

## CABINET – 1 JUNE 2020

A meeting of Cabinet will be held at 5.30pm on Monday 1 June 2020 via Microsoft Teams.

*Due to the current COVID19 pandemic, members of the public may view the meeting via the livestream available on the Council's website.*

Adam Norburn  
Executive Director

## A G E N D A

### PART 1 – PUBLIC BUSINESS

1. Minutes.

To confirm the minutes of the meeting held on 2 March 2020.

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 26 May 2020).

**Item not within any specific portfolio**

5. COVID19 response (report to follow).

**Growth and Investment Portfolio**

Nothing to report to this meeting.

**Corporate Resources Portfolio**

6. Finance and Performance Monitoring 2019/20 – Year End.

7. Appointments to Working Parties 2020/21.

**Communities and Homes Portfolio**

8. Community Grant Allocations for 2020/21.

9. Access to Energy Efficiency measures - Eco-flex Statement of Intent for Rugby.

**Environment and Public Realm 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**

10. Treasury Management 2019/20 – Annual Report.

11. Transfer of land ownership - Long Furlong, Rugby.

**PART 2 – EXEMPT INFORMATION**

There is no business involving exempt information to be considered.

***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, 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](mailto:claire.waleczek@rugby.gov.uk)). Any specific queries concerning reports should be directed to the listed contact officer.***

**AGENDA MANAGEMENT SHEET**

**Report Title:** Finance & Performance Monitoring 2019/20 – Year-End

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Interim Chief Financial Officer

**Portfolio:** Corporate Resources

**Ward Relevance:** All Wards

**Prior Consultation:** None

**Contact Officer:** Jon Illingworth, Financial Services Manager, and Interim 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):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:**

Section 6.1 of the Council's Financial Standing Orders states that the Head of Corporate Resources:

Be responsible, in conjunction with the Executive Director and Heads for submitting periodic reports to Cabinet and Council during the year, indicating the anticipated financial position compared to original revenue and capital budgets indicating where expenditure is anticipated to exceed or income fall short of the budgeted amount by the margins agreed corporately for the purpose of budget monitoring.

**Summary:**

This report sets out the 2019/20 Year-End financial and performance position for the Council.  
The report also presents proposed budget adjustments as required by Financial Standing Orders including carry-forward and other budget requests for 2019/20.

**Financial Implications:**

As detailed in the main report.

**Risk Management Implications:**

This report is intended to give Cabinet an overview of the Council's spending and performance position for 2019/20 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 supplementary budget requests, carry forwards or reserve contributions as listed at recommendations 1 to 10.

**Recommendation:**

- 1) The Council's anticipated financial position for 2019/20 in Sections 1, 2 and 3 and Appendices 1 and 2 be considered;
- 2) Performance summary & performance data included in Section 6 and Appendix 3 be considered & noted

**IT BE RECOMMENDED TO COUNCIL THAT:**

- 3) Supplementary revenue budgets of £0.331m for 2020/21 as a result of carry forwards from 2019/20 at Appendix 4 be approved;
- 4) General Fund transfer of business rates surplus (£0.634m) to the Business Rates Equalisation Reserve as per section 2.3 be approved;
- 5) General Fund Movement in Reserves as detailed in Tables 3 – 5 and Appendix 6 be approved;
- 6) Supplementary capital budgets be approved for 2020/21 as a result of carry forwards from 2019/20 as follows (see Appendices 1 & 2);
  - a) General Fund - £3.445m
  - b) HRA - £12.349m
- 7) A supplementary General Fund capital budget of £0.250m for 2020/21 for Queens Diamond Jubilee Leisure Centre Athletics Track Renovation to be met from S106 contributions be approved;
- 8) A supplementary General Fund capital budget of £0.601m for 2019/20 for Long Lawford Sports Pavilion and Cawston Community Hall to be met from S106 contributions be approved;
- 9) Estimated amount to be provided to mitigate future risks – See section 2.5 with full detail in Appendix 6 and Summary Reserves at Appendix 7 be approved;
- 10) Reserves forecast at Appendix 5 be noted.

**Reasons for Recommendation:**

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

**Cabinet - 1 June 2020**

**Finance & Performance Monitoring 2019/20 – Year-End**

**Report of the Interim Chief Financial Officer**

**Recommendation**

- 1) The Council's anticipated financial position for 2019/20 in Sections 1, 2 and 3 and Appendices 1 and 2 be considered;
- 2) Performance data included in Section 6 and Appendix 3 be considered & noted

**IT BE RECOMMENDED TO COUNCIL THAT:**

- 3) Supplementary revenue budgets of £0.331m for 2020/21 as a result of carry forwards from 2019/20 at Appendix 4 be approved;
- 4) General Fund transfer of business rates surplus (£0.634m) to the Business Rates Equalisation Reserve as per section 2.3 be approved;
- 5) General Fund Movement in Reserves as detailed in Tables 3 – 6 and Appendix 6 be approved;
- 6) Supplementary capital budgets for 2020/21, as a result of carry forwards from 2019/20, as follows (see Appendices 1 & 2) budgets be approved;
  - a. General Fund - £3.445m
  - b. HRA - £12.349m
- 7) A supplementary General Fund capital budget of £0.250m for 2020/21 for Queens Diamond Jubilee Leisure Centre Athletics Track Renovation to be met from S106 contributions be approved;
- 8) A supplementary General Fund capital budget of £0.601m for 2019/20 for Long Lawford Sports Pavilion and Cawston Community Hall to be met from S106 contributions be approved;
- 9) Estimated amount to be provided to mitigate future risks – See section 2.6 and Summary Reserves at Appendix 7 be approved;
- 10) Reserves forecast at Appendix 5 be noted

## 1. INTRODUCTION

This is the final outturn finance and performance monitoring report for 2019/20, which combines finance (revenue and capital) as well as performance for General Fund (GF) and Housing Revenue Account (HRA). The year-end position for 2019/20 are based on expenditure accounted for from 01 April 2019 to 31 March 2020. The report also includes proposed 2019/20 budget adjustments which are recommended for approval by Members. Please note that this financial position is subject to change from the outcome of the closure of accounts and audit review.

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

- General Fund (GF) Revenue Budgets and Performance - Section 1 & Appendix 1;
- Carry forward requests Section 2.5 and Appendix 4
- General Fund Reserves – Section 2.6 & Appendices 5,6 & 7
- Housing Revenue Account (HRA) Revenue Budgets & Performance- Section 3 & Appendix 2;
- Capital Budgets - Section 4 and Appendices 1 (GF) & 2 (HRA);
- Performance- Section 6 and 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. GENERAL FUND (GF) REVENUE BUDGETS

### 2.1 GF Overview and Key Messages:

The Final Outturn reported against an Approved Budget of for the General Fund budget of £16.740m is reporting an overall underspend of £0.050m which includes proposed service net transfer to the budget stability reserves of £0.094m and service carry forwards totalling £0.331m full details of the movement in reserves and closing balances of reserves are included in Appendix 5

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

Within the portfolios and corporate items, the following significant variances should be noted-

- A pressure of £0.042m from GF portfolios with significant variances in Environment and Public Realm of £0.221m pressure which has increased by £0.037m from Q3 reporting because of increased costs of agency requirement and lower than anticipated income received. This is largely offset by savings in Communities and Homes of (£0.149m) following the reduction in B&B/Temporary Accommodation costs prior to the onset of coronavirus, and Corporate Resources of (£0.039m) from increased income and staffing vacancies within the Revenues team.

- As previously reported Net Cost of Borrowing (the difference between interest payable on borrowing and interest received on investments) provided a saving of (£0.123m) which is in line with quarter 3 reporting after taking in account the saving of (£0.072m) transferred to contribute towards the corporate savings target. This is due to revisions in the use of cash-backed balances and more favourable interest rates prior to recent cuts in Bank Rate.
- There is a reported variance in Government Grants of £0.022m due to the Business Rates “Levy Account” grant being less than estimated when the budget was set in February 2019.

### **2019/20 Savings Target**

Total savings of (£0.603m) have been identified for 2019/20.

- (£0.343m) - Corporate, Salary and Digitalisation savings - the target of has now been fully achieved.
- (£0.260m) –(other) has been delivered with the exception of (£0.105m) in relation to kerbside collections. This was set out in previous reports and has been addressed as part of the budget setting process for 2020/21. The in-year impact was mitigated by a supplementary budget approved at quarter two.

### **Assessment of General Fund Financing**

#### **2.2 Council Tax**

The council tax requirement for 2019/20 was approved by Council in February 2019. The total budgeted council tax income was £70.123m of which Rugby Borough Council’s share is £7.914m.

The amount of council tax income credited to the General Fund in 2019/20 is fixed to the original budgeted amount, not the actual amount billed during the year. Any difference between the actual amount and the original budget will feed through into a surplus or deficit on the Collection Fund, to be met from or credited to future years’ budgets.

Actual council tax income in 2019/20 exceeded the budget and this is mainly due to the removal of the discount on empty properties in 2019/20.

This has resulted in a council tax surplus on the Collection Fund of £0.604m which will be distributed between the authorities and credited to the General Fund budget in 2021/22 in the following proportions.

<b>Collection Fund Surplus 2019/20</b>	<b>2019/20 £000s</b>
Warwickshire County Council	(462)
Police and Crime Commissioner for Warwickshire	(74)
Rugby Borough Council	(68)
<b>Total</b>	<b>(604)</b>

*Table 1 – Summary of collection fund surplus shares for 2019/20*

## 2.3 Business Rate Retention

The Council sets its business rates income budget based on the NNDR1 form that is submitted to Government on 31 January each year. It was forecast that the Council would collect £48.800m of business rates during 2019/20, of which Rugby Borough Council would retain £6.269m.

The following table details the Council's outturn position and a budget surplus of (£0.634m) for 2019/20 which has been transferred to the business rates equalisation reserve.

This is a provisional outturn position pending the release of the 2019/20 NNDR3 which has been delayed by MHCLG as a result of COVID-19.

<b>Business Rates Income</b>	<b>2019/20 Budget £000s</b>	<b>2019/20 Outturn £000s</b>	<b>Variance £000s</b>
RBC share of NDR Income @ 40% (as per the NNDR1 forecast)	(21,025)	(21,025)	0
Less Tariff	13,050	13,060	10
<b>Gross Amount Retained</b>	<b>(7,975)</b>	<b>(7,965)</b>	<b>10</b>
Section 31 Grants	(1,527)	(1,568)	(41)
Levy Payment	3,433	3,259	(174)
<b>Net Retained Income</b>	<b>(6,069)</b>	<b>(6,274)</b>	<b>(205)</b>
Coventry & Warks BR Pool Income	(200)	(629)	(429)
<b>Total Business Rates Income</b>	<b>(6,269)</b>	<b>(6,903)</b>	<b>(634)</b>

Table 2 – Summary of Business Rates outturn for 2019/20

The 2019/20 budget surplus of (£0.634m) is due to the reasons below:

- It is the budgeted business rates income per the NNDR1 that is charged to the General Fund with any actual cash variance being managed through the Collection Fund (see note 1 below).
- Additional s31 grant funding has been received in year to meet new business rate schemes introduced by central government. The loss of business rates income from these schemes is reflected in the Collection Fund. However, the actual s31 grant income to compensate losses is credited to the General Fund at the end of the year.
- The 50% levy on business rates growth is lower than estimated. The levy is calculated on actual business rates income received in the Collection Fund, but the levy payment hits the General Fund in full at the end of the year.
- A higher gain from pooling of £0.429m with the Coventry & Warwickshire Business Rates Pool than estimated. The estimated amount was based on previous years income but actual business rates growth overall in Coventry & Warwickshire is above baseline level.

**It is requested that budget surplus of (£0.634m) is approved to be transferred to the Business Rates Equalisation Reserve to manage any future risk and volatility in cashflow.**

**Note 1:**

The **actual** business rates income billed and accounted for in the Collection Fund is less than the budgeted amount in 2019/20. This is because the financial benefits from growth were lower than estimated and there have been additional mandatory reliefs claimed that do not receive any compensation grant.

This has resulted in a deficit on the Collection Fund of £0.714m of which the relevant shares are shown in table 2 below.

<b>Collection Fund Deficit 2019/20</b>	<b>2019/20 £000s</b>
Central Government	893
Warwickshire County Council	178
Rugby Borough Council	714
<b>Total</b>	<b>1,785</b>

*Table 3 – Summary of collection fund deficit shares for 2019/20*

*\*This is a provisional figure pending the release of the NNDR3 which has been delayed by MHCLG.*

**2.4 Carry forwards**

A total of £0.331m has been requested to be carried forward into 2020/21 to mitigate risks and manage slippage during next financial year. This includes anticipated grants to be paid to voluntary bodies alongside the balance of £0.204m remaining from the supplementary request previously approved for the Mixed Recycling Facility (MRF) Full details are included in Appendix 4.

**It is requested that Carry forwards of (£0.331m) are approved by Full Council to be transferred to the specific Earmarked Reserves with Full details in Appendix 4.**

**2.5 Corporate and General Fund Reserves as at 31 March 2020**

As part of the budget setting process for 2020/21 a risk assessment of the reserve’s levels in our corporate reserves which we use to respond to and manage financial risks was completed. As a result of the Coronavirus pandemic this assessment has been reviewed and updated based on the current known assumptions re the financial impact. The detailed risk assessment is included as appendix 7 and a graph summarising the information is shown below.

The Corporate and General Fund Reserves considered in this analysis are the General Fund itself, the Budget Stability Reserve, the Business Rates Equalisation Reserve, and the Welfare Support Reserve.

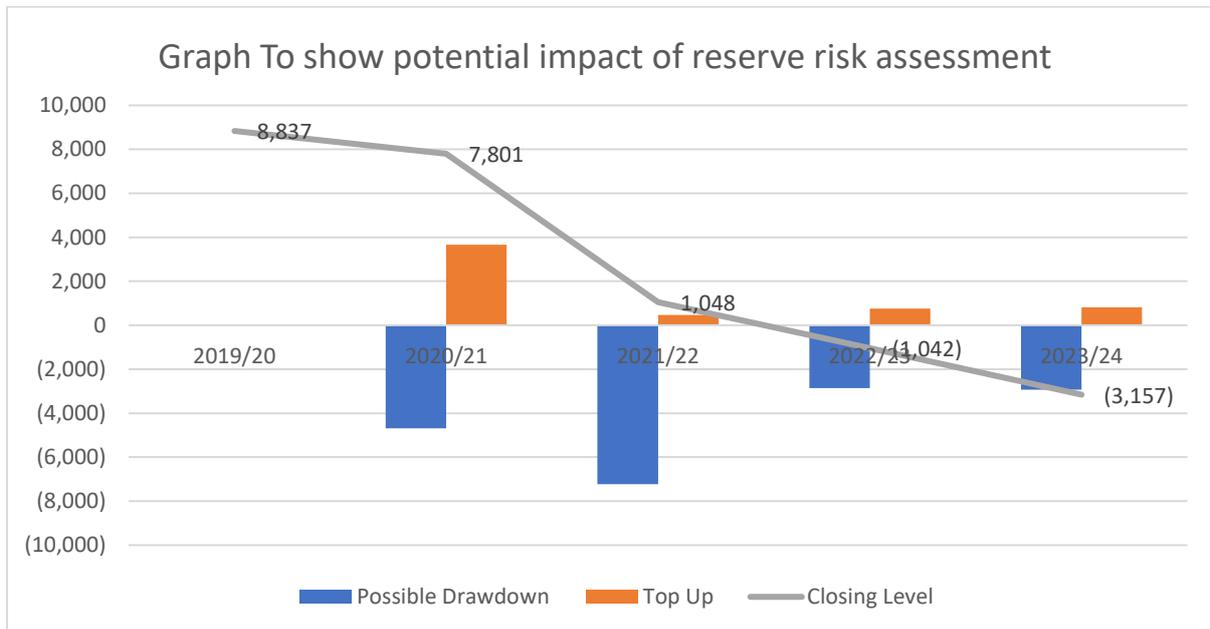


Chart 1 – Impact of Reserve Risk Assessment

What the risk assessment shows is that there is potentially a funding gap of £3.157m in our corporate reserves if all the risks present in the environment crystallised, particularly the funding risks. At this stage the true cost of coronavirus and the medium-term impact on the financial position is still being established, however throughout 2020/21 the assessment will be updated as the recovery develops.

The assessment identifies that in 2020/21 a potentially significant contribution from reserves of £4.693m is required to mitigate against pressures and it is expected that the 31 March 2020 balance of the General Fund £2.256m and the Budget Stability reserve (£2.495m) will have a total remaining balance of £1.292m with planned contributions ceasing from the 2020/21 financial year.

The forecast balance of reserves at 31 March 2021 includes a contribution to the business relates equalisation reserve of £2.862m which incorporates an unwinding of a volatility reserve held with the Warwickshire business rates pool. Any further delay to the planned business rates reset would mean that this contribution would be delayed. This combined with a reduction in the business rates growth generated in the year will have a significant impact on the Authority's ability to mitigate against the 2021/22 pressures identified in this assessment.

If the funding outcomes are not as bad as currently forecast, the reserves could be used for other purposes.

## **General Fund Reserves**

We budgeted for contributions from reserves of £0.588m. As a result of reviewing the balances held in revenue grants received in advance and other areas of the balance sheet, it is proposed that reserve levels will rise by (£0.541m) to ensure that it funds are made available to manage risks in 2020/21 and future years following the risk assessment. This is summarised in the table below.

Full details of the Reserves can be seen in Appendices 5, 6 and 7

Notes	£000s
<b>GF Balance at 01 April 2019</b>	<b>(2,253)</b>
Other proposed contributions to/from reserves	588
Underspend within general fund balances	(50)
Proposed transfer from business rates equalisation reserve following risk assessment review	(541)
<b>Total</b>	<b>(2,256)</b>

Table 4 - Summary of transfers to/from the General Fund reserve for 2019/20

**It is requested the transfer of £0.541m following the risk assessment to increase the General Fund Reserve is approved by Full Council**

## **Budget Stability**

There are various items within the Council's budget that are subject to significant degrees of volatility or variation from one year to another, often due to factors that are outside the Council's control or influence; this reserve assists the mitigation of such volatility by allowing the Council to call upon it in years where budget overspends occur and conversely replenish it in years where favourable variances arise.

	£000s
<b>Balance at 1 April 2019</b>	<b>(2,145)</b>
In year transfers previously approved by Cabinet - Budget Setting	(256)
In year transfer of surplus income from planning applications	(193)
Draw down of funds to cover the cost of the equipment refresh within the contract agreement with the provider of the services for the leisure centre	99
<b>Balance at 31 March 2020</b>	<b>(2,495)</b>

Table 5 – Summary of transfers to/from the Budget Stability reserve

The transfers to the budget stability reserve will initially be earmarked to support the shortfall between government grant received and the financial impact of the Coronavirus pandemic

**It is requested the transfers to and from the Budget Stability Reserve as detailed in Table 5 are approved by Full Council**

## Business Rates Equalisation Reserve

This reserve is established to mitigate future fluctuations in the business rates base alongside the risks faced by the Council through the anticipated changes in business rates baseline and fair funding.

	£000s
<b>Balance at 1 April 2019</b>	<b>(1,716)</b>
Planned in year transfer to/ from reserve	(1,838)
Additional contribution after calculating surpluses (explained in section 2.3)	(634)
Proposed transfer to other reserves following risk assessment review	541
<b>Balance at 31 March 2020</b>	<b>(3,647)</b>

Table 6 – Summary of transfers to/from the Business Rates reserve

As previously highlighted in section 2.3, the collection fund for business rates is currently reporting a deficit of **£0.634m**. This deficit will be charged to the General Fund in 2020/21, but the balance on this earmarked reserve will be used in 2020/21 to mitigate the deficit.

In addition, following the risk assessment funds will be transferred to the General Fund Reserve to mitigate risks arising from funding changes and Covid19.

**It is requested the transfers to and from the Business Rates Equalisation Reserve as detailed in Table 6 are approved by Full Council**

## Other Earmarked Service Reserves

The overall total earmarked reserves managed within services is £3.282m which has reduced since 31 March 2019 by £0.675m. This is mainly due to continued use conditional grants, revenue funded improvements to the Council Chamber and the service request to draw down funds from reserves within Environment and Public Realm to cover increased costs for land fill tax and the overall review of Waste Services.

**It is requested that all transfers to and from Service Earmarked Reserves as detailed in Appendix 6 are approved by Full Council**

## 3 HOUSING REVENUE ACCOUNT (HRA) REVENUE BUDGETS:

### 3.1 Context

Housing Rents were set by Council on 5 February 2019, in the context of rent policy changes from government, most notably the imposition of 1% rent reductions for the period 2016/17 until 2019/20. Council responded to a consultation document on Social Rent policy for the period 2020/21 to 2024/25 in the autumn. Government has now confirmed that the application of a CPI + 1% annual rise will be allowed during this

period and a 2.7% increase was agreed by Council in February for financial year 2020/21.

### **Biart Place/Rounds Gardens**

Council received three reports in 2018/19 concerning the condition and potential options for both Biart Place and Rounds Gardens. Approval was given to proceed with the decant and demolition of the sites, and for redevelopment design and procurement to take place.

In all the sites account for almost 10% of total HRA stock. The measures required to respond to these findings will have an extraordinary impact on the HRA's financial resources, in turn impacting on its ability to meet to both current and emerging housing needs, where unmet housing need has to be increasingly met via temporary accommodation. The Council is continuing to liaise with national (MHCLG / Homes England) and regional (West Midlands Combined Authority) bodies to establish what financial support they can provide to respond to these issues. In addition, c.£66m of PWLB borrowing has been secured as at April 2020 at an average rate of 1.36% to cover estimated financing costs of these projects and maturing HRA self-financing settlement debt.

To alleviate potential temporary accommodation cost pressures noted above, a Housing Acquisition Fund of £13.000m was approved in December 2018 for capital investment in acquisitions and new build housing. This boosts numbers lost through Right to Buy, prevents existing HRA stock from being utilised for temporary accommodation, and facilitates the movement of customers from temporary into long-term, sustainable tenancies. Over the last financial year, the council has purchased or exchanged contracts on 20 brand new section 106 houses (houses designated affordable units under planning consents) from developers and purchased a further 18 houses in the open market.

### **3.2 HRA Overview and Key Messages**

The total approved HRA budget is £17.177m. As part of rent setting for 2019/20 Council also agreed to a recommendation that £3.713m previously set aside for the repayment of debt within the HRA medium term financial plan is now utilised as Revenue Contributions to Capital Expenditure. After accounting adjustments, **£3.842m** will be set aside to bolster HRA Capital investment balances providing initial financing for the multi-storey flats' redevelopment sites. Significant in-year variances to the original budget are made up of the following items:

- An income shortfall of £0.611m predominantly related to the decant of properties at the Rounds Gardens site. As at 20 April 2020, 135 flats and low-level properties are empty. It is anticipated that all properties at the site will be vacated by 31 March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants, particularly in light of the COVID-19 pandemic;
- A reduction in security costs at the Biart Place / Rounds Gardens sites of (£0.331m); and

- Additional investment income / reduction in interest payment costs attributable to the HRA of (£0.346m) is forecast based on revised projections of interest rates and cash-backed balances.

The table below shows the balance in the Housing Revenue Account at 31 March 2020 remains unaltered following the contribution to Housing Capital Investment balances:

	Forecast in-year change £000s	Balance £000s
<b>HRA Balance at 01 April 2019</b>		<b>(5,085)</b>
Supplementary Budget & In-Year Approvals	0	
Variance at the end of 2019/20 (excluding movement in Revenue Contributions to Capital Expenditure)	(129)	
Additional Revenue Contributions to Capital Expenditure	129	
<b>Net amount to be added to/taken from balances</b>		<b>0</b>
<b>Anticipated HRA Balance at 31 March 2020</b>		<b>(5,085)</b>

Table 7 – Housing Revenue Account at 31 March 2020

#### 4 CAPITAL

Due to present uncertainties in the property market the Royal Institute of Chartered Surveyors (RICS) have recommended that valuers issue a ‘material uncertainty’ clause as a disclosure relating to valuations in progress. This disclosure is due to the potential effects of Coronavirus on the market. The valuation date for the residential property within the Council’s portfolio was 1 January 2020 and our valuers prepared their work based on comparable evidence available up to, and around that date.

The disclosure is to comply with Valuation Performance Standards VPS 3 of the RICS Valuation – Global. (Red Book).

*The outbreak of the Novel Coronavirus (COVID-19), declared by the World Health Organisation as a “Global Pandemic” on 11 March 2020, has impacted global financial markets. Travel restrictions have been implemented by many countries.*

*Market activity is being impacted in many sectors. As at the present date we consider that we can attach less weight to previous market evidence for comparison purposes, to inform opinions of value. Indeed, the current response to COVID-19 means that we are faced with an unprecedented set of circumstances on which to base a judgement.*

*Our valuations are therefore reported on the basis of ‘material valuation uncertainty’ as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to our valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, we recommend that you keep the valuation of the properties under frequent review.*

The revised approved capital programme (GF and HRA) is £27.525m. The outturn position, prior to the adoption of carry-forward, supplementary, and refinancing requests, is a variance of (£16.006m) against the budget.

#### **4.1 General Fund Capital – Overview (Appendix 1)**

The revised approved GF capital programme for 2019/20 is £5.304m. The programme shows a net variance, prior to carry-forward, supplementary, and refinancing budget requests, to year-end of (£2.800m). Explanations for in-year variances are detailed in Appendix 1.

The variance is made up of the following key items:

- (£1.959m) -Slippage relating to the Purchase of Vehicles scheme to reflect delays in delivery of refuse freighters and vans (expected summer 2020);
- (£0.406m) Slippage relating to Rainsbrook Crematorium (car park development) and Cemetery (groundworks) projects; and
- (£0.301m) Slippage relating to Whinfield Recreation Ground Play Area, Rokeby Play Area and Whinfield Recreation Ground Bandstand following consultation delays during the General Election purdah period.

#### **4.2 Housing Revenue Account – Capital (Appendix 2)**

The revised approved HRA capital programme for 2019/20 is £22.221m. The programme shows a net variance, prior to carry-forward, supplementary, and refinancing requests, to year-end of (£13.205m). Explanations for in-year variances are detailed in Appendix 2.

The variance includes the following key items:

- (£8.483m) Slippage of relating to profile of funding for the Housing Acquisitions Fund into Year 2 of the programme.
- (£3.217m) Slippage relating to Biart Place deconstruction and capital design works budgets to 2020/21 to reflect revised project profiling.
- (£0.331m) Slippage relating to Housing Management System scheme to 2020/21 to reflect profiling of implementation of new modules; and
- (£0.300m) Slippage relating to Purchase of Property Repairs Service Vehicles to 2020/21 to reflect revised delivery schedule (expected summer 2020).

### **5. CORONAVIRUS UPDATE**

The impact of the pandemic is likely to have an impact on the financial position of the authority for several years with the following financial challenges being faced by the authority:

- Increased demand for services.
- Increased risk to funding from both Council Tax and Business Rates and.

- Reduced income from Fees and Charges.

The full impact financial of this pandemic is being regularly reported to government and the authority's response to these challenges are detailed within a separate report elsewhere on the Agenda.

However, there is a relatively small impact on 2019/20. New costs as a direct consequence of the pandemic were marginal at £4,000.

## **7. PERFORMANCE SUMMARY**

The data 2019/20 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](mailto:rpmssupport@rugby.gov.uk) .

**Name of Meeting:** Cabinet

**Date of Meeting:** 1 June 2020

**Subject Matter:**

**Originating Department:** Corporate Resources

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

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.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

## Appendix 1 - Cabinet Summary at Final Outturn 2019 - General Fund

### Revenue Forecasts - Key variance information

Service	Current Net Budget £000s	Total Net Expenditure £000s	Employee Variance £000s	Running Cost Variance £000s	Income Variance £000s	Pending Supplementary Budget /Virement £000s	Pending Carry forward Requests £000s	Pending Reserve Movement Requests £000s	Revised Total Variance £000s	Key reasons for variances
Growth & Investment	2,956	2,812	58	280	(343)		38	102	(4)	<b>Key Variances</b> <b>(£193,000)</b> - Planning income above target and requested to be transferred to the budget Stability Reserve. <b>£70,000</b> staffing underspend within Economic Development due to recruitment difficulties of which <b>£24,000</b> requested to be carried forward to cover initial salary costs of the new Funding Officer post. <b>£99,000</b> overspend due to the equipment refresh as part of the contract agreement in 2018/19 and transferred to reserves to be spent in future years. It is requested to be transferred back out from the budget stability reserve. <b>£102,000</b> is requested to be transferred to service earmarked reserves. see appendix 5. <b>£38,000</b> is requested as a carry forward see Appendix 4.
Environment & Public Realm	7,673	7,640	(29)	646	(396)		243	10	220	<b>Key Variances</b> <b>£102,000</b> - Pressure from underachievement of Car Parking income compared to budget, partly due to the impact of free evening and weekend parking. <b>£99,000</b> overspends in Refuse; mainly due to vehicle repair costs and hire costs, agency staff and higher haulage & recycling costs compared to budget. <b>(£58,000)</b> underspend within the Highways team. (£18,000) of this is due to underspends on external contractors and consultants working within the WCC bridge inspections and maintenance framework. There is also (£40,000) of additional income from recharges due to more internal and external works being completed than anticipated. <b>£42,000</b> overspend in Street Cleansing due to £26,000 overspend on staffing and agency, £19,000 less income received for internal works and £15,000 additional spend on contract hire because of an aging fleet. <b>£10,000</b> is requested to be transferred to service earmarked reserves see appendix 5. <b>£243,000</b> is requested as a carry forward see Appendix 4.
Communities & Homes	2,158	2,038	161	(3,677)	3,367		42	(71)	(149)	<b>Key Variances</b> <b>(£265,000)</b> -Saving due to continued reduction in B & B and Nightly Self-Contained Accommodation and SWEP costs in 2019/20 <b>£53,000</b> -Warwickshire direct partnership- Additional costs from moving to a single instance database which will provide additional technical support. <b>£53,000</b> - pressure against the forecast Housing Benefit overpayment provision for bad debt offset, by a reduction in level overpayment income <b>£58,000</b> overspend in Customer and Information Services (IT services) due to additional/increased costs for various software licences and underachievement of income for street name and numbering. <b>(£33,000)</b> underspend for Customer Support Services due to vacancies and high turnover of staff during 2019/20. Also, there was the removal of a part time PA post. <b>£42,000</b> to be requested to be carried forward into 2020/21 and approval for (£71,000) of transfers to be made from the Reserves to cover additional costs within the services see appendices 4 & 5.
Executive Director's Office	1,951	1,905	37	285	(308)		0	60	14	<b>Key Variances</b> <b>£22,000</b> overspend relating to legal services due to Honorarium payments and costs for legal support provided by Nuneaton Council prior to legal manager being in post. <b>(£27,000)</b> underspend due to publicity and advertising costs. <b>£15,000</b> overspend in Democratic services due to redundancy costs. <b>£60,000</b> of Grants have been received but not spent therefore it is requested these to be transferred into the unconditional Grants reserve see appendix 6
Corporate Resources	1,051	1,013	90	139	(269)		8	(9)	(39)	<b>Key Variances</b> <b>£42,000</b> - Corporate Property: Increase in R & M costs following re-opening of Lawn / Retreat in Q4; delays in processing One Serve costs to financial approval status <b>(£62,000)</b> - This is mainly due to underspends in salaries due to vacant post and maternity leave and the impact of increased income from costs recovered from Council Tax Collection £30k. <b>(£24,000)</b> - allocation of pension costs to the HRA. <b>£9,000</b> is requested to be transferred from Reserves to cover additional costs within the services. <b>£8,000</b> is requested as a carry forward see Appendix 4.
Corporate Items - MRP, Net cost of Borrowing, RCCO and Investment Income	1,927	1,804	0	(123)	0				(123)	<b>Key Variances</b> <b>(£203,000)</b> Saving anticipated against Net Cost of Borrowing due to revisions in the use of cash-backed balances & more favourable interest rates of which <b>£72,000</b> has been offset against the Corporate Savings target as approved in previous reports. <b>£8,000</b> - Pressure against MRP budget
Other - Corporate Items	(2,217)	(2,208)	0	9	0				9	The variance of <b>£9,000</b> includes the impact of additional costs seen for covid-19 seen on 2019/20
<b>Total Approved Budget</b>	<b>15,499</b>	<b>15,004</b>	<b>317</b>	<b>(2,441)</b>	<b>2,052</b>	<b>0</b>	<b>331</b>	<b>92</b>	<b>(72)</b>	
<b>Funding</b>										
Grants	(2,462)	(2,440)			22				22	<b>£22,000</b> due to the impact of the Business Rates Levy grant being less than initial estimates when the budget was set in February 2019.
Business Rates	(6,143)	(6,858)			(716)			716	0	This includes the In year Collection of <b>(£6.269m)</b> less a collection fund deficit of <b>£126,000</b>
Council Tax	(7,943)	(7,943)			(0)				(0)	This includes the In year Collection of <b>(£7.914m)</b> plus a collection fund surplus of <b>(£29,000)</b>
<b>Total Funding</b>	<b>(16,547)</b>	<b>(17,241)</b>	<b>0</b>	<b>0</b>	<b>(694)</b>	<b>0</b>	<b>0</b>	<b>716</b>	<b>22</b>	

Revenue Forecasts - Key variance information										
Service	Current Net Budget	Total Net Expenditure	Employee Variance	Running Cost Variance	Income Variance	Pending Supplementary Budget /Virement	Pending Carry forward Requests	Pending Reserve Movement Requests	Revised Total Variance	Key reasons for variances
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
<b>Transfers to/from Reserves and Balances</b>	<b>Impact to Revenue</b>					<b>Impact to Reserves</b>			<b>Final Variance</b>	
Transfer to/from Carry Forward Reserve	(125)	206					(331)		0	£125,000 - Approved carry forwards approved from 2018/19 transferred from the carry forward reserve and £331,000 carry forwards into 2020/21 to be approved see Appendix 4
Transfer to/from Budget Stability Reserves	256	350						(94)	0	£256,000 budgeted transfer to reserves in 2019/20. £99,000 requested to be transferred out to cover the cost of the leisure centre equipment refresh and the additional planning income received in the current year of £193,000 to be transferred in to manage the potential risks of income receipts in future years see appendix 5
Budgeted Transfer to/from Earmarked Reserves	(333)	(335)						2	(0)	Total additional material transfers to/from Earmarked Reserves See Appendix 6
Transfer to/from Business Rates Equalisation Reserve	1,838	2,554						(716)	0	£1.964m - budgeted transfer to reserves. (£126,000) - budgeted transfer from reserves to cover the budgeted business rates deficit in 2019/20. (£716,000) represents the estimated in year benefit of the dividend from the business rates pooling arrangement see appendix 6 for details
Transfer from GF as per approved Budget Resolution	(66)	(66)							0	£66,000 - budgeted benefit from the removal of the empty homes discount which is drawn down from the general fund reserves in year 1.
Transfer from GF Balances - In year Supplementary	(522)	(522)							0	£522,000 - Total supplementary requests from General Fund Earmarked Reserves previously approved in 2019/20 by Cabinet.
<b>Total Transfers</b>	<b>1,048</b>	<b>2,187</b>					<b>(331)</b>	<b>(808)</b>	<b>(0)</b>	
<b>Overall Total Variance</b>	<b>(0)</b>	<b>(50)</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>(50)</b>	

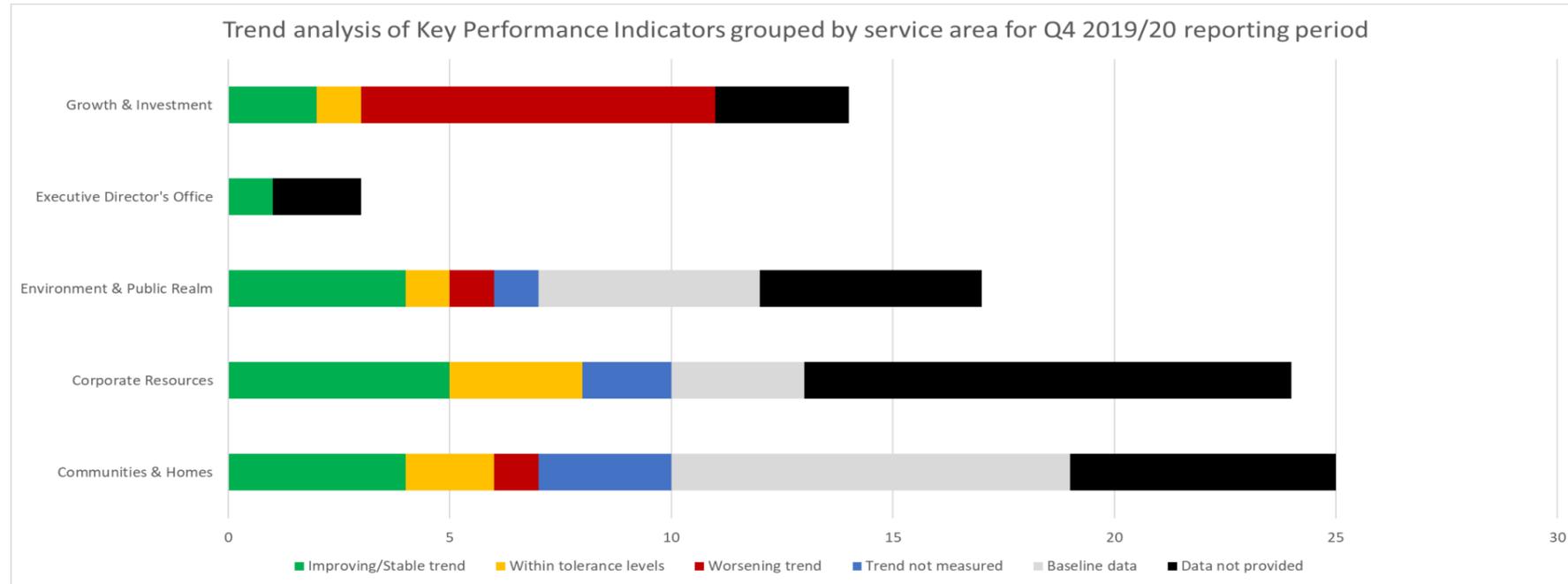
Capital Forecasts - Key variance information										
Portfolio	Current Budget	Total Net Expenditure	Total Expenditure Variance			Pending Supplementary Budget/Virement	Pending Carry forward Requests	Pending Reserve Movement Requests	Revised Total Variance	Key reasons for variances
	£000s	£000s	£000s			£000s	£000s	£000s	£000s	
Growth & Investment	0	19	19			(19)			(0)	Virement from Corporate Property Enhancements to Queens Diamond Jubilee Centre for replacement LED lighting (£0.019m)
Environment & Public Realm	3,224	982	(2,242)				2,886	(602)	42	Carry forward budget requests for Vehicle Purchases (£1.959m) Whitehall Rec Bandstand (£0.193m); Hollowell Way Play Area (£0.56m) and Brownsover Footpaths (£0.100m). Cemetery and Crematorium works (£0.466m) following delays in delivery timetables and ongoing consultation exercises; supplementary budget for capital S106 projects at Long Lawford / Cawston (£0.602m) to be met from external contributions
Communities & Homes	1,317	1,192	(124)				110		(14)	Carry-forward requests for Disabled Facilities Grant (£0.089m) to meet home adaptation projects requirements and ICT Digitalisation (£0.012m) and other minor ICT schemes (£0.010m)
Corporate Resources	763	310	(453)			3	449		(0)	Carry forward of Housing Acquisition Fund - GF Temp Accommodation (£0.294m); Corporate Asset Mgt System for further module development (£0.098m) and minor property enhancement / refurbishment schemes (£0.057m)
<b>Overall Total</b>	<b>5,304</b>	<b>2,503</b>	<b>(2,800)</b>			<b>(16)</b>	<b>3,445</b>	<b>(602)</b>	<b>27</b>	

## Performance Monitoring Information

The information has been downloaded directly from the RPMS system.

Appendix 3 contains more detailed information around each Portfolio's Key Performance Indicators. Communities & Homes, Corporate Resources and Environment & Public Realm still have baseline trends for their new measures introduced in the 2019/20 financial year. Please note; There are a few areas where data has not been able to be provided by services and these will be followed up and the data will be made available in the RPMS. The data quality assurance programme for 2019/20 has been completed and the results of this will be presented by the Corporate Assurance & Improvement Manager to the Audit & Ethics Committee.

Councillors have begun to devise their own personalised performance dashboards within the Rugby Performance Management System (RPMS) and these are bespoke to the particular needs or interests of the Councillor. If you have not yet created your own dashboard then please get in touch with the Corporate Assurance & Improvement team on the email below. If you would like training on the RPMS and interpreting data then please contact [rpmsupport@rugby.gov.uk](mailto:rpmsupport@rugby.gov.uk) to arrange a session that suits you. This can be during core hours or with at least a week's advanced notice after core hours.



## Appendix 2- Cabinet Summary at Final Outturn 2019/2020 - Housing Revenue Account (HRA)

### Revenue Outturn - Key variance info

Service	Current Budget	Total Net Expenditure	Employee Variance	Running Cost Variance	Income Variance	Supplementary Budget /Virement	Pending Carry forward Requests	Pending Reserve Movement Requests	Total Variance	Reason for variance
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Rent income from dwellings	(15,658)	(15,046)	0	0	612	0	0	0	612	
Rent income from land and buildings	(138)	(106)	0	0	31	0	0	0	31	
Charges for services	(1,047)	(987)	0	0	60	0	0	0	60	
Contributions towards expenditure	(163)	(256)	0	0	(93)	0	0	0	(93)	
<b>Total Income</b>	<b>(17,006)</b>	<b>(16,395)</b>	<b>0</b>	<b>0</b>	<b>611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>611</b>	An income shortfall of £0.611m predominantly related to the decant of properties at the Rounds Gardens site. As at 20th April 2020, 135 flats and low-level properties are empty. It is anticipated that all properties at the site will be vacated by 31 March 2022 but the timing of the decant process will be driven by variable dynamic factors including the availability and suitability of alternative accommodation for tenants, particularly in light of the COVID-19 pandemic. This variance also includes a higher than budget void of 57 properties as at 31 March compared to the budgeted 1% (approximately 38 properties).
Transfer to Housing Repairs Account	3,769	3,769	0	0	0	0	0	0	0	
Supervision & Management	5,722	5,608	0	(114)	0	0	0	0	(114)	Biart Place security has been reduced to 4 visits per day from June 2019
Rent, rates, taxes and other charges	5	10	0	5	0	0	0	0	5	
Depreciation and impairment	2,075	3,200	0	1,125	0	0	0	0	1,125	The difference between the actual charge for depreciation and the estimate is offset via a contribution from the Major repairs reserve (see below)
Debt management costs	24	88	0	64	0	0	0	0	64	
Provision for bad or doubtful debts	61	118	0	57	0	0	0	0	57	
<b>Total Expenditure</b>	<b>11,656</b>	<b>12,793</b>	<b>0</b>	<b>1,137</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,137</b>	
HRA share of CDC costs	224	224	0	0	0	0	0	0	0	
<b>Net cost of HRA services</b>	<b>(5,125)</b>	<b>(3,378)</b>	<b>0</b>	<b>1,137</b>	<b>611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,747</b>	
Interest payable and similar charges	1,532	1,507	0	(25)	0	0	0	0	(25)	
Interest and Investment Income	(171)	(491)	0	(320)	0	0	0	0	(320)	Additional investment income attributable to the HRA on revised interest rates obtained on investments and levels of cash-backed balances in 2019/20.
<b>Net Operating expenditure</b>	<b>(3,765)</b>	<b>(2,363)</b>	<b>0</b>	<b>792</b>	<b>611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,402</b>	
Contributions to (+) / from (-) reserves	52	(1,479)	0	(1,531)	0	0	0	0	(1,531)	
Revenue Contributions to Capital Expenditure	3,713	3,842	0	129	0	0	0	0	129	As part of rent setting for 2019/20 Council agreed to a recommendation that <b>£3.713m</b> previously set aside for the repayment of debt within the HRA medium term financial plan is now utilised as Revenue Contributions to Capital Expenditure. After accounting adjustments, <b>£3.842m</b> will be set aside to bolster HRA Capital investment balances providing initial financing for the multi-storey flats' redevelopment sites.
<b>(Surplus) / Deficit for the Year on HRA Services</b>	<b>0</b>	<b>(0)</b>	<b>0</b>	<b>(611)</b>	<b>611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	

## Capital Outturn - Key variance info

Service	Original Budget	Total Net Expenditure	Total Variance			Pending Supplementary / Virement / Carry Forward	Pending Carry forward / Brought forward Requests	Pending Reserve Movement Requests	Total Variance	Comments
	£000s	£000s	£000s			£000s	£000s	£000s	£000s	
Housing Management System	404	73	(331)				331		(0)	Carry forward to 2020/21 for implementation of further Housing management system modules
Property Repairs Team Vehicle	300	0	(300)				300		0	Carry forward to 2020/21 for delivery of new Property Repairs Services vehicles ( summer 2020)
Lifeline Renewal Programme	67	33	(34)				34		0	Carry forward to 2020/21 for continuing stock replenishment / move to digital receivers
Disabled Adaptations	278	323	45				0		45	
Kitchen Modifications	109	62	(47)				47		0	Carry forward to 2020/21 for outstanding installation ( tenant refusals )
Heating Upgrades	869	1,181	312				(312)		0	Brought forward expenditure from 2020/21 budget allocation to match revised expenditure profile of overall scheme
Fire Risk Prevention Works	68	72	4				0		4	
Rewiring	0	87	87				0		87	Full rewire works following voids inspections
Finlock Gutter Improvements	57	3	(54)				54		0	
Rebuilding Retaining Walls	50	11	(39)				39		0	
Roof Refurbishment - Lesley Souter House	70	0	(70)				70		0	
Replacement Footpaths	20	0	(20)				20		0	
Door Security Systems	292	273	(19)				19		0	
Electrical Upgrades - Community Rooms	36	0	(36)				36		0	
LED lighting	37	21	(16)				16		0	
Bathroom Modifications	222	373	151				(151)		0	Brought forward expenditure from 2020/21 budget allocation to match revised expenditure profile of overall scheme
Patterdale sheltered scheme improvements	70	33	(37)				37		0	
Purchase of Council Houses	10,243	2,689	(7,554)			(930)	8,483		(0)	Carry forward to 2020/21 to profile funding for the Housing Acquisitions Fund into Year 2 of the programme;
Cawston Meadows Houses	1,756	826	(930)			930			0	Acquisition programme now complete. Residual budget to be transferred to primary Purchase of Homes budget (see above)
Rugby Gateway - Bloor Homes	675	631	(44)				44		0	Acquisition programme now complete. Residual budget to be returned to balances less retention fees.
Rugby Gateway - Cala Homes	0	0	0				0		0	Budget of £0.434m carry forward to 2020/21 to reflect delivery schedule.
Energy Efficiency Phase 2	900	0	(900)				0		(900)	Government subsidy has been withdrawn from this scheme (External Wall Insulation). A revised business case will be presented at a later date.
Housing Window Replacement	60	26	(34)				34		0	
Carbon Management Plan (HRA)	12	10	(2)				0		(2)	
Rounds Gardens Capital	955	891	(64)				64		0	The budget for survey and design works costs has been reprofiled as project timelines are reviewed. Further revisions are likely as scheme options are presented to members for approval. The forecast outturn for 2019/20 provides provision for a further 30 decants prior to March 31 2020.
Fire Alarms at Rounds Gardens	179	80	(99)				0		(99)	Scheme now complete. Residual budget to be returned to capital investment balances.
Biart Place - Capital	1,533	399	(1,134)				1,134		(1)	
Biart Place Demolition	2,870	787	(2,083)				2,083		0	The specialist deconstruction contract will entail works spanning financial years 2019/20 and 2020/21.
Garage Site HRA	48	71	23				(23)		0	Budget brought forward from 2020/21 for consultancy and associated costs reviewing schemes.
Bell House Redevelopment	40	49	9				(9)		0	
Strategic Land Acquisition	0	11	11				0		11	Capitalised repair works at Victoria House, Albert Street
<b>Overall Total</b>	<b>22,221</b>	<b>9,014</b>	<b>(13,207)</b>			<b>0</b>	<b>12,350</b>	<b>0</b>	<b>(857)</b>	

## Performance Appendix Q4 2019/202

### Trend Key

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

### Communities & Homes Service

Performance Indicator	Service Area	Current Value		Trend
<b>Number of affordable homes delivered</b>	Community & Projects	Q4 2019/20	63	
		Q3 2019/20	81	
		Q4 2018/19	91	

#### Latest Note

Acquisitions by RBC - 6, Registered Providers delivery - 56 Properties

Performance Indicator	Service Area	Current Value		Trend
<b>Number of homeless preventions and reliefs made by Rugby Borough Council</b>	Community Advice and Support Team	Q4 2019/20	125	
		Q3 2019/20	130	
		Q4 2018/19	120	

#### Latest Note

The team continues to work with clients and implement the requirements of the Homelessness Reduction Act, this will at times be more or less successful depending on the circumstances of the client

Performance Indicator	Service Area	Current Value		Trend
<b>Number of households where homeless preventions and reliefs have not been possible that RBC have a duty to rehouse</b>	Community Advice and Support Team	Q4 2019/20	64	N/A
		Q3 2019/20	63	
		Q4 2018/19	20	

#### Latest Note

The number of main duty acceptances has increased. There are some cases for whom it has not been possible to provide a prevention or relief solution. When this happens we are obliged to provide a main duty decision. These households are invariably housed in social housing.

Performance Indicator	Service Area	Current Value		Trend
<b>Number of households in Bed &amp; Breakfast at the end of Quarter</b>	Community Advice and Support Team	Q4 2019/20	2	N/A
		Q3 2019/20	4	
		Q4 2018/19	3	

#### Latest Note

The use of bed and breakfast accommodation remains low and reflects the Councils strategy to provide good quality alternative interim accommodation.

Performance Indicator	Service Area	Current Value		Trend
<b>Number of households in other types of temporary accommodation</b>	Community Advice and Support Team	Q4 2019/20	175	N/A
		Q3 2019/20	138	
		Q4 2018/19	142	

#### Latest Note

There has been a slight decrease in occupation of interim accommodation but there continues to be high demand for homelessness services. This is the case both locally and nationally.

Performance Indicator	Service Area	Current Value		Trend
<b>Benefits - average end to end time for claims (days)</b>	Community Advice and Support Team	March 2020	30.97	
		February 2020	35.08	
		January 2020	37.27	

#### Latest Note

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council identifying as disabled	Equality & Diversity	2019/20	23.00% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of residents identifying as disabled within the Borough of Rugby	Equality & Diversity	2019/20	16.10% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council who identify as male	Equality & Diversity	2019/20	51.90% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council who identify as female	Equality & Diversity	2019/20	48.08% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council in the age bracket 15-24	Equality & Diversity	2019/20	4.24% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council in the age bracket 25-44	Equality & Diversity	2019/20	40.61% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council in the age bracket 45-59	Equality & Diversity	2019/20	43.23% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council in the age bracket 60-64	Equality & Diversity	2019/20	9.09% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Percentage of employees at Rugby Borough Council in the age bracket 65+	Equality & Diversity	2019/20	2.83% <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
Proportion of current rent arrears caused by Universal Credit	Housing Management & Tenancy	Q4 2019/20	47%
	Sustainment	Q3 2019/20	36.6%
		Q4 2018/19	48%
Latest Note			

There is a notable increase in this percentage in comparison with last month. This is attributed to the DWP payment schedule, the data being used for the report having no validation in with regard to customers still being on UC or that they are all HRA customers. This is also the percentage that UC arrears make up of all housing related debt. Our intention is to split our reporting around arrears and housing related debt out further in the coming financial year to give a more holistic and detailed view.

Performance Indicator	Service Area	Current Value	Trend
Average number of days to allocate void property	Housing Management & Tenancy Sustainment	March 2020	13
		February 2020	23.46
		January 2020	30.5

Latest Note

In March a total of 14 properties were let of which 11 were temporary / PSL accommodation. Due to the impact of COVID 19 only 6 general needs properties were let until 13th March when it was agreed that it was not appropriate to ask people to move. We have continued to allocate properties when they have become available but will see a significant impact on days to allocate in the next few months.

Performance Indicator	Service Area	Current Value	Trend
Average void rent loss	Housing Management & Tenancy Sustainment	March 2020	£459
		February 2020	£906
		January 2020	£982

Latest Note

Performance Indicator	Service Area	Current Value	Trend
Current position of rent arrears	Housing Management & Tenancy Sustainment	Q4 2019/20	£843,959
		Q3 2019/20	£1,140,470
		Q4 2018/19	£920,238

Latest Note

Whilst this is still a significant amount of debt it is £76k less than our year end figure last year. This also includes all TEMP arrears, court costs and overpayments. The total of HRA arrears is £647,607.

Performance Indicator	Service Area	Current Value	Trend
Service Delivery Metric: Number of tickets	Information & Communications Technology	Dec-19	1,090 Improving

Latest Note

Q4 2019/20 data not able to be provided

Performance Indicator	Service Area	Current Value	Trend
Service Delivery Metric: Average resolution time of Service Delivery Team Tickets (1st fix)	Information & Communications Technology	Dec-19	2.24 Getting Worse

Latest Note

Q4 2019/20 data not able to be provided

Performance Indicator	Service Area	Current Value	Trend
Service Delivery Metric: Average resolution time of all IT services tickets	Information & Communications Technology	Dec-19	5.56 Getting Worse

Latest Note

Q4 2019/20 data not able to be provided

Performance Indicator	Service Area	Current Value	Trend
Service Delivery Metric: Customer satisfaction	Information & Communications Technology	Dec-19	48% Getting Worse

Latest Note

Q4 2019/20 data not able to be provided

Performance Indicator	Service Area	Current Value	Trend
Critical systems downtime	Information & Communications Technology	Q3 2019/20	0 No Change

Latest Note

Q4 2019/20 data not able to be provided

Performance Indicator	Service Area	Current Value	Trend
Internet downtime	Information & Communications Technology	Q3 2019/20	0 No Change

Latest Note

Q4 2019/20 data not able to be provided

## Corporate Resources Service

Performance Indicator	Service Area	Current Value		Trend
<b>Total number of insurance claims</b>	Corporate Assurance & Improvement	2019/20	25	<b>BASELINE</b>
		2018/19	22	

**Latest Note**

The data shows there has been a substantial, and sustained, reduction in claims over recent years. This is due to effective management of the risk of claims and an increase in the use of technology.

Performance Indicator	Service Area	Current Value		Trend
<b>The % of total suppliers 'In Scope'</b>	Procurement Services	Q3 2019/20	10.11%	<b>BASELINE</b>
		Q2 2019/20	19.9%	
		Q1 2019/20	18.7%	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>The % of total spend with suppliers 'In Scope'</b>	Procurement Services	Q3 2019/20	81.11%	<b>BASELINE</b>
		Q2 2019/20	86.09%	
		Q1 2019/20	77.08%	

**Latest Note**

Although there is a 5% drop from Q2 the value is still 4% higher than when data started being recorded for this indicator in Q1 2019/20

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Number of working days lost due to long term sickness absence</b>	Human Resources	Q4 2019/20	473	
		Q3 2019/20	467	
		Q4 2018/19	791	

**Latest Note**

Although slightly higher than last quarter it is a significant improvement on the same period last in 2018/19.

Performance Indicator	Service Area	Current Value		Trend
<b>Number of working days lost due to short term sickness absence</b>	Human Resources	Q4 2019/20	652	
		Q3 2019/20	817	
		Q4 2018/19	934	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Number of staff (Headcount)</b>	Human Resources	March 2020	495	<b>N/A</b>
		February 2020	491	
		January 2020	483	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Number of staff full time equivalents (FTE)</b>	Human Resources	March 2020	454.81	<b>N/A</b>
		February 2020	451.47	
		January 2020	442.05	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>% of Staff turnover</b>	Human Resources	Q4 2019/20	10.64%	
		Q3 2019/20	12.30%	
		Q4 2018/19	13.10%	

**Latest Note**

Public Sector median for employee turnover is 17.9%. Our employee turnover is low currently as there have been no major restructures recently.

Performance Indicator	Service Area	Current Value	Trend
<b>Number of recruitment applicants aged under 30 years</b>	Human Resources	2019/20 384	<b>BASELINE</b>

**Latest Note**

Performance Indicator	Service Area	Current Value	Trend
<b>Number of internal promotions</b>	Human Resources	2019/20	10 <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of training courses run internally</b>	Human Resources	2019/20	1506 <b>BASELINE</b>
Latest Note			
These are training places (not whole courses)			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of recruitment vacancies filled</b>	Human Resources	2019/20	73 <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of flexible working requests approved</b>	Human Resources	2019/20	36 <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of disciplinary cases</b>	Human Resources	Q4 2019/20	13 <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of grievances including bullying, harassment and recruitment complaints.</b>	Human Resources	Q4 2019/20	6 <b>BASELINE</b>
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Tenant feedback on the Oneserve repairs survey as a % responding as satisfied or better.</b>	Property Repairs Services	March 2020 94% February 2020 83% January 2020 85%	
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of repairs appointments made</b>	Property Repairs Services		
Latest Note			
Baseline data unable to be provided			

Performance Indicator	Service Area	Current Value	Trend
<b>Number of repairs appointments kept</b>	Property Repairs Services		
Latest Note			
Baseline data unable to be provided			

Performance Indicator	Service Area	Current Value	Trend
<b>Average number of days to complete a repair</b>	Property Repairs Services	March 2020 February 2020 January 2020	6 
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>Energy Efficiency of Housing Stock</b>	Property Services	2019/20 68 2018/19 68	
Latest Note			

Performance Indicator	Service Area	Current Value	Trend
<b>% of Council Tax collected</b>	Revenues Services	Q4 2019/20 96.7% Q3 2019/20 86.7% Q4 2018/19 98.1%	
Latest Note			

Performance Indicator	Service Area	Current Value		Trend
Percentage of Non-domestic Rates collected	Revenues Services	Q4 2019/20	98.9%	
		Q3 2019/20	85.5%	
		Q4 2018/19	99.0%	
Latest Note				

### Environment & Public Realm Service

Performance Indicator	Service Area	Current Value		Trend
% of local deceased usage through Rainsbrook Crematorium	Bereavement Services	Q4 2019/20	22.67%	
		Q3 2019/20	62.64%	
		Q4 2018/19	47.63%	
Latest Note				

Performance Indicator	Service Area	Current Value		Trend
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 5	Commercial Regulation	Q4 2019/20	70.1%	
		Q3 2019/20	70%	
		Q4 2018/19	68.8%	
Latest Note				

Performance Indicator	Service Area	Current Value		Trend
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 4 and above	Commercial Regulation	Q4 2019/20	86.9%	
		Q3 2019/20	86.9%	
		Q4 2018/19	83.9%	
Latest Note				

Performance Indicator	Service Area	Current Value		Trend
% of premises within the Rugby Borough that have attained the Food Hygiene Rating 3 and above	Commercial Regulation	Q4 2019/20	93.1%	
		Q3 2019/20	94.1%	
		Q4 2018/19	91.8%	
Latest Note				
There is a 1% decrease in the data. This is not significant as it represents a very small number of food premises				

Performance Indicator	Service Area	Current Value		Trend
Number of volunteer hours on RBC green space	Parks and Open Spaces	2019/20	15,765	
		2018/19	11,727	
Latest Note				

Performance Indicator	Service Area	Current Value		Trend
Number of trees planted on RBC green space	Parks and Open Spaces	2019/20	113	
		2018/19	100	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Green Flags awarded	Parks and Open Spaces	2019/20	5	
		2018/19	5	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Percentage of household waste sent for reuse, recycling and composting	Refuse & Recycling	Q4 2019/20	45.6%	N/A
		Q3 2019/20	41.1%	
		Q2 2019/20	39.5%	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Total number of bin collections	Refuse & Recycling	Q4 2019/20	688,200	BASELINE
		Q3 2019/20	685,500	
		Q2 2019/20	684,225	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Refuse Bins	Refuse & Recycling	Q4 2019/20	169	BASELINE
		Q3 2019/20	147	
		Q2 2019/20	213	

Latest Note

Source; Contact centre (Debbie M)

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Recycling Bins	Refuse & Recycling	Q4 2019/20	165	BASELINE
		Q3 2019/20	187	
		Q2 2019/20	201	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
Number of Missed Green Waste Bins	Refuse & Recycling	Q4 2019/20	105	BASELINE
		Q3 2019/20	71	
		Q2 2019/20	111	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
% of contamination in collected recycling	Refuse & Recycling	Q4 2019/20	13.26%	BASELINE
		Q3 2019/20	12.5%	
		Q2 2019/20	12.5%	

Latest Note

adjusted down based on revised tonnage and contamination information

Performance Indicator	Service Area	Current Value		Trend
Number of tagged contaminated recycling bins	Refuse & Recycling	Q4 2019/20	163	BASELINE
		Q3 2019/20	3420	
		Q2 2019/20	3213	

Latest Note

This is based on the daily reports from the recycling collection crew. Reporting still remains an area that requires a lot of consideration

Performance Indicator	Service Area	Current Value		Trend
Number of Complaints	Refuse & Recycling	Q4 2019/20	33	
		Q3 2019/20	29	
		Q4 2018/19	38	

Latest Note

Although Q4 has seen a slight rise in complaints since last quarter the number is down from the same period last year.

Performance Indicator	Service Area	Current Value		Trend
<b>Bulky Waste Complaints</b>	Refuse & Recycling	Q4 2019/20	6	
		Q3 2019/20	11	
		Q4 2018/19	1	

Latest Note

Performance Indicator	Service Area	Current Value		Trend
<b>Number of members of the public recorded in an accident</b>	Safety & Resilience Team	Q4 2019/20	3	
		Q3 2019/20	4	
		Q4 2018/19	11	

Latest Note

#### Executive Director's Office

Performance Indicator	Service Area	Current Value		Trend
<b>Number of data breaches reported to the Information Commissioner's Office (ICO)</b>	Communications, Consultation & Information	Q3 2019/20	0	
		Q2 2019/20	0	

Latest Note

Q4 data unavailable to be provided

Performance Indicator	Service Area	Current Value		Trend
<b>Member attendance at Committee meetings</b>	Democratic Services	March 2020	92.85%	
		February 2020	83.3%	
		January 2020	87.9%	

Latest Note

Please note that only two meetings were held in March due to the COVID19 crisis.

Performance Indicator	Service Area	Current Value		Trend
<b>Electoral registrations within the borough of Rugby as a percentage of eligible population</b>	Electoral Services	2019/20	98%	
		2018/19	97%	

Latest Note

#### Growth & Investment Service

Performance Indicator	Service Area	Current Value		Trend
<b>Benn Hall overall income</b>	Benn Hall	Q4 2019/20	£35,683.65	
		Q3 2019/20	£68,765.99	
		Q4 2018/19	£46,580.90	

Latest Note

There is always a drop in overall income during Q4, the last time it was this low was back in 2016/17

Performance Indicator	Service Area	Current Value		Trend
<b>Average end to end time for Land Charge Searches (in days)</b>	Development & Enforcement	March 2020	8.52	
		February 2020	4.4	
		January 2020	3.22	

**Latest Note**

The average end to end time for Land Charges Searches increased significantly this month and was higher than target as the Land Charges Officer, along with the rest of the Planning department, was asked to work from home for 12 weeks from 17th March due to the Coronavirus pandemic. Following this, searches could not be completed for approximately 3 to 4 days due to IT issues and a backlog of emails to be caught up with once these had been resolved. Also, even with the IT issues resolved searches take longer to complete from home due to only having one screen to work from and lack of access to hard copy maps in the office. The Land Charges Officer also has additional work to do now as Personal Search results now have to be emailed out on request as companies can not carry these out themselves. The Land Charges Officer was out of the office for 4 days in March due to annual leave and the annual Land Charges conference.

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
<b>Percentage of major planning applications determined within statutory time frame</b>	Development & Enforcement	Q4 2019/20	100%	
		Q3 2019/20	100%	
		Q4 2018/19	100%	

**Latest Note**

-Ref designation report 6 out of 6 major planning applications were determined within the statutory time frame

Performance Indicator	Service Area	Current Value		Trend
<b>Percentage of non-major planning applications determined within statutory time frame</b>	Development & Enforcement	Q4 2019/20	94%	
		Q3 2019/20	93%	
		Q4 2018/19	90%	

**Latest Note**

-Ref designation report 163 out of 173 non-major planning applications were determined within the statutory time frame

The main cause for any reduction in performance on this measure is when either the time frame exceeded and the applicants are willing to grant the Local Planning Authority an extension of time to determine the application. The Government designation target for this threshold is 70%. It can be seen from the data that Rugby Borough Council are well in excess of this threshold.

Performance Indicator	Service Area	Current Value	Trend
<b>The number of new homes built within the year.</b>	Development Strategy	2018/19	939

**Latest Note**

Reported in arrears. 2019/20 data to be included in the Authority Monitoring Report to be published December/January.

Significant increase compared to previous year as development of strategic allocated sites has progressed.

Performance Indicator	Service Area	Current Value		Trend
<b>No. of visits to Rugby Art Gallery &amp; Museum in person</b>	Art Gallery, Museum, Visitor Centre & Hall of Fame	March 2020	1,880	
		February 2020	5,779	
		January 2020	3,322	

**Latest Note**

As well as an obvious drop in footfall due to the COVID-19 crisis, March usually shows a fall in visits compared to February.

Performance Indicator	Service Area	Current Value		Trend
<b>No. of visits to the Hall of Fame in person</b>	Art Gallery, Museum, Visitor Centre & Hall of Fame	March 2020	168	
		February 2020	385	
		January 2020	293	

**Latest Note**

-Significantly lower numbers due to building lockdown following the Coronavirus outbreak. All group visits cancelled.

Performance Indicator	Service Area	Current Value		Trend
<b>Leisure Centre Visits</b>	Sport & Recreation	Q4 2019/20	166,668	
		Q3 2019/20	147,508	
		Q4 2018/19	180,908	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Total grants income from external funding</b>	Sport & Recreation	H2 2019/20	£131,572.00	
		H1 2019/20	£188,107.00	
		H2 2018/19	£161,860.00	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Number of participants - Family Weight Management</b>	Sport & Recreation	Q4 2019/20	20	
		Q3 2019/20	222	
		Q4 2018/19	483	

**Latest Note**

The programme transferred to a new provider and Quarter 4 was used for programme development and redesign. Minimal group delivery with small trials of new delivery methods

Performance Indicator	Service Area	Current Value		Trend
<b>Visitor Centre overall retail sales</b>	Visitor Centre	Q4 2019/20	£4,238.02	
		Q3 2019/20	£15,575.33	
		Q4 2018/19	£48,573.21	

**Latest Note**

Performance Indicator	Service Area	Current Value		Trend
<b>Visitor Centre online retail sales - excl. Hall of Fame</b>	Visitor Centre	Q4 2019/20	£8.10	
		Q3 2019/20	£5,677.94	
		Q4 2018/19	£669.10	

**Latest Note**

-There is a further amount of £ 109.89 which was not paid through the till and banked due to the rapidly evolving course of events which brought us to close down on 20th March. As per Financial Services' advice, the amount is currently being held in our PayPal account. This figure will be added to Q1 20-21.

Performance Indicator	Service Area	Current Value		Trend
<b>Visitor Centre count of enquiries</b>	Visitor Centre	Q4 2019/20	3,511	
		Q3 2019/20	4,293	
		Q4 2018/19	4,925	

**Latest Note**

Significant drop due to COVID-19 outbreak. Closed from 20th March, only a few customer visited from week beginning 16th March. 4 group visits cancelled.

N.B: figures between 15-19 March are an estimate based on number of transactions.

Performance Indicator	Service Area	Current Value		Trend
<b>Visitor Centre count of International Visitors</b>	Visitor Centre	Q4 2019/20	151	
		Q3 2019/20	253	
		Q4 2018/19	334	

**Latest Note**

Significant drop due to COVID-19 outbreak. Closure implemented from 20th March meant cancellation of 4 group visit from the US and Canada.

N.B: figures between 15-19 March are an estimate based on Hall of Fame bookings details.

Performance Indicator	Service Area	Current Value		Trend
<b>Visitor Centre overall sales - Hall of Fame</b>	Visitor Centre	Q4 2019/20	£3,400.22	
		Q3 2019/20	£4,458.83	
		Q4 2018/19	£6,891.76	

**Latest Note**

## General Fund Service Carryforwards 2019/20

## Appendix 4

Portfolio	Service	Proposed Carry Forward (£000s)	Description
Communities & Homes	Community Grants	42	Grants are allocated by the Grants Working Party each year, requests relates to grants awarded but yet to paid as conditions may not yet of been reached or claimed by the organisations
	<b>Portfolio Total</b>	<b>42</b>	
Corporate Resources	Resources	8	Fire Marshall Training - not possible to run in 2019/20 due to high level of other internal training being carried out. £144 x 80 people.
	<b>Portfolio Total</b>	<b>8</b>	
Environment & Public Realm	Waste Collection & Recycling	204	MRF initial setup costs- funds required for agreed partner contributions in 2020/21
Environment & Public Realm	Car Parks & Parking	25	Delay in Installation of Car Park charging points- this was requested in the 2019/20 Resolution but has not yet been carried out. Bid with WCC no longer in place but discussions with Corporate Property to complete internally.
Environment & Public Realm	Safety & Resilience	14	Required for health and safety adaptations identified as part of an audit; work has been identified but some are still in the process of being completed
	<b>Portfolio Total</b>	<b>243</b>	
Growth & Investment	Economic Development	24	Salary underspend from the Economic Development manager post to be used to fund the Funding Officer for one year
Growth & Investment	Leisure Grants	14	Grants are allocated by the Grants Working Party each year, the carry forward relate to grants awarded but yet to paid as conditions may not yet of been reached or claimed by the organisations
	<b>Portfolio Total</b>	<b>38</b>	
	<b>Grand Total</b>	<b>331</b>	

General Fund (GF) & HRA Reserves and Balances

Appendix 5

	Balance at 1st April 2019	Outturn Actual transfers in/out	Balance at 31st March 2020	Net Transfers in Year 2021/22	Net Transfers in Year 2022/23	Net Transfers in Year 2023/24	Net Transfers in Year	Balance at 31st March 2024	Description of Reserve
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Gen Fund Revenue Acc	(2,253)	(3)	(2,256)	0	0	0	0	(2,256)	
<b>Corporate Reserves</b>									
Business Rates Equalisation Reserve	(1,716)	(1,931)	(3,647)	(2,862)	(461)	(750)	(800)	(8,520)	To help mitigate the anticipated reduction in funding from business rates reset and fair funding in future years
Budget Stability Reserve	(2,145)	(350)	(2,495)	0	(242)	0	0	(2,737)	Assists the mitigation in year volatility in the budget
GF Revenue Carry Forward Reserve	(125)	(206)	(331)	331	0	0	0	0	This reflects the carryforward requests into 2020/21 as per the Carry forward Appendix
<b>Subtotal Corporate Reserves</b>	<b>(3,985)</b>	<b>(2,487)</b>	<b>(6,473)</b>	<b>(2,531)</b>	<b>(703)</b>	<b>(750)</b>	<b>(800)</b>	<b>(11,257)</b>	
<b>Grants and S106 Contributions</b>									
Non-Conditional Revenue Grants	(585)	176	(409)	0	0	0	0	(409)	Grants received that have not been utilised and held in reserves until cost incurred and conditions are met.
Revenue Section Agreements	(1,153)	1	(1,152)	149	0	0	0	(1,003)	For existing and future section 106 schemes in place and will be utilised as costs are incurred.
Insurance / RM Reserve	(30)	20	(10)	0	0	0	0	(10)	Insurance premium rebates from reductions held here to support future volatility
<b>Subtotal - Organisation Wide Reserves</b>	<b>(1,768)</b>	<b>197</b>	<b>(1,571)</b>	<b>149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,422)</b>	
HoF Licence Reserve	(300)	0	(300)	300	0	0	0	0	Linked to MRP of the project plan. These monies are held to account for timing differences between budgeted and actual licence payments
Acquisition Reserve (AG/M)	(3)	(6)	(9)	3	0	0	0	(6)	For the purchase of Artworks for the RAGM
Town Centre Improvement Reserve	(325)	(2)	(327)	316	11	0	0	(0)	For the town centre strategy and match funding
<b>Subtotal - Growth and Investment</b>	<b>(629)</b>	<b>(8)</b>	<b>(636)</b>	<b>619</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>(6)</b>	
CIPFA Training Reserve	(38)	7	(30)	2	2	3	0	(23)	To use for future CIPFA training.
Corporate Assurance Training Reserve	(6)	1	(5)	0	0	0	0	(5)	To use for future training.
Warwickshire Consortium Reserve	(2)	0	(2)	0	0	0	0	(2)	Monies held for Warwickshire Wide Training joint working.
STW Pensions Reserve	(86)	0	(86)	0	0	0	0	(86)	This relates to a potential liability for outstanding amounts
Energy Efficiency Investment Fund	(45)	(20)	(65)	(20)	(20)	0	0	(105)	Efficiency funds from existing schemes to be used to promote and develop further energy efficiency measures
<b>Subtotal - Corporate Resources</b>	<b>(176)</b>	<b>(11)</b>	<b>(188)</b>	<b>(18)</b>	<b>(18)</b>	<b>3</b>	<b>0</b>	<b>(221)</b>	
Digitalisation & Trading Reserve	(123)	102	(21)	0	0	0	0	(21)	To contribute towards projects which are improving the way we work and bringing in new technology to improve processes.
IT Equipment Reserve	(10)	10	0	0	0	0	0	0	Residual balance from projects including the council chamber digitalisation work
Corporate Apprentice Scheme Reserve	(31)	0	(31)	0	0	0	0	(31)	Contribution towards the Corporate Apprentice Scheme.
Woodside Park R & M Reserve	(24)	24	0	(16)	(8)	3	2	(19)	Created for Gypsy and Traveller Site (Woodside Park) to provide additional funding for repairs and maintenance when required or a transfer from the service when repair and maintenance requirements are lower.
Welfare Support Reserve	(500)	61	(439)	(53)	(13)	(13)	(13)	(531)	Only Flexible Homelessness expected to continue post 2020/21

General Fund (GF) & HRA Reserves and Balances

Appendix 5

	Balance at 1st April 2019	Outturn Actual transfers in/out	Balance at 31st March 2020	Net Transfers in Year 2021/22	Net Transfers in Year 2022/23	Net Transfers in Year 2023/24	Net Transfers in Year	Balance at 31st March 2024	Description of Reserve
	£000s	£000s	£000s	£000s	£000s	£000s	£000s	£000s	
Welfare Support IT Reserve	(100)	0	(100)	0	0	0	0	(100)	Additional non conditional resources to help fund CAS team (eg Homelessness, staffing, SWEP payments)
<b>Subtotal - Communities and Homes</b>	<b>(787)</b>	<b>197</b>	<b>(591)</b>	<b>(69)</b>	<b>(21)</b>	<b>(10)</b>	<b>(11)</b>	<b>(701)</b>	
Works Services Unit operational reserve	(320)	320	0	0	0	0	0	0	Reserve to be used fully in 19/20 for pressures in the Refuse service, Works service unit and Corporate Property Service.
Emergency Climate Reserve	0		0	(500)	250	250	0	0	To support the work on the Climate Change emergency
Hackney Carriages Reserve	(59)	0	(59)	0	0	0	0	(59)	Licenses are cyclical- therefore rather than increase and decrease budgets every 3 years, reserve is used to assist with in year volatility
Crematorium Replacement Reserve	(40)	(10)	(50)	(15)	(15)	(15)	(15)	(110)	For planned long-term replacement of the cremators.
Crematorium Cameo Reserve	(12)	(14)	(26)	(2)	(2)	(2)	(2)	(34)	Monies held for future investment in memorialisation
Environmental Crimes Reserve	(14)	(5)	(19)	0	0	0	0	(19)	Ring-fenced surplus from Environmental Crime Fixed Penalty Notices. This income can only be used for related educational or preventative works.
Licensing Reserve	(32)	7	(25)	0	0	0	0	(25)	Over-achievement of income, to be used to mitigate budget volatility in future years.
Waste Reserve	(48)	0	(48)	0	0	0	0	(48)	Created to help fund any unexpected pressures in future years, mainly Gate Fees which may increase depending on usage/tonnages.
Land Drainage Reserve	(16)	(8)	(24)	2	2	2	2	(16)	To response to emergency drainage solutions
Graves In Perpetuity	(11)	0	(11)	11	0	0	0	0	For use in Cemeteries service
HMO License Reserve	(44)	10	(34)	16	12	0	(44)	(50)	Income received in Y1 for a 5 year licence- and will be used to fund the HMO officer over the period
<b>Subtotal - Environment and Public Realm</b>	<b>(597)</b>	<b>300</b>	<b>(296)</b>	<b>(488)</b>	<b>247</b>	<b>235</b>	<b>(59)</b>	<b>(361)</b>	
<b>Total Earmarked Reserves</b>	<b>(7,943)</b>	<b>(1,812)</b>	<b>(9,755)</b>	<b>(2,338)</b>	<b>(484)</b>	<b>(522)</b>	<b>(870)</b>	<b>(13,969)</b>	
<b>TOTAL General Fund Reserves</b>	<b>(10,196)</b>	<b>(1,815)</b>	<b>(12,011)</b>	<b>(2,338)</b>	<b>(484)</b>	<b>(522)</b>	<b>(870)</b>	<b>(16,225)</b>	

Housing Revenue Account Balances	(5,085)	0	(5,085)	0	0		0	(5,085)	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)	(15,854)	1,395	(14,459)	10,544	1,009	1,042	(983)	(2,847)	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.
Housing Repairs Account	(1,021)	215	(806)	0	0	0	0	(806)	To mitigate the risks associated with cyclical and responsive repairs over time.
Sheltered Housing Rent Reserve	(160)	(52)	(212)	(52)	(52)	(52)	(52)	(420)	Following introduction of 1% rent cut in 2016/17, exemption from the policy was granted for one year for sheltered accommodation. Special Council on 1st 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 2019/20 is £52,050.
HRA Major Repairs Reserve	(2,544)	355	(2,190)	1,038	604	(1,178)	(1,235)	(2,961)	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.
<b>Subtotal - HRA</b>	<b>(19,578)</b>	<b>1,912</b>	<b>(17,667)</b>	<b>11,530</b>	<b>1,561</b>	<b>(188)</b>	<b>(2,270)</b>	<b>(7,034)</b>	

Movement in General Fund Earmarked Reserves 2019/20

Reserve	Opening Balance 2019/20	Contribution from Reserves	Contribution (to) Reserves	Transfer to/(from) other reserves	Closing Balance	Description
	£000	£000	£000	£000	£000	
<b>Corporate Reserves</b>						
Business Rates Equalisation Reserve <i>Note 1</i>	(1,716)	126	(2,598)	541	(3,647)	This includes the Budgeted transfer of a net (£1.838m) and in year surplus of (£0.634m) as detailed within the main report. This also includes the transfer of £541,000 following the risk assessment to the General Fund Balances as detailed in Appendix 7.
Budget Stability Reserve	(2,145)	99	(449)	0	(2,495)	This includes the Budgeted transfer of (£0.256m) and in year transfers of £0.099m to cover the cost of the equipment refresh in the leisure centre contract and surplus of (£0.193m) Planning income to help manage potential risks in future years.
GF Revenue Carry Forward Reserve	(125)	125	(331)	0	(331)	The balance reflects the Carry forwards requested to manage any slippage of cost and risks on spend in 2020/21
Graves In Perpetuity	(11)		0	0	(11)	
STW Pensions Reserve	(86)		0	0	(86)	
<b>Subtotal Corporate Reserves</b>	<b>(4,083)</b>	<b>350</b>	<b>(3,378)</b>	<b>541</b>	<b>(6,570)</b>	
<b>Operational Reserves</b>						
HoF Licence Reserve	(300)	0	0	0	(300)	
Works Services Unit operational reserve	(320)	320	0	0	0	Utilised in 2019/20 and approval given in previous reports
Welfare Support Reserve	(500)	385	(324)	0	(439)	Grants drawn down of £385,000 included £294,000 which was assumed in the budget. The amount transferred to Reserves of £324,000 relates to grants received and not yet fully utilised.
Welfare Support IT Reserve	(100)	0	0	0	(100)	
Insurance / RM Reserve	(30)	38	(18)	0	(10)	This reserve was reviewed earlier in the year with £0.038m released to contribution towards the in year corporate savings target.
Acquisition Reserve (AG/M)	(3)	0	(6)	0	(9)	
Environmental Crimes Reserve	(14)	0	(5)	0	(19)	
Hackney Carriages Reserve	(59)	0	0	0	(59)	
Licensing Reserve	(32)	7	0	0	(25)	
Waste Reserve	(48)	0	0	0	(48)	
Town Centre Improvement Reserve	(325)	0	(2)	0	(327)	
IT Equipment Reserve	(10)	10	0	0	0	
HMO License Reserve	(44)	10	0	0	(34)	
Land Drainage Reserve	(16)	0	(8)	0	(24)	
Woodside Park R & M Reserve	(24)	24	0	0	0	
Energy Efficiency Investment Fund	(45)	0	(20)	0	(65)	Funds achieved through efficiencies to be set aside to invest in future schemes
Warwickshire Consortium Reserve	(2)	0	0	0	(2)	
Corporate Assurance Training Reserve	(6)	1	0	0	(5)	Funds drawn down to support in year costs of professional training.
CIPFA Training Reserve	(38)	15	(7)	0	(30)	Funds drawn down to support in year costs of professional training.
Corporate Apprentice Scheme Reserve	(31)	0	0	0	(31)	Set aside to cover potential risks and costs associated with apprenticeship training in future years.
Crematorium Replacement Reserve	(40)	0	(10)	0	(50)	This is managed by the Joint Committee with Daventry District Council
Crematorium Cameo Reserve	(12)	0	(14)	0	(26)	This is managed by the Joint Committee with Daventry District Council
Digitalisation & Trading Reserve	(123)	102	0	0	(21)	This was approved as part of the budget resolution in 2019/20
Revenue Section Agreements	(1,153)	151	(150)	0	(1,152)	
	0	0	0	0	0	
Non-Conditional Revenue Grants	(585)	332	(156)	0	(409)	In year Grants received of £155,000 have been set aside and will be drawn down in future years when conditions are met.
<b>Subtotal Operational Reserves</b>	<b>(3,861)</b>	<b>1,395</b>	<b>(719)</b>	<b>0</b>	<b>(3,185)</b>	
<b>TOTAL GF EARMARKED RESERVES</b>	<b>(7,943)</b>	<b>1,746</b>	<b>(4,097)</b>	<b>541</b>	<b>(9,755)</b>	

**Risk Assessment review of Corporate Reserves**

Risks	General Fund £000	Business Rates Equalisation Reserve £000	Budget Stability Reserve £000	Emergency Climate Reserve £000	Welfare Support £000	TOTAL £000
<b>Opening Balance 1 April 2019</b>	<b>(2,253)</b>	<b>(1,716)</b>	<b>(2,145)</b>	<b>0</b>	<b>(500)</b>	<b>(6,614)</b>
Contribution (to) / from reserve	538	(2,472)	(350)		61	<b>(2,223)</b>
Proposed transfer between funds	(541)	541	0	0	0	<b>0</b>
<b>Closing Balance 31 March 2020</b>	<b>(2,256)</b>	<b>(3,647)</b>	<b>(2,495)</b>	<b>0</b>	<b>(439)</b>	<b>(8,837)</b>
forecast contribution (to) / from 2020/21	0	(2,862)	(242)	(500)	(53)	<b>(3,657)</b>
forecast contribution (to)/ from 2021/22	0	(461)	0	0	(13)	<b>(474)</b>
forecast contribution (to)/ from 2022/23	0	(750)	0	0	(13)	<b>(763)</b>
forecast contribution (to)/ from 2023/24	0	(800)	0	0	(13)	<b>(813)</b>
<b>Closing Balance 31 March 2024</b>	<b>(2,256)</b>	<b>(8,520)</b>	<b>(2,737)</b>	<b>(500)</b>	<b>(531)</b>	<b>(14,544)</b>
<b>Potential Future Risks:</b>						
Emergency - up to 1% of gross budget requirement and/or one month of salary (ASSUMED USED TO SUPPORT COVID -19 )	1,506	0	0	0	0	<b>1,506</b>
New Emergency - up to 1% of gross budget requirement and/or one month of salary	1,506	0	0	0	0	<b>1,506</b>
Net Fees and Charges/cost pressure as a result of COVID-19(after excluding £1.1m government grant )	0	0	1,200	0	0	<b>1,200</b>
Potential reduction in council tax collection as a result of COVID-19	0	0	200	0	0	<b>200</b>
Risk of delivery of 2021/22 current budget shortfall as a result of COVID-19 recovery planning	0	0	850	0	0	<b>850</b>
Borrowing and interest rate exposure	50	0	0	0	0	<b>50</b>
Unexpected in year service demand: demographic growth, economic factors creating need	250	0	0	0	0	<b>250</b>
Unfunded new burdens e.g. separate food waste collection	200	0	0	0	0	<b>200</b>
Pay structure and Employment Market	100	0	0	0	0	<b>100</b>
Legal challenge	150	0	0	0	0	<b>150</b>
Loss of Business Rates growth included in Base Budget: timing risk of baseline reset	0	3,648	0	0	0	<b>3,648</b>
Total loss of income based on negative outcome option	0	3,000	0	0	0	<b>3,000</b>
Risk of a significant employer or business leaving the borough	0	750	0	0	0	<b>750</b>
Transformation or service improvement initiatives	0	0	600	0	0	<b>600</b>
New Homes Bonus - no legacy payments	0	0	1,700	0	0	<b>1,700</b>
Non achievement of savings plans from digitalisation or commercialisation	0	0	130	0	0	<b>130</b>
Income not achieved for traded and commercial services including parking and green waste	0	0	250	0	0	<b>250</b>
Planning fees income reduction	0	0	500	0	0	<b>500</b>
Potential loss of contract income from services at risk or being retendered	0	0	80	0	0	<b>80</b>
Action Plan to respond to Emergency Climate requirements as per paper Feb. 2020.	0	0	0	500	0	<b>500</b>
In year service demand: economic factors creating need in housing, homelessness	0	0	0	0	531	<b>531</b>
<b>SUBTOTAL</b>	<b>3,762</b>	<b>7,398</b>	<b>5,510</b>	<b>500</b>	<b>531</b>	<b>17,701</b>
<b>Shortfall/(surplus)</b>	<b>1,506</b>	<b>(1,122)</b>	<b>2,773</b>	<b>0</b>	<b>0</b>	<b>3,157</b>
<b>Cumulative impact of contributions less risks</b>						

Profiled impact of forecast reserve movement			
2020/21	2021/22	2022/23	2022/24
£000	£000	£000	£000
(6,614)			
(2,223)			
<b>(8,837)</b>	<b>(7,801)</b>	<b>(1,048)</b>	<b>1,042</b>
(3,657)			
	(474)		
		(763)	
			(813)
<b>(12,494)</b>	<b>(8,275)</b>	<b>(1,811)</b>	<b>229</b>
1,506	0	0	0
0	0	0	1,506
1,200	0	0	0
0	200	0	0
0	850	0	0
0	17	17	17
83	83	83	0
67	67	67	0
33	33	33	0
50	50	50	0
0	1,030	1,296	1,322
0	3,000	0	0
750	0	0	0
200	200	200	0
	1,020	680	0
130	0	0	0
0	83	83	83
250	250	0	0
80	0	0	0
167	167	167	0
177	177	177	0
<b>4,693</b>	<b>7,227</b>	<b>2,853</b>	<b>2,928</b>
<b>(7,801)</b>	<b>(1,048)</b>	<b>1,042</b>	<b>3,157</b>

**AGENDA MANAGEMENT SHEET**

**Report Title:** Appointments to Working Parties 2020/21

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Executive Director

**Portfolio:** Corporate Resources

**Ward Relevance:** N/A

**Prior Consultation:** All Group Leaders

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

**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):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

<b>Statutory/Policy Background:</b>	N/A
<b>Summary:</b>	Cabinet is requested to consider which Working Parties be re-constituted for 2020/21 and appoint the membership of each group.
<b>Financial Implications:</b>	There are no financial implications for this report.
<b>Risk Management Implications:</b>	There are no risk management implications for this report
<b>Environmental Implications:</b>	There are no environmental implications for this report
<b>Legal Implications:</b>	There are no legal implications for this report
<b>Equality and Diversity:</b>	There are no equality and diversity implications for this report
<b>Options:</b>	N/A
<b>Recommendation:</b>	The membership of all working parties re-established for the 2020/21 municipal year remain unchanged from last year.
<b>Reasons for Recommendation:</b>	Cabinet needs to decide which Working Parties are required to carry out business in 2020/21.

**Cabinet - 1 June 2020**

**Appointment to Working Parties 2020/21**

**Public Report of the Executive Director**

**Recommendation**

The membership of all working parties re-established for the 2020/21 municipal year remain unchanged from last year.

**1. INTRODUCTION**

Cabinet is requested to consider which Working Parties need to be re-constituted for 2020/21 to support the business of the Council and appoint the membership of each group required.

Due to the COVID19 pandemic and cancellation of the Borough elections, Group Leaders have agreed that no changes be made to the membership of Cabinet and committees for the current municipal year. It is suggested, therefore, that memberships of each working party which are re-established remain the same to maintain consistency throughout the 2020/21 municipal year.

The remit of the Visitor Economy Working Party is now covered by both Asset Management Member Working Group and the Planning Services Working Party. It is, therefore, recommended that the Visitor Economy Working Party be disestablished.

**MEMBERSHIP OF WORKING PARTIES FOR 2019/20**

The membership of the Working Parties which were approved for 2019/20 are set out below:

**Gypsies and Travellers Working Party (formerly Gypsies and Travellers Strategy and Action Plan Group)**

Councillors Mrs Crane (Portfolio Holder), Gillias, Pacey-Day, Mrs Parker, Roberts (Portfolio Holder), Roodhouse, Mrs Simpson-Vince (Portfolio Holder) and Srivastava.

**Grants Working Party**

Mrs A'Barrow, Bearne, Brader, Mrs Bragg, Mrs Crane (Portfolio Holder), Miss Dumbleton, Mrs Garcia, Mrs O'Rourke and Mrs Roodhouse.

### **Planning Services Working Party**

Councillors Gillias, Miss Lawrence, Mistry, Mrs O'Rourke, Picker, Roodhouse, Sandison and Mrs Simpson-Vince (Portfolio Holder).

### **Health and Safety Members' Working Party**

Councillors Mrs Bragg, Mahoney and Mrs Roodhouse.

### **Constitution Review Working Party**

Councillors Lewis, Mahoney and Ms Robbins (Portfolio Holder).

### **Waste Management Review Working Party**

Councillors Brown, Lewis, Mrs Parker and Roberts (Portfolio Holder).

### **Civic Honours Working Party**

Councillors Mistry, Roberts, Roodhouse and Mrs Timms

### **Asset Management Member Working Group**

Councillors Lowe (Leader), McQueen, Mrs O'Rourke, Ms Robbins (Portfolio Holder) and Mrs Simpson-Vince (Portfolio Holder).

**Name of Meeting:** Cabinet  
**Date of Meeting:** 1 June 2020  
**Subject Matter:** Appointments to Working Parties 2020/21  
**Originating Department:** Executive Director

**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.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

***AGENDA MANAGEMENT SHEET***

**Report Title:** Community Grant Allocations for 2020/21

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Head of Communities and Homes

**Portfolio:** Communities and Homes

**Ward Relevance:** All

**Prior Consultation:** Grants Working Party  
Warwickshire CAVA

**Contact Officer:** Michelle Dickson (Communities and Projects Manager)

**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):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

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Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:** None

**Summary:** In February 2020, Council agreed budgets for the community grants programme 2020/21. Applications for funding have been invited and have been considered by the Grants Working Party.

In addition, the report outlines the Grants Working Party proposals for utilising the unallocated budget of £17,581.70 arising from the 2019/20 community grants round.

**Financial Implications:** These are one-off grants so there are no financial implications beyond 2020/21.

**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 report

**Legal Implications:** Applicants will be required to agree to adhering to conditions of payment of grant as part of the process for allocating funding.

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

**Options:**

1. to agree the recommendations of the Grants Working Party for the 2020-21 grants programme (including the unallocated budget from 2019/20)

2. to reject the recommendations made by the Grants Working Party for the 2019-20 grants programme (including the unallocated budget from 2019/20)

**Recommendation:**

1. The recommendations made by the Grants Working Party to allocate the funding for the 2020-21 community grants, as summarised in appendices 2-6, be approved;
2. the delivery time for funded projects to be completed be extended from 12 months to 24 months, due to the impact of the current Covid-19 crisis;
3. expressions of interest (according to eligibility criteria to be agreed), be invited from the Benn Partnership Centre; Overslade Community Association; New Bilton Community Association; Long Lawford Community Association, the Newbold Community Partnership and Hill Street Community Centre) with a view to their utilising the unallocated £17,581.70 from 2019/20 to provide additional support to community associations to help with resilience and in particular to develop enhanced digital offers to their communities to support their recovery from the Covid-19 crisis. The resulting projects then be presented to the Grants Working Party for consideration; and

4. 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 (according to criteria to be agreed). The resulting projects then be presented to the Grants Working Party for consideration.

**Reasons for Recommendation:** The Grants Working Party has made its recommendations for the allocation of grants for 2020/21 based on compliance with the eligibility criteria.

**Cabinet - 1 June 2020**

**Community Grant Allocations for 2020/21**

**Public Report of the Head of Communities and Homes**

1. The recommendations made by the Grants Working Party to allocate the funding for the 2020-21 community grants, as summarised in appendices 2-6, be approved;
2. the delivery time for funded projects to be completed be extended from 12 months to 24 months, due to the impact of the current Covid-19 crisis;
3. expressions of interest (according to eligibility criteria to be agreed), be invited from the Benn Partnership Centre; Overslade Community Association; New Bilton Community Association; Long Lawford Community Association, the Newbold Community Partnership and Hill Street Community Centre) with a view to their utilising the unallocated £17,581.70 from 2019/20 to provide additional support to community associations to help with resilience and in particular to develop enhanced digital offers to their communities to support their recovery from the Covid-19 crisis. The resulting projects then be presented to the Grants Working Party for consideration; and
4. 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 (according to criteria to be agreed). The resulting projects then be presented to the Grants Working Party for consideration.

**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 Council's one-off grant funds for 2020/21, as well as for the allocation of the unallocated budget of £17,581.70 that arose for 2019/20.

**2. CURRENT AND PROPOSED LEVELS OF ONE-OFF GRANT FUNDING**

The available funding for 2020/21 is identified in table 1, below.

<b>Grant Fund</b>	<b>Proposal 2020/21</b>	<b>Detail</b>
Community Projects Grant	£38,410	One-off revenue grants up to a maximum of £2,000.  The £38,410 will be split along the lines of:  £20,410 – Voluntary & Community Organisations £6,000 - Sports £6,000 – Youth and play £6,000 – Arts
Rural Development Fund	£25,000	one-off revenue grants up to £10,000
<b>Total</b>	<b>£63,410</b>	

In addition to the funding outlined in table 1, above, Cabinet agreed in January 2020 that the unallocated budget of £17,581.70 arising from 2019/20 be allocated in addition the above.

## **2.0 APPLICATION PROCESS**

The grants formally opened on 6 January 2020, with detailed guidance for would-be applicants published in November 2019. A workshop, hosted by Warwickshire Community and Voluntary Action (WCAVA) to assist applicants took place on 22 January 2020, and was attended by 19 organisations. The closing date for applications was midnight on 23 February 2020.

Applications were received from 33 organisations compared to 27 applications received 2019/20. This was the second year that the application process has been an on-line one, and, as expected the process ran more smoothly.

## **3.0 IMPACT OF THE COVID-19 CRISIS ON PROPOSED PROJECTS**

The main impact of the crisis on the ability to deliver proposed projects is social-distancing and, at the time of writing, the continued lockdown will mean that groups are potentially unable to deliver projects as quickly as they would wish to. It is therefore recommended that instead of organisations that are awarded grant having 12 months to deliver a project they instead have 2 years. The bulk of applicants have already indicated that this extension would have a positive impact on their ability to deliver their plans.

## **4.0 PROPOSED USE OF UNALLOCATED GRANT FROM 2019/20**

There are potential opportunities for the voluntary and community sector to access crisis funding as a consequence of Covid-19. However, as part of the resurgence planning for post Covid-19, the Council is taking a strategic view as to how we can best support the Voluntary and Community Sector going forward, to face the problems that will arise as a result of the longer-term impact of Covid-19 on our communities.

The community centre based groups (Benn Partnership Centre; Overslade Community Association; New Bilton Community Association; Long Lawford Community Association, the Newbold Community Partnership and Hill Street Community Centre) will potentially be most vulnerable to adjusting to the pressures arising from the impact Covid-19 most specifically in respect of:

- the end of the scheme to furlough staff
- rental costs for premises
- continued fall in revenue from room hire which will require them to think about connecting with their communities in potentially different ways, including an increased focus on digital opportunities

These are the groups (with the exception of Hill Street) that the Council already supports via Service Level Agreements.

The potential ring-fencing of the unallocated budget of £17,581.70 for 2019/20 for these groups could potentially help them to develop and expand their digital offer for supporting their communities – the need for which was highlighted as part of the current crisis as social distancing and the like changed the ways that groups had to interact with their communities. This will ensure that these groups are given an opportunity to consider their longer-term resilience and service offers.

By going through an expression of interest process (eligibility criteria to be agreed), it will ensure that those that are interested in developing this further will a potential opportunity to do so. Those that do not wish to progress on this basis need not participate. The resulting proposed projects then be presented to the Grants Working Party for consideration.

Given the relatively modest amount of available funding available, the proposed ring-fencing to these groups helps to ensure that the process is manageable.

The additional £2,439.64 arising from the 2020/21 unallocated budget similarly be used to invite other community groups (outside of the Community Associations to develop projects and ways of working in light of lessons learned. This too will follow an expressions of interest process, with eligibility criteria to be agreed. The resulting proposed projects will be presented to the Grants Working Party for consideration.

## **5.0 CONCLUSION**

The Grants Working Party met on 14 and 21 May 2020 to discuss the grants and to make their recommendations for the consideration of Cabinet. Please refer to appendices 2-6.

**Name of Meeting:** Cabinet  
**Date of Meeting:** 1 June 2020  
**Subject Matter:** Community Grant Allocations for 2020/21  
**Originating Department:** Communities and Homes

**DO ANY BACKGROUND PAPERS APPLY**       **YES**       **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

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.

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Exempt information is contained in the following documents:

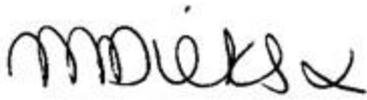
<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

# 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](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	Communities and Homes
<b>Policy/Service being assessed</b>	Community Grant Allocations 2020/21
<b>Is this is a new or existing policy/service? If existing policy/service please state date of last assessment</b>	It is an annual round of community grants, the criteria for which is reviewed annually.
<b>EqlA Review team – List of members</b>	Michelle Dickson; Aleksandra Kolenda and Minakshee Patel
<b>Date of this assessment</b>	01 May 2020
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

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](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509

### Details of Strategy/ Service/ Policy to be analysed

<b><u>Stage 1 – Scoping and Defining</u></b>	
(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?	Complements a number of priorities, including: <ul style="list-style-type: none"> <li>• enabling residents to have healthy, independent lives</li> <li>• delivering digitally-enabled services which are accessible</li> <li>• encouraging active and healthy lifestyles to improve well-being</li> </ul>
(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"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	Community groups that have applied for a grant from the council.
<b><u>Stage 2 - Information Gathering</u></b>	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 33 applications received for 2020/21. These were split across the two available grant funding streams:

The Community Projects Grant – 26 applications  
The Rural Development Fund – 7 applications

Community Development Fund applications can be broken down as:

2 x disability related project applications totalling £3,620 (Entrust Care Partnership support for fathers/male carers of disabled children, Draycote Water Sailing Club improvements to acoustic environment in training room to make it more welcoming for hearing impaired people)

1 x gender specific project totalling 2,000 (Rugby Borough Women and Girls Football Club intending to create five new girls' teams)

11 x projects were age group specific totalling £19,125 (Aspire in Arts planning to provide additional youth worker to support weekly sessions of existing music project; Church Lawford Parish Council wishing to improve the local playground area, Emily Honey Illustration provision of art workshops to 16-24 year olds, Friends of Long Lawford Schools intending to support the school by arranging a pantomime performance for school pupils, Liberty Theatre Company provision of workshops for GCSE pupil premium English literature students; Parenting Project offering counselling to identified parents of children aged 0-2, Rugby Golf Club introducing golf to school children of Rugby, Rugby Gymnastic Club planning to purchase safety mats and coaching blocks to benefit young people of Rugby, Rugby Rhinos American Football Club wishing to purchase match day equipment for young club members taking part in American Football Competition, The Wheels on Debussy organising a music-theatre piece performed by local teenagers aged 13-18, Rugby Borough Football Club working on a project to tackle dementia and improving mental health)

	<p>1 x project focusing on different strands of equality and diversity totalling £1,000 (Friends of Long Lawford School supporting the school in tackling issues around diversity and equality in a manner that includes exposure to arts)</p> <p><u>The Rural Development Fund applications can be broken down as:</u></p> <p>1 x disability related projects totalling £7,500 (Monks Kirby Parish Council for park play equipment additions for young and disabled children)</p> <p>2 x children related projects totalling £11,499 (Brandon and Bretford Parish Council improving the area around Bretford Playing Field, Pailton Village Trust making improvements and installing additional play equipment at Pailton Playground)</p> <p>The grants working party went on to agree support of ... Community Project applications and ... Rural Development Fund applications.</p>
<p>n(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
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**Stage 3 – Analysis of impact**

<p><u>(1) 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.</p>	RACE  No	DISABILITY  No	GENDER  No
	MARRIAGE/CIVIL PARTNERSHIP  No	AGE  No	GENDER REASSIGNMENT  No
	RELIGION/BELIEF  No	PREGNANCY MATERNITY No	SEXUAL ORIENTATION  NO

<p><u>(2) 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>	<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 and portfolio objectives.</p> <p>Given the impact of social distancing etc arising from Covid-19 we have proposed that the Grants Working Party and Cabinet consider giving groups 2-years (as opposed to the usual one) to deliver the projects. This will help to ensure that groups are better able to deliver as planned.</p>
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(3) If there is an adverse impact, can this be justified?	There is no adverse impact
(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?	None
<b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b>	

If No Further Action is required then go to –  
Review & Monitoring

(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.

### EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

(2) Review and Monitoring  
State how and when you will monitor policy and Action Plan

These actions will be added to the Communities and Projects Team plan which is reviewed monthly.

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:

### COMMUNITY PROJECTS FUND – APPLICATIONS 2020/21

The working party agreed to award grants as shown in the tables below:

<b>Voluntary and Community Organisations Applications 2020/21</b>		
	Amount Available	£20,410.00
<b>Applicant</b>	<b>Amount of Application</b>	<b>Amount Awarded at GWP</b>
Bilton Silver (Rugby) Band	£1,632.00	NIL
Entrust Care Partnership C.I.C	£1,620.00	£1,320.00
Friends of East Rugby Group	£2,000.00	£2,000.00
PTA Bilton Junior School	£2,000.00	NIL
The Parenting Project	£2,000.00	£2,000.00
RoSA	£2,000.00	£2,000.00
The Hill Street Community Centre	£1,893.00	NIL
Brandon and Bretford Parish Council	£1,500.00	£1,500.00
<b>Total</b>	<b>£14,645.00</b>	<b>£8,820.00</b>
<b>Amount Available</b>	<b>£20,410.00</b>	<b>£20,410.00</b>
<b>Balance</b>	<b>£5,765.00</b>	<b>£11,590.00*</b>

Entrust Care Partnership C.I.C – a deduction was made in respect of the cost of refreshments at £300.

\*The working party agreed that the accumulated underspend of £11,590 be transferred to the Sports Grants subsection of the Community Projects Grant.

### APPENDIX 3

<b>Sports Applications 2020/21</b>		
	Amount Available	£6,000.00 + *£11,590.00
<b>Applicant</b>	<b>Amount of Application</b>	<b>Amount Awarded at GWP</b>
Draycote Water Sailing Club	£2,000.00	£2,000.00
Hannah Secher – Rugby Synchro Section	£1,250.00	NIL
Oakfield and Rowland Utd Cricket Club	£2,000.00	£2,000.00
Rugby and Northampton Athletics Club	£2,000.00	£2,000.00
Rugby Borough Football Club	£2,000.00	NIL
Rugby Borough Women and Girls FC	£2,000.00	£2,000.00
Rugby Canoe Club	£2,000.00	£2,000.00
Rugby Golf Club	£1,250.00	£1,250.00
Rugby Gymnastics Club	£2,000.00	£2,000.00
Rugby Rhinos American Football Club	£2,000.00	NIL
Rugby Swimming Club	£2,000.00	£2,000.00
Rugby Thornfield Indoor Bowls Club	£2,000.00	£2,000.00
<b>Total</b>	<b>£22,500.00</b>	<b>£17,250.00</b>
<b>Amount Available</b>	<b>£17,590.00</b>	<b>£17,590.00</b>
<b>Balance</b>	<b>£4,910.00</b>	<b>£340*</b>

\*The working party agreed that the accumulated underspend of £340 be transferred to the Arts Grants subsection of the Community Projects Grant.

## APPENDIX 4

<b>Arts Applications 2020/21</b>		
	Amount Available	£6,000.00 + *£340
<b>Applicant</b>	<b>Amount of Application</b>	<b>Amount Awarded at GWP</b>
Emily Honey Illustration	£2,000.00	£2,000.00
Friends of Long Lawford School (1)	£1,000.00	NIL
Friends of Long Lawford School (2)	£1,788.00	NIL
Liberty Theatre Company	£2,000.00	NIL
The Wheels on Debussy	£2,000.00	NIL
<b>Total</b>	<b>£8,788.00</b>	<b>£2,000.00</b>
<b>Amount Available</b>	<b>£6,340.00</b>	<b>£6,340.00</b>
<b>Balance</b>	<b>£2,448.00</b>	<b>£4,340.00*</b>

\*The working party agreed that the accumulated underspend of £4,340 be transferred to the Youth and Play Grants subsection of the Community Projects Grant.

## APPENDIX 5

<b>Youth and Play Applications 2020/21</b>		
	Amount Available	£6,000.00 + *£4,340.00
<b>Applicant</b>	<b>Amount of Application</b>	<b>Amount Awarded at GWP</b>
Aspire in Arts	£1,974.00	£1,974.00
Church Lawford Parish Council	£113.36	£113.36
<b>Total</b>	<b>£2,087.36</b>	<b>£2,087.36</b>
<b>Amount Available</b>	<b>£10,340.00</b>	<b>£10,340.00</b>
<b>Balance</b>	<b>£8,252.64</b>	<b>£8,252.64*</b>

\*See comment below Rural Development Fund table.

## APPENDIX 6

<b>Rural Development Fund – Applications 2020/21</b>		
	Amount Available	£25,000.00
<b>Applicant</b>	<b>Amount of Application</b>	<b>Amount Awarded at GWP</b>
Monks Kirby Parish Council	£7,500.00	£7,500.00
Newton and Biggin Parish Council	£4,680.00	£4,680.00
OSCR (Old School Community Rooms)	£9,750.00	NIL
Pailton Village Trust	£9,999.00	£9,999.00
Rugby Model Engineering Society Ltd	£4,000.00	NIL
Withybrook Village Hall	£8,634.00	£8,634.00
<b>Total</b>	<b>£44,563.00</b>	<b>£30,813.00</b>
<b>Amount Available</b>	<b>£25,000.00</b>	<b>£25,000.00</b>
<b>Balance</b>	<b>£19,563.00</b>	<b>£5,813.00*</b>

\*The working party agreed that:

- to clear the negative balance in Rural Development Fund, £5,813 be transferred from the 2020/21 Community Projects Fund (the accumulated underspend of £8,252.64 will reduce to £2,439.64); and
- the balance of £2,439.64 from the 2020/21 Community Projects Fund be made available for other (non-SLA) community organisations who may require additional support in terms of post Covid-19 resilience.

**AGENDA MANAGEMENT SHEET**

**Report Title:** Access to Energy Efficiency measures - Eco-flex  
Statement of Intent for Rugby

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Head of Communities and Homes

**Portfolio:** Communities and Homes

**Ward Relevance:** All

**Prior Consultation:** None

**Contact Officer:** Michelle Dickson (Communities and Projects  
Manager) tel: (01788) 533843 or email:  
michelle.dickson@rugby.gov.uk

**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):

**(CR) Corporate Resources**  To provide excellent, value for money  
services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public  
Realm**  Enable our residents to live healthy,  
independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue  
opportunities (CR)

Prioritise use of resources to meet changing  
customer needs and demands (CR)

Ensure that the council works efficiently and  
effectively (CR)

Ensure residents have a home that works for  
them and is affordable (CH)

Deliver digitally-enabled services that  
residents can access (CH)

Understand our communities and enable  
people to take an active part in them (CH)

Enhance our local, open spaces to make  
them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

**Statutory/Policy Background:**

The Energy Company Obligation (ECO) is a government energy efficiency scheme to help reduce carbon emissions and tackle fuel poverty. The Help to Heat element of the Government's ECO programme, also described as the Home Heating Cost Reduction Obligation (HHCRO), focuses on low income and vulnerable householders. These are householders who receive specific benefits and, for those in receipt of child benefits, are below a certain income threshold. This eligibility criteria is set by Government.

As part of Help to Heat, ECO legislation permits Local Areas to define additional criteria in their area to help those fuel poor households that fall outside the Help to Heat eligibility but are still in need of support. This is called the flexible element or flexible eligibility. This requires a Statement of Intent to be produced.

The proposed statement of intent for Rugby (appendix 1) is both Office of Gas and Electricity Markets (OFGEM) and Government's Department for Business, Energy & Industrial Strategy (BEIS) Compliant.

**Summary:**

Addressing fuel poverty is an important measure to ensure the health and well-being of Rugby's residents. The use of Flexible Eligibility is an opportunity to work with local partners to enable the Council to connect vulnerable households with the support available. However, to enable this, the Council will need to adopt a Statement of Intent (SOI) and a governance process in place to ensure that proposed measures are both appropriate and compliant.

**Financial Implications:**

Applications to benefit through the scheme will need to be assessed to see if the proposed measure is both appropriate and compliant with the SOI. Act on Energy, a Warwickshire based national charity, is suitably qualified and experienced to carry out assessments of proposed measures. They have advised that they can carry out 250 assessments per annum for £5,000, for the lifetime of ECO3, this will be £10,000. The governance process for the assessment process is included in section 10 of appendix 1.

There will also be implications in terms of officer time for promoting the scheme and signing off compliant proposals. However, this can be managed utilising existing resource.

**Risk Management Implications:**

Whilst the Council welcomes the opportunity to determine the allocation of funds it should be noted that the final decisions on whether any individual household will benefit from energy saving improvements rest with obligated suppliers and their contractors. Inclusions in a Declaration of Eligibility issued by the council does not guarantee the installation of measures

The governance referred to in Section 10 of appendix 1 ensures that the Council will be both OFGEM and BEIS compliant in the sign off / approval of qualifying measures.

**Environmental Implications:**

More vulnerable people will be able to appropriately insulate and heat their home. This will in turn reduce the incentive to use fossil fuels and wood which may be more damaging to the environment.

**Legal Implications:**

The Energy Companies Obligation derives from The Electricity and Gas (Energy Companies Obligation) Order 2012. However, there are no direct legal issues arising directly out of this report.

**Equality and Diversity:**

The EOI is a mechanism to help more vulnerable households access measures to help them affordably heat their home. An Equality Impact Assessment is attached at Appendix 2.

**Options:**

Adopt the statement of intent and governance process

Do not adopt the statement of intent and governance process

Adopt the statement of intent but not the governance process. However, an alternative means of delivery in compliance with regulatory requirements will need to be identified.

**Recommendation:**

1. The statement of intent and proposed governance process (appendix 1) to enable the delivery of Eco-Flex measures to support residents of private-sector housing in Rugby be adopted; and
2. a supplementary General Fund revenue budget of £10,000 for ECO3 assessments for 2020/21, to be met from Climate Change Emergency reserve, be approved; and
3. delegated authority be given to the Head of Communities and Homes in consultation with the Monitoring Officer to enter into any legal agreements arising from this report.

**Reasons for Recommendation:**

This will enable the Council to recruit partners to deliver the scheme. Act on Energy will then ensure that approved measures are both suitable and qualify for assistance.

**Cabinet - 1 June 2020**

**Access to Energy Efficiency measures - Eco-flex Statement of Intent for Rugby**

**Public Report of the Head of Communities and Homes**

**Recommendation**

- (1) The statement of intent and proposed governance process (appendix 1) to enable the delivery of Eco-Flex measures to support residents of private-sector housing in Rugby be adopted; and
- (2) a supplementary General Fund revenue budget of £10,000 for ECO3 assessments for 2020/21, to be met from the Climate Change Emergency reserve, be approved; and
- (3) delegated authority be given to the Head of Communities and Homes in consultation with the Monitoring Officer to enter into any legal agreements arising from this report.

**1.0 Introduction**

Having a home that is affordable to heat is a key contributor to:

- ensuring health and well-being
- helping to manage medical conditions that may be exacerbated by exposure to the cold

A household in England is currently defined as being in fuel poverty if:

- their fuel costs are above average, and
- their disposable income (after housing and fuel costs) is below the poverty line

Fuel poverty data produced by the Government's Department for Business, Energy & Industrial Strategy in June 2019 (based on 2017 statistics) identified that despite recent reductions in fuel poverty:

- 10.9% of all households in England are fuel poor
- The average fuel poverty gap (the reduction in the average fuel bill so as not to be classed as fuel poor) is £321 per household per annum
- Single-parent households are most likely to be fuel poor – 25%
- Couples with child(ren) have the largest gap - £380
- The required fuel costs for the least efficient properties are 3 times higher than

the costs for the most efficient properties (A-C = £940 per annum versus G = £2860 per annum)

- The majority of fuel poor households – 56% - live in a band D property

## 2.0 The Government approach to addressing fuel poverty:

The pre-payment price cap was introduced in April 2017, which saw the average annual electricity bill for prepayment customers decrease by 3%. From the beginning of 2019, a new energy price cap came into force, per unit price of energy and the standing charge for customers on default tariffs. However, this cap is to be reviewed twice yearly and will be adjusted to reflect the higher cost of wholesale energy

The Government aims to ensure that a greater proportion of the energy efficiency measures to be accessible by more fuel poor households. In general, fuel poverty is targeted at those on specific benefits, but this misses out other groups of vulnerable people who may be at risk of fuel poverty. To enable opportunities to be opened up to more households, local councils are permitted to identify groups in their local area that could be considered at risk of fuel poverty. These groups may be defined as part of flexible eligibility criteria, which would allow them access to ECO funding if available.

The Government initially introduced flexible eligibility criteria for the ECO: Help to Heat programme from April 2017 to September 2018. The EC03 - 2018 to 2022 has confirmed the role of flexible eligibility, to ensure that councils can use their local knowledge to target the most vulnerable households in their area.

## 3.0 Context – fuel poverty in Rugby

The updated Indices of Multiple Deprivation published in June 2019 identified Rugby as being ranked 222 out of 326 Local Authorities (no.1 being most deprived, 326 the least).

According to the 2019 release of data, the following areas in Rugby Borough fall within the 20% most deprived super output areas in the UK:

- Brownsver South, Lake District North
- Overslade North West

The % of fuel poor households in Rugby is 10.3%, compared to a Warwickshire average of 10.1% (Source: *Department for Business, Energy and Industrial Strategy, 2019*).

However, following additional data analysis (published in November 2019), Public Health Warwickshire identified that there are 16 LSOA's within the borough which contain a higher % proportion of households who are fuel poor:

LSOA	estimated no. of fuel poor households	% proportion of households who are fuel poor

Benn West	157	21.9
Benn South	166	18.4
Cattlemarket	137	17.8
Benn Station	123	15.5
New Bilton North	150	15.4
Admirals East	94	14.4
New Bilton East	110	13.9
Overslade North	83	13.5
Winfield Park	101	13.4
New Bilton and Somers Road	160	13.2
Newbold on Avon	94	12.2
Newbold Riverside	77	12.1
Wolvey	105	11.8
Caldecott Rokeby	78	11.8
New Bilton South East	67	11.6
Caldecott North East	68	11.3
Total fuel poor households	1770	

The average for these areas is 14.2%, substantially above the Rugby average of 10.1%.

#### 4.0 Eco Flex

Under the Flexible eligibility scheme, up to 10% (rising to 25% in ECO3) of funding could be available to support Local Authority designated schemes where residents are defined as eligible through a Statement of Intent. There are two main categories:

- a. People living in fuel poverty, in particular those not in receipt of eligible benefits
- b. People living on a low income and vulnerable to the effects of living in a cold home

In addition, a proportion is available to non-fuel poor homes for solid wall insulation in flats or as infill in terraced housing or semidetached.

#### 5.0 Governance

The marketplace is a competitive one, as energy suppliers seek to meet their targets in respect of the Energy Obligation. with this come potential risks:

- proposed measures being put in place that are not suited to the needs of households
- approvals being sought for improvements for non-qualifying households

By having an arrangement in place with the Warwickshire based charity, Act on Energy, to verify that the proposed measures are appropriate and compliant the Council is able to ensure that these risks are managed so as not have a potential

detrimental impact on reputation.

## **6.0 Conclusion**

This is an opportunity to target resource to help some of the most fuel poor households in the borough and complements the Council's objective of ensuring that our residents are able to live healthy, independent lives.

**Name of Meeting:** Please select

**Date of Meeting:** 1 June 2020

**Subject Matter:**

**Originating Department:** Communities and Homes

**DO ANY BACKGROUND PAPERS APPLY**  **YES**  **NO**

**LIST OF BACKGROUND PAPERS**

<b>Doc No</b>	<b>Title of Document and Hyperlink</b>
1.	Draft Statement of Intent

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.

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>

## Local Authority ECO Flexible Eligibility Statement of Intent

- 1) Rugby Borough Council
- 2) Date of publication 01/04/2020
- 3) Publication on website [www.rugby.gov.uk](http://www.rugby.gov.uk) URL is
- 4) Version 1
- 5) Review date: to be reviewed by 31<sup>st</sup> March 2022

This statement sets out the flexible eligibility criteria for ECO for Rugby Borough Council from April 2020 through to March 2022

### 1. Introduction

Fuel poverty is an important priority for the council, and we see the use of Flexible Eligibility as a opportunity to work with local partners to enable us to connect vulnerable households with the support available. Whilst the council welcomes the opportunity to determine the allocation of funds it should be noted that the final decisions on whether any individual household will benefit from energy saving improvements rest with obligated suppliers and their contractors. Inclusions in a Declaration of Eligibility issued by the council does not guarantee the installation of measures.

#### **What is the ECO Scheme?**

The Energy Company Obligation (ECO) is a government energy efficiency scheme in Great Britain to help reduce carbon emissions and tackle fuel poverty. The Help to Heat element of the Government's ECO programme, also described as the Home Heating Cost Reduction Obligation (HHCRO), focuses on low income and vulnerable householders. These are householders who receive specific benefits and, for child benefits, are below a certain income threshold. This eligibility criteria is set by Government.

As part of Help to Heat, ECO legislation is permitting Local Areas to define additional criteria in their area to help those fuel poor households that fall outside the Help to Heat eligibility but are still in need of support. This is called the flexible element or flexible eligibility. This requires a Statement of Intent to be produced.

### 2. Eligibility

#### **What are the qualifying Criteria for the ECO - Help to Heat Group**

A person living in private domestic premises is a member of the help to heat group if they receive one of the following benefits:

- Universal Credit
- Tax Credits
- Disability Living Allowance
- Personal Independence Payment Living Allowance
- Carer's Allowance
- Severe Disablement Allowance
- Industrial Injuries Disablement Benefit

- War Pensions Mobility Supplement
- Constant Attendance Allowance
- Armed Forces Independent Payment
- Child Benefit (income thresholds apply- see table 1)

**Table 1: Qualifying income thresholds for households in receipt of child benefit**

Type of claim	Number of children or qualifying young persons			
	1	2	3	4 or more
Single claim	£18,500	£23,000	£27,500	£32,000
Joint claim	£25,500	£30,000	£34,500	£39,000

The Help to Heat criteria is set by Government.

#### **Flexible Eligibility.**

For the period running from October 2018- March 2022 energy suppliers will be able to achieve up to 25% of their Help to Heat target in households falling outside of the eligibility criteria described above, who are defined as eligible by local authorities through their Statement of Intent.

There are two main categories of private tenure targeted by the scheme:

- People living in fuel poverty, in particular those not in receipt of eligible benefits
- People living on a low income and vulnerable to the effects of living in a cold home

In addition, a proportion of non-fuel poor homes (in-fill) can be allowed for Solid Wall Insulation projects. In-fill can also apply to affordable warmth projects for example providing heating in blocks of flats.

#### **How the Local Authority intends to identify eligible households**

##### Private rented properties

For ECO3 national policy restricts the measures which can be funded for the private rented sector. The Minimum Energy Efficiency Standards is a legal requirement for landlords to improve the energy efficiency of the poorest performing private rental properties to allow the ongoing rental of the premises (exemptions apply where improvements are not possible). ECO funding cannot be used to bring a property in the lowest energy efficiency bands up to the minimum standard. A full list of measures eligible for ECO funding for the private rented sector including any EPC banding requirements can be found via the Ofgem guidance (table 14)

[https://www.ofgem.gov.uk/system/files/docs/2018/12/eco3\\_guidance\\_delivery\\_v1.1.pdf](https://www.ofgem.gov.uk/system/files/docs/2018/12/eco3_guidance_delivery_v1.1.pdf)

Only measures listed as eligible for the private rented sector by Ofgem can be considered under ECO Flex for the private rented sector. Measures are subject to funding availability. The tenant must be deemed eligible under one of the criteria referred to in the criteria table.

Owner Occupier Households*Low Income and High Costs (EPC rating)*

Through flexible eligibility we are keen to identify households who are living in fuel poverty that are not in receipt of benefits. We will be looking to support those who have a low income but high costs. We will be using an income threshold to determine whether a household has a low income. For this scheme income here is defined as a household's disposable income after they have paid for their rent or mortgage. This is income from all sources, such as net earnings (after tax), income from savings and investments, pensions, all benefits (including housing benefit), and net council tax payments. We will be using the BEIS income thresholds as listed in the table below. High costs will be defined by the property types and a EPC rating of E, F, or G to be eligible. Where there is no EPC, we will use the proxy of a solid wall and whose main heating source is either oil, LPG or electric

*Low Income and Vulnerability to Cold (NICE Guidance NG6)*

In addition, we are aware that those with a vulnerability as defined in the NICE guidance NG6 will potentially have additional heating needs and will be paying 'higher costs' under the Fuel Poverty definition. We will therefore add an uplift\* for households with inefficient properties. This will be the low EPC rated properties D, E, F or G. Where there is no EPC, we will use the proxy of a solid wall and whose main heating source is either oil, LPG or electric, if the gas central is not working this property may be included at the council's discretion and subject to funding availability.

<b>Recommended after housing costs equivalised income thresholds, by household composition Household composition</b>	<b>Low Income and High Costs (EPC rating E-G)</b>	<b>Low Income and Vulnerable to Cold EPC rating D-G plus health condition as per NICE guidance) includes additional</b>
<b>1 Adult</b>	£ 9,300	£9,985
and 1 child	£ 12,200	12,885
and 2 child	£ 15,000	15,685
and 3 child	£ 18,000	18,685
and 4+ child	£ 21,000	12,685
<b>2 Adults</b>	£ 15,200	15,885
and 1 child	£ 18,200	18,885
and 2 child	£ 21,100	21,785
and 3 child	£ 24,100	24,785
and 4+ child	£ 26,800	27,485

*\*The uplift is the average cost deference for heating and hot water in a property built to 1980 standards and heated via fuels other than natural gas, figures based on data using by Sutherland tables Jan 2020.*

*External Wall Insulation (EWI)*

There are currently no plans to run an external wall insulation scheme, we intend to facilitate EWI for one off properties situated within EWI schemes administered by other organisations, i.e. right to buy properties that adjoin properties having EWI installed by a social housing provider.

Independent quality inspections of each external wall insulation job would be required for external wall insulation to be supported under flexible element. There is currently no funding to facilitate independent quality inspections.

**3. Governance**

Primary contact for signing the declarations

NAME AND CONTACT DETAILS REQUIRED HERE

**10 step governance process**

Step	activity	Who is responsible
1	Statement of intent published on <a href="http://www.rugby.gov.uk">www.rugby.gov.uk</a>	Rugby Borough Council
2	<b>Householder eligibility assessment:</b> Householder contact logged with referral agent. Application and consent forms completed by the customer and returned to the referral agent for compliance check.	Referral agent
3	Householder offered additional energy advice i.e. switching suppliers, understanding their energy bill, smart meters	Referral agent
4	Declaration <ul style="list-style-type: none"> <li>- A single declaration per property is sent by the appointed referral agent to Rugby Borough Council</li> <li>- Cross checked with information in statement of intent and referral agents' records</li> </ul> Any rejected declaration return to step 2.	Rugby Borough Council
5	Referral sent to delivery partner with customer consent. Installer should be PAS 2035 and Trust Mark Compliant.	Referral agent
6	<b>Property eligibility assessment;</b> Technical survey	Installer
7	Measure and funding options offered to the customer based on technical survey	Installer
8	Install accepted or rejected by the customer. Install arrangements made between the customer and installer	Customer and installer
9	Customer feedback requested	Referral agent
10	Review of process, cases and customer feedback completed by the Referral Partner and Council Officer.	Council and referral partner

#### **4. Referrals**

Marketing will be undertaken by the council and its approved partner utilising available data to aid targeting to the eligible criteria groups referred to above. The programme will predominantly focus on self referral as a result of marketing activity, such as direct mail to households who may be eligible. Any marketing will contain the local authority logo.

The appointed referral agent will take all calls related to this programme and collect the relevant data, which will be stored and managed in line with the General Data Protection Regulations 2016. Householders will be asked to consent to their contact details being passed from the referral agent to a named installer. The privacy notice can be viewed via our website.

Rugby Borough Council will confirm with the referral agent that the declaration has been agreed. The referral agent is then responsible for making the referrals to their chosen installer. Declarations will only be signed when received from the appointed referral agent.

The project will also accept referrals from frontline workers who are working with a client who may require energy efficiency improvements to their homes. Full householder eligibility will be determined during the initial contact with the resident made by the referral agent.

#### **5. Signature**

Name:

Position:

Organisation:

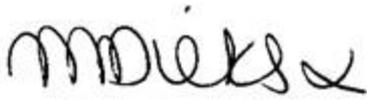
Signed:

# 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](mailto:minakshee.patel@rugby.gov.uk)  
Tel: 01788 533509

## Equality Impact Assessment

<b>Service Area</b>	Communities and Homes
<b>Policy/Service being assessed</b>	Rugby Borough Council EcoFlex Statement of intent 2020
<b>Is this is a new or existing policy/service? If existing policy/service please state date of last assessment</b>	No. It is an additional Statement of intent for EcoFlex funding to support affordable warmth initiatives specific to Rugby.
<b>EqlA Review team – List of members</b>	Michelle Dickson; Lee Kirkbride and Minakshee Patel
<b>Date of this assessment</b>	29/04/2020
<b>Signature of responsible officer (to be signed after the EqlA has been completed)</b>	

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](mailto:minakshee.patel@rugby.gov.uk) or 01788 533509

**Details of Strategy/ Service/ Policy to be analysed**

<b><u>Stage 1 – Scoping and Defining</u></b>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	<p>The Statement of Intent (SOI) is a document that lays out the locally agreed criteria for households to receive support for EcoFlex initiatives to tackle the issues of affordable warmth.</p> <p>The EcoFlex providers can then provide measures quickly addressing the issues that have been raised removing the need for them to assess individuals.</p>
(2) How does it fit with Rugby Borough Council's Corporate priorities and your service area priorities?	<p>Complements a number of priorities, including:</p> <ul style="list-style-type: none"> <li>• enabling residents to have healthy, independent lives</li> <li>• ensure that residents have a home that works for them and is affordable</li> </ul>
(3) What are the expected outcomes you are hoping to achieve?	<p>The Statement of Intent will quickly allow us to identify qualifying households whose properties are currently expensive to heat and implement a range of measures to make the property more affordable to heat and improve the health of the occupants funded through the central EcoFlex funding provided by Energy companies.</p>
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• Customers</li> <li>• Employees</li> <li>• Wider community or groups</li> </ul>	<p>The SOI has the potential to affect any qualifying household who falls into the agreed criteria for support under the scheme</p>
<b><u>Stage 2 - Information Gathering</u></b>	<p>Since the introduction of EcoFlex funding in April 2018 it has helped around 120 households in the borough with measures to tackle the affordability of the heating in their properties either rented or owned. In terms of funding secured the total contributions made exceed £100,000</p>

## Appendix 2

<p>(1) What does the information tell you about those groups identified?</p>	<p>Although it is difficult to gauge the full impact of the measures, the criteria for support that forms the SOI ensures that only those residents who qualify receive support. The actual referrals are done by partner agencies who are assessing the residents and are best placed to do this based on their experience and expertise in the field. The SOI guides the referral agencies in what criteria we, Rugby Borough Council have agreed making the process much quicker meaning qualifying residents can be quickly assisted.</p> <p>From looking at the geographical spread of the addresses that have been supported through the existing SOI and subsequently by the planned Rugby Borough SOI it is clear that the EcoFlex funding already secured has assisted and supported residents in all areas including our priority areas in Rugby, the residents live in a mix of poorly performing properties and are affected by individual circumstances, they include the elderly, disabled and those living in fuel poverty. In England it is assessed that 10.9% of the population live in fuel poverty defined as “A household in England where:</p> <ul style="list-style-type: none"> <li>• their fuel costs are above average, and</li> <li>• their disposable income (after housing and fuel costs) is below the poverty line</li> </ul> <p>The nature of the SOI means that as long as the household fits the broad criteria for support they will receive support through EcoFlex if it is recommended, those who do not qualify are still offered advice.</p>
<p>n(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>No. The SOI is intended to support anybody who qualifies for support who fit the criteria, the existing SOI although fit for purpose is generic to South Warwickshire the RBC SOI is specific to Rugby.</p>

Appendix 2

<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.</p>	<p>The referrals are assessed by external agencies, the Heart Team Based in Nuneaton and Bedworth who assess people’s homes looking to make them fit for purpose and Act On Energy who work in Warwickshire to provide support in the Affordable Warmth Area. In many cases are contacted direct by the potential beneficiary of support, Act On Energy in particular have a long established presence in Warwickshire and Rugby so are well known and are “trusted” source for the public to use.</p>		
<p><b><u>Stage 3 – Analysis of impact</u></b></p>			
<p><b><u>(1) Protected Characteristics</u></b>                  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.</p>	<p>RACE  No</p>	<p>DISABILITY  No</p>	<p>GENDER  No</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP  No</p>	<p>AGE  No</p>	<p>GENDER REASSIGNMENT  No</p>
	<p>RELIGION/BELIEF  No</p>	<p>PREGNANCY MATERNITY No</p>	<p>SEXUAL ORIENTATION  NO</p>
<p><b><u>(2) Cross cutting themes</u></b>                  (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>	<p>The SOI will directly address the issues of affordable Warmth with criteria that targets the most vulnerable residents through an existing network of advice and support. A property that is affordable to heat will address not only financial issues but health issues.                   The criteria will also target areas where there is a concentration of poorly performing properties that lack thermal efficiency and are expensive to heat, these areas in Rugby are traditionally some of the poorer areas in terms of Health and housing.</p>		
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>There is no adverse impact</p>		

Appendix 2

<p>(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.)</p>	<p>None identified</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>The SOI uses criteria does not have a negative impact on those from protected Characteristic Groups. The benefits are accessible and welcoming to all communities and are flexible to responding to the different needs and aspirations of customers. The referral agencies have robust equality policies in place</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>Once a particular resident is supported this leads to other referrals in the community thus developing good relationships between different groups and communities with the common thread of a poorly performing property that is expensive to heat.</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>None</p>
<p><b><u>Stage 4 – Action Planning, Review &amp; Monitoring</u></b></p>	<p>We will ask the referral agencies to monitor the applicants and summarise regularly as well as internally monitoring the geographical spread of successful applications to better understand the affordable warmth picture locally.</p>

If No Further Action is required then go to – Review & Monitoring

(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.

(2) Review and Monitoring  
State how and when you will monitor policy and Action Plan

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments

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).’**



## Agenda No 10

### AGENDA MANAGEMENT SHEET

**Report Title:** Treasury Management 2019/20 - Annual Report

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Head of Corporate Resources and CFO

**Portfolio:** Corporate Resources

**Ward Relevance:** ALL

**Prior Consultation:** Treasury Management Strategy 2019/20 - 2021/22 Cabinet February 2019

**Contact Officer:** Mannie Ketley – Head of Corporate Resources and Chief Financial Officer  
Tel: (01788) 533420

**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):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but should be considered by Cabinet to comply with the Code of Practice.

<b>Statutory/Policy Background:</b>	The Council's Treasury Management activities are strictly regulated by the Local Government Act 2003 and the CIPFA Code of Practice on Treasury Management.
<b>Summary:</b>	The report sets out the Treasury Management activities for 2019/20.
<b>Financial Implications:</b>	The report ensures that Cabinet is aware of the final Treasury Management position for 2019/20.
<b>Risk Management Implications:</b>	There are no risk management implications for this report
<b>Environmental Implications:</b>	There are no environmental implications for this report
<b>Legal Implications:</b>	There are no legal implications for this report
<b>Equality and Diversity:</b>	There are no equality and diversity implications for this report
<b>Options:</b>	As this report complies with the Treasury Management Code of Practice, which was approved by Council, no other options have been considered.
<b>Recommendation:</b>	<ol style="list-style-type: none"> <li>1) The Treasury Management report for 2019/20 be considered;</li> <li>2) The actual treasury management indicators (Appendix A) be noted; and</li> <li><b>3) IT BE RECOMMENDED TO COUNCIL THAT the amended Treasury Management Indicator for Principal sums invested for periods longer than 364 days be approved.</b></li> </ol>
<b>Reasons for Recommendation:</b>	To comply with the Code of Practice

## Agenda No 10

### Cabinet - 1 June 2020

#### Treasury Management 2019/20 - Annual Report

#### Public Report of the Head of Corporate Resources and CFO

##### Recommendation

1. The Treasury Management report for 2019/20 be considered;
2. The actual treasury management indicators (Appendix A) be noted; and
3. IT BE RECOMMENDED TO COUNCIL THAT the amended Treasury Management Indicator for principal sums invested for periods longer than 364 days be approved.

#### 1.1 INTRODUCTION

1.1.1 The annual Treasury Management Report is a requirement of the Council's reporting procedures; and a cornerstone of the CIPFA Code of Practice on Treasury Management in the Public Services. This report covers the treasury activities for the financial year 2019/20.

1.1.2 Part of the Council's treasury activity is to address any borrowing need, either through borrowing from external bodies, or utilising temporary cash resources available within the Council. The wider treasury activities also include managing the Council's cash flows, its existing borrowing activities, and investment of surplus funds. These activities are structured to manage risk foremost, and then to optimise performance.

#### 1.2 ECONOMIC REVIEW 2019/2020

1.2.1 The main issue in 2019 was the repeated parliamentary battle to agree on one way forward for the UK over the issue of Brexit. This resulted in the resignation of Teresa May as the leader of the minority Government and the election of Boris Johnson as the Conservative new leader, on a platform of taking the UK out of the EU on 31 October 2019. The House of Commons duly frustrated that renewed effort and so a general election in December settled the matter once and for all by a decisive victory for the Conservative Party: that then enabled the UK to leave the EU on 31 January 2020. Much uncertainty remains as to whether there will be a reasonable trade deal achieved by the target deadline of the end of 2020 following the coronavirus outbreak. The second and third rounds of negotiations have already had to be cancelled due to the virus.

1.2.2 Economic growth during 2019 was very volatile with quarter 1 (Jan – Mar) unexpectedly strong at 0.5%, quarter 2 (Apr – Jun) dire at -0.2%, quarter 3 (July – Sept) bouncing back up to +0.5% and quarter 4 (Oct – Dec) flat at 0.0%, +1.1% y/y. 2020 started with optimistic business surveys pointing to an upswing in growth after the ending of political uncertainty. However, the three-monthly GDP statistics in January were disappointing, being stuck at 0.0% growth. Since then, the whole world has changed as a result of the coronavirus outbreak. It now looks likely that the closedown of whole sections of the economy will result in a fall in GDP of at least 15% in quarter two (Apr – Jun). What is uncertain, however, is the extent of the damage that will be done to businesses by the end of the lock down period, when the end of the lock down will occur, whether there could be a second wave of the outbreak, how soon a vaccine will be created and then how quickly it can be administered to the population. This leaves huge uncertainties as to how quickly the economy will recover.

1.2.3 After the Monetary Policy Committee raised Bank Rate from 0.5% to 0.75% in August 2018, Brexit uncertainty caused the MPC to sit on its hands and to do nothing until March 2020; at this point it was abundantly clear that the coronavirus outbreak posed a huge threat to the economy of the UK. Two emergency cuts in Bank Rate from 0.75% occurred in March, first to 0.25% and then to 0.10%. These cuts were accompanied by an increase in quantitative easing (QE), essentially the purchases of gilts (mainly) by the Bank of England of £200bn.

1.2.4 To prevent large scale job losses, various schemes were introduced to subsidise both employed and self-employed jobs for three months while the country is locked down. A raft of other measures to help businesses access grants ( in excess of £20m for the Rugby Borough Council jurisdiction) and loans, (with the Government providing guarantees to the banks against losses), to tide them over the lock down period, were introduced. This leaves open a question as to whether some firms will be solvent, even if they take out such loans, and some may also choose to close as there is, and will be, insufficient demand for their services.

1.2.5 At the time of writing, this is a rapidly evolving situation. The measures to support jobs and businesses already taken by the Government will result in a huge increase in the annual budget deficit in 2020/21 from 2%, to nearly 11%. The ratio of debt to GDP is also likely to increase from 80% to around 105%. In the Budget in March, a large increase in spending on infrastructure was announced; this will also help the economy to recover once the lock down is ended. If the coronavirus outbreak is brought under control relatively swiftly, and the lock down is eased, then it is hoped that there would be a sharp recovery, but one that would take a prolonged time to fully recover previous lost momentum.

### **1.3 THE COUNCIL'S CAPITAL EXPENDITURE AND FINANCING 2019/20**

1.3.1 This forms one of the required prudential indicators and shows total capital expenditure for the year and how this was financed.

	2019/20 Actual £'000	2019/20 Estimate £'000
Total capital expenditure	11,519	21,683
Resourced by:		
Capital receipts	1,434	4,505
Capital grants and other contributions	1,534	586
Capital reserves	7,840	1,933
Revenue	388	1,549
<b>Unfinanced capital expenditure</b>	<b>323</b>	<b>13,110</b>

1.3.2 Full details of capital expenditure and explanations of variances from budget can be found within the Financial and Performance Monitoring Outturn Report also included on this agenda. The fall in capital expenditure between estimate and outturn relates to slippage in the programme principally around:

- Delivery of replacement refuse collection and other vehicles (£1.959m);
- Extending timelines in procurement of design, architectural, and building contract services for the redeveloped Biart Place and Rounds Gardens sites (£3.281m);
- Availability and phasing of open market and S106 house purchases within the Housing Acquisition Fund (£8.483m)

1.3.3 The Council undertakes capital expenditure on long term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need (although this does result in a loss of interest on resources which would otherwise be invested) or;
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need (unfinanced capital expenditure, therefore resulting in an increase in interest costs and eventual loan repayment)

## 1.4 THE COUNCIL'S OVERALL BORROWING NEED

1.4.1 The Council's underlying need to borrow is called the **Capital Financing Requirement** (CFR). This figure is a gauge for the Council's debt position and represents 2018/19 and historic net capital expenditure which has not yet been charged to revenue. The process for charging this capital expenditure to revenue is a statutory requirement and is called the **Minimum Revenue Provision** (MRP)\*. The Council has the option to charge more than the statutory MRP each year through Voluntary Revenue Provision (VRP). The Council's CFR for the year is shown below and represents a key prudential indicator. The total CFR can also be reduced by the application of additional capital resources (such as unapplied capital receipts.)

\*In effect this is the amount required to be set aside for the eventual loan repayment.

Capital Financing Requirement	31 March 2020 Actual £000s	31 March 2020 Original Indicator £000s
Opening balance 1 April 2019	83,830	84,285
Plus: unfinanced capital expenditure	323	13,110
Less: MRP/Repayment of Loan	(1,560)	(1,602)
<b>Closing balance 31 March 2020</b>	<b>82,593</b>	<b>95,793</b>

1.4.2 This table demonstrates that the Council's long-term borrowing need has decreased from that predicted at the beginning of 2019/20. However, this is predominantly related to the items listed at 1.3.2 above and will reverse in 2020/21 and beyond as substantial delivery works at the former multi-storey flats' sites come on stream.

1.4.3 Current and future estimated MRP and interest costs (updated from the most recent General Fund and HRA Medium Term Financial Plans) are detailed in the table below:

	2020/21 £000	2021/22 £000	2022/23 £000
MRP/VRP (Debt repayments)	1,591	1,491	1,619
Net Cost of Borrowing (Interest repayments)	1,627	2,806	3,135
Revenue Contributions to Capital Outlay	285	87	87
<b>Total Revenue Implications</b>	<b>3,503</b>	<b>4,384</b>	<b>4,841</b>

1.4.4 The table shows a rising charge to revenue of direct capital expenditure based on current schemes and forecast programme costs. These values may change as a consequence of the rescheduling of HRA debt subject to refined estimates of works relating to high rise blocks in Rugby.

1.4.5 The 2018-22 Medium Term Financial Strategy envisaged tapering the Council's reliance on New Homes Bonus (NHB) income within the core income budget, in order to achieve financial self-sufficiency. Additional allocations over and above the reported figures had been transferred and ringfenced for revenue contributions to capital outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme.

1.4.6 However, in light of forecasts regarding the long-term future of the NHB scheme these contributions have now been removed from the General Fund programme from 2021/22 onwards. The implication of this change is that the Council will need to either:

- finance a greater proportion of its capital programme using existing revenue resources;
- seek to reduce the overall programme; or
- prioritise schemes that include either revenue generation or cost efficiencies in delivery.

## 1.5 TREASURY POSITION AT 31<sup>st</sup> MARCH 2020

1.5.1 The table below shows a snapshot of the Council's position as at 31<sup>st</sup> March 2020 (not for the whole of 2019/20) compared with the previous year. This situation will of course change daily as investments are adjusted to meet cash flow requirements. The results for the year as a whole are shown below in 1.7.

	31/03/2020		31/03/2019	
	£'000	Average Rate (%)	£'000	Average Rate (%)
Borrowings:				
PWLB	54,300	2.3	35,821	2.8
Money Market	13,688	3.7	13,688	3.7
Local Authorities	87,000	1.4	44,000	1.3
<b>Total Debt Outstanding</b>	<b>154,988</b>		<b>93,509</b>	<b>2.2</b>
Investments:				
In house	133,046	1.2	69,629	1.4
<b>Total Investments Outstanding</b>	<b>133,046</b>		<b>69,629</b>	

(PWLB = Public Works Loan Board)

## 1.6 BORROWING IN THE YEAR:

1.6.1 The movement in outstanding debt was £61.479m (including temporary borrowing) as shown below:

	£'000
Debt outstanding at 1 <sup>st</sup> April 2019	93,509
Borrowing in year	171,579
Less: Repayments in year (Inc. temporary borrowing)	(110,100)
<b>Debt Outstanding at 31<sup>st</sup> March 2020</b>	<b>154,988</b>

1.6.2 The increase in borrowing during 2019/20 reflects a pivot towards longer-term debt to refinance the existing HRA CFR and to fund future projects (redevelopment of multi-storey flat sites) in line with the strategy for 2019/20 – 2022/23 where value could be achieved.

1.6.3 During the summer of 2019 PWLB rates fell to historic low levels and the Council was able to secure financing prior to the introduction of a 100-basis point surcharge in October 2019 introduced by Her Majesty's Treasury. Further, in March 2020, following the introduction of the HRA Certainty Rate by the PWLB, announced by the Chancellor in the inaugural budget of this Parliament, the Council was able to secure further financing. In total, an additional c£26m of long term PWLB debt was secured during the year at an average interest rate of 1.44%. During April 2020, as UK gilt yields continued to fall, the Council undertook a further £40m of long term PWLB borrowing at 1.27%.

## 1.7 INVESTMENTS IN THE YEAR

### 1.7.1 Internally Managed Investments

The net movement in the year was an increase of £63.417m as shown below:

	£'000
Opening Balance at 1 <sup>st</sup> April 2019	69,629
Investments in year	224,655
Less: Repayments in year	(161,238)
<b>Closing balance at 31<sup>st</sup> March 2020</b>	<b>133,046</b>

Note that investments made, and subsequent repayments received, result from daily short-term activities.

### 1.7.2 Investment Performance for 2019/20

The returns achieved through the investment strategy undertaken by the Council are shown below:

	Average Investment	Rate of Return (Net of Fees)	Benchmark Return (3 Month LIBID Rate)	Original Estimate
	£m	%	%	%
Internally managed	118.9	1.23	0.63	1.01

## 1.8 TREASURY MANAGEMENT STRATEGY STATEMENT AND ANNUAL INVESTMENT STRATEGY UPDATE

1.8.1 The Treasury Management Strategy Statement, (TMSS), for 2020/21 was approved by this Council on 27 February 2020.

1.8.2 The treasury management indicator setting the limit on principal sums invested for more than 365 days is recommended to be amended as follows:

	2020/21	2021/22	2022/23
Current Limit on principal invested beyond 365 days	£30.00m	£30.00m	£30.00m
Proposed Limit on principal invested beyond 365 days	£70.00m	£70.00m	£70.00m

1.8.3 The revision reflects the increasing cash flows impacting upon the Council's investment portfolio over time. It also facilitates matching cash inflows associated with major proposed schemes such as the redevelopment of the multi-storey flats sites and cash outflows to mitigate the initial cost of carry on long term borrowing (see 1.6.2)

## TREASURY MANAGEMENT INDICATORS 2019/20

**1. 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 0.24% chance of default within 1 year and a 1.21% chance of default within 3 years.

	Target	Actual
Historic risk of default	0.250% (max)	0.027%

**2. 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 maturity structure of fixed rate borrowing was:

	Upper Limit	Lower Limit	Actual
Under 12 months <sup>1,2</sup>	50%	0%	40%
12 months and within 24 months	50%	0%	27%
24 months and within five years	60%	0%	5%
Five years and within 10 years	60%	0%	8%
10 years to 50 years	75%	0%	20%

<sup>1</sup>Includes temporary borrowing for cash flow purposes.

<sup>2</sup>The Council's repayment profile for HRA self-financing debt includes significant sums in forthcoming years meaning that the proportion of borrowing falling due within 1 year will increase in relation to the overall debt portfolio. The Upper Limit on this indicator was re-set to 50% in 2018/19 and future years to accommodate this situation and allow scope for increased use of temporary borrowing from other local authorities at below PWLB rates. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

**3. 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:

	2019/20	2020/21	2021/22
Limit on principal invested beyond year end	£30m	£30m	£30m
Actual principal invested beyond year end	£23m	£17m	£3m

**Name of Meeting:** Cabinet  
**Date of Meeting:** 1 June 2020  
**Subject Matter:** Treasury Management Outturn Report 2018/19  
**Originating Department:** Corporate Resources

**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.

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Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

**AGENDA MANAGEMENT SHEET**

**Report Title:** Transfer of land ownership Long Furlong, Rugby

**Name of Committee:** Cabinet

**Date of Meeting:** 1 June 2020

**Report Director:** Head of Environment and Public Realm

**Portfolio:** Environment and Public Realm

**Ward Relevance:** Rokeby and Overslade

**Prior Consultation:** WCC planning permission RBC/16CC016.

**Contact Officer:** Chris Worman MBE Parks and Grounds Manager

**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):

**(CR) Corporate Resources**  To provide excellent, value for money services and sustainable growth

**(CH) Communities and Homes**  Achieve financial self-sufficiency by 2020

**(EPR) Environment and Public Realm**  Enable our residents to live healthy, independent lives

**(GI) Growth and Investment**  Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

<b>Statutory/Policy Background:</b>	The retention of this area of open space all formed part of the County Council mitigation measures for the loss of the original Rokeby Fields when the new Rugby Free School was built in 2019 and was contained within the agreed planning conditions.
<b>Summary:</b>	Rokeby Playing fields was leased by Rugby Borough Council as public open space until May 2017 when the lease was terminated to enable the construction of the new Rugby Free School. As part of the planning condition the remainder of the land was to be returned to public open space for perpetuity and gifted to the local authority.
<b>Financial Implications:</b>	There is a nominal transfer fee of one pound. Ongoing maintenance costs would be met from within existing budgets.
<b>Risk Management Implications:</b>	The land is predominantly grassland with private boundary fences.
<b>Environmental Implications:</b>	This protects and improves the remaining area of green space and can be managed for both people and wildlife.
<b>Legal Implications:</b>	The land will be transferred into the ownership of Rugby Borough Council and protected as green space in perpetuity via a legal declaration with Fields in Trust.
<b>Equality and Diversity:</b>	After opposition from residents to the original planning application which would result in loss of the green space, this transfer was a condition in the granting of the planning permission. Therefore, there is a positive impact for the community and they will be involved in the development of Rokeby Fields going forward.
<b>Options:</b>	To accept the transfer of land as open space in line with the planning conditions for the new Rugby Free School.

Or

Not to accept the transfer of land as open space in line with the planning condition for the new Rugby Free School

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT -

(1) the offer to transfer the land on Long Furlong, Rugby as open space be accepted in line with the planning conditions for the new Rugby Free School, from Warwickshire County Council; and

(2) the land be protected with Fields in Trust designation.

**Reasons for Recommendation:**

The transferring of this land will increase the amenity green space in the ward. In line with the communities wishes at the time the school was planned Rokeby Fields should be transferred to Rugby Borough Council and protected as open space in perpetuity.

**Cabinet - 1 June 2020**

**Transfer of land ownership Long Furlong, Rugby**

**Public Report of the Head of Environment and Public Realm**

**Recommendation:**

IT BE RECOMMENDED TO COUNCIL THAT -

(1) the offer to transfer the land on Long Furlong, Rugby as open space be accepted in line with the planning conditions for the new Rugby Free School, from Warwickshire County Council; and

(2) the land be protected with Fields in Trust designation.

**1. Background**

Rokeby Playing fields was leased to Rugby Borough Council as public open space from Warwickshire County Council from March 2000 to May 2017 when the lease was terminated to enable the construction of the new Rugby Free School.

The land in question was a detached school playing field which had become surplus to education requirements some years ago when the Catholic school that used it closed. As Warwickshire County Council had no direct plans it was leased to Rugby Borough Council for use as sports fields. In reality the land came to be used as public open space by the local community who greatly valued it as such. The field has also been used for football. All maintenance costs were borne by Rugby Borough Council.

The planning application was met with vigorous opposition from local residents many of whom wanted to retain access to the open space. As not all of the "open space" was being used for the proposed school development it was decided to offer to retain a portion of land as Public Open Space in an attempt to at least partially address some of the local resident's concerns. Thus the planning permission was granted with a condition (no 34) requiring that:

"Neither the new Special Education Needs School or the approved secondary school shall be occupied until the area of open space located to the north west of the application site has been made available as public open space for the long term use of local residents in accordance with a scheme which shall have first been submitted to and approved by the County Planning Authority"

The land area totals 1.95 hectares (4.81 Acres). A plan showing the area of land is attached at Appendix 1.

Rokeby Fields sits on Long Furlong and is within the Rokeby and Overslade ward. The transfer of this area of land will increase the area of amenity green space within the ward.

## **2. Financial implications**

The land is to be transferred for the sum of one pound.

The ongoing maintenance costs, which are straightforward activities, would be met from within existing budgets along with the seeking of external grants for improvements such as tree planting.

## **3. Conclusion**

The transferring of this land will increase the amenity green space in the ward. In line with the communities wishes at the time the school was planned Rokeby Fields should be transferred to Rugby Borough Council and protected as open space in perpetuity.

**Name of Meeting:** Cabinet

**Date of Meeting:** 1 June 2020

**Subject Matter:** Transfer of land ownership Long Furlong, Rugby

**Originating Department:** Environment and Public Realm

**DO ANY BACKGROUND PAPERS APPLY**  YES  NO

**LIST OF BACKGROUND PAPERS**

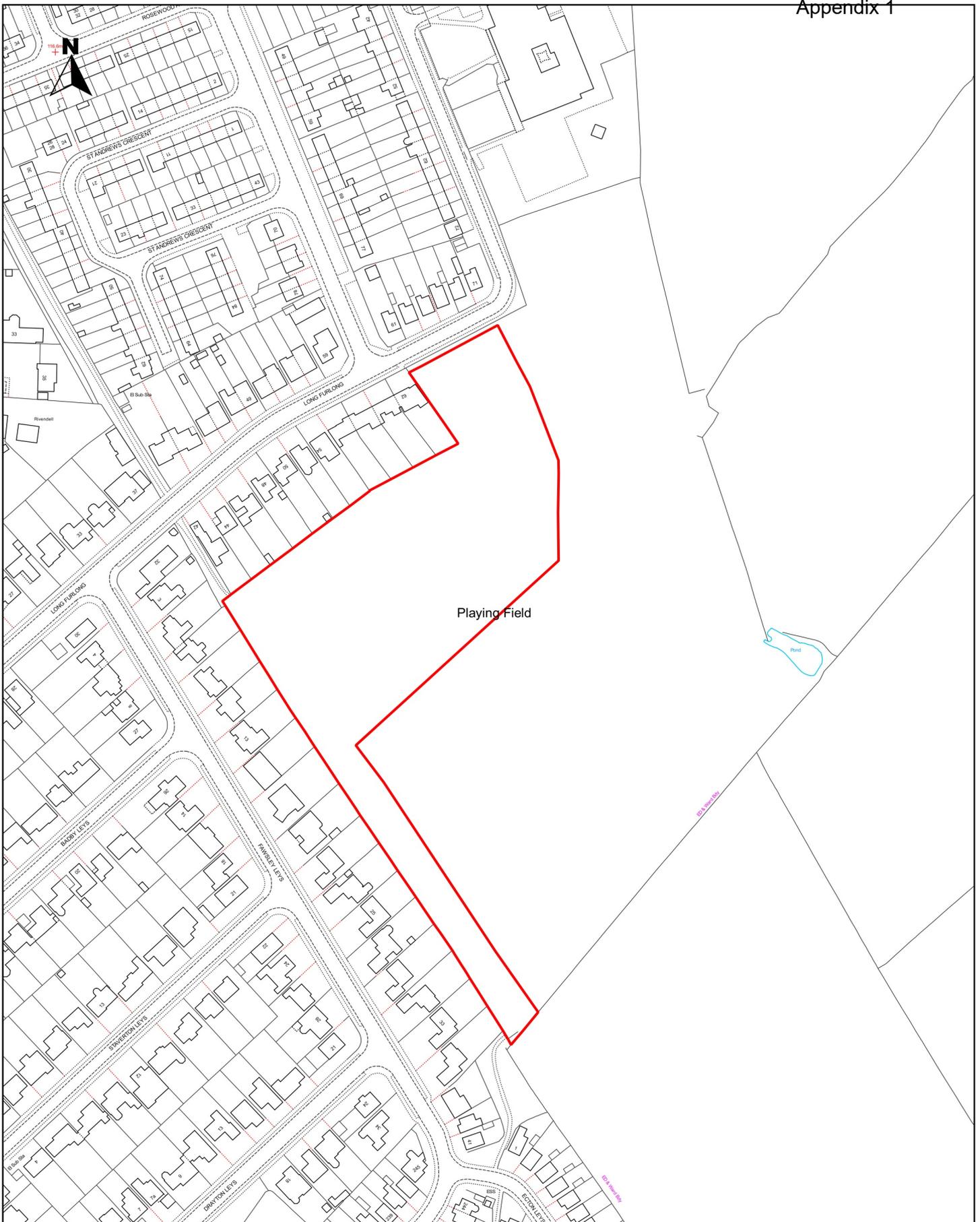
<b>Doc No</b>	<b>Title of Document and Hyperlink</b>

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Exempt information is contained in the following documents:

<b>Doc No</b>	<b>Relevant Paragraph of Schedule 12A</b>



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Warwickshire County Council, 100019520, 2018

**Rokeby**

**Open Space Land**

Scale:	1:2,500	at A4
Grid ref:	450,250; 273,453	
Operator:	NNEI	
Date:	01/03/2019	



**Warwickshire**  
County Council

Resources Directorate  
Shire Hall Warwick CV34 4RP