

EXECUTIVE

Wednesday, 28 August 2019

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Ric Metcalfe (Chair), Donald Nannestad (Vice-Chair), Chris Burke, Bob Bushell, Rosanne Kirk and Neil Murray

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

A G E N D A

SECTION A

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MINUTES AND EXTRACTS

- | | |
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| 1. Confirmation of Minutes - 22 July 2019 | 3 - 6 |
| 2. Declarations of Interest | |

Please note that, in accordance with the Members' Code of Conduct, when declaring interests members must disclose the existence and nature of the interest, and whether it is a disclosable pecuniary interest (DPI) or personal and/or pecuniary.

ECONOMIC GROWTH

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| 3. Cornhill, Markets & City Centre Vibrancy | 7 - 18 |
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OUR PEOPLE AND RESOURCES

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| 5. Operational Performance - Quarterly Review | 43 - 66 |
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| 7. Strategic Risk Register - Quarterly Review | 95 - 98 |

REMARKABLE PLACE

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| 8. Melbourne Road Open Space | 99 - 106 |
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QUALITY HOUSING

- | | | |
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| 9. | De Wint Extra Care Sheltered Housing Delivery Update and Proposed Local Lettings Policy | 107 - 118 |
| 10. | Housing Delivery Update | 119 - 124 |
| 11. | Exclusion of the Press and Public | 125 - 126 |

You are asked to resolve that the press and public be excluded from the meeting during the consideration of the following items because it is likely that if members of the press or public were present, there would be disclosure to them of 'exempt information'.

In accordance with the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, notice is hereby given of items which will be considered in private, for which either 28 days' notice has been given or approval has been granted by the appropriate person specified in the Regulations. For further details please visit our website at <http://www.lincoln.gov.uk> or contact Democratic Services at City Hall, Beaumont Fee, Lincoln.

This item is being considered in private as it is likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations have been received in relation to the proposal to consider this item in private.

SECTION B

OUR PEOPLE AND RESOURCES

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| 12. | Strategic Risk Register - Quarterly Review | 127 - 138 |
| | [Exempt Para(s) 3] | |

QUALITY HOUSING

- | | | |
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| 13. | Housing Delivery Update | 139 - 148 |
| | [Exempt Para(s) 3] | |

REMARKABLE PLACE

- | | | |
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| 14. | Boultham Park Lake Restoration Project Update | 149 - 284 |
| | [Exempt Para(s) 3] | |

Present: Councillor Ric Metcalfe (*in the Chair*),
Councillor Donald Nannestad, Councillor Chris Burke,
Councillor Bob Bushell, Councillor Rosanne Kirk and
Councillor Neil Murray

Apologies for Absence: None.

21. Confirmation of Minutes 24 June 2019

RESOLVED that the minutes of the meeting held on 24 June 2019 be confirmed.

22. Declarations of Interest

No declarations of interest were received.

23. Statement of Accounts 2018/19

This item was deferred.

24. Regulation of Investigatory Powers Act 2000 Update

Purpose of Report

To update the Executive on the revised Code of Practice issued to support the Regulation of Investigatory Powers Act 2000 and report the number of authorisations since the last report to Executive in 2018.

Decision

That the report be noted.

Alternative Options Considered or Rejected

None.

Reason for Decision

In August 2018 the following revised Codes were implemented:

- Covert Surveillance and Property Interference;
- Covert Human Intelligence Sources.

These Codes did not change the legislation nor affect the content or implementation of the Council's Regulation of Investigatory Powers Act Policy, but provided more guidance on the term 'private information' and provided examples about how to apply the Codes and the legislation. A briefing note had been issued to the Council's service managers, particularly with regard to the use of social media as a result of these revised Codes.

There had been no authorisations applied for nor obtained through the Magistrate's Court since the last report to the Executive.

25. Health, Safety and Welfare Policy

Purpose of Report

To present the Council's revised Health, Safety and Welfare Policy to the Executive.

Decision

That the Health, Safety and Welfare Policy June 2019 be approved.

Alternative Options Considered or Rejected

None.

Reason for Decision

The Council's Health, Safety and Welfare Policy had been reviewed and consulted upon and, subject to approval at this meeting, would supersede the existing policy approved in 2016.

The document was one of the essential building blocks in contributing to an effective and successful health and safety management system, comprising four sections setting out responsibilities for health and safety across the organisation and arrangements in place to manage health and safety. The four sections were noted as follows:

- Section One – General Policy Statement. There were no proposed revisions to this part of the policy;
- Section Two – Organisation for Health and Safety. The health, safety and welfare of volunteers and partnerships working with the Council had been included and defined within the policy;
- Section Three – Arrangements for Health and Safety. The revision had material changes to sections on:
 - Supplementary Polices, namely the inclusion of the Council's Asbestos Policy and Fire Policy Statement, together with a Construction Design and Management Statement. Also included were policies regarding managing stress, flexible working, a driving policy which replaced use of fleet vehicles and use of own vehicles, health surveillance policies and General Data Protection Regulations.
 - Risk Assessment, which now included working at height, control of hand arm vibration and control of noise;
 - A minor word change associated with the incident reporting section.
- Section Four – Monitoring and Review of the Health and Safety Policy. The only proposed change was that the policy be reviewed every four years.

A copy of the final draft of the Health, Safety and Welfare Policy, incorporating the above proposed amendments, was appended to the report. Also appended to the report was an extract of the minutes from the meeting of the City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee held on 2 July 2019 which recommended approval of the proposed changes.

26. Exclusion of the Press and Public

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it was likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

This item was considered in private as it was likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider this item in private.

27. Supported Housing Review

Purpose of Report

To seek approval to modernise the supported housing service following a full review of the current service and consultation events.

Decision

That the recommendation contained within the report be approved.

Alternative Options Considered or Rejected

Alternation options considered and rejected were set out in the report.

Reason for Decision

Modernisation of the supported housing service offered by the Council included a proposed amendment to the staffing structure, including amended working practices, and an increase in the use of technology.

The reasons associated with the Executive's decision on this item were set out in the report.

An extract of the minutes from the meeting of the City of Lincoln Council and Employee Joint Consultative (Health, Safety and Welfare) Committee held on 2 July 2019 was appended to the report, which recommended approval of the recommendations contained within the report.

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SUBJECT:	CORNHILL, MARKETS & CITY CENTRE VIBRANCY PROJECT
DIRECTORATE:	MAJOR DEVELOPMENTS
REPORT AUTHOR:	JO WALKER, ASSISTANT DIRECTOR MAJOR DEVELOPMENTS

1. Purpose of Report

1.1 To update Members on proposals seek approval to:

1. To provide an update on a scheme of works which has already been approved to demolish the Cornhill Kiosk, and put in place measures to protect the existing tree, create a new seating platform and restore the immediate public realm.

To seek approval to:

2. Develop proposals for a second phase of improvement works to include paving, seating, street furniture and a potential water feature, in consultation with key partners. The implementation of this scheme will be subject to securing additional, external funds for implementation.
3. Undertake feasibility and design works to inform a full business case for the future development of the Central Market building and City Square, in consultation with key partners.
4. To utilise the approved budget of £300k to support the cost of the above work and as leverage to secure additional, external match-funding.

2. Executive Summary

2.1 This report provides an update on proposals for the Cornhill Square and Central Market. This includes a first phase of works which has already been approved to demolish the Cornhill Kiosk and put in place measures to protect the existing tree, create a new seating platform and restore the immediate public realm.

Further approvals are sought to develop proposals for a second phase of public realm works at the Cornhill Square to connect with the new paving work already carried out as part of the Cornhill Quarter regeneration scheme. The implementation of this scheme will be subject to securing additional external funding.

Finally, Officers are seeking approval to procure design and feasibility work to inform a full business case for the development and restoration of the Central Market and City Square.

These projects form part of a wider City Centre Vibrancy programme with the aim of securing Lincoln's future as a vibrant, sustainable and inclusive City.

An initial resource of £300k has been identified to support these schemes and assist in leveraging additional funding to enable full delivery.

3. Background

- 3.1 The City of Lincoln Council and Local Partners established a vision for the City Centre through a comprehensive Master planning process over 12 years ago. This vision has been refreshed and embedded in current policy and a number of key interventions have been delivered to improve the townscape, connectivity and overall offer, notably a new £30m Transport Hub and £70m redevelopment of the Cornhill Quarter.
- 3.2 The Council is now developing a new City Centre Vibrancy programme to build on this success and to bring partners together to co-ordinate the future development of the High Street. The key driver is the need to adapt and to future proof the City to provide for a growing population and secure its position as a vibrant, sustainable and inclusive regional centre. The restoration and development of public assets such as the Cornhill Square and Central market are integral to this programme and a key priority for the Council.
- 3.3 A budget of £300k has been allocated to support this programme of works within the MTFs 2019-24, funded from the 100% Business Rates Retention pilot. It is proposed to utilise these funds in order to progress work on the Cornhill and Central Market and to lever in additional, external funds to enable full delivery.

4. Programme of Work

4.1 Cornhill Phase 1

Consent has been granted for the demolition of the kiosk and proposals have been modified to allow for the retention and protection of the tree. Designs have been produced to allow for the protection of the tree roots through a 'Root Bridge' system and the creation of a new seating plinth below the tree canopy (see Appendix 1 – Reform Design Concepts). The cost of the scheme is expected to increase as a result of the additional tree works. It is proposed to prioritise this scheme and fund the work from the £300k. The residual budget will then be used to support the implementation of the phase 2 works (4.3 below) and Central Market.

- 4.2 The scheme is the subject of a request for quotation. Fee proposals are due to be returned by 13th September 2019 and the contract is due to be let early October. It is anticipated that works will commence on site in November 2019 and complete within 3 months.

The site area for these works is limited, with all works taking place behind hoardings and outside of the public domain. Impact on city centre users will therefore be limited and works will be halted during key events such as the Christmas Lights Switch-On.

4.3 **Cornhill Phase 2**

Concept designs and estimated costs are also being produced for a wider scheme of public realm improvements to Cornhill Square. This includes natural stone paving (palette of materials to mirror wider Cornhill Quarter), new seating and a potential water feature (see Appendix 2 – Reform Design Concepts & potential water feature options). The final scheme design will be subject to consultation with key partners and full cost estimates. The implementation of the scheme will be subject to securing additional external funding.

4.4 It is proposed to utilise the remaining funds from the allocated budget to help leverage external funds to support the delivery of this project from external source. If funds can be secured for delivery, the project will proceed to full design and tender in order to achieve value for money.

4.5 Officers will work closely with LCC Highways to procure, deliver and manage the works which include an area of public highway as well as City Council land.

4.6 **Central Market**

In 2014, City of Lincoln Council, Lincolnshire Co-operative, and Lincoln Big Commissioned the National Association of British Market Authorities (NABMA) to undertake a review of markets in Lincoln. NABMA identified that in order to achieve a vibrant and long-term sustainable market offer, change was necessary. This was reviewed in 2018 and concluded that whilst nationally, markets continue on a slow decline, Lincoln still has the potential to develop a very strong indoor and outdoor market offer provided delivery of the offer is effectively co-ordinated and supported by investment. Recommendations included:

- need to improve market appearance;
- better quality products;
- more promotions;
- move towards food offer;
- enhanced access to the market hall (via arches);
- need to integrate the indoor/outdoor offer.

There is now an imperative to explore options and develop a full business case to upgrade and safeguard the Central Market for the following reasons:

- Market income has continued to decline year on year and recent research has recommended the need for investment before it is too late and the operation is no longer viable;
- The development of the Cornhill Quarter, Transport Hub and public realm has raised the bar and created new opportunities to re-shape and develop this part of the City, creating an imperative for investment in public assets such as the Central Market;
- Opportunities for funding are emerging and there is growing interest from external partners;
- Lincoln has a strong and growing visitor economy and a reputation for good quality food. A renewed market facility could deliver a specialist food hall together with café and event space, capitalising on and complementing the

growth in leisure-type uses in the Cornhill area;

- There is evidenced demand for SME workspace which is not currently being fulfilled within the City; there is emerging demand for retail space to serve an expanding creative industry sector. Such uses may complement a diversified market offer, adding footfall, value and direct revenue to support a business case.

In summary the redevelopment of the Market Building and City Square represents an opportunity to create an 'anchor destination' within the Cornhill Quarter, which can support an improved and diversified market offer alongside a wider range of uses and innovative technology to promote and sustain vitality in respond to customer trends.

- 4.7 It is proposed that the Council now works with key partners to develop a masterplan for the Central Market, City Square and Waterside South area. This will include feasibility work and the preparation of concept designs and cost-estimates for the restoration and development of the Central Market building as well as options for a co-ordinated outdoor market offer on City Square.
- 4.8 It is recommended that the Council ring-fences a portion of the ring-fenced budget of £300k to support the feasibility work since this is essential to the development of a full business case for the market. Council funding will be used to match-fund external funding in order to maximise the level of funding, to enable developed and technical designs for planning and tender, and associated professional fees.
- 4.9 Officers plan to submit a funding bid for match-funding from the LEP's feasibility fund to support this work. Further funding for design may also be available through the Heritage Action Zone. This is a £1.6m bid for funding to support a package of heritage-led initiatives including a shop-front grant scheme. A decision is expected by January 2020.
- 4.10 The contract for design and feasibility will be let in phases in order to limit the Council's exposure until funding is secured for each successive stage or in case of an alternative delivery model.
- 4.11 The funding and delivery strategy for the final restoration and development scheme will be informed by the feasibility work and full business case. Based on the experience of other market development schemes, grant funding is likely to be required in order to support the viability of the scheme.
- 4.12 **Market Operations**
Work is also ongoing to strengthen and co-ordinate the existing market offer and to attract new traders. The Farmers Market is now under City Council operation (from 1st July) and four new food retailers have been attracted to the Central Market in the past month.

The Market Rights Policy and application process is now in place, enabling the Council to better control the market offer within the City and to consolidate provision within the Central Market and City Square area.

This work will continue whilst the design and feasibility work is underway to support the longer term market proposals.

4.13 Wider Programme

Officers are also working with partners to explore a wider programme of works for the medium-long term, aligning with the proposals in the existing City Centre Masterplan and more recent Public Realm Strategy. This includes further works to the public realm and interventions to enhance shop-fronts and key heritage assets via the Heritage Action Zone project. A refresh of the City Centre Masterplan is also proposed to align with the Local Plan Review. These projects will be subject to partner support, funding and wider resource.

5. Strategic Priorities

5.1 Let's drive economic growth: Markets provide a low cost and low risk opportunity for start-up businesses, by acting as a small business incubator.

5.2 Let's reduce inequality: The demolition of the kiosk will open up the Cornhill Square for use as a public event space. This will be open and available to all, free of charge.

5.3 Let's enhance our remarkable place: The main hall of Central Market was constructed in 1938, and replaced the former Butter Market sited on St Peter's Arches since 1736. The premises are Grade II listed and would benefit from investment. In addition, an improved market offer would help consolidate Lincoln's position as a regional centre for retail and culture.

6. Organisational Impacts

6.1 Financial Implications:

The capital costs of the demolition of the Cornhill Kiosk, tree, reinstatement works and associated costs will be funded from the £300k allocated from the additional resources set to be achieved from the 100% Business Rates Retention pilot monies for the Market project. The residual funding will be used to support the Cornhill phase 2 project and market feasibility work.

The revenue income potential loss as a result of the Cornhill kiosk demolition will be £22,000 per annum. Officers will be seeking to off-set this loss through the development of the Cornhill Square as an event space and through the longer-term development of the Central Market.

6.2 Legal Implications including Procurement Rules

All procurement activity will be undertaken in accordance with the Council's Contract Procedure Rules and ultimately Public Contract Regulations 2015

6.3 Equality, Diversity and Human Rights.

These have been considered but there are no implications arising from this report.

6.4 Land, Property and Accommodation

Negotiations with the existing kiosk tenant have taken place previously and a notice has been served in relation to the termination of the lease.

6.5 Significant community impact

The Council's 2020 Vision sets out the key priorities for driving economic growth. One of the top 3 priorities being to develop a Market Strategy to transform City Square that creates one strong, sustainable market offer in Lincoln. In addition to this, a number of other complementary projects are identified including:

- Supporting the redevelopment of the Cornhill area and Sincil Street which the Central Market, City Square and Cornhill Square are key components of;
- Completion of the City Centre Public Realm Strategy and the start of its implementation including the squares and spaces impacted by the Market Strategy;
- Enhancing the City's retail offer;
- Delivery of the Lincoln Growth Strategy which is about growing Lincoln's vibrant economy in both value and employment terms.

Markets generally also have an important role within the City Centre of enhancing place, supporting the tourism and cultural offer of Lincoln and a wider community cohesion role.

6.6 Corporate Health and Safety implications

External contractors used for the demolition will be managed in line with our Control of Contractors requirements.

7. Risk Implications

7.1 (i) Options Explored

Do nothing – This is not the preferred option. Over recent years the retail sector has declined dramatically, and for the markets traders, they have also been through the changes with the new transport hub being built, and temporary relocation of the bus station during the works, which had an adverse effect on footfall for businesses in the area, many of which have had to close during the period of works. Now the works have been completed, Lincolnshire Co-operative are undertaking multi-million pound investment in the Cornhill Quarter making this the right time to invest in the public realm, market and the market offer for the City. This will ensure we are offering facilities on a par with the other businesses adjacent to the market and assisting in improving the vibrancy of the area. The Market serves a niche requirement for the residents and visitors to the City, and investment is required to ensure it is not lost. Non demolition of the kiosk will mean that the use of Cornhill Square isn't utilised to its full potential.

7.2 (ii) Key risks associated with the preferred approach (Cornhill Phase 1)

A full project risk register has been compiled for this project and is regularly reviewed and actions monitored accordingly. The key risks associated with the implementation of the Cornhill Phase 1 proposals are:

Disruption: The proposed method of demolition of the kiosk is intended to be manually dismantle the kiosk potentially using a small excavator and load into skip lorries to be take away from site. This will happen after the allocated times for Highways agreement.

Costs: The costs of the works could increase, although indicative quotes have been obtained to inform the budget identified within this report. The final cost will be subject to tender.

The demolition could be more complicated than envisaged increasing both cost and disruption. This has been mitigated by referring to the original plans, which will be included in the demolition procurement process along with any other available information on services and other factors.

8. Recommendation

- 8.1 To note the proposed scope of works, process and timescale for the demolition of the Cornhill Kiosk, retention and protection of the tree and provision of integral seating as a first phase of improvement to Cornhill Square.
- 8.2 To authorise Officers to develop proposals for a second phase of improvement works to include paving, seating, street furniture and a potential water feature, in consultation with key partners and noting that the implementation of the final scheme will be subject to securing external funding.
- 8.3 To authorise Officers to procure and commission feasibility and design works to inform a full business case for the future development of the Central Market building and City Square, in consultation with key partners.
- 8.4 To approve the use of the ring-fenced budget of £300k to support the cost of the above schemes and as leverage to secure additional, external match-funding as described within this report.
- 8.5 To delegate the final allocation of the £300k budget between the identified projects to the Major Development Director and Chief Finance Officer.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain?

2

List of Background Papers:

None

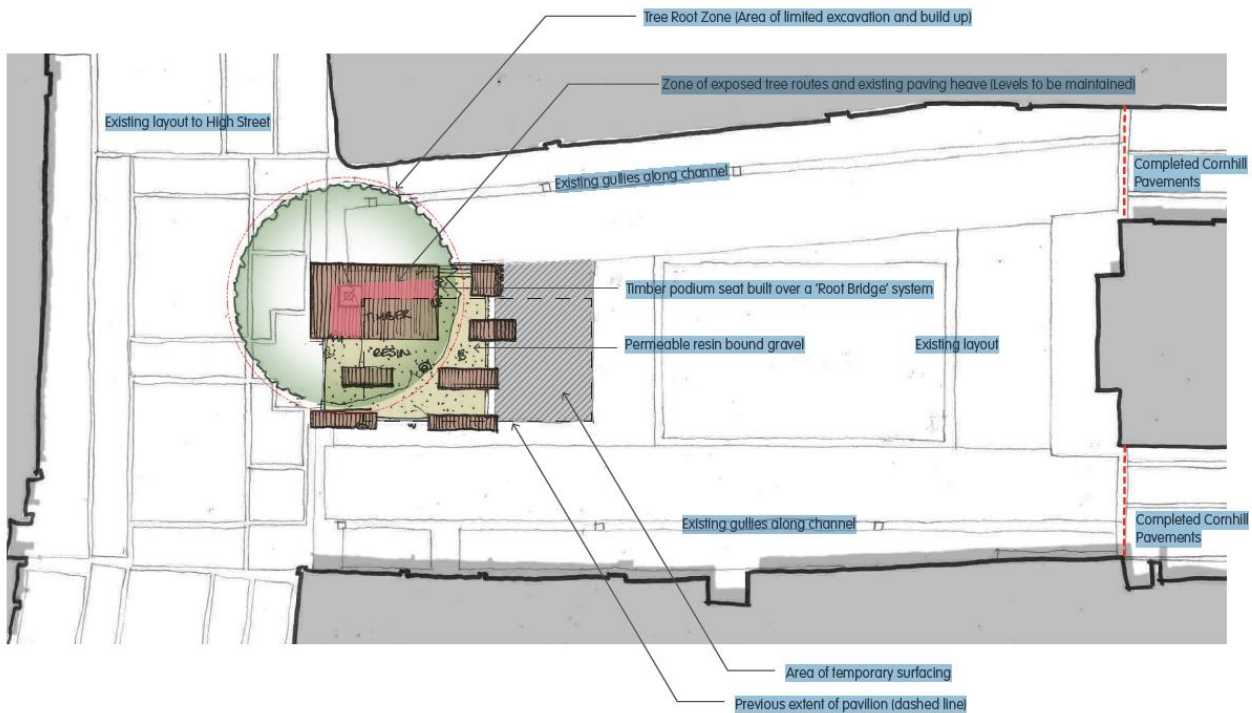
Lead Officer:

Jo Walker
Telephone (01522) 873325

Appendix 1 – Concept Designs, Cornhill Phase 1

Note images are provided for guidance only and may be subject to amendment as part of the technical design process.

Cornhill West
Phase 1 - Detailed Planning Application



01 Cornhill West Seating Beneath Tree - Design Development

▼ considering the seating plinth

OUTWARD FACING EDGES
TEMPLE OPPORTUNITY FOR ACTIVITY
CORNHILL PAVEMENTS

INCORPORATES BASE OF EXISTING TREE

MARKING THE CENTRE OF THE SPACE
CORNHILL
MORE INWARD FACING SEATING

ADDRESSSES ALL ANGLES
OPEN EDGES FREEDOM OF MOVEMENT

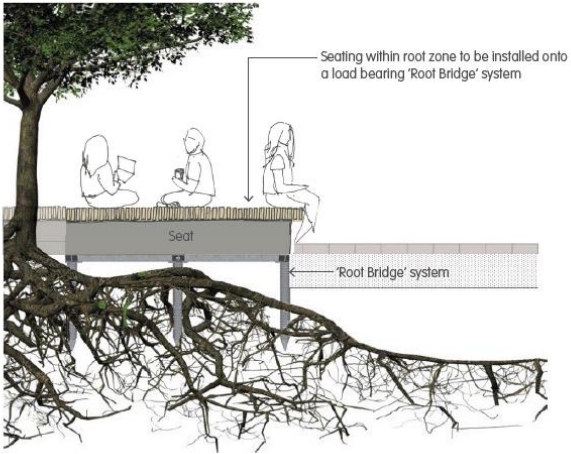
level changes provide different seating offers

lighting creates drama in the evening

smaller blocks offer a variety of seating clusters

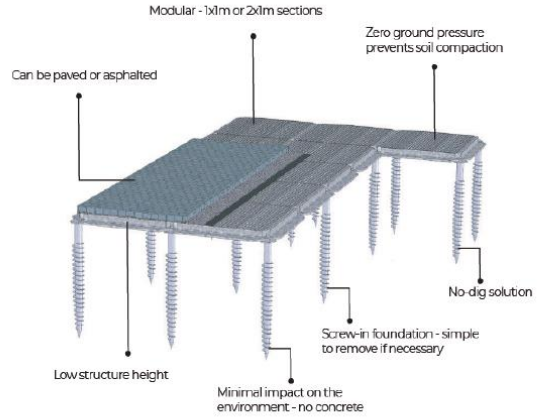
Varying width creates different opportunity

01 Cornhill West
Seating Beneath Tree - Technical Approach



What is RootBridge?

The RootBridge System is a steel frame construction, that essentially bridges the RPA of the tree. The main platform area of the system sits on a foundation of groundscrews, ensuring a no-dig, no-concrete and no soil compaction solution.



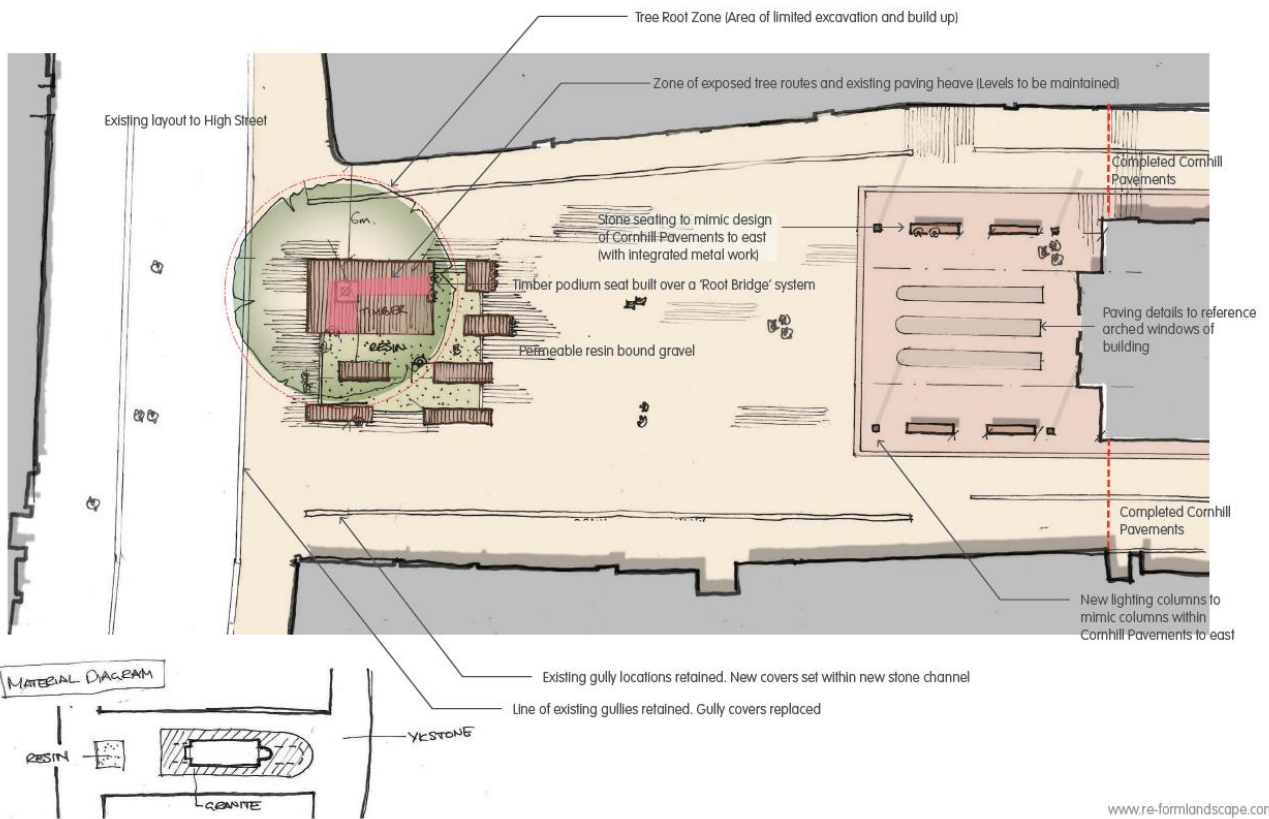
Images indicate Root Bridge structural system, which seating will be installed onto



Appendix 2 – Concept Design, Cornhill Phase 2

Note images are provided for guidance only and may be subject to change as the scheme progresses.

Cornhill West
Phase 2 - Completed Scheme Concept



Potential water feature – precedent images

Trinity Square, Hull: mirror pools which pulse



Queen Victoria Sq, Hull: Water jets



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SUBJECT: ST ANDREWS CLOSE

DIRECTORATE: COMMUNITIES & ENVIRONMENT

REPORT AUTHOR: CAROLINE BIRD, COMMUNITY SERVICES MANAGER

1. Purpose of Report

- 1.1 To inform Executive of the Sincil Community Land Trust (CLT) proposal to lease an area of land located off St Andrews Close, in Sincil Bank and request approval to proceed with preparing a lease, subject to all the terms outlined in this report being met, for the use of site as a community social space.

2. Executive Summary

- 2.1 Officers have been approached by the Sincil CLT who wish to lease an area of land at the western end of the southern boundary of St Andrews Close (see Appendix 1 for site plan). This land was previously a play area but for a number of years has been an inaccessible site, with the play equipment removed and is maintained as part of the Council's contract with Continental Landscapes.
- 2.2 Sincil CLT, working with the Sincil Bank Community Partnership, have received a grant of £25,500 from the Ministry for Communities, Housing and Local Government (MCHLG) to develop this site into a Pocket Park for use by the local community.
- 2.3 The recommendation is that the request to lease land adjacent to St Andrews Close be approved, subject to some specific terms outlines in sections 4 and 5 of this report.

3. Background

- 3.1 Sincil CLT have approached the CoLC to request a lease for a small area of land adjacent to St Andrews Close for a 25 year term to use the land as a pocket park to provide a social space to assist in strengthening the community in the area.
- 3.2 The site is located between Playzone and the Children's Centre, which is adjacent to the Bishop King Primary School. It is enclosed by metal fencing and is approximately 570sqm. The site is largely grassed and includes a bench and a cluster of self-set trees. There is no public access at present as the gate remains locked at all times. Photographs of the site have been provided in appendix 2.
- 3.3 The Central Lincolnshire Local Plan identifies the site as an area of important Open Space and as such is safeguarded from development (ref LP 23: Local Green Space and other Important Open Space).

- 3.4 The site was fenced off when the play area was built, but the play area was subsequently closed and the gate locked in response to problems of anti-social behaviour and complaints from local residents. The play equipment was finally removed due to dilapidation.
- 3.5 In 2011 a Sincil Bank Placecheck study showed this site was identified by local people as an area they would like to see improved and brought back into use. The site is not currently in use or accessible to the public, although it is visible to passers-by and nearby residence.
- 3.6 Transforming open spaces has been identified as a priority in year two of the Neighbourhood Teams priorities, alongside supporting the development of the Sincil CLT.
- 3.7 The Sincil Community Land Trust was formed in June 2018 and in March 2019 was registered by the Financial Conduct Authority under Co-operative and Community Benefit Societies Act 2014 as a Community Benefit Society. Registration number: 8080. Sincil CLT are therefore incorporated as a legal entity and are able to take a lease in their own name so as to be responsible under the lease terms including taking appropriate insurance and providing indemnities. The group is chaired by the Head of Governors at Bishop King Primary School and consists of local residents, City and County Councillors for Park Ward and a Community Organiser from Lincoln City Foundation. The group work closely with the CoLC Neighbourhood Team and provide regular updates to the Sincil Bank Community Partnership.
- 3.8 The Sincil CLT submitted an application to MCHLG Pocket Parks Programme to help develop St Andrews close as a pocket park and in March 2019 were awarded £25 500. On receipt of the funding the Sincil CLT organised a community consultation event to find out how local people would like the site to be regenerated in to a pocket park. See appendix 3 for a record of the comments made during the consultation event.
- 3.9 The aim of the Sincil CLT is to bring this site back into use as important open space that can assist with community cohesion. The Sincil CLT suggest that by leasing the land on behalf of the local community they would increase their chances of attracting further funding to regenerate the site. This is an important milestone in the Sincil Bank Regeneration Programme.

4. Sincil CLT proposal for the use of the site

- 4.1 The Sincil CLT carried out a community event on the 1st May 2019 to engage with local residents to determine what people would like to see and how they envisage using the space. This includes some of the following ideas:-
- A safe and secure space for younger children to play
 - A quiet, tranquil green space for people to sit.
 - An opportunity to enhance local biodiversity.
- 4.2 The community requested that the space includes:-
- Benches,
 - Pathway

- Different textures – grass, wood, paving slabs
- 4.3 If a lease can be secured the Sincil CLT are proposing to start with some small scale improvements identified in 4.2 during the first year of the lease. This would include reducing the density of the cluster of trees to create a natural play space and shade, enabling the remaining trees room to grow properly. This would respond to the communities desire for some seating areas and a clearing to allow room for community activities and play space. This initial programme of works will be funded using the Pocket Park grant of £25,500 and local volunteers.
- 4.4 With a 25 year lease in place the Sincil CLT will be able to continue with ongoing community consultation to identify a long term programme of improvement works to the site and access funding to achieve the communities ambitions for the site.

5. CoLC obligations to enable disposal of the site

- 5.1 The Council's Policy for Open Space and Tree Management states that the Council "will not sell or dispose of public open space except in exceptional circumstances where such a transaction would bring direct benefit to the immediate community adjacent to the area".
- 5.2 Section 123 (2A) Local Government Act 1972 states that a council may not dispose of any land consisting or forming part of an open space unless before disposing of the land they cause notice of their intention to do so, specifying the land in question, to be advertised in two consecutive weeks in a newspaper circulating in the area in which the land is situated, and consider any objections to the proposed disposal which may be made to them.
- 5.3 The Sincil CLT have requested a lease for the site on a rent free basis. Given the location and characteristics of the land, the designated status as Important Open Space in the CL Local Plan which limits the use of the site to non-commercial purposes, officers consider it to have a fairly low market value, say a nominal £500 per annum, with a caveat that this will not be tested on the open market.
- 5.4 The Local Government Act: General Disposal Consent (England) 2003 gives general consent for disposal of a site at an undervalue in circumstances where the council considers that the purpose for which the site is to be disposed is likely to contribute to the achievement of any one or more of the promotion or improvement of economic, social or environmental well-being in its area.
- 5.5 The Council's Policy for Open Space and Tree Management states that the Council "will not sell or dispose of public open space except in exceptional circumstances where such a transaction would bring direct benefit to the immediate community adjacent to the area". Whilst this land is currently not designated as public open space, in view of the site currently being inaccessible to the public, in practical terms and in the spirit of the Policy it could be argued that leasing the land out would bring direct benefit to the local community bringing in to use as an open space accessible to the community, where currently it is not.

6. Lease arrangements

- 6.1 On the basis that the Council's Executive give approval for officers to proceed with preparing a lease the following will be actioned:-
- 6.1.1 An advert will be placed in the local newspaper in accordance with Section 123 (2A) of the Local Government Act outlined in 5.2. It is recommended that in the event of no objections being received officers are to be instructed to proceed with the lease or in the event of objections being received to report back to Executive for a future decision.
- 6.1.2 A management agreement setting out the heads of terms will be agreed between both parties to allow the Council more detailed control of matters outside of normal lease terms and flexibility for changing these matters from time to time without disturbing the main lease.
- 6.2 In accordance with the Local Government Act outlined in 5.3 Officers recommend that Executive give approval for the site to be offered to the Sincil CLT for a 'peppercorn' rent of £1 per annum on the basis that the proposed use is expected to contribute to the promotion of social and environmental well-being in the Sincil Bank area.
- 6.3 The Heads of Terms have been drafted and cover the following:
- The tenant will be responsible to keep the property in good repair, free from litter and to report issues of antisocial behaviour to the CoLC ASB team and police.
 - The tenant will be responsible for unlocking the gate to the park during daylight hours. The park will remain locked overnight.
 - The tenant will procure £10m of Public Liability Insurance.
 - Break clauses in the event that the site is not being maintained adequately or public access is designed.
 - Permitted use: The creation and management of public open space to be available to the whole community during daylight hours free of charge. To carry out improvement works and maintenance works to the land to a specification approved by CoLC.

7. Strategic Priorities

7.1 Let's deliver quality housing

This is the first project delivered by Sincil CLT, the group's longer term aims are to work with the CoLC to bring empty properties in Sincil Bank back into use.

7.2 Let's enhance our remarkable place

This is a key project in the provision of accessible open spaces within Sincil Bank.

8. Organisational Impacts

8.1 Finance (including whole life costs where applicable)

Current maintenance costs are minimal (the grass is cut down as and when required). The Council would not incur additional costs as a result of this proposal. It is suggested that the rent payable be a nominal “peppercorn” fee of £1 per annum.

8.2 Legal Implications including Procurement Rules

In accordance with the Council’s Policy for Open Space and Tree Management, the Council will not dispose of public land except in exceptional circumstances where such a transaction would bring direct benefit to the immediate community adjacent to the area.

Officers believe that the proposed transfer of the site would bring a direct benefit to the local community. The land would be in use as a public open space accessible to the community and will enable ongoing community engagement to determine how the space will be used.

The Heads of Terms would be vital in ensuring the removal of risk to the authority in terms of liabilities, insurance and indemnities; in ensuring the satisfactory management of the land whilst tenanted and the terms under which it would revert to the Council’s possession

8.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

An Equality and Diversity analysis has been partially completed based on community consultation carried out to date, see Appendix 4. As the Sincil CLT will be carrying out further consultation with the community to decide how the site will be used they will be expected as tenants to consider equality and diversity as part of any decision on the use of the grounds.

8.4 Land, Property and Accommodation

A positive response to Sincil CLT would mean that this area of open space would be brought back in to public use.

Planning permission would not be required for use of the land as a community space. Permission may be required if structures were later proposed, however it is not expected that this will be the case.

8.5 Significant Community Impact

This is a key project in the Revitalisation of Sincil Bank. Year 2 of the project focuses on the physical regeneration of the area, this will be one of the first projects to be delivered

9. Risk Implications

9.1 Key risks associated with the preferred approach

The Heads of Terms will be agreed along with the lease to remove the risk of additional costs to the Council in terms of staff time and finance. In the event of the Community space failing, the land would be returned to its current state at no cost to the Council and the land would revert to being inaccessible to the public

10. Recommendation

- 10.1 That the request to lease the land adjacent to St Andrews Close to Sincil CLT be considered and to approve officers to finalise the Heads of Terms, advertise the transfer of the site in the local paper and subject to no objection being received prepare a lease for the Sincil CLT for the community space.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

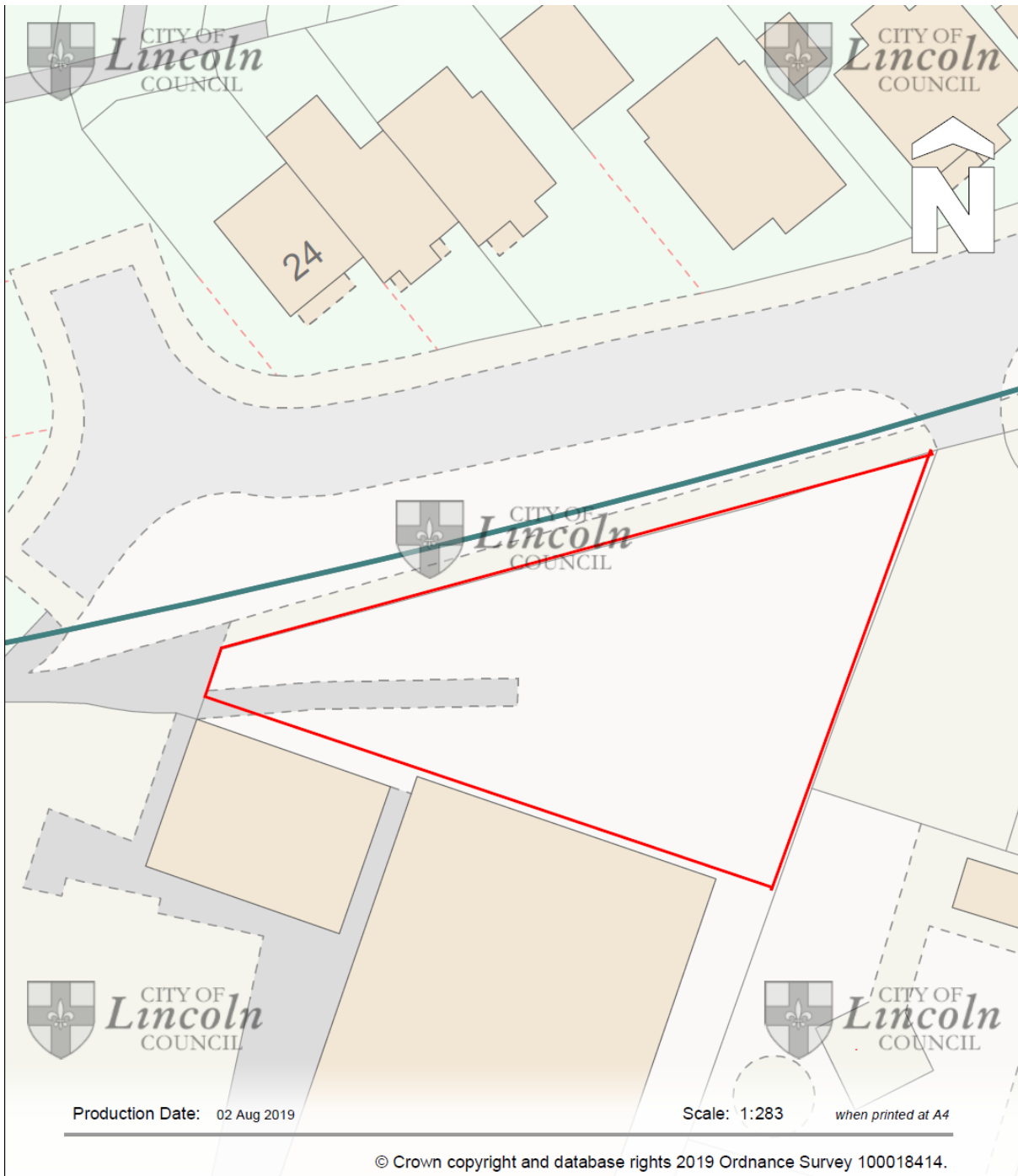
How many appendices does the report contain? 4

List of Background Papers: None

Lead Officer: Caroline Bird, Community Services Manager
Telephone (01522) 873 405

Appendix 1

St Andrews Close Site Plan



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Appendix 2

The Site located on St Andrews Close



Community consultation event 1st May 2019



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Appendix 3

Pocket Park Consultation – Notes

St Andrews Close, Wednesday 1st May, 2.30-4pm

General Themes

- A place to take the grandchildren
- A peaceful place to sit and relax
- A place for the community to use
- Somewhere to run around
- Somewhere suitable for younger children
- Something for younger children to enjoy
- Somewhere to sit and read a book
- Locked and maintained
- A secure location – safe for children to ‘run off energy’
- No dogs
- Quiet area
- Quiet place for drawing and reading

Games and Activities

- Climbing frame/hanging bars
- Swings
- Baby swings
- Cargo nets
- Adventure slide/ropes
- Games like snakes and ladders/hopscotch
- Playground
- Slide and swings
- Treehouse
- Playground with sensory toys
- Logs to climb on
- Wind chimes
- Ground piano
- Wall glockenspiel
- A space to play football
- Football goals
- Football space
- Grass for football

Nature

- Bird boxes and bat boxes
- Bird feeders
- Insect Hotel
- Flowers and colour
- Nature mural to disguise the buildings
- Something to screen the children's centre car park – a natural screening
- Flowers
- Flowers – daisies
- Bird boxes
- Bug houses
- Trees and leaves
- Keep the trees
- Keep some of the trees
- Natural resources – trees, bug hotels – things for children to learn and investigate from

General Design

- Benches
- Pathway
- Tyres to sit on
- Painted pebble paths – pebbles painted by the community
- Sensory paths
- Different textures – gravel, grass, paving slabs, wood bark
- Do something with the Play Zone deep fat fryer vents
- Source sponsorship from local garden centres

Appendix 4

St Andrews Close Pocket Park

Equality with Human Rights Analysis

SECTION A

Name of policy / project / service	St Andrews Close Pocket Park
Background and aims of policy / project / service at outset	To lease the CoLC owned site to the Sincil Community Land Trust for use as a pocket park to provide community open space, add value to biodiversity and create a much needed social and play space within the Sincil bank area.
Person(s) responsible for policy or decision, or advising on decision, and also responsible for equality analysis	Kate Bell Housing Strategy Officer (regeneration)
Key people involved <i>i.e. decision-makers, staff implementing it</i>	Sincil Community Land Trust (SCLT) Sincil Bank Neighbourhood Team Caroline Bird, Community Services Manager Charles Mason, CoLC Solicitor

SECTION B This is to be completed and reviewed as policy / project / service development progresses

	Is the likely effect positive or negative? (please tick all that apply)			Please describe the effect and evidence that supports this and if appropriate who you have consulted with*	Is action possible to mitigate adverse impacts?	Details of action planned including dates, or why action is not possible
	Positive	Negative	None			
Age 32	√			Initial consultation has been positive and we do not envisage any negative effect on any of the characteristics	NA	As part of the lease, the CLT will be asked to consider equality aspects as part of their decision on the use of the grounds.
Disability including carers (see Glossary)	√				NA	
Gender re-assignment	√				NA	
Pregnancy and maternity	√				NA	
Race	√				NA	
Religion or belief	√				NA	
Sex	√				NA	
Sexual orientation	√				NA	
Marriage/civil partnership	√				NA	

Human Rights (see page 8)	√				NA	
------------------------------	---	--	--	--	----	--

Did any information gaps exist?	Y/N/NA	If so what were they and what will you do to fill these?
	N	

SECTION C

Decision Point - Outcome of Assessment so far:

Based on the information in section B, what is the decision of the responsible officer (please select one option below):

Tick here

- **No equality or human right Impact** (your analysis shows there is no impact) - sign assessment below []
- **No major change required** (your analysis shows no potential for unlawful discrimination, harassment)- sign assessment below []
- **Adverse Impact but continue** (record objective justification for continuing despite the impact)-complete sections below []
- **Adjust the policy** (Change the proposal to mitigate potential effect) -progress below only AFTER changes made []
- **Put Policy on hold** (seek advice from the Policy Unit as adverse effects can't be justified or mitigated) -STOP progress []

Checked and approved by responsible officer(s) (Sign and Print Name)		Date	
Checked and approved by Assistant Director (Sign and Print Name)		Date	

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When completed, please send to policy@lincoln.gov.uk and include in Committee Reports which are to be sent to the relevant officer in Democratic Services
The Equality and Human Rights Commission guidance to the Public Sector Equality Duty is available via: www.equalityhumanrights.com/new-public-sector-equality-duty-guidance/

City of Lincoln Council Equality and Human Rights Analysis Toolkit: Glossary of Terms

Adult at Risk - an adult at risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental health, age or illness, and who is or may be unable to take care of themselves, or protect themselves against significant harm or exploitation.

Adverse Impact. Identified where the Council's operations has a less favourable effect on one or more groups covered by the Equality Act 2010 than it has on other groups (or a section of a group)

Carer - see also disability by association. A carer is a person who is unpaid and looks after or supports someone else who needs help with their day-to-day life, because of their age, long-term illness, disability, mental health problems, substance misuse

Disability by association. Non-disabled people are also protected from discrimination by association to a disabled person. This might be a friend, partner, colleague or relative. This applies to carers who have a caring responsibility to a disabled person.

Differential Impact. Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.

Disability. It is defined under the Equality Act 2010 as 'having a physical or mental impairment which has a substantial and adverse long term effect on a person's ability to carry out normal day to day activities'.

Physical impairment is a condition affecting the body, perhaps through sight or hearing loss, a mobility difficulty or a health condition.

Mental impairment is a condition affecting 'mental functioning', for example a learning disability or mental health condition such as manic depression

Diversity. Diversity is about respecting and valuing the differences between people. It is also recognising and understanding the mix of people and communities who use services and their different needs.

Discrimination. Discrimination has been defined as 'the unequal treatment of individuals or groups based on less because of a protected characteristic – see protected characteristic. This includes discrimination by association, perception, direct and indirect discrimination.

Example of discrimination: An employer does not offer a training opportunity to an older member of staff because they assume that they would not be interested, and the opportunity is given to a younger worker

Equality. The right of different groups of people to have a similar social position and receive the same treatment:

Equality Analysis. This is a detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different Protected Characteristics

Equality Objectives. There are specific strategic objectives in the area of equalities and should set out what services are seeking to achieve in each area of service in terms of Equality.

Equality of Opportunity. Equality of opportunity or equality opportunities may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities:

1. Equality of treatment is concerned with treating everyone the same. Thus, in an organisational context it recognises that institutional discrimination may exist in the form of unfair procedures and practices that favour those with some personal attributes, over others without them. The task of equal opportunities is therefore concerned with the elimination of these barriers.
2. Equality of outcome focuses on policies that either have an equal impact on different groups or intend the same outcomes for different groups.

Evidence. Information or data that shows proof of the impact or non-impact - evidence may include consultations, documented discussions, complaints, surveys, usage data, and customer and employee feedback.

Foster good relations. This is explicitly linked to tackling prejudice and promoting understanding.

General Equality Duty. The public sector equality duty on a public authority when carrying out its functions to have 'due regard' to the need to eliminate unlawful discrimination and harassment, foster good relations and advance equality of opportunity.

Gender reassignment. The process of changing or transitioning from one gender to another – for example male to trans-female or female.

Harassment. This is unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.

Human Rights – Human rights are the basic rights and freedoms that belong to every person in the world - **see below**

Marriage and Civil Partnership. Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters. Single people are not protected. Discrimination on grounds of marriage or civil partnership is prohibited under the Act. The prohibition applies only in relation to employment and not the provision of goods and services.

Pregnancy and Maternity. Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Protected Characteristics. These are the grounds upon which discrimination is unlawful. The characteristics are:

- Age
- Disability
- Gender reassignment
- Race
- Religion and belief (including lack of belief)
- Sex/gender
- Marriage and civil partnership
- Pregnancy and maternity
- Sexual orientation

Public functions. These are any act or activity undertaken by a public authority in relation to delivery of a public service or carrying out duties or functions of a public nature e.g. the provision of policing and prison services, healthcare, including residential care of the elderly, government policy making or local authority services.

Race. This refers to the protected characteristic of race. It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion or belief. Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

Section 11 of the Children Act. This duty is a duty under the Children Act 2004 that requires all agencies with responsibilities towards children to discharge their functions with regard to the need to safeguard and promote the welfare of children. They must also ensure that anybody providing services on their behalf must do the same. The purpose of this duty is that agencies give appropriate priority to safeguarding children and share concerns at an early stage to encourage preventative action.

Sex. It refers to whether a person is a man or a woman (of any age).

Sexual Orientation. A person's sexual attraction is towards their own sex; the opposite sex; or to both sexes: *Lesbian, Gay or Bisexual*

Victimisation. Victimisation takes place where one person treats another less favourably because he or she has exercised their legal rights in line with the Equality Act 2010 or helped someone else to do so.

Vulnerable Adult. A Vulnerable Adult is defined as someone over 16 who is or may be in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of him/herself or unable to protect him/herself against significant harm or exploitation'

Human Rights - Human rights are the basic rights and freedoms that belong to every person in the world. They help you to flourish and fulfill your potential through:

- [being safe and protected from harm](#)
- [being treated fairly and with dignity](#)
- [living the life you choose](#)

- [taking an active part in your community and wider society.](#)

The Human Rights Act 1998 (also known as the Act or the HRA) came into force in the United Kingdom in October 2000. It is composed of a series of sections that have the effect of codifying the protections in the European Convention on Human Rights into UK law.

The Act sets out the fundamental rights and freedoms that individuals in the UK have access to. They include:

- [Right to life](#)
- [Freedom from torture and inhuman or degrading treatment](#)
- [Right to liberty and security](#)
- [Freedom from slavery and forced labour](#)
- [Right to a fair trial](#)
- [No punishment without law](#)
- [Respect for your private and family life, home and correspondence](#)
- [Freedom of thought, belief and religion](#)
- [Freedom of expression](#)
- [Freedom of assembly and association](#)
- [Right to marry and start a family](#)
- [Protection from discrimination in respect of these rights and freedoms](#)
- [Right to peaceful enjoyment of your property](#)
- [Right to education](#)
- [Right to participate in free elections](#)

Many every day decisions taken in the workplace have no human rights implications. However, by understanding human rights properly you are more likely to know when human rights are relevant and when they are not. This should help you make decisions more confidently, and ensure that your decisions are sound and fair.

Risk Management Checklist

Risk Management Guidance is available on City People (Authority wide/RISK MANAGEMENT/NEW TEMPLATES) but if in doubt please refer to the Council's Risk Co-ordinator, Lara Trickett (Ext 3292). However, at this early stage, just the identification and categorisation of risk need to be developed. The full risk register will be completed as part of Checklist B.

Likelihood Score (This is the likelihood of the risk materialising / happening. The following information will help you to assess:

- A: Almost certain** - Occurs several times per year. It will happen.
- B: Probable** - It has happened before and could happen again.
- C: Possible** - It may happen but it would be unusual.
- D: Hardly ever** - Never heard of it occurring. We can't imagine it occurring.

Also consider when this event / risk may occur. If the risk may occur sooner then it may warrant a higher score.

Impact Score (This is the estimated effect of the risk happening. The following information will help you to assess:

- 4 – Negligible** Impacts can be quickly managed or there is little or no effect
- 3 – Minor** Some work to manage impacts, limited effect
- 2 - Major** Significant work to manage impacts, noticeable effect on services
- 1 - Critical** Long term impact and service suspension/ severe disruption

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Likelihood	A Almost Certain	Retain	Transfer Modify Retain	Avoid Transfer Modify	Avoid Transfer Modify
	B Probable	Retain	Prioritise for Modifying Retain	Transfer Modify Retain	Avoid Transfer Modify
	C Possible	Retain	Prioritise for Modifying Retain	Prioritise for Modifying Retain	Transfer Modify Retain
	D Hardly Ever	Retain	Retain	Retain	Prioritise for Modifying Retain
		4 Negligible	3 Minor	2 Major	1 Critical
	Impact				

Risk outcomes:

Avoid: Consider not proceeding with the activity or circumstances that give rise to the risk, without mitigation

Transfer: Pass on or share the risk with a third party (contractor, insurer...)

Modify: Take action to modify the risk (most risks fall in this category)

Retain: Take no action, accept the risk/accept it's not worthwhile implementing extra actions

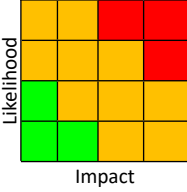
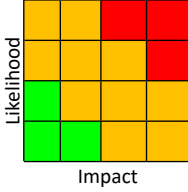
The template for completing this element is available below or is on City People as Appendix 5

When completing the risk template – remove the content from the coloured boxes; replace with the risk number in its appropriate risk situation

	4 Almost Certain				
--	------------------------	--	--	--	--

RISK REGISTER:

Risk Description: Risk, cause and consequence	Risk Owner Job title or initials	Risk Appetite 1. Hungry; 2. Creative & aware; 3. Cautious; 4. Averse	Controls/Actions Actions that have or can be taken to reduce the likelihood and/or impact		Current Risk Score	Target Risk Score at end of March 2020	Assurance – status (tool 9) (Full, Substantial, Limited, Inadequate)	Assurance – Direction of Travel (Improving, Static, Declining)
			Current/Already in Place	Required Mitigation (inc timescales)				
That the Pocket Park project fails due to high level of antisocial behavior issues	PC	2	<p>The heads of terms (HOT) for the lease of the park includes a requirement for the park will be locked overnight to reduce the risk of any anti social behaviour issues.</p> <p>The SCLT are required to report any ASB issues to the council ASB team and the Police.</p>	This column can be left to be completed as part of Checklist B once project has been agreed			This column can be left to be completed as part of Checklist B once project has been agreed	This column can be left to be completed as part of Checklist B once project has been agreed
Sincil CLT do not have the capacity to manage the park effectively.	SCLT/CB	2	<p>The SCLT have engaged with local residents and secured support from residents to help to keep the park locked overnight and report any ASB issues.</p> <p>The Neighbourhood Team and Lincoln City Community Foundation are located close to the park and officers are able to provide support to local residents on the occasion that the park gate cannot be locked/unlocked.</p> <p>The HOT includes a break clause in the lease to ensure that the CoLC will terminate</p>					

Risk Description: Risk, cause and consequence	Risk Owner Job title or initials	Risk Appetite 1. Hungry; 2.Creative & aware; 3.Cautious; 4.Averse	Controls/Actions Actions that have or can be taken to reduce the likelihood and/or impact		Current Risk Score	Target Risk Score at end of March 2020	Assurance – status (tool 9) (Full, Substantial, Limited, Inadequate)	Assurance – Direction of Travel (Improving, Static, Declining)
			Current/Already in Place	Required Mitigation (inc timescales)				
				the lease and the park will remain locked at all times.				
								

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SUBJECT: OPERATIONAL PERFORMANCE – QUARTERLY MONITORING

DIRECTORATE: CHIEF EXECUTIVE

REPORT AUTHOR: PAT JUKES, BUSINESS MANAGER – CORPORATE POLICY

1. Purpose of Report

- 1.1 To present to Executive a summary of the operational performance position for quarter one of the financial year 2019/20 (from April 2019 to June 2019)

2. Executive Summary

- 2.1 As part of the development of the new performance system (PIMS), all strategic measures have now been reviewed, with new targets allocated. Some measure are marked as “V” for volumetric – these are contextual measures which support targeted measures.

This is the first quarter working on the new set of measures and targets. In line with the refresh of measures, the Policy team has redesigned the Operational Performance Report (Appendix A) to bring it in line with the councils corporate branding. Along with the redesigned report is the new strategic quarterly measure table (Appendix B), which is also in a new format. The new format displays the summary of authority wide and directorate performance in a much more visual way, to further enhance the transparency of the council’s performance.

Quarter one performance shows significant improvement in a number of service areas, particularly in the Benefits, Planning and Housing Maintenance. We still have challenges in Customer Services and Housing Voids, although resolution plans are in place for both of these services to bring them back to within their targets.

2.2 Main body of report

Regular monitoring of the Council’s operational performance is a key component of the Local Performance Management Framework. This report covers key service performance measures identified by Members and CMT as of strategic importance.

PIMS is our fully in house built performance system which will initially be used to collect and report upon strategic and corporate performance measures. PIMS brings with it many useful advantages over IMPS that will make it easier than ever to collect, monitor and analyse strategic, operational and corporate measures on a monthly, quarterly and annual basis (although other frequencies can also be collected and monitored such as weekly and even daily). Some of the key advantages PIMS brings are:

- An easy to navigate and user friendly user interface
- A modern and fresh design

- Instant access to the data you want when you want through the use of interactive filtering (such as by Portfolio Holder, service area, Assistant Director and by status outturn)

The main body of the report is now found as two appendices:

- **APPENDIX A** – Detailed report of the councils strategic performance, broken down by authority, directorate and service area.
- **APPENDIX B** – Strategic quarterly measure table (all directorates)

3. Strategic Priorities

- 3.1 Let's drive economic growth; Let's reduce inequality; Let's deliver quality housing; Let's enhance our remarkable place – As this report is purely concerned with service performance there are no direct impacts on Strategic Priorities, although clearly the better the performance the more services can contribute towards priorities.

4. Organisational Impacts

- 4.1 Finance (including whole life costs where applicable) - there are no direct financial implications as a result of this report. Further details on the Council's financial position can be found in the financial performance quarterly report elsewhere on the agenda.
- 4.2 Legal Implications including Procurement Rules – There are no direct legal implications
- 4.3 Equality, Diversity & Human Rights - Any impact of poor performance on individual groups is the responsibility of the relevant service area to consider. This report is simply a summary monitoring tool.

5. Risk Implications

- 5.1 (i) Options Explored – not applicable
- 5.2 (ii) Key risks associated with the preferred approach – not applicable

6. Recommendations

Executive is asked to:

- a) Comment on the achievements, issues and any future concerns noted this quarter
- b) Relevant portfolio holders to ensure management has a local focus on those highlighted areas showing deteriorating performance

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules apply? No

How many appendices does the report contain?

Two – Appendix A and B

List of Background Papers:

None

Lead Officer:

Nathan Walker – Senior Corporate Performance and Engagement Officer - Ext 3315

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**Q1 2019/2020
OPERATIONAL
PERFORMANCE REPORT**

Pat Jukes - Business Manager - Corporate Policy

HOW TO READ THIS REPORT

Let's enhance
our remarkable
place

Measures belonging to Directorate for Communities and Environment under Remarkable Place

Let's deliver
quality
housing

Measures belonging to Directorate for Housing and Investment under Quality Housing

Let's reduce
inequality

Measures belonging to Chief Executives Directorate under Reducing Inequality

Professional,
high performing
service delivery

Corporate measures belonging to the authority under Professional, high performing services

Directorate for Major Developments doesn't monitor its performance through strategic measures, and instead is performance managed by the progress of the various projects DMD owns under "Driving Economic Growth".

The report details all measures by individual directorate grouping, with annual and quarterly measures split separate.

The report also includes data on our corporate measure categories.

- Sickness
- Corporate complaints including Ombudsman rulings
- Resource information

In addition, key headlines from operational measures collected and reported by Directorates are summarised below and reported in full.

R

Below target

A

Acceptable performance - results are within target boundaries

G

At or above target

V

Volumetric/contextual measures that support targeted measures



Performance has improved since last quarter/year



Performance has deteriorated since last quarter/year



Performance has stayed the same since last quarter/year

AUTHORITY WIDE SUMMARY

Q1 2019/2020

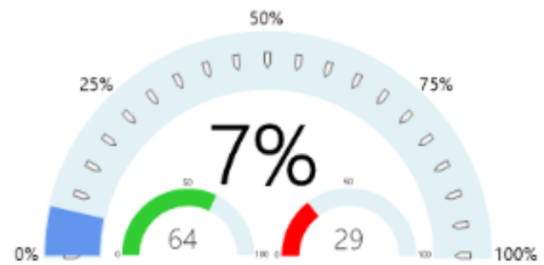
Below shows a summary of the performance measures statuses for each directorate and as an authority. The information is presented as a percentage based on the total number of measures for each directorate and the whole authority.

QUARTERLY

CX - 15 Measures



DHI - 14 Measures



DCE - 18 Measures



Authority Wide - 47 Measures



Directorate	Total sickness per FTE	Average time to respond to complaints	Total number of FTE employees
Authority Wide	2.42	6.7	561.64

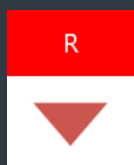
CHIEF EXECUTIVES DIRECTORATE



Quarter one sees a long list of really positive results, with 67% measures above their target. 20% of measures were below target in CX, and whilst a considerable amount of measures' negatively changed in direction, most of these measures still remain above or within target.

Service Area	Measure	Status	Direction
Work Based Learning	Percentage of apprentices completing their qualification on time	G	—
Work Based Learning	Number of new starters on the apprenticeship scheme	G	▼
Work Based Learning	Percentage of apprentices moving into Education, Employment or Training	G	—
Customer Services	Number of face to face enquiries in customer services	V	—
Customer Services	Number of telephone enquiries answered in Channel Shift Areas (Rev & Bens, Housing & Env. Services)	V	▼
Customer Services	Average time taken to answer a call to customer services	R	▼
Customer Services	Average customer feedback score (face to face enquiries - score out of 10)	A	▼
Customer Services	Customer satisfaction with their phone call to Customer Services	G	▼
Accountancy	Average return on investment portfolio	G	▲
Accountancy	Average interest rate on external borrowing	G	—
Revenues Administration	Council Tax - in year collection rate for Lincoln	R	▼
Revenues Administration	Business Rates - in year collection rate for Lincoln	R	▼
Revenues Administration	Number of outstanding customer changes in the Revenues team	A	▼
Housing Benefit Administration	Average (YTD) days to process new housing benefit claims from date received	G	▼
Housing Benefit Administration	Average (YTD) days to process housing benefit claim changes of circumstances from date received	G	▼
Housing Benefit Administration	Number of Housing Benefits / Council Tax support customers awaiting assessment	G	▲
Housing Benefit Administration	Percentage of risk-based quality checks made where Benefit entitlement is correct	G	▲
Housing Benefit Administration	The number of new benefit claims year to date (Housing Benefits/Council Tax Support)	V	—

CUSTOMER SERVICES



We have seen a further drop in the number of face to face visitors to City Hall (reflected in increases in our numbers of telephone calls and email/on-line enquiries) – which has been primarily caused by a reduction in the number of customers coming in for housing benefits as more migrate across to Universal Credit; however at the same time, we have seen an increase in the total number of calls taken in Q1 from 29,395 last quarter to 35,994 this quarter. Alongside these changes we can also see resident use of our on-line self-service system increasing to 8,610 from 7,925 in quarter one last year.

One of the key measures is how long it takes to answer a call to Customer services - this quarter we have seen the average time increase by a further 37 seconds to 129 seconds, putting this measure nine seconds over its lower target of 120 seconds. Customer satisfaction with phone calls does however remain high with a figure of 98.50%.

Total	Calls Offered	Calls Answered	% Answered	Average wait	% Answered in 90 seconds	Length of call
April	12947	11931	92.15%	01:51	63.40%	04:55
May	13749	12392	90.13%	02:18	56.70%	05:18
June	13572	11671	85.99%	03:18	46.30%	06:09

In this quarter we have been working at times with seven vacant positions, which has added pressure on existing staff to answer more calls compared to last quarter whilst having less resource to do it. Two customer services assistants are still working elsewhere – one with Housing Solutions in taking their calls (which are not included in the totals mentioned above) and one at the bus station. Although these positions can be recruited to for fixed term contracts – there were insufficient suitable candidates in the last recruitment wave – however we did at least recruit to five full time positions.

Call complexity also adds extra time in the answering, solving and closing of a call. Our current Housing allocation needs are meaning we need to provide council housing to increasing numbers of very vulnerable customers with complex needs and we have noticed that we are experiencing more calls from people who may have, and indeed sometimes openly state they have chronic mental health issues. These calls can be lengthy and will often involve follow-up actions or seeking support from other service areas or outside agencies. As support networks from other public and third (or voluntary) sector organisations decrease we are finding that we are having to deal with an increasing level of complex cases as a result. As always we try to provide an exemplar service, no matter what the level of difficulty the customer is facing – this perfect storm of factors is all contributing towards the longer time to respond to calls.

It should be noted that seven vacancies is a significant proportion of the customer services team – in fact at over 30% this is almost a third, and as these staff only have to give a months' notice, there is often a gap between the leaving date and a new recruit starting. Recruitment is always started immediately after resignation comes in, but the normal process of advertising, shortlisting, interviewing and selecting all takes time – then successful candidates need to have DBS checks completed before they can start. However we have now recruited some excellent staff who have come to us with a range of skills, but there is always a further impact on call answering rates as we go through the process of training new staff in our systems and procedures, as experienced staff members will need to mentor the new staff for a period of time.

HOUSING BENEFIT ADMINISTRATION



In Q1 all targeted measures have surpassed their targets. After a year of expected deteriorations, we are now comparing like with like and can see that progress is being made despite the challenging workload that Universal Credit brings. The average time to process new housing benefit claims has decreased for over a year, and whilst increasing slightly since quarter four, the Q1 figure of 27.10 days is still above target. Throughout Q1, staff have reviewed new claims processes, including the monitoring of individual new claims performance on a weekly basis, as well as a review of lean processes at the point of assessment.

The average number of days for processing Housing Benefit Changes of Circumstance at 5.09 days is a small increase on last quarter but a positive result nonetheless and very close to the 2018/19 Q1 figure of 4.72 days.

One of the biggest issues last year was the number of Housing Benefit/Council Tax support customers awaiting assessment which increased significantly from the rollout of Universal Credit Full Service , more than doubling to almost 1500 at its maximum. However, as the year has progressed, these numbers have been gradually reducing and at year end stood at 897. In quarter one, the figure is below its target of 1300 with a figure of 624, of which only 208 (another decrease since last quarter) are awaiting first contact from us. The percentage of risk based quality checks where benefit entitlement is correct, is above target at 90.41%. Changes introduced to the quality control procedure have increased the number of checks taking place. The team has a number of new starters and there is always the increased risk of error, however staff are being fully supported so that efficiency and quality are balanced.

REVENUES ADMINISTRATION



Two of the three targeted measures within Revenues Administration have unfortunately reported as below target. The collection rate for council tax has reported as below target, with a figure of 26.71%. It is worth noting that this figure is just 0.02% from being in target boundaries and although collection is down by 0.38% (equating to £172,117), the net collectable debit has increased by £3.1m. The reduction we have seen in quarter one is to due to £129,222 (0.28% of collection) being received over the weekend of 29 and 30 June 2019 which could not credit accounts in readiness for end of month processing. If this had been included within the June collection, we would be reporting a small reduction of 0.10%.

The collection rate for Lincoln Business Rates is reporting below its lower target of 35.36% with a figure of 34.49%. Collection is down on quarter one 2018/19 by 1.37% - this equates to £617,642. Similar to the above, the reductions seen are to due to £424,290 (0.94% of collection) being received over the weekend of 29 and 30 June 2019 which could not credit accounts in readiness for end of month processing. If this has been included within the June collection, we would be reporting a reduction of 0.43%

Whilst the number of outstanding customer changes in the revenues team has increased since quarter fours figure of 437 to 616 in quarter one, this figure is lower than the 659 that were outstanding in quarter one 2018/19. There were an additional 512 properties added to the tax base that need to be maintained, and whilst staffing levels have increased since quarter four we are still advertising two positions that will hopefully help to bring this figure down further in quarter two.

COMMUNITIES AND ENVIRONMENT



Quarter one sees a long list of really positive results, with 56% measures above their target. 11% of measures were below target in DCE, and whilst a considerable amount of measures negatively changed in direction, most of these measures still remain above or within target.

Service Area	Measure	Status	Direction
Food and Health & Safety Enforcement	Percentage of premises fully or broadly compliant with Food Health & Safety inspection	G	▲
Food and Health & Safety Enforcement	Average time from actual date of inspection to achieving compliance	Data Due	▲
Food and Health & Safety Enforcement	Percentage of food inspections that should have been completed and have been in that time period	A	▼
Development Management (Planning)	Number of applications in the quarter	V	▬
Development Management (Planning)	End to end time to determine a planning application (Days)	A	▲
Development Management (Planning)	Number of live planning applications open	G	▼
Development Management (Planning)	Percentage of applications approved	A	▼
Development Management (Planning)	Percentage of decisions on planning applications that are subsequently overturned on appeal	G	▼
Development Management (Planning)	Percentage of Non-Major Planning Applications determined within the government target (70% in 8 weeks) measured on a 2 year rolling basis	G	▲
Development Management (Planning)	Percentage of Major Planning Applications determined within the government target (60% in 13 weeks) measured on a 2 year rolling basis	G	▲
Private Housing	Number of empty homes brought back into use	V	▼
Public Protection and Anti-Social Behaviour Team	Number of cases received in the quarter (ASB)	V	▼
Public Protection and Anti-Social Behaviour Team	Number of cases closed in the quarter	V	▼
Public Protection and Anti-Social Behaviour Team	Number of live cases open at the end of the quarter	G	▼
Public Protection and Anti-Social Behaviour Team	Satisfaction of complainants relating to how the complaint was handled	A	▲
Sport & Leisure	Quarterly visitor numbers to Birchwood and Yarborough Leisure Centres	G	▲
Sport & Leisure	Artificial Grass Pitch usage at Yarborough Leisure Centre (exp. to open July 19) & Birchwood Leisure Centre (exp. to open June 19)	A	▼
CCTV	Total number of incidents handled by CCTV operators	V	▬
Waste & Recycling	Percentage of waste recycled or composted	R	▼
Waste & Recycling	Contractor points achieved against target standards specified in contract - Waste Management	G	▼
Street Cleansing	Contractor points achieved against target standards specified in contract - Street Cleansing	G	▼
Grounds Maintenance	Contractor points achieved against target standards specified in contract - Grounds Maintenance	G	▼
Allotments	Percentage occupancy of allotment plots	A	▲
Parking Services	Overall percentage utilisation of all car parks	R	▲
Parking Services	Number of off street charged parking spaces	V	▬
Licensing	Total number of committee referrals (for all licensing functions)	V	▬

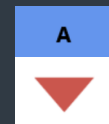
WASTE AND RECYCLING



Note that the data presented here is as usual lagged and thus refers to quarter four 2018/19 outturn

The percentage of waste recycled or composted has increased from 27.40% in the same quarter last year to 28.53% this quarter. This is below the lower target of 35%. 9.70% of waste was composted, and 18.83% of waste was recycled, equating to 28.53% of waste being composted or recycled. We are continuing work with Lincolnshire County Council to encourage recycling, however the lower figure is not unique to Lincoln and reflects the national recycling rates, which are also (despite our increase this quarter) still falling.

PUBLIC PROTECTION AND ASB



The number of cases received in the ASB team is lower than in previous years, reporting at 739. This may be down to the Intervention Team now leading on "on street" anti social behavior enforcement, that would have previously been reported into the PPASB team based at City Hall.

The number of cases that remain open at the end of the quarter currently stands at 653, which is considered relatively normal by the team. As this is a new measure and well outside of the target boundaries of 220 - 260, we will review the targets to see whether they reflect reality.

The satisfaction of complainants relating to how the complaint was handled in the Anti-Social Behaviour team has increased slightly since quarter four but is still within its target boundaries with a figure of 83%. The customer survey response rate currently represents between 10 - 20% of all service requests received by the team. These surveys are being undertaken by our customer services team, with 83% representing a high satisfaction rate for an enforcement service.

FOOD HEALTH AND SAFETY



The percentage of premises fully or broadly compliant with Food Health & Safety inspection is above its target of 97% with a figure of 97.9%. The total number of registered food businesses is 1,031. 22 of those businesses are considered to be non compliant of which 13 food hygiene rated 2 and 9 are rated 1. These are the businesses that we continue to work with to improve food hygiene and safety standards.

There has been slight drop in the percentage of food inspections that should have been completed, decreasing from 96.50% in quarter four to 88.30% in quarter one, although this is still within target boundaries. There are 59 inspections outstanding but none of the overdue ones are high risk food businesses. There are 11 new businesses which are categorised as amber and the remainder are green. There are four evening economy inspections still to be completed. During this quarter, 1 officer had been seconded to the private housing team to assist with the backlog of HMO applications and inspections, and this should be taken into consideration in relation to the small drop of inspections that should have been completed.

DEVELOPMENT MANAGEMENT



Quarter one saw 223 planning applications submitted, very similar to last quarter. Overall, the time taken to determine these applications has decreased from 68.81 days in quarter four to 66.11 in quarter one and we have only 109 planning applications still open. This is predominantly because the team has been working on some major applications which take a significant amount of time. In particular the work related to Western Growth Corridor is likely to affect the timescales for a while longer.

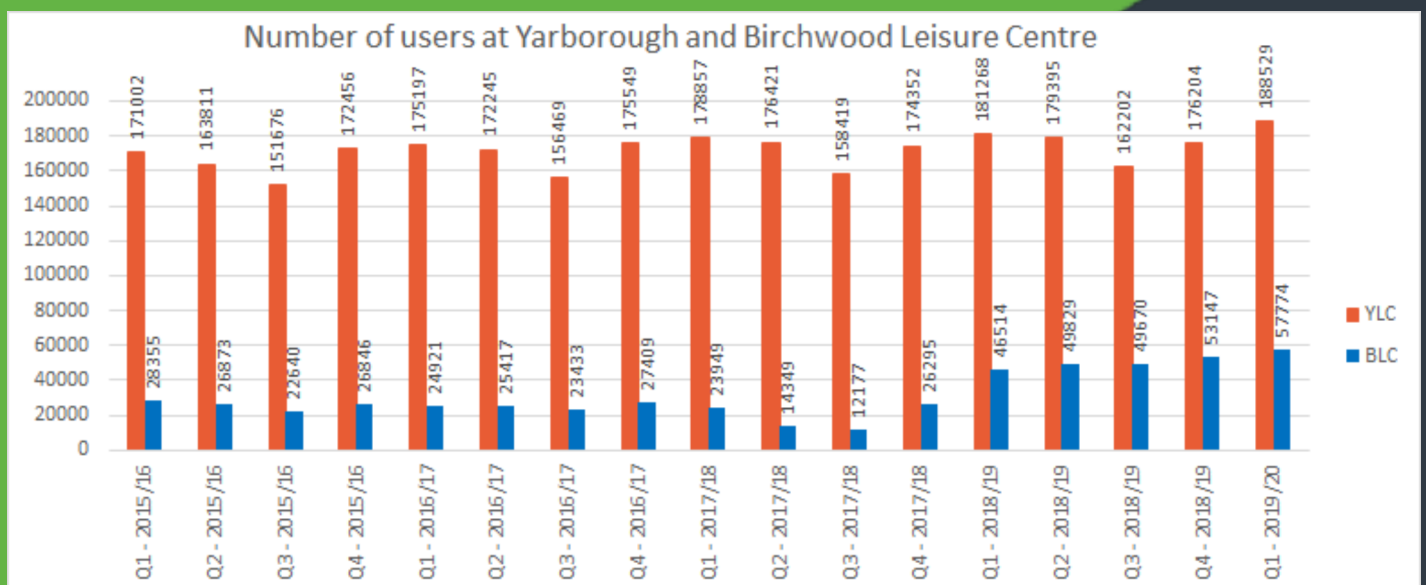
However, the key measures now required centrally are the percentage of non-major and major planning applications determined within the government target (70% in eight weeks and 60% in 13 weeks respectively measured on a two year rolling basis). These have maintained well since last quarter, and are still above target of 90%, at 95.44% and 95.92% respectively. The Development Management team continues to prioritise major developments and manages the timescales effectively with the applicant to ensure that this level of performance is maintained. This workload was completed against a background where 95% of planning applications were approved, with just 1.9% of all applications subsequently being overturned on appeal.

SPORT AND LEISURE



In comparison to quarter one last year, the total number of users across all of our health and recreation facilities has risen by 18,521, reaching an impressive 246,303 as of quarter one. We are now seeing regular increases in usage at both leisure centres due to effective marketing between Active Nation and the City of Lincoln Council, promoting the facilities much more.

The chart below shows steady growth at Yarborough LC with very strong growth in the usage of Birchwood LC



HOUSING AND INVESTMENT



Quarter one sees a long list of really positive results, with 64% measures above their target and 29% of measures below target in DHI. Whilst seven measures negatively changed in direction, three of these remained at or above target

Service Area	Measure	Status	Direction
Housing Investment	Percentage of council properties that are not at the 'Decent Homes' standard (excluding refusals)	R	▼
Housing Investment	Number of properties 'not decent' as a result of tenants refusal to allow work (excluding referrals)	V	—
Housing Investment	Percentage of dwellings with a valid gas safety certificate	G	▲
Control Centre	Percentage of Lincare Housing Assistance calls answered within 60 seconds	G	▲
Rent Collection	Rent collected as a proportion of rent owed	G	▼
Rent Collection	Current tenant arrears as a percentage of the annual rent debit	A	▼
Housing Solutions	The number of people currently on the housing waiting list	V	—
Housing Solutions	The number of people approaching the council as homeless	V	—
Housing Solutions	Successful preventions against total number of homelessness approaches	G	▼
Housing Voids	Percentage of rent lost through dwelling being vacant	R	▼
Housing Voids	Average re-let time calendar days for all dwellings - standard re-lets	R	▼
Housing Voids	Average re-let time calendar days for all dwellings (including major works)	R	▼
Housing Maintenance	Percentage of reactive repairs completed within target time	G	▼
Housing Maintenance	Percentage of repairs fixed first time	G	▲
Housing Maintenance	Percentage of tenants satisfied with repairs and maintenance	G	▼
Housing Maintenance	Appointments kept as a percentage of appointments made	G	▲
Business Development	Number of users logged into the on-line self service system this quarter	G	▼
IT	Number of calls logged to IT helpdesk	V	▼
IT	Percentage of first time fixes	V	▼

HOUSING SOLUTIONS



Due to the Homelessness Reduction Act changes which came into force in April 2018, we must now open a homeless application/case for anyone eligible, threatened with homelessness within 56 days or is already homeless. The revised focus is to prevent homelessness and to help support people to find and secure accommodation. This means the Council has a duty to start working with people who approach for help and advice, at an earlier stage and help should initially be offered regardless of whether the person has a local connection to Lincoln or a priority need for assistance. It is therefore almost certain that homelessness presentations will increase in the first and second year but the number of cases where homelessness is prevented should also increase. The team has been working to ensure that the service complies with legislation and more work will take place to further develop and enhance the services offered. The team have also introduced changes to the Allocations Policy which means that they can secure accommodation for those households who are statutory homeless, more quickly.

The number of homeless approaches received includes everything from triage, advice, under prevention, under relief, successfully prevented and successfully relieved. Quarter one shows that 173 people approached the council as homeless. For quarter one, we have successfully prevented 149 homelessness situations, through activities such as securing accommodation on behalf of the applicant, negotiation and mediation work, Sanctuary Scheme referrals and Private Landlord Scheme referrals. This is a great achievement and is far above the target of 50.

8.5% of homelessness applications have been successfully prevented, however that figure is just based on those applications that have been recorded through Abritas (software used to support housing solutions) Successful reliefs and prevention's together for quarter one is 25%.

The number of people on the housing waiting list has risen to 1,172 from 1,055 last quarter and the team continue to work on ensuring this list is accurate.

RENT COLLECTION



At quarter one, the rent collection has decreased to 98.17%, which although slightly less than that achieved last quarter of 99.24%, is above the recently increased target of 98%. Universal Credit continues to have an impact on our collection rates and at the last count, there were over 1,200 UC claimants, with a high percentage attributing to the total arrears.

Quarter one tenant arrears as a percentage of the annual rent debit has increased from 2.66% last quarter to 3.01% this year – a sum of £846,743. With a target of 3%, this measure is close to being above target, and considering the impacts faced in other services within Housing and Investment its good to see that arrears (whilst slightly increasing since last quarter) is remaining resilient.

HOUSING VOIDS



The average re-let time in calendar days for all dwellings (including major works) is below target and has increased considerably from last quarter's figure of 30.02 to 42.69 in quarter one. This figure puts the measure 11.69 days outside its lower target of 31. The average re-let time for standard re-lets has also reported below target with a figure of 36.05 days. We have had significant unforeseen problems with the changeover in our contractor which has unfortunately caused major problems for the repairs team.

To try and alleviate the issues, HRS are using all resources available to help on void properties but given the high level of properties already in the process this is having minimum effect. The Ready to Let sign up date has been effected by refusals, and the next offer taking some time to come through. It should be noted that offers coming through in general are above target, but this is consumed with the timescales due to the delay on repairs. Consequently, the percentage of rent lost through dwelling being vacant has also seen an increase, rising from 0.92% in quarter four to 1.15% in quarter one. As explained above, the increased re-let time in both standard re-lets and major works has had a significant impact on the rent loss figure. As the re-let time is being seen as the predominant reason for the rise in rent loss, it is hoped that the steps taken above to help alleviate the re-let time will also help this measure return to its substantive performance.

HOUSING MAINTENANCE



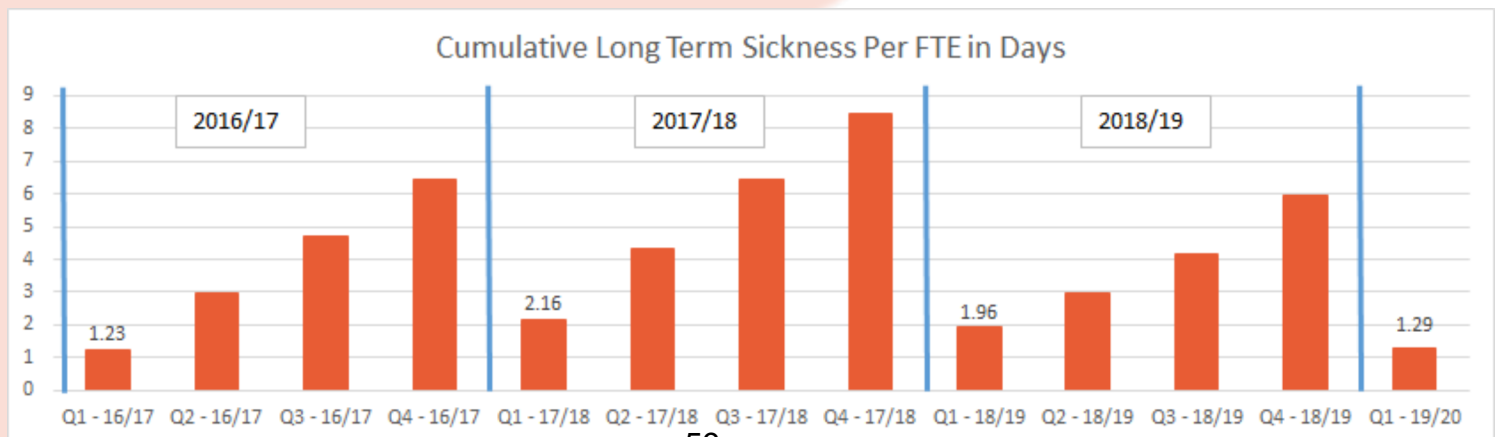
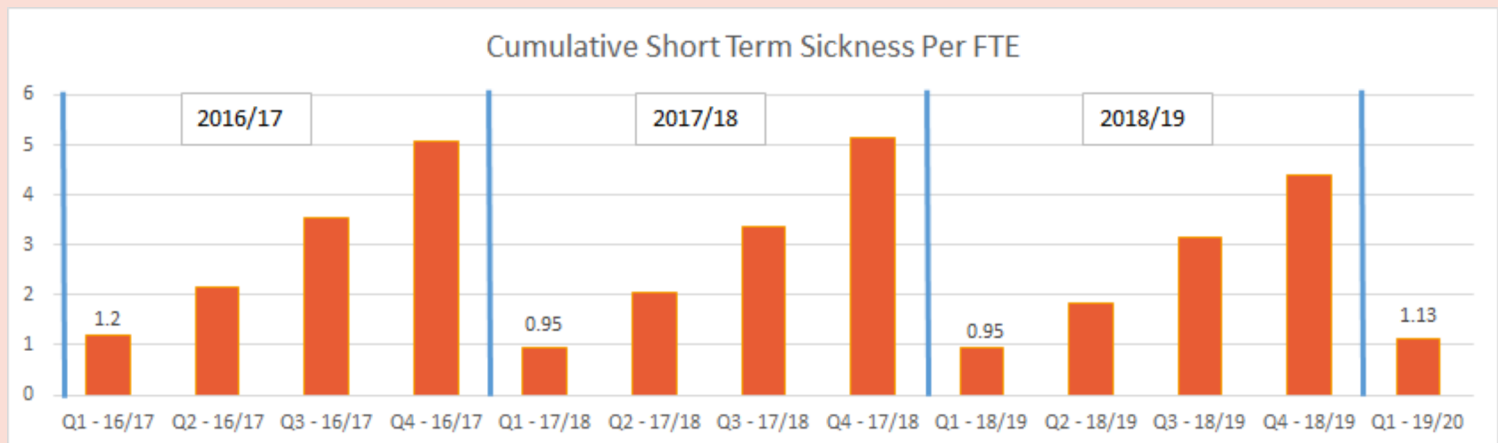
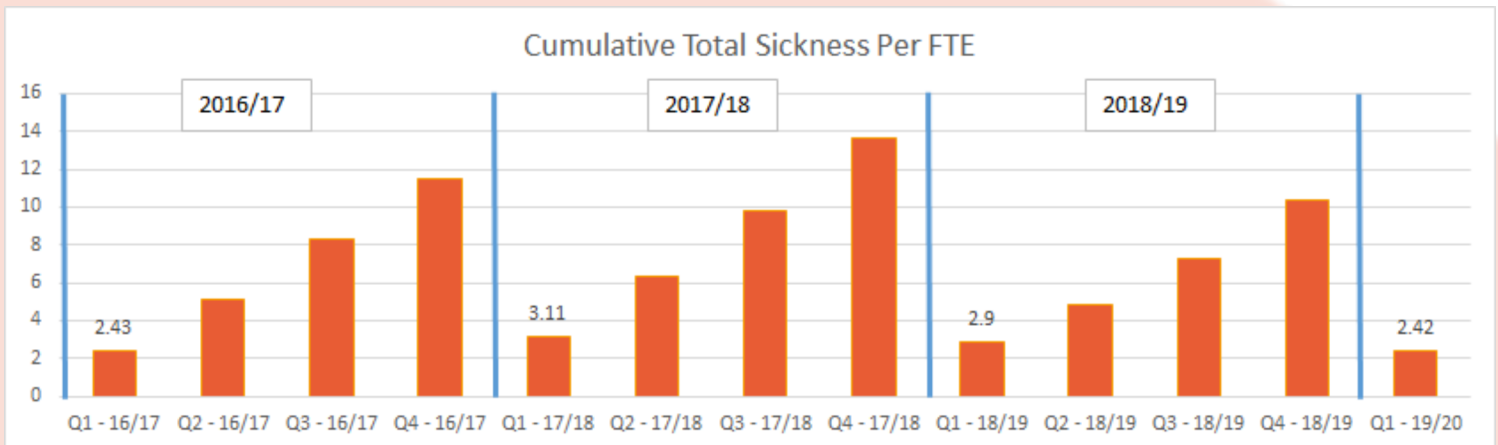
The percentage of reactive repairs completed within the target time has maintained very strong performance, with a figure of 98.09%, above the recently increased target of 98%. With the new repair task codes implemented, along with making sure the team are identifying the repairs correctly at the first point of contact, it is allowing the team to complete repairs in a more efficient timeframe. The contracts team within HRS are also concentrating on longer/planned repairs, it allows the reactive side of the service to solely focus on common short term repairs.

At the same time as seeing this excellent repairs performance we are also continuing to see improvements in both the percentage of repairs fixed first time – moving up from 93.68% to 94.85 and also the appointments kept as a percentage of appointments made has increased from 96.91% to 97.61%. This area of performance has significantly improved from previous years. With better intelligence on the repairs before the visit and improved stock on the fleet, it has allowed us to complete repairs at the first visit without the need to return at a later date to complete.

SICKNESS PERFORMANCE

The overall sickness data as at the end of June is 2.42 days per FTE (excl. apprentices), which is significantly lower than the 2.9 days per FTE last Q1. During quarter one, the long term sickness (sickness over 14 days) per FTE stood at 1.29 days, 0.67 days lower than last Q1, whilst short term sickness stood at 1.13 days, which is 0.18 days per FTE higher than the same point last year.

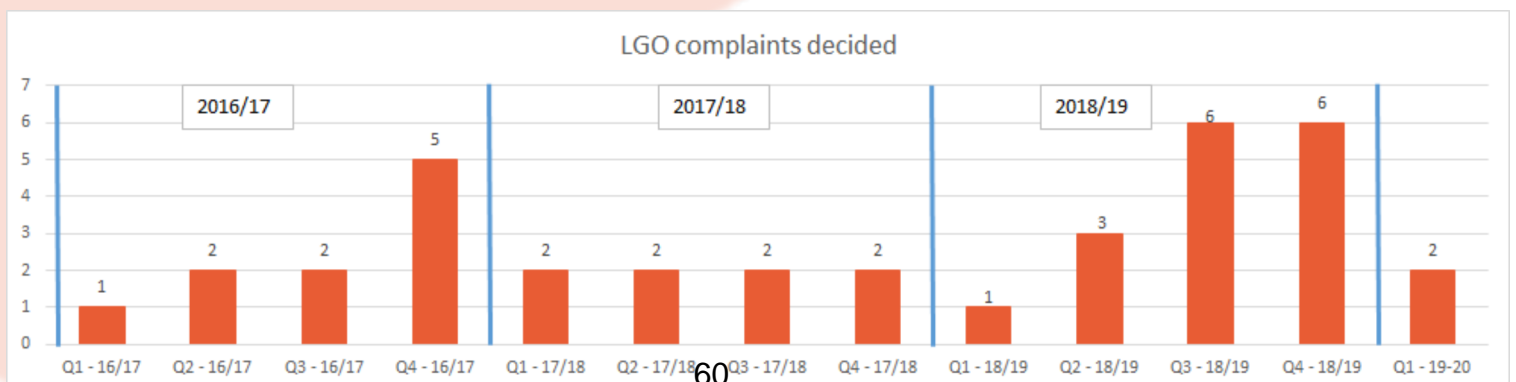
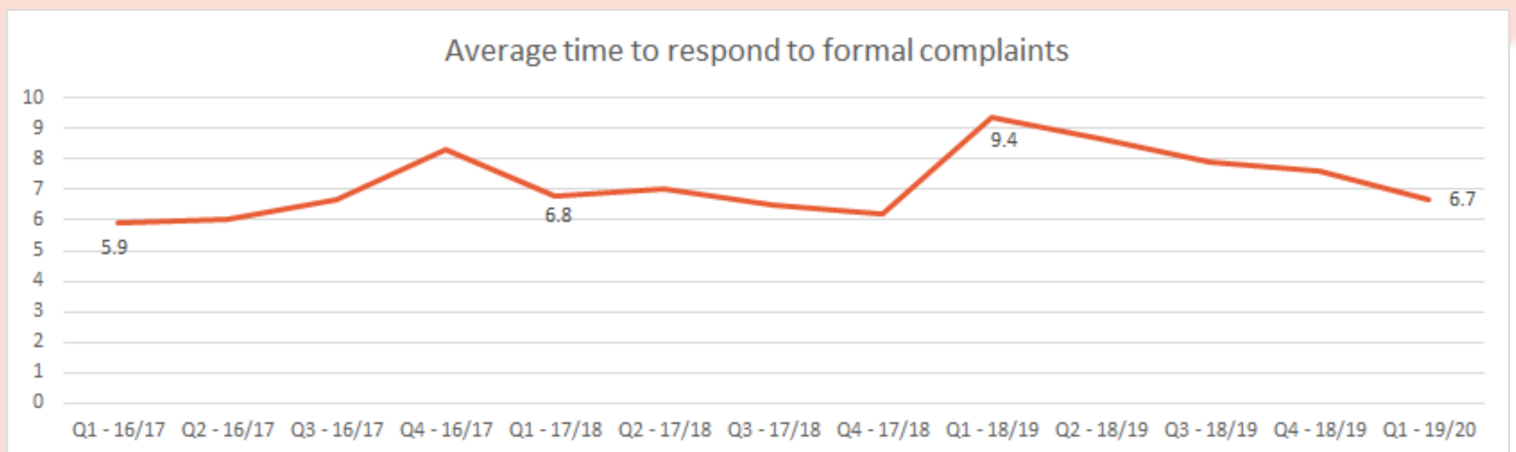
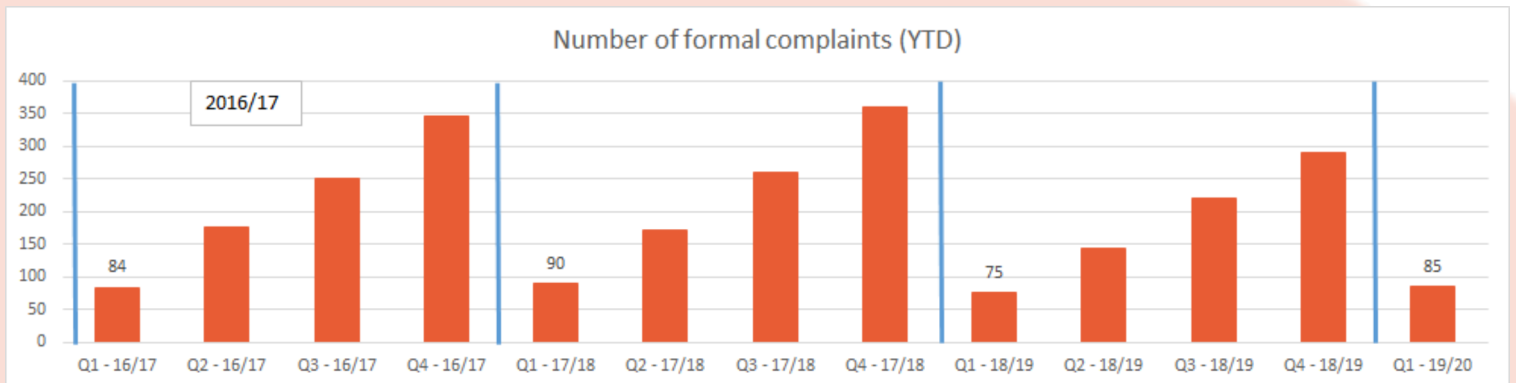
Q1 2019/20							
Directorate	Short Term Days Lost	Long Term Days Lost	Total days lost	Number of FTE	Short Term Days lost per FTE	Long Term Days lost per FTE	Total Days lost per FTE
CX (Excluding Apprentices)	233	362	595	185.28	1.26	1.95	3.21
DCE	120.5	105	225.5	140.64	0.86	0.75	1.60
DMD	2	0	2	7.86	0.25	0.00	0.25
DHI	279	257.5	536.5	227.19	1.23	1.13	2.36
TOTAL (Excluding Apprentices)	634.5	724.5	1359	560.97	1.13	1.29	2.42
Apprentice Sickness	26.5	0	26.5	18.5	1.43	0.00	1.43



COMPLAINTS PERFORMANCE

In quarter one there were 85 complaints. The cumulative average time across all directorates to respond to formal complaints was 6.7 days, which is an decrease of 0.9 days compared to the outturn in 2018/19. In quarter one we had two LGO complaints decided - neither of which were upheld.

Q1 2019/20								
Directorate	Number of Formal complaints dealt with this quarter	Formal complaints Upheld this quarter	YTD total number of complaints investigated Cumulative (Q1)	Average response time in days this quarter	LGO complaints decided	Number of ombudsman decisions upheld	YTD Number of Formal complaints Upheld	YTD average response time
CX (Excluding Apprentices)	13	6	13	9.80	2	0	6	9.80
DCE	22	6	22	6.50	0	0	6	6.50
DMD	2	0	2	7.50	0	0	0	7.50
DHI	48	20	48	6.00	0	0	20	6.00
TOTAL (Excluding Apprentices)	85	32	85	6.70	2	0	32	6.70

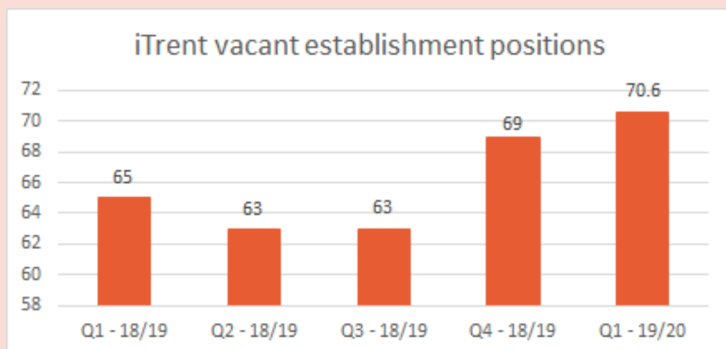


RESOURCE INFORMATION

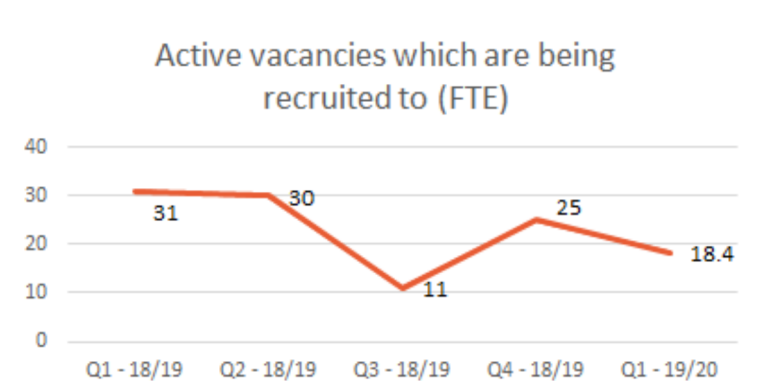
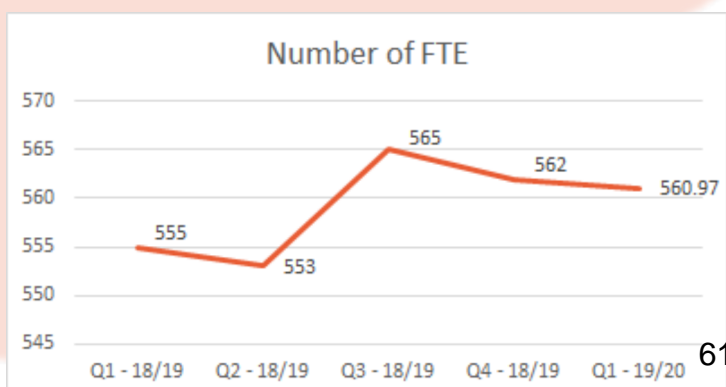
The total number of FTE employees (excluding apprentices) at the end of quarter four was 561.64 with an average of 18.5 apprentices over the period. In terms of the level of vacancies at quarter three - budgeted establishment unfilled positions (FTE) stood at 70.6. This figure has slightly increased from that reported at quarter three. It should be noted that the Council are actively recruiting 18.4 FTE. The percentage of staff turnover at the end of quarter one was 2.73% (excluding apprentices). Appraisal percentages are low in CX and DMD, and investigation shows that many more appraisals have been completed but have not yet been recorded on the iTrent HR system which calculates the below percentages.

Q1 2019/20					
Directorate	Number of FTE employees	Average number of apprentices across the board	Percentage of staff turnover	I-Trent budgeted establishment unfilled positions (FTE)	Active vacancies which are being recruited (FTE)
CX (Excluding Apprentices)	185.28	Authority Wide	Authority Wide	Authority Wide	Authority Wide
DCE	140.64				
DMD	7.86				
DHI	227.19				
TOTAL (Excluding Apprentices)	560.97	18.5	2.73%	70.6	18.40

Breakdown by type of vacancy - Q1 2019/20				
Directorate	On hold for a defined period	Elements of posts previously held but reduced	Posts that are currently or will be recruited to	Total for directorate
CX (Excluding Apprentices)	12.57	1.39	6.6	20.56
DCE	6.2	2	2.8	11
DMD	0.4	0	0	0.4
DHI	32.74	1.15	4.75	38.64
TOTAL (Excluding Apprentices)	51.91	4.54	14.15	70.6



Directorate	% of appraisals completed
CX (Excluding Apprentices)	37%
DCE	88%
DMD	0%
DHI	70%
OVERALL	61%



OUR ACHIEVEMENTS DURING QUARTER ONE

We believe our success is down to our staff - below explores the awards and achievements we think everyone should know about.

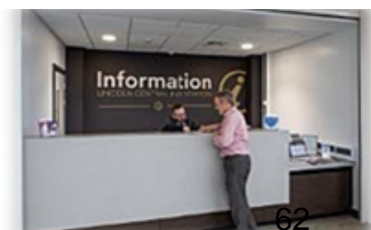
Three Lincoln parks named among country's best

Lincoln's Arboretum, Boultham Park and Hartsholme Park are all celebrating after they won the Green Flag Award. Sites earn the national status if they are judged to be welcoming, safe and well maintained with strong involvement from the local community. Caroline Bird, Community Services manager said: "Lincoln prides itself on having some wonderful open spaces, and the awarding of the Green Flag proves that people in Lincoln are benefitting from green spaces of the highest quality."



Lincoln Food Partnership wins award

The Lincoln Food Partnership (which CoLC is a partner in) has won the University Vice Chancellor's Award for Public Engagement for research. CoLC's role has been to research into fuel poverty and welfare reform.



Lincoln Transport Hub Awards

We are now through to the RIC's national awards having won the East Midlands Category. The first national award was for British Parking Awards which we won in March! The RICs awards grand final will be on Friday 4 October, where they will showcase the most inspirational initiatives and developments in land, real estate, construction and infrastructure.

QUARTERLY MEASURES

To add data, click [here](#)

G At or above target **A** Acceptable performance - results are within target boundaries **R** Below target **V** Volumetric/contextual measures that support targeted measures

Strategic Measures

Service Area	Measure ID	Measure	High Or Low	Low Target	High Target	Previous Data Period	Previous Value	Current Quarter	Current Value	Unit	Status	Commentary
CX	Work Based Learning	WBL 1	Percentage of apprentices completing their qualification on time	High is good	92.00	95.00	Q4 - 18/19	100.00	Q1 - 19/20	100.00	%	G 4/4 apprentices within quarter 1 completed their framework on time
	Work Based Learning	WBL 2	Number of new starters on the apprenticeship scheme	High is good	3	5	Q4 - 18/19	12	Q1 - 19/20	5	Number	G In Q1 we had 5 new starts - a combination of progressions and new apprentices
	Work Based Learning	WBL 3	Percentage of apprentices moving into Education, Employment or Training	High is good	92.00	95.00	Q4 - 18/19	100.00	Q1 - 19/20	100.00	%	G 4/4 achievers moved into Education Employment or Training
	Customer Services	CS 1	Number of face to face enquiries in customer services	N/A	Volumetric	Volumetric	Q4 - 18/19	4,731	Q1 - 19/20	4,530	Number	V The number of face to face customers has dropped again, the number of customers coming in for housing benefits is reducing, as more migrate to Universal Credit.
	Customer Services	CS 2	Number of telephone enquiries answered in Channel Shift Areas (Rev & Bens, Housing & Env. Services)	N/A	Volumetric	Volumetric			Q1 - 19/20	29,629	Number	V New measurement
	Customer Services	CS 3	Average time taken to answer a call to customer services	Low is good	120	90	Q4 - 18/19	92	Q1 - 19/20	129	Seconds	R Higher than previous quarters but we have 7 vacancies currently, recruitment is ongoing
	Customer Services	CS 4	Average customer feedback score (face to face enquiries - score out of 10)	High is good	8	10			Q1 - 19/20	9	Number	A
	Customer Services	CS 5	Customer satisfaction with their phone call to Customer Services	High is good	80.00	95.00			Q1 - 19/20	98.50	%	G This is the first time we have reported this measure as part of the strategic set of measures. As such, we don't yet have backdata to upload, so we cannot compare this quarters figure of 98.50% to any previous figures. It is however very pleasing to see this measures report above target.
	Accountancy	ACC 1	Average return on investment portfolio	High is good	0.75	0.85	Q4 - 18/19	0.72	Q1 - 19/20	0.85	%	G Higher rates are available for short and longer term investments currently
	Accountancy	ACC 2	Average interest rate on external borrowing	Low is good	4.75	3.75	Q1 - 19/20	3.10	Q1 - 19/20	3.10	%	G New borrowing taken at lower rates of interest
	Revenues Administration	REV 1	Council Tax - in year collection rate for Lincoln	High is good	26.73	27.09	Q4 - 18/19	96.76	Q1 - 19/20	26.71	%	R <ul style="list-style-type: none"> • Although collection is down by 0.38% - this equates to £172,117, yet the net collectable debit has increased by £3.1m • The reduction is due to £129,222 (0.28% of collection) being received over the weekend of 29 and 30 June 2019 which could not credit accounts in readiness for end of month processing. • If this has been included within the June collection, we would be reporting a small reduction of 0.10% • This was received over the weekend of 29/30 June and are not included within the Northgate collection report - these amounts are likely to have been received and included within the June 2018 collection. This figure will be included within July 2019 collection and therefore should show an increased figure
	Revenues Administration	REV 2	Business Rates - in year collection rate for Lincoln	High is good	35.36	35.86	Q4 - 18/19	99.81	Q1 - 19/20	34.49	%	R <ul style="list-style-type: none"> • Collection is down on 18/19 by 1.37% - this equates to £617,642. • The reduction is due to £424,290 (0.94% of collection) being received over the weekend of 29 and 30 June 2019 which could not credit accounts in readiness for end of month processing. • If this has been included within the June collection, we would be reporting a small reduction of 0.43% • This was received over the weekend of 29/30 June and are not included within the Northgate collection report - these amounts are likely to have been received and included within the June 2018 collection. This figure will be included within July 2019 collection and therefore should show an increased figure
	Revenues Administration	REV 3	Number of outstanding customer changes in the Revenues team	Low is good	650	450	Q4 - 18/19	437	Q1 - 19/20	616	Number	A Although this is an increased number from Q4 (due to annual billing and increase in customer contact as a result), this is n improved position to Q1 2018/19 (659 customers). 512 additional properties within the taxbase to maintain and administer. Staffing resources have increase, but still have 2 positions currently being advertised.
	Housing Benefit Administration	BE 1	Average (YTD) days to process new housing benefit claims from date received	Low is good	31.00	28.00	Q4 - 18/19	25.82	Q1 - 19/20	27.10	Days	G Re BE1 and BE2, throughout Q1, staff have reviewed new claims processes, including the monitoring of individual new claims performance on a weekly basis, as well as a review of lean processes at the point of assessment.
	Housing Benefit Administration	BE 2	Average (YTD) days to process housing benefit claim changes of circumstances from date received	Low is good	10.00	7.50	Q4 - 18/19	4.12	Q1 - 19/20	5.09	Days	G
Housing Benefit Administration	BE 3	Number of Housing Benefits / Council Tax support customers awaiting assessment	Low is good	1,550	1,300	Q4 - 18/19	897	Q1 - 19/20	624	Number	G Of 624 customers 208 are waiting for first contact from us	
Housing Benefit Administration	BE 4	Percentage of risk-based quality checks made where Benefit entitlement is correct	High is good	83.00	86.00	Q4 - 18/19	86.07	Q1 - 19/20	90.41	%	G New starters, increase checking taking place, but increase risk of error.	
Housing Benefit Administration	BE 5	The number of new benefit claims year to date (Housing Benefits/Council Tax Support)	N/A	Volumetric	Volumetric	Q4 - 18/19	5,252	Q1 - 19/20	1,181	Number	V 275 Housing Benefit 906 Council Tax reduction	
DCE	Food and Health &	FHS 1	Percentage of premises fully or broadly	High is good	95.00	97.00	Q4 - 18/19	96.40	Q1 - 19/20	97.90	%	G Total number of registered food businesses is 1031. 22 businesses are considered to non

Safety Enforcement		compliant with Food Health & Safety inspection											compliant of which 13 food hygiene rated 2 and 9 are rated 2. These are the businesses that we continue to work with to improve food hygiene and safety standards.
Food and Health & Safety Enforcement	FHS 2	Average time from actual date of inspection to achieving compliance	Low is good	13.00	8.00	Q3 - 18/19	8.50	Q1 - 19/20	Data Due	Days	Data Due	▲	
Food and Health & Safety Enforcement	FHS 3	Percentage of food inspections that should have been completed and have been in that time period	High is good	85.00	97.00	Q4 - 18/19	96.50	Q1 - 19/20	88.30	%	A	▼	There are 59 inspections outstanding, there are no high risk food businesses that are overdue. There are 11 new businesses which are categorised as amber and the remainder are green. There are 4 evening economy inspections that require to be inspected. During this quarter 1 FTE officer had been seconded to the private housing team to assist with the backlog of HMO applications and inspections.
Development Management (Planning)	DM 1	Number of applications in the quarter	N/A	Volumetric	Volumetric	Q4 - 18/19	220	Q1 - 19/20	223	Number	V	—	
Development Management (Planning)	DM 2	End to end time to determine a planning application (Days)	Low is good	85.00	65.00	Q4 - 18/19	68.81	Q1 - 19/20	66.11	Days	A	▲	
Development Management (Planning)	DM 3	Number of live planning applications open	Low is good	180	120	Q4 - 18/19	104	Q1 - 19/20	109	Number	G	▼	Slight fluctuation from last quarter but still below high target. Not an upward trend.
Development Management (Planning)	DM 4	Percentage of applications approved	High is good	85.00	97.00	Q4 - 18/19	98.00	Q1 - 19/20	95.00	%	A	▼	
Development Management (Planning)	DM 5	Percentage of decisions on planning applications that are subsequently overturned on appeal	Low is good	10.00	5.00	Q4 - 18/19	0.59	Q1 - 19/20	1.92	%	G	▼	We are dealing with very small numbers here so minor fluctuation is not unusual. Still way below national indicator.
Development Management (Planning)	DM 6	Percentage of Non-Major Planning Applications determined within the government target (70% in 8 weeks) measured on a 2 year rolling basis	High is good	70.00	90.00	Q4 - 18/19	95.03	Q1 - 19/20	95.44	%	G	▲	High is good and there is a slight increase here. Minor but encouraging and way above national indicator.
Development Management (Planning)	DM 7	Percentage of Major Planning Applications determined within the government target (60% in 13 weeks) measured on a 2 year rolling basis	High is good	60.00	90.00	Q4 - 18/19	95.83	Q1 - 19/20	95.92	%	G	▲	High is good and there is a slight increase here. Way above national indicator.
Private Housing	PH 3	Number of empty homes brought back into use	High is good	6	12	Q1 - 19/20	35	Q1 - 19/20	13	Number	V	▼	
Public Protection and Anti-Social Behaviour Team	ASB 1	Number of cases received in the quarter (ASB)	N/A	Volumetric	Volumetric			Q1 - 19/20	739	Number	V	▼	This is down on Q1 in previous years. This may be down to the Intervention Team now leading on 'on street' ASB that would have previously been reported into the PPASB Team.
Public Protection and Anti-Social Behaviour Team	ASB 2	Number of cases closed in the quarter	High is good	Volumetric	Volumetric			Q1 - 19/20	636	Number	V	▼	this measure remains stable
Public Protection and Anti-Social Behaviour Team	ASB 3	Number of live cases open at the end of the quarter	Low is good	780	660			Q1 - 19/20	653	Number	G	▼	This is stable and seems to be the norm in terms of open cases that the team are working on.
Public Protection and Anti-Social Behaviour Team	ASB 4	Satisfaction of complainants relating to how the complaint was handled	High is good	75.00	85.00	Q4 - 18/19	81.00	Q1 - 19/20	83.00	%	A	▲	This quarter has seen varied customer satisfaction ranging from 71% to 100% overall a satisfaction rate of 83% for an enforcement service remains high. The customer satisfaction surveys completed have not highlighted any specific concerns with the service delivery.
Sport & Leisure	SP 1	Quarterly visitor numbers to Birchwood and Yarborough Leisure Centres	High is good	213,355	213,991	Q4 - 18/19	229,351	Q1 - 19/20	246,303	Number	G	▲	Yarborough 188,529 visits up 7261 on previous years Q1 Birchwood 57,774 visits up 11,260 on previous years Q1 Community Centres are no longer included in this Performance indicator
Sport & Leisure	SP 2	Artificial Grass Pitch usage at Yarborough Leisure Centre (exp. to open July 19) & Birchwood Leisure Centre (exp. to open June 19)	High is good	520.00	650.00			Q1 - 19/20	520.00	Hours	A	▼	
CCTV	CCTV 1	Total number of incidents handled by CCTV operators	N/A	Volumetric	Volumetric	Q4 - 18/19	3,293	Q1 - 19/20	3,551	Number	V	—	
Waste & Recycling	WM 1	Percentage of waste recycled or composted	High is good	35.00	38.00	Q4 - 18/19	34.94	Q1 - 19/20	28.53	%	R	▼	This figure relates to data from quarter 4. 9.70% of waste was composted, and 18.83% of waste was recycled, equating to 28.53% of waste being composted or recycled.
Waste & Recycling	WM 2	Contractor points achieved against target standards specified in contract - Waste Management	Low is good	999	501			Q1 - 19/20	80	Number	G	▼	Contractor points have been recorded as 80 points collectively. This has broken down to 25 in April, 25 in May and 30 in June.
Street Cleansing	SC 1	Contractor points achieved against target standards specified in contract - Street Cleansing	Low is good	999	501			Q1 - 19/20	30	Number	G	▼	The Contractors have collected 30 overall points in quarter 1. It has broken down to 15 performance points in April, 10 points in May and 5 points in June.
Grounds Maintenance	GM 1	Contractor points achieved against target standards specified in contract - Grounds Maintenance	Low is good	999	501			Q1 - 19/20	15	Number	G	▼	Contractor points have been recorded as 15 collectively. All 15 points were recorded in May.
Allotments	AM 1	Percentage occupancy of allotment plots	High is good	80.00	88.00	Q4 - 18/19	84.20	Q1 - 19/20	87.00	%	A	▲	Due to Allotment Officer's ongoing absence, the most recent figure is 87%. 1039 of the 1098 plots were lettable (59 unlettable). 90s plots are currently tenanted.
Parking Services	PS 1	Overall percentage utilisation of all car parks	High is good	60.00	70.00	Q4 - 18/19	45.00	Q1 - 19/20	47.00	%	R	▲	Lincoln Central now fully open so more spaces but not necessarily more users.
Parking Services	PS 2	Number of off street charged parking spaces	N/A	Volumetric	Volumetric	Q4 - 18/19	3,621	Q1 - 19/20	3,750	Number	V	—	Lincoln Central now fully open
Licensing	LIC 1	Total number of committee referrals (for all	N/A	Volumetric	Volumetric	Q1 - 19/20	3	Q1 - 19/20	3	Number	V	—	

Service Area	Measure ID	Measure	High Or Low	Low Target	High Target	Previous Data Period	Previous Value	Current Quarter	Current Value	Unit	Status	Commentary		
DHI	Housing Investment	HI 1	licensing functions)	Percentage of council properties that are not at the 'Decent Homes' standard (excluding refusals)	Low is good	0.20	0.00	Q4 - 18/19	0.21	Q1 - 19/20	0.72	%	R	At the start of each financial year a number of properties become non decent as a result of the ageing of key components used to calculate 'Disrepair' and 'Reasonably modern facilities' failures. There a large number of properties that have refused access for survey as well as some where we are still attempting access.
	Housing Investment	HI 2		Number of properties 'not decent' as a result of tenants refusal to allow work (excluding referrals)	N/A	Volumetric	Volumetric	Q4 - 18/19	213	Q1 - 19/20	213	Number	V	
	Housing Investment	HI 3		Percentage of dwellings with a valid gas safety certificate	High is good	99.80	99.96	Q4 - 18/19	99.93	Q1 - 19/20	100.00	%	G	All properties have had a gas service completed within their anniversary date this quarter.
	Control Centre	CC 2		Percentage of Lincare Housing Assistance calls answered within 60 seconds	High is good	97.50	98.75	Q4 - 18/19	99.07	Q1 - 19/20	99.11	%	G	Performance is consistent with previous quarters. 99% of calls received have been answered within 60 seconds.
	Rent Collection	RC 1		Rent collected as a proportion of rent owed	High is good	96.50	98.00	Q4 - 18/19	99.24	Q1 - 19/20	98.17	%	G	Rent collection for the quarter is 98.2%, this follows the trends from previous years. Universal Credit continues to have an impact on our collection rates. At the last count, there were over 1,200 UC claimants, with a high percentage attributing to the total arrears.
	Rent Collection	RC 2		Current tenant arrears as a percentage of the annual rent debit	Low is good	4.00	3.00	Q4 - 18/19	2.66	Q1 - 19/20	3.01	%	A	
	Housing Solutions	HS 1		The number of people currently on the housing waiting list	N/A	Volumetric	Volumetric	Q4 - 18/19	1,055	Q1 - 19/20	1,172	Number	V	
	Housing Solutions	HS 2		The number of people approaching the council as homeless	N/A	Volumetric	Volumetric	Q4 - 18/19	708	Q1 - 19/20	173	Number	V	
	Housing Solutions	HS 3		Successful preventions against total number of homelessness approaches	High is good	45.00	50.00			Q1 - 19/20	149.00	%	G	The number of homeless approaches received includes everything from triage, advice, under prevention, under relief, successfully prevented and successfully relieved. Quarter one shows that 173 people approached the council as homeless. For quarter one, we have successfully prevented 149 homelessness situations, through activities such as securing accommodation on behalf of the applicant, negotiation and mediation work, Sanctuary Scheme referrals and Private Landlord Scheme referrals. This is a great achievement and is far above the target of 50. 8.5% of homelessness applications have been successfully prevented, however that figure is just based on those applications that have been recorded through Abritas (software used to support housing solutions) Successful reliefs and prevention's together for quarter one is 25%.
	Housing Voids	HV 1		Percentage of rent lost through dwelling being vacant	Low is good	0.90	0.80	Q4 - 18/19	0.92	Q1 - 19/20	1.15	%	R	Due to the average void times increasing month on month, this has had a significant impact on the rent loss figure.
	Housing Voids	HV 2		Average re-let time calendar days for all dwellings - standard re-lets	Low is good	26.00	23.00			Q1 - 19/20	36.05	Days	R	We have had significant unforeseen problems with the changeover in contractor, this has unfortunately caused major problems for the repairs team. To try and alleviate the issues HRS are using all resources available to help on void properties but given the high level of properties already in the process this is having minimum effect The RTL to sign up date has been effected by refusals, and the next offer taking some time to come through. It is also noted that offers coming through in general are above target, but this is consumed with the timescales due to the delay on repairs.
	Housing Voids	HV 3		Average re-let time calendar days for all dwellings (including major works)	Low is good	31.00	28.00	Q4 - 18/19	30.02	Q1 - 19/20	42.69	Days	R	Similar to the above, We have had significant unforeseen problems with the changeover in contractor, this has unfortunately caused major problems for the repairs team. To try and alleviate the issues HRS are using all resources available to help on void properties but given the high level of properties already in the process this is having minimum effect The RTL to sign up date has been effected by refusals, and the next offer taking some time to come through. It is also noted that offers coming through in general are above target, but this is consumed with the timescales due to the delay on repairs.
	Housing Maintenance	HM 1		Percentage of reactive repairs completed within target time	High is good	96.00	98.00	Q4 - 18/19	98.65	Q1 - 19/20	98.09	%	G	Repairs performance continues to be above target. With the contracts team within HRS concentrating on longer/planned repairs, it allows the responsive side of the service to solely focus on responsive repairs and completed them within the target time.
	Housing Maintenance	HM 2		Percentage of repairs fixed first time	High is good	90.00	93.00	Q4 - 18/19	93.68	Q1 - 19/20	94.85	%	G	The first time fix rate remains consistent. This area has significantly improved from previous years. With better intelligence on the repairs before visit and improved stock on the fleet it has allowed us to complete repairs at the first visit without the need to return at a later date to complete.
	Housing Maintenance	HM 3		Percentage of tenants satisfied with repairs and maintenance	High is good	94.00	96.00			Q1 - 19/20	98.62	%	G	With repairs performance above target across all indicators, this has had a positive knock on effect with tenant satisfaction. Satisfaction levels have always been strong for repairs, however they have been even better this quarter. With the improvement in appointment scheduling and first time fix rate our performance is showing that customers are extremely satisfied.
	Housing Maintenance	HM 4		Appointments kept as a percentage of appointments made	High is good	94.00	96.00	Q4 - 18/19	96.91	Q1 - 19/20	97.61	%	G	Appointments made and kept remains in line with previous quarters.
	Business Development	BD 1		Number of users logged into the on-line self service system this quarter	High is good	8,084	8,321	Q4 - 18/19	10,199	Q1 - 19/20	8,610	Number	G	
	IT	ICT 1		Number of calls logged to IT helpdesk	N/A	Volumetric	Volumetric			Q1 - 19/20	898	Number	V	
	IT	ICT 2		Percentage of first time fixes	High is good					Q1 - 19/20	51.10	%	V	

Operational Measures

Service Area	Measure ID	Measure	High Or Low	Low Target	High Target	Previous Data Period	Previous Value	Current Quarter	Current Value	Unit	Status	Commentary
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SUBJECT: FINANCIAL PERFORMANCE – QUARTERLY MONITORING

REPORT BY: CHIEF FINANCE OFFICER

LEAD OFFICER: COLLEEN WARREN, FINANCIAL SERVICES MANAGER

1. Purpose of Report

- 1.1 To present to CMT the first quarter's performance (up to 30th June) on the Council's:
- General Fund
 - Housing Revenue Account
 - Housing Repairs Service
 - Capital Programmes

And, to provide a review of the key budget risk assessments.

- 1.2 To recommend to CMT a number of proposed adjustments, and to seek their approval of the financial performance prior to submission to Performance Scrutiny Committee and the Executive.

2. Executive Summary

- 2.1 As at the end of the first quarter (up to 30th June) the forecast financial position of the Council for 2019/20 is:

	2019/20		
	MTFS Budget £'000	Forecast at Q1 £'000	Variance at Q1 £'000
Revenue Accounts			
General Fund –Contribution to/(from) balances	554	318	(236)
Housing Revenue Account (HRA) (Surplus)/Deficit in year	(8)	(106)	(99)
Housing Repairs Service	0	(287)	(287)
Capital Programmes			
General Fund Investment Programme	14,392	14,977	586
Housing Investment Programme	26,650	19,124	(7,526)
Capital Receipts			
General Fund	(2,675)	(1,650)	(1,025)
HRA	(820)	(820)	0

	2019/20		
	MTFS Budget £'000	Forecast at Q1 £'000	Variance at Q1 £'000
Reserves & Balances			
General Fund Balances	1,609	1,373	(236)
HRA Balances	1,034	1,133	99
HRS Balances	89	89	0
General Fund Earmarked Reserves	6,674	5,788	(875)
HRA Earmarked Reserves	1,321	1,274	(47)

2.2 The detailed financial position is shown in sections 3-7 and accompanying appendices.

3. General Fund Revenue Account

3.1 For 2019/20 the Council's net General Fund revenue budget was set at £13,655,090, including a planned contribution from balances of £554,410 (resulting in an estimated level of general balances at the year-end of £13,433,314).

3.2 The General Fund Summary is currently projecting a forecast over spend of £235,912 (appendix A provides a forecast General Fund Summary). This forecast variance is the result of a number of forecast year-end variations in income and expenditure against the approved budget. Full details of the main variances are provided in appendix B while the key variances are summarised below:

- Housing Benefit Overpayment reduction - £368,000
- HIMO reduced income - £93,260
- Xmas Market reduced income and additional expenditure - £77,470
- Car Parking additional income net of additional expenditure - (£175,000)
- Crematorium additional income – (£106,000)

3.3 The most significant of the forecast variances is the reduction in the level of housing benefit overpayment being raised. Whilst this is positive in that the number of overpayments are reducing it in turn creates a budgetary pressure. This is a continuation of a trend from 2017/18 and 2018/19 with the transition of benefits customers to universal credit and the use of 'real time' information the level of overpayments raised as drastically reduced. This has led to the budget pressure due to reduced income from the reclaiming over the overpayment from the claimant. This reduction in overpayments raised is uncontrollable and will require a budget realignment as part of the 2020-25 MTFS process. In order to inform this a specific piece of work to assess the full implications, encompassing the impact of the reduction in overpayments along with the transition to universal credit and its impact on historic overpayment debt will be undertaken to inform the MTFS process.

3.4 Although forecast outturn for the General Fund is a shortfall of £235,912, at this stage in the financial year, forecast outturns are difficult to predict and often subject to volatility e.g. car parking income and change, the forecast position will continue to be monitored and an update reported at quarter 2.

3.5 Including in the forecast outturn position in para 3.2 are additional contributions to earmarked reserves that the Chief Finance Officer (in accordance with Financial Procedure Rules) has identified as being required, subject to outturn. These being:

- **Western Growth Corridor – Local Planning Authority: Contribution of £150,000** – it is proposed that the planning application fee received for the Western Growth Corridor submission is transferred to a reserve and used for additional resourcing requirements in determining the application.
- **Active Nation** - As part of the Active Nation agreement it is proposed that any underspends on maintenance and utilities would be put into an Earmarked Reserve to help fund any future major maintenance requirements.

3.6 In addition to these additional contributions from reserves there are also a number of contributions from earmarked reserves that are required, subject to outturn, as follows:

Directorate	Reserve	Amount £
CX	Funding for Strategic Priorities – additional funding required for paralegals	12,800
CX	Funding for Strategic Priorities – additional funding required for the Lincoln City FC Bus Parade	20,000
DCE	Funding for Strategic Priorities – additional contribution required for the Park and Ride	15,000
	ITS – HCP Consultancy Support	5,000
CX	Organisational Development – additional funding required for Paralegals	8,500
	Total additional reserve contribution required:	61,300

3.7 In addition to the key variances, mitigating action being taken and earmarked reserves, as set out above, the following other key areas of monitoring of the General Fund Revenue Account set out below.

3.8 **Towards Financial Sustainability Programme** - The savings target included in the MTFS for 2019/20 is £4,650,000. Progress against this target, based on quarter 1 performance shows that secured and confident projections total £4,622,790. This results in a current forecast under achievement of the target in 2018/19 of £27,210. In respect of this outstanding target work is currently underway through the ToFS Programme Board to progress a further phase of Year 6 projects. A summary of the current position is shown in the table below.

	£ General Fund
<u>Review/Business Case Approved/Delegated Decision Taken</u>	
One Council	33,290
Asset Acquisition	661,790
Commercialisation	889,800
Managing Demand (Withdrawal/Service Reduction)	2,797,310
Total Savings – Secured	<u>4,382,190</u>
<u>Subject to Review/Business Case</u>	
One Council	23,460
Asset Acquisition	160,000
Commercialisation	0
Managing Demand (Withdrawal/Service Reduction)	57,140
Total Savings - Subject to Review/Business Case	<u>240,600</u>
Overall Savings	<u>4,622,790</u>
MTFS savings target	(4,650,000)
(Under)/ over achievement	(27,210)

- 3.9 **Fees and charges income** – Income from fees and charges represents a significant proportion of income to the Council, with the primary sources being from car parking, development management and building regulations. Due to the importance of these income streams to the Council’s financial position and the impact external factors can have on the levels of income receive they are monitored regularly by the Corporate Management Team. A summary of the progress of these key income streams against the approved budget, together with the forecast variance for the first quarter of the financial year is provided below:

	<u>Budget Q1</u> <u>£'000</u>	<u>Actual Q1</u> <u>£'000</u>	<u>Variance</u> <u>£'000</u>
Car Parks	(1,408)	(1,450)	(42)
Crematorium	(338)	(399)	(61)
HIMO	(61)	(47)	14
Development Management	(105)	(232)	(127)
Building Regulations	(51)	(17)	34
Total	(1,963)	(2,145)	(182)

4. Housing Revenue Account

- 4.1 For 2019/20 the Council’s Housing Revenue Account (HRA) net revenue budget was set at £7,610, resulting in an estimated level of general balances at the year-end of £1,034,179
- 4.2 The HRA is currently projecting an in-year underspend of £98,923, which would increase the General Balances to £1,133,102, at the end of 2019/20 (appendix C provides a forecast HRA Summary). The assessed prudent minimum balance for the HRA is currently £1,000,000. The level of forecast HRA balances will be

monitored closely during the coming quarter and will be subject to a fundamental review as part of the MTFs 2018-23 process which is currently getting underway.

4.3 The components of this underspend are detailed in Appendix D and a summary of the key variances are provided below:

- Staff Vacancies – Reduced Expenditure (£187,000)
- Rental Income – Reduced Income £52,000
- Council Tax – Increased Expenditure £37,000
- Increased DRF Contribution – Increased Expenditure £287,000
- HRS Surplus – Additional Income (£287,268)

5. Housing Repairs Service

5.1 For 2019/20 the Council's Housing Repairs Service net revenue budget was set at zero, reflecting its full cost recovery nature.

5.2 At quarter 1 HRS are forecasting a surplus of £287,268 in 2019/20 (appendix E provides a forecast HRS Summary), with full details of the main variances provided in appendix F.

6. Earmarked Reserves

6.1 The details of all the earmarked reserves and their forecast balance as at 31st March 2020 are attached in Appendix G. In summary:

	Opening Balance	Contributions	Actuals Q1	Forecast Q2-Q4	Forecast Balance
	01/04/19				31/03/20
	£'000	£'000	£'000	£'000	£'000
General Fund	6,674	156	(245)	(786)	5,799
HRA	1,321	0	0	(47)	1,274
Capital Resources	10,788	16,713	0	(18,181)	9,319

7. Capital Programme

7.1 General Investment Programme

7.2 The original General Fund Investment Programme for 2019/20 in the MTFs 2019-24 amounted to £3.123m. This was increased to £14,392m following quarter 4 approvals and year end re-profiles from 2018/19. This has been further increased to £14,977m during the first quarter of 2019/20. A summary of the overall changes to the programme is shown below:

	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
Revised budget following 18/19 Outturn Report	14,392	7,509	2,839	695	500
Budget changes for Executive approval at Q1	586	279	0	0	0
Revised Budget	14,977	7,788	2,839	695	500

7.3 The Chief Finance Officer has delegated authority to approve financial changes up to an approved limit as set out under Financial Procedure Rules. All changes over the approved limit require approval by the Executive.

The budget re profiles approved by the Chief Finance Officer during the second quarter are detailed at Appendix I under the heading of "Approved by Chief Finance Officer".

- Flood alleviation scheme - Hartsholme Park- £80,388 re-profiled into 2020/21
- Skate Park - £183,021 re-profiled into 2020/21

7.4 Changes that require Executive approval for the first quarter (further details in Appendix I) are:

- Increase to DFG scheme in line with additional grant received - £450,881
- Increase Birchwood Leisure Centre for scheme delivery. Scheme funded from prudential borrowing - £30,000
- Increase to Car park ticket machines funded from DRF- £20,000
- Transport Hub completion – The final accounts have now been settled and the remaining contingency will remain within the capital programme.
- Increase to the AGP scheme - £227,525. (£136,121 previously agreed as part of contract agreements with Castle Academy/Active Nations.) £60,000 funding has been agreed from additional grants and S106 planning.

7.5 New projects agreed at Capital Programme Group are then subject to Executive Approval. There are four new projects that require Executive approval for the first quarter.

- Addition of Boutham Park tennis courts scheme - £16,234 funded from town & Country planning agreements.
- Addition of Birchwood Leisure Centre roof scheme - £120,354 funded from the strategic Properties Revenue Reserve £38,490, Asset Improvement Reserve £31,850, Backdated Rent Review Reserve £50,014.
- Hartsholme Country Park Play area improvement scheme - £86,010 funded from capital contingencies (£48,014) and the unplanned capital works budget (£37,996)
- Lucy Tower Car Park lift refurbishment scheme - £116,632 funded from prudential borrowing via the agreed planned capital maintenance budget.

7.6 The table below provides a summary of the projected outturn position for the General Investment Programme:

	MTFS 2019-20 Budget following 18/19 Outturn	Revised Budget	Forecast Outturn	Variance
	£'000	£'000	£'000	£'000
Active Programme				
Housing & Regeneration	389	389	389	0
Communities & Environment	3,605	4,070	4,070	0
Chief Executives Department	7,902	8,071	8,071	0
"Mega Projects"	2,447	1,602	1,602	0
Total Active Schemes	14,344	14,132	14,132	0
Schemes On Hold/Contingencies	48	845	845	0
Total Capital Programme	14,392	14,977	14,977	0

7.7 The overall spending on the General Fund Investment Programme for the first quarter is £7.8m, which is 52.10% of the 2019/20 programme and 55.22% of the active programme. This is detailed further at Appendix J.

Although this appears to be a relatively high percentage of expenditure at this stage of the financial year, the expenditure relates largely to the Deacon Road retail park scheme (98% spent) with expenditure on the remaining programme being 8.32%

7.8 Housing Investment Programme

7.9 The original Housing Investment Programme for 19/20 in the MTFS 2019-24 amounted to £16.225m. This was increased to £26.650m following approvals and year end re-profiles as part of the 2018/19 outturn. This has been further adjusted to £19.124m during the first quarter of 2019/20. A summary of the changes are shown below:

	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
Revised budget following 18/19 Outturn Report	26,650	14,021	11,975	12,932	10,348
Budget changes for Executive approval at Q1	(7,526)	7,542	3,797	(336)	0
Revised Budget	19,124	21,563	15,772	12,596	10,348

7.10 The Chief Finance Officer has delegated authority to approve financial changes up to an approved limit as set out under Financial Procedure Rules. All changes over the approved limit require approval by the Executive. Changes were approved by the Chief Finance Officer for the first quarter are shown in Appendix K and Ki summarised below:

- Within the new build programme 11 Property Acquisitions have been agreed under delegated authority utilising 1-4-1 receipts and borrowing totalling £1,397,260.
- The new build programme for 19/20 included £7.89m budget for DeWint Court which has now been re-profiled against forecast.
- Movements back to available resources from CO Detector Installation £91,379, Plastering £227,310, CCTV £6,820.
- The movements within the financial year of £13,379 from a Rookery Lane property acquisition into the land acquisition fund as the final account has now been settled.
- Re-profile of £336,623 to the Lincoln Standard Window replacement scheme against programme from future financial years.

7.11 New projects agreed at Capital Programme Group are subject to Executive Approval. There are no new projects to be presented to the Executive for the first quarter.

7.12 The table below provides a summary of the 2019/20 projected outturn position:

	MTFS 19/20 Budget following 18/19 Outturn	Revised Budget	Forecast Outturn	Variance
	£'000	£'000	£'000	£'000
Decent Homes/ Lincoln Standard	8,586	8,831	8,831	0
Health and Safety	668	440	440	0
Contingent Major Repairs/ Works	1,801	2,216	2,216	0
New Build Programme	14,036	6,161	6,161	0
Land Acquisition Fund	81	95	95	0
Other Schemes	1,278	1,271	1,271	0
Computer Fund	199	199	199	0
Total Capital Programme	26,650	19,123	19,123	0

7.13 Expenditure against the HIP budget during the first quarter was £1.558m, which is 8.15% of the programme. A further £626.6k has been spent as at the end of July 2019. The expenditure is detailed further at Appendix L.

Although this would appear to be low at this stage of the financial year, the following points should be taken into consideration:-

- An element of the programme in 2019/20 is the De Wint new build scheme, construction of which is yet to commence.

8. Resource Implications

- 8.1 The financial implications are contained throughout the report.
- 8.2 There are no legal implications arising from this report.
- 8.3 There are no equality and diversity implications as a direct result of this report.

9.0 Risk Implications

- 9.1 A full financial risk assessment is included in the Medium Financial Strategy 2018-23.

10. Recommendations

The Executive are to:

- 10.1 Note the progress on the financial performance for the period 1st April to 30th June 2019 and the projected outturns for 2019/20.
- 10.2 Assess the underlying impact of the pressures and underspends identified in paragraphs 3.2 (and appendix B), 4.3 (and appendix D), and 5.2 (and appendix F).
- 10.3 Approve the changes to the General Investment Programme and Housing Investment Programme as detailed in paragraphs 7.4 and 7.13.
- 10.4 Approve the proposed contributions to and from reserves.

Key Decision No

Do the Exempt Information Categories Apply No

Call in and Urgency? No

Does the report contain Appendices? Yes

List of Background Papers: Medium Term Financial Strategy 2018-23

Lead Officer: Collen Warren, Financial Services Manager
Telephone 873361

GENERAL FUND SUMMARY - AS AT 30 JUNE 2018

Service Area	Ref	Revised Budget £'000	Projected Outturn £'000	Variance £'000
Strategic Development	A	1,821	1,816	(6)
Chief Finance Officer (S. 151)	B	(714)	(348)	366
City Solicitor	C	1,496	1,584	88
Housing	D	703	700	(3)
Director of Major Developments	E	455	455	(0)
Communities and Street Scene	F	2,267	2,278	11
Health & Environmental Services	G	2,146	2,355	209
Planning	H	959	792	(167)
		9,133	9,630	498
Corporate Expenditure	I	1,756	1,740	(16)
TOTAL SERVICE EXPENDITURE		10,888	11,370	482
Capital Accounting Adjustment	J	3,410	3,410	0
Specific Grants	K	(778)	(721)	58
Contingencies	L	158	156	(2)
Savings Targets	M	(332)	(304)	27
Earmarked Reserves	N	(377)	(706)	(329)
Insurance Reserve	O	131	131	0
TOTAL EXPENDITURE		13,101	13,337	236
CONTRIBUTION FROM BALANCES		554	318	(236)
NET REQUIREMENT		13,655	13,655	0
Retained Business Rates Income	P	5,366	5,366	0
Collection Fund surplus/ (deficit)	Q	1,546	1,546	0
Revenue Support Grant	R	22	22	0
Council Tax	S	6,679	6,679	0
TOTAL RESOURCES		13,613	13,613	0

Please note the above is now shown on an Expenditure Funding Analysis (EFA) basis. This means all charges which are reversed out under statute are now **not** shown in the above figures. Examples of this are depreciation and capital grants. This means the above only includes items which are a call on the general fund balance.

General Fund Forecast Variances - Quarter 1

Many items of income and expenditure are demand led and difficult to predict. Consequently, judgement has been applied in order to provide the most realistic indication of the financial position at the year-end. Figures in brackets indicate an underspend of expenditure or additional income.

Ref	£	Reason for variance
<u>Additional Expenditure</u>		
G	43,120	Christmas Market Increases on contracts including safety.
G	61,000	Crematorium Additional expenditure for the Crematorium business case.
F	90,000	Car Parking Additional NNDR charges.
F	50,000	Car Parking Overspend on Special Equipment
D	40,900	Housing Solutions Overspend on Bed & Breakfast and the use of temporary staff, partly offset by the use of the Homelessness Grants.
<u>Reduced Income</u>		
B	368,000	Housing Benefits Expected reduction in the level of Housing Benefits Overpayments raised compared to the budgeted amount £500k, offset by a contribution from reserves of £132K.
G	34,350	Christmas Market Reduction in stall uptake, lower than budgeted fees and charges increase and reduction in Park and Ride income.
G	93,260	HIMO HIMO Licensable premises applications have not been as forecast in the business case.
C	56,120	Apprentice Scheme Net overspend after loss of contract to Lincolnshire County Council less staff vacancies and savings on the apprentice levy payable and changes in Government funding.
I	57,000	Specific Grants Government grant announced and budgeted for in 19/20, however was received in 18/19 and not carried forward.
<u>Reduced Expenditure</u>		
H	(25,000)	Development Management Vacant post to be held in year.
B	(55,108)	Revs & Bens Shared Services Staffing savings and additional New Burdens Grant

Ref		£	Reason for variance
B	The Terrace	(40,716)	Underspend on business rates and an overachievement on income.
G	Crematorium	(23,000)	Underspends on consultancy, grounds maintenance and vacancies.
F	Car Parking	(25,000)	Saving on Utilities.
G	Housing Regeneration	(45,170)	Saving due to staff vacancies and the 15% DFG admin fee being lifted.
<u>Additional Income</u>			
G	Crematorium	(106,000)	Over achievement of income due to increased number of Cremations.
F	Car Parking	(290,000)	Potential additional income forecast based on a 15% monthly uplift in comparison to 2018/19.

HOUSING REVENUE ACCOUNT FUND SUMMARY - AS AT 30 JUNE 2019

	Ref	Budget	Forecast Outturn	Variance
		£'000	£'000	£'000
Gross Rental Income	A	(28,221)	(28,169)	52
Charges for Services & Facilities	B	(322)	(327)	(6)
Contribs towards Expenditure	C	(50)	(61)	(11)
Repairs & Maintenance	D	8,660	8,664	4
Supervision & Management:	E	7,085	6,832	(187)
Rents, Rates and Other Premises	F	95	132	37
Increase in Bad Debt Provisions	G	288	288	0
Insurance Claims Contingency	H	339	339	0
Contingencies	I	(72)	(60)	12
Depreciation	J	6,262	6,262	0
Debt Management Expenses	K	12	12	0
HRS Trading (Surplus) / Deficit	L	0	(287)	(287)
Net Cost of Service	M	(5,923)	(6,309)	(386)
Loan Charges Interest	N	2,352	2,352	0
Investment/Mortgage Interest	O	(37)	(37)	0
Net Operating Inc/Exp		(3,608)	(3,994)	(386)
Major Repairs Reserve Adjustment	P	4,172	4,460	287
Transfers to/from reserves	Q	(572)	(572)	0
(Surplus)/Deficit in Year		(8)	(106)	(99)
Balances b/f @ 1st April		(1,027)	(1,027)	0
(Increase)/Decrease in Balances		(8)	(106)	(99)
Balances c/f @ 31st March		(1,034)	(1,133)	(99)

Housing Revenue Account Variances - Quarter 1

Many items of income and expenditure are demand led and difficult to predict. Consequently, judgement has been applied in order to provide the most realistic indication of the financial position at the year-end. Figures in brackets indicate an underspend of expenditure or additional income.

Ref		£	Reason for variance
	<u>Reduced Expenditure</u>		
E	Staff vacancies	(187,000)	Supervision & Management Vacancies Q1 & General Savings - under review.
	<u>Reduced Income</u>		
A	Gross Rental Income	52,000	Overspend on Voids
	<u>Increased Expenditure</u>		
G	Council Tax	37,000	Council Tax on Voids & De-Wint Court @ 150%
T	Major Repairs Reserve	287,000	Additional Surpluses to DRF
	<u>Increased Income</u>		
L	HRS Trading Surplus	(287,000)	Forecast HRS Repatriation

HOUSING REPAIRS SERVICE SUMMARY - AS AT 30 JUNE 2018

	Forecast Outturn		
	Budget	Forecast Outturn	Variance
	£'000	£'000	£'000
Employees	2,928	2,936	8
Premises	40	38	(2)
Transport	501	430	(71)
Materials	1,356	1,363	(71)
Sub-Contractors	2,273	2,070	(203)
Supplies & Services	134	191	56
Central Support Charges	320	320	0
Capital Charges	0	0	0
Total Expenditure	7,552	7,347	(205)
Income	(7,552)	(7,635)	(83)
(Surplus)/Deficit	0	(287)	(287)

Housing Repairs Service Variances - Quarter 1

Many items of income and expenditure are demand led and difficult to predict. Consequently, judgement has been applied in order to provide the most realistic indication of the financial position at the year-end. Figures in brackets indicate an underspend of expenditure or additional income.

£ Reason for Variance

Reduced Spending

Sub-Contractors	(203,000)	Continual reduction of sub-contractor works.
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EARMARKED RESERVES – Q1 MONITORING 2019/20

	Opening Balance 01/04/2019 £'000	Contributions £'000	Actuals Q1 £'000	Forecast Q2-Q4 £'000	Forecast Balance 31/03/2020 £'000
General Fund					
Grants & Contributions	1,465	(77)	289	(747)	930
Business Rates Volatility	1,456	745	0	0	2,201
Strategic Projects - Revenue					
Costs	303	0	(130)	0	173
Mercury Abatement	414	(42)	0	0	371
Budget Carry Forwards	172	0	0	(59)	113
Invest to Save (GF)	427	32	(5)	0	454
Unused DRF	203	(133)	0	0	70
Backdated rent review	220	0	0	0	220
IT Reserve	0	65	0	0	65
Revenues & Benefits shared					
service	163	(30)	0	(132)	0
Tree Risk Assessment	108	20	0	(10)	118
Strategic Growth Reserve	14	0	0	0	14
Asset Improvement	55	0	0	0	55
Private Sector Stock Condition					
Survey	45	(48)	0	48	45
Mayoral car	47	0	0	0	47
Property Searches	4	0	0	0	4
City Hall Sinking Fund	60	0	0	0	60
Managed Workspace	0	0	0	0	0
Section 106 interest	32	0	0	0	32
Funding for Strategic Priorities	1,219	(310)	(298)	(38)	573
Commons Parking	25	0	0	4	28
Electric Van replacement	11	4	0	0	15
Air Quality Initiatives	10	6	0	0	15
Christmas Decorations	14	0	0	3	17
Boston Audit Contract	14	0	0	0	14
Tank Memorial	10	0	0	0	10
Organisational Development	85	(76)	0	(8)	0
Crematorium Income	100	0	(100)	0	0
Yarborough Leisure Centre	2	0	0		2
Corporate Training Reserve	0	0	0	(23)	(23)
WGC Planning	0	0	0	150	150
Active Nation Sinking Fund	0	0	0	26	26
	6,674	156	(245)	(786)	5,799
HRA Repairs Account	579	0	0	0	579
Capital Fees Equalisation					
Reserve	182	0	0	(41)	140
HRA Strategic Priority Reserve	240	0	0	0	240
Invest to Save (HRA)	140	0	0	0	140
Western Growth Corridor	25	0	0	0	25
De Wint Court Reserve	73	0	0	0	73
HRA Survey Works	60	0	0	(6)	54
Stock Retention Strategy	22	0	0	0	22
	1,321	0	0	(47)	1,274
Total Earmarked Reserves	7,955	156	(245)	(833)	7,073

CAPITAL RESOURCES – Q1 MONITORING 2019/20

	Opening balance	Contributions	Used in financing	Forecast balance 31/03/2020
	£'000	£'000	£'000	£'000
Capital Grants/Contributions	564	3,761	(3,784)	541
Capital receipts General Fund	1,166	1,650	(759)	2,056
Capital receipts HRA	0	819	(716)	103
Capital receipts 1-4-1	3,445	0	(1,261)	2,184
Major Repairs Reserve	5,613	6,262	(10,742)	1,133
HRA DRF	0	4,221	(919)	3,302
Total Capital Resources	10,788	16,713	(18,181)	9,319

As the contributions for 1:4:1 receipts depend upon levels of RTB sales no budget is set for these receipts. As shown above the amount of 1:4:1 receipts which require spend on eligible developments creating new social housing units is £1.26m, to avoid repayment to MHCLG. The amount shown above represents 30% of eligible spend (therefore £2.94m of funding is required to support eligible spend). At quarter 1 there was £461k of 1:4:1 eligible spend. To avoid repayment of 1:4:1 receipts a further £3.75m of eligible spend will be required before 31 March 2020 of which £1.12m may be funded through 1:4:1 receipts. Currently the HIP does not include firm schemes to facilitate this although officers are working on schemes to ameliorate this.

General Investment Programme – Summary of Financial Changes

Project Name	2019/19	2020/21	2021/22	2022/23	2023/24	Notes
	£	£	£	£	£	
2019/20 MTFS Budget following 18/19 outturn report	14,391,653	7,509,060	2,839,385	694,625	500,000	
Budget for approval	14,977,453	7,788,254	2,839,385	694,625	500,000	
Total changes for Q1	585,800	279,194	0	0	0	
Approved by Chief Finance Officer						
Skate Park	(183,021)	183,021				Re-profile
Flood Alleviation Scheme	(80,388)	80,388				Re-profile
To be approved by the Executive						
Disabled Facilities Grant	450,881	0	0	0	0	Increase in grant
Birchwood Leisure Centre	30,000					Scheme delivery
AGP's	227,525					Increased costs
Car Park ticket machines	20,000	0	0	0	0	Replace machines with improved technology
Transport Hub	(845,357)					Scheme completion
Boultham Park Tennis Courts	16,234	0	0	0	0	New scheme
Birchwood Leisure Centre Roof	120,354					New scheme
Lucy Tower Lifts	(15,785)	132,417				New scheme and re-profile
Hartsholme Play Areas	86,010					New scheme
Capital Contingencies	797,343					Re-profile
Unallocated Planned Capital Maintenance	(37,996)	(116,632)				Re-profile
	585,800	279,194	0	0	0	

General Investment Programme – Summary of Expenditure as at 30th June 2019

Scheme	2019/20 MTFS Budget following 18/19 outturn report	Revised Budget	Actuals as at Q1	Variance	Spend
	£	£	£	£	%
<u>ACTIVE SCHEMES</u>					
<u>DCE - Communities & Environment</u>					
Skate Park	183,021	0	0	0	0.00%
Compulsory Purchase Orders	234,954	234,954	0	(234,954)	0.00%
Disabled Facilities Grant	767,687	1,218,568	82,139	(1,136,429)	6.74%
Central Markets	300,000	300,000	1,171	(298,829)	0.39%
Birchwood Leisure Centre	0	30,000	0	(30,000)	0.00%
Artificial Grass Pitches	1,629,439	1,856,964	756,742	(1,110,222)	40.0%
Crematorium	20,000	20,000	0	(20,000)	0.00%
	3,135,101	3,660,486	840,052	(2,820,434)	
<u>DCE - Community Services</u>					
Flood alleviation Hartsholme Park	83,518	3,130	3,130	0	0.00%
Boultham Park Masterplan	84,460	84,460	5,561	(78,899)	6.58%
Improvements to car parks	200,000	220,000	97,721	(122,279)	29.57%
Allotment Capital Improvement Programme	102,158	102,158	30,206	(71,952)	44.42%
	470,136	409,748	136,618	(273,130)	
<u>General Fund Housing</u>					
Housing Renewal Area	388,877	388,877	0	(388,877)	0.00%
	388,877	388,877	0	(388,877)	

Scheme	2019/20 MTFS Budget following 18/19 outturn report	Revised Budget	Actuals as at Q1	Variance	Spend
	£	£	£	£	%
<u>CX - Corporate Policy</u>					
New Telephony System	40,165	40,165	0	(40,165)	0.00%
New Website	49,200	49,200	0	(49,200)	0.00%
	89,365	89,365	0	(89,365)	
<u>CX - Chief Finance Officer</u>					
The Terrace	0	0	0	0	0.00%
The Terrace Heat Mitigation Works	246,547	246,547	0	(246,547)	0.00%
Planned Capitalised Works	306,863	475,680	6,842	(468,838)	1.44%
Land and Property Acquisition	7,259,693	7,259,693	6,819,740	(439,953)	98.87%
	7,813,103	7,981,920	6,826,582	(1,155,338)	
Western Growth Corridor	1,601,700	1,601,700	0	(1,601,700)	0.00%
Transport Hub	845,357	0	0	0	0.00%
TOTAL BUDGET FOR ACTIVE SCHEMES	14,343,639	14,132,096	7,803,252	(6,328,844)	
<u>Schemes Currently Non Active</u>					
Capital Contingencies	48,014	845,357	0	(845,357)	0.00%
TOTAL BUDGET FOR SCHEMES NON ACTIVE	48,014	845,357	0	(845,357)	

Scheme	2019/20 MTFS Budget following 18/19 outturn report	Revised Budget	Actuals as at Q1	Variance	Spend
	£	£	£	£	%
TOTAL GENERAL INVESTMENT PROGRAMME	14,391,653	14,977,453	7,803,252	(7,174,201)	

Housing Investment Programme – New Build/Acquisitions Programme– Summary of Financial Changes

19/20	New Build Programme	Allocations to schemes below	(1,320,251)	Reallocation
19/20	New Build Partnership - Westleigh	Scheme completion	(35,186)	Reallocation
19/20	New Build Partnership - Lytton Street	Scheme completion	(6,957)	Reallocation
19/20	New Build Site - Allotment Site	Scheme completion	(20,027)	Reallocation
19/20	Ingleby Crescent New Build Scheme	Scheme completion	(14,839)	Reallocation
19/20	New Build- De Wint Court	Reprofiled scheme to expected timeframes	(5,318,755)	Reprofile
20/21	New Build- De Wint Court	Reprofiled scheme to expected timeframes	7,541,500	Reprofile
21/22	New Build- De Wint Court	Reprofiled scheme to expected timeframes	3,890,250	Reprofile
19/20	Acquisition - 91 Holly Street	Property acquisitions under delegated authority	126,250	New Scheme
19/20	Acquisition - 41 Coleridge Gardens	Property acquisitions under delegated authority	138,950	New Scheme
19/20	Acquisition - 117 Swift Gardens	Property acquisitions under delegated authority	136,100	New Scheme
19/20	Acquisition - 318 Newark Road	Property acquisitions under delegated authority	95,590	New Scheme
19/20	Acquisition - 14 Wellingore Road	Property acquisitions under delegated authority	139,900	New Scheme
19/20	Acquisition - 8 Woodburn Close	Property acquisitions under delegated authority	133,700	New Scheme
19/20	Acquisition - 114 Camwood Crescent	Property acquisitions under delegated authority	104,400	New Scheme
19/20	Acquisition - Offers accepted still in legal	Property acquisitions under delegated authority	522,370	New Scheme
19/20	Land Acquisition - 93 Rookery Lane	Scheme completion	(13,379)	Reallocation
19/20	Land Acquisition Fund	Allocations from completed schemes	(94,689)	Reallocation
19/20	Land Acquisition - Queen Elizabeth Road	Scheme completion	(75,413)	Reallocation
19/20	Trelawney Crescent	Scheme completion	(5,897)	Reallocation

Housing Investment Programme – Decent Homes– Summary of Financial Changes

Project Name	MTFS Budget following 18/19 outturn report	Budget increase/ (reduction)	Revised Budget	Reprofile (to) from future years	Notes
	£	£	£	£	
<u>Decent Homes</u>					
Central Heating upgrades	1,166,755	303,715	1,470,470	0	19/20
Responsive heating replacements	303,715	(303,715)	0	0	19/20
Central Heating upgrades	1,473,972	255,000	1,728,972	0	20/21
Responsive heating replacements	255,000	(255,000)	0	0	20/21
Central Heating upgrades	1,460,930	255,000	1,715,930	0	21/22
Responsive heating replacements	255,000	(255,000)	0	0	21/22
Central Heating upgrades	1,436,950	255,000	1,691,950	0	22/23
Responsive heating replacements	255,000	(255,000)	0	0	22/23
Plastering	227,310	(227,310)	0	0	19/20
CO Detector Installation	91,379	(91,379)	0	0	19/20
Contingency Reserve	1,800,868	318,689	2,119,557	0	19/20
Plastering	231,857	(231,857)	0	0	20/21
CO Detector Installation	83,062	(83,062)	0	0	20/21
Contingency Reserve	336,857	314,919	651,776	0	20/21
Plastering	205,100	(205,100)	0	0	21/22
CO Detector Installation	72,930	(72,930)	0	0	21/22
Contingency Reserve	495,100	278,030	773,130	0	21/22
Plastering	225,980	(225,980)	0	0	22/23
CO Detector Installation	81,210	(81,210)	0	0	22/23
Contingency Reserve	577,980	307,190	885,170	0	22/23
Plastering	200,000	(200,000)	0	0	23/24

Appendix Ki

Project Name	MTFS Budget following 18/19 outturn report	Budget increase/ (reduction)	Revised Budget	Reprofile (to) from future years	Notes
CO Detector Installation	22,900	(22,900)	0	0	23/24
Contingency Reserve	200,000	222,900	422,900	0	23/24
Re-roofing	358,878	336,623	695,501	336,623	19/20

Housing Investment Programme – Summary of Expenditure as at 30th June 2018

Project Name	2019/20 Budget following 2018/19 Outturn	Revised Budget	Q1 Budget Change	Actuals as at Q1	Variance	Spend
	£	£	£	£	£	%
<u>Decent Homes</u>						
Bathrooms & WC's	518,772	518,772	0	0	(518,772)	0.00%
DH Central Heating Upgrades	1,166,755	1,470,470	303,715	206,534	(1,263,936)	14.00%
Responsive Capitalised Heating Replacements	303,715	0	(303,715)	0	0	0.00%
Thermal Comfort Works	279,297	279,297	0	18,813	(260,484)	6.74%
Kitchen Improvements	758,680	758,680	0	0	(758,680)	0.00%
Rewiring	220,826	220,826	0	0	(220,826)	0.00%
Re-roofing	358,878	695,501	336,623	40,560	(654,941)	5.83%
Lincoln Standard Windows Replacement	841,120	841,120	0	56,394	(784,726)	6.70%
Structural Defects	54,397	54,397	0	366	(54,031)	0.67%
Wall Structure Repairs	20,000	20,000	0	0	(20,000)	0.00%
Door Replacement	1,155,682	1,155,682	0	119,975	(1,035,707)	10.38%
Decent Homes Decoration Allowance	13,638	13,638	0	3,850	(9,788)	28.23%
CO Detector Installation	91,379	0	(91,379)	16,944	16,944	0.00%
Canopy and porches	14,548	14,548	0	0	(14,548)	0.00%
New services	56,828	56,828	0	0	(56,828)	0.00%
Void Capitalised Works	1,308,455	1,308,455	0	273,348	(1,035,107)	20.89%
Landscaping and Boundaries	464,215	464,215	0	18,307	(445,908)	3.94%
<i>Prelim Costs & Exceptionals to be allocated</i>				77,398	77,398	0.00%
Decent Homes	7,627,185	7,872,429	245,244	832,488	(7,562,008)	

Project Name	2019/20 Budget following 2018/19 Outturn	Revised Budget	Q1 Budget Change	Actuals as at Q1	Variance	Spend
	£	£	£	£	£	%
<u>Lincoln Standard</u>						
Over bath showers (10 year programme)	933,656	933,656	0	0	(933,656)	0%
Safety flooring - Supported Housing	25,342	25,342	0	6,821	(18,521)	26.91%
Lincoln Standard	958,998	958,998	0	6,821	(952,177)	
<u>Health & Safety</u>						
Asbestos Removal	151,407	151,407	0	21,449	(129,958)	14.17%
Asbestos Surveys	145,479	145,479	0	29,679	(115,801)	20.40%
Replacement Door Entry Systems	120,060	120,060	0	0	(120,060)	0.00%
Renew stair structure	23,550	23,550	0	0	(23,550)	0.00%
Plastering (HHSRS)	227,310	0	(227,310)	0	0	0.00%
Health & Safety	667,806	440,496	(227,310)	51,128	(389,368)	
<u>New Build Programme</u>						
New Build Programme	14,036,394	6,160,512	(7,875,882)	565,665	(5,594,847)	9.18%
New Build Programme	14,036,394	6,160,512	(7,875,882)	565,665	(5,594,847)	
<u>Land Acquisition</u>						
Land Acquisition Fund	81,310	94,689	13,379	0	(94,689)	0.00%
Land Acquisition	81,310	94,689	13,379	0	(94,689)	
Other	1,212,219	1,205,399	(6,820)	101,676	(1,103,723)	8.44%

Project Name	2019/20 Budget following 2018/19 Outturn	Revised Budget	Q1 Budget Change	Actuals as at Q1	Variance	Spend
	£	£	£	£	£	%
<u>Contingency Schemes</u>						
Contingency Reserve	1,800,868	2,126,377	325,509	0	(2,126,377)	0.00%
Contingency Schemes	1,800,868	2,126,377	325,509	0	(2,126,377)	
<u>Other Schemes</u>						
Housing Support Services Computer Fund	199,362	199,362	0	0	(199,362)	0.00%
Operation ROSE	65,667	65,667	0	0	(65,667)	0.00%
Other Schemes	265,029	265,029	0	0	(265,029)	
GRAND TOTALS	26,649,809	19,123,929	(7,525,880)	1,557,777	(13,310,988)	

SUBJECT: STRATEGIC RISK REGISTER - QUARTERLY REVIEW

DIRECTORATE: CHIEF EXECUTIVE AND TOWN CLERK

LEAD OFFICER: JACLYN GIBSON, CHIEF FINANCE OFFICER

1. Purpose of Report

1.1 To provide Members with a status report of the revised Strategic Risk Register as at the end of the first quarter 2019-20.

2. Executive Summary

2.1 An update of the Strategic Risk Register, developed under the risk management approach of 'risk appetite', was last presented to this Committee in June 2019 and contained ten strategic risks.

2.2 Since reporting to Members in June 2019, the Strategic Risk Register has been reviewed and updated by the relevant Directors and Assistant Directors as part of an annual review of all strategic risks and horizon scanning. This review has identified that there have been some positive movement in the Risk Register.

2.3 The updated Register is contained with Part B of this Agenda, it contains ten strategic risks which are listed below, along with details of relevant mitigations.

3. Movements in the Strategic Risk Register

3.1 A number of control actions have now been progressed or completed and the key movements are outlined as follows:

- Risk 2. Failure to deliver a sustainable Medium Term Financial Strategy – the MTFS 2019-24 was in approved March 2019, based on revised assumptions and with increased savings targets.
- Risk 3. Failure to deliver the Towards Financial Sustainability Programme whilst ensuring the resilience of the Council - Investment Strategy for property acquisition developed approved March 2019. Draft project plans developed and programme mapping complete for Phase 6. Key messages communicated in staff briefings and through presentations to CLT and SMTF. The Transformational Change lead has been appointed and in post, focusing on 'One Council' approach.
- Risk 4. To ensure compliance with statutory duties and appropriate governance arrangements are in place – a procurement exercise has taken place to replace the Council's core IT infrastructure including disaster recovery functionality, with implementation during the Autumn.

- Risk 5 – Failure to protect the local authority's vision 2020 due to changing structures and relationships in local government and impact on size, scale and scope of the Council – Further work is planned to maintain dialogue with partners at officer level and to assess the overall impact and consider alternative options for delivery.
- Risk 6. Unable to meet the emerging changes required in the Council's culture, behavior and skills to support the delivery of the council's Vision 2020 and the transformational journey to one Council approach – Project Boards have now been set up to focus on key areas of delivery underpinning One Council approach with a managers briefing to be held mid-August 19 to finalise the four pillars to support One Council approach. Research/visits are scheduled with relevant organisations to provide expertise/guidance in progressing the transformational journey linking in organisational development and future new ways of working.
- Risk 7 – Insufficient levels of resilience and capacity exist in order to deliver key strategic projects & services within the Council - A review to be undertaken by CLT to agree timelines for existing Vision 2020 and legacy projects in order to plan for Vision 2025.
- Risk 8. Decline in the economic prosperity within the City Centre – a continuous review pending a “no deal brexit” outcome. Proposals for Cornhill/Market and City Centre Vibrancy and renewal of Service Level Agreement with Lincoln BIG scheduled for quarter 2.

3.2 The above movement in control actions, and annual review of the register, has resulted in five changes to the assessed levels of likelihood and impact of risks identified on the risk register:

- Risk 5 has been increased from Amber: possible/major to Amber: probable/major.
- Risk 7 has increased from Amber: probable/major to Red: Almost certain/Major
- Risk 8 has increased from Amber: possible/major to Amber: probable/major
- Risk 9 has decreased from Amber: almost probable/major to Amber: possible/major.
- Risk 10 has been decreased from Amber: probable/major to Amber: possible/major.

Control actions continue to be implemented and risks managed accordingly.

3.3 The levels of assessed risks are summarised as follows:

Risk No.	Risk Rating	Likelihood	Impact
2	Red/High	Probable	Critical
7	Red/High	Almost Certain	Major
3, 6 & 5, 8 & 10	Amber/Medium	Probable	Major
1, 4, & 9	Amber/Medium	Possible	Major

3.4 A revised Strategic Risk Register is contained with Part B of this Agenda.

4. Strategic Priorities

4.1 Sound risk management is one way in which the Council ensures that it discharges its functions in accordance with its expressed priorities, as set out in the Vision 2020, and that it does so in accordance with statutory requirements.

5. Organisational Impacts

5.1 Finance – There are no direct financial implications arising as a result of this report. The Council's Strategic Risk Register contains two specific risks in relation to the Medium Term Financial Strategy and the Towards Financial Sustainability Programme.

5.2 Legal Implications including Procurement Rules – The Council is required under the Accounts and Audit Regulations 2011 to have a sound system of Internal Control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk. The maintenance of a Strategic Risk Register and the control actions which the Council undertakes are part of the way in which the Council fulfils this duty.

6. Risk Implications

6.1 The Strategic Risk Register contains the key strategic risks to the delivery of the Council's medium and longer term priorities. A failure to monitor the action that is being taken to manage these risks would undermine the Council's governance arrangements.

7. Recommendations

7.1 The Executive is asked to:

- a) agree that all current risk challenges have been identified; and,
- b) ensure that any gaps in respect of controls and ownership are addressed.

Key Decision No

Do the Exempt Information Categories Apply? No

Call in and Urgency: Is the decision one to which Rule 15 of the Scrutiny Procedure Rules apply? No

How many appendices does the report contain? One

List of Background Papers: N/A

Lead Officer: Jaclyn Gibson
Chief Finance Officer

SUBJECT:	MELBOURNE ROAD OPEN SPACE
DIRECTORATE:	ENVIRONMENT AND COMMUNITIES / HOUSING
REPORT AUTHOR:	STEVE BIRD, ASSISTANT DIRECTOR COMMUNITIES AND STREET SCENE
	ANDREW MCNEIL, ASSISTANT DIRECTOR HOUSING AND INVESTMENT STRATEGY

1. Purpose of Report

- 1.1 To recommend to Executive the appropriation of land between Housing Revenue Account (HRA) and General Fund (GF) in order to facilitate the development of an allotment site.
- 1.2 This is required to meet our prior commitment to the Ministry of Housing, Communities and Local Government which required us to replace the lost allotment area when the Riseholme Road site was sold for housing development.

2. Executive Summary

- 2.1 Officers have been bringing to fruition the Council's allotments strategy, based on significant investment raised from the sale of the Riseholme Road allotment site.
- 2.2 To permit this to happen the Ministry of Housing, Communities and Local Government were required to give permission to de-statutorise the site. They agreed to do this, provided a suitable alternative site, ideally in the south of the city where allotment provision is poor was provided.
- 2.3 This report identifies a suitable site off Melbourne Road, which is in the ownership of HRA currently, and seeks agreement for appropriation to GF.

3. Background

- 3.1 The Council has a developed allotment strategy. Underpinning that strategy has been an action plan which required significant investment.
- 3.2 Given the council's difficult financial position it was not able to commit new funds to the allotment strategy at this time, so it had to seek imaginative ways to raise funding.
- 3.3 Despite demands on the allotment service overall, it was identified that an allotment site on Riseholme Road was not well used, and was indeed falling into a state of neglect as a result.

- 3.4 The Council's Property Services section recognised that the site had a commercial value as a housing development, but this could only be realised if the site was de-statutorised. Allotments are, once designated, a statutory service and protected in planning law accordingly, which meant de-statutorisation was required before the site could be sold.
- 3.5 Ultimately the Ministry of Housing, Communities and Local Government agreed to permit de-statutorisation, but only if the council replaced the loss with the same or a greater area for allotments in a more strategically advantageous area, such as the south of the city where allotment provision has been traditionally poor.
- 3.6 The availability of land is limited in the south of the city, with very few potential sites, but ultimately the area of informal open space off Melbourne Road was identified. This description meaning undeveloped land held by the council and which is not maintained in a condition as would be the case with formally designated public open space. Anecdotally, the land is thought to have been indicated in the early Development Plan for the estate as a possible school site but, failing this, the idea having been abandoned long ago, as alternative possible open space/playing field.
- 3.7 It is important to note that the land is now indicated as "Local Green Space" in the current Local Plan, which affords substantial planning protections to locally valued open space, against development.
- 3.8 Any part of the land appropriated to allotments use would thereafter be regarded as statutory allotments which affords different protections, including substantial legal protections, against development or alternative uses without consent of the Secretary of State, as was the case with the site at Riseholme Road.
- 3.9 This site was raised as a possible location at Asset Management Group 17th Dec 2015 and at Executive 11th January 2016 and no objections were raised. Public consultations have taken place in 2019, and found no grounds not to proceed.
- 3.10 This area of "Local Green Space" is, as a whole, larger than is required for the allotment site, so it is proposed that only the area required for allotments is transferred at this time.
- 3.11 This will leave the remaining area available for reconsideration in the future, albeit still subject to the substantial planning protections as "Local Green Space" referred to above

4. Strategic Priorities

4.1 Let's drive economic growth

The provision of allotments is a statutory service as it is considered to be a key part in the provision of a balanced, integrated, and aspirational community.

4.2 Let's reduce inequality

The provision of an allotment site in this area will make allotments more accessible than is the case presently, and make the service more accessible to a significant part of Lincoln's population.

4.3 Let's deliver quality housing

The provision of allotments close to housing supports, in general terms, the health of a neighbourhood.

4.4 Let's enhance our remarkable place

The provision of allotments supports, in general terms, the health of a neighbourhood.

4.5 High performing services

The recent improvements in the allotments service have enhanced what is provided substantially. In addition developing new allotments in the south of the city is a significant improvement in the services provided by the county.

5. Organisational Impacts

5.1 Finance

The Government's policy is that the HRA remains a ring-fenced account and should primarily be a landlord account, containing the income and expenditure arising from a housing authority's landlord functions; and that the appropriations are equitable and fair to both tenants and council tax payers in the long run and provide a transparent apportionment of costs and income between the HRA and General Fund.

Therefore, when land and property is appropriated between the HRA and the General Fund, adjustments are required to reflect the change in their respective capital financing requirements (CFR). The adjustments are at certified value, determined by the District Valuer or a qualified Valuer employed by the Council. In respect of the land to be appropriated under this report the valuation of the land as valued by the Council's qualified Valuer is £20,000.

The HRA CFR will lower by the valuation of the land, £20,000. Historically this would have created a small increase in headroom for the HRA to borrow for other capital initiatives, however since the lifting of the HRA borrowing cap there is effectively no 'headroom'. The General Fund CFR will be increased by the equivalent amount of the valuation of the land.

In order to mitigate the impact on the General Fund CFR, £20,000 of capital receipts allocated to the allotment improvements budget will be applied instead to the CFR resulting in a nil impact.

5.2 Legal Implications including Procurement Rules

Section 122 of the Local Government Act 1972 provides that the Council may appropriate for any purpose for which the Council is authorised to acquire land, any land which belongs to the Council and is no longer required for the purpose for which it is held immediately before the appropriation. This general power must be read subject to section 19(2) of the Housing Act 1985.

5.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The allotments strategy has an equality impact assessment which shows the work to be positive and beneficial for existing and future tenants.

5.4 Human Resources

N/A

5.5 Land, Property and Accommodation

5.5.1 The proposed appropriation from HRA informal open space use to General Fund allotment use involves an area of approximately 1.0 hectare.

5.5.2 Appropriations should be conducted at Market Value.

Reflecting the status of the land and substantial planning protections against development, the land required for allotments use is considered to have low Market Value.

5.5.3 In this context a value of £20,000 is considered the relevant value for appropriation of the identified land from HRA to General Fund for allotments use.

5.5.4 Whilst the land at Melbourne Road will continue to have substantial planning protections as Local Green Space, and any future treatment of the balance of the land would have to be considered in this context, it would still be prudent to reserve the greatest flexibility for the balance of land by not having statutory allotments arranged across the only vehicular access into the wider land. The precise configuration of the land to be appropriated to allotment use (around the entrance from Melbourne Road) therefore to be considered accordingly.

5.6 Significant Community Impact

The allotments strategy identified a lack of provision in the south of the city. This initiative seeks to provide a new service in this area.

A resident's survey was completed, supported by workshops in the area. Objections were few and those of any substance were restricted predominantly to proximity to individual's houses. This has been mitigated by moving the allotments away from the very edge and creating a 'buffer' zone between the plots and housing. There was support for the creation of allotments voiced as this protected the site from any perceived housing development, and six people put their names on a waiting list for plots.

5.7 Corporate Health and Safety Implications

N/A

6. Risk Implications

6.1 (i) Options Explored

Alternatives sites considered.

6.2 (ii) Key risks associated with the preferred approach

None as things stand. Advice from Planning Officers is that this site was not suitable for development, so there is no lost opportunity cost.

7. Recommendation

7.1 That Executive support the appropriation of the area of land identified in Appendix A from HRA to GF to the value of £ 20,000.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? 1

List of Background Papers: Asset Management Group 17th Dec 15
Exec 11th Jan 16.

Lead Officer: Steve Bird ADCSS
Telephone (01522) 873421

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SUBJECT:	DE WINT EXTRA CARE SHELTERED HOUSING DELIVERY UPDATE AND PROPOSED LOCAL LETTINGS POLICY
DIRECTORATE:	HOUSING AND INVESTMENT
REPORT AUTHOR:	MELANIE HOLLAND, HOUSING STRATEGY AND INVESTMENT MANAGER

1. Purpose of Report

- 1.1 To provide the Executive with an update on the delivery of the extra care sheltered housing scheme at De Wint Court, including an update on the legal agreements with the County Council, and to seek the Executive's approval of a local lettings policy for the scheme.

2. Executive Summary

- 2.1 Following the assessment of 14 returned selection questionnaires (SQs), five suppliers have been asked to tender for the build of the scheme. Tenders were received on 9 August 2019 and have been evaluated and moderated in line with procurement rules. The successful supplier is to be appointed in September 2019.
- 2.2 Legal agreements between Lincolnshire County Council and Lincoln City Council relating to the County Council's capital funding contribution and nomination rights to lettings to the scheme are being finalised.
- 2.3 The City of Lincoln Council's Allocations Policy, Lincs Homefinder, allows for the operation of local lettings policies. The proposed local lettings policy for De Wint Court requires:
- Qualifying persons to have a local connection, this relates to residency, a close relative, or employment;
 - Qualifying persons to be aged 55 years or over; and
 - Allocations are made to ensure a balanced mix of care and support.

3. Background to scheme

- 3.1 The new-build extra care sheltered housing scheme at De Wint Court is to provide 70 one- and two-bedroom flats to enable older people to live independently in a modern setting with on-site care and support. The scheme is due to start on site in November 2019 and to complete by the end of September 2021. In order to secure nominations to 50% of lettings Lincolnshire County Council is to provide the City of Lincoln Council a capital funding contribution.

4. Scheme delivery update

- 4.1 De Wint Court has full planning permission and the scheme's build has been procured using a two-stage selection questionnaire (SQ) and invitation to tender (ITT) process. Following the assessment of 14 returned selection questionnaires, five suppliers were invited to tender for the build of the scheme. Tenders were received on 9 August 2019 and have been evaluated and moderated in line with procurement rules. The successful supplier is to be appointed in September 2019.
- 4.2 Legal agreements between Lincolnshire County Council and Lincoln City Council relating to the County Council's capital funding contribution and nomination rights to lettings to the scheme are currently being finalised.

5. Allocations to council housing

- 5.1 When allocating council housing, English local authorities are required to comply with Part 6 of the Housing Act 1996 (as amended). Authorities must ensure that when allocating their stock they only allocate to "eligible persons" as defined in section 160ZA of the 1996 Act.
- 5.2 Subject to the centrally determined eligibility criteria and any regulations made by the Secretary of State, authorities are free to decide what classes of person are and are not "qualifying persons" for the purposes of their allocation schemes.
- 5.3 Every local authority allocation scheme in England must ensure that "reasonable preference" is given to certain categories of applicant as set out in sub-section 166A(3) of the 1996 Act:
- a) people who are homeless (within the meaning of Part 7 of the 1996 Act);
 - b) people who are owed a duty by any local housing authority under section 190(2), 193(2) or 195(2) (or under section 65(2) or 68(2) of the Housing Act 1985) or who are occupying accommodation secured by any such authority under section 192(3);
 - c) people occupying insanitary or overcrowded housing or otherwise living in unsatisfactory housing conditions;
 - d) people who need to move on medical or welfare grounds (including any grounds relating to a disability); and
 - e) people who need to move to a particular locality in the district of the authority, where failure to meet that need would cause hardship (to themselves or to others).
- 5.4 Government policy is, that in deciding who qualifies or does not qualify for social housing, local authorities should ensure that they prioritise applicants who can demonstrate a close association with their local area. Local authorities can, therefore, choose to include a residency requirement as part of their qualification criteria; requiring the applicant (or member of the applicant's household) to have lived within the authority's district for a specified period of time in order to qualify for an allocation of social housing.

- 5.5 Local authorities can also adopt other qualification criteria alongside a residency requirement to allow applicants to qualify who are not currently resident in the district who can still demonstrate a strong association to the local area. Examples of such criteria might include:
- family association – for example, where the applicant has close family who live in the district and who have done so for a minimum period of time; and
 - employment in the district – for example, where the applicant or member of their household is currently employed in the district and has worked there for a certain number of years.
- 5.6 Local authorities are required to consider the need to provide for exceptions from their residency requirement; and must make an exception for certain members of the regular and reserve Armed Forces.
- 5.7 Local lettings policies are an important tool that can be used to respond to specific local circumstances and are one of the main vehicles for local authorities and housing associations to use flexibilities within their overall allocation scheme for social and affordable rented housing. Local lettings must not dominate the local authority's scheme at the expense of statutory reasonable preference categories and, if used, their nature and scope must be published alongside the allocation scheme, but may be used to achieve a wide variety of housing management and policy objectives.
- 5.8 When creating a local lettings policy consideration must be given to equalities legislation to ensure the policy does not discriminate against particular groups.

6. City of Lincoln Council's Allocations Policy

- 6.1 The Council's allocation policy, which also covers nominations to housing association dwellings, forms part of a common allocation policy with North Kesteven District Council. The policy is called "Lincs Homefinder" and was approved by the City of Lincoln Council on 26 March 2018. The policy has been in operation since 3 April 2018.
- 6.2 Although the allocation policy prioritises applicants who can demonstrate a local connection to the relevant partner council, it does not include a residency requirement, or the need for other demonstrable local connection, as part of its qualification criteria.
- 6.3 The allocations policy allows for the operation of local lettings policies and states in paragraph 11.4.2, "To be considered for a property subject to local lettings criteria, applicants would need to meet the usual eligibility criteria AND the additional local lettings criteria, failure to meet both criteria may lead to the bid being bypassed".

7. Proposed De Wint Local Lettings Policy

- 7.1 The proposed local lettings policy requires that applicants will need to be accepted onto the Lincs Homefinder housing register, and adds two further criteria.

- 7.2 The first criteria is the need for qualifying persons to have a local connection - applicants must have:
- been continuously resident in the City of Lincoln for twelve months; or
 - a close relative living in the City of Lincoln who has done so for the last five years or more; or
 - been employed in the City of Lincoln on a permanent or long-term contract (12 months minimum) for 16 hours or more per week.
- 7.3 This local connection qualification may be waived on an exceptional basis.
- 7.4 The second criteria requires applicants to be aged 55 or over (any partner should be aged 50 or over).
- 7.5 The proposed local lettings policy also considers property size eligibility – allowing single persons and couples to be considered for two-bedroom accommodation based on their housing and support needs.
- 7.6 As the scheme at De Wint Court is to be extra care sheltered housing, the proposed local lettings policy sets out how applications will be assessed in term of housing and support needs, with the aim of ensuring that there is a balance of care needs in the scheme.
- 7.7 Finally, the proposed local lettings policy states how Lincolnshire County Council will nominate to 50% of the allocations.

8. Strategic Priorities

8.1 Let's drive economic growth

Requiring qualifying persons to have a local connection has an overarching aim of ensuring that local people are able to reside in a publically subsidised supported housing scheme. Extra care sheltered housing schemes can lead to efficiency savings as care and support is delivered to one location, as opposed to residents living in dispersed locations.

8.2 Let's reduce inequality

Requiring qualifying persons to have a local connection has an overarching aim of ensuring that local people are able to benefit from the below market rents and on-site care and support packages deriving from an affordable supported housing scheme.

8.3 Let's deliver quality housing

The De Wint Court extra care sheltered housing scheme will provide high quality affordable supported housing for rent which meets Homes England's Housing Quality Indicators size standards.

8.4 Let's enhance our remarkable place

The De Wint Court scheme is designed to complement the neighbouring street scene in terms of architecture and materials.

9. Organisational Impacts

9.1 Finance

The De Wint Court development has been financially modelled and is viable, both in terms of capital and revenue funding. The proposed local lettings policy has no direct financial implications to the Council, other than the overarching objective of promoting local affordable homes to local people.

9.2 Legal Implications including Procurement Rules

Both the design and build of the De Wint Court scheme are compliant with procurement rules. The proposed local lettings policy is consistent with the Councils Allocations Policy (Lincs Homefinder) and is in line with housing legislation and Government guidance.

The Council intends to enter into a funding agreement and nomination agreement with the County Council. The latter sets out how the County will nominate to allocations of dwellings within the scheme in accordance with the proposed local lettings policy.

9.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The proposed De Wint local lettings policy restricts allocations of housing to applicants aged 55 and over, this is permitted under housing legislation and the Equalities Act.

9.4 Human Resources

The proposed local lettings policy has no direct human resources implications to the Council, other than the overarching objective of promoting local affordable homes to local people.

9.5 Land, Property and Accommodation

The De Wint Court scheme is being developed on the site of a former sheltered housing scheme held in the Housing Revenue Account (HRA) and the new scheme will continue to be held in the HRA. The proposed local lettings policy has no direct land, property or accommodation implications to the Council, other than the overarching objective of promoting local affordable homes to local people.

9.6 Significant Community Impact

The De Wint scheme replaces an outmoded sheltered housing scheme with a modern extra care sheltered housing scheme which seeks to meet older people's aspirations. The proposed local lettings policy has the overarching objective of promoting local affordable homes to local people, aiming to create a sustainable

balanced community of residents living in a supported housing scheme benefiting from below market rents and on-site care and support packages.

9.7 Corporate Health and Safety implications

The proposed local lettings policy has no direct corporate health and safety implications to the Council, other than the overarching objective of promoting local affordable homes to local people.

10. Risk Implications

10.1 (i) Options Explored

Allocations to De Wint Court could be made using the same process of lettings made to sheltered accommodation under the Lincs Homefinder policy. However, this would not ensure that those allocated dwellings within the scheme have a local connection, potentially allowing applicants with no connection to the City of Lincoln to benefit from the scheme's range of facilities. Moreover, it would not ensure that the care and support needs of residents are balanced and could potentially lead to an unsustainable scheme where tenants all have high care needs.

10.2 (ii) Key risks associated with the preferred approach

As with any build there is a risk that it may not start on site on time or be delayed during the build itself, leading to the potential risk of running over the practical completion long-stop date. However, these risks are being minimised through the use of the intense project management of the build programme. There is a potential risk that there will be insufficient applicants for the De Wint Court Scheme, however, this can be mitigated through publicity and open days.

11. Recommendation

11.1 That Executive:

Note the update on the delivery of the scheme at De Wint Court.

Approve the local lettings policy for De Wint Court extra care sheltered housing scheme attached at Appendix 1.

Give delegated authority to agree any minor changes to the local lettings policy to the Director of Housing and Investment, in consultation with the Portfolio Holder for Quality Housing.

Is this a key decision? No

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain?

1

List of Background Papers:

None

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De Wint Court Local Lettings Policy

1. Introduction

- 1.1 De Wint Court extra care housing scheme is a specialist form of sheltered housing provision designed to offer safe, private and secure accommodation. Tenants of the scheme will retain the independence of having their own home, whilst enjoying the benefits of on-site management staff and communal facilities.

2. Policy Context

- 2.1 This local lettings policy is supplementary to the Lincs Homefinder lettings policy. Where matters in this local lettings policy are silent, the overarching principles in the Lincs Homefinder lettings policy apply.

3. Eligibility

- 3.1 Applicants for De Wint Court will need to be accepted onto the overarching Lincs Homefinder housing register. Any applicant who has been excluded from the housing register on the grounds of ineligibility will be given written notice of the decision and the reasons for it and advised of their right of review.

4. Qualification Criteria

- 4.1 A person will qualify for accommodation if they:
- have been continuously resident in the City of Lincoln for twelve months or more;
 - have a close relative living in the City of Lincoln who has done so for the last five years; or
 - are employed in the City of Lincoln on a permanent or long-term contract (12 months minimum) for 16 hours or more per week.
- 4.2 The City of Lincoln Council will consider any request from households with exceptional circumstances who have no local connection with the City of Lincoln as outlined above, and who would not normally qualify for housing.

5. Age restriction

- 5.1 The applicant must be aged 55 or over (any partner should be aged 50 or over). Couples are eligible to apply where one or both meet the criteria.

6. Property size eligibility

- 6.1 Although under the Lincs Homefinder lettings policy single persons and couples are usually only entitled to a one-bedroom property, applicants for De Wint Court will be considered for one and two bedroom properties. Priority for allocation of two-bedroom properties will be based on housing and support needs.



7. Housing and support needs

7.1 Applications will be assessed to ensure that people with the greatest housing need and existing City of Lincoln Council tenants are given the appropriate priority to enable them to move to more suitable accommodation.

7.2 All applicants must meet at least one of the following criteria:

- A support and / or care need as identified by a Lincolnshire County Council Adult Social Care assessment
- A housing need as identified through the Lincs Homefinder lettings policy application,
- Are awaiting discharge from residential, nursing, hospital or other care settings and their previous housing is no longer suitable to return to due to a decline in their health;
- Require assistance with their daily living tasks and / or personal care as identified by a Lincolnshire County Council Adult Social Care assessment;
- Have care and support needs due to a range of difficulties or disabilities as identified by a Lincolnshire County Council Adult Social Care assessment; or
- Be a carer of a partner who requires care and support.

8. Assessment of an application

8.1 Applications will be assessed based on the housing and support needs by the De Wint Court Extra Care Panel comprising representatives from City of Lincoln Council and Lincolnshire County Council. An applicant will be informed in writing of the outcome of their assessment.

9. Successful applications

9.1 Where applications have been assessed as successful for De Wint Court, the applicant will be awarded a Care Needs Profile. An applicant's Care Needs Profile along with his/her housing banding (set out in Lincs Homefinder lettings policy) will determine an applicant's priority status on the De Wint Court housing waiting list.

10. Balanced care profile

10.1 De Wint Court is designed to provide high quality housing, support and care services which enable, support and encourage people to live independently for as long as they wish to do so. Extra care sheltered housing seeks to provide a positive approach to the health and wellbeing of those who live within such schemes. It is therefore important to make allocations which aim to promote a balanced community within De Wint Court. In order to ensure there is a balanced mix of residents with differing levels of care need, across the low to high care need range, there are three levels of care need based on Lincolnshire County Council's Adult Social Care assessment policy.

10.2 This will result in a balance of the De Wint community is shown below:

- A third of residents with a housing only / or low care needs
- A third of residents who have moderate care needs
- A third of residents who have high care needs

10.3 If a resident requires care levels beyond the level that can be adequately met by De Wint Court, then Lincolnshire County Council will work to find a more suitable option for the individual and the panel will formally notify the referrer of the outcome and alternative provision.

11. Allocations

- 11.1 Allocations to De Wint Court will be made from the De Wint Court housing register. Lincolnshire County Council's will nominate to 50% of the allocations. As stated above it is essential that the scheme remains a balanced community, therefore, the combination of nominations and direct allocations is required to continue to support the balance of care needs set out in paragraph 10.2.

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SUBJECT:	HOUSING DELIVERY UPDATE
DIRECTORATE:	MAJOR DEVELOPMENTS / HOUSING AND INVESTMENT
REPORT AUTHOR:	JO WALKER, ASSISTANT DIRECTOR MAJOR DEVELOPMENTS
	MELANIE HOLLAND, HOUSING STRATEGY AND INVESTMENT MANAGER

1. Purpose of Report

- 1.1 To update on the progress made to deliver and enable a pipeline of affordable housing in the City, as laid out in Vision 2020.
- 1.2 To approve proposals to deliver new build affordable rented homes at the vacant Markham House site.
- 1.3 To seek approval to advance plans for a scheme of circa 44 units on Council owned land at Rookery Lane.
- 1.4 To provide a draft delivery programme for Council new build and acquisition for 2019-22 to keep a pipeline of development coming forward.
- 1.5 To seek approval for feasibility works on a range of potential in-fill sites.

2. Executive Summary

- 2.1 The report provides an update on the delivery of council housing in the city in the context of the Council's published target of enabling delivery of 400 additional affordable homes by 2020. A total of 284 homes have been delivered over the period 2017-19.
- 2.2 A draft Delivery Programme is now proposed to maintain a pipeline of affordable homes during the period 2019-22. This includes the delivery of five new build affordable homes for rent on the Markham House site and progression of a scheme comprising approximately 44 new-build affordable units on Council owned land at Rookery Lane.
- 2.3 These are sites which can be directly delivered by the Council, alongside a programme of acquisitions and potential remodelling, funded through a combination of existing resources, Right to Buy useable receipts, Homes England grant funding and prudential borrowing.

3. Background

- 3.1 Over the five-year period 2012-17 the Council directly delivered 30 affordable homes for rent across the following sites:

- Wellington Street - 5 lifetime homes
- Stapleford Court – 5 lifetime homes
- Birchwood – 20 bungalows (19 lifetime homes, 1 wheelchair standard)

3.2 During this same period housing association delivered and acquired approximately 70 affordable dwellings for rent and shared ownership.

3.3 In 2017, the council produced its Strategic Plan, Vision 2020 which set out a commitment to enabling the delivery of 400 affordable homes by 2020. Through a combination of acquisitions and enabling, 284 affordable homes were delivered over the period 2017-19. A summary is presented below.

	2017-18	2018-19	Total
Council new-build	14	170	184
Council acquisitions		5	5
Housing association new build and S106 acquisitions	16	79	95
Total	30	254	284

3.4 Whilst additional affordable homes are being delivered, it should be remembered that sales through the Right to Buy results in a reduction of affordable housing available provided through social housing tenancies. The table below shows Right to Buy sales and council housing delivery over the period 2012-19:

Financial Year	No. of RTB sales	No. of new homes	Cumulative net loss
2012-13	24	30	-6
2013-14	32	0	26
2014-15	35	0	61
2015-16	53	0	114
2016-17	62	0	176
2017-18	67	14	229
2018-19	48	175	58

3.5 Therefore, in order to replace the stock which is lost through Right to Buy and maintain supply, a pipeline of 45-50 new affordable homes per year is required.

3.6 In October 2018 the Housing Revenue Account (HRA) borrowing cap was lifted, enabling the Council to continue its own house-building programme after 2020. The scale and nature of this programme is being developed in consultation with all Members and will form part of the Vision 2025 programme.

4. Programme for Delivery – Short-term (2019-22)

4.1 In order to continue a pipeline of new affordable homes, the following schemes are approved / proposed:

- De Wint Court: a scheme of 70 one and two-bedroom affordable extra care sheltered housing apartments for rent (previously approved by the Executive)
- Markham House site: a scheme of five two-bedroom affordable houses for rent.
- Rookery Lane site: proposals for a scheme of circa 44 new-build affordable dwellings for rent and shared ownership.

- 4.2 In addition, the Council is working with local residents to develop an improved, and potentially remodelled / extended scheme at Hermit Street flats in Sincil Bank. The Executive will be updated on this project under separate cover.
- 4.3 A combination of Homes England and Lincolnshire County Council grant is part-funding the De Wint Court extra care sheltered housing scheme (delivering a net gain of 37 dwellings). In addition, Homes England grant funding is enabling partner housing associations to deliver a further 147 units over the period 2019-22.
- 4.4 The Council has viable levels of useable Right to Buy receipts. During 2019-20 the Council is continuing to acquire former local authority dwellings, on the basis that these dwellings are cost-effective to manage and maintain and usually have good size standards, with other dwellings considered for purchase when they meet a specific identified need. This programme of acquisitions will continue alongside a delivery of new housing to maintain a pipeline of council housing to serve immediate and future needs and to contribute to the wider inclusive growth agenda for the City.
- 4.5 **Markham House**
With respect to delivering affordable housing for rent on the vacant Markham House site, four new build options and two remodelling options have been considered. Each option has been appraised in terms of meeting housing need, value for money and design / impact on the local area. The option thought to provide the best solution to all three of these criteria is a scheme of five two-bedroom four person new-build houses. These houses will be built with the aim of meeting energy performance certificate rating A and Lifetime Homes Standard.
- 4.6 **Rookery Lane**
A further site with the potential for direct delivery is on council owned land at Rookery Lane. The site is considered suitable for the development of circa 44 new homes and an initial site layout plan has been produced. A proposal detailing final quantum and mix of units is subject to further input from the planning and housing teams, to ensure an appropriate balance which helps to meet local need and complement the existing housing 'offer' in this area. With respect to tenure of housing, all homes are to be affordable in perpetuity. Further due diligence is being undertaken with the aim of determining whether all homes should be for affordable rent, or there should be a mix of affordable housing for rent and shared ownership (whereby people unable to access market housing, but wishing to purchase a home, buy a percentage of the dwelling and pay rent to the Council on the remaining portion).
- 4.7 The draft development brief will be presented to the Executive by November for approval prior to a full design and build contract being let, including the proposed demolition of up to two existing council owned properties which is required to allow access to the site. It is anticipated that the scheme could be procured through a compliant Framework allowing the site to progress quickly in order to accelerate housing delivery. The estimated final completion of the development would be in 2020-21.
- 4.8 Concurrently, Officers will explore proposals and delivery options for a wider portfolio of sites in order to ensure a longer-term development pipeline. This will begin by assessing the development potential, in terms of housing need and deliverability for a range of small in-fill sites. The delivery strategy will then consider proposals and potential delivery options for Queen Elizabeth Road and other strategic sites. A wider development strategy will be the subject of a separate report to follow later in 2019 and to be informed by a further Member Workshop.

4.9 A summary of the proposed delivery plan for 2019-22 is shown below. This is subject to site assessments and viability of proposals.

	2019-20	2020-21	2021-22
Council new build completions		49	100
Council acquisitions	30		
Housing association new build completions	24	82	41
Totals	54	131	141

5. Strategic Priorities

5.1 Let's drive economic growth

The delivery of new housing and repair of acquisitions will support jobs and training opportunities in the construction sector. Providing access to the right type of housing in the right location, with access to infrastructure will help to support local residents to access local services and assist in accessing employment.

Officers will seek to maximise local economic benefits through the procurement, contracting and delivery of the proposed schemes.

5.2 Let's deliver quality housing

The proposed delivery plan for 2019-22 will maintain a pipeline of quality, affordable homes to support the Council's objective to deliver quality housing in the City.

A wider programme of delivery is also being developed to include large sites such as Queen Elizabeth Road, which could contribute a further 325 new homes (mixed tenure residential development).

5.3 Let's enhance our remarkable place

The Markham House redevelopment proposals will replace a vacant community centre with a row of modern terraced properties.

The Rookery lane scheme has further potential to include connectivity with 'The Backies', leading to Boutham Park. An application for funding from European Regional Development Fund (ERDF) has been submitted to support the cost of this work. This approach is aimed at enhancing the biodiversity of the area and improving connectivity between the residential area and the parks for cycles and pedestrians.

Future housing proposals at Queen Elizabeth Road will include a range of improvements to the areas surrounding the sites, including enhanced green spaces, play areas and connectivity between the consented development and existing community/ local services.

6. Organisational Impacts

6.1 Finance

A development of five dwellings will result in the Council's general fund benefitting from New Homes Bonus and additional Council Tax. Moreover, five additional council dwellings will positively add to the Housing Revenue Account's balance sheet.

6.2 Legal Implications including Procurement Rules

All procurement activity will be undertaken taking account of the Council's Contract Procedure Rules (CPR's) and ultimately Public Contract Regulations 2015 (PCR's), which is embedded into UK Law. All frameworks which the Council may consider using are PCR compliant.

6.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

Proposals for both Markham House and Rookery Lane will be designed in response to local housing need and informed by urban planning principles. Policies are in place with regards to the allocation of these units to ensure that allocations are made in line with housing legislation.

The scheme design in each case will aim to deliver high quality housing which seeks to integrate with and enhance the existing neighbourhood.

6.4 Human Resources

This project will be managed by existing staff within the Housing Strategy and Investment and Major Development Directorates. A multi-disciplinary project board and delivery group has been formed to oversee this programme and ensure a coherent approach to delivery.

6.5 Land, Property and Accommodation

This programme will increase the stock of Council housing across the city, bringing additional units into the Housing Revenue Account.

6.6 Significant Community Impact

Proposals for both Markham House and Rookery Lane will be designed in response to local housing need and will deliver high quality housing for the benefit of the local community.

The scheme at Markham House will regenerate a long-term vacant site through the creation of modern terraced housing, following good urban design principles.

The scheme proposed for Rookery Lane will seek to integrate with the existing community.

7. Recommendation

To approve:

- proposals to deliver five two-bedroom four person affordable houses for rent at the vacant Markham House site;
- survey and design work be undertaken for an affordable housing scheme at Rookery Lane; and
- initial feasibility works be undertaken in order to explore the viability of in-fill sites.

Is this a key decision? Yes

Do the exempt information categories apply? No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply? No

How many appendices does the report contain? None

List of Background Papers: None

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SUBJECT:	EXCLUSION OF THE PRESS & PUBLIC
DIRECTORATE:	CHIEF EXECUTIVE & TOWN CLERK
REPORT AUTHOR:	CAROLYN WHEATER, MONITORING OFFICER

1. Purpose of Report

1.1 To advise members that any agenda items following this report are considered to contain exempt or confidential information for the reasons specified on the front page of the agenda for this meeting.

2. Recommendation

2.1 It is recommended that the press and public be excluded from the meeting at this point as it is likely that if members of the press or public were present there would be disclosure to them of exempt or confidential information.

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