

CABINET – 8 NOVEMBER 2021

A meeting of Cabinet will be held at 5.30pm on Monday 8 November 2021 in the Council Chamber at the Town Hall, Rugby.

Members of the public may also view the meeting via the livestream available on the Council's website.

Mannie Ketley
Executive Director

A G E N D A PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 11 October 2021.

2. Apologies.

To receive apologies for absence from the meeting.

3. Declarations of Interest.

To receive declarations of –

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Tuesday 2 November 2021).

Growth and Investment Portfolio

Nothing to report to this meeting.

Leisure and Wellbeing Portfolio

5. Event and Meeting Assistant at the Benn Hall.

Finance, Performance, Legal and Governance Portfolio

6. Finance and Performance Monitoring 2021/22 – Quarter 2.

7. Start times of meetings of the Council.

Communities, Homes, Digital and Communications Portfolio

8. The Safe Accommodation Strategy.

9. Community Grants Allocations for 2021/22.

10. Improving the resilience of telephone contact at Rugby Borough Council (report to follow).

11. City Fibre Infrastructure Proposal (report to follow).

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

12. Climate Change and Environmental Impact Assessment.

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

13. Climate Emergency Working Group – Change of Membership.

14. Treasury Management Report.

15. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Leisure and Wellbeing Portfolio

Nothing to report to this meeting.

Finance, Performance, Legal and Governance Portfolio

Nothing to report to this meeting.

Communities, Homes, Digital and Communications Portfolio

Nothing to report to this meeting.

Regulation and Safety Portfolio

Nothing to report to this meeting.

Change and Transformation Portfolio

Nothing to report to this meeting.

Operations and Traded Services Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

1. Write Offs.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers are attached.

Membership of Cabinet:

Councillors Lowe (Chairman), Mrs Crane, Miss Lawrence, Poole, Roberts, Ms Robbins and Mrs Simpson-Vince.

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title: Event and Meeting Assistant at The Benn Hall

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Leisure and Wellbeing

Portfolio: Leisure and Wellbeing

Ward Relevance: N/A

Prior Consultation: Legal and Finance

Contact Officer: Jayne Brannan - The Benn Hall Manager

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

(C) Climate
(E) Economy
(HC) Health and Communities
(O) Organisation

Summary: The introduction of a new position at The Benn Hall of 16 hours to support the Management Team in the delivery of bookings

Financial Implications: The introduction of the post will be met from current existing resources within the service, as a result of the approval of this paper a net-nil salary budget will be created with the existing budgets amended accordingly.

Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report
Legal Implications:	There are no legal implications arising from this report
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	To approve the creation of the new post to provide continuity and consistency from a casual offer to contracted offer. To reject the recommendation.
Recommendation:	(1) IT BE RECOMMENDED TO COUNCIL THAT a new post of Event and Meeting Assistant be added to the establishment; and (2) a net nil salary budget of £9,420 be created using existing Special Activities and Casual Salary budget.
Reasons for Recommendation:	To facilitate business continuity and quality of service through contracted hours and staff commitment.

Cabinet - 8 November 2021

Event and Meeting Assistant at The Benn Hall

Public Report of the Chief Officer - Leisure and Wellbeing

Recommendation

- (1) IT BE RECOMMENDED TO COUNCIL THAT a new post of Event and Meeting Assistant be added to the establishment; and
- (2) a net nil salary budget of £9,420 be created using existing Special Activities and Casual Salary budget.

1. Introduction

1.1 The Benn Hall currently has a staffing structure to deliver the performance and operational objectives which consists of just 114 hours per week. This gives a staffing structure of:

- The Benn Hall Manager (37hrs)
- Operations Manager (37hrs)
- Bar Manager (20hrs)
- Administrator (20hrs)

1.2 As a minimum each week these hours have to cover box office opening times of 10am to 2pm Monday to Friday equating to 25hrs which includes the opening and closing down of the building.

1.3 The availability and coordination of physical bookings is therefore restricted to a maximum of 89 hours per week once the Box Office is accounted for. This is further reduced as some bookings require 2 members of the team to facilitate.

1.4 During the past 5 years the Benn Hall team has strived to improve the image and reputation of the venue through reviewing the service business and marketing strategies. This has seen the service develop and enhance its reputation as a reliable and friendly multi-functional Venue, able to provide the residents of Rugby with excellent customer care and entertainment, making The Benn Hall a go to venue in Rugby.

1.5 These customer experiences for residents, promoters and agents now put the venue in a position to be able to offer larger audience profile events featuring household names such as Sir Geoff Hurst, Chrissy Rock, Showaddywaddy, The Dublin Legends and comedian Sue Pollard.

1.6 This ensures residents have greater opportunities to stay in Rugby for their leisure time and reduces the need to travel out of district to Coventry, Leamington or Northampton, benefiting the local economy.

1.7 To continue to deliver this growth and the quality customer experience, the venue requires additional staffing to its existing contracted structure. There are a variety of front of house tasks that are undertaken for the shows that are carried out by current staffing. However, these tasks take officer time away from more significant duties such as invoicing, partnership building and general facility management.

1.8 Through introducing a new role, the organisation can rely upon a single point of contact through consistent hours and expectations. This means resources that are currently stretched and colleagues are covering additional duties and customer service pressures in order to maintain the high standards will have the necessary support to focus on task completion.

1.9 At present, over 50% of weekend days are booked for 2022/23 with 29 Saturdays and 27 Sundays already having confirmed bookings. As with 2021/22 the venue expects to see occupancy in excess of 80% at the weekend every year at The Benn Hall.

1.10 Highlights of next year's events calendar include The Kilkenny's, Hermans Hermits, The Specials, The South and Foster & Allen with several other high profile names expected to announce before Christmas. All of these alongside the continued community bookings from Myton Hospice, Air Ambulance, Rotary and Blood Donating.

2. Event & Meeting Assistant

2.1 To support continued growth and develop business opportunities to work towards being a successful entertainment venue in Rugby, there presents a need to review the staffing structure, utilisation of casual staff and secure committed hours.

2.2 A 16-hour post has been developed to support the specific delivery of corporate bookings and events following a successful trial period with forward planning of the casual budget to scope the role requirements.

2.3 Upon the reopening of The Benn Hall to public events and shows, a trial period has been undertaken using a casual member of staff and a commitment to regular weekly hours to support the delivery functions of the service. This support has been met from the existing casual budget and enabled a consistent approach to the front line customer services and roles within the service.

2.4 The person specification and job description has subsequently been developed and evaluated through Human Resources. The evaluated cost of this role has been confirmed as a Grade A with the position for 16 hours being £9,420 including all oncosts.

2.4 The Benn Hall proposes to use its current resources and budgets to meet the financial requirements of the post. This includes a reallocation of casual salaries and analysis of casual staff hours from 2019/2020 and forward planning the bookings for 2021/22.

2.5 It is therefore anticipated that there will be no additional expenditure required for this post. And the post will be funded through the reduction of the following budgets.

- Special Events/Activities – reduce by £4,000
- Casual Staffing Budget – reduce by £5,420

3. Conclusion

3.1 The Benn Hall has developed its programme of events and bookings over the last 5 years that has seen growth in its utilisation and focus on types of events delivered. To support the growth and operation of the building, further contracted staff support is required to provide consistency of availability.

3.2 Following a review of casual staffing and a successful trial period of utilisation of casual staffing, the opportunity exists to develop the service to include the additional support.

3.3 It is therefore recommended that this post be approved for The Benn Hall from April 2022 and becomes a permanent addition to the Benn Hall establishment.

Name of Meeting: Cabinet
Date of Meeting: 8 November 2021
Subject Matter: Event and Meeting Assistant at The Benn Hall
Originating Department: Leisure and Wellbeing

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Finance & Performance Monitoring 2021/22-Quarter 2

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Finance and Performance

Portfolio: Finance, Performance, Legal and Governance

Ward Relevance: All wards

Prior Consultation: None

Contact Officer: Jon Illingworth, Section 151 and Chief Financial Officer, jon.illingworth@rugby.gov.uk, 01788 533410

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: This report sets out the anticipated 2021/22 financial and performance position for the Council based on data at 30 September 2021 (Quarter 2). It also presents proposed 2021/22 budget adjustments for approval as required by Financial Standing Orders.

Financial Implications:	As detailed in the main report.
Risk Management Implications:	This report is intended to give Cabinet an overview of the Council's forecast spending and performance position for 2021/22 to inform future decision-making.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	No new or existing policy or procedure has been recommended
Options:	Members can elect to approve, amend or reject the budget requests listed at recommendations 2 to 4.

Recommendation:

RECOMMENDATION

1. The Council's anticipated financial position for 2021/22 be considered;
2. Various capital virements for 2021/22 as detailed in section 6 be approved;

IT BE RECOMMENDED TO COUNCIL THAT:

3. A supplementary General Fund revenue budget of £0.080m for 2021/22 for increased agency costs within Planning; to be financed through increased Planning income be approved;
4. A General Fund budget virement of £0.080m for 2021/22; to reduce expenditure budgets within services (as detailed in section 6) where savings have been identified and a corresponding reduction in the 2021/22 corporate savings target be approved;
5. Performance information in section 7 and Appendix 3 be noted.

Reasons for Recommendation:

A strong financial and performance management framework, including oversight by Members and the Leadership Team, is an essential part of delivering the Council's priorities and statutory duties.

Cabinet - 8 November 2021

Finance & Performance Monitoring 2021/22- Quarter 2

Public Report of the Chief Financial Officer

RECOMMENDATION

1. The Council's anticipated financial position for 2021/22 be considered;
2. Various capital virements for 2021/22 as detailed in section 6 be approved;

IT BE RECOMMENDED TO COUNCIL THAT:

3. A supplementary General Fund revenue budget of £0.080m for 2021/22 for increased agency costs within Planning; to be financed through increased Planning income be approved;
4. A General Fund budget virement of £0.080m for 2021/22; to reduce expenditure budgets within services (as detailed in section 6) where savings have been identified and a corresponding reduction in the 2021/22 corporate savings target be approved;
5. Performance information in section 7 and Appendix 3 be noted.

1. INTRODUCTION

This is the second of the quarterly finance and performance monitoring reports for 2021/22, which combines finance (revenue and capital) as well as performance for General Fund (GF) and Housing Revenue Account (HRA). The year-end forecasts for 2021/22 are based on actual expenditure from 01 April 2021 to 30 September 2021 (Quarter 2) plus any significant changes that have developed thereafter. The report also includes proposed 2021/22 budget adjustments which are recommended for approval by Members.

The key sections of the report are laid out as follows:

- Background - Section 2
- General Fund (GF) Revenue Budgets and Performance - Section 3 & Appendix 1.
- Housing Revenue Account (HRA) Revenue Budgets & Performance- Section 4 & Appendix 2.
- Capital Budgets - Section 5 and Appendices 1 (GF) & 2 (HRA).
- Further detail on recommendations for approval- Section 6.
- Corporate Performance information- Section 7 & Appendix 3.

Throughout the report, pressures on expenditure and income shortfalls are shown as positive values. Savings on expenditure and additional income are shown in brackets.

2. BACKGROUND

2.1 In the last financial year the country faced extreme challenges from the impact of COVID-19 and these unprecedented times have required central and local government to respond to support businesses, residents and services.

Section 3.2 provides an update on the Council's position and continued response to the COVID-19 pandemic.

2.2 Following the declaration of a Climate Emergency in 2019, the Council agreed to establish a cross party working group to advise on the actions and timescales towards achieving carbon neutrality by 2030. Any updates and financial implications will be provided in future reports, as appropriate.

2.3 The Quarter 1 report reported a forecast balanced position overall but highlighted the pressures seen within fees and charges income due to the continued slow recovery as a result of the COVID-19 pandemic. These pressures have been mitigated by the use of the budgeted Covid recovery fund and the use of the Budget Stability Reserve has been flexed where necessary.

3. GENERAL FUND (GF) REVENUE BUDGETS

3.1 GF Overview and Key Messages:

The current reported year-end forecast for 2021/22, based on the position as at Quarter 2, is a balanced position with no variance to the overall GF revenue budget. As mentioned in section 2, the Covid recovery fund and Budget Stability Reserve have been used to achieve a balanced position.

However, it needs to be noted that there is an increased risk of continued pressures which will continue to be reviewed and considered.

The major factors to consider are as follows:

- The impact of continued increased demand on Council services.
- The impact of continued pressures on service providers, local businesses and the general public.
- Review of pressures resulting from required changes that will need to be in place to ensure a safe environment for both staff and customers.
- Any financial impact of the implementation of recovery plans over the short to medium term.
- The inability to speculate over what lies ahead over the coming months following the lifting of government restrictions.
- The impact of the pay award which is still under negotiation.

Whilst the current reported position is showing a balanced position the Council continues to face challenges in the recovery from the impact of COVID-19.

Further details of portfolio variances and key performance indicators can be seen in Appendix 1.

Although the overall position is balanced, the following significant items should be noted-

There is a pressure of **£0.948m** from GF Portfolios, which is an adverse movement of £0.175m when compared with the previous Quarter 1 report. This overall reported variance has arisen mainly from the loss of income due to the ongoing impact of COVID-19 and increased costs seen within the Housing Benefit budget as detailed below.

- The services and portfolios most affected by loss of income are as follows:
 - Operations and Traded Services reports a pressure of £0.320m from loss of income within Trade Waste and Household Green Waste collection. The current forecast reflects an adverse movement of £0.039m which incorporates the transfer of vacancy savings of £0.032m to the Corporate Savings Target (see recommendation for approval).
 - Regulation and Safety reports a pressure of £0.130m, partly as a result of Car Parking income being forecast to be significantly below budget with an anticipated shortfall of £0.185m. The current forecast reflects a favourable movement of (£0.041m) from estimated increased income within Crematorium and Cemetery Services.
 - Leisure and Wellbeing reports a pressure of £0.153m, partly due to a forecast loss of income within the Benn Hall and sports and recreation services. The current forecast reflects a favourable movement in income forecasts of (£0.018m)
 - Growth and Investment reports a pressure of £0.024m which is a favourable movement of (£0.061m) following the review of planning income forecasts.
 - However, Communities and Homes reports a pressure of £0.212m largely due to the pressure on Housing Benefit Payments of £0.175m from the continued reduction in the level of housing benefit overpayments and the roll out of Universal Credit.
- Appendix 1 provides details of the loss of income to services which totals £0.874m of which (£0.127m) is forecast to be offset by Government funding of 75p in every £1. It should be noted that this Government funding is only available for the first Quarter of 2021/22 (to 30th June 2021) and the forecast position reflects this.
- Corporate items report a savings total of **(£0.948m)**. This includes a saving of (£0.047m) on Minimum Revenue Provision (MRP) and (£0.325m) on Net Cost of Borrowing (NCOB) due to the associated borrowing costs being lower than expected due to preferential investment rates. (£0.747m) was released from the centrally held budget of £1.100m to mitigate against pressures from the impact of COVID-19 causing loss of income within services. There is a reduction in the forecast against the budgeted use of the Budget Stability Reserve of 0.468m as it

is anticipated that the full amount of (£0.671m) will no longer be required to be drawn down. This is partly due to use of New Burdens funding of (£0.297m), as approved in the Quarter 1 report.

2021/22 Savings and Income Proposals

- Total Portfolio Service savings of (£0.371m) - (£0.348m) are risk assessed as green and deliverable. (£0.023m) is assessed as amber and continues to be monitored.
- It needs to be noted that some of the 2021/22 increased income budgets totaling (£0.366m) are at significant risk of non-delivery and are included in the forecast loss of income. (£0.200m) is risk assessed as green and deliverable. The balance of (£0.166m) is assessed as amber and relates to the increase applied to Garden waste collection in 2021/22 and has not been fully delivered. However, it is currently anticipated that (£0.097m) will be achieved out of the (£0.166m) target.
- Corporate, Salary and Digitalisation savings of (£0.403m) – The current forecast assumes that this budget will be delivered in full. At Quarter 2, (£0.080m) savings have been identified and a recommendation has been made within this report to adjust the budgets accordingly.

Any savings at risk of delivery continue to be reviewed to take action to mitigate wherever possible and updates will be provided in future reports.

Reserves

The table below shows the anticipated balance in the GF balances at 31 March 2022 based on the forecasts at Quarter 2.

	Forecast in-year change £000s	Balance £000s
Reported Balance Final Outturn 2020/21		(2,250)
Net amount to be added to balance	0	
Anticipated GF Balance at 31 March 2022		(2,250)

Table 1 – Summary General Fund Balances in Reserve.

The final Outturn report for 2020/21 reported an estimated balance of (£2.250m) which is subject to any changes that may occur as a result of any findings arising from the audit of the Financial Statements. The Statement of Accounts forwarded to Audit & Ethics Committee for approval following external audit has no changes in the levels of General Fund Balances or Earmarked Reserves.

3.2 Coronavirus pandemic (COVID-19)

As part of the local government finance settlement 2021/22, the government announced a continued package of COVID-19 support for councils and additional support for businesses and communities.

As reported in June, Rugby Borough Council has been allocated (£9.986m) to pass directly to residents and businesses, plus (£0.916m) other COVID-19 support grants to address pressures of COVID-19.

In addition, since the initial lockdown on 23 March 2020 local authorities have been required to report on a monthly basis to MHCLG. These have included updates on the impact of the Coronavirus pandemic from both a financial and non-financial perspective. This information has enabled the government to recognise the financial support required to ensure that cash flow pressures can be limited, and local authorities can continue to serve their communities.

The forecast service loss of income pressures included in the Q2 forecast are £0.874m.

Whilst services are continuing to take action to minimise cost pressures wherever possible, the reported forecast pressures mentioned in earlier sections of this report have been mitigated by following;

- 1) Centrally held budget of £1.100m with incorporates the Tranche 5 Emergency Grant of (£0.510m) and grants for new burdens of (£0.297m) Therefore, the expected draw down from the budget stability reserve is forecast to be less than estimated when the budget was set.
- 2) The co-payment scheme to compensate local authorities for irrecoverable losses in 2021/22 from eligible sales, fees and charges under the scheme. Under this scheme, council's bear the first 5% of losses compared to budgeted income and the government will compensate 75p in every pound of loss thereafter. However, this scheme is only available until the 30 June 2021, therefore this will not cover the full year anticipated loss. The forecast estimate includes a total (£0.127m) to be recovered from government.

Council Tax

In the Spring 2020 budget, the Government recognised that COVID-19 was likely to cause fluctuations in household incomes and as a result, some individuals may struggle to meet Council Tax payments.

The largest cause of Council Tax losses is due to the increase in the number of taxpayers claiming Council Tax Support (CTS). The implication of rising Council Tax Support cases is that it reduces the tax base and the amount of Council Tax income collectable.

There are still significant downside risks from CTS, especially if unemployment pushes applications higher over future months.

At 30 September 2021, the Council Tax base was 3.07% above budget. New properties are coming on the valuation list, and the increase in the tax base is currently offsetting increases in CTS. It is not clear yet whether there will be another spike in CTS and the extent of any collection fund surplus or deficit. This will be monitored closely over the coming months.

Business Rates

The Council sets its business rates income budget based on data submitted to Government on 31 January each year. It was forecast that the Council would collect (£52.008m) of business rates during 2021/22, of which Rugby Borough Council would retain (£6.114m).

Net Rates Payable at the end of Quarter 2 are 6.58% lower than estimated in the NNDR1. As explained below;

- There has been no business rates income from the J1 service station, as the assessment from the Valuation Office has not been received. When it is, a backdated business rates bill will be issued.
- On 3 March 2021 the government confirmed the expanded retail discount scheme would continue to apply in 2021/22 at 100% for three months, from 1 April 2021 to 30 June 2021, and at 66% for the remaining period, from 1 July 2021 to 31 March 2022. This is fully funded by COVID-19 s31 grant funding and there is no financial impact on the Council.

In the long term, it is possible there will be a permanent reduction in the “footprint” occupied by the business sector, which means that business rates may never recover fully.

There is no evidence to date that non-collection will be a driver of business rates losses. A significant number of ratepayers are receiving COVID-19 grants and up to 100% relief. This will continue to be monitored in the coming months.

This makes it difficult to forecast the extent of any collection fund deficit at this stage.

4 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS

4.1 Context

Housing Rents were set by Council on 2 February 2021. Council agreed to a rent uplift of 1.5% (CPI + 1%) for 2021/22 in line with government guidance on Social Rent policy for the period 2020/21 to 2024/25.

4.2 HRA Overview and Key Messages

The total approved HRA budget is £17.280m. At Quarter 2, it is anticipated that the yearend variance at 31 March 2022 will be a pressure of **£0.122m**. The key variances are detailed in Appendix 2.

- £0.176m - An income shortfall predominantly related to the decant of properties at the Rounds Gardens site being quicker than anticipated.
- £0.090m - An estimated budget pressure due to the amount of Council Tax that might have to be paid on vacant properties.
- (£0.125m) - An anticipated reduction in security patrol expenditure due to the faster than expected decant of the Rounds Gardens site.
- £0.104m – An anticipated net budget pressure on interest payable/receivable on loans/investments, due to the investment returns for the PWLB borrowing held for the high-rise scheme, being lower than the interest rate of the loan, due to current market activity.

The HRA budget includes a £0.276m supplementary budget to fund additional resources in the Property Repairs Team to support the backlog of repairs caused by lockdown restrictions. This budget is being utilised to employ agency Trade staff for a six-month period. There is also a backlog of repairs invoices which need to be validated and this may have an impact on the forecast variance at the end of 2021/22.

The table below shows the anticipated balance in the Housing Revenue Account at 31 March 2022 based on the forecasts at Quarter 2.

	Forecast in-year change £000s	Balance £000s
HRA Balance at 01 April 2021		(5,085)
Forecast variance at the end of 2021/22	122	
Net amount to be (added to)/deducted from balances		122
Anticipated HRA Balance at 31 March 2022		(4,963)

Table 2– Summary HRA Balances

5. CAPITAL

The Council's latest approved capital programme (GF and HRA) is £43.049m. The programme has a forecast variance to year end of **(£19.202m)** against the budget.

Budget Area	Approved Budget	Forecast Spend	Budget Request	Year-End Variance
	£000	£000	£000	£000
General Fund	13,858	10,090	0	(3,768)
HRA	29,191	13,757	0	(15,434)
Total	43,049	23,847	0	(19,202)

Table 3– Summary Capital budgets

5.1 General Fund – Capital (Appendix 1)

The latest approved GF capital programme is £13.858m. The programme has a forecast variance to year end of **(£3.768m)** made up of:

- (£3.344m) potential slippages to 2022/23, mainly relating to the delay in the drawdown of the loan facility of (£2.4m) for the Sherbourne Recycling scheme
- (£0.250m) potential saving on Corporate Property Enhancements whilst the future of the Town Hall complex is being considered.

Full details of the position for each project are set out in Appendix 1.

5.2 Housing Revenue Account (HRA) – Capital (Appendix 2)

The latest approved HRA capital programme is £29.191m. The programme has a forecast variance to year end of **(£15.434m)** made up of:

- (£14.091m) of potential slippages to 2022/23, mainly related to (£8.416m) on House Purchases and ongoing costs to the project at Rounds Garden (£5.500m) where spend is anticipated to be incurred in 2022/23.
- (£1.000m) related to Garages project which is no longer going ahead
- (£0.420m) forecast savings on various refurbishment costs to council houses
- £0.077m of overspend on Biart Place Demolition due to asbestos costs.

Full details of the position for each project are set out in Appendix 2.

6. SUPPLEMENTARY BUDGET REQUESTS AND VIREMENTS

Details of the supplementary budgets and virements, where approval is sought, are set out below:

Supplementary Budget Requests for approval by Full Council

Budget Area	Supplementary Budget Request	Description
	£000	
General Fund		
Revenue	80	Additional expenditure budget for agency costs within Planning for 2021/22 to meet the backlog of planning applications
Subtotal	0	
Revenue	(80)	Additional Planning income budget for 2021/22 based on current estimations to be used to offset the cost of agency staff in the Planning Service.
Total	0	

Table 4– Supplementary Budget Requests further details- for approval by Council

Virement Requests for approval by Cabinet

Budget Area	Virement Request	Description
	£000	
GF		
Capital	15	Virement from Whinfield Open Spaces Refurbishment to Rokeby Open Spaces Refurbishment to realign budget requirements
Capital	7	Virement from Digitalisation Capital to Digitalisation and Development Programme to merge the schemes
Subtotal	22	
Capital	(15)	Virement from Whinfield Open Spaces Refurbishment to Rokeby Open Spaces Refurbishment to realign budget requirements
Capital	(7)	Virement from Digitalisation Capital to Digitalisation and Development Programme to merge the schemes
Subtotal	(22)	
Total	0	
HRA		
Capital	40	Virement from Kitchen Modifications Voids to Fire Risk Prevention Works Voids to realign budgets requirements
Subtotal	40	
Capital	(40)	Virement from Kitchen Modifications Voids to Fire Risk Prevention Works Voids to realign budgets requirements
Subtotal	(40)	
Total	0	

Table 5– Virement Requests further details- for approval by Cabinet

Virement Requests for approval by Full Council

Budget Area	Virement Request	Description
	£000	
GF		
Revenue	80	Reduction in the centrally held Corporate Savings Target
Subtotal	80	
	(32)	Reduction in salaries budget for 2021/22 due to an underspend from vacancies within the Highways service
	(28)	Reduction in salaries and events budgets within Economic Development for 2021/22 due to a vacant post & underspends from a town centre event which is not going ahead this year.
	(20)	Reduction in salaries budget for 2021/22 only due to underspend from vacancies within the Safety and Resilience service.
Subtotal	(80)	
Total	0	

Table 6– Virement Requests further details- for approval by Council

7. PERFORMANCE SUMMARY

The data for Quarter 2, 2021/22 can be seen in Appendix 3.

Training on the RPMS is available to Members and can be requested by contacting the Corporate Assurance & Improvement team. Training involves learning how to navigate the system, how to interpret the data and development of personalised performance dashboards. This can be arranged for a time to suit Members, either during the day or evening.

If you wish to request training or if there is specific piece of performance data not covered in the appendix on a particular subject matter that you wish to review, then please request a performance report from the Corporate Assurance & Improvement team by emailing rpmssupport@rugby.gov.uk

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Finance & Performance Monitoring 2021/22- Quarter 2

Originating Department: Finance and Performance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Appendix 1 - Cabinet Summary as at September 2021 (Quarter 2)- General Fund (GF)

Revenue Forecasts - Key variance information

Service	Current Net Budget	Exp to date plus commitments	Forecast	Employee Variance	Running Cost Variance	Income Variance	Pending Supplementary Budget/Virement	Total Variance	Reasons for variance
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Communities, Homes, Digital and Communications	2,438	3,959	2,649	66	25	120		212	<p>Pressures</p> <ul style="list-style-type: none"> - £57,000 in ICT Services due to pressures on various systems, of which most is the additional cost of the IBS system. - £57,000 in Welfare Services due to underachievement of income for the Lifeline service due to a competitive market. - £24,000 in the Corporate Property Administration service largely due to additional salary costs projected for 2021/22. - £175,000 in the Housing Benefits Payments Service due to the continued reduction in the level of housing benefit payments due to the roll out of Universal Credit <p>Savings</p> <ul style="list-style-type: none"> - (£24,000) in the Apprenticeship Service following a number of Apprentices successfully moving into permanent roles within the Council. The saving relates to timing of when the Apprentices have moved on and when the next recruits will start. - (£35,000) within the Housing Strategy and Enabling service- a one-off saving has arisen due to a vacant post following the successful appointment of the new Chief Officer for Communities and Homes. <p>Other minor pressures/savings total (£42,000) including income to be received from the MHCLG Sales, Fees and Charges Scheme.</p>
Finance, Performance, Legal and Governance	2,894	1,591	2,990	74	15	7		96	<p>Pressures</p> <ul style="list-style-type: none"> - £103,000 Financial Services - a market shortage of suitably qualified accountants has resulted in long term vacancies within the Financial Services Team being covered by agency staff - £16,000 General Financial Services Pressure on consultants re carrying out due diligence work on potential counterparty partners for future treasury activity <p>Savings</p> <ul style="list-style-type: none"> - (£20,000) Council Tax & Business Rates due to staff vacancies and Saving on postage due to increase in digitalisation. - (£15,000) Retired Employees - anticipated Saving due to reducing numbers in the scheme <p>Other minor pressures totalling £12,000</p>
Growth and Investment	1,501	645	1,497	52	54	(82)	(28)	24	<p>Pressures</p> <ul style="list-style-type: none"> - £24,000 Planning Service due to additional Legal costs following planning appeal <p>A recommendation has been made within the main report to vire (£28,000) savings budget within Economic Development to the 2021/22 Corporate Savings Target</p>
Leisure and Wellbeing	3,205	3,440	3,358	(105)	(143)	401		153	<p>Pressures</p> <ul style="list-style-type: none"> - £78,000 Sport & Recreation due to the impact of COVID-19 a number of services have still yet to restart such as youth clubs - £113,000 Benn Hall due to the impact of the COVID-19 the service did not fully restart operations until midway through August, the impact of this has caused projected losses on Bar Sales and Room Hire. <p>Savings</p> <ul style="list-style-type: none"> - (£29,000) Art Gallery & Museum - The saving relates to salary savings following vacant positions <p>Other minor savings totalling (£9,000)</p>
Operation and Traded Services	3,963	1,654	4,251	(122)	237	205	(32)	320	<p>Pressures</p> <ul style="list-style-type: none"> -£162,000 Trade Waste - anticipated underachievement of income £235,000 which reflects the current uptake mitigated by (£41,000) savings on vacancies and (£37,000) savings against removal of waste. -£86,000 Household Green Waste - mostly due to an underachievement of income £69,000. This year has seen a similar uptake of subscribers to 2020/21, however new home subscriptions have been offset with a reduction in renewals. -£62,000 Domestic Waste/Recycling collections - £70,000 of additional costs relating to haulage and £60,000 costs due to vacancies and agency staff. These Pressures have been mitigated by an overachievement of (£50,000) s106 funding for bin provision for Houlton and (£14,000) additional income from WCC for haulage credits. -£29,000 Street Cleansing - Pressures on the costs of contract hire plus other minor Pressures on staffing and general running expenses together with a projected underachievement of income <p>Savings</p> <ul style="list-style-type: none"> - (£25,000) Street Scene/ Highways - (£32,000) saving from vacancies offset by £7,000 minor pressures. A recommendation has been made to vire the (£32,000) budget saving from salaries towards the 2021/22 Corporate Savings Target <p>Other minor pressures/savings total £6,000</p> <p>Forecasts include estimated income of (£21,500) for Trade Waste to be received from the MHCLG Sales Fees & Charges Scheme</p>
Regulation and Safety	1,317	987	1,427	(80)	68	143	(20)	130	<p>Pressures</p> <ul style="list-style-type: none"> - £202,000 in the Car Parks service due to the underachievement of income following the ongoing impact COVID-19 is having on visitors to the town centre for work and leisure. <p>Savings</p> <ul style="list-style-type: none"> - (£32,000) in the Safety & Resilience service as a result of savings arising from a vacant post. A recommendation has been made to vire (£20,000) of this towards the 2021/22 Corporate Savings Target <p>Other minor pressures/savings total (£7,000)</p> <p>Forecasts include estimated income of (£33,000) to be received from the MHCLG Sales, Fees and Charges Scheme.</p>
Executive Services	112	(240)	126	11	3	0		15	<p>Pressures</p> <ul style="list-style-type: none"> £17,000 within Human Resources- This pressure is due to the increased cost of wellbeing across the organisation. <p>Other minor pressures/savings total (£2,000)</p>
Transformation Change Unit	65	16	64	(3)	1	0		(2)	Minor pressures/savings total (£2,000)
Corporate Items	(4,497)	3,849	(5,364)	0	(948)	0	80	(948)	<p>Corporate Items</p> <p>(£747,000) relating to COVID-19. £1.1m budgeted expenditure is held centrally for potential loss of income/additional costs incurred across the Council as a consequence of the Covid pandemic. This amount of (£747,000) is offset by pressures within the services, shown above.</p> <ul style="list-style-type: none"> - (£47,000) due to Minimum Revenue Provision (MRP) and (£325,000) due to Net Cost of Borrowing (NCOB) -£468,000 relating to Corporate Reserves- estimated reduction in the budgeted requirement from the Budget Stability Reserve after accounting for the use of New Burdens grants of (£297,000). - £80,000- the pending budget adjustment reflects a reduction in the 2021/22 Corporate Savings Target of this amount; as a recommendation has been made to move budget savings from various services as shown in the portfolios above and in the main report
Grand Total	10,998	15,901	10,998	(107)	(689)	795	0	(0)	

Head Count- Vacancies

General Fund- FTE's at Q2 2021/22			
Portfolio	Budgeted FTE's	Actual FTE's at Q2	Vacant FTE's
Communities, Homes, Digital and Communications	98.79	93.93	(4.86)
Finance, Performance, Legal and Governance	53.47	47.50	(5.97)
Growth and Investment	29.47	28.29	(1.18)
Leisure and Wellbeing	38.93	33.65	(5.28)
Operation and Traded Services	123.79	112.27	(11.52)
Regulation and Safety	43.55	39.76	(3.79)
Executive Services	10.54	10.49	(0.05)
Transformation Change Unit	6.21	5.81	(0.40)
Total	404.75	371.70	(33.05)

Service Earmarked Reserves										
Name of reserve	Balance as at 1/04/21	Forecast contribution (to)/from	Forecast balance as at 31/03/22	Forecast contribution (to)/from	Forecast balance as at 31/03/23	Forecast contribution (to)/from	Forecast balance as at 31/03/2024	Forecast contribution (to)/from	Forecast balance as at 31/03/2025	Description
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
General Fund Balances	(2,250)	0	(2,250)	0	(2,250)	0	(2,250)	0	(2,250)	The GF outturn position based on Q2 is nil variance therefore no forecast contributions to/from the reserve
General Fund Carry forwards	(585)	585	(0)	0	(0)	0	(0)	0	(0)	The carry forwards have been drawn down to cover existing commitments
Business Rates Equalisation Fund	(11,637)	3,214	(8,423)	(1,060)	(9,483)	(621)	(10,104)	(987)	(11,091)	This reflects the forecasts as reported at year end 2021/22 and overs the cashflow of the business rates and impact of the collection fund. The drawn down in 2021/22 includes the budgeted collection fund deficit in 2021/22.
Budget Stability Fund	(3,048)	204	(2,844)	14	(2,830)	14	(2,816)	(50)	(2,866)	This is set aside to mitigate any budget pressures and the forecast is based on known items. The 2021/22 forecast has been flexed to account for additional new homes grants and the impact of any surplus/deficit within the quarterly reporting. This will continue to be reviewed throughout the year and updated where necessary.
Other Corporate Reserves	(1,681)	612	(1,068)	143	(926)	148	(778)	146	(632)	Assumes use of grants including S106 and estimated forecast in year use of revenue grants (£297,000 New Burdens grant)
Total Corporate Reserves	(19,201)	4,615	(14,586)	(903)	(15,489)	(459)	(15,949)	(891)	(16,840)	
Communities, Homes, Digital and Communications	(736)	65	(671)	110	(560)	109	(451)	107	(344)	This includes the Welfare Fund Reserves and the Energy Efficient Investment Fund
Finance, Performance, Legal and Governance	(42)	3	(39)	5	(34)	1	(33)		(33)	This includes the Insurance and professional finance training reserves
Change and Transformation	(1,000)	300	(700)	300	(400)	200	(200)	200	0	This includes the reserves for Transformation and Emergency Climate Change with £100,000 approved for the initial transformation costs
Growth and Investment	(192)	0	(192)		(192)		(192)		(192)	This reflects the balance on the Town Centre Improvement Fund
Leisure and Wellbeing	(224)	126	(98)	(6)	(104)	(6)	(110)	(6)	(116)	This includes the Hall of Fame Reserve; the forecast of £126,000 was approved to be drawn down in the Q1 report.
Operation and Traded Services	(68)	2	(66)	2	(64)	2	(62)	2	(60)	This is made of various operational service reserves
Regulation and Safety	(217)	30	(187)	(11)	(198)	(39)	(237)	(27)	(264)	This is made of various operational reserves including Bereavement Services reserves totalling (£105,000), Various Licenses reserves totalling (£90,000) and an Environmental Crimes reserve with a balance of (£20,000)
Total portfolio earmarked reserves	(2,479)	526	(1,952)	400	(1,552)	267	(1,285)	276	(1,009)	
Total Reserves	(21,680)	5,142	(16,538)	(503)	(17,042)	(192)	(17,234)	(615)	(17,849)	

Delivery of Approved Savings 2021/22	
Savings targets summarised by portfolio	Value £000s
Savings already saved or on track to be saved by the end of 2021/22	(41)
Total Finance, Performance, Legal & Governance	(41)
Savings already saved or on track to be saved by the end of 2021/22	(32)
Total Regulation & Safety	(32)
Savings already saved or on track to be saved by the end of 2021/22	(219)
Savings at risk of being achieved by the end of 2021/22	(23)
Total Communities, Homes, Digital & Communications	(242)
Savings already saved or on track to be saved by the end of 2021/22	(44)
Total Operations & Traded	(44)
Savings already saved or on track to be saved by the end of 2021/22	(12)
Total Leisure & Wellbeing	(12)
Grand Total	(371)

Capital Forecasts - Key variance information						
Portfolio	Current Budget	Exp to date & commitments	Full year forecast 2021/22	Pending Supplementary Budget / Virement	Total Variance	Comments
	£000s	£000s	£000s	£000s	£000s	
Communities, Homes, Digital and Communication Capital	4,786	334	4,147		(639)	<p>Pressures</p> <p>- £25,000 Changing Places Project - due to price increases for supplies and contractors requesting high specifications which increases the cost. Additional funding has been allocated from Warwickshire County Council.</p> <p>Potential slippages</p> <p>-(£250,000) Corporate Property Enhancements - whilst the future of the Town Hall complex is considered.</p> <p>Savings</p> <p>- (£80,000) CRM System - proposed savings as the ongoing costs for this project are budgeted within General Fund Revenue.</p> <p>-(£250,000) Corporate Property Enhancements - whilst the future of the Town Hall complex is considered.</p>
Finance, Performance, Legal & Governance Capital	69	31	69		0	
Leisure and Wellbeing Capital	1,542	502	1,507		(35)	<p>Pressures</p> <p>- £35,000 Open Spaces Refurbishment - pressure at Rokeby play area due to increased prices, to be funded from virement of £15,000 from Whinfield open spaces refurbishment and the balance will be met from s.106 contributions.</p> <p>Savings</p> <p>- (£40,000) Whitehall Recreation Ground - the scheme has been completed and no further budget is required.</p> <p>-(£15,000) Whinfield Open Spaces Refurbishment - saving to be utilised for a virement to meet additional costs of materials at Rokeby open spaces refurbishment.</p> <p>-(£15,000) Rokeby Play Area Refurbishment - potential budget saving on capital salaries</p>
Operation and Traded Services Capital	6,944	1,700	4,166		(2,778)	<p>Potential Slippages</p> <p>-(£378,000) Great Central Walk Bridges - for on going refurbishment as there has been a delay whilst waiting for expertise work to be carried out.</p> <p>-(£2,400,000) Sherbourne Recycling - the budget was requested for 2021/22 but the drawdowns of loan contributions start in 2022/23.</p>
Regulation and Safety Capital	518	40	202		(316)	<p>Potential Slippages</p> <p>- (£180,000) Crematorium Car Park - due to higher costs than estimated which are awaiting approval from the Joint Committee.</p> <p>-(£136,000) Rainsbrook Cemetery - this scheme has been delayed due to staff resources and drainage issues.</p>
Overall Total	13,858	2,606	10,090	0	(3,768)	

Income targets 2021/22	
Income targets summarised by portfolio	Value £000s
Communities, Homes, Digital and Communications	(36)
Finance, Performance, Legal and Governance	0
Growth and Investment	(100)
Leisure and Wellbeing	(24)
Operation and Traded Services	(166)
Regulation and Safety	(40)
Executive Services	0
Grand Total	(366)

Appendix 2- Cabinet Summary as at September 2021 (Quarter 2) - Housing Revenue Account (HRA)

Revenue Outturn - Key variance info

Service	Current Budget £000s	Total Net Expenditure to date £000s	Forecast £000s	Pending Supplementary Budget /Virement £000s	Pending Reserve Movement Requests £000s	Total Variance £000s	Reason for variance
Rent income from dwellings	(15,716)	(6,457)	(15,611)	0	0	104	The shortfall in income is due to the continuing decant of the Rounds Gardens site being faster than anticipated - at the start of September, 212 out of 218 properties were empty/void. At the same time, there were 88 other void properties; for budgeting it is assumed a 1% stock void which is around 34 properties.
Rent income from land and buildings	(128)	(49)	(118)	0	0	10	
Charges for services	(946)	(365)	(874)	0	0	72	The shortfall in income is due to the continuing decant of the Rounds Gardens site being faster than anticipated - at the start of September, 212 out of 218 properties were empty/void.
Contributions towards expenditure	(215)	(46)	(215)	0	0	(0)	
Total Income	(17,004)	(6,917)	(16,818)	0	0	186	
Transfer to Housing Repairs Account	4,267	2,259	4,201	0	0	(66)	Includes supplementary budget of £0.276m for Property Repairs Team Resourcing and Commercialisation reported at Cabinet 29 March 2021. There is a backlog of Property Repairs invoices which need to be validated and this may have an impact on the forecast HRA variance at the end of 2021/22.
Supervision & Management	5,543	3,841	5,364	0	0	(178)	The variance is largely due to the scaling down of security at the Rounds Gardens site resulting in an anticipated saving of (£0.125m). Other smaller savings include a reduced recharge from the Property Repairs service due to staff vacancies of (£0.024m) and further reductions in service cost for electricity and building cleaning (£0.044m) for the decanting of Rounds Gardens.
Rent, rates, taxes and other charges	5	88	95	0	0	90	Since 2019, Council Tax is due on a void property as soon as it is empty (prior to this a six months empty void period was allowed where no Council Tax was due). Last year this service heading recorded a pressure for the number of empty properties of around £0.080m.
Depreciation and impairment	2,879	2,879	2,879	0	0	0	
Debt management costs	24	0	24	0	0	0	
Provision for bad or doubtful debts	57	0	57	0	0	0	
Total Expenditure	12,774	9,066	12,620	0	0	(154)	
HRA share of CDC costs	254	254	254	0	0	0	
Net cost of HRA services	(3,976)	2,403	(3,944)	0	0	32	
Interest payable and similar charges	1,839	0	1,825	0	0	(14)	
Interest and Investment Income	(783)	0	(679)	0	0	104	£0.104m – An anticipated net budget pressure on interest payable/receivable on loans/investments, due to the investment returns for the PWLB borrowing held for the high-rise scheme, being lower than the interest rate of the loan, due to current market activity.
Net Operating expenditure	(2,920)	2,403	(2,798)	0	0	122	
Contributions to (+) / from (-) reserves	49	0	49	0	0	0	
Revenue Contributions to Capital Expenditure	3,147	0	3,147	0	0	0	
(Surplus) / Deficit for the Year on HRA Services	276	2,403	398	0	0	122	

Head Count- Vacancies (HRA)

Budgeted FTE's 21/22	Actual FTE's at Q2	Vacant FTE's at Q2
90.38	73.32	(17.06)

Reserves & Balances

Name of reserve / balance	Balance as at 1/04/21 £000s	Forecast contribution (to)/from £000s	Forecast balance as at 31/03/22 £000s	Forecast contribution (to)/from £000s	Forecast balance as at 31/03/23 £000s	Forecast balance as at 31/03/24 £000s	Description
Housing Revenue Account Balances	(5,085)	122	(4,963)	0	(4,963)	(4,963)	The level of the HRA Revenue balance was re-assessed in light of the unprecedented requirements arising from the redevelopment of the high rise sites in 2018/19 and in considering potential risks arising from the Council's capacity to manage in-year budget pressures and the wider reform and regulatory environment
HRA Balances (Capital)	(14,765)	866	(13,899)	840	(13,059)	(13,748)	Amounts set aside for capital investment in prior years to fund new build, estate regeneration and other works, for example, upgrades to the Housing Management System software
HRA Major Repairs Reserve	(2,190)	779	(1,411)	(2,153)	(3,564)	(5,717)	The Major Repairs Reserve (MRR) reflects the need to replace major components as they wear out. This funding, together with previous allocations of supported borrowing and revenue contributions, has enabled the Council to maintain the housing stock in a good condition.
Housing Repairs Account	(668)	0	(668)	0	(668)	(668)	To mitigate the risk associated with cyclical and responsive repairs over time.
Sheltered Housing Rent Reserve	(212)	(48)	(260)	(48)	(308)	(356)	Following introduction of 1% rent cut in 2016/17, exemption from the policy was granted for one year for sheltered accommodation. Special Council on 1 March 2016 therefore recommended that rents for properties in this group were frozen and the subsequent difference in rent charged set aside to an earmarked reserve. The impact in 2020/21 was £0.048m.
Right to buy Capital Receipts	0	(100)	(100)	(400)	(500)	(900)	
	(22,919)	1,619	(21,300)	(1,761)	(23,061)	(26,351)	

Capital Outturn - Key variance info

Service	Original Budget £000s	Total Net Expenditure to date £000s	Forecast £000s	Pending Supplementary Budget /Virement £000s	Total Variance £000s	Reason for variance
Kitchen Modifications Non-voids	0	1	0		0	
Bathroom Modifications Non-voids	50	3	50	0	0	
Bell House Redevelopment	1,521	595	1,521		0	
Biart Place - Capital	1,151	64	1,151		0	
Biart Place Demolition	81	150	158		77	£0.770m pressure for additional asbestos costs
Cawston Meadows Houses	0	(17)	0		0	
Garage Site HRA	1,000	0	0		(1,000)	(£1.000m) budget saving as scheme will not be going ahead
Housing Management System	296	174	296		0	
Laundries	100	0	100		0	
Fire Risk Prevention Works	117	34	117		0	
Fire Risk Prevention Works Voids	0	0	40	40	0	£0.040m virement request from kitchen modifications voids to realign budget requirements
Rewiring	90	43	110		20	£0.020m virement from replacement footpaths to realign budget requirements
Lifeline Renewal Programme	47	6	47		0	
Finlock Gutter Improvements	77	17	77		0	
Rebuilding Retaining Walls	81	(7)	81		0	
Replacement Footpaths	118	1	98		(20)	(£0.020m) virement to rewiring to realign budget requirements
Door Security Systems	360	36	360		0	
Electrical Upgrades - Community Rooms	190	15	70		(120)	(£0.120m) forecast saving on budgeted costs
LED lighting	13	0	13		0	
Roof Refurbishment - Tanser Court	175	0	0		(175)	(£0.175m) slippage to 2022/23 due to ongoing discussions on this scheme
Driveways	50	0	50		0	
Disabled Adaptations	209	61	209		0	
Kitchen Modifications	143	12	143		0	
Kitchen Modifications Voids	191	13	101	(40)	(50)	(£0.040m) virement request to fire prevention voids to realign budgets & (£0.050m) forecast saving on budgeted costs
Heating Upgrades	2,166	746	1,916		(250)	(£0.250m) forecast saving on budgeted costs
Bathroom Modifications	440	176	440		0	
Bathroom Modifications - voids	107	(1)	107		0	
Patterdale sheltered scheme improvements	42	42	42		0	
Housing Window Replacement	26	0	26		0	
Carbon Management Plan (HRA)	739	0	739		0	
Mobysoft Rentsense Software	39	42	39		0	
Purchase of Council Houses	11,593	436	3,157	(20)	(8,416)	(£8.416m) slippage for purchases completing in 2022/23
Rugby Gateway - Cala Homes	251	272	271	20	0	(£0.020m) virement from PUR00 purchases of council houses once amount finalised for stamp duty costs
Rounds Gardens Capital	2,358	90	858		(1,500)	(£1.500m) slippage to 2022/23 for ongoing design costs
Rounds Gardens demolition	5,000	0	1,000		(4,000)	(£4.000m) slippage to 2022/23 for ongoing demolition
Property Repairs Team Vehicle	300	288	300		0	
Victoria House roof refurbishment	70	0	70		0	
Overall Total	29,191	3,291	13,757	0	(15,434)	

(Annual performance indicators are included in this version of the performance report.)

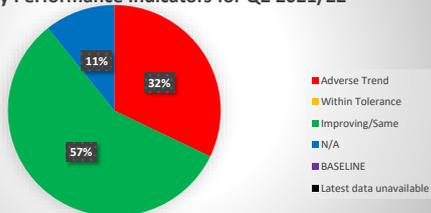
This appendix collects the performance data for each of the Council's service areas. You can navigate to each service area's performance data using the tabs below.

OT = Operations and Traded
 LB = Leisure and Wellbeing
 CH = Communities & Homes
 FPLG = Finance, Performance, Legal and Governance
 RS = Regulatory Services
 EDO = Executive Director's Office
 GI = Growth & Investment

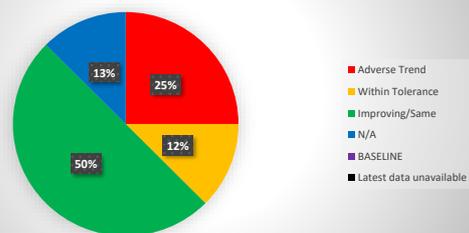
Also below is the key to understanding the performance trends followed by the status charts of each service area.

Trend Key	
	Improving/Stable trend
	Within tolerance levels
	Worsening trend
N/A	Trend is not measured
BASELINE	This is baseline data

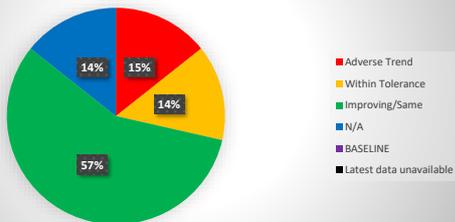
Status of Communities & Homes, Digitalisation and Communications Key Performance Indicators for Q2 2021/22



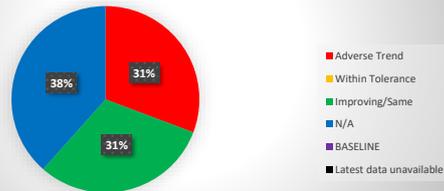
Status of Regulation and Safety Key Performance Indicators for Q2 2021/22



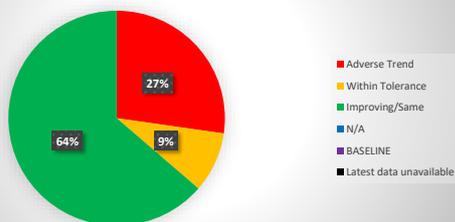
Status of Growth & Investment Key Performance Indicators for Q2 2021/22



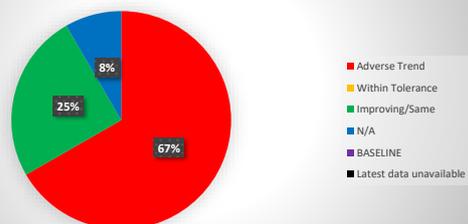
Status of Executive Director's and Transformation Unit Key Performance Indicators for Q2 2021/22



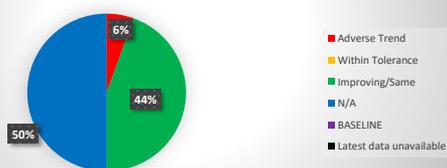
Status of Leisure and Wellbeing Key Performance Indicators for Q2 2021/22



Status of Operations and Traded Key Performance Indicators for Q2 2021/22



Status of Finance, Performance, Legal and Governance Key Performance Indicators for Q2 2021/22



Performance Appendix - Communities & Homes Digital & Communication

Community & Projects

Performance Indicator	Service Area	Current Value	Trend
Number of affordable homes delivered	Community & Projects	Q2 2021/22	16
		Q1 2021/22	4
		Q4 2020/21	27

Latest Note

Registered Providers - 15 units, RBC - 1 units

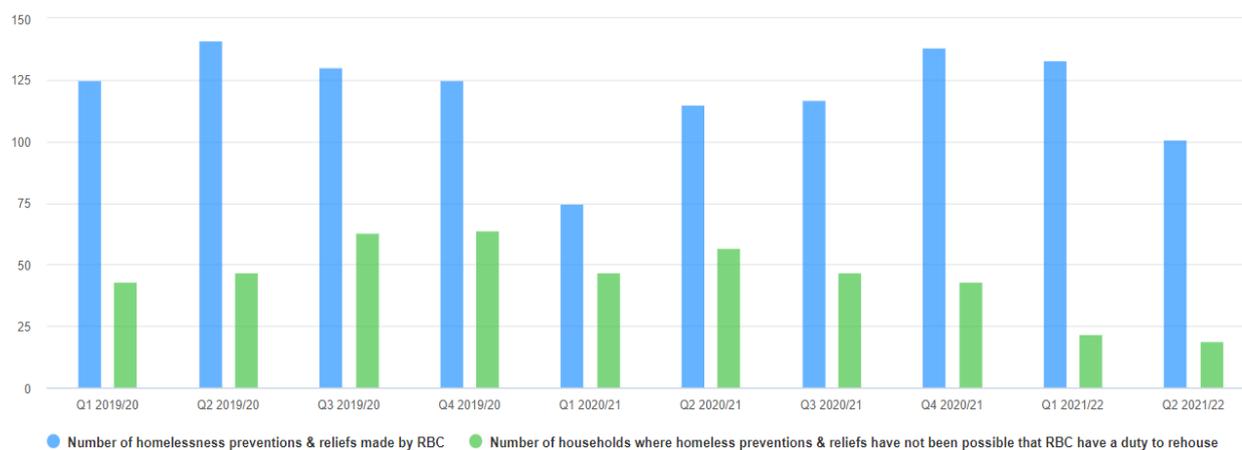
Performance Indicator	Service Area	Current Value	Trend
Acquisition of minimum 12 properties per annum	Community & Projects	2020/21	36
		2019/20	36

Latest Note

17 S106 completions, 19 Acquisitions

Community Advice & Support Team

Homelessness preventions-



Performance Indicator	Service Area	Current Value	Trend
Number of households in Bed & Breakfast at the end of Quarter	Community Advice and Support Team	Q2 2021/22	5
		Q4 2020/21	16
		Q3 2020/21	25
			N/A

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Number of households in other types of temporary accommodation	Community Advice and Support Team	Q2 2021/22	146
		Q4 2020/21	141
		Q3 2020/21	143
			N/A

Latest Note

Benefits process time-



Control Centre

Performance Indicator	Service Area	Current Value	Trend
% of calls answered in 60 seconds	Control Centre	Q2 2021/22	99.6%
		Q4 2020/21	99.6%
		Q3 2020/21	99.8%

Latest Note

Performance Indicator	Service Area	Current Value	Trend
% of calls answered in 180 seconds	Control Centre	Q2 2021/22	100%
		Q4 2020/21	100%
		Q3 2020/21	100%

Latest Note

Housing Management & Tenancy Sustainment

Performance Indicator	Service Area	Current Value	Trend
Number of Right to Buy applications received	Housing Management & Tenancy Sustainment	2021/22	28
		2020/21	38
		2019/20	59

Latest Note

There has been a downward trend on the number of Right to Buy applications being received, this is consistent with national figures and in part due to the COVID 19 pandemic.

Performance Indicator	Service Area	Current Value	Trend
Number of Right to Buy applications completed	Housing Management & Tenancy Sustainment	2021/22	15
		2020/21	24
		2019/20	20

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Proportion of current rent arrears caused by Universal Credit	Housing Management & Tenancy Sustainment	Q4 2020/21	28%
		Q3 2020/21	39.6%
		Q4 2019/20	47%

Latest Note

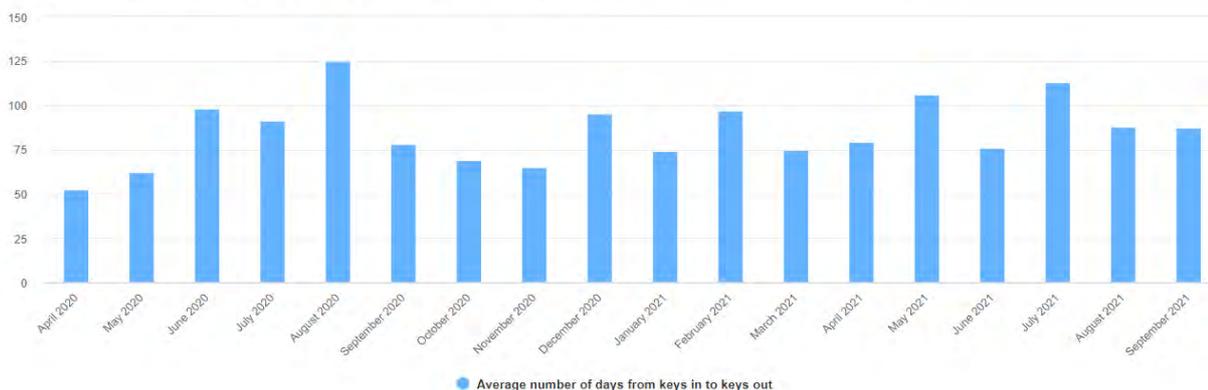
Performance Indicator	Service Area	Current Value	Trend	
Average number of days to allocate void property	Housing Management & Tenancy Sustainment	September 2021	20.92	
		June 2021	22.48	
		March 2021	30.5	

Latest Note
 13 properties were let in September, a slight reduction on last month. 2 GN, 3 Sheltered, 3PSL & 5 Temp. Highest number of days to allocate was 37, again a reduction on last month. Whilst we have let less this month than earlier in the year we have seen quicker turnaround times. Again several sheltered properties required multiple lists. One property was void for 268 days due it needing a complete renovation.

Performance Indicator	Service Area	Current Value	Trend	
Average void rent loss	Housing Management & Tenancy Sustainment	September 2021	£984.98	
		March 2021	£923.79	
		February 2021	£1,373	

Latest Note

Average time to let void property (in days from keys in to keys out)-

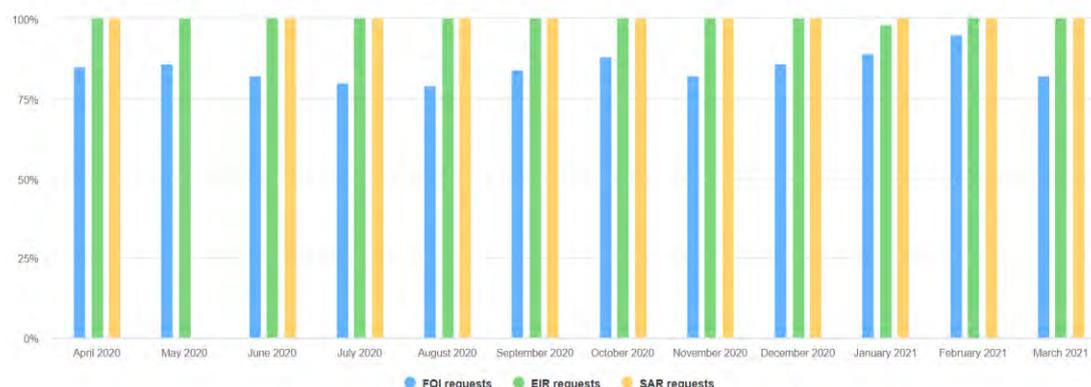


Performance Indicator	Service Area	Current Value	Trend	
Current position of rent arrears	Housing Management & Tenancy Sustainment	Q2 2021/22	£598,350	
		Q4 2020/21	£863,911	
		Q3 2020/21	£859,708	

Latest Note

Communications, Consultations & Information

Requests for information completed within statutory timeframe-



Latest Note

FOI: 1 - Safety & Resilience (late response), 1 - Council Tax - no response, 1 - CAST - no response and 1 - Economic Development - late response. No SAR's received in February

Performance Indicator	Service Area	Current Value	Trend
Number of data breaches and near misses reported internally	Communications, Consultation & Information	Q1 2021/22	2
		Q4 2020/21	2
		Q3 2020/21	6
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Number of data breaches reported to the Information Commissioner's Office (ICO)	Communications, Consultation & Information	Q1 2021/22	1
		Q4 2020/21	0
		Q3 2020/21	0
Latest Note			

Information & Communication Technology

IT Service desk average resolution time of tickets (in hours)-



Performance Indicator	Service Area	Current Value	Trend
Critical systems downtime	Information & Communications Technology	Q2 2021/22	0%
		Q4 2020/21	0%
		Q4 2019/20	0%
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Internet downtime	Information & Communications Technology	Q2 2021/22	0%
		Q4 2020/21	1%
		Q4 2019/20	0%
Latest Note			

Property Services

Performance Indicator	Service Area	Current Value	Trend
Energy Efficiency of Housing Stock	Property Services	2020/21	69
		2019/20	68
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Planned maintenance and repairs costs per home	Property Services	2020/21	£501.18
		2019/20	£34.95
Latest Note			

Figure is derived from planned maintenance work costs, divided by the total number of dwellings, whether they received any work or not - £1,706026.55 / 3404 dwellings.

Performance Appendix - Finance, Performance and Legal and Governance

Corporate Assurance & Improvement

Performance Indicator	Service Area	Current Value		Trend
Total amount recovered due to fraud or irregularity	Corporate Assurance & Improvement	2020/21	£3,230.00	N/A
		2019/20	£4,948.05	

Latest Note

This relates to recovery of a COVID 19 business support grant which was overclaimed. There were no amounts recovered through the NFI in 2020/21; this is because the exercise is completed every two years. Outcomes for the 2020/21 NFI exercise will be reported next year.

Performance Indicator	Service Area	Current Value		Trend
Total number of insurance claims	Corporate Assurance & Improvement	2020/21	26	N/A
		2019/20	25	

Latest Note

The data shows that the substantial reduction in claims made in recent years has been sustained.

Financial Services

Performance Indicator	Service Area	Current Value		Trend
Average return on investments	Financial Services	2020/21	1.31%	
		2019/20	1.2%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Average cost of borrowing	Financial Services	2020/21	2.1%	
		2019/20	2.4%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% delivery of savings targets	Financial Services	2021/22	94%	
		2020/21	64%	

Latest Note

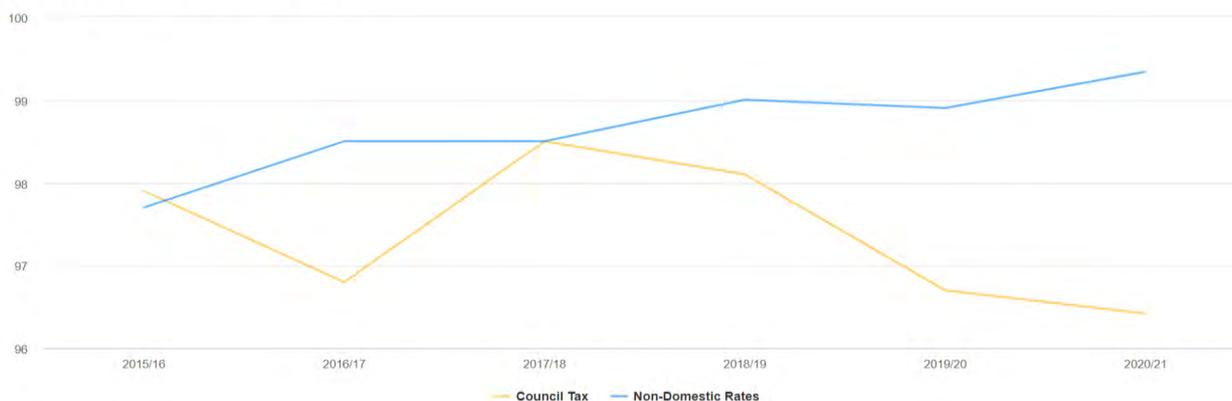
The delivery of savings has been severely impacted by COVID-19 however only 1 target has not been delivered though.

Performance Indicator	Service Area	Current Value		Trend
% delivery of corporate savings target	Financial Services	2021/22	100%	
		2020/21	100%	

Latest Note

Revenues Services

Revenues annual collection rates (%)>



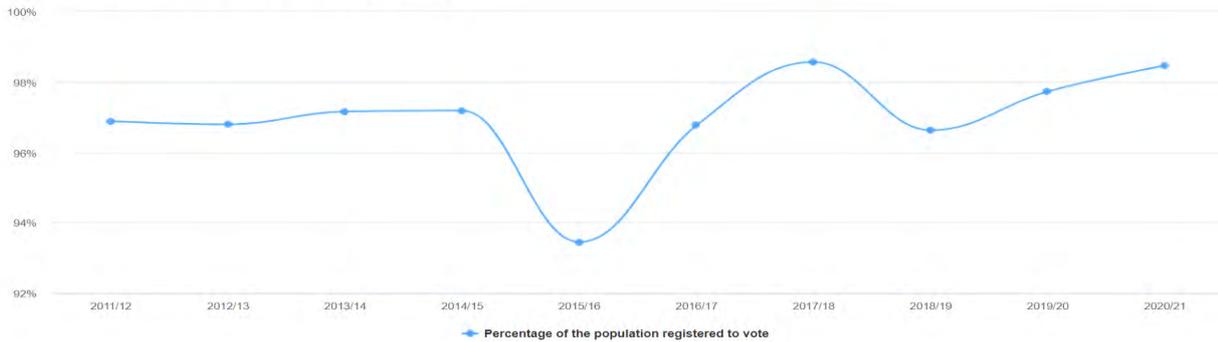
Latest Note

The Council Tax value of 96.42% is based on having done little recovery throughout the year due to the pandemic. The increase in Non-Domestic Rates is due to retail discount being given to businesses.

Democratic Services				
Performance Indicator	Service Area	Current Value		Trend
Member attendance at Committee meetings	Democratic Services	September 2021	87%	
		March 2021	76%	
		February 2021	95%	

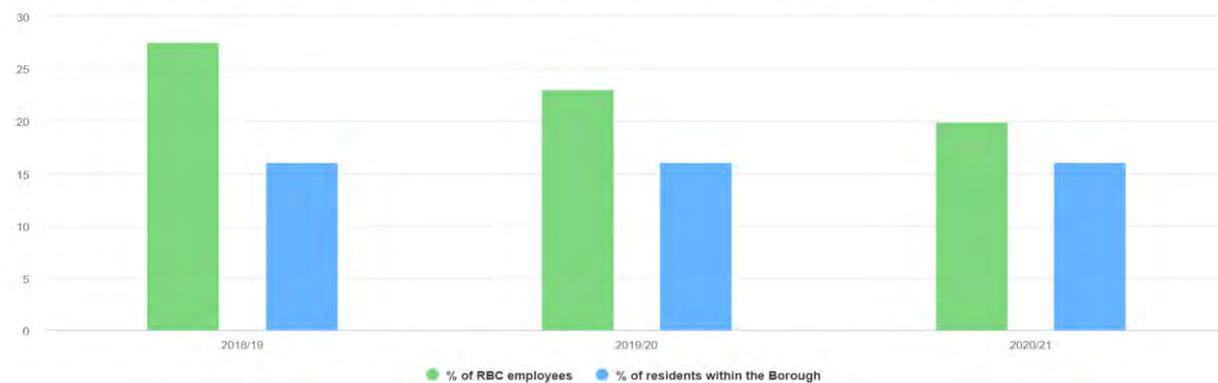
Electoral Services

Electoral Registrations within the Borough of Rugby-



Equality & Diversity

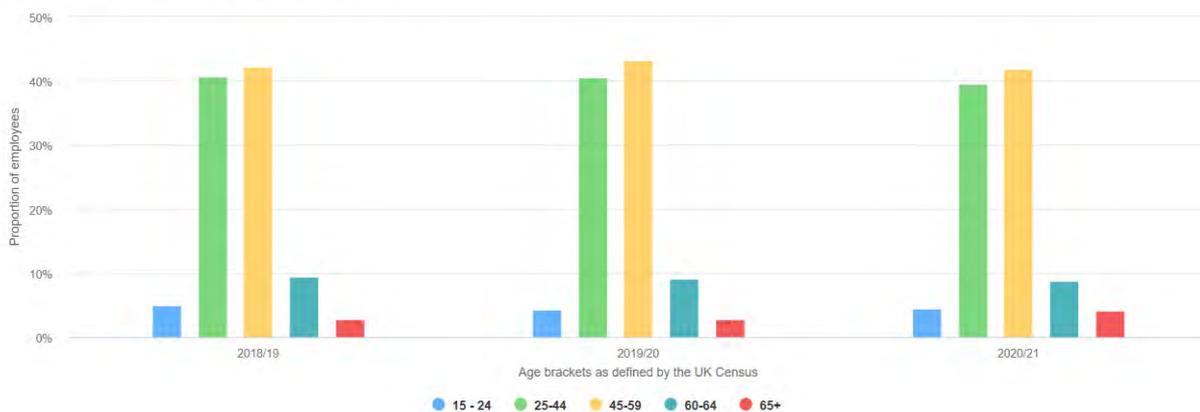
Comparing the percentage of employees against the percentage of residents identifying as having a disability-



Performance Indicator	Service Area	Current Value		Trend
Percentage of employees at Rugby Borough Council who identify as male	Equality & Diversity	2020/21	50.8%	N/A
		2019/20	51.9%	
		2018/19	51.2%	
Performance Indicator	Service Area	Current Value		Trend
Percentage of employees at Rugby Borough Council who identify as female	Equality & Diversity	2020/21	49.2%	N/A
		2019/20	48.1%	
		2018/19	48.8%	

Latest Note

Employee Age Profile (as a percentage)-



Performance Appendix - Operations & Trading

Refuse & Recycling

Performance Indicator	Service Area	Current Value		Trend
Percentage of household waste sent for reuse, recycling and composting	Refuse & Recycling	Q1 2021/22	42%	
		Q2 2020/21	49.9%	
		Q1 2020/21	47.9%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Total number of bin collections	Refuse & Recycling	Q2 2021/22	690,120	N/A
		Q1 2021/22	689,900	
		Q4 2020/21	688,200	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Refuse Bins	Refuse & Recycling	Q2 2021/22	288	
		Q4 2020/21	223	
		Q3 2020/21	142	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Recycling Bins	Refuse & Recycling	Q2 2021/22	273	
		Q4 2020/21	164	
		Q3 2020/21	219	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Green Waste Bins	Refuse & Recycling	Q2 2021/22	288	
		Q4 2020/21	80	
		Q3 2020/21	112	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% of contamination in collected recycling	Refuse & Recycling	Q1 2021/22	12.90%	
		Q3 2020/21	9.90%	
		Q2 2020/21	10.51%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of tagged contaminated recycling bins	Refuse & Recycling	Q2 2021/22	192	
		Q1 2021/22	164	
		Q4 2020/21	63	

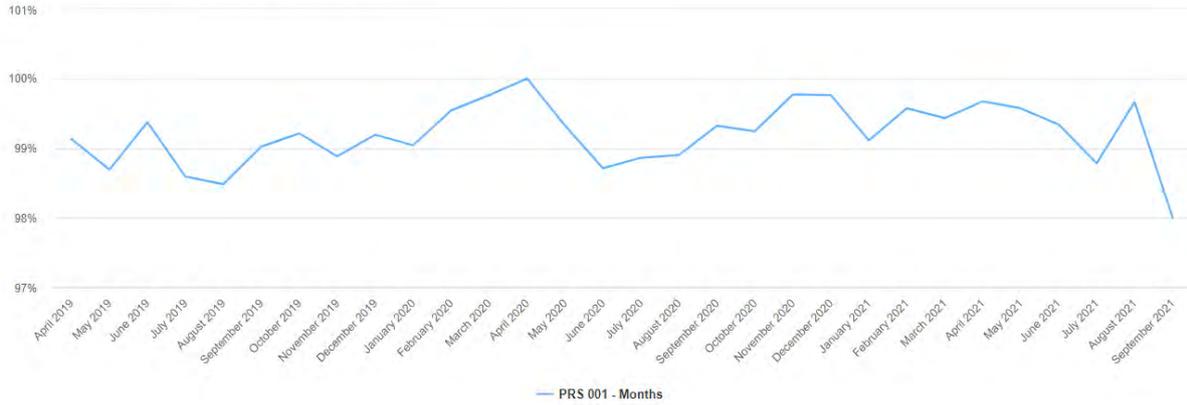
Performance Indicator	Service Area	Current Value		Trend
Number of Complaints	Refuse & Recycling	Q2 2021/22	41	
		Q1 2021/22	49	
		Q4 2020/21	34	

Performance Indicator	Service Area	Current Value		Trend
Bulky Waste Complaints	Refuse & Recycling	Q2 2021/22	2	
		Q3 2020/21	2	
		Q2 2020/21	0	

Latest Note

Property Repairs Services

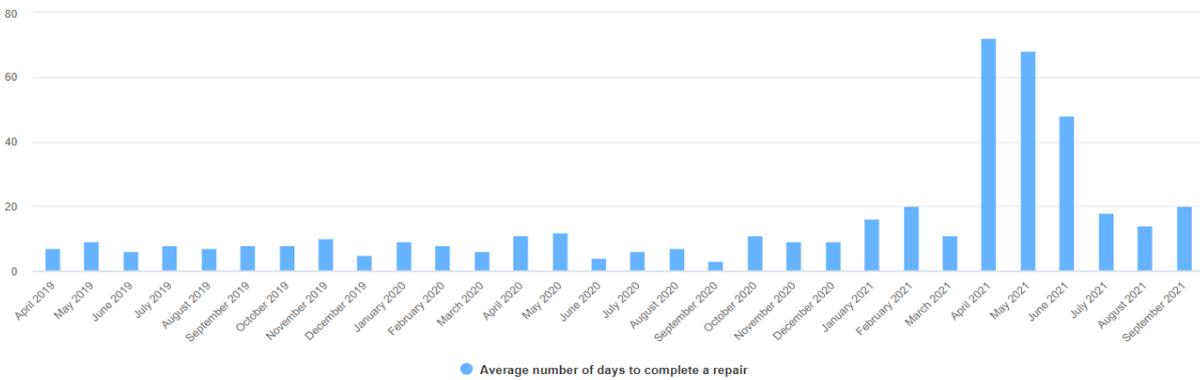
Responsive Repairs - Fixed first time rate-



Performance Indicator	Service Area	Current Value	Trend
Tenant feedback on the Oneserve repairs survey as a % responding as satisfied or better.	Property Repairs Services	September 2021	78%
		March 2021	89%
		February 2021	90%
		March 2021	90%

Latest Note

Responsive repairs - Average time taken on a repair (in days)-



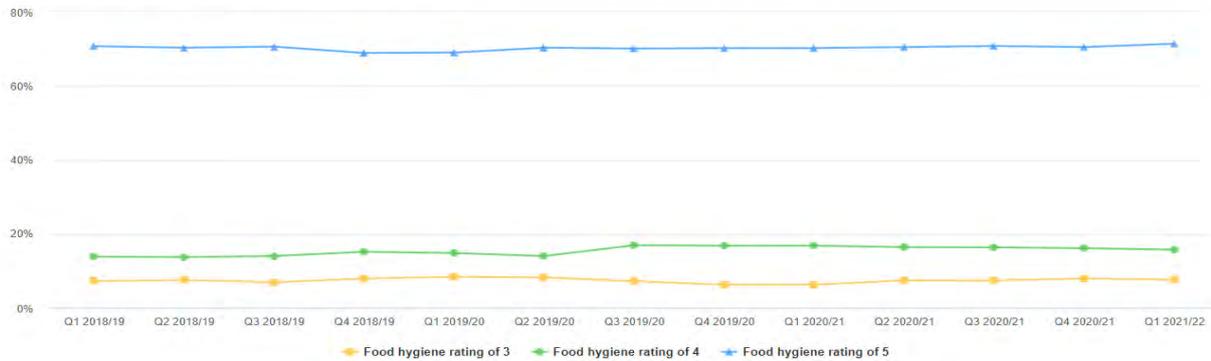
Performance Appendix - Regulation & Safety

Bereavement Services

Performance Indicator	Service Area	Current Value	Trend
% of local deceased usage through Rainsbrook Crematorium	Bereavement Services	Q1 2021/22 70.30%	
		Q3 2020/21 60%	
		Q2 2020/21 46.49%	

Commercial Regulation

% of premises with a food hygiene rating of 3+~



Latest Note

Small increase but representative of low numbers of inspections due to restrictions.

Performance Indicator	Service Area	Current Value	Trend
Percentage of premises improved after a Food Hygiene Rating Scheme requested revisit	Commercial Regulation	2020/21 0%	
		2019/20 97.01%	

Latest Note

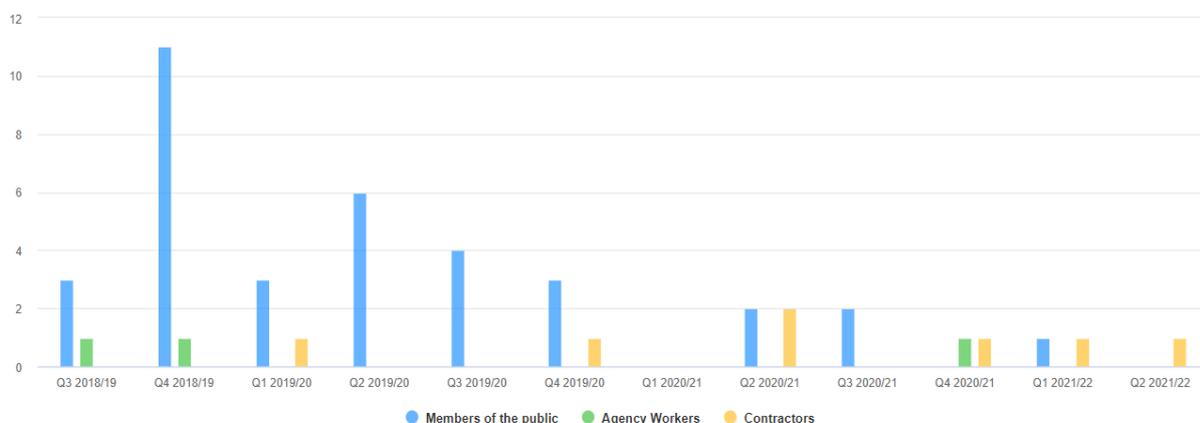
No FHRS revisit were done as not priority for physical inspections during pandemic

Performance Indicator	Service Area	Current Value	Trend
% of planned inspections completed	Commercial Regulation	Q2 2021/22 85.71%	
		Q4 2020/21 100%	
		Q3 2020/21 4.98%	

Performance Indicator	Service Area	Current Value	Trend
How many accidents have been reported on businesses where RBC enforce via the HSE system	Commercial Regulation	Q2 2021/22 19	N/A
		Q4 2020/21 19	
		Q3 2020/21 16	

Safety & Resilience

Non-employee categories recorded as being involved in an accident~



Performance Indicator	Service Area	Current Value	Trend
Number of RBC staff recorded in an accident	Safety & Resilience Team	Q4 2020/21 14	
		Q3 2020/21 14	
		Q4 2019/20 20	

Performance Appendix - Growth & Investment

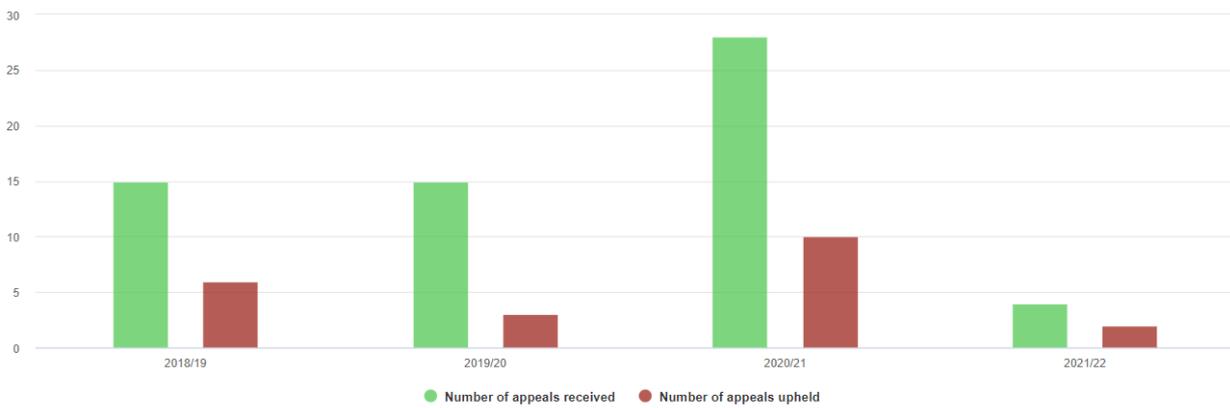
Development & Enforcement

Performance Indicator	Service Area	Current Value		Trend
Number of planning pre-applications received	Development & Enforcement	Q2 2021/22	154	N/A
		Q4 2020/21	201	
		Q3 2020/21	292	

Latest Note

Drop in planning pre-applications received which is possibly a reflection of the continued need to temporarily suspend dealing with householder/domestic pre-application enquiries as the team remain overburdened and currently do not have sufficient resources to handle the volume that was being received. This is not a statutory requirement.

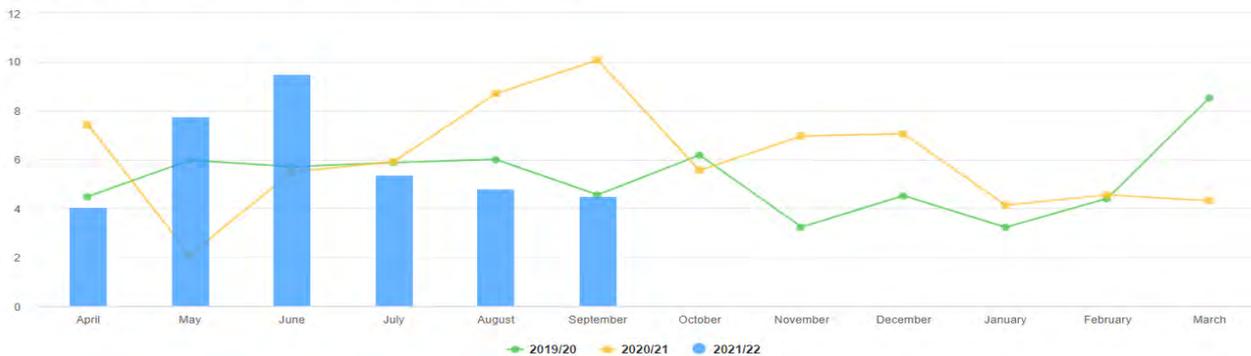
Planning Appeals-



Latest Note

Lower number of appeals received is good news. Continued willingness of officers to negotiate on schemes may have helped keep numbers lower.

Average end to end time for Land Charge searches (in days)-



Latest Note

The average end to end time for Land Charges Searches improved in September to 4.49 (in days) from 4.82 (in days) in August. Less searches received in September- 123 than August- 139.

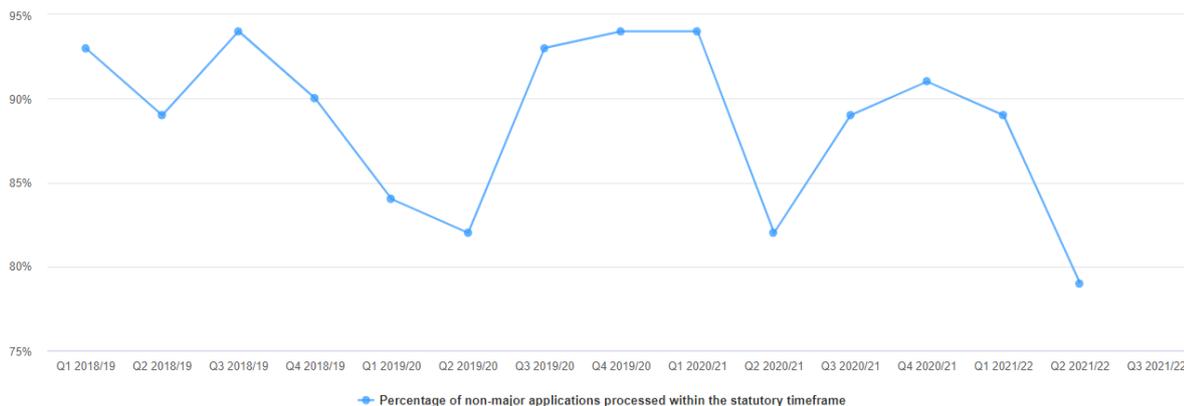
Please note the Government has set an expectation that all local authorities respond to search requests within 10 working days.

Performance Indicator	Service Area	Current Value		Trend
Percentage of major planning applications determined within statutory time frame	Development & Enforcement	Q2 2021/22	100%	
		Q4 2020/21	100%	
		Q3 2020/21	100%	

Latest Note

-Ref designation report 10 out of 10 major planning applications were determined within the statutory time frame

Speed of processing Non-Major applications within the statutory timeframe-



Latest Note

This drop in determining non-major applications within the time frame will have been compounded by high and relentless workloads the team are experiencing which is resulting in a significant backlog of demand at present.

Development Strategy				
Performance Indicator	Service Area	Current Value		Trend
The number of new homes built within the year.	Development Strategy	2019/20	871	
		2018/19	939	
		2017/18	578	

Latest Note

2020/21 figure is still yet to be calculated due to the length of time it takes to collate the data. The performance management system will be updated as soon as data becomes available.

Performance Appendix - Leisure & Wellbeing

Benn Hall

Benn Hall overall income-



Latest Note

Sports & Recreation

Performance Indicator	Service Area	Current Value	Trend
Leisure Centre Visits	Sport & Recreation	July 2021	37,208
		March 2021	0
		February 2021	0

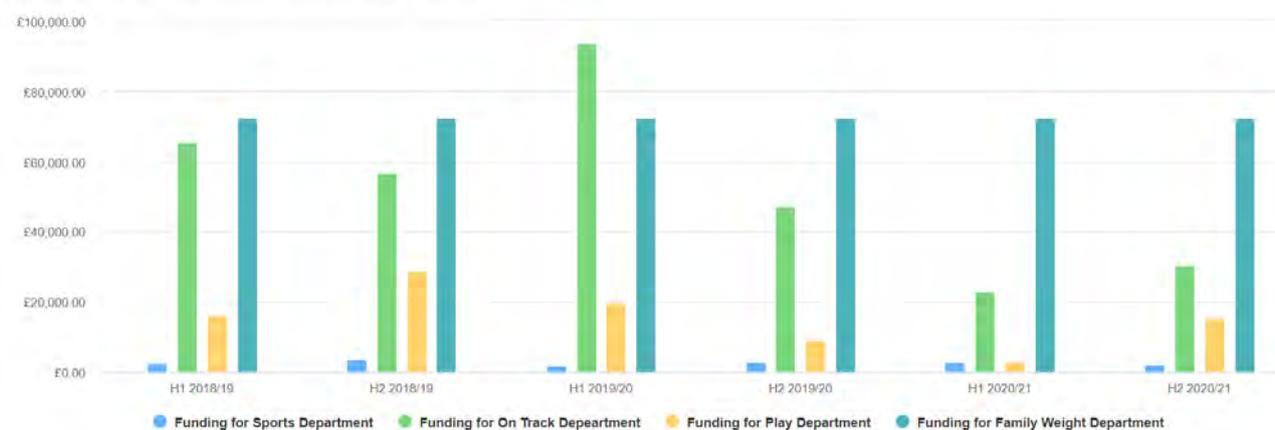
Latest Note

Centre closed due to national lockdown, Leisure Centre opening scheduled 12 April 2021.

Performance Indicator	Service Area	Current Value	Trend
Total grants income from external funding	Sport & Recreation	H2 2020/21	£120,164.00
		H1 2020/21	£100,904.00
		H2 2019/20	£131,572.00

Latest Note

Sports & Recreation Grants income breakdown-



Performance Indicator	Service Area	Current Value	Trend
Number of participants - Family Weight Management	Sport & Recreation	Q4 2020/21	168
		Q3 2020/21	200
		Q4 2019/20	20

Latest Note

Rugby Art Gallery & Museum

Performance Indicator	Service Area	Current Value	Trend
No. of visits to Rugby Art Gallery & Museum in person	Art Gallery, Museum	August 2021	2,491
		March 2021	0
		February 2021	0

Latest Note

Visitor Centre

Performance Indicator	Service Area	Current Value	Trend
Visitor Centre overall retail sales	Visitor Centre	Q2 2021/22	£2,796.73
		Q4 2020/21	£579.97
		Q3 2020/21	£2,017.04

Latest Note

Visitor Centre Enquiries-



Latest Note

International travel restrictions still apply

Parks & Open Spaces

Performance Indicator	Service Area	Current Value	Trend
Number of volunteer hours on RBC green space	Parks and Open Spaces	2020/21	9,227
		2019/20	15,765

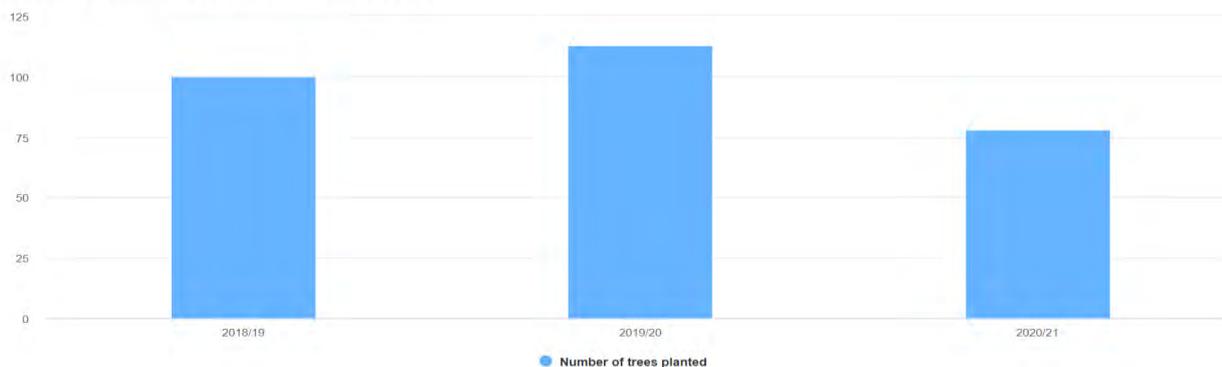
Latest Note

- Three National lock-downs because of the Covid pandemic severely restricted our volunteer abilities.

Performance Indicator	Service Area	Current Value	Trend
Number of Green Flags awarded	Parks and Open Spaces	2020/21	5
		2019/20	5

Latest Note

Number of trees planted on RBC green space-



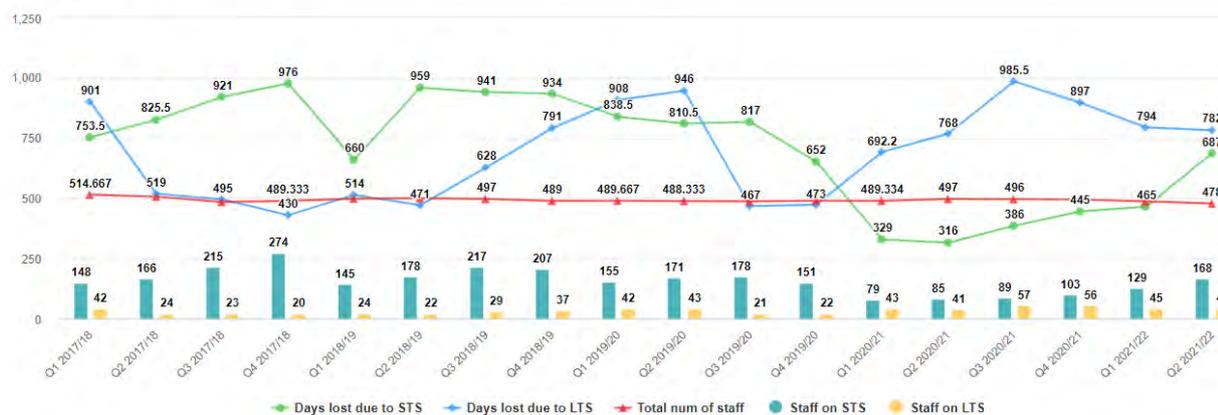
Latest Note

-The impact of Covid reduced our capacity to do more tree planting

Performance Appendix - Executive Director's Office

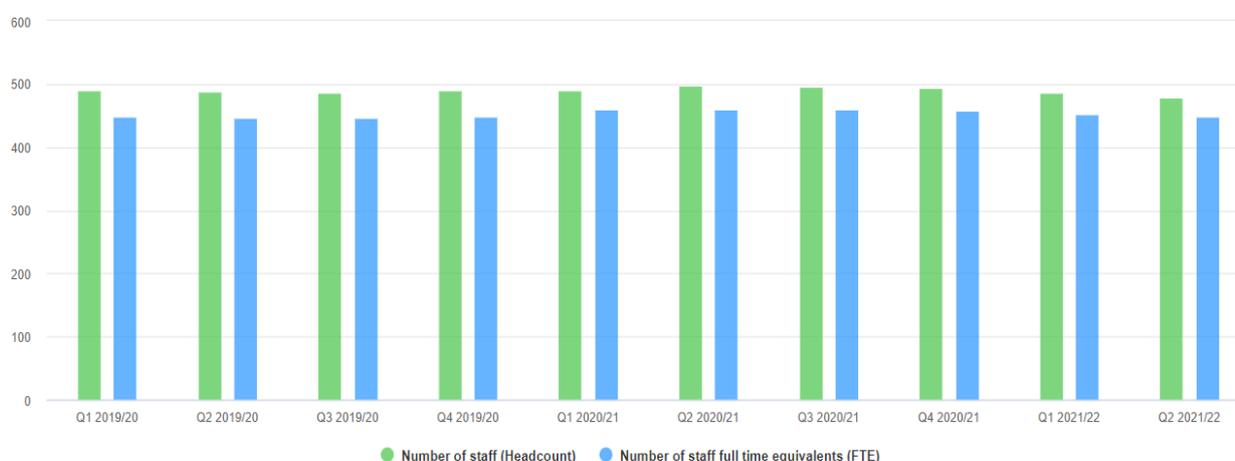
Human Resources

Sickness Absence-



Latest Note

Staff headcount-



Latest Note

Performance Indicator	Service Area	Current Value	Trend
% of Staff turnover	Human Resources	2020/21	9.1%
		2019/20	38.02%

Latest Note

During the Covid pandemic lasting through 2020/21, the country has seen a drop in people leaving their employment on a voluntary basis. In XpertHR's survey on labour turnover, 38% of respondents reported a decrease in voluntary labour turnover during Covid. With the Council's focus on managing the pandemic, there has been less turnover from such activities as restructuring and redundancies. In 2019/20, prior to the pandemic, unemployment figures were at their lowest since records had begun, which generally leads to more, not less, labour market activity and therefore higher labour turnover rates.

Performance Indicator	Service Area	Current Value	Trend
Number of recruitment applicants aged under 30 years	Human Resources	2020/21	133
		2019/20	384

Latest Note

Performance Indicator	Service Area	Current Value	Trend
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Number of internal promotions	Human Resources	2020/21	2	N/A
		2019/20	10	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of training places taken on courses run internally	Human Resources	2020/21	564	
		2019/20	1,506	

Latest Note

325 people trained over 52 face to face or online sessions, 35 staff took 223 e-learning courses, we employed 5 new apprentices on Customer Care Level 2 or 3 and have a further 11 people who began their training funded by the apprenticeship levy. This will be down from last year as it took us a while to get up and running during the first lock down.

Performance Indicator	Service Area	Current Value		Trend
Number of recruitment vacancies filled	Human Resources	2020/21	10	N/A
		2019/20	73	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of flexible working requests approved	Human Resources	2020/21	4	
		2019/20	36	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of disciplinary cases	Human Resources	2020/21	8	
		2019/20	8	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of grievances including bullying, harassment and recruitment complaints.	Human Resources	2020/21	3	
		2019/20	6	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of employees receiving market supplements	Human Resources	2020/21	79	N/A
		2019/20	76	

Latest Note

As a lower quartile salary employer, we will always need to utilise market supplements to fill vacancies where there are particular recruitment and/or retention problems. Market supplements are justified by pay benchmarking. Historically we have provided market supplements to bring salaries up to the lower quartile pay benchmark. More regularly, in recent times, market supplements have needed to be applied to bring salaries up to the median pay benchmark.

AGENDA MANAGEMENT SHEET

Report Title: Start times of meetings of the Council

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Legal and Governance

Portfolio: Finance, Performance, Legal and Governance

Ward Relevance: N/A

Prior Consultation: Group Leaders

Contact Officer: Claire Waleczek, Democratic Services Team
Leader claire.waleczek@rugby.gov.uk or 01788 533524

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: Group Leaders have consulted their members regarding start times of Cabinet and standing committee meetings. This report sets out proposed start times for all meetings.

Financial Implications: This proposal will result in marginal changes in cost which will be met from existing budgets, which

includes staffing costs and overheads such as lighting and heating costs.

Risk Management Implications:

There are no significant risk management implications arising from this report.

Environmental Implications:

There are no significant environmental implications arising from this report.

Legal Implications:

There are no significant legal implications arising from this report.

Equality and Diversity:

There are no equality & diversity considerations arising from this report.

Options:

1. Meetings remain at 5.30pm start times

Benefits – no additional costs to the council

Risks – potential for meetings to be inquorate if Members are not able, due to work commitments, to arrive on time.

2. Meetings start at 6.00pm

Benefits – gives Members adequate time to arrive at meetings, ensures meetings will be quorate.

Recommendation:

- (1) In person meetings of Cabinet and committees commence at 6.00pm with immediate effect, with the exception of Planning Committee which will commence at 5.30pm;
- (2) in person meetings of Council continue to commence at 7.00pm;
- (3) Task Group meetings be held virtually to commence at 5.30pm;
- (4) Working Party meetings be held virtually at times to suit the relevant Members; and
- (5) delegated authority be given to the Chief Officer – Legal and Governance to:
 - (a) set the start times for meetings of Grievance and Appeals Committees, in liaison with the relevant Chair; and

(b) make arrangements for virtual meetings to be held in the event of any changes in legislation due to the current pandemic, with Cabinet and committees commencing at 5.30pm, and Council meetings commencing at 6.00pm.

**Reasons for
Recommendation:**

To ensure meetings of the Council can be attended by Members with work commitments.

Cabinet - 8 November 2021

Start times of meetings of the Council

Public Report of the Chief Officer - Legal and Governance

Recommendation

- (1) In person meetings of Cabinet and standing committees commence at 6.00pm with immediate effect, with the exception of Planning Committee which will commence at 5.30pm;
- (2) in person meetings of Council continue to commence at 7.00pm;
- (3) Task Group meetings be held virtually to commence at 5.30pm;
- (4) Working Party meetings be held virtually at start times to suit the relevant membership; and
- (5) delegated authority be given to the Chief Officer – Legal and Governance to:
 - (a) set the start times for meetings of Grievance and Appeals Committees, in liaison with the relevant Chair; and
 - (b) make arrangements for virtual meetings to be held in the event of any changes in legislation due to the current pandemic, with Cabinet and standing committees commencing at 5.30pm, and Council meetings commencing at 6.00pm.

1. INTRODUCTION

- 1.1 Cabinet on 2 December 2019 considered the Council's annual calendar of meetings and decided that all Cabinet, standing committee meetings and task groups would start at 5.30pm with effect from the 2020/21 municipal year. It was intended that this would be kept under review.

2. VIRTUAL MEETINGS

- 2.1 Further to the national lockdown in March 2020, officers worked to implement virtual meetings of the Council and these commenced in June 2020. With most Members working from home, the 5.30pm start for meetings was acceptable. On 6 May 2021, the ability to hold virtual meetings for decision making bodies of the Council ceased, with all such meetings having to be held in person.

3. START TIMES OF FUTURE MEETINGS

- 3.1 As Members with jobs have started to return to their location of work, it has become more difficult for some to arrive at in person meetings at the Town Hall at 5.30pm.
- 3.2 Group Leaders, in consultation with their members, have requested that in person meetings of Cabinet and committees start at 6.00pm.
- 3.3 With regard to Planning Committee, a proposal was received that its meetings continue to start at 5.30pm, based on the frequency and length of its meetings. All members of Planning Committee, together with Group Leaders, were consulted and the majority who responded agreed with this proposal.
- 3.4 It is proposed that flexibility be given to start times of meetings of Grievance and Appeals Committees.
- 3.5 In order to reduce the carbon footprint of the Council and associated costs for meetings, it is proposed that all task group and working party meetings continue to be held virtually. Task Group meetings would be held at 5.30pm as these are accessible to the public. Each working party would agree its start times depending on its membership and their availability.

4. FINANCIAL IMPLICATIONS

The later start time of meetings will result in marginal changes in cost which will be met from existing budgets.

5. CONCLUSION

It is proposed, therefore, that in person meetings of Cabinet and committees commence at 6.00pm with immediate effect, with the exception of Planning Committee which will start at 5.30pm. Council meetings will continue to start at 7.00pm.

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Start times of meetings of the Council

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: The Safe Accommodation Strategy

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: SMT
Portfolio Holder - Communities, Homes, Digital and Communications
Service providers were consulted as part of the development of the county wide strategy

Contact Officer: David Wortley, Community Advice and Support Team Manager, 01788 533440

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

(C) Climate
(E) Economy
(HC) Health and Communities
(O) Organisation

Summary: In response to the Domestic Abuse Bill 2021, the Warwickshire Safe Accommodation Strategy (WSAS) has been created in partnership with the

other District and Borough Councils and Warwickshire County Council (WCC).

Financial Implications:	Rugby Borough Council has been allocated a sum of £34,240 by The Ministry of Housing, Communities and Local Government (MHCLG), to assist with the delivery of The Act. However it has been suggested that this sum, along with the other District and Borough allocations be pooled with the WCC allocation in order that a central commissioning exercise can take place, with WCC being responsible as the upper tier local authority for the delivery of The Act.
Risk Management Implications:	None
Environmental Implications:	None
Legal Implications:	The Domestic Abuse Act 2021, places new responsibilities on Local Authorities
Equality and Diversity:	An Equality Impact Assessment will be produced by Warwickshire County Council
Options:	<ol style="list-style-type: none">1. To agree with the recommendation to work in partnership with WCC and the other District and Borough Councils in Warwickshire to support the implementation and delivery of the WSAS.2. To approve the pooling of funding to enable WCC to deliver the accommodation and support requirements on behalf of all partners.3. To not approve working in partnership / pooling of resources and investigate alternative ways for Rugby Borough Council to meet the requirements of the Domestic Abuse Bill 202.
Recommendation:	<ol style="list-style-type: none">1. The WSAS and associated partnership working requirements be adopted, subject to adoption by all partners;2. the pooling of the £34,240 funding awarded to the Council by the MHCLG, with the other Warwickshire District and Borough Councils and WCC, to better maximise and

enable accommodation and related support, be supported, subject to all other District and Borough Councils agreeing to the pooling of funds; and

3. the Chief Officer – Homes and Communities be given delegated authority to agree with the other Councils and WCC how funding can be used effectively, ensuring an equitable service is provided within the Borough.

**Reasons for
Recommendation:**

To ensure that Rugby Borough Council complies with the requirements of the Domestic Abuse Bill 2021.

Cabinet - 8 November 2021

The Safe Accommodation Strategy

Public Report of the Chief Officer - Communities and Homes

Recommendation

- (1) The WSAS and associated partnership working requirements be adopted, subject to adoption by all partners;
- (2) the pooling of the £34,240 funding awarded to the Council by the MHCLG, with the other Warwickshire District and Borough Councils and WCC, to better maximise and enable accommodation and related support, be supported, subject to all other District and Borough Councils agreeing to the pooling of funds; and
- (3) the Chief Officer – Homes and Communities be given delegated authority to agree with the other Councils and WCC how funding can be used effectively, ensuring an equitable service is provided within the Borough.

1. Background

- 1.1 The Domestic Abuse Act 2021 introduces a range of powers and tools that will have a positive impact on victim-survivors, their children and perpetrators. The Act aims to;
 - Raise awareness and understanding of the devastating impact of domestic abuse on victims and their families.
 - Improve the effectiveness of the criminal justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice.
 - Strengthen the support available to victims of abuse by statutory agencies.
- 1.2 Although the Act introduces a new duty on the County Council, as the lead authority to provide safe accommodation and support for victim-survivors, there is also a significant role for District and Borough Councils.
- 1.3 It should be noted that statutory guidance on the implementation of the Act is still being developed and therefore operating models are yet to be developed.

2. The Safe Accommodation Strategy 2021-2024

- 2.1 The Safe Accommodation Strategy 2021-2024 (Appendix 1) outlines how WCC and the District and Borough Councils in Warwickshire will implement the requirements of the Act.

2.2 The strategy outlines how not only safe accommodation, but also support will be delivered within Warwickshire for victim-survivors of domestic violence and abuse.

2.3 The Strategy outlines five key delivery areas;

- Early intervention and prevention: that victim-survivors (adults and children) are supported at an early stage and provided with options to remain safe at home to prevent homelessness. Includes holding perpetrators to account for their behaviour.
- Accessible services: that victim-survivors and professionals know how to access safe accommodation options, both within and outside of Warwickshire.
- Appropriate, safe accommodation: that accommodation options and appropriate support is in place for all victim-survivors who need it.
- Multiagency delivery: that victim-survivors needs will be met by effective, collaborative multi-agency support.
- Support to return home or move on: that victim-survivors are supported to return home safely and/or move into alternative permanent accommodation.

3. Financial Implications

3.1 Funding for the implementation of the strategy has been provided for the current year only, funding for future years will be considered as part of the Central Government Spending Review.

3.2 To facilitate a county-wide approach to the procurement of accommodation and support services, it is proposed that all District and Borough Councils in Warwickshire pool their funding with WCC. This is in recognition that specialist services will be required to support victim-survivors and a more strategic approach can be achieved through joint working.

3.3 Effective use of funds provided to Rugby Borough Council are still subject to ongoing discussions with the other partners. It has been acknowledged by central government that any funds not spent in the current financial year can be carried forward to future financial years.

4. Consultation

4.1 To fulfil the requirements of the safe accommodation duty, a Warwickshire Safe Accommodation Working Group, a sub-group of the Warwickshire Violence Against Women and Girls Board has been created. In addition to the County Council, District and Borough Councils, this group also consists of statutory sector and third sector agencies. All agencies have a role to play in developing and implementing the strategy and designing the services that will be commissioned to support the strategy.

5. Conclusion

- 4.1 The Safe Accommodation Strategy 2021-2024 will play a key role in enabling the councils of Warwickshire to work together to deliver the requirements of the Act.

Name of Meeting: Cabinet
Date of Meeting: 8 November 2021
Subject Matter: The Safe Accommodation Strategy
Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

The Warwickshire Safe Accommodation Strategy

2021 - 2024



Contents

3 SECTION 1: Why is the Safe Accommodation Strategy required?

- 5** Foreword
 - 5** Executive Summary
 - 7** Context
 - 16** Summary of Domestic Abuse in Warwickshire
 - 17** Summary of Safe Accommodation Needs
 - 20** Warwickshire's Safe Accommodation gaps
-

22 SECTION 2: What will the Safe Accommodation Strategy achieve?

- 24** Early intervention and prevention
 - 27** Accessible services
 - 28** Appropriate Safe Accommodation
 - 32** Multi-agency delivery
 - 34** Support to return home, or move one
-

36 SECTION 3: How will the Safe Accommodation Strategy be delivered?

37 SECTION 4: How will we know we are making a difference?

40 SECTION 5: Acknowledgements

Why is the Safe Accommodation Strategy required?

1



Foreword

We are delighted to present to you the Warwickshire Safe Accommodation Strategy. This strategy outlines how Warwickshire County Council will work with partners to meet new duties to provide safe accommodation and support in Warwickshire for adult and child victims as part of the Council's statutory requirements within the Domestic Abuse Act. We will work to ensure that all victim-survivors are supported to remain safe in their own home if they wish, or access alternative safe accommodation and support.

Domestic abuse is a leading cause of homelessness for adult and child victim-survivors. SafeLives Insights data shows that 22% of people accessing support from a domestic abuse service were living with the perpetrator when they entered the service. However, it is an even wider group whose accommodation is destabilised by abuse; whether or not, they were living with the perpetrator, over half (52%) needed support to secure new accommodation or stay safe in their own home¹.

Victim-survivors in Warwickshire have said that a lack of suitable accommodation options, the trauma of fleeing abuse and leaving their home and the fear of perpetrators not being held to account for their behaviour, can prevent victim-survivors from seeking support.

In Warwickshire, we do not believe that homelessness, inappropriate accommodation or remaining in an abusive relationship is a choice that any victim-survivor should be faced with. The Safe Accommodation Strategy outlines how all agencies will work collaboratively to provide victim-survivors with a range of options to remain safe at home or access suitable alternative safe accommodation and support.



Cllr Andy Crump

Chair of Safer
Warwickshire
Partnership Board



Cllr Margaret Bell

Portfolio Holder for Adult
Social Care and Health
(Warwickshire County
Council)

Executive Summary

The Safe Accommodation Strategy 2021 – 2024 outlines how Warwickshire will implement the statutory duties associated with the provision of safe accommodation, as required by the Domestic Abuse Act 2021. It describes how safe accommodation and support for domestic abuse (DA) victim-survivors will be provided over the next three years and outlines five objectives that will be the focus of delivery. These include:

1. **Early intervention and prevention:** victim-survivors (adults and children) are supported at an early stage and provided with options to remain safe at home to prevent homelessness. This includes holding perpetrators to account for their behaviour.
2. **Accessible services:** victim-survivors and professionals know how to access safe accommodation options, both inside and outside of Warwickshire.
3. **Appropriate safe accommodation:** accommodation options and appropriate support is in place for all victim-survivors who need it
4. **Multiagency delivery:** victim-survivors needs will be met by effective, collaborative multi-agency support
5. **Support to return home or move on:** victim-survivors are supported to return home safely and/or move into alternative permanent accommodation.

This strategy will complement existing work that is taking place across the county to address the health and wellbeing, community safety and housing needs of those who experience domestic abuse in Warwickshire. Ultimately it aims to enrich the lives of victim-survivors and their children by providing safe accommodation options and appropriate support to those who need it.

This strategy has been produced by Warwickshire County Council and received support from the Safer Warwickshire Partnership Board[1] whose remit is to create safer communities through the reduction of crime and the promotion of safety. The membership of the Board is as follows:

- **Warwickshire County Council**
- **Warwickshire Fire and Rescue Service**
- **Warwickshire Police**
- **Warwickshire Police and Crime Commissioner**
- **North Warwickshire Borough Council**
- **Nuneaton and Bedworth Borough Council**
- **Rugby Borough Council**
- **Stratford District Council**
- **Warwick District Council**
- **NHS Coventry and Warwickshire Clinical Commissioning Group**
- **Warwickshire CAVA**
- **Equality & Inclusion Partnership**
- **Warwickshire Association of Local Councils**
- **National Probation Service**
- **Warwickshire and West Mercia Community Rehabilitation Company**
- **Warwickshire Criminal Justice Board**

The implementation of the Safe Accommodation Strategy will be led by the Safe Accommodation Working Group (SAWG) and overseen by the Violence Against Women and Girls (VAWG) Board. A delivery plan and joint financial plan will be developed which will be monitored on a quarterly basis. Each year, the strategy will be reviewed within the context of a statutory Safe Accommodation Needs Assessment and regular updates will be provided to the Ministry of Housing and Local Government (MHCLG).

Context

The Scope of the Warwickshire Safe Accommodation Strategy

The Safe Accommodation Strategy 2021 – 2024 outlines how Warwickshire will implement the statutory duties that relate to safe accommodation, included within the Domestic Abuse Act 2021.

It seeks to describe how safe accommodation and support for domestic abuse victim-survivors will be provided. During 2021 Warwickshire's Violence against Women and Girls partners will be developing a holistic Domestic Abuse Strategy. The strategy will articulate the broader partnership response to domestic abuse and provide further detail about elements, such as, the early intervention approach and the partnership response to perpetrators.

Whilst the Safe Accommodation Strategy covers a three-year period, it will be reviewed annually to ensure it is responsive to the emerging needs of victim-survivors of domestic abuse who access services in Warwickshire. A delivery plan, with an accompanying financial plan, will be developed outlining how the objectives within this strategy will be met. This will focus on both the immediate and longer-term actions that need to be taken to enrich Warwickshire's safe accommodation offer.



What is Domestic Abuse?

Domestic abuse causes significant harm to individuals, children, families, and communities.

The scale and impact is vast. In Warwickshire during 2019/20 there were an estimated 23,500 cases in adults aged between 16-74 years. Warwickshire's Domestic Abuse Service supported 806 victims-survivors. 30 - 40% of victims experienced domestic abuse (DA) multiple times and around 1,600 children and young people were impacted. DA has a lasting impact on physical and mental health, as well as resulting in financial and housing insecurity.

This strategy adopts the Government definition of domestic abuse which is outlined in the 2021 Domestic Abuse Act³. The new definition emphasises that domestic abuse is not only physical violence, but can also be emotional, coercive or controlling behaviour, and economic abuse.

Behaviour is classed as "domestic abuse" if:

Both individuals are each over 16 years of age

Both individuals are personally connected to each other and the behaviour is abusive.

Furthermore, behaviour is considered abusive when it consists of any of the following:

Physical or sexual abuse

Violent or threatening behaviour

Controlling or coercive behaviour

Economic abuse

Psychological, emotional, or other abuse

The Domestic Abuse Act 2021

The Domestic Abuse Act 2021 introduced a number of tools and powers² that will positively impact on Warwickshire's victims-survivors, their children and perpetrators. According to Victoria Atkins MP, Minister for Safeguarding:

"This landmark Bill will help transform the response to domestic abuse, helping to prevent offending, protect victims and ensure they have the support they need."³

The Domestic Abuse Act also introduces a new 'Safe Accommodation' duty for tier 1 local authorities, this Safe Accommodation Strategy outlines WCC and its partner's response to this new duty.

The Act seeks to:

Raise the awareness and understanding of the devastating impact of domestic abuse on victims and their families.

Improve the effectiveness of the criminal justice system in providing protection for victims of domestic abuse and bringing perpetrators to justice.

Strengthen the support available to victims of abuse by statutory agencies.

"This landmark Bill will help transform the response to domestic abuse, helping to prevent offending, protect victims and ensure they have the support they need."⁴



The Safe Accommodation Duty

Definition

The Domestic Abuse Act 2021 defines Safe Accommodation as:

“...solely dedicated to providing a safe place to stay for victims of domestic abuse, including expert support...”⁵

Safe Accommodation Types:

Refuge accommodation – a refuge offers accommodation and intensive support which is tied to that accommodation. Victims, including their children, must be refuge residents to access expert emotional and practical support.

Specialist safe accommodation – specialist refuges for Black and Minority Ethnic (BAME) communities, Lesbian, Gay, Bisexual, Transgender Questioning and other (LGBTQ+) communities, and disabled victims and their children. These may provide single gender accommodation with dedicated specialist support to victims who share a protected characteristic(s). This includes services that are led by those that also share the protected characteristic and/or have complex needs.

Dispersed accommodation:

- i. Safe (secure and dedicated to supporting victims of DA), self-contained accommodation with the same level of specialist domestic abuse support as provided within a refuge but which may be more suitable for victims who are unable to stay in a refuge with communal spaces due to complex support needs or for families with teenage sons for example.
- ii. Safe (secure and dedicated to supporting victims of domestic abuse), self-contained ‘semi-independent’ accommodation which is not within a refuge but with support for victims who may not require the intensive support offered through refuge, and are still at risk of abuse from their perpetrator(s).

Accommodation such as Bed and Breakfast accommodation is not considered relevant safe accommodation and for this reason are specifically excluded in the Regulations.

Safe Accommodation Types continued:

Sanctuary Schemes – properties with local authority installed Sanctuary Schemes or other similar schemes, which provide enhanced physical security measures within a home. A Sanctuary Scheme is a survivor centred initiative which aims to make it possible for victims of domestic abuse to remain in their own homes, where it is safe for them to do so, where it is their choice, and where the perpetrator does not live in the accommodation.

Move-on and / or second stage accommodation – these are interchangeable terms for projects temporarily accommodating victims, including families who no longer need the intensive level of support provided in a refuge, but would still benefit from a lower level of domestic abuse specific support for a period before they move to fully independent and permanent accommodation. There is no expectation that every victim will require this. Many victims are ready to move straight to a permanent new home from refuge. However, move-on and / or second stage accommodation may be helpful in some cases.

Other accommodation designated by the local housing authority, registered social landlord or registered charity as domestic abuse emergency accommodation– i.e. a safe place with support. To give victims an opportunity to spend a temporary period of time to make decisions in an environment which is self-contained and safe. This would include access to wrap around support and specialist support for victims with complex needs (including mental health needs and substance misuse).

Domestic Abuse Support in Safe Accommodation

The Domestic Abuse Act statutory guidance describes Domestic Abuse Support within Safe/ relevant Accommodation as⁶:

-
- Overall management of services within relevant accommodation – including, the management of staff, payroll, financial and day to day management of services and maintaining relationships with the local authority (such functions will often be undertaken by a Service Manager)
-
- Support with the day-to-day running of the service, for example scheduling times for counselling sessions, group activities (such functions may often be undertaken by administrative or office staff)
-
- Advocacy support – development of personal safety plans, liaison with other services (for example, GPs and Social Workers, welfare benefit providers);
-
- Domestic abuse prevention advice – support to assist victims to recognise the signs of abusive relationships, to help them remain safe (including online), and to prevent re-victimisation.
-
- Specialist support for victims
 - Designed specifically for victims with relevant protected characteristics (also known as by and for), such as faith services, translators and interpreters within BAME-led refuges, immigration advice, interpreters for victims identifying as deaf and / or hard of hearing, and dedicated support for LGBTQ+ victims [not limited to].
 - Designed specifically for victims with unique and / or complex needs such as, mental health advice and support,
-
- drug and alcohol advice and support, including sign posting accordingly.
-
- Children’s support – including play therapy and child advocacy.
-
- Housing-related support – providing housing-related advice and support, for example, securing a permanent home, rights to existing accommodation and advice on how to live safely and independently.
-
- Advice service – financial and legal support, including accessing benefits, support into work and establishing independent financial arrangements; and,
-
- Counselling and therapy (including group support) for both adults and children, including emotional support.
-

Safe Accommodation Duty Funding

The Ministry of Housing, Communities and Local Government (MHCLG) has committed to providing a three-year settlement for the delivery of the Safe Accommodation duty. WCC and the district and borough councils across Warwickshire have each received additional funding and there is potential for this to be pooled in the future. For 2021/22 the amount is outlined in table one, along with details of how much each district and borough council has been allocated:

Table 1: MHCLG funding allocation to Local Authorities in Warwickshire

LOCAL AUTHORITY	FUNDING ALLOCATION
Warwickshire County Council	£1,040,132
North Warwickshire Borough Council	£34,867
Nuneaton and Bedworth Borough Council	£31,944
Rugby Borough Council	£34,240
Warwick District Council	£34,498
Stratford-upon-Avon District Council	£34,416
TOTAL	£1,210,097

It is not clear whether the financial allocation awarded in 2021/22 will be reflected at the subsequent years of this strategy. Both years 2 and 3 are tied to a Central Government spending review. A joint financial plan will be developed in tandem with this strategy and outline how funding will be allocated to the specific requirements of the duty.

Wider Strategic Context

To fulfil the requirements of the safe accommodation duty, Warwickshire has established a 'Safe Accommodation Working Group' (SAWG) as a sub-group of Warwickshire's Violence Against Women and Girls (VAWG) Board. Consisting of both county and local district councils and providers, the SAWG seeks to:

- □ Assess the need and demand for accommodation-based support for all victims and their children, including those who require cross-border support. This will be conducted via an annual safe accommodation assessment of need.
- □ Support joint working required between Tier one and Tier two Local Authorities.
- □ Develop and publish strategies for the provision of support to cover the locality and diverse groups of victims.
- □ Give effect to strategies by making commissioning decisions.
- □ Meet the support needs of victim – survivors and their children.
- □ Monitor and evaluate local delivery, reporting back to central Government.



Warwickshire's Violence against Women and Girls (VAWG) Board's role:

- | | |
|---|--|
| <ul style="list-style-type: none"> □ Accountable to the Safer Warwickshire Partnership Board | <ul style="list-style-type: none"> □ Develops and implements an over-arching strategy and action plan that identifies Board priorities and facilitates integrated and innovative solutions and activities |
| <ul style="list-style-type: none"> □ Supports the Warwickshire Health and Wellbeing Board | <ul style="list-style-type: none"> □ Seeks to identify, develop and undertake joint commissioning and service development opportunities |
| <ul style="list-style-type: none"> □ Seeks to maintain a 'gendered' approach to working collaboratively with statutory and Third Sector agencies to prevent, protect and reduce violence | <ul style="list-style-type: none"> □ Acts as a conduit to consider and respond to national guidance and policy for VAWG related items |

The Safe Accommodation Strategy has also been informed by, and will support the delivery of:

- | | |
|--|--|
| <ul style="list-style-type: none"> □ Preventing Homelessness in Warwickshire Strategy- 2020 - 2025 | <ul style="list-style-type: none"> □ Warwickshire Health and Wellbeing Strategy - 2021-2026 |
| <ul style="list-style-type: none"> □ Warwickshire County Council Council Plan - 2020 - 2025 | <ul style="list-style-type: none"> □ Local Community Safety Partnership (CSP) priorities |
| <ul style="list-style-type: none"> □ Safer Warwickshire Partnership Board's Community Safety Agreement priorities for 2021 - 2022 | <ul style="list-style-type: none"> □ District and Borough Councils Homelessness Strategies |

Summary of Domestic Abuse in Warwickshire

Warwickshire County Council has conducted a holistic DA Needs Assessment, which found:

□ There were an estimated 23,500 cases of DA in 2019 in adults aged between 16-74 years in Warwickshire.

□ Out of the estimated 23,500 cases, this is made up of approximately 15,600 females and 7,800 males.

□ In 2019/20, the Warwickshire's Domestic Abuse Service provided short-term support, long-term support or refuge accommodation to 806 victims-survivors in Warwickshire. This means that roughly 3.4% of the estimated need for DA services is currently being met through commissioned DA services.

□ Nuneaton and Bedworth has a higher rate of DA offences (13.29 per 1,000 people) compared to the other four district / boroughs, whilst Stratford-on-Avon has the lowest rate (7.36 per 1,000 people).

□ Between 30-40% of victims in Warwickshire in 2019 have experienced DA multiple times.

□ Referrals to DA Services were lower in 2019/20, than in 2018/19 and 2017/18.

□ For the vast majority of DA offences (11,000) no action is taken despite having evidence and a named suspect because the victim didn't want to pursue it. This suggests that two thirds of DA perpetrators in Warwickshire are not being brought to justice.

□ The Police refer the largest proportion of people to the Warwickshire Domestic Abuse Service, with the second highest proportion being self-referrals.

Warwickshire's Domestic Abuse Service operates as part of a national model called "Routes to Support" which provides a database of refuge provision available nationally, (including specialist provision) this allows for victim-survivors and their families to be placed out of their county in order to be accommodated for their needs and to ensure their safety.

Summary of Safe Accommodation needs:

As part of the 'Safe Accommodation' duty, Tier One Local Authorities are required to undertake an annual Needs Assessment to determine the level of demand for accommodation and DA support needs within their local area. The Safe Accommodation Strategy will be reviewed annually throughout its duration in light of this.

A key part of the Needs Assessment has been to determine the demand for safe accommodation and the areas of Warwickshire where it is needed most. Table two illustrates the number of households who presented as homeless as a result of domestic abuse across Warwickshire within each District and Borough area for the last 3 years.

It is important to note that due to the nature of DA, victims and their families will often be placed outside of the county boundary for their safety. This means that the data shown is not solely focussing on the demands and needs of Warwickshire only residents. For context, in 2020/21, Warwickshire's

DA Accommodation Service received 241 referrals, 43 of which were from Warwickshire residents, 198 of which were from out of county.

Table 2: Households who presented as homeless as a result of Domestic Abuse broken down by District and Borough in Warwickshire (2018-2021)

DISTRICT/BOROUGH	2018/19	2019/20	2020/21
Warwick	70	78	139
Stratford	95	107	110
Nuneaton & Bedworth	53	74	94
Rugby		60	50
North Warwickshire	28	12	27
TOTAL	246	331	420

The Safe Accommodation Needs Assessment also found:

□ In the last three years, the numbers of victim-survivors presenting to services have increased in those aged 45 years plus.

□ Though most victim-survivors are predominantly cisgender females, the numbers of cisgender male victim-survivors are increasing as well as those who are transgender.

□ Data suggests that there that there is an over-representation of victim-survivors of ethnic minorities and minoritised British groups engaging with services.

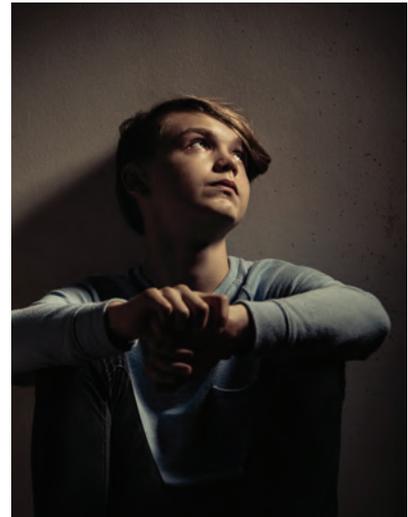
□ Data also highlights that there is an over-representation of victim-survivors with disabilities/ health conditions being affected compared to Warwickshire equivalent figures. Specifically, Warwickshire understand that there is a high prevalence of victim-survivors reporting mental health needs. Over the last

3 years, Warwickshire's commissioned provider, Refuge supported 109 victim-survivors with disabilities or health conditions, of which 71 had mental health problems.

□ Victim-survivors had varied experiences of accessing safe accommodation, temporary accommodation and permanent accommodation within the county

□ Lack of availability of suitable accommodation and/or support services (there are instances where needs are so high that victim-survivors have had to be referred to refuges out of county where dedicated support is provided – Warwickshire does not have any refuges with 24 hour support)

□ Almost one third of all children in families presenting as homeless as a result of Domestic Abuse, were under 5 years old highlighting how frequently young families are affected by DA.



□ There are examples where (temporary) generic accommodation provided was not suitable for the individual(s) needs (examples including; accommodation with no cooking facilities, no outside/garden space, poor/unfit condition, not suitable for children, lack of ground floor accommodation for those with disabilities or pregnant mothers, lack of accommodation suitable for males, those with a disability, non-British survivors)

□ There needs to be more of a focus on the victim-survivor's experience and empowering them to make decisions for themselves

□ Consideration of the child(ren)'s needs and perspectives

The Safe Accommodation Needs Assessment has revealed what Warwickshire must do to improve the offer for victim-survivors and their families. It has also highlighted some inconsistencies in the way agencies collect and record demand for services and for accommodation.



Warwickshire's Safe Accommodation gaps

The Safe Accommodation Needs Assessment and the holistic DA Needs Assessment 2021 highlights the following issues and gaps which will be addressed by this Safe Accommodation Strategy:

-
- Demand for safe accommodation for domestic abuse victim-survivors in Warwickshire, outstrips current supply. Victim-survivors are routinely being placed in temporary accommodation due to a lack of available and suitable local safe accommodation.⁷
-
- The majority of victim-survivors accommodated within Warwickshire's refuge provision are from outside of the county. Reciprocal arrangements are in place to meet the needs of Warwickshire's victim-survivors who require out of county accommodation provision.
-
- There are limited numbers of refuge accommodation spaces which are accessible for victim-survivors with a physical disability and / or older victim-survivors.
-
- Demand for self-contained refuge accommodation is higher than for communal accommodation and demand for multiple bedrooms outstrips supply. Women with more than two children and / or teenage sons regularly find it challenging to access appropriate and safe accommodation within and outside of Warwickshire.
-
- The safety of victim-survivors may mean that their preference is to be accommodated out of area and / or out of county.
-
- There are significant numbers of women that are pregnant and / or have children that require safe accommodation.
-
- The perception of a "refuge" can prevent women and men from seeking support or safe accommodation.
-
- Temporary accommodation is routinely used to house victim-survivors of Domestic Abuse. Depending on the appropriateness of it this can be re-traumatising and may result in victims returning to a perpetrator.
-
- There is a high prevalence of mental health needs of victim-survivors that access the DA accommodation and support services which is not currently being met due to demand outweighing supply.
-

- “Moving-on” from temporary accommodation and / or refuge accommodation into permanent accommodation can be challenging for victim-survivors:
 - High cost of private rented accommodation and an unwillingness of landlord to accept universal credit as payment
 - Impact of debt / rent arrears
 - Availability of social housing stock
 - Accessing social housing “out of area” with no local connection
- There is no safe accommodation provision for those that require intensive / 24-hour support.
- There is no dedicated domestic abuse accommodation or support provision for LGBTQ+ victim-survivors and / or male victim-survivors.
- There is a growing need for safe accommodation for male victim-survivors and older victim-survivors.
- There is a lack of awareness amongst professionals about the Sanctuary Scheme and an opportunity for it to benefit more people.
- It is estimated that there is a large “unseen” safe accommodation demand which is met by victim-survivors “sofa surfing” and living with friends or family.



WHAT WILL
WARWICKSHIRE'S SAFE
ACCOMMODATION
STRATEGY ACHIEVE?

2



SafeLives Insights data shows that 22% of people accessing support from a domestic abuse service were living with the perpetrator when they entered the service.

However, it is an even wider group whose accommodation is destabilised by abuse; whether or not they were living with the perpetrator, over half (52%) needed support to secure new accommodation or stay safe in their own home⁸. The Safe Accommodation Strategy will address this need through the delivery of five objectives:

Warwickshire will ensure that victim-survivors are at the centre of their provision. We will listen and understand their wishes and provide appropriate options for accommodation and support. This strategy will support our partnership efforts to hold perpetrators to account for their behaviour and ultimately reduce the devastating impact of domestic abuse on individuals and our communities.

1. Early intervention and prevention: victim-survivors (adults and children) are supported at an early stage and provided with options to remain safe at home to prevent homelessness. This includes holding perpetrators to account for their behaviour.

2. Accessible services: victim-survivors and professionals know how to access safe accommodation options, both within and outside of Warwickshire.

3. Appropriate safe accommodation: accommodation options and appropriate support is in place for all victim-survivors who need it

4. Multiagency delivery: victim-survivors needs will be met by effective, collaborative multi-agency support

5. Support to return home or move on: victim-survivors are supported to return home safely and/or move into alternative permanent accommodation

1. Early intervention and prevention:

Victim-survivors (adult and children) are supported at an early stage and provided with options to remain safe at home to prevent homelessness. This includes holding perpetrators to account for their behaviour.

What is Warwickshire already doing?

Warwickshire has a comprehensive community based Domestic Abuse Service –

The service provides a range of support to all victim-survivors over the age of 16, at all levels of risk. Warwickshire's Domestic Abuse Service can support people living within their own home, to remain safe at home. This includes:

- A helpline / single point of contact for anyone requiring advice and support about domestic abuse
- 1:1 support by Independent Domestic Violence Advocates (IDVA), outreach workers and GP based domestic abuse workers
- Drop-in sessions in community venues across the county and group recovery programmes.
- Sanctuary Scheme provision (home adaptations that seek to improve security of a home).

Warwickshire has strong partnership arrangements in place to share information and develop joint plans to protect victim-survivors and hold perpetrators to account –

Warwickshire Multi-Agency Risk Assessment Conference (MARAC) meetings take a joint approach to risk assessment and safety planning for victim-survivors living in Warwickshire. Agencies work together to consider the wishes of the victim, options for keeping individuals safe in their own home and powers that can be used to hold perpetrators to account for their behaviour.

Warwickshire County Councils' Childrens Services provide a range of support to families to recognise and respond to the early signs of domestic abuse and provide support to families in need. This includes the Caring Dads Programme and support by the Early Help team to facilitate and respond to disclosures of domestic abuse. There is also the expansion of the Domestic Abuse Team in Children's Services and the development of multi-disciplinary teams (Domestic Abuse Social Workers, Mental Health and Drug and Alcohol services) to better support families where domestic abuse is occurring.

Warwickshire agencies use existing duties and powers to hold perpetrators to account – Warwickshire Police and other criminal justice agencies deploy a range of tools and powers, which includes but is not limited to: Domestic Abuse Protection Orders and Notices, Non-Molestation Orders, Integrated Offender Management and promotion of Claire's Law (Domestic Abuse Disclosure Scheme). By deploying these duties, victim-survivors can be supported to remain in their own homes.

What opportunities will Warwickshire take to improve services further?

Warwickshire partners will promote the range of support available to victim-survivors to remain safe in their own home, this includes but is not limited to greater use of the Sanctuary Scheme and 1:1 support provided by Warwickshire's Domestic Abuse Service.

Warwickshire agencies will work together to protect the safety of survivors so that staying at home is a safe and realistic option for more people. This will include utilising the new Domestic Abuse Act duties and powers, increasing awareness of new offences, and encouraging reporting.

Warwickshire will work with social landlords to:

- Explore whether domestic abuse can be considered by social landlords as a breach of tenancy conditions so that perpetrators can be held accountable and potentially evicted as part of a multi-agency response.
- Consider whether a mechanism can be introduced to facilitate the early identification of properties where property damage and repairs indicate that abuse is present.

Victim-survivors will be supported to remain safe in their own home through the delivery of broader work that Warwickshire partners have committed to.

This includes:

- Responding to the recommendations that emerge from the Independent Review of Warwickshire's Perpetrator Offer.
- Implementation of the DA specific elements of the Children's Transformation Programme e.g. the Caring Dads and Parenting Practitioners work.

Warwickshire will consider what further early intervention and prevention offer is required in Warwickshire to:

- Encourage and assist families to access support early.
- Support children, young people and adults to recover and move on from their experience of witnessing or being in a household where abuse is occurring.



2. Accessible services:

Victim-survivors and professionals know how to access Safe Accommodation options, both inside and outside Warwickshire.

What is Warwickshire already doing?

Warwickshire has a Single Point of Contact (SPOC) for access to Domestic Abuse Support and Refuge provision – Any victim-survivor or professional in Warwickshire can call Warwickshire’s Domestic Abuse Service SPOC to access refuge provision within or outside of the county. The SPOC is signed up to “Routes to Support” which provides a database of refuge provision available nationally, including specialist provision. Victim-survivors are also able to access 1:1 support, access an immediate risk assessment and support to develop a safety plan. This can include plans for leaving an abusive partner and / or safety measures to enable the victim-survivor to remain in their own home such as use of the sanctuary scheme.

Victim-survivors of Domestic Abuse that require accommodation routinely present to housing teams at the District and Borough Councils and are prioritised for temporary accommodation whilst a move on plan is established. Permanent housing solutions are also considered, and referrals made into the DA Accommodation and Support Services are routinely conducted.

What opportunities will Warwickshire take to improve services further?

Warwickshire will have a Single Point of Contact for all Domestic Abuse Safe Accommodation provision within the county. Victim-survivors and professionals will not need to contact different housing authorities and support services to identify available, suitable safe accommodation. All safe accommodation available in the county, will be accessed via a Single Point of Contact. Transitional arrangements will be agreed between WCC and the District and Borough Councils until new additional safe accommodation has been commissioned.

3. Appropriate Safe Accommodation:

Accommodation options and appropriate support are in place for all victims-survivors who need it

What is Warwickshire already doing?

Warwickshire's Safe Accommodation offer currently includes:

24 units of refuge accommodation in the County –

This is commissioned by Warwickshire County Council and the Warwickshire Police and Crime Commissioner.

- The refuge is open to women and children.
- It is open to Warwickshire and non-Warwickshire residents as per the Domestic Abuse Act.
- The accommodation is a mix of self-contained and communal accommodation.
- The provision includes Domestic Abuse Support Workers and re-settlement support.

Sanctuary Scheme provision is commissioned as part of Warwickshire's Domestic Abuse Service. The scheme provides homes security measures and is available for any victim-survivor living in their own home in Warwickshire that feels unsafe.

Warwickshire residents can access refuge provision out of county either via the Warwickshire Domestic Abuse Service helpline or via the National Domestic Abuse Helpline.

Victim-survivors of DA routinely present as homeless to district and borough housing teams and are housed in temporary accommodation. Victim-survivors of DA are considered a priority for accommodation and their need for temporary and / or permanent accommodation. The temporary accommodation provided would not meet the Domestic Abuse Act definition of "Safe Accommodation". It is not dedicated to DA victim-survivors however, victim-survivors would be able to access DA support from the Warwickshire Domestic Abuse Service.

What opportunities will Warwickshire take to improve services further?

Warwickshire will develop a model of dispersed refuge / safe accommodation across the county to address current gaps. The accommodation will be:

- Open to male and female, cisgender, and transgender victim-survivors over the age of 16 and their children.
- Open to Warwickshire and non-Warwickshire residents as per requirements of the Domestic Abuse Act
- Self-contained
- Single gender accommodation
- Of varying sizes to accommodate families with multiple children
- Accessible for individuals with a disability and / or for older victim-survivors
- Include pet friendly accommodation (a proportion of units will welcome pets)
- Compliant with minimum standards (include white goods, curtains, beds etc)
- Accessible to amenities and public transport.



Warwickshire will ensure that responsive and effective Domestic Abuse Support is delivered alongside safe accommodation, which will include:

- Domestic Abuse Advocacy
- Practical and emotional advice and support
- Housing options advice and re-settlement support
- Counselling and therapy for adult and child victim-survivors
- Dedicated specialist support for children
- Provision of specialist support to address specific needs, this includes but is not limited to:
 - o Male victim-survivors
 - o Victim-survivors of Honour Based Violence, Faith Based Abuse, Forced Marriage, Female Genital Mutilation and/or modern day slavery
 - o Victim-survivors who have No Recourse to Public Funds
 - o Victim-survivors who are older (over the age of 65)
 - o Victim-survivors with a disability
 - o Victim-survivors from the gypsy/traveller community
 - o Victim-survivors who are LGBTQ+
 - o Victim-survivors who are younger (16-21)
 - o Victim-survivors who have experienced honour-based violence, faith based abuse, modern day slavery and exploitation and / or harmful practices.
 - o Victim-survivors who have drug and / or alcohol dependencies

Warwickshire will ensure that the safe accommodation offer is promoted to all those in need (professionals and the public).

WCC will work with District and Borough Councils, Homes England, Housing Providers, Domestic Abuse Specialists and other stakeholders and providers to shape and develop the market to meet our safe accommodation requirements.

Warwickshire's VAWG partners will work to develop new refuge provision in the county.
 This might involve re-purposing an existing building or developing a new purpose-built refuge.

Warwickshire will enhance the Domestic Abuse support available to victim-survivors in Warwickshire refuges to address the needs of children and young people and for victim-survivors with mental health needs (both adult and children).

Warwickshire will work to ensure that all victim-survivors currently accessing temporary accommodation as part of the transitional arrangements, are provided support by our Domestic Abuse Accommodation and Support Service.

Warwickshire will work with neighbouring local authorities to consider options to jointly commission safe accommodation and support Services where appropriate.

Warwickshire County Council, Warwickshire District and Borough Councils and the Warwickshire Domestic Abuse Service will develop and agree robust transitional arrangements to deliver the Safe Accommodation Strategy.

Warwickshire recognises that it will take time to design and commission additional safe accommodation provision and support, and to achieve the improvements intended. Warwickshire partners will work together to identify and deliver immediate improvements to our safe accommodation offer for victim-survivors, as well as working to deliver a comprehensive responsive offer longer-term.

4. Multi-agency delivery:

Victim-survivors needs will be met by effective, collaborative multi-agency support

What is Warwickshire already doing?

Good multi-agency working:

Partners routinely work together to support victim-survivors and reduce risk of harm.

This includes but is not limited to: Warwickshire Domestic Abuse Service, WCC Children's Social Care and Adult Social Care, Warwickshire Police, District / Borough Housing teams, Mental Health Services, Drug and Alcohol Services, Health Visiting / Maternity Services, Primary Care and Secondary Care and schools.

Specialist advice is gained to support victim-survivors in relation to No Recourse to Public Funds (NRFP), honour-based violence, FGM, modern slavery, forced marriage and faith-based abuse.



What opportunities will Warwickshire take to improve services further?

Warwickshire will continue to engage with victim-survivors about their experience of accessing local services, this will inform improvements across agencies.

Multi-agency awareness raising - There is an opportunity to enrich the broader understanding of DA across partner organisations further to ensure the early identification of DA concerns, effective responses are facilitated and referral pathways into services are fully understood.

Warwickshire partners will address improvements raised in the independent review of the Warwickshire Multi-agency Risk Assessment Conference (MARACs). The review recognised strong practice in place, and this will be promoted. Actions to enhance practice further across Warwickshire agencies, will be delivered.

Expanding dual diagnosis to consider domestic abuse – Within Warwickshire, a Dual Diagnosis policy operates between the providers of substance misuse and adult mental health services to ensure that appropriate, collaborative interventions are provided to those who have a dual diagnosis. There is an opportunity to expand this to incorporate those who are also experiencing or perpetrating domestic abuse.

5. Support to return home, or move one:

Victim-survivors are supported to return home safely and / or move on into alternative permanent accommodation

What is Warwickshire already doing?

Warwickshire's Domestic Abuse Service includes:

- Refuge accommodation and re-settlement support - ensuring victim-survivors can move on and re-settle within a community of their choice, through the provision of effective re-settlement support within the community
- 1:1 support based in the community to understand housing and legal options to move back home safely or access alternative accommodation.

Warwickshire District and Borough Council Housing teams respond to victim-survivors who present as homeless because of DA and provide temporary and permanent accommodation solutions.

What opportunities will Warwickshire take to improve services further?

Victim-survivors will be supported to return home safely if that is their preference.

Perpetrators will be held to account for their behaviour and the emphasis will be on them to move to alternative accommodation. This will be through the utilisation of police powers, supporting victims to understand their legal options, access to Sanctuary Schemes, close working between housing, criminal justice agencies and the Domestic Abuse Service.

Warwickshire will support victim-survivors to understand their options for permanent accommodation (be this within or outside of Warwickshire) and provide practical support to re-settle should they require it.

This may include support to complete applications for housing, signing up to new schools, accessing charitable donations to source furniture.

Warwickshire will treat all survivors of domestic abuse as having a priority need for accommodation.

The Domestic Abuse Act introduces a requirement for all domestic abuse victim-survivors to be automatically considered in priority need and therefore benefit from the statutory homelessness process and receive an offer of settled housing.

Warwickshire will address “Move On” challenges for victim-survivors of Domestic Abuse.

Housing allocation schemes in all five D&Bs will be reviewed to ensure that arrears, debts, anti-social behaviour and other factors that may limit rehousing options always require an evaluation of whether these may have arisen from, or be a consequence of, domestic abuse. Where this is the case these factors should not be regarded as behaviour of choice but because of the domestic abuse.

Warwickshire will ensure that all victim-survivors of domestic abuse in social housing, are provided with a secure lifetime tenancy as required under the Domestic Abuse Act (where tenancy has been granted.)

Warwickshire County Council will work with District and Borough Councils to inform housing development strategies. Work will take place to develop plans that secure sufficient housing stock to meet safe accommodation needs now and in the future.

HOW WILL THE SAFE ACCOMMODATION STRATEGY BE DELIVERED?

3



How will the Safe Accommodation Strategy be delivered?

- 1 Warwickshire's Safe Accommodation Working Group will develop and implement a delivery plan, that is annually refreshed and reviewed by VAWG on a quarterly basis. This will identify short-term transitional arrangements and improvements as well as medium to long-term work that is required to deliver the strategy. A set of measures will be developed to monitor the impact of the strategy.
- 2 To address current gaps, service commissioning options for additional safe accommodation and support will be developed and delivered.
- 3 A joint financial plan will be developed and agreed via SAWG to spend tier 1 and tier 2 safe accommodation funding allocations. This will be spent on "safe accommodation" and accompanying DA support as defined by the Statutory Guidance. This will be annually refreshed and may include options to pool resources.
- 4 A single point of contact for safe accommodation will be developed and implemented alongside the introduction of expanded safe accommodation provision.
- 5 Awareness raising, training and communications on the safe accommodation offer will be delivered for professionals across Warwickshire's agencies.
- 6 Warwickshire will raise awareness of Domestic Abuse and communicate safe accommodation and the broader DA offer to residents of Warwickshire.
- 7 Warwickshire will monitor progress to deliver the strategy and report to VAWG Board on a quarterly basis and the Safer Warwickshire Partnership Board, Health and Wellbeing Board and the ministry for Housing, Communities and Local Government (MHCLG) when required.

HOW WILL WE KNOW
WE ARE MAKING A
DIFFERENCE?

4



Warwickshire will develop and agree measures to monitor the impact of the Safe Accommodation Strategy. The objectives of the strategy will have been delivered when:

- | | |
|---|--|
| <hr/> <p>1 More victim-survivors are reporting incidents of domestic abuse to the Police and are accessing Warwickshire’s Domestic Abuse Services.</p> <hr/> | <hr/> <p>5 Adults and children referred to services report that their voices were heard; that they feel safer and support was provided at the right time.</p> <hr/> |
| <p>2 Warwickshire has a range of safe accommodation options in place so that all victims-survivors requiring safe accommodation, can access it.</p> <hr/> | <p>6 That the numbers of victim-survivors experiencing domestic abuse related repeat victimisation is reduced.</p> <hr/> |
| <p>3 Victim-survivors of domestic abuse that require “safe accommodation and support” are not housed in generic temporary accommodation in Warwickshire.</p> <hr/> | <p>7 The workforce in Warwickshire is familiar with the Safe Accommodation offer and utilise this appropriately.</p> <hr/> |
| <p>4 Warwickshire has a comprehensive community based domestic abuse services in place alongside safe accommodation.</p> <hr/> | |

ACKNOWLEDGEMENTS

5



Acknowledgements

We would like to thank the Warwickshire victim-survivors of domestic abuse and their family and friends that have chosen to share their story with us. Many of these victim-survivors may still be recovering from abuse, and we really value their strength to share their experience with us. They have communicated their ordeal, their views of the support they have received and shared what needs to be improved. By sharing their stories, they will help Warwickshire's Violence Against Women and Girls (VAWG) partners to ensure we are able to support all victim-survivors to remain safe in their own home, or access alternative safe accommodation and support that meets their needs.

We would like to thank members of the Safe Accommodation Working Group for their commitment and work to assist in the development of this strategy and to wider stakeholders within Community Safety Partnerships who provided their knowledge and expertise to help inform its objectives.

We would also like to thank Refuge - the commissioned provider for Domestic Abuse Services in Warwickshire and both local and national advocate for victim-survivors of domestic abuse.

Endnotes

- 1 https://safelives.org.uk/sites/default/files/resources/Safe_at_home_Spotlight_web.pdf
- 2 <https://www.legislation.gov.uk/ukpga/2021/17/section/1/enacted>
- 3 <https://www.gov.uk/government/publications/domestic-abuse-bill-2020-factsheets/domestic-abuse-bill-2020-overarching-factsheet>
- 4 *ibid*
- 5 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993825/Domestic_Abuse_Act_-_draft_statutory_guidance.pdf
- 6 *ibid*
- 7 The data shown is not solely focussing on the demands and needs of Warwickshire only residents, this shows anyone placed in Warwickshire whether they are a resident or not. For context, in 2020/21, Warwickshire's DA Support Service received 241 referrals, 43 of which were from Warwickshire residents, 198 of which were from out of county.
- 8 https://safelives.org.uk/sites/default/files/resources/Safe_at_home_Spotlight_web.pdf

How to get help if you or someone you know is experiencing domestic abuse

If you or someone else is in immediate danger, ring or text 999.

If you are deaf, hard of hearing or have any speech impairment, please dial Minicom/Textphone 18001

If you're worried a friend, family member, neighbour or colleague might be a domestic abuse victim you can report your concerns anonymously to Crimestoppers online here: <https://crimestoppers-uk.org/keeping-safe/personal-safety/domestic-abuse>

We know this can be daunting but the services below will support you every step of the way.



Warwickshire Domestic Violence Service - If you are experiencing domestic violence in Warwickshire, Refuge's domestic violence service can support you and your children to keep safe. Refuge is a county-wide service that provides support to women, men and children experiencing domestic violence in Warwickshire.

T: **0800 408 1552**

W: <https://www.refuge.org.uk/our-work/our-services/refuge-warwickshire-domestic-violence-service/>



Rights of Women - Rights of Women aims to increase women's understanding of their legal rights and improve their access to justice enabling them to live free from violence and make informed, safe, choices about their own and their families' lives by offering a range of services including specialist telephone legal advice lines, legal information and training for professionals.

T: **020 7251 6577** (family law helpline – other numbers are available on the website)

W: <https://rightsofwomen.org.uk/>



Galop – Galop is a charity offering advice and support to LGBT+ people who have experienced violence or domestic abuse.

T: **0800 999 5428**

W: <http://www.galop.org.uk/>



Mankind – A confidential helpline is available for male victims of domestic abuse and domestic violence across the UK as well as their friends, family, neighbours, work colleagues and employers.

T: **01823 334 244**

W: <https://www.mankind.org.uk/>



RoSA - RoSA is an independent charity working throughout Warwickshire, offering free confidential support for anyone who has experienced rape, sexual abuse, or sexual violence.

T: **01788 551151**

W: <http://www.rosasupport.org>



Safeline - Safeline is a specialist charity providing a range of services across Warwickshire to support all survivors of rape and sexual abuse.

T: **01926 402498** (or text **07860 027573**)

W: <https://www.safeline.org.uk/>



The Blue Sky Centre

(Sexual Assault Referral Centre) –

The Blue Sky Centre is a SARC where any victim of rape or sexual assault will receive medical care, police intervention (if they wish to report the crime), and various other support services.

T: **01926 507805**

W: <https://blueskycentre.org.uk/>



Respect Phonenumber - Is your abusive behaviour costing you your relationship? Help is available.

T: **0808 802 4040**

W: <https://respectphonenumber.org.uk/>

A full range of support options are available at:

<https://www.talk2someone.org.uk/>



AGENDA MANAGEMENT SHEET

Report Title: Community Grant Allocations for 2021/22

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Communities and Homes

Portfolio: Communities, Homes, Digital and Communications

Ward Relevance: All

Prior Consultation: Grants Working Party

Contact Officer: Vanessa Niemczewska Communities Projects
Officer email:
vanessa.niemczewska@rugby.gov.uk
Tel: 01788 533669

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: In January 2021, Cabinet agreed budgets for the community grants programme 2021/22. Grants applications have been received and considered by the Grants Working Party.

Financial Implications:

There are no new or ongoing financial implications arising as these are one-off grants.

Provision was made for a total of £63,410 to be made available for the one-off community grants as part of the budget setting process for 2021/22.

Cabinet agreed in January 2021 that the unallocated budget of £2,439.64 arising from 2020/21 be allocated in addition to the above.

Based on the recommendations of the Grants Working Party, there is an under allocation of £35,144.98 which they have proposed be returned to balances.

Risk Management Implications:

Providing funding to third-party organisations poses a risk that council funds will not be spent appropriately. However, these risks are substantially reduced by established monitoring mechanisms.

Environmental Implications:

There are no environmental implications arising from this review.

Legal Implications:

Applicants have already agreed to adhere to the conditions of grant as part of the application process.

The Council has a wide power within section 2 of the Local Government Act 2000. This is known as the 'well-being power' and seeks to promote or improve the economic, social, and environmental well-being of the Council's area. The statutory power includes providing financial assistance to achieve this purpose.

In addition to the 'well-being power' the Council is also able to utilise the General Power of Competence under the Localism Act 2011. This represents a more recent statutory power and further strengthens the ability of the Council to provide financial assistance as set out within this report.

Equality and Diversity:

An equality impact assessment has been carried out and forms appendix 1 to this report.

It was agreed by Cabinet in June 2021 that organisations applying for the 2021/22 one off grants funding would have 2-years to deliver their project due to the ongoing disruption caused by the pandemic.

Options:

1. Agree the recommendations of the Grants Working Party for the 2021-22 grants programme
2. Reject the recommendations made by the Grants Working Party for the 2021-22 grants programme.

Recommendation:

- (1) The recommendations made by the Grants Working Party to allocate the funding for the 2021/22 community grants, as summarised in appendices 2 and 3, be approved; and
- (2) the under-allocation of £35,144.98 be returned to balances.

Reasons for Recommendation:

The Grants Working Party has made its recommendations for the allocation of grants for 2021/22 based on compliance with the eligibility criteria.

Cabinet - 8 November 2021

Community Grant Allocations for 2021/22

Public Report of the Chief Officer - Communities and Homes

Recommendation

- (1) The recommendations made by the Grants Working Party to allocate the funding for the 2021/22 community grants, as summarised in appendices 2 and 3, be approved; and
- (2) the under-allocation of £35,144.98 be returned to balances.

1. BACKGROUND

The Council provides significant funding to the voluntary and community sector through its community grants programme. The availability of funding encourages organisations to bid for one-off funding to enable the delivery of projects of benefit to the local community.

This report outlines proposals for the allocation of the Council's one-off grant funds for 2021/22.

2. CURRENT LEVELS OF ONE-OFF GRANT FUNDING

The available funding for 2021/22 is identified in table 1, below

Grant Fund	Proposal 2021/22	Detail
Community Projects Grant	£38,410	One-off revenue grants up to a maximum of £3,000 The historical ring-fence of Grants to Voluntary and Community organisations, Sports, Arts, Youth and Play be discontinued.
Rural Development Fund	£25,000	One-off revenue grants up to £10,000 – rural area only
Unallocated funding from 2020/21	£2,440	Cabinet agreed in January 2021 to bring this forward to 2021/22
Total	£65,850	

2.0 APPLICATION PROCESS

The grants formally opened on 26 July 2021. A workshop, hosted by Warwickshire Community and Voluntary Action (WCAVA) to assist applicants took place on-line via Zoom on 28 July 2021 and was attended by 16 organisations. The closing date for applications was midnight on 3 September 2021.

To be eligible for a grant, applicants were required to demonstrate how their proposed projects will help residents live healthy, independent lives, with the most vulnerable protected.

Each project had to demonstrate how it is going to contribute to one or more of the following:

- Helping to tackle climate change and nature loss (for example, projects which contribute to tree-planting, nature conservation, edible gardens, reducing carbon emissions and encouraging recycling and repairing)
- Encouraging exercise and physical wellbeing (for example projects which encourage sports, fitness and play activities)
- Financial and digital inclusion – (for example projects which help people to increase their confidence with digital technology or in managing their finances)
- Tackling loneliness and isolation for all generations (for example community arts projects and play activities)
- Education and training to narrow the skills gaps in our communities (for example projects which help people to learn new skills or brush up on existing ones)
- Access to healthy foods and cooking (for example cooking for fun sessions for families to learn about preparing fresh meals and meal planning)
- Helping people to access green spaces for well-being (for example converting small pieces of land into something that the community can enjoy)

Applications were received from 16 organisations compared to 33 applications received 2020/21. This was the third year that the application process has been an on-line one and, as expected, the process ran smoothly.

3.0 WHAT WAS DIFFERENT THIS YEAR

There was a marked reduction in applications this year. Having consulted with WCAVA this could be attributed to there being several short-term funds being made available this year, from a range of funders, as part of Covid-19 recovery. Another impact of Covid-19 has been that some groups have not had the capacity to apply for funding in the way that they previously would have or they have not felt able to deliver projects due to uncertainty caused by Covid-19. Such groups do still value the potential for locally available funding, which is evidenced in the volume of enquires for such support received by WCAVA.

4.0 CONCLUSION

The Grants Working Party met on 13 October 2021 to discuss the grants and to make their recommendations for the consideration of Cabinet. Please refer to appendices 2 and 3.

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Allocation of one off Community Grants for 2021/22

Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Communities and Homes
Policy/Service being assessed	Community Grant Allocations 2021/22
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	It is an annual round of community grants, the criteria for which is reviewed annually.
EqlA Review team – List of members	Michelle Dickson; Vanessa Niemczewska and Minakshee Patel
Date of this assessment	30/09/2021
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The allocation of the council's community grants to support project delivery in the voluntary and community sector.
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>Complements the following priorities:</p> <ul style="list-style-type: none"> • Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change • Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents • Residents live healthy, independent lives, with the most vulnerable protected <p>In order to be eligible for a grant, each applicant had to demonstrate how their project will contribute to supporting the Council's Corporate Strategy Key Priorities.</p>
(3) What are the expected outcomes you are hoping to achieve?	to ensure that resources are allocated in a fair and transparent way, with Members being able to take informed decisions off the back of quality applications which have been screened via a robust due diligence process.
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Community groups that have applied for a grant from the council.

Stage 2 - Information Gathering

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

(1) What does the information tell you about those groups identified?

There were 16 applications received for 2021/22. These were split across the two available grant funding streams:

The Community Projects Grants – 15 applications
 The Rural Development Fund – 1 applications

Community Development Fund applications can be broken down as:

3 x projects positively contributing to improving access to healthy foods and cooking totalling £7,129.53 (Entrust Care Partnership seeking funding towards a cookery project for children with a disability and their family – teaching and understanding of healthy eating; Rugby Christian Life Centre looking to address food inequality by preparation and delivery of fresh food and vegetable hampers as well as healthy recipe ideas to socially and financially disadvantaged households; The Chapel Newbold planning to purchase a display fridge and freezer which will enable them to increase the number of people they support at Newbold Food Pantry as well as offer more fresh food)

3 x projects encouraging exercise and physical wellbeing totalling £4,962.1 (Rugby Town Girls and Women looking to provide an improved environment for the women and girls of Rugby and surrounding areas to experience and participate in grassroots football; Rugby Gymnastics Club planning to renew one of its main landing areas for gymnasts; Rugby Newbold Scout Group wishing to install a defibrillator to the outside of the Scout HQ for the public in Newbold on Avon)

1 x project combining various activities to tackle social isolation and loneliness for all generations totalling £2,005 (Hillmorton and East Rugby Together Community Group wishes to combine the weekly fitness session with follow on activities, including first aid training, cookery classes, table tennis, board games evenings and art and craft sessions to create an activity hub)

1 x project promoting education totalling £3,000 (Rugby Round Table 113 planning to deliver talks to local scout groups on a periodic basis to illustrate use of radio equipment to safely manage crowds at Fireworks Display, Draycote Water Bikeathon, Fun Runs and charity activity days)

Appendix 1

	<p>4 x projects helping people to access green spaces for well-being totalling £8,040.75 (Monks Kirby Parish Council wishing to supply fish ponds play area with more suitable play equipment for those identified in their Community with specific disabilities; Caldecott Park Bowling Club intending to provide improvements that will enable safer and greater access to the bowling green; Church Lawford Parish Council looking to replace safety matting under the swings in the play area of the Recreation Ground, Church Lawford; Rugby St Andrews RFC planning to provide a safe and well illuminated training area for members of the club as well as outside groups)</p> <p>1 x project improving spaces totalling £2,857.72 (Warwickshire Community and Voluntary Action wishing to redecorate the meeting room, two office spaces and two linking hallways to hold internal and external meetings with VCS organisations as well as rent the meeting room out)</p> <p><u>The Rural Development Fund applications can be broken down as:</u></p> <p>1 x project helping to tackle climate change totalling £6,045 (Withybrook Parish Council intending to upgrade the village's existing street lighting from the current sodium streetlamps to the latest LED streetlamps which are more energy efficient)</p> <p>The grants working party went on to agree support of (n) Community Project applications and (n) Rural Development Fund applications.</p>
<p>(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?</p>	<p>WCAVA is contracted by the council to provide support to the voluntary and community sector. They were involved in the complete process.</p>

(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	N/A		
<u>Stage 3 – Analysis of impact</u>			
(1) <u>Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination? If yes, identify the groups and how they are affected.	RACE No	DISABILITY No	GENDER No
	MARRIAGE/CIVIL PARTNERSHIP No	AGE No	GENDER REASSIGNMENT No
	RELIGION/BELIEF No	PREGNANCY MATERNITY No	SEXUAL ORIENTATION No
(2) <u>Cross cutting themes</u> (a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how? (b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?	<p>The Council's grants programme is there to support community organisations and voluntary organisations in delivering projects for the benefit of the people of Rugby.</p> <p>We are looking for projects which are essentially ready to go. This avoids organisations' benefitting from allocations of funding only to return them unspent as they are unable to deliver. This is in no-one's interest and is something we would wish to avoid.</p> <p>The grants programme is also an opportunity to support projects which will help the Council to achieve its corporate priorities.</p> <p>Due to the continued rise of Covid-19 cases and potentially another lockdown, it was agreed that the delivery time for projects will be extended from one to two years from allocation of funding. This will allow groups sufficient time to effectively plan and complete projects.</p>		

(3) If there is an adverse impact, can this be justified?	No
(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)	None identified
(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?	<p>In February 2019, Cabinet adopted terms of reference for the grants working party, which includes reference to:</p> <p>a) Objectively evaluate applications received in respect of the annual allocation of the Council's Community Grants Funding in line with the corporate priorities and equality and diversity objectives</p>
(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?	The allocation of grants for project delivery is a competitive process. However, this does not mean that applicants cannot partner up to apply.
(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?	No
<u>Stage 4 – Action Planning, Review & Monitoring</u>	

<p>If No Further Action is required then go to – Review & Monitoring</p> <p>(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.</p>	<p>EqlA Action Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action</th> <th style="text-align: left;">Lead Officer</th> <th style="text-align: left;">Date for completion</th> <th style="text-align: left;">Resource requirements</th> <th style="text-align: left;">Comments</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>					Action	Lead Officer	Date for completion	Resource requirements	Comments																				
Action	Lead Officer	Date for completion	Resource requirements	Comments																										
<p>(2) Review and Monitoring State how and when you will monitor policy and Action Plan</p>																														

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’



Appendix 2

Rural Development Fund – Applications 2021/22		
	Amount Available	£25,000.00
Applicant	Amount of Application	Amount Awarded at GWP
Withybrook Parish Council	£6,045.00	£6,045.00
Monks Kirby Parish Council	£2,000.00	£2,000.00
Total	£8,045.00	£8,045.00
Amount Available	£25,000.00	£25,000.00
Balance	£16,955.00	£16,955.00*

*The working party agreed that the accumulated underspend of £16,955 be transferred to the Community Projects Grant.

**At its meeting on 19 May 2020, the Working Group made the following recommendation to Cabinet:

“The balance of £2,439.64 from the 2020/21 Community Projects Fund be made available for other (non-SLA) community organisations and allocated subject to expressions of interest and fulfilment of eligibility criteria

As the balance was not allocated during 2020/21, it was transferred to the 2021/22 Community Projects Grant (please see appendix 3).

Appendix 3

Community Projects Grant – Applications 2021/22		
	Amount Available	£38,410.00 + *£16,955.00 + **£2,439.64
Applicant	Amount of Application	Amount Awarded at GWP
Caldecott Park Bowling Club	£1,750.00	£1,750.00
Church Lawford Parish Council	£1,707.75	£1,707.75
Entrust Care Partnership*	£2,084.00	£2,054.00
Hillmorton and East Rugby Together Community Group**	£2,005.00	£1,855.00
Rugby Christian Life Centre	£2,945.56	£2,945.56
Rugby Gymnastics Club	£2,000.00	£2,000.00
Rugby Newbold Scout Group	£2,093.10	£2,093.10
Rugby Round Table 113	£3,000.00	£3,000.00
Rugby St Andrews RGC***	£2,583.00	£2,285.28
Rugby Town Girls and Women FC	£869.00	£869.00
The Chapel Newbold	£2,099.97	£2,099.97
Warwickshire Community and Voluntary Action	£2,857.72	NIL
Total	£25,995.10	£22,659.66
Amount Available	£57,804.64	£57,804.64
Balance	£31,809.54	£35,144.98

*deducted £30 volunteer expenses

**deducted £150 insurance fees

*** deducted £297.72 VAT

The Working Party agreed that a recommendation be made to Cabinet that the underspend of £35,144.98 be returned to the General Fund to help offset some of the Covid related costs the has endured.

AGENDA MANAGEMENT SHEET

Report Title:	Climate Change and Environmental Impact Assessment
Name of Committee:	Cabinet
Date of Meeting:	8 November 2021
Report Director:	Deputy Executive Director
Portfolio:	Change and Transformation
Ward Relevance:	All
Prior Consultation:	Leadership Team, Climate Emergency Working Group
Contact Officer:	dan.green@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	No
Corporate Priorities:	This report relates to the following priority(ies): <input checked="" type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
(C) Climate	
(E) Economy	
(HC) Health and Communities	
(O) Organisation	
Summary:	The report proposes the adoption of a Climate Change and Environmental Impact Assessment
Financial Implications:	No direct financial implications
Risk Management Implications:	The absence of such an assessment increases the risk that both authors of reports and decision

makers are not able to provide the required clarity in respect of the environmental objectives. This will negatively impact the Council's ability to deliver its corporate objective relating to climate change.

Environmental Implications:	The impact assessment will support report authors to articulate the climate change and environmental impacts of their proposals. The impact assessment will enable decision makers to better understand the climate change and environmental impacts of their decisions.
Legal Implications:	None arising directly from this report
Equality and Diversity:	None arising directly from this report
Options:	<ol style="list-style-type: none">1. Approve the adoption of the impact assessment2. Not to approve the adoption of the impact assessment
Recommendation:	The Climate Change and Environmental Impact Assessment as set out in Appendix 1 be adopted and utilised for all Full Council and Cabinet reports.
Reasons for Recommendation:	In July 2019 the Council declared a climate emergency and subsequently committed to ensuring that climate change should become a driver of all decision making.

Council - 8 November 2021

Climate Change and Environmental Impact Assessment

Public Report of the Deputy Executive Director

Recommendation

The Climate Change and Environmental Impact Assessment as set out in Appendix 1 be adopted and utilised for all Full Council and Cabinet reports.

1. INTRODUCTION

- 1.1 In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action.
- 1.2 In July 2019 the Council declared a climate emergency and subsequently committed to ensuring that climate change should become a driver of all decision making.
- 1.3 The Council's Corporate Strategy (2021-24) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.
- 1.4 It is therefore proposed that Rugby Borough Council utilises a Climate Change and Environmental Impact Assessment to ensure that due regard is given to climate change and environmental impacts when making decisions.
- 1.5 When putting forward recommendations for decision by Cabinet or Council, officers will be required to assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change and environmental Impact Assessment

2. CLIMATE CHANGE AND ENVIRONMENTAL IMPACT ASSESSMENT

- 2.1 Following the declaration of a climate emergency, a cross party Climate Emergency Working Group was established and have progressed numerous workstreams including baselining the Council's carbon footprint, delivering a residents survey, delivering the Borough's first Climate Summit and developing the proposed impact assessment.

- 2.2 Following an initial draft which was considered by the group in June 2021, further comments have been received and a final draft is attached at Appendix 1.
- 2.3 The impact assessment asks report authors and decision makers to consider matters such as energy usage, travel implications and biodiversity/habitat implications and to take actions to mitigate or reduce negative impacts.

3. CONCLUSION

- 3.1 By adopting the proposed assessment, the Council will ensure that climate change and the environment are considered in Cabinet and Council decision making.

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Climate Change and Environmental Impact Assessment

Originating Department: Executive Director's Office

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

APPENDIX 1 – DRAFT CLIMATE CHANGE IMPACT ASSESSMENT

Rugby Borough Council

Climate Change and Environmental Impact Assessment

TEMPLATE - SEPTEMBER 2021

CONTEXT

In 2019 the UK Parliament set a commitment in law to reach net zero carbon emissions by 2050. Achieving this target will require considerable effort with public bodies, private sector organisations, the third sector and individuals working together to take action.

Rugby Borough Council declared a climate emergency in 2019, in doing so committed to:

- To move the Council's operations towards Carbon Neutrality by 2030
- To establish action to tackle climate change as a key driver of all decision-making.
- To provide community leadership in reducing the impact of Climate Change.
- To take action to mitigate the impact of climate change on a Borough wide basis and beyond, through adaptation.

The Council's Corporate Strategy (2021-24) [*link*](#) sets ambitious outcomes in relation to Climate Change. These ambitions must now be progressed through the decisions which the Council makes.

It is therefore important that Rugby Borough Council gives due regard to climate change when making decisions. In the context of the Council's business, Climate Change includes carbon emissions, biodiversity, habitat loss and environmental destruction. When putting forward recommendations for decision, officers must assess how these recommendations are likely to influence our climate change commitments by completing the following Climate Change Impact Assessment

A copy of this Climate Change Impact Assessment, including relevant data and information should be forwarded to the Deputy Executive Director.

If you require help, advice and support to complete the forms, please contact Dan Green, Deputy Executive Director

SECTION 1: OVERVIEW

Portfolio and Service Area	
Policy/ Service /Change being assessed	
Is this a new or existing Policy/ Service/ Change?	
If existing policy/service please state date of last assessment	
Ward Specific Impacts	
Summary of assessment Briefly summarise the policy/ service / change and potential impacts.	
Completed By	
Authorised By	
Date of Assessment	

SECTION 2: IMPACT ASSESSMENT

Climate change and Environmental impacts	No Impact	Positive	Negative	Description of impact	Any actions or mitigation to reduce negative impacts	Action owner	Timescales
Energy usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Fleet usage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable Transport / Travel (customers and staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Sustainable procurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Community leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Biodiversity and habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Adaptation / Mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Impact on other providers / partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

SECTION 3: REVIEW

Where a negative impact is identified, the proposal and/or implementation can be adapted or changed; meaning there is a need for regular review. This review may also be needed to reflect additional data and evidence for a fuller assessment (proportionate to the decision in question). Please state the agreed review timescale for the identified impacts of the policy implementation or service change.

Review Date	
Key points to be considered through review	
Person Responsible for Review	
Authorised By	

AGENDA MANAGEMENT SHEET

Report Title: Climate Emergency Working Group - Change of Membership

Name of Committee: Cabinet

Date of Meeting: 8 November 2021

Report Director: Chief Officer - Legal and Governance

Portfolio: Finance, Performance, Legal and Governance

Ward Relevance: N/A

Prior Consultation: -

Contact Officer: Claire Waleczek, Democratic Services Team Leader claire.waleczek@rugby.gov.uk

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: Yes

Forward Plan: No

Corporate Priorities: This report relates to the following priority(ies):
 Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C)
 Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E)
 Residents live healthy, independent lives, with the most vulnerable protected. (HC)
 Rugby Borough Council is a responsible, effective and efficient organisation. (O)
[Corporate Strategy 2021-2024](#)
 This report does not specifically relate to any Council priorities but

Summary: The Conservative Group wishes to amend its membership on the Council's Climate Emergency Working Group for the remainder of the 2021/22 municipal year.

Financial Implications: There are no direct financial implications arising from this report.

Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	N/A
Recommendation:	Councillor Roberts be replaced by Councillor Rabin on the Climate Emergency Working Group for the remainder of the 2021/22 municipal year with immediate effect.
Reasons for Recommendation:	To ensure the working group has full representation.

Cabinet - 8 November 2021

Climate Emergency Working Group - Change of Membership

Public Report of the Chief Officer - Legal and Governance

Recommendation

Councillor Roberts be replaced by Councillor Rabin on the Climate Emergency Working Group for the remainder of the 2021/22 municipal year with immediate effect.

1. INTRODUCTION

- 1.1 Further to a notice of motion being submitted, Council on 18 July 2019 decided that this Council declares a climate emergency and in doing so, commits to:
- establishing a cross party working group to advise on the actions and timescales required to make the Council's activities carbon neutral by 2030. The working group will report initial findings and recommendations back to Cabinet within 6 months;
 - engaging with partner councils (specifically Warwickshire County Council and Warwickshire's 5 District and Borough Councils), local businesses, environmental groups and residents to inform our future actions; and
 - where required, call on Government to provide the powers and resources to enable Rugby Borough Council to help deliver the UK's carbon reduction targets (minute 25 – 2019/20).

- 1.2 Cabinet on 7 June 2021 appointed the following Members to the Climate Emergency Working Group for the 2021/22 municipal year:

Councillors Roberts (Portfolio Holder), Brader, Mrs Crane, McQueen, Mrs O'Rourke, Picker and Roodhouse.

2. PROPOSED CHANGE OF MEMBERSHIP

- 2.1 The Conservative Group has requested that Councillor Roberts be replaced on the Working Group by Councillor Rabin with immediate effect. Councillor Roberts is currently Chair of the Working Group. This would, therefore, require a new Chair to be appointed at the Working Group's next meeting.

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Climate Emergency Working Group - Change of Membership

Originating Department: Legal and Governance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title:	Treasury Management Report
Name of Committee:	Cabinet
Date of Meeting:	8 November 2021
Report Director:	Chief Officer - Finance and Performance
Portfolio:	Finance, Performance, Legal and Governance
Ward Relevance:	N/A
Prior Consultation:	Treasury Management Strategy 2020/21 – 2022/23 Cabinet
Contact Officer:	Jon Illingworth Chief Officer Finance and Performance & Chief Financial Officer 01788 533410 Jon.Illingworth@rugby.gov.uk
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	Yes
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies): <input type="checkbox"/> Rugby is an environmentally sustainable place, where we work together to reduce and mitigate the effects of climate change. (C) <input type="checkbox"/> Rugby has a diverse and resilient economy that benefits and enables opportunities for all residents. (E) <input type="checkbox"/> Residents live healthy, independent lives, with the most vulnerable protected. (HC) <input checked="" type="checkbox"/> Rugby Borough Council is a responsible, effective and efficient organisation. (O) Corporate Strategy 2021-2024 <input type="checkbox"/> This report does not specifically relate to any Council priorities but
Summary:	The report sets out the Treasury Management activities from April 1 – September 30 2021
Financial Implications:	The report ensures that the Council is aware of the current Treasury Management position

Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	There are no equality and diversity implications arising from this report.
Options:	Not applicable
Recommendation:	<ol style="list-style-type: none">1) The report be noted; and2) the monitoring and review of the Treasury Management indicators be agreed.
Reasons for Recommendation:	To comply with the Code of Practice

Cabinet - 8 November 2021

Treasury Management Report

Public Report of the Chief Officer - Finance and Performance

Recommendation

- (1) The report be noted; and
- (2) the monitoring and review of the Treasury Management indicators be agreed.

Background

The Council is required to operate a balanced budget which broadly means that, year on year, cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus cash is invested in low-risk counterparties or instruments commensurate with the Council's risk appetite, providing adequate liquidity initially before considering investment return as per the Council's Treasury Management Strategy which adopted on 1 April 2021.

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

1.1 INTRODUCTION

On 1 April 2021, in accordance with the *CIPFA Code of Practice for Treasury Management in the Public Sector*, Council approved the Treasury Management Strategy for 2021/22 – 2023/24. The Code requires the Council to approve a treasury management strategy before the start of each financial year, a mid-year report and an annual report after the end of each financial year. The code requires local authorities to comply with three key principles:

KEY PRINCIPLE 1

Public service organisations should put in place formal and comprehensive objectives, policies and practices, strategies and reporting arrangements for the effective management and control of their treasury management activities.

KEY PRINCIPLE 2

*Their policies and practices should make clear that **the effective management and control of risk** are prime objectives of their treasury management activities and that responsibility for these lies clearly within their organisations. Their appetite for risk should form part of their annual strategy, including any use of financial instruments for the prudent management of those risks, and should ensure that **priority is given to security and portfolio liquidity** when investing treasury management funds.*

KEY PRINCIPLE 3

*They should acknowledge that the **pursuit of value for money** in treasury management, and the use of suitable performance measures, are valid and important tools for responsible organisations to employ in support of their business and service objectives; and that within the context of effective risk management, their treasury management policies and practices should reflect this.*

This is a report on the Treasury Management activities for the first half of 2021/22 (the mid-year report).

In addition to its own resources (General Fund and Housing Revenue Account (HRA) balances, capital receipts, etc.) the Council also collects council tax on behalf of Warwickshire County Council, the Office of the Police and Crime Commissioner for Warwickshire, and Parish Councils. This means that at given points of time during the financial year, the Council has significant cash holdings which require management prior to scheduled payment dates to the preceptors. A summary of transactions, and the levels of investments and borrowings held, is contained within this report.

The Chief Financial Officer is pleased to report that all treasury management activity undertaken during the period to 30 September complied with the approved strategy, the *CIPFA Code of Practice*, and the relevant legislative provisions.

One breach of the Treasury Management Strategy occurred on 1 October whereby the investment limit of £5.000m in the Council's current account was breached by £3.640m. This breach was due to unforeseen staff absences which meant that officers were unable to negotiate the movement of excess funds that resulted from the receipt of £6.060m in funds against the forecast expected of £2.440m. This breach only extended over the weekend and funds were invested according to the strategy on Monday 4 October. This is being addressed with the addition of other team members being allowed to place funds.

The Council limits the amount that can be invested with one counterparty to minimise the risk of loss of principal sums due to the failure of an institution. Whilst the Council seeks to maximise its return from investments, it only invests in institutions with a high level of credit worthiness. Although the breach has occurred, the limit on the overnight holding of funds in the Council's current account is a new addition for the 2021/22 strategy following the receipt of significant grant funding to deal with COVID-19 during the last 18 months. As part of the refresh of the strategy for 2022/23, the limit will be reviewed for its effectiveness in comparison to the counter party limits identified for other institutions.

1.2 ECONOMIC REVIEW APRIL – SEPTEMBER 2021

- **UK** The Monetary Policy Committee (MPC) voted unanimously to leave Bank Rate unchanged at 0.10% and made no changes to its programme of quantitative easing purchases due to finish by the end of this year at a total of £895bn; only one MPC member voted to stop these purchases now to leave total purchases £45bn short of the total target.
- The MPC was more upbeat in its new 2-3 year forecasts so whereas they had expected unemployment to peak at 5.4% in quarter 3, the MPC now thought that the peak had already passed. (It is to be noted though, that the recent spread of the Delta variant has damaged growth over the last couple of months and has set back recovery to the pre-pandemic level of economic activity till probably late 2021.)
- The MPC forecast that there would be excess demand in the economy by quarter 3 2022 causing CPI inflation to rise above the 2% target in quarter 3 2022 (based on market interest rate expectations for a further loosening in policy).
- Nevertheless, even if the Bank were to leave policy unchanged, inflation was still projected to be above 2% in 2023.
- The Covid-19 outbreak has resulted in huge economic damage to the UK and to economies around the world. After the Bank of England took emergency action in March 2020 to cut Bank Rate to 0.10%, it left Bank Rate unchanged at its subsequent meetings, although some forecasters had suggested that a cut into negative territory could have happened prior to more recent months when strong recovery started kicking in. However, the minutes of the Monetary Policy Committee in February 2021 made it clear that commercial banks could not implement negative rates within six months; by that time the economy would be expected to be recovering strongly and so there would be no requirement for negative rates.

One key addition to forward guidance was a new phrase in the policy statement, namely that “it does not intend to tighten monetary policy until there is clear evidence that significant progress is being made in eliminating spare capacity and achieving the 2% target sustainably”. That seems designed to say, in effect, that even if inflation rises to 2% in a couple of years’ time, do not expect any action from the MPC to raise Bank Rate – until they can clearly see that level of inflation is going to be persistently above target if it takes no action to raise Bank Rate

The Financial Policy Committee (FPC) report on 6 August revised down their expected credit losses for the banking sector to “somewhat less than £80bn”. It stated that in its assessment “banks have buffers of capital more than sufficient to absorb the losses that are likely to arise under the MPC’s central projection”. The FPC stated that for real stress in the sector, the economic output would need to be twice as bad as the MPC’s projection, with unemployment rising to above 15%.

1.3 INTEREST RATE OUTLOOK

The Council’s treasury advisor, Link Group, has provided the following forecasts (PWLB rates are certainty rates):

Link Group Interest Rate View		29.9.21								
	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24
BANK RATE	0.10	0.10	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.75
3 month ave earnings	0.10	0.10	0.20	0.20	0.30	0.40	0.50	0.50	0.60	0.70
6 month ave earnings	0.20	0.20	0.30	0.30	0.40	0.50	0.60	0.60	0.70	0.80
12 month ave earnings	0.30	0.40	0.50	0.50	0.50	0.60	0.70	0.80	0.90	1.00
5 yr PWLB	1.40	1.40	1.50	1.50	1.60	1.60	1.60	1.70	1.70	1.70
10 yr PWLB	1.80	1.80	1.90	1.90	2.00	2.00	2.00	2.10	2.10	2.10
25 yr PWLB	2.20	2.20	2.30	2.30	2.40	2.40	2.40	2.50	2.50	2.60
50 yr PWLB	2.00	2.00	2.10	2.20	2.20	2.20	2.20	2.30	2.30	2.40

Additional notes by Link on this forecast table:

- LIBOR and LIBID rates will cease from the end of 2021. Work is currently progressing to replace LIBOR with a rate based on SONIA (Sterling Overnight Index Average). In the meantime, our forecasts are based on expected average earnings by local authorities for 3 to 12 months.
- Our forecasts for average earnings are averages i.e., rates offered by individual banks may differ significantly from these averages, reflecting their different needs for borrowing short term cash at any one point in time.
- We will maintain continuity by providing clients with LIBID investment benchmark rates on the current basis.

1.4 INTERIM TREASURY MANAGEMENT REPORT AND SUMMARY OF TRANSACTIONS

Where the Council has surplus funds these funds are invested to achieve maximum return whilst keeping in mind the core principles of Security, Liquidity and Yield.

In reviewing and monitoring the impact of the Council's treasury management activities, rather than looking at the interest received on investments and the interest paid on borrowings in isolation it is important that the Net Cost of Borrowing against the budget that has been set is monitored. Given the spread of interest rates for investments against those for borrowing, there are times when borrowing is deferred, and investments minimised, because of surplus cash held, which is used to meet day to day expenditure. Therefore, an underachievement in interest receivable against budget, whilst seeming to be adverse, may, because it also produces a reduction in interest payable on borrowing, lead to a more favourable outcome for the Council.

The Council has a strategy of matching Investment maturity profiles with loan maturity profiles in order that there are sufficient funds available to repay the borrowing where it is in the best interests of the Council.

The table below shows a summary of the treasury management activity over the six month period from April 2021

	Principal Amount £000	Interest Rate %
Investments - as at 1 April 2021	127,380	1.09%
- matured in period	74,940	
- arranged in period	68,500	
- as at 30 September 2021	120,940	0.93%
Debt - as at 1 April 2021	152,999	2.68%
- matured/repaid in period	(23,500)	
- arranged in period	0	
- as at 30 September 2021	129,499	1.97%

Between October and March, there will be £42.000m of current investments maturing and £30.000m of loans that are due for repayment. The current proposal is to use the maturing investments to repay the loans due and invest any surplus maturing investments in alignment with future maturing loans. The Council monitors its cashflow forecasts on a daily basis to facilitate this strategy.

Please see **Appendix A** and **Appendix B** for summary portfolio details.

No debt restructuring took place during the period 1 April 2021 to 30 September 2021.

1.5 DEBT MANAGEMENT STRATEGY

The debt management strategy approved (in April) highlighted the approaching substantial works to be undertaken in the redevelopment of the Council's multistorey flat sites and the increase in its HRA Capital Financing Requirement from 2020/21 onwards.

As a result of external factors, including COVID-19, the planned spend of the sums borrowed from PWLB has been delayed on the aforementioned projects. As a result of this the Council has invested the £66m advance PWLB Loan to help mitigate interest payable. As a consequence of the above, the authority will be 'overborrowed' as at 30 September 2021 (£129.499m forecast gross debt vs. £120.700m forecast Capital Financing Requirement). The CFR remains unchanged at £120.700M on the assumption that the HRA Developments progress. This will mean that the authority is incurring a 'cost of carry' (paying interest costs which cannot be wholly mitigated from temporary investment income) whilst it holds borrowing awaiting capital expenditure to be undertaken. However, the forecast long-term saving of 20-30 basis points by borrowing in advance of need (c£66m over a 50 year term) will more than mitigate the short-term differential in cost of carry (c.£120,000-£150,000). There are also £30m of Loans due to mature before March 2022 which will greatly reduce the Council's overborrowed position.

The Council will look to match financing with asset life where appropriate and has the option to utilise the Public Works Loan Board (PWLB), other local authorities, financial institutions or ‘internal borrowing’, that is cash supporting the Council’s reserves, balances and cash flow as a temporary measure. The Council continues to monitor the progress of the UK Municipal Bonds Agency (UKMBA), created by the Local Government Association with local authority shareholders to determine whether it can provide a more cost-effective means of borrowing.

In addition to borrowing from external sources the Council has the option of ‘intrafund’ borrowing – that is, loans between the General Fund and Housing Revenue Account (HRA). In consultation with its treasury management advisors the Council will continue to look at this facility over the term of the General Fund Medium Term Financial Plan and the HRA Business Plan to ensure opportunities are maximised.

1.6 TREASURY MANAGEMENT INDICATORS

The Council measures its exposures to treasury management risks using the following indicators. Council is asked to note the following indicators as at 30 September 2021

Security: Average credit rating

To measure the security of its portfolio, the Council compares the historic risk of default of its investments against a maximum target rate.

As an example, based on historic data, a AAA (least risk) rated investment has 0% chance of default within 1 year and a 0.05% chance of default within 3 years. A BBB+ (most risk) rated investment has a 0.22% chance of default within 1 year and a 1.21% chance of default within 3 years. There have been no default events associated with any counterparties the Council has utilised within its investment portfolio since 2009 at the time of the Icelandic banking collapse. All funds and accrued interest held at that time were subsequently reclaimed via the administration process.

Using the criteria above, the Council’s overall portfolio at 30 September 2020 had a 0.028% risk of default, ie, a very small, but not nil, probability.

	Limit	Actual	Met?
Historic risk of default	0.25% (max)	0.028%	✓

Maturity structure of borrowing

This indicator is set to control the Council’s exposure to refinancing risk – that all borrowing falls due for repayment at the same time. The repayment structure of fixed rate borrowing (loans of 12 months or longer) was:

	Upper Limit	Lower Limit	Actual	Met?
Under 12 months	50%	0%	41%	✓
12 months and within 24 months	50%	0%	9%	✓
24 months and within five years	60%	0%	17%	✓
Five years and within 10 years	60%	0%	11%	✓
10 years to 20 years	75%	0%	1%	✓
20 years to 30 years	75%	0%	5%	✓
30 years +	75%	0%	16%	✓

The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal sums invested for periods longer than 364 days

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. It is used in conjunction with the liquidity indicator to ensure sufficient cash resources are available without penalty during the short to medium term. The total principal sums invested to final maturities beyond the year end were:

	2020/21	2021/22	2022/23
Limit on principal invested beyond year end	£70.00m	£70.00m	£70.00m
Actual principal invested beyond year end	£35.44m	£51.94m	£25.50m
Within limit?	✓	✓	✓

1.7 CAPITAL STRATEGY

The Council is required each year to publish and approve an Investment Strategy within its overall Capital Strategy for the year ahead. This is a requirement of revised statutory guidance (the Prudential Code) issued by the Government in January 2018. In particular, the strategy should focus on the support of local public services by lending to or buying shares in other organisations or its own subsidiaries (service investments) and commercial property investment income.

A revised Investment Strategy will be presented to Audit and Ethics Committee for Council approval within the Capital Strategy 2022/23 – 2024/25 as part of the budget setting process for the new financial year. The strategy will include revisions to the Investment Strategy limits and indicators where appropriate.

1.8 CORONAVIRUS

As part of the budget setting process a reserves risk assessment is completed for the main corporate reserves set aside to respond and manage financial risks in the medium term. Due to the uncertainty around the recovery from the COVID-19

pandemic, the assessment will be reviewed and updated throughout the financial year with updates to Members as necessary.

The Corporate and General Fund reserves considered in this analysis are the General Fund balance, the Budget Stability reserve and the Business Rates Equalisation reserve. The risk assessment shows that if all the risks crystallised, the level of corporate reserves would fall from (£16.934m) at 31 March 2021 to an estimated (£3.401m) at 31 March 2025 or by 81%.

Any changes in the level of reserves will have an impact on treasury management with any increased use of reserves resulting in a decline of investment income.

Name of Meeting: Cabinet

Date of Meeting: 8 November 2021

Subject Matter: Treasury Management Report 2021/22 – Progress Report

Originating Department: Finance and Performance

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Summary of Investment Movements

INVESTMENTS		£000	Average Int Rate
Total Matured 01 April to 30 September 2021		74,940	0.65%
Total Investments outstanding as at 30 th September 2021		120,940	0.93%
Total Investment exposure 1 April – 30th September 2021		195,880	
Analysis of Outstanding Investments			
Investments Maturing 2021/22		53,000	0.44%
Investments Maturing 2022/23 +		67,940	1.58%
Grand Total – Investments to be matured		120,940	0.93%

Summary of Loan Movements

LOANS		£000	Average Int Rate
Loans Matured 01 April to 30 September 2021		23,500	0.80%
Loans Outstanding at 30 September 2021		129,499	1.97%
Total Loan Exposure 1 April to 30 September 2021		152,999	2.68%
Analysis of outstanding loans			
Total Maturing 2021/22		38,900	1.80%
Total Maturing 2022/23+		90,599	3.63%
Grand Total		129,499	1.97%