 250 | 250 | 0 | (250) | (100.0%) |
| Depot | 8,800 | 3,133 | 2,612 | (521) | (16.6%) |
| Total | 10,201 | 4,534 | 3,502 | (1,032) | (22.8%) |

| Explanation of Significant Variances (before budget carry forwards) | £'000 |
|---|--------------|
| Vehicle Replacement Programme There have been unavoidable delays in procuring some of the waste freighter vehicles whilst the final specification was agreed so all the anticipated spend was not incurred by 31 st March 2025. A budget carry forward has been requested. | (261) |
| Mechanical & Electrical Works The corporate assets Condition Surveys have identified a programme of necessary remedial works which have been undertaken during the financial year. However, due to the nature of the works, they are to be treated as revenue (rather than capital) expenditure leading to underspend in the capital programme. | (250) |
| Depot Construction of the new depot is now underway with works on target for the completion date of November 2025. A budget carry forward has been requested. This carry forward request is in addition to the carry forward approved by Council in February 2025. | (521) |

| Growth & Culture | | | | | |
|-----------------------------|------------------------------|--|---|----------------------------------|--------------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forward approved at Council Feb 25) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| Future High Street Fund | 4,817 | 4,817 | 3,278 | (1,539) | (31.9%) |
| Total | 4,817 | 4,817 | 3,278 | (1,539) | (31.9%) |

| Explanation of Significant Variances (before budget carry forwards) | £'000 |
|--|----------------|
| Future High Street Fund Grantham town centre enhancement projects at Station Approach and the Market Place have now been completed. The cost of these works has totalled £2.888m. Approval has been granted that will allow the programme to continue into 2025/26. A budget carry forward of the remaining grant allocation has been confirmed by Government requested. | (1,539) |

Reserves Forecast - General Fund

GENERAL FUND RESERVES FORECAST 2024/25

| | | | Actual Balance | Fcast movement | Fcast Balance | Fcast movement | Fcast Balance | Fcast movement | Fcast Balance | Fcast movement | Fcast Balance |
|----|--|---------------------------------------|----------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| | | | as at | | as at | | as at | | as at | | as at |
| | | | 31 March 2024 | | 31 March 2025 | | 31 March 2026 | | 31 March 2027 | | 31 March 2028 |
| | | | £'000 | | £'000 | | £'000 | | £'000 | | £'000 |
| | | General Fund | | | | | | | | | |
| | | Discretionary Reserves | | | | | | | | | |
| 1 | | Climate Change | 421 | (91) | 330 | 170 | 500 | 0 | 500 | 0 | 500 |
| 2 | | Training and Development | 15 | 85 | 100 | 0 | 100 | 0 | 100 | 0 | 100 |
| 3 | | Street Scene | 296 | (10) | 286 | 0 | 286 | 0 | 286 | 0 | 286 |
| 4 | | ICT investment | 251 | 231 | 482 | (232) | 250 | 0 | 250 | 0 | 250 |
| 5 | | Local Priorities Reserve | 5,803 | 2,621 | 8,424 | (3,907) | 4,517 | (1,968) | 2,549 | (1,580) | 969 |
| 6 | | Market Reserve | 0 | 0 | 0 | 50 | 50 | 0 | 50 | 0 | 50 |
| 7 | | Invest to Save | 803 | (481) | 322 | (56) | 266 | 0 | 266 | 0 | 266 |
| 8 | | Housing Delivery | 418 | 130 | 548 | (244) | 304 | 0 | 304 | 0 | 304 |
| 9 | | Property Maintenance | 1,178 | (298) | 880 | 1,572 | 2,452 | 0 | 2,452 | 0 | 2,452 |
| 10 | | A1 Litter | 60 | (13) | 47 | (47) | 0 | 0 | 0 | 0 | 0 |
| 11 | | Leisure & Community Reserve | 200 | 0 | 200 | 100 | 300 | 0 | 300 | 0 | 300 |
| 12 | | Leisure | 850 | 0 | 850 | 0 | 850 | 0 | 850 | 0 | 850 |
| 13 | | Waste Services Reserve (pEPR) | 0 | 0 | 0 | 837 | 837 | 0 | 837 | 0 | 837 |
| 14 | | Regeneration | 764 | (220) | 544 | (426) | 118 | 0 | 118 | 0 | 118 |
| | | | 11,059 | 1,954 | 13,013 | (2,183) | 10,830 | (1,968) | 8,862 | (1,580) | 7,282 |
| | | Governance Reserves | | | | | | | | | |
| 15 | | Insurance Reserve | 211 | | 211 | | 211 | | 211 | | 211 |
| 16 | | Pensions Reserve - Former Employees | 244 | (31) | 213 | (31) | 182 | (31) | 151 | (31) | 120 |
| 17 | | Budget Stabilisation | 2,881 | 1,000 | 3,881 | (250) | 3,631 | 0 | 3,631 | 0 | 3,631 |
| 18 | | Business Rates Volatility | 1,291 | (1,291) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | | Rev Grants c/fwd | 164 | (45) | 119 | (10) | 109 | 0 | 109 | 0 | 109 |
| 20 | | Building Control | 62 | 21 | 83 | (30) | 53 | (27) | 26 | (26) | 0 |
| 21 | | Football 3G Pitch | 175 | 25 | 200 | 25 | 225 | 25 | 250 | 25 | 275 |
| 22 | | Special Expense Area Reserve | 186 | 50 | 236 | 186 | 422 | 198 | 620 | 210 | 830 |
| 23 | | Flood Reserve | 30 | 80 | 110 | 0 | 110 | 0 | 110 | 0 | 110 |
| | | | 5,244 | (191) | 5,053 | (110) | 4,943 | 165 | 5,108 | 178 | 5,286 |
| | | | | | | | | | | | |
| 23 | | Total General Revenue Reserves | 16,302 | 1,764 | 18,066 | (2,293) | 15,773 | (1,803) | 13,970 | (1,402) | 12,568 |
| | | | | | | | | | | | |
| 24 | | Government Grants Received | 2,269 | 1,258 | 3,527 | (1,399) | 2,128 | 0 | 2,128 | 0 | 2,128 |
| 25 | | Working Balance | 6,675 | (4,475) | 2,200 | 0 | 2,200 | (866) | 1,334 | (1,071) | 263 |
| 26 | | Total Revenue Reserves | 25,246 | (1,454) | 23,793 | (3,692) | 20,101 | (2,669) | 17,432 | (2,473) | 14,959 |
| | | Capital Reserve | | | | | | | | | |
| 27 | | General Fund Capital Reserve | 52 | 0 | 52 | 0 | 52 | 0 | 52 | 0 | 52 |
| 28 | | Useable Capital Receipts Reserve | 3,803 | 707 | 4,510 | (1,804) | 2,706 | (861) | 1,845 | (917) | 928 |
| 29 | | Total Capital Reserves | 3,855 | 707 | 4,563 | (1,804) | 2,759 | (861) | 1,898 | (917) | 981 |
| 30 | | Total General Fund Reserves | 29,101 | (746) | 28,356 | (5,496) | 22,860 | (3,530) | 19,330 | (3,390) | 15,940 |

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Ashley Baxter -
The Leader of the Council, Cabinet
Member for Finance, HR and Economic
Development

Housing Revenue Account Provisional Outturn Report 2024/25

Report Author

Richard Wyles, Deputy Chief Executive and s151 Officer

Richard.wyles@southkesteven.gov.uk

Purpose of Report

This report provides details of the Housing Revenue Account (HRA) outturn position for the financial year 2024/25. The report covers the Revenue Budget, Capital Programmes and Reserves overview.

Recommendations:

Finance and Economic Overview and Scrutiny Committee is asked to:

- 1. Review the provisional General Fund Revenue and Capital Outturn position and the supporting appendices for the financial year 2024/25.**

Decision Information

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

No

What are the relevant corporate
priorities?

Connecting communities
Sustainable South Kesteven
Enabling economic opportunities
Housing
Effective 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

1.1 The financial implications are included within the report.

Completed by: David Scott, Assistant Director of Finance and Deputy s151 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: James Welbourn, Democratic Services Manager

2. Background to the Report

2.1 This report provides Finance and Economic Overview and Scrutiny Committee with detail of the Council's provisional outturn position for the financial year 2024/25. Throughout the financial year both Cabinet and the Finance & Economic Overview and Scrutiny Committee have been provided with regular and comprehensive budget monitoring reports that has enabled members to be kept updated. The budget was set in the context of providing further investment in key service areas whilst being mindful of the need to maintain a sustainable 30 year financial business plan.

2.2 During the course of the financial year, the HRA budgets have continued to focus on:

- Meeting the housing needs of tenants
- Facilitating the delivery of new housing across a range of tenures
- Enabling those whose independence may be at risk to access housing (including their current home) that meets their needs
- Supporting investment in homes for affordable warmth for our tenants
- Meeting compliance requirements and ensuring resources are allocated appropriately.

3. HRA Revenue Budget 2024/25

- 3.1 The budget set by Council on 29 February 2024 resulted in a surplus of £7.004m. This surplus is used to provide funding for the external loan and to enable reserve levels to be maintained that subsequently fund the capital programme and service improvements. For the purposes of the outturn variance analysis the budget carry forwards have been removed and the actual surplus for the year is £5.674m, resulting in an overspend of £1.314m as part of the continued investment in addressing the backlog of repairs and ensuring statutory compliance.
- 3.2 Table 1 shows the HRA revenue outturn position for 2024/25 and shows the variance comparison between budget and provisional outturn.

Table 1 – HRA Revenue Outturn Position 2024/25

| Description | 2024/25 Current Budget | 2024/25 Current Budget (less proposed budget c/f) | 2024/25 Provisional Outturn | 2024/25 Variance |
|---|------------------------------|--|-----------------------------------|---------------------|
| | £'000 | £'000 | £'000 | £'000 |
| Expenditure | | | | |
| Repairs and Maintenance | 11,190 | 11,190 | 13,528 | 2,338 |
| Supervision and Management – General | 2,663 | 2,663 | 2,895 | 232 |
| Supervision and Management – Special | 1,964 | 1,964 | 1,824 | (140) |
| Depreciation and Impairment of Fixed Assets * | 4,062 | 4,062 | 4,062 | 0 |
| Debt Management Expenses | 35 | 35 | 38 | 3 |
| Provision for bad debts | 201 | 201 | 380 | 179 |
| Support recharge to the General Fund | 2,942 | 2,942 | 2,942 | 0 |
| Total Expenditure | 23,057 | 23,057 | 25,669 | 2,612 |
| Income | | | | |
| Dwelling Rents | (28,916) | (28,916) | (29,374) | (458) |
| Non-Dwelling Rents | (356) | (356) | (284) | 72 |
| Charges for Services and Facilities | (721) | (721) | (1,037) | (316) |
| Other Income | (17) | (17) | (33) | (16) |
| Total Income | (30,010) | (30,010) | (30,728) | (718) |
| Net Cost of HRA Services | (6,953) | (6,953) | (5,059) | 1,894 |
| Interest Payable and Similar Charges | 2,140 | 2,140 | 2,138 | (2) |
| Interest and Investment Income* | (2,099) | (2,099) | (2,627) | (528) |
| Investment Property Inc & Exp * | 0 | 0 | (46) | (46) |
| Reserve Funding | (100) | (100) | (87) | 13 |
| Accumulated Absences | 0 | 0 | 7 | 7 |
| HRA (Surplus)/Deficit | (7,012) | (7,012) | (5,674) | 1,338 |

*Provisional outturn pending completion of year end accounting entries

- 3.3 Appendix A provides details of the significant variances which impact across the HRA with supporting information explaining the main variances across the Expenditure and Income headings that result in a net cost overspend of £1.894m.
- 3.4 During the financial year, there has been significant expenditure in repairs and maintenance which has led to an overspend of £2.3m. This expenditure has enabled the Council to reduce the backlog of repairs and to remedy damp and mould cases. Material costs have also increased above standard inflation, in some cases as high as 15% together with the increase in productivity has also contributed towards this overspend. There has also been an increased focus to decrease void turnaround times which has contributed towards this overspend but this has led to increased rent receipts of £458k and reduced void times which reduced from 136 days to 79 days. This overspend has reduced the overall budgeted surplus for the HRA and it is proposed that the overspend is funded from the Priorities Reserve in order to protect the Major Repairs Reserve.
- 3.5 There has also been some further movement below the net cost service in relation to increased investment income returns of £528k due to the average rate of return being above 5% throughout the majority of the year compared with the budgeted rate of 4%.

4. HRA Capital Programme 2024/25

- 4.1 The budget set by council on 29 February 2024 for the 2024/25 HRA Capital programme was £21.315m. Budgets have been amended as projects have commenced and these changes increased the 2024/25 budget to £27.207m. For the purposes of the outturn variance analysis, the proposed budget carry forwards of £842k have been removed from this which reduces the budget for comparative purposes to £24.365m as summarised in Table 2 below. Appendix B provides a further commentary on the significant variances across the HRA capital programme for 2024/25.

Table 2 – HRA Capital Outturn Position

| Capital Scheme | 2024/25 Current Budget £'000 | 2024/25 Budget (less C/F approved by Council February 2025 and less proposed Budget C/F) £'000 | 2024/25 Provisional Outturn £'000 | 2024/25 Outturn Variance £'000 |
|-------------------------------|--|---|---|--|
| Energy Efficiency Initiatives | 5,104 | 5,104 | 7,419 | 2,315 |
| ICT | 355 | 355 | 154 | (201) |
| Repair Vehicles | 342 | 342 | 0 | (342) |
| New Build Programme | 11,864 | 9,430 | 7,561 | (1,869) |

| | | | | |
|------------------------------|---------------|---------------|---------------|----------------|
| Compliance Works | 3,914 | 3,597 | 3,498 | (99) |
| Physical Adaptations | 150 | 100 | 76 | (24) |
| Refurbishment & Improvement | 5,478 | 5,437 | 4,062 | (1,375) |
| Total Expenditure | 27,207 | 24,365 | 22,770 | (1,595) |
| Financed By: | | | | |
| HRA Capital Receipts Reserve | 8,874 | 6,440 | 4,598 | (1,842) |
| Grants & Contributions | 2,858 | 2858 | 2,226 | (632) |
| HRA Priorities Reserve | 1,640 | 1640 | 1,368 | (272) |
| LAHF Reserve | 622 | 622 | 668 | 46 |
| Major Repairs Reserve | 12,988 | 12,580 | 12,831 | 251 |
| S106 | 225 | 225 | 1,079 | 854 |
| Total Financing | 27,207 | 24,365 | 22,770 | (1,595) |

4.2 Table 3 provides a summary of the proposed budget carry forwards totalling £842k.

Table 3 – HRA Capital Proposed Budget Carry Forwards

| Project | Proposed Budget Carry Forward £'000 | Funding | Commentary |
|---------------------------------------|--|-----------------------|--|
| Repairs Vehicles | 342 | Major Repairs Reserve | Underspend to support 2025-26 programme |
| Roofing (refurbishment & Improvement) | 500 | Major Repairs Reserve | Underspend to support the 2025-26 programme of compliance works. |
| TOTAL | 842 | | |

5 HRA Reserves 2024/25

5.1 An integral element of the closedown procedure is to undertake a review of the usage and levels of the Council's reserves and balances. The financial statements reflect the proposed use of these, and specific details of the HRA balances and reserves are set out below.

Table 4 – HRA Reserves Position

| Description | Actual Balance as at 31 March 2024 £'000 | Net Provisional Movement £'000 | Provisional Balance as at 31 March 2025 £'000 |
|-----------------------------------|--|--------------------------------------|---|
| Revenue Reserve | | | |
| HRA Climate Reserve | 100 | 400 | 500 |
| HRA Priorities Reserve | 12,116 | (4,855) | 7,261 |
| LAHF Reserve | 668 | (668) | 0 |
| Repairs Reactive Repairs Reserve | 0 | 1,000 | 1,000 |
| Working Balance* | 2,296 | (893) | 1,403 |
| Total HRA Revenue Reserves | 15,180 | (5,016) | 10,164 |

| | | | |
|-----------------------------------|---------------|----------------|---------------|
| | | | |
| HRA Capital Reserve | | | |
| HRA Capital Receipts Reserve | 12,899 | (1,326) | 11,573 |
| Major Repairs Reserve * | 18,718 | (5,324) | 13,394 |
| Total HRA Capital Reserves | 31,617 | (4,750) | 26,867 |
| | | | |
| Total HRA Reserves | 46,797 | (9,766) | 37,031 |

* this is an estimated position and will be finalised when the statement of accounts are produced.

5.2 HRA Priorities Reserve movements

- £1.3m has been used from this reserve to fund capital programme projects including new build feasibility work and match funding the LAHF grant to enable the purchase of 8 houses.
- A new HRA Climate Reserve was established in 2023/24 and it is proposed to increase the balance to £500k as at 31 March 2025 which will be transferred from the HRA Priorities Reserve.
- It is proposed a further £1m is being transferred to a new reactive Repairs Reserve. This reserve will be used to fund reactive and urgent works that are not able to be met from the approved revenue budget.
- A contribution of £2m is proposed from this reserve to fund the revenue overspend to ensure the balance on the Major Repairs Reserve remains at a level to support the HRA business plan and associated compliance works.

5.3 The LAHF Reserve held the Local Authority Housing Fund grant awarded to the Council in 2023/24 which has been used to fund capital expenditure in fulfilment of the grant conditions in 2024/25.

5.4 HRA Capital Receipts Reserve – The Council has established a capital receipts reserve where the ‘Right to Buy’ (RTB) sale receipts are allocated. During the year £3.3m receipts have been received with 31 RTB sales and 2 non RTB sales (compared to 25 RTB sales in 2023/24). During the year £4.6m of the reserve has been used to contribute towards the financing of the capital programme. This reserve will continue to be utilised to contribute to the provision of affordable housing and the provision of additional Council housing stock.

5.5 Major Repairs Reserve – This reserve has been decreased by £5.324m, in accordance with the HRA business plan an annual allocation is required in order to provide sustainable funding for the HRA capital programme. To provide financing for the future programme an allocation of £12.8m has been utilised including £3.6m grant match funding for the decarbonisation programme. This will continue to be the primary financing for the housing improvement elements of the Capital Programme.

6. 2024/25 Rent Collection Performance

6.1 Table 5 details the rent collection rates performance against target for 2024/25

6.2 Table 5 - Collection Rates

| Target Rates | Rents |
|---|--------|
| Target annual collection rate | 97.35% |
| Actual collection rate to end of March 2025 | 96.02% |

6.1 The key points to note on rent collection performance are:

- Collection of £28.736m as of 6 April 2025 against an annual debt of £29.134m. As shown in the table above, the collection rate was 1.33% below target equating to an decrease in the collection of £398k.
- This is due to 2024/25 being a 53 week year. Tenants in receipt of Universal Credit do not receive Housing Costs for the additional week which has been charged. These costs must be solely met by the tenant. As a result, there are additional arrears of £251k.
- Had this been a 'normal' 48 week year, with Universal Credit covering all charged weeks, the collected debit would have been £29.988m, which is 96.86% (0.49% below target).

7. Reasons for the Recommendations

7.1 It is important that members are aware of the financial position of the General Fund to ensure they can make informed decisions that are affordable and financially sustainable for the Council. Effective budget management is critical to ensuring financial resources are spent in line with the budget and are targeted towards the Council's priorities.

7.2 This report provides an overview of the provisional Housing Revenue Account outturn financial position for 2024/25.

8. Other Options Considered

8.1 The terms of reference of the Finance and Economic Overview Scrutiny Committee require the Committee to consider the annual revenue and capital outturn report, including the movement of reserves in order to provide feedback to Cabinet. Therefore, the option of not producing a provisional outturn report was discounted.

9. Consultation

- 9.1 The Outturn report has also been presented to the Governance & Audit Committee on 23 July 2025. The report provides this committee with the opportunity to provide feedback to Cabinet for consideration at its meeting on 9 September 2025.

10. Appendices

- 10.1 Appendix A – 2024/25 HRA Significant Variance Analysis
- 10.2 Appendix B – 2024/25 HRA Capital Programme – Outturn

APPENDIX A – HRA 2024/25 PROVISIONAL REVENUE OUTTURN ANALYSIS

| Service Area | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forwards) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
|-----------------|------------------------------|--|---|----------------------------------|--------------------------------|
| Expenditure | 23,057 | 23,057 | 25,669 | 2,612 | 11.3% |
| Income | (30,010) | (30,010) | (30,728) | (718) | (2.4%) |
| Net Cost | (6,953) | (6,953) | (5,059) | 1,894 | 27.2% |

| Explanation of Significant Variances (before carry forward approved) | £'000 |
|--|--------------|
| Repairs & Maintenance <ul style="list-style-type: none"> The investment in additional works required to catch up on the backlog of works required, has resulted in an overspend of £632K. Material costs have increased over and above the standard inflation increase calculated into the budget, in some cases as high as 15%. This, together with increased productivity to complete repairs works has resulted in an overspend of £568K. Works undertaken to remedy damp and mould cases and comply with the timeframe requirements of Awaabs Law has led to an overspend of £810K. Asbestos Surveys were required relating to works completed as part of the Earlesfield project of £210k. | 2,220 |
| Supervision & Management <ul style="list-style-type: none"> The work undertaken to reduce the backlog of void properties resulted in an £60K increased cost for grounds maintenance and preparing properties for new tenants. The Earlesfield project compliance works required tenants to be temporarily moved to alternative accommodation at a cost of £87K | 147 |
| Bad Debt Provision <ul style="list-style-type: none"> Due to an increase in outstanding rent arrears which has risen from £709K to £944K there has been a corresponding prudent increase in our bad debt provision. There has also been a decrease in collection rate which was 1.33% below target for 2024/25 which has also contributed to the increase in arrears. | 180 |
| Income <ul style="list-style-type: none"> Improvements in the turnover of vacant properties which reduced from 136 days to 79 days has resulted in an additional £458k collected in rents. The budget in respect of 'Charges for services and facilities' was erroneously set at a lower level due to the accuracy of data migrated to the housing system. The income received is in accordance with the tenancy agreement. This issue has been rectified for the 2025/26 Budget. | (718) |

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APPENDIX B – HRA 2024/25 PROVISIONAL CAPITAL OUTTURN ANALYSIS

| Energy Efficiency | | | | | |
|--|------------------------|---|---|----------------------------|--------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forward approved at Council Feb 25) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| Heating & Ventilation | 1,170 | 1,170 | 1,568 | 398 | 34.0% |
| Decarbonisation Works (SHDF) | 3,934 | 3,934 | 5,851 | 1,917 | 48.7% |
| Total | 5,104 | 5,104 | 7,419 | 2,315 | 45.3% |
| Explanation of Significant Variances (before carry forward approved) | | | | £'000 | |
| Heating & Ventilation This overspend is due to works associated with the Earlesfield Project reactive installation of replacement heating systems and the Riverside Communal Heating System. 217 boilers have been installed | | | | 398 | |
| Decarbonisation Works (SHDF) The total scheme has been delivered on budget overall which is being funded 50/50 between government grant and the Council. In the 2023/24 a greater proportion was grant funded which therefore means in 2024/25 the Council has provided its balance share of funding which will be taken from HRA reserves as planned. | | | | 1,917 | |

| Repairs Vehicles | | | | | |
|-------------------------|------------------------|---|---|----------------------------|--------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forward approved at Council Feb 25) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| Repairs Vehicles | 342 | 342 | 0 | (342) | (100.0%) |
| Total | 342 | 342 | 0 | (342) | |

| | | | | | |
|--|--|--|--|--------------|--|
| Explanation of Significant Variances (before carry forward approved) | | | | £'000 | |
| Repairs Vehicles Procurement has been completed but the vehicles won't be delivered until 2025/26 so a budget carry forward request has been made. | | | | (342) | |

| New Build Programme | | | | | |
|--------------------------------|------------------------------|--|---|----------------------------------|--------------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forwards) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| New Build properties | 9,098 | 6,664 | 5,677 | (987) | (14.8%) |
| Local Authority Housing Fund 2 | 2,144 | 2,144 | 1,404 | (740) | (34.5%) |
| Total | 11,242 | 8,808 | 7,081 | (1,727) | (19.6%) |

| Explanation of Significant Variances (before carry forward approved) | £'000 |
|--|--------------|
| New Build Programme In July 2024, Cabinet approved a contract award for a housing development at Larch Close, Grantham to Mercer Building Solutions. Pre construction works are nearing completion with an expected start on site date of August 2025. The delays have resulted in a budget underspend in 2024/25. | (987) |
| Local Authority Housing Fund 2 Our strategy of purchasing new builds from developers allowed us to negotiate discounts and no additional repairs costs were incurred resulting in better value for money and an underspend. | (740) |

| Refurbishment & Improvement | | | | | |
|--|------------------------------|--|---|----------------------------------|--------------------------------|
| Project | 2024/25 Current Budget | 2024/25 Current Budget (less Budget Carry Forwards) | 2024/25 Provisional Outturn (less Accounting Adjustments) | Variance to Current Budget | 2024/25 Outturn Variance |
| Roofing | 1,500 | 1,500 | 422 | (1,078) | (71.9%) |
| Total | 1,500 | 1,500 | 422 | (1,078) | (71.9%) |

| Explanation of Significant Variances (before carry forward approved) | £'000 |
|---|----------------|
| Roofing In July 2024, Cabinet approved a contract award for HRA Roofing Services to Foster Property Maintenance Ltd and the contract commenced in November. The contractor has provided a programme of works but due to this delay and the impact of inclement weather a significant proportion of costs will be incurred in 2025/26. | (1,078) |



**SOUTH
KESTEVEN
DISTRICT
COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Ashley Baxter
Leader of the Council, Cabinet Member
for Finance, HR and Economic
Development

Local Council Tax Support Scheme Proposals 2026/27

Report Author

Claire Moses, Head of Service (Revenues, Benefits and Customer Service)

✉ claire.moses@southkesteven.gov.uk

Purpose of Report

To outline the Council's proposed Local Council Tax Support Scheme for 2026/27 ahead of public consultation.

Recommendations

The Committee is asked to:

- 1. Offer comment and feedback on the proposal of a 'no change' Local Council Tax Support Scheme 2026/27 for stakeholder consultation**
- 2. Endorse the areas for stakeholder consultation as detailed in the report (paragraphs 2.12 to 2.30)**

Decision Information

| | |
|---|--|
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Enabling economic opportunities Effective council |
| Which wards are impacted? | All Wards |

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 actual cost of the current year's scheme will not be known for certain until the end of the financial year and will be dependent on the actual caseload in year as well as the levels of Council Tax set by the District Council and the major precepting authorities.
- 1.2 The estimated cost of the scheme, based on current caseload, is taken into consideration when calculating the Council's tax base for the financial year and will impact on the estimated Council Tax yield for the year. Any difference in the actual cost of the discount scheme to that estimated in the tax base calculation will be accounted for within the Collection Fund and will be considered when future years surpluses or deficits are declared.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.3 The Council Tax Reduction Schemes (Default Scheme) (England) Regulations 2012, laid before Parliament on 22nd November 2012, set out the regulations for a default scheme and this was adopted by the Council subject to local policy needs in January 2013. The Secretary of State has issued amendment regulations setting out some changes that must be adopted by the Council for pensioners and the Council had also decided in 2013 to keep the scheme's allowances and premiums in line with those for Housing Benefit for working age claimants. These are incorporated into amendments to the local scheme for approval by the Council.
- 1.4 The regulations for the scheme proposed to be adopted are to be collated and made available for Council in January 2026.

Completed by: James Welbourn, Democratic Services Manager

Equalities, Diversity and Inclusion

- 1.5 An Equality Impact Assessment should be undertaken as part of the ongoing process, dependent upon the options recommended for consultation. It is expected that any changes to the current scheme that reduce the maximum award of support will have an adverse impact on specific household income. Whilst this impact would not be related to any specific protected characteristic identified in law, officers are

mindful of socio-economic impact, as a specifically mentioned area for consideration in the Equality Act 2010 and should give due regard as part of the equality impact assessment.

Completed by: Carol Drury, Community Engagement Manager

2. Background to the Report

- 2.1. The Council Tax Benefit system was abolished on 31 March 2013 and replaced by the Local Council Tax Support Scheme (LCTSS). This scheme can be determined locally by the Billing Authority having had due consultation with precepting authorities, key stakeholders, and residents.
- 2.2. There are currently **7,279** residents claiming LCTSS in the South Kesteven District. Of these, **3,122** are pensioners who are protected under the legislation and receive LCTSS as prescribed by the Government (broadly similar to the level of Council Tax Benefit). This leaves **4,157** claimants of working age; of those **3,176** are deemed vulnerable. This leaves **981** who will be affected by changes to the level of support determined by a local scheme.
- 2.3. The Council agreed to a LCTSS which came into effect on 1 April 2013. Our core scheme currently provides:
 - 80% support for working age claimants
 - 100% support for pension age claimants
- 2.4. The proposed scheme must follow prescribed stages as stated in the Local Government Finance Act 2012 before it can be adopted by this Council as a Billing Authority.
- 2.5. The transfer of the remaining legacy benefit claimants to Universal Credit continues and is due to conclude by the end of 2026. Claimants are contacted by DWP and asked to move to Universal Credit. The current number of legacy customers awaiting transfer is still unknown. It is not known whether or not their entitlement to Council Tax Support will change. These uncertainties mean any material changes to the current Council Tax Support scheme could lead to customers being worse off or could lead to a significant increase in cost to the Council.

Financial cost of the current Council Tax Support Scheme

- 2.6. For 2024/25, the cost of the scheme was £7,657,680. The Council's share of the total cost was £689,191 (based on a 9% share).

- 2.7. On 1 April 2025, the cost of the 2025/26 scheme increased to £8,004,434. This was a result of increases in 1) Council Tax and b) the number of people in receipt of support. This resulted in an increase of £346,754 with the Councils share being £31,208 (based on a 9% share).
- 2.8. During 2024, there has been a small increase in claim numbers for working age customers (as detailed in the table in paragraph 2.10). As a result, as of 4 July 2025, the cost of the LCTSS is £8,168,707. This is an increase of £164,273, with the Councils share being £14,785.
- 2.9. It is difficult to accurately determine the reasons for the increase in cost, however, there has been an increase in caseload as a result of the move to Universal Credit. Officers have noticed an increase in contact with the Cost of Living Team and an increase in applications for Discretionary Council Tax Payments and Discretionary Housing Payments. This would indicate an increase in financial support for residents.
- 2.10. Details of caseload increase are shown in the table below:

| 1 st of month | Working age | Pension age | Total |
|--------------------------|-------------|-------------|-------|
| March 2023 | 4,094 | 3,141 | 7,235 |
| June 2023 | 4,113 | 3,133 | 7,246 |
| September 2023 | 4,001 | 3,115 | 7,116 |
| December 2023 | 4,014 | 3,090 | 7,104 |
| March 2024 | 4,046 | 3,082 | 7,128 |
| June 2024 | 4,096 | 3,076 | 7,172 |
| September 2024 | 4,038 | 3,076 | 7,114 |
| December 2024 | 3,982 | 3,088 | 7,124 |
| March 2025 | 4,097 | 3,118 | 7,215 |
| July 2025* | 4,157 | 3,122 | 7,279 |

*As of 4 July 2025

South Kesteven District Council Local Council Tax Support Scheme – 2025/26

- 2.11. The Council's local scheme has been updated with amendments since the introduction in April 2013 to maintain the link with Housing Benefit and the previous Council Tax Benefit scheme.

Restrictions for working age customers – effective from 1 April 2013:

- 2.12. The current scheme has the following restrictions for working age customers:-

- Maximum entitlement capped to 80%

Council Tax technical restrictions – effective from 1 April 2013 (and onwards)

2.13. The current scheme also has the following amendments to Council Tax technical restrictions for all Council Taxpayers as a result of changes to legislation:-

- Introduction of changes to the properties which are unoccupied and unfurnished: -
 - 100% discount for one month;
 - 25% discount for the following 5 months;
 - 100% charge thereafter;
- Introduction of additional premiums to properties empty over 2 years, plus the original charge: -
 - 200% premium – empty between 2 and 5 years.
 - 300% premium – empty between 5 and 10 years.
 - 400% premium – empty over 10 years.
- Unoccupied discount of 100% for the first month.

Council Tax Exemption for care leavers – effective from 1 April 2019:

2.14. In 2019/20, a scheme was approved for a local discretionary Council Tax exemption of up to 100% for care leavers aged 18 to 21 years, with the exemption ending on each individual's 22nd birthday.

2.15. The scheme was amended for 2021/22 and the age limit was increased to 24 years of age, with the discount ending on each individual's 25th birthday.

Special Constabulary Council Tax Discount Scheme – effective from 1 April 2022:

2.16. This scheme was first introduced on 1 April 2022. The award of the discount is retrospective; therefore the discount was awarded for the financial year 2021/22.

2.17. In the financial year (2024/25) the discount has been awarded to two Special Constable. The amount awarded was £832.51.

- 2.18. The scheme has now closed for the financial year (2024/25) as the application deadline was 30 April 2025.

Continuation of the War Pension and Armed Forces Compensation Disregard for Housing Benefit and Council Tax Support – effective from 1 April 2024:

- 2.19. Section 134 8(a) of the Social Security Administration Act 1992, allows local authorities to modify any part of the Housing Benefit scheme to provide for the disregarding of prescribed war disablement pensions or war widows' pensions.
- 2.20. South Kesteven District Council has applied a disregard of 100% through Officer Delegated Decision. However, as a result of the 2021/22 Housing Benefit audit, a recommendation was taken forward for the Council Tax Support and Housing Benefit War Pension and Armed Forces Compensation Disregard to be included as part of this consultation and decision making process and was first brought to this Committee for inclusion in consultation in July 2023, for the 2024/25 scheme.

The alignment of the value of the capital tariff limit and disregard for working age claimants to the pension age claimant values – effective from 1 April 2024:

- 2.21. South Kesteven agreed that the capital tariff limit and disregard for working age claimants be aligned to that of the pension age claimant values with effect from 1 April 2024 – these being a capital tariff of £1 for every £500, and a disregard of £10,000.
- 2.22. This was included as part of the 2024/25 scheme consultation and decision making process and was agreed by this Committee in January 2024 for inclusion in the 2024/25 scheme.

Introduction of the Second Home premium (100%) – effective from 1 April 2025:

- 2.23. This is a measure, which is included in the Levelling Up & Regeneration Bill, to allow councils the ability to charge a council tax premium of up to 100% for any property left empty for more than 72 days a year.
- 2.24. The regulations were laid before parliament on 8 October 2024 which set out the mandatory exceptions to council tax premiums on second homes. These regulations came into force on 1 November 2024 and effect from 1 April 2025.

- 2.25. Councils were required to give 1 years notice of the decision to introduce the premium. Therefore, as part of the consultation and approval process for the 2024/25 LCTS scheme, Council approved the introduction of the premium from 1 April 2025 at its meeting on 25 January 2024.
- 2.26. In November 2024, letters were issued to all owners (at that time) of second homes (359), making them aware of the exceptions. An exception application form was included with the letter, asking the owner to complete and return this if they believed the second property was eligible for an exception to the premium. The form requested the owner to provide the reason and evidence for the exception.
- 2.27. Since the letters were issued, any new second home owner is issued with a similar letter and exception application form.
- 2.28. As of 30 June 2025, 215 second homes have had the 100% premium applied to the Council Tax account, increasing Council Tax annual liability by £788,771 per annum. As of 30 June 2025, £246,990 has been paid – which is a collection rate of 31.3%. This is exceeding our overall collection rate at the same date which is 28.31%
- 2.29. If the £788,771 this was paid in full, South Kesteven's share of this additional income would be £70,984.
- 2.30. As of 30 June 2025, 78 second homes eligible for the premium exception. The table below shows the mandatory exceptions and the number of second homes who are eligible for each exception:

| Exception Class | Exception Reason | Number eligible |
|------------------------|---|------------------------|
| PCLB E | Dwelling which is or who would be someone's sole or main residence if they were not residing in job-related armed forces accommodation | 2 |
| PCLB F | Annexes forming part of, or being treated as part of, the main dwelling | 17 |
| PCLB G | Dwellings being actively marketed for sale (12 month limit) | 31 |
| PCLB H | Dwellings being actively marketed for let (12 months limit) | 0 |
| PCLB I | Unoccupied dwellings which fell within exempt Class F and where probate has recently been granted (12 months from grant of probate/letters of administration) | 14 |
| PCLB J | Job-related dwellings | 5 |

| Exception Class | Exception Reason | Number eligible |
|------------------------|--|------------------------|
| PCLB K | Occupied caravan pitches and boat moorings | 0 |
| PCLB L | Seasonal homes where year-round, permanent occupation is prohibited, specific for use as holiday accommodation or planning condition preventing occupancy for more than 28 days continuously | 4 |

Government led changes

- 2.31. As a billing authority, the Council can decide whether or not to amend core elements of its scheme each year.
- 2.32. There will be some technical changes that will still need to be applied to ensure that the Council's scheme complies with the Prescribed Scheme Regulations (covering Universal Credit, premiums, and discounts). These details will be announced by the Ministry of Housing, Communities and Local Government (MHCLG).
- 2.33. Technical amendments to the scheme in relation to uprating income, applicable amounts, disregards, and allowances are to be collated once statutory details have been released by the Secretary of State; it is intended that these will be circulated to Members for consideration at the Council meeting in January 2026. There will be no change to the adopted policy in the way LCTSS is calculated for these areas. Officers have considered if there is any need for any transitional arrangements to the revised scheme and concluded transitional arrangements are not needed for the 2026/27 scheme.

Council Tax Support scheme 2026/27

- 2.34. No changes are proposed to the current Localised Council Tax Support scheme for 2026/27.
- 2.35. As detailed in paragraphs 2.4 to 2.5, there are a number of uncertainties with regards to the impact of Universal Credit migration. Changes to the Council Tax Support scheme would not be accurately modelled as the number of those in receipt of Council Tax Support will fluctuate during 2025/26 and therefore would not give an accurate indication of a stable claimant base.
- 2.36. There have been a number of changes to the scheme in recent years, and whilst these have been necessary, it does mean officers and recipients need to be aware

of how the changes can affect entitlement. If Council Tax Support is awarded over multiple years, the relevant scheme eligibility needs to be applied. Therefore, to ensure schemes are simple and easily understood, it is important to consider whether changes are required to the scheme.

- 2.37. Although no changes are proposed to the scheme, the Council must still undertake a consultation. Details are set out in Section 6 of this report.

3. Key Considerations

- 3.1. These are detailed in paragraph 2.34 to 2.37 of the report

4. Other Options Considered

- 4.1 It is a legal requirement for this scheme to be reviewed, consulted upon, and approved on an annual basis. Therefore, no other options have been considered.

5. Reasons for the Recommendations

- 5.1 These are detailed in paragraph 2.34 to 2.37 of the report

6. Consultation

- 6.1. The indicative timetable to approve any new discount scheme would need to be considered as part of the annual review and public consultation of the Localised Council Tax Support Scheme.
- 6.2. The Localised Council Tax Support Scheme 2026/27 will need to be considered by Council no later than 31 January 2026 as the Billing Authority is required to approve the scheme after public consultation for implementation from 1 April 2026.
- 6.3. If the Committee agree with the recommendation of a no change scheme, the timetable is as follows:
- 1 September 2025 to 30 September 2025: Public and Major Precepting Authority consultation process. The Council is required to review their current Localised Council Tax Support scheme. The proposals and recommendations will seek to ensure the Council has a robust review of its current scheme and understand the implications of adopting a new scheme.

- October 2025: Consultation analysis.
- 18 November 2025: Finance and Economic Overview and Scrutiny Committee – review the outcome of consultation and proposed scheme for 2026/27
- 15 January 2026: Cabinet – recommendation of scheme for 2026/27 for Council.
- 29 January 2026: Council – decision required: approval of final 2026/27 scheme for implementation from 1 April 2026. The Local Government Finance Act 2012 requires a full review of the scheme by the Billing Authority. South Kesteven District Council will need to approve a new scheme after consultation by 31 January.



**SOUTH
KESTEVEN
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COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Ashley Baxter,
Leader of the Council, Cabinet Member
for Finance, HR and Economic
Development

Discretionary Council Tax Payment Policy 2026/27

Report Author

Claire Moses, Head of Service (Revenues, Benefits and Customer Services)

✉ claire.moses@southkesteven.gov.uk

Purpose of Report

To provide an update on Discretionary Council Tax Payment (DCTP) expenditure, to review the scheme ahead of the Financial Year 2026/27, to seek comments from the Committee regarding proposed scheme for public consultation.

Recommendations

The Committee is asked to:

- 1. Consider and comment on the proposed Discretionary Council Tax Payment Policy prior to its inclusion within the consultation on the Localised Council Tax Support Scheme 2026/27.**

Decision Information

| | |
|---|--|
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Enabling economic opportunities Effective council |
| Which wards are impacted? | All Wards |

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 Funding for Discretionary Council Tax Payment is determined as part of the Localised Council Tax Support Scheme decision making process. Each year, as part of the Council Tax Support Scheme consultation, the Council have agreed to provide £30,000 funding for this scheme, this will be a direct cost to the General Fund.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.2 The Council's practices, in relation to the allocation of Discretionary Council Tax Payments, are in line with its legal duty as part of the Localised Council Tax Support Scheme which is currently going through the relevant decision making process.
- 1.3 As the proposed policy for 2026/27 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1. The Council's Corporate Plan 2024-2027 has a clear commitment to healthy and strong communities and being a high performing council. The Discretionary Council Tax Payment Scheme is designed to support delivery of these priorities.
- 2.2. Each year, as part of the Council Tax Support Scheme consultation, the Council has agreed to provide £30,000 funding for this scheme, this will be a direct cost to the General Fund.
- 2.3. The continuation of this funding is currently being considered as part of the Localised Council Tax Support Scheme decision process, with approval of a final scheme to be in place by January 2026.

- 2.4. If funding is approved, the Discretionary Council Tax Payment (DCTP) policy for 2026/27 will be put into place to ensure effective financial support is provided to eligible recipients.
- 2.5. The DCTP scheme provides additional funding to help those with a council tax liability who are experiencing exceptional hardship in situations where Council Tax Support does not cover all of their council tax liability. To qualify for consideration for assistance under this scheme the customer must already be in receipt of some Council Tax Support.
- 2.6. Awards of DCTP may be made where a tax payer has a short term financial difficulty that means they are unable to pay their Council Tax. Awards will normally be for a defined period and have the effect of reducing the monthly contribution a tax payer has to make towards their bill.
- 2.7. Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

Expenditure

- 2.8. The total amount of funding allocated for each year is £30,000. For 2025/26, the decision was taken to move any unspent funding from 2024/25 into the new year. As a result, in 2025/26 there was total funding of £30,082.
- 2.9. The table below shows the amount of funding agreed in recent years, and the total expenditure. The remaining amount for 2025/26 is as up to 30 June 2025:

| | 2023/24 | 2024/25 | 2025/26 |
|--|----------------|----------------|----------------|
| SKDC Contribution | £30,000 | £30,000 | £30,000 |
| Rolled over from previous years | £17,610 | £582 | £82 |
| Total funding | £47,610 | £30,582 | £30,082 |
| Expenditure | £13,936 | £30,500 | £3,320 |
| Remaining | £33,674 | £82 | £26,762 |

- 2.10. DCTP can be applied for independently but are often considered as part of the application process for Discretionary Housing Payments (support for shortfall between Housing Benefit / Universal Credit award and eligible rent). Officers are aware of the DCTP and actively encourage customers to apply where eligibility criteria is met.
- 2.11. South Kesteven's Welfare and Financial Advice Team are aware of the fund and ensure they consider this as part of the financial needs and support assessment which is undertaken when supporting any resident referred them who are impacted by ongoing financial pressures.
- 2.12. In addition to this, residents are also being supported by the Welfare and Financial Advice Team as a result of the Household Support Fund (HSF) grant.

Proposed Discretionary Council Tax Payment Policy – 2026/27

- 2.13. There is a need for proactive work and support due to the ongoing impacts of financial pressures residents are facing. However, it is important DCTP is recognised as support for those in short-term crisis. Where longer term support is required, this is achieved through identification of additional longer term financial support – such as income top-ups, referrals to the Councils Welfare and Financial Advice Team, referrals to external support agencies such as Citizens Advice and Money and Pensions Service. For all residents with a Council Tax liability, our Revenues Enforcement Team are able to provide a holistic approach to advice and
- 2.14. The administration and payment of DCTP is at the discretion of each LA. South Kesteven District Council has a DCT Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2026/27 is outlined in Appendix 1.
- 2.15. The current policy has been reviewed to ensure it is fit for purpose and achieves the aim to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.
- 2.16. In it is proposed to make one change to the policy in paragraph 5.5, to bring the eligibility criteria in line with the Discretionary Housing Payment policy. This is to limit the amount of household capital (claimant and/or partner) to £4,000.

3. Key Considerations

- 3.1. The Council's current policy has been in place for some time and has been updated annually in line with delegated powers. It is appreciated this is an important policy, which provides detail of additional financial support available to our residents. Therefore, it is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

4. Other Options Considered

- 4.1 Removal of the DCTP fund, which would have a negative impact on those recipients of the fund and could impact collection of Council Tax due.

5. Reasons for the Recommendations

- 5.1 The Committee are asked to comment and feedback on the contents of this report in readiness for the policy to be included within the public and stakeholder consultation as part of the Localised Council Tax Support Scheme 2026/27.

6. Consultation

- 6.1. The purpose and aims of the fund will be included within the public consultation for the Council Tax Support Scheme 2026/27.

7. Appendices

- 7.1. Appendix 1: Discretionary Council Tax Payment Policy – 2026/27

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Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

Discretionary Council Tax Payment Policy

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2026/27



Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

Version Control:

| Current Version | Created by | Date changes made | Changes By | Approved By | New Version |
|------------------------|--------------------------------------|--------------------------|-------------------|--------------------|--------------------|
| | Revenues and Benefits Technical Team | 30 April 2025 | | | |

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Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

1. Introduction

- 1.1 The Discretionary Council Tax Payment (DP) scheme provides additional funding to help those experiencing exceptional hardship in situations where Council Tax Support does not cover all of their council tax. To qualify for consideration for assistance under this scheme the customer must already be getting some Council Tax Support.

2. Statement of Objectives

- 2.1 The aim of the policy is to enable our most vulnerable residents additional support, who cannot access any other income, who need further help towards their Council Tax charge.
- 2.2 Awards of Discretionary Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their Council Tax. Awards will normally be for a defined period.
- 2.3 Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

3. Conditions for entitlement

- 3.1 The person must:
- be entitled to Council Tax Support; and
 - appear to South Kesteven District Council to require some further financial assistance (in addition to the council tax support to which they are entitled) in order to meet their Council Tax charge.

4. Qualifying Criteria

- 4.1 Each application will be treated on its own merits having regard to relevant legislation and our Local Council Tax Support Scheme



Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

- 4.2 Should the conditions for entitlement above be met, as per section 3, assessments are then approached in two ways:
1. Using a true financial assessment of income and essential outgoings, to establish if there is need for additional financial support, or
 2. A health and welfare assessment based on a person's ability to cope with day-to-day matters.

5. Awards

- 5.1 Normally awards will be made towards the current Council Tax charge rather than past debts. It is not expected that a significant award will be made towards past periods and tax payers should make applications for assistance within a reasonable time of their knowing that they will not be able to meet their monthly instalments.
- 5.2 Consideration will be given in particular to residents who have been clearly making an effort to pay their Council Tax, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.
- 5.3 In making decisions on discretionary payments, the Council will also be mindful of national objectives to promote an individual's responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.
- 5.4 The Council recognises that there may be circumstances in which Discretionary Council Tax Payments will be made other than as set out above.

Where awards cannot be made:

- 5.5 Discretionary Payments cannot be awarded towards any of the following:
- any period of charge still payable when the council tax payer is no longer resident
 - if you are not named as liable for the property



Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

- for council tax included within your rent charge
 - increases in council tax to cover arrears
 - for periods of liability in which no Council Tax Support was awarded
 - The claimant and/or partner have over £4,000 in capital.
 -
- 5.6 Where a request for a discretionary payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly or a substantial period of time has elapsed.
- 5.7 All awards are at the discretion of South Kesteven District Council.
- 5.8 Where a request for a Discretionary Council Tax Payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.
- 5.9 The Council recognises that there may be circumstances in which Discretionary Payments will be made other than as set out above.

6. Application Process

- 6.1 Applications should be made using the online application form on the council's website here: <https://www.southkesteven.gov.uk/housing/social-housing/extra-support-discretionary-housing-payment>
- 6.2 Should someone not have the required skill or capacity to apply using this method the council will provide an alternative method of making an application that meet the person's needs.
- 6.2 Wherever possible, the council will link in with other council departments and trusted partners, who can signpost applicants to the scheme or make applications and recommendations on a person's behalf.
- 6.3 The council may request any reasonable evidence in support of the application. The customer should provide the information within one month.



Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

- 6.4 Evidence and information provided to decide any Housing Benefit or Council Tax Support or Universal Credit claim may also be considered.
- 6.5 If the customer does not provide the requested evidence, the council may still consider the application, however it may disregard any unsubstantiated statements or draw its own conclusions from other evidence available.
- 6.6 The council may in any circumstances verify any information or evidence provided by the claimant by contacting third parties, other organisations and the customer.

7. Decisions

- 7.1 All decisions made will be recorded on the Discretionary Payment spreadsheet and input on the operating system. Decision letters will be sent to the tax payer either in writing or electronically. This will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payments

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

9. Change of circumstances

- 9.1 A tax payer receiving a Discretionary Council Tax Payment must notify the council of any change which may be relevant to their award. Any change in circumstances or income may mean the level of Discretionary Council Tax Payment is amended.



Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

10. Refusal, Reconsiderations, Reviews and Appeals

- 10.1 Where a customer believes that a decision is incorrect they can ask for it to be looked at again only on the basis that the decision maker has not correctly applied this policy. Where an applicant is aggrieved by a decision, but the basis of the disagreement is not that the policy was incorrectly applied, there is no right of appeal through the Valuation Tribunal Service for discretionary decisions; however, a legal challenge may be made if there is an allegation of maladministration.
- 10.2 In the interest of fairness, the Council will operate the following internal procedure.
- **Reconsideration:** Ask for the original decision to be looked at again if they have additional information that was omitted on the original application, or they believe the information was overlooked or misunderstood.
 - **Review:** If the applicant believes that the decision maker has not correctly applied this policy, a second officer will look at the reasons for the decision, whether it complies with this policy and decide if any changes should be made to the decision.

11. Managing the Risk of Fraud

- 11.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may relief paid in error.
- 11.2 The Council also reserves the right to use any details submitted by person(s) to check against national records and databases to highlight any potentially fraudulent activity.



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COUNCIL

Discretionary Council Tax Payment Policy – 2026/27 – Version 1.0

12. Policy Review

- 12.1 This policy has been written in line with Government guidance and Local Priorities. Delegated powers of authority are in place, which allow for the policy to be reviewed annually, and recommended changes considered and through the Councils committee process. This is to ensure support is provided to residents efficiently and effectively.

South Kesteven District Council – contact details:

South Kesteven District Council
Council Offices
The Picture House
Grantham
Lincolnshire
NG31 6TT
Tel: 01476 40 60 80
www.southkesteven.gov.uk



**SOUTH
KESTEVEN
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COUNCIL**

Finance and Economic Overview and Scrutiny Committee

Thursday, 24 July 2025

Report of Councillor Ashley Baxter,
Leader of the Council, Cabinet Member
for Finance, HR and Economic
Development

Discretionary Housing Payment Policy 2026/27

Report Author

Claire Moses, Head of Service (Revenues, Benefits and Customer Service)

✉ claire.moses@southkesteven.gov.uk

Purpose of Report

To provide an update on Discretionary Housing Payment (DHP) expenditure to review the scheme ahead of the Financial Year 2026/27, to seek feedback from the Committee regarding the proposed public consultation.

Recommendations

The Committee is asked to:

- 1. Consider and comment on the proposed Discretionary Housing Payment Policy prior to its inclusion within the consultation on the Localised Council Tax Support Scheme 2026/27.**

Decision Information

| | |
|---|--|
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Enabling economic opportunities Effective council |
| Which wards are impacted? | All Wards |

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 Funding for Discretionary Housing Payment is determined by the Department for Work and Pensions on an annual basis. Funding for 2025/26 was received on 15 March 2025.
- 1.2 Given the demands on the General Fund it is not recommended that any significant expenditure above the DHP grant allocation is made.
- 1.3 When HRA tenants apply for and are successful in their application for DHP grant this is beneficial for the HRA as the payment of the grant towards housing costs can stop arrears from forming or reduce the level of arrears.

Completed by: Richard Wyles, Deputy Chief Executive and s151 Officer

Legal and Governance

- 1.4 The Council's practices, in relation to the allocation of DHP payments, are in line with its legal duties. The Council is not obliged to contribute any additional funding from its own resources.
- 1.5 As the proposed policy for 2026/27 does not contain any material amendments, there are no legal implications. However, the Council is adhering to best practice by reviewing the policy and keeping it up-to-date.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1. The Council's Corporate Plan 2024-2027 has a clear commitment to healthy and strong communities and being a high performing council. The Discretionary Housing Payment Scheme is designed to support delivery of these priorities.
- 2.2. The Department for Work and Pensions (DWP) provides extra funding to Local Authorities (LA) to provide claimants in receipt of Housing Benefit (HB) or Universal Credit (UC) further financial assistance with their housing costs in cases where there is a shortfall between the HB entitlement and the rent payable.

- 2.3. The Discretionary Financial Assistance Regulations 2001 (SI 2001/1167) as amended by the Discretionary Financial Assistance (Amendment) Regulations 2008 SI 2008/637 provide a statutory framework for the administration of Discretionary Housing Payments (DHP). However, these regulations provide very broad discretion in respect of how these payments should be administered. Further, local authorities have a duty to act fairly, reasonably and consistently. Each case must be considered on its own merits, and the decision making should be consistent throughout the financial year.
- 2.4. The amount of DHP that a council can provide in a financial year is cash limited by the Secretary of State. Each council receives a grant from the Government to fund part of this amount but also has the option to pay over and above this amount, up to a maximum of two and a half times the grant allocation. However, any additional funding on this basis would have to be made from the Council's own finances.
- 2.5. The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council have a DHP Policy which sets out eligibility and the application process. This is detailed further in the 'Discretionary Housing Payments Policy' section of this report in paragraphs 2.15 to 2.21
- 2.6. Since 2011/2012, additional DHP government contribution funding has been made available to LAs to provide transitional support to claimants as they adjusted to the Housing Benefits (HB) Welfare Reforms.
- 2.7. The likelihood of an increased demand on DHPs to assist households affected by welfare reform changes made to the National Benefits System, which began in 2013, was recognised by the Government. As a result, there was a significant increase in DHP allocations from 2013/14 onwards.
- 2.8. Discretionary Housing Payments (DHPs) are intended to help people with housing costs, providing financial assistance in situations where the Council considers that additional help is required. This may include situations where a claimant is affected by one or more of the welfare reform measures (such as the benefit cap, removed of the spare room subsidy in the social rented sector and those affected by Local Housing Allowance Rates). In these circumstances it is possible the benefits the claimant receives are insufficient to cover their housing costs even after Housing Benefit or the housing costs element of Universal Credit have been awarded.

Expenditure

- 2.9. DHP funding for 2025/26 was confirmed at a national level of £100 million per year. The DWP has stated this is consistent with the total funding provided to LAs in previous years (since 2022/23). As a result of this decision, in 2025/26 South

Kesteven will receive the same allocation level as received in 2024/25 – this being £155,861.

- 2.10. The Government has previously made it clear that DHPs are not intended to replace lost benefits but instead to provide extra resources that local authorities can use to assist those most affected by the changes to adjust to a long term, sustainable and affordable approach.
- 2.11. The table below shows: the amount of government contribution received in recent years; the total permitted spend (top-up limit) that the Council could make in each year; and the actual level of expenditure. The 'remaining' figure in the table is the difference between the government contribution and the expenditure. The remaining amount for 2025/2026 is as at 30 June 2025.

| | 2023/24 | 2024/25 | 2025/26 |
|--------------------------------|----------------|----------------|----------------|
| Government Contribution | £155,861 | £155,861 | £155,861 |
| Top-up limit | £389,653 | £389,653 | £389,653 |
| Expenditure | £84,588 | £155,861 | £20,645 |
| Remaining | £71,273 | £0 | £135,216 |

- 2.12. Any underspend in DHP below the level of government contribution received is known to have an adverse effect on the allocation of future grants. It is, therefore, essential to carefully balance the risk of underspending the grant allocation versus any overspend that results in a contribution from the Council's own funds. Rigorous monthly budget monitoring is crucial to managing the risks involved.
- 2.13. DHP funding increased in 2020-21 as it included rolled over funding from 2019-20 (national amount of £139.5m) and additional funding allocated at the Spending Round (national amount of £40m).
- 2.14. The distribution of the rollover of DHP government funding comprises four separate areas of support:
- Core Funding;
 - Local Housing Allowance;
 - Removal of the Spare Room Subsidy; and
 - Benefit Cap
- 2.15. The additional £40m was allocated based on affordability pressures in the private rented sector.

Proposed Discretionary Housing Payments Policy – 2026/27

- 2.16. The administration and payment of DHP is at the discretion of each LA. South Kesteven District Council has a DHP Policy which sets out eligibility for the scheme and the application process. The proposed policy for 2026/27 is outlined in Appendix 1.
- 2.17. Awards of Discretionary Housing Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their rent. Awards will normally be for a defined period.
- 2.18. Consideration will be given to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.
- 2.19. There is a need for proactive work and support due to the ongoing financial pressures residents are facing. Whilst the effects of Welfare Reform have impacted a significant number of people and increased the need for DHP, it is important to note that DHP is also payable to people who require further financial assistance that have not been impacted by these changes. The ongoing reduction in DHP funding will inevitably have an impact on the level and duration of DHP awards. However, it is intended that, by working with customers in line with the policy, these impacts can be managed and mitigated with longer term sustainable solutions.
- 2.20. It is important DHP is recognised as support for people with short-term crises. Where longer term support is required, this is achieved through identification of additional longer term financial support – such as income top-ups, referrals to the Councils Welfare and Financial Advice Team, referrals to external support agencies such as Citizens Advice and Money and Pensions Service. For South Kesteven tenants, liaison with our Housing Team is important to ensure a holistic approach to prevent homelessness and ensure the resident is supported through our Tenancy Support Team.
- 2.21. The current policy has been reviewed to ensure it is fit for purpose and achieves the aim to enable our most vulnerable residents, who cannot access any other income, to sustain their home and health.
- 2.22. There are no proposals to make any changes to the policy. The proposed policy for 2026/27 is included within Appendix One to this report.

New Crisis and Resilience Fund (combining existing funds)

- 2.23. On 11 June 2025, Government announced the introduction of the Crisis and Resilience Fund (CRF) which is due to be launched from 1 April 2026. This would result in two existing funds being combined; DHP and the Household Support Fund (administered by the Welfare and Financial Advice Team)
- 2.24. This fund represents the first ever multi-year settlement for locally delivered crisis support in England. The Department for Work and Pensions (DWP) have stated that they “recognise the importance of having certainty when Councils are planning their services”. It is the DWPs hope that this longer-term approach to funding will give the certainty needed to work with the community and voluntary sector to bolster preventative support to our citizens (with the goal of building financial resilience), whilst continuing to provide emergency support to those facing a financial crisis – building on our experience of Household Support Fund.
- 2.25. The DWP will be working with Local Authorities on the detailed design of the CRF and associated guidance.
- 2.26. This may mean changes to the existing DHP policy, eligibility and associated administrative process. It is hoped this work will proceed in time for the next scheduled update to this Committee on 18 November 2025.

3. Key Considerations

- 3.1. The Council’s current policy has been in place for some time and has been updated annually in line with delegated powers. It is appreciated this is an important policy, which provides detail of additional financial support available to our residents. Therefore, it is important this policy is reviewed on an annual basis, not only to ensure the policy is fit for purpose, but to be reactive to any issues our residents are facing.

4. Other Options Considered

- 4.1 There are no other options to consider.

5. Reasons for the Recommendations

- 5.1 The Committee are asked to comment and feedback on the contents of this report in readiness for the policy to be included within the public and stakeholder consultation as part of the Localised Council Tax Support Scheme 2026/27.

6. Consultation

- 6.1. The purpose and aims of the fund will be included within the public consultation for the Localised Council Tax Support Scheme 2026/27.

7. Background Papers

- 7.1 Department for Work and Pension Subsidy Circular – Discretionary Housing Payment government contribution for financial years ending March 2025 and March 2026: [S9/2024 Discretionary Housing Payment government contribution for English and Welsh local authorities for financial year ending March 2026 - GOV.UK](#)

8. Appendices

- 8.1 Appendix 1: Discretionary Housing Payment Policy – 2026/27

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Discretionary Housing Payment Policy – 2026/27 – Version 1.0

Discretionary Housing Payment Policy

—

2026/27



Discretionary Housing Payment Policy – 2026/27 – Version 1.0

Version Control:

| Current Version | Created by | Date changes made | Changes By | Approved By | New Version |
|------------------------|--------------------------------------|--------------------------|-------------------|--------------------|--------------------|
| | Revenues and Benefits Technical Team | 30 April 2025 | | | |

Legislative information:

<https://www.gov.uk/government/publications/discretionary-housing-payments-guidance-manual>

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Discretionary Housing Payment Policy – 2026/27 – Version 1.0

1. Introduction

- 1.1 The Discretionary Housing Payment (DHP) scheme provides additional funding to help those experiencing exceptional hardship in situations where Housing Benefit / Universal Credit Housing Element does not cover all of the rent. To qualify for consideration for assistance under this scheme the customer must already be getting some Housing Benefit / Universal Credit Housing Element.
- 1.2 Please note that while the housing costs of the UC award notification may refer to support for mortgage interest payments, owner-occupiers are not eligible to receive DHPs.

2. Statement of Objectives

- 2.1 The aim of the policy is to enable our most vulnerable residents, who cannot access any other income, to sustain their home, health, family, and security.
- 2.2 Awards of Discretionary Housing Payments may be made where a resident has a short-term financial difficulty or has continuing and unavoidable needs that mean they are unable to pay their rent. Awards will normally be for a defined period.
- 2.3 Consideration will be given as to whether all other discounts and sources of help have been exhausted. Where appropriate, decisions will be deferred until other avenues have been explored.

3. Conditions for entitlement

- 3.1 The person must:
 - be a resident of a property within the South Kesteven district; and
 - have a liability to pay housing costs; and
 - be entitled to Housing Benefit; or
 - be entitled to Universal Credit that includes the housing element and the end of the first assessment period of Universal Credit has passed



Discretionary Housing Payment Policy – 2026/27 – Version 1.0

4. Qualifying Criteria

- 4.1 Each application will be treated on its own merits having regard to relevant legislation and Department for Work and Pensions (DWP) guidance.
- 4.2 Should the conditions for entitlement above be met, as per section 3, assessments are then approached in two ways:
 1. Using a true financial assessment of income and essential outgoings, to establish if there is need for additional financial support, or
 2. A health and welfare assessment based on a person's ability to cope with day-to-day matters.

5. Awards

- 5.1 Normally awards will be made towards the current rental liabilities rather than past debts. It is not expected that a significant award will be made towards past periods and customers should make applications for assistance within a reasonable time of their knowing that they will not be able to pay their rent.
- 5.2 Awards of Discretionary Housing Payments should focus on enabling people to secure or retain a sustainable tenancy. Consideration will be given in particular to residents who have been clearly making an effort to pay their rent, who have been engaging with us and are taking steps to resolving their financial difficulties. A higher priority will be given to those with short term difficulties; and a lower priority to people whose financial commitments are unsustainable and likely to remain so.
- 5.3 Many people have difficulty paying their rent. Among these are:
 - those whose benefit is restricted because their rent is considered too high;
 - those whose benefit is restricted because their home is considered too large under the government's size criteria
 - those whose benefit is reduced by deductions for non-dependants who may not contribute adequately to cover those deductions;
 - those whose benefit is reduced by the taper for excess income;
 - those who have general difficulty managing the income they have, including those subject to the household benefit cap;



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- those who are returning to work after a long period of unemployment who have difficulty in managing finances during the transition from benefit to a stable in-work income.
- 5.4 In making decisions on discretionary housing payments, the Council will also be mindful of national objectives to promote an individuals responsible behaviour, for example in the choice of a home or engagement in activities to address worklessness, debt or problematic behaviour.
- 5.5 The Council therefore expects payments to be made in unusual circumstances where additional help with current rent will have a significant effect in alleviating hardship, reducing the risk of homelessness or alleviating difficulties that may be experienced in the transition from long term benefit dependence into work.
- 5.6 With regard to awards towards deposits or rent in advance, supporting evidence must be provided and they will be limited to the equivalent of
- 5 weeks rent for deposit; and
 - 4 weeks rent for rent in advance for weekly rent charges
 - 1 month rent for rent in advance for monthly rent charged
- 5.7 Help towards removals if they are accompanied by valid supporting evidence.

Where awards cannot be made:

- 5.8 Discretionary Housing Payments cannot be awarded towards any of the following:
- service or support charges that are ineligible for Housing Benefit and Universal Credit Housing Element, including the provision and costs of white goods
 - furnishing, decorating or flooring costs
 - any charges for water, sewerage or allied environmental services
 - any notice period
 - rent on two homes (overlapping tenancies), in most situations
 - any council tax liability
 - increases in rent to cover rent arrears
 - reductions in any benefit due to the recovery of an overpayment of Housing Benefit/Universal Credit, or to sanctions relating to jobseekers, child support or benefit offences
 - shortfalls caused by overpayment recovery
 - HB that is suspended;



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- The claimant and/or partner have over £4,000 in capital.
- Failure to follow recommendations the council have made on a previous Discretionary Housing Payment award.

- 5.9 All awards are at the discretion of South Kesteven District Council.
- 5.10 Where a request for a discretionary housing payment has been refused, repeat requests will not be considered unless the resident can demonstrate that the situation has worsened significantly, or a substantial period of time has elapsed.
- 5.11 The Council recognises that there may be circumstances in which Discretionary Housing Payments will be made other than as set out above.

6. Application Process

- 6.1 Applications should be made using the online application form on the council's website here: <https://www.southkesteven.gov.uk/housing/social-housing/extra-support-discretionary-housing-payments>

Should someone not have the required skill or capacity to apply using this method the council will provide an alternative method of making an application that meet the persons needs.

- 6.2 Wherever possible, the council will link in with other council departments and trusted partners, who can signpost applicants to the scheme or make applications and recommendations on a person's behalf.
- 6.3 The council may request any reasonable evidence in support of the application. The customer should provide the information within one month.
- 6.4 Evidence and information provided to decide the Housing Benefit or Universal Credit claim may also be considered.
- 6.5 If the customer does not provide the requested evidence, the council may still consider the application, however it may disregard any unsubstantiated statements or draw its own conclusions from other evidence available.
- 6.6 The council may in any circumstances verify any information or evidence provided by the claimant by contacting third parties, other organisations and the customer.



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7. Decisions

- 7.1 All decisions made will be recorded on the Discretionary Housing Payment spreadsheet and input on the operating system. Decision letters will be sent to the customer either in writing or electronically (and landlord if they are being paid the Discretionary Housing Payment). The letter will set out whether an award has been made, and if so, the amount and duration of the award.

8. Payment and overpayments

- 8.1 Discretionary Housing Payments will be paid directly to the customer; however it may be paid to an agent, an appointee or a landlord if it is deemed appropriate. There will be instances of overpaid Discretionary Housing Payments and the council will seek ways to recover this where the overpayment is a result of a misrepresentation or failure to disclose a material fact by the claimant, or an error was made when the application was determined.

9. Change of circumstances

- 9.1 A customer receiving a Discretionary Housing Payment must notify the council of any change which may be relevant to their application or award. A change in circumstances may mean the level of Discretionary Housing Payment is amended.

10. Refusal, Reconsiderations, Reviews and Appeals

- 10.1 Where an applicant believes that a decision is incorrect, they can ask for it to be looked at again only on the basis that the decision maker has not correctly applied this policy. Where an applicant is aggrieved by a decision, but the basis of the disagreement is not that the policy was incorrectly applied, there is no right of appeal through the Social Security Tribunal for discretionary decisions



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however the route of judicial review is available if there is an allegation of maladministration.

10.2 In the interest of fairness, the Council will operate the following internal procedure.

- Reconsideration: Ask for the original decision to be looked at again if they have additional information that was omitted on the original application, or they believe the information was overlooked or misunderstood.
- Review: If the applicant believes that the decision maker has not correctly applied this policy, a second officer will look at the reasons for the decision, whether it complies with this policy and decide if any changes should be made to the decision.

11. Managing the Risk of Fraud

11.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may relief paid in error.

11.2 The Council also reserves the right to use any details submitted by person(s) to check against national records and databases to highlight any potentially fraudulent activity.

12. Policy Review

12.1 This policy has been written in line with Government guidance and Local Priorities. Delegated powers of authority are in place, which allow for the policy to be reviewed annually, and recommended changes considered and approved by the Councils committee process. This is to ensure support is provided to residents efficiently and effectively.

South Kesteven District Council – contact details:

South Kesteven District Council
Council Offices



SOUTH
KESTEVEN
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COUNCIL

Discretionary Housing Payment Policy – 2026/27 – Version 1.0

The Picture House
Grantham
Lincolnshire
NG31 6TT
Tel: 01476 40 60 80
www.southkesteven.gov.uk

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SOUTH
KESTEVEN
DISTRICT
COUNCIL

Finance & Economic Overview & Scrutiny Committee

Thursday 24 July 2025

Report of Councillor Philip Knowles,
Cabinet Member for Corporate
Governance and Licensing

Corporate Plan 2024-27: Key Performance Indicators Report - End-Year (Q4) 2024/25

Report Author

Charles James, Policy Officer

✉ Charles.James@southkesteven.gov.uk

Purpose of Report

To present the Council's performance against the Corporate Plan 2024-27 Key Performance Indicators (KPIs) within the purview of this Committee for Quarter Four 2024/25.

Recommendations

That the Committee notes and scrutinises the performance against the Corporate Plan Key Performance Indicators in relation to the delivery of the Corporate Plan 2024-27.

Decision Information

| | |
|---|--|
| Does the report contain any exempt or confidential information not for publication? | No |
| What are the relevant corporate priorities? | Enabling Economic Opportunities Effective 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 There are no significant financial implications arising from this report, which is for noting.

Completed by: David Scott, Assistant Director of Finance (Deputy s151 officer)

Legal and Governance

- 1.2 Regular monitoring of service area performance is to be welcomed and represents good governance. This report is for noting and there are no significant legal or governance implications arising from the report.

Completed by: James Welbourn, Democratic Services Manager

2. Background to the Report

- 2.1 The Corporate Plan 2024-2027 was adopted by Council on 25 January 2024. It was proposed actions, key performance indicators (KPIs) and targets would be developed by the relevant Member led Committees, which would retain oversight of the performance management arrangements at a strategic level.
- 2.2 The actions within the purview of this Committee with accompanying measures were presented to and agreed by the Committee on 20 February 2024.

3. Key Considerations

- 3.1 This report is the second of the new reporting cycle and covers the period January to March 2025 (Quarter 4 2024/25).
- 3.2 Appendix A presents the overall performance against the fifteen actions being presented in this session. Commentary by the responsible officer is provided for each action. Performance is summarised using a RAG system as follows:
- 3.3 Twelve of the actions are rated Green. These are actions which are on or above target as planned.
- 3.4 Three actions are rated Amber, these are those off target by less than 10% or where milestone achievement is delayed but with resolution in place to be achieved within a reasonable timeframe.
- 3.5 Zero actions are rated Red. These are actions that are significantly below target.
- 3.6 Zero actions are rated N/A. These are actions for which work has not yet meaningfully commenced e.g. being sequenced on the completion of other items, or where data was unavailable.
- 3.7 The KPIs have been developed in close consultation with the relevant Officers for each service. It is expected that the KPI suite will experience a degree of evolution over the next four years. This improvement will be prompted by the needs of decision makers and the Committees, and further consideration of how to best meet those needs by Officers.

4. Other Options Considered

- 4.1 As Council has agreed the Committees will lead monitoring performance, there are no viable alternatives. An absence of performance arrangements would mean the delivery of the Corporate Plan is unmonitored and prevent continuous improvement. A purely internal KPI suite would prevent effective and transparent scrutiny and accountability.

5. Reasons for the Recommendations

- 5.1 This is a regular report where Members are invited to scrutinise and comment on performance.

6. Appendices

- Appendix A – Corporate Plan 2024-27 KPI Report: Finance & Economic Overview & Scrutiny Committee End-Year (Q4) 2024/25

| Corporate Plan 2024-27: KPI Summary Report 2024/25 – Finance & Economic Overview & Scrutiny Committee | | | | | | | |
|---|-------------------------------|--|---|----------------------------------|-----------|--------------|--------------|
| Index | Priority | Action | Owner | 2024/25 Quarterly Overall Status | | | |
| | | | | Q1 | Q2 | Q3 | Q4 |
| ECON1 | Enabling Economic Opportunity | Deliver the Economic Development Strategy and accompanying action plan. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON2 | Enabling Economic Opportunity | Deliver initiatives to expand and deepen engagement with business. | Head of Economic Development | On Target | On Target | Below Target | On Target |
| ECON3 | Enabling Economic Opportunity | Continue to distribute the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) and explore opportunities to develop a legacy beyond the funding period. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON4 | Enabling Economic Opportunity | Embed and strengthen the Local Economic Forum as a key institution for local stakeholders to shape the district's approach to skills, business support and investment. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON5 | Enabling Economic Opportunity | Work with the Lincolnshire Growth Hub to support businesses start, succeed and grow. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON6 | Enabling Economic Opportunity | Strategically leverage the Council's procurement spend to maximise social value. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON7 | Enabling Economic Opportunity | Consider targeted interventions – planning powers and schemes, to achieve high-quality regeneration across the district and explore options to unlock stalled sites. | Head of Economic Development | On Target | On Target | On Target | On Target |
| ECON8 | Enabling Economic Opportunity | Bring forward a step change in the way Council-run Street markets are presented, operated, marketed and promoted. | Head of Waste Management & Market Services | N/A | N/A | On Target | On Target |
| ECON9 | Enabling Economic Opportunity | Develop a long-term approach to regeneration and be prepared for investment and funding opportunities. | Head of Economic Development | On Target | On Target | Below Target | Below Target |
| COUN6 | Effective Council | Ensure the tax collection process is always effective, efficient, timely and fair. | Head of Service (Revenues, Benefits & Community Engagement) | On Target | On Target | On Target | Below Target |
| COUN7 | Effective Council | Deliver a balanced, sustainable financial plan over the medium term. | Assistant Director of Finance | On Target | On Target | On Target | On Target |

| Index | Priority | Action | Owner | 2024/25 Quarterly Overall Status | | | |
|--------|-------------------|--|---------------------------------|----------------------------------|--------------|---------------|---------------|
| | | | | Q1 | Q2 | Q3 | Q4 |
| COUN8 | Effective Council | Implement and embed the new finance system. | Assistant Director of Finance | Below Target | Below Target | Behind Target | Behind Target |
| COUN9 | Effective Council | Deliver the IT Roadmap, ensuring all systems meet the needs of internal and external customers, and explore opportunities for new technologies and innovation. | IT Manager | On Target | On Target | On Target | On Target |
| COUN12 | Effective Council | Ensure procurement is always compliant, fair and delivers value for money. | Procurement Lead | Below Target | Below Target | Below Target | On Target |
| COUN14 | Effective Council | Develop and deliver Planned Maintenance Strategy and accompanying action plan. | Head of Service (Property & IT) | Below Target | On Target | On Target | Completed |

| Corporate Plan 2024-27: KPI Summary Report Q4 2024/25 – Finance & Economic Overview & Scrutiny Committee | | | | | | | |
|--|-------------------------------|---|------------------------------|--|----------------|-----------|--|
| Index | Priority | Action | Owner | Target/s | Q4 Value | Q4 Status | Manager Commentary |
| ECON1 | Enabling Economic Opportunity | Deliver the Economic Development Strategy and accompanying action plan. | Head of Economic Development | Deliver 100% of the Economic Development action plan. | See commentary | On Target | The service experienced disruption in Q4 2024/25, due to staff vacancies, however good progress has been maintained in delivering the Economic Development Strategy. Recruitment for a new Economic Development Manager has been completed. The new officer will start in September 2025. |
| ECON2 | Enabling Economic Opportunity | Deliver initiatives to expand and deepen engagement with business. | Head of Economic Development | Following the introduction of a customer relationship management system (CRM), introduce a 'call and care programme' for local business (targeting support for twenty businesses annually, five quarterly) | See commentary | On Target | The Economic Development service has been developing a CRM system to support business engagement and service work programmes. Relationships with businesses are maintained through attendance of local business clubs and other networking events, as well as social media. Work is still in progress on strengthening the Local Economic Forum relationships and function, and improving the Economic Development website and marketing platforms to deliver clear communication. |
| | | | | Increase business participation in the Local Economic Forum (LEF). | | | |

| Index | Priority | Action | Owner | Target/s | Q4 Value | Q4 Status | Manager Commentary |
|-------|-------------------------------|--|------------------------------|---|---|-----------|---|
| ECON3 | Enabling Economic Opportunity | Continue to distribute the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) and explore opportunities to develop a legacy beyond the funding period. | Head of Economic Development | Total - £4,283,101 UKSPF - £3,742,641 REPF – £540,460 | Both the UKSPF and REPF were fully allocated by 31st March 2025. | On Target | The Council successfully allocated all of the UK Shared Prosperity and Rural Fund monies before the end of the programme (March 31 st 2025). |
| ECON4 | Enabling Economic Opportunity | Embed and strengthen the Local Economic Forum as a key institution for local stakeholders to shape the district's approach to skills, business support and investment. | Head of Economic Development | Attend 12 events (annually) with Town Councils and local business clubs. Attend 3 events quarterly | Total business events attended YTD – 31 Events attended in Q4 - 23 | On Target | The Business & Skills Officer attended 11 events including 2 x Meet the Buyer SKDC events, 2 x Skills Summits, 1 Drop-in business surgery The Visitor Economy Officer attended 4 events including 2 town councils The Grantham Town Engagement Manager (GTEM) attended 8 events |
| ECON5 | Enabling Economic Opportunity | Work with the Lincolnshire Growth Hub to support businesses start, succeed and grow. | Head of Economic Development | To support 60 businesses, create 100 jobs and attract 2 inward investment projects. | 18 businesses and 4 individuals were supported in Q4 throughout South Kesteven. | On Target | A total of 18 businesses were supported by the Growth Hub in Q4 and 4 individuals were supported by NBV Enterprise Solutions Ltd throughout South Kesteven. For 2024/25, 114 businesses have been supported by Business Lincolnshire through their programmes and advisers at the Growth Hub and NBV. Feedback (from quarterly reports and directly received by the B&S Officer) from businesses utilising support from Business Lincolnshire is positive, with South Kesteven business engagement remaining high. |

| Index | Priority | Action | Owner | Target/s | Q4 Value | Q4 Status | Manager Commentary |
|-------|-------------------------------|--|--|---|----------------|-----------|--|
| ECON6 | Enabling Economic Opportunity | Strategically leverage the Council's procurement spend to maximise social value. | Head of Economic Development | Introduce an SKDC Procurement Charter to exploit local employment and supply change opportunities. | See Commentary | On Target | Two "Meet the Buyer" Procurement events to support local businesses were held in January 2025. These events were designed to engage with our local business community and to improve their understanding of new regulations and offer greater transparency over local authority procurement processes. At the Stamford event (held on 30/01/25) 60% of those organisations that had signed up for the event attended. The Grantham event receiving an attendance rate of 47%. Follow-on activity from the events has included meetings with senior officers and local businesses to further boost understanding for local businesses of the support they can access (e.g. Business Lincolnshire advisers.) |
| | | | | Introduce a statement of principles and publish guidance for suppliers on how to do business with Council | | | |
| | | | | Provide the opportunity for contracts frame work and supply chain opportunities by delivering 2 procurement events. | See Commentary | | |
| ECON7 | Enabling Economic Opportunity | Consider targeted interventions – planning powers and schemes, to achieve high-quality regeneration across the district and explore options to unlock stalled sites. | Head of Economic Development | Identify site constraints and opportunities to unlock sites and Develop an investment prospectus to promote the district regionally and nationally. | See Commentary | On Target | The Commercial Property study has been finished. Officers will consider its contents and what follow-on action is required to support industry. |
| ECON8 | Enabling Economic Opportunity | Bring forward a step change in the way Council-run Street markets are presented, operated, marketed and promoted. | Head of Waste Management & Market Services | Deliver 100% of the Operational Delivery Plan actions. | See Commentary | On Target | The Council-led markets Action Plan was presented to the Finance & Economic Committee in February 2025. |

| Index | Priority | Action | Owner | Target/s | Q4 Value | Q4 Status | Manager Commentary |
|-------|-------------------------------|--|---|--|----------------|---------------|--|
| ECON9 | Enabling Economic Opportunity | Develop a long-term approach to regeneration and be prepared for investment and funding opportunities. | Head of Economic Development | Develop a regeneration plan and portfolio of sites for project opportunities | See Commentary | Below | Due to vacant posts there has been no further progression on these actions during Quarter 4. Activities will continue in 2025/26 once the vacancies have been filled. |
| COUN6 | Effective Council | Ensure the tax collection process is always effective, efficient, timely and fair. | Head of Service (Revenues, Benefits & Community Engagement) | % Council Tax collected (Monthly) | 98.33% | Below Target | <p>The amount collected in 2024/25 is compared to the amount collected at the same time in 2023/24.</p> <ul style="list-style-type: none"> % Council Tax collected (Monthly) - 98.33%, this is 0.04% below target or £42,270 % Business Rates collected (Monthly) - 98.68% this is 0.38% below target or £163,129. % SKDC Rental Income collected (Monthly) - 96.02%, therefore collection is 1.33% or £398,191 below target. |
| | | | | *% Business Rates collected (Monthly) | 98.68% | Below Target | |
| | | | | % SKDC Rental Income collected (Monthly) | 96.02% | Below Target | |
| COUN7 | Effective Council | Deliver a balanced, sustainable financial plan over the medium term. | Assistant Director of Finance | Successful management of approved budget. | See Commentary | On Target | The Budget 2025/26 was approved by Council in February with a sustainable medium term forecast. There are likely to be Government funding changes however that put pressure on District Council budgets from moving forward which the Council is closely monitoring |
| COUN8 | Effective Council | Implement and embed the new finance system. | Assistant Director of Finance | % of users accessing the system. | See Commentary | Behind Target | The delivery timescale of the project has been extended due to staffing shortages and competing deadlines of year end resulting in a revised Go Live date of August 2025. |
| | | | | % reports generated from the system within 5 working days of the months end. | | | |

| Index | Priority | Action | Owner | Target/s | Q4 Value | Q4 Status | Manager Commentary |
|--------|-------------------|--|---------------------------------|---|----------------|----------------------|---|
| COUN9 | Effective Council | Deliver the IT Roadmap, ensuring all systems meet the needs of internal and external customers, and explore opportunities for new technologies and innovation. | IT Manager | % of service desk tickets resolved within 1 day. (80% - Standard SLA is 5 working days) | 96.44% | On Target | The team have successfully exceeded KPI targets for service support, and system availability and security throughout 2024/25. |
| | | | | Availability of main corporate systems (council tax, housing, planning) during primary working hours. (99%) | 99.9% | On Target | |
| | | | | To monitor system security and ensure data is not compromised (100% availability of security software) | 100% | On Target | |
| COUN12 | Effective Council | Ensure procurement is always compliant, fair and delivers value for money. | Procurement Lead | % of compliant contracts awarded with the value >25k | 100% | On Target | A refresh of the Contract & Procurement Procedure Rules (CPPR) has been undertaken, which will be presented to Governance & Audit in Q1 2025/26. |
| | | | | % of spend with registered SMEs | 39% | For information only | |
| COUN14 | Effective Council | Develop and deliver Planned Maintenance Strategy and accompanying action plan. | Head of Service (Property & IT) | Develop and adopt the strategy and action plan. | See Commentary | Completed | The Corporate Property Maintenance Strategy was adopted by Cabinet in September 2024. Condition surveys had been carried out on all corporate assets in accordance with the Action Plan. Completed condition surveys are being uploaded to the Council's electronic asset management system. The information will be used to generate a work programme for the buildings concerned. |

Finance and Economic Overview and Scrutiny Committee Work Programme 2025-2026

| REPORT TITLE | LEAD OFFICER | PURPOSE | ORIGINATED |
|--|--|--|--------------------------------|
| 24 JULY 2025 | | | |
| Corporate Plan 2024-27: Key Performance Indicators Report - End-Year (Q4) 2024/25 | Lead Officer: Charles James (Policy Officer) | To present the Council's performance against the Corporate Plan 2024-27 Key Performance Indicators (KPIs) for quarter 4 2024/25. | Standing item |
| Turnpike Depot Update | Lead Officer: Gyles Teasdale (Head of Service – Property and ICT) | To provide the Committee with an update. | Standing item |
| Outturn report | Lead Officer: Richard Wyles (Deputy Chief Executive) | This report provides the Governance & Audit Committee with the details of the Council's provisional outturn position for the financial year 2024/25 | Annual report |
| Local Council Tax Support Scheme Proposals 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | This report outlines the Council's proposed Local Council Tax Support Scheme for 2026/27 ahead of public consultation. | Annual Review and consultation |
| Discretionary Council Tax Payment Policy 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | This report provides an update on Discretionary Council Tax Payment (DCTP) expenditure and reviews the scheme in advance of the 2026/27 financial year, seeking comments from this Committee regarding the scheme for public consultation. | Annual Review and consultation |
| Discretionary Housing Payment Policy 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | This report provides an update on Discretionary Housing Payment (DHP) | Annual Review and consultation |

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|---|--|--|--|
| | Customer and Community) | expenditure and reviews the scheme in advance of the 2026/27 financial year, seeking comments from the Committee regarding the scheme for public consultation. | |
| Update on South Kesteven Economic Development Strategy 2024/28 | Lead Officer: Emma Whittaker (Assistant Director of Planning and Growth) | To provide the Committee with the latest update. | Requested at meeting held on 17 September 2024 |
| Six monthly update on Marketplace Footfall | Lead Officer: Melanie Brown (Grantham Engagement Manager) | To update Members on footfall of the marketplace and Grantham Town Centre. | Agreed for a 6-month update to be taken to Committee in July 2025. |
| 23 SEPTEMBER 2025 | | | |
| Turnpike Depot Update | Lead Officer: Gyles Teasdale (Head of Service – Property and ICT) | To provide the Committee with an update. | Standing item |
| UKSPF 25/26 allocation | Lead Officer: Emma Whittaker (Assistant Director of Planning and Growth) | To provide the Committee with the latest update. | Requested at meeting held on 13 May 2025 |
| Asset Management Strategy | Lead Officer: Gyles Teasdale (Head of Service – Property and ICT) | To provide the Committee with updated Asset Management Strategy following mid-term strategy review. | |
| Maintenance Strategy Action Plan Update | Lead Officer: Gyles Teasdale (Head of Service – Property and ICT) | To provide the Committee with update on progress of Maintenance Strategy Action Plan following previous update on in February 2025. | Requested at February 2025 meeting. |
| Quarter 1 Budget Monitoring Report | Lead Officer: Richard Wyles (Deputy Chief Executive) | To present the Council's year end forecast for the financial year 2025/26 as at the end of July 2025. | Quarterly reporting |
| St Martins Park Update (Verbal) | Lead Officer: Debbie Roberts (Head of Corporate Projects, Performance and Climate Change) | | |

| 18 NOVEMBER 2025 | | | |
|---|--|--|---|
| Turnpike Depot Update | Lead Officer: Gyles Teasdale (Head of Service – Property and ICT) | To provide the Committee with an update. | Standing item |
| Quarter 2 Budget Monitoring Report | Lead Officer: Richard Wyles (Deputy Chief Executive) | To present the Council's year end forecast for the financial year 2025/26 as at the end of September 2025. | Quarterly reporting |
| Local Council Tax Support Scheme Proposals 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | Outcome of consultation and recommendation to Council | Update from public consultation and FEOSC request on 24 July 2025 |
| Discretionary Council Tax Payment Policy 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | Outcome of consultation and recommendation to Cabinet | Update from public consultation and FEOSC request on 24 July 2025 |
| Discretionary Housing Payment Policy 2026/27 | Lead Officer: Claire Moses (Head of Service (Revenues, Benefits, Customer and Community)) | Outcome of consultation and recommendation to Cabinet | Update from public consultation and FEOSC request on 24 July 2025 |
| Fair Collection and Debt Recovery Policy | Lead Officer: | Review and refresh of existing policy and provide a recommendation to Cabinet | Cyclical review and refresh of policy |

Unscheduled Items

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|--------------------------------------|---|--|---------------|
| Turnpike Depot Update | Lead Officer: Richard Wyles (Deputy Chief Executive) | To provide the Committee with an update. | Standing item |
| Budget Monitoring Q3 Forecast | Lead Officer: Richard Wyles (Deputy Chief Executive) | To provide the Committee with the latest update. | Standing item |

The Committee's Remit

The remit of the Finance and Economic Overview and Scrutiny Committee will be to work alongside Cabinet Members to assist with the development of policy and to scrutinise decisions in respect of, but not limited to:

- Budget monitoring
- Budget setting
- Business rate relief
- Business trade and licensing (Policy)
- Business transformation
- Charitable rate relief
- Council-owned property, assets, and maintenance (non-council house)
- Customer access strategy
- Data protection reporting
- Economic development
- Fees and charges
- Large-scale development projects
- Medium term financial planning and national funding proposals
- Procurement
- Review of outturn
- Town centre developments and partnerships