



Scrutiny Panel - Performance

To All Members of the Performance Scrutiny Panel on Thursday, 30 March 2023

Date of meeting: Wednesday, 12 April 2023

Time: 18:30

Venue: Harborough Innovation Centre
Harborough Innovation Centre, Wellington Way, Airfield
Business Park, Market Harborough, LE16 7WB

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

Agenda

- 1 Apologies for Absence and Notification of Substitutes.
- 2 Declarations of Members' Interests
- 3 DRAFT Performance Scrutiny Minutes - 19th January 2023 3 - 10
- 4 2022-23 Revenue and Capital Monitoring - Quarter 3 11 - 28
- 5 Performance Quarter 3 2022-2023 Year 29 - 52
- 6 Regulation of Investigatory Powers Act (RIPA) - Q3 22-23 53 - 54
- 7 **Any Urgent Business**
To be decided by the Chairman.

LIZ ELLIOTT
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And all other Councillors for information

HARBOROUGH DISTRICT COUNCIL
MINUTES OF THE MEETING OF THE PERFORMANCE SCRUTINY PANEL

held at

The Council Chamber

Symington Building, Adam & Eve Street, Market Harborough, LE16 7AG

on

19th January 2023

Commencing at 6.30 p.m.

Present:

Councillor Rickman, Chairman

Councillors (Panel): Critchley, Frenchman, Graves (from 18.33), Knowles and Mahal

Councillors (Panel) joining remotely: Mrs Page (ex-Officio) and Mrs Wood

Councillors (invited): Hallam and King

Councillors (invited) joining remotely: Bateman, Nunn, Mrs Wood

Officers present: K. Aitkin, D. Atkinson, S. Baldwin, C. Bland, and C. Mason

Officers joining remotely: L. Elliott, V. Jessop, and C. Pattinson

APOLOGIES FOR ABSENCE AND NOTIFICATIONS OF SUBSTITUTION

None were received.

DECLARATIONS OF MEMBERS' INTERESTS

There were none.

MINUTES OF THE SCRUTINY PERFORMANCE PANEL

It was noted that Councillor Knowles and Mahal's attendance was not recorded on the Minutes of the Meeting of the Performance Scrutiny Panel held on the 17th November 2022. This was corrected prior to the meeting and the Chairman informed the panel.

It was RESOLVED that the Minutes of the Meeting of the Performance Scrutiny Panel held on the 17th November 2022 be adopted as a true record.

REPORT 1: LEICESTERSHIRE RESOURCES AND WASTE STRATEGY 2022-2050 REPORT

The report was presented by the Head of Environmental Services. He drew the panels attention to the two appendices to the report. He highlighted that this report replaces the previous and sets out how we will manage waste with the change in legislation. It is based on the overall strategy for England shown in Appendix 1 to the report. He explained that it is a collaborative approach between the District and County Councils and that the response rate to the consultation within our district was high. He drew the panels attention to the main pledges, referring specifically to pledges 5 and 11. He explained that food waste collections will be forthcoming and that this would be a statutory requirement for the Council and as there was no current information from the government on how this would be funded, he has caveated this in the report with 'total ongoing government funding.'

The Head of Environmental Services went on to explain pledge 7 regarding garden waste collections and informed the panel that although it was previously thought these would not be chargeable, it would appear the Government have relaxed this approach due to the cost implications for District Councils, however further information is awaited around this.

He explained that the Local Government Financial Situation Statement within the main strategy document has been caveated with the financial issues that could arise. He also raised the concern he has around financing and availability of the fleet required to facilitate the food waste collection service.

The following questions were asked by the panel and the Head of Environmental Services responded:

Question	Response
Waste sent to landfill : Item 12 referred to stating the County Council will reduce waste sent to landfill to less than 5%. Is there any information about the current situation, including the associated percentage ? are we at now?	The County Council has already started moving District Councils around so a new site has been created North of Leicestershire in Whetstone and a Coventry Waste to Energy Plant rather than relying on waste going into landfill sites. Information on the current percentage has been requested from Leicestershire County Council.
Why is the percentage of waste sent to landfill in our district so high compared to the national average, will this improve by	We are reliant in Leicestershire in landfill and we are moving away from this. We

23% because of the alternative disposal of food waste?	need to look at our operational fleet including the distance times included in the contract etc. Whetstone would be an ideal facility in its location. Trials of food waste collection in Lutterworth and Broughton Astley were very successful which led to the proposal to the County Council for this service across the district. Improvements on the rolling out of the service have been noted due to previous concerns noted in the trial.
<p>Disposal of Paint/Food Waste: How can people can dispose of paint other than taking it to Whetstone tip?</p> <p>Are HDC already in negotiations regarding the type of fleet needed for food waste collections?</p>	<p>You can place empty cans of paint in the black bin, if wrapped in a bag. Otherwise it is only Whetstone Tip that will accept these operated by LCC.</p> <p>This will form part of the tendering of the new contract starting in April 2023.</p>
<p>Sofa Disposal/Repair Shops- The detail on collection of Sofas is missing from the report.</p> <p>There is no mention of the new repair shops that are available for repair and recycling of electric goods.</p>	<p>This will be added later as more national legislation comes up along with other things to be implemented, however this is being facilitated currently.</p> <p>This is in the main strategy report. The County Council are also looking into this. Supporting community-based projects that do this will also be included too.</p>
Garden Waste- Regarding the garden waste collection service, is there any national guidance on the disposal of biodegradable grass? This is picked up from the curb side and could be put into smaller sites for green waste.	No legislation to stop this. In 2016 we began charging for bi-weekly collections of garden waste. The contract is with the County Council so this would need to be discussed with them. We are promoting home composting and providing information on how to do this safely. It is better for our carbon footprint to have one service that transports this than individual people transporting it themselves.
<p>Harborough Waste Depot- There is no mention of Harborough having a depot of it's own, are there any plans for this?</p> <p>Are the bags of rubbish collected by the 'Wombles' Group sorted into food waste and recyclables?</p>	<p>This is still being looked at and working on this as a project currently.</p> <p>Not currently. These bags are taken to a tip site. We may be able to look at this, but it is time consuming. Some of this waste is very old also and may not be able to be recycled.</p>

The panel made comment on the unsuccessfulness of the food waste containers previously distributed by the Council. It was highlighted for the need for our recyclables to be traceable so that the Council remain accountable for this. The panel emphasised that the mentality and perception around food waste can be dealt with by effective communication with the community. The Chair highlighted how well we do as a district with the collection of fly tipped waste and how quickly this is dealt with.

The Chair thanked the Head of Environmental Services for his report and it was;

RESOLVED that the comments be taken to Cabinet to adopt the Leicestershire Resources and Waste Strategy as set out at Appendix 1 and the report be noted.

REPORT 2: QUARTER 2 2022-23 PERFORMANCE REPORT

The report was presented by the Business Planning Officer. She drew the Panels attention to Appendix A to the report which outlines the progress in the key activities of the Corporate Plan and Appendix B which demonstrates the Strategic Performance Dashboard. the KPI's contained in the report and appendices including the following:

Red Targets:

- 60% of major planning applications to be determined in 13 weeks,
- 90% of payment to creditors within 30 days.

Changed to annual targets:

- New affordable housing completions in a year-
- Number of interventions carried out with owners of empty properties to bring them back to use.

The panel were given the chance to ask questions regarding this report. The Chair asked when the report on new affordable housing completions would be available to the panel. The Business Planning Officer confirmed that 15 houses were built in the last year with a target of 45 and that this would be looked at annually. The Chair highlighted the importance of keeping applicants of planning for these up to date. The Business Planning Officer confirmed that there was good communication with applicants in the Planning department.

The Chair asked Head of Financial Services for an update on the target to pay 90% of creditors within 30 days. She confirmed that the red status had moved to an amber status in Quarter three and that it was improving.

It was therefore;

RESOLVED that the comments of the Panel and the contents of this report be taken to Cabinet to consider and the report be noted.

REPORT 3: 2022.23 REVENUE AND CAPITAL MONITORING QUARTER 2

The report was presented by the Head of Financial Services. She informed the panel of the comparisons between Quarter 1 and Quarter 2 and explained that the large overspend of £810,000 was due to three main themes and their breakdown:

- Inflationary variances
 - Pay award impact
 - Increase in energy costs
- Underachievement of savings & potential mitigations
 - Capital Programme underspend of £70,000
- Normal operational items

A member of the panel asked whether the underachievement of savings became an achievement of savings in future? The Head of Financial Services confirmed this would be discussed in the Budget Report to be presented later in the meeting,

A question was asked about the figure of £350,000 used to keep on members of the Senior Management Team, and what would happen in the future given that the Strategic Partnership will no longer take place. The Head of Financial Services explained that the savings of £350,000 have now been delayed, this is now forecasted that only £49,000 will be in 2022/23 and that this also would be addressed in the Budget Report. It was therefore;

RESOLVED that

- a. **The comments and recommendations of the Performance Scrutiny Panel of the financial performance of the Council against its budget for the half year to 30 September 2022, as set out in the budget monitoring report attached at Appendix A be provided to Cabinet and this report be noted.**

The Chair thanked the Head of Financial Services for her report. He also informed the Panel that Councillor Nunn and the Business Planning Officer had left the meeting.

REPORT 4: DRAFT BUDGET 2023-24 & MEDIUM-TERM FINANCIAL STRATEGY (2024-25 TO 2027-28)

The report was presented by the Interim Deputy Chief Executive (& s.151 Officer). He explained the Cabinet report section by section. The panel were given the opportunity to ask him questions as he explained each of the sections.

The panels attention was drawn to page 131 of the report to the Executive Summary and a point highlighted about the surplus generated by the MTFs and that the deficit would mean that they broadly cancel one another out. A question was asked about what would happen after this and whether HDC keep using their reserves in the same

way? The Interim Deputy Chief Executive explained that these issues would be addressed as the Panel go through the MTFS period and that the MTFS is to give a forecast of where HDC is going.

Members of the panel commented on the wording in the Executive Summary regarding the Strategic Partnership not being passed. The Leader highlighted that he felt the point being made by this paragraph needed to be made and that it was important. The Interim Deputy Chief Executive explained his reasons for the wording being as such and the risk caused to the Council with the Strategic Partnership not being in place. The Director of Governance and Law & Interim Monitoring Officer also made comment on the discussion of this and the suitability of this being raised in a public meeting and reminded the panel of the Member/Officer Protocol held to raise issues.

Questions were asked about whether HDC are applying the 10% increases to the car parking charges and whether it has been factored in that members of the public may drop out of the garden waste scheme, affecting this forecast? What interest rates is this information based on? The Interim Deputy Chief Executive explained that the car parking charges are an exception and were not subject to the 10% increase, any changes to charges would follow the strategic review of parking currently being carried-out. He also explained that all these numbers are estimates, but there was no evidence to suggest a 'drop-off' for the garden waste scheme as seen when the charges was increased a couple of years ago. He also confirmed that this advice was taken in light of current bank base rates and advice from the councils treasury advisors.

A question was asked about the remaining 81% of savings referred to in the report and whether this is budgeted to be saved in 2023/24. The Interim Deputy Chief Executive confirmed this was correct.

The Leader explained that in respect of the Development Management Income, that in May 2022 the Government suggested a significant increase in planning fees that could be charged by local planning authorities. However this had not been implemented yet and but the District Councils Network is lobbying to bring this into action. He informed the panel that the settlement for this will not be made until later in the month.

A question was asked about employment on page 141 whether the figure given for the pay award is an estimate or what is suggested to be given locally. The Interim Deputy Chief Executive confirmed that this percentage was an estimate.

A Member of the panel referred to Table 2, page 137 of the report regarding the FCC contract 14% increase and asked whether there is any more information on how this has happened and how £610,000 goes through to the figure of £205,000 - where has the difference gone? The Head of Financial Services explained the calculations of the MTFS and the difference in these figures.

The Interim Deputy Chief Executive informed the panel that further information on how this was calculated would be distributed to all members of the panel.

A question request was asked for an explanation of the NDR Reset and Fair Funding Review and why this would take money from HDC. The Interim Deputy Chief Executive explained this to the panel.

A Member of the panel queried the figure given for the 3% funding guarantee as it does not match the 10% rate of inflation. He also queried the figures shown in the HDC Council Tax Surplus and Deficit. The Interim Deputy Chief Executive explained that this was looking at last years figures and guaranteeing a 3% increase on that figure specifically. He also explained how HDC have a surplus and deficit in this area.

A question was asked about the projected income around Council Tax and asked if it was possible to look at this monthly rather than annually. The Interim Deputy Chief Executive advised that it is optimal to look at this in Quarter 3 and then re-model before the final budget, and that it is important that this forecast is realistic.

The Leader highlighted that there has previously been a surplus in the Council Tax Collection Fund and that it is important to be prudent and ensure that this never goes into a deficit.

A further question was asked about where the £3.5 million reserve figure comes from and expressed concern that he was not aware of this large figure being identified previously. The Interim Deputy Chief Executive referred to page 149, Appendix 1 of the report and explained how this was calculated. The panel discussed this surplus.

The panel discussed the New Homes Bonus Scheme and how this affects the budget.

The Leader discussed the proposal to add a fund to support community events for the Kings Coronation of up to £20,000 which is not included in the budget. He explained to the panel that this was discussed at Cabinet and that he will discuss this with the Interim Deputy Chief Executive about including this in the budget. The Leader also explained that there is also a proposal to bring forward an Environmental Capital Fund from the £70,000 remaining from the Queen's Platinum Jubilee Fund and add £210,000 for Community Capital Schemes to support environmental improvements to help with microprojects such as climate change prevention.

The Interim Chief Executive advised the panel that the bid that HDC put forward for access to the Levelling-Up Fund was not successful and advised that overall, there will be some change to services in the future.

It was therefore;

RESOLVED that the comments of the Panel on the Draft Budget 2023/24 & Medium-Term Financial Strategy (2024/25 to 2027/28) (Annex 1) be

provided to Cabinet for consideration at its meeting on 6 February 2023 and the report be noted.

ANY URGENT BUSINESS

There was none.

The Meeting ended at 20.48

DRAFT

Harborough District Council

Report to the Performance Scrutiny Panel Meeting of 12 April 2023



Title:	Report 3: 2022/23 Revenue and Capital Monitoring – Quarter 3
Status:	Public – For Discussion
Report Author:	Carolyn Bland, Finance Services Manager
Portfolio Holder:	Cllr James Hallam
Appendices:	A. Cabinet Report 6th March 2023, 2022/23 Revenue and Capital Monitoring – Quarter 3 B. Cabinet Report 6th March 2023, 2022/23 Revenue and Capital Monitoring – Quarter 3 Appendices

Executive Summary

- i. To provide the Performance Scrutiny Panel with the revenue and capital budget monitoring report up to 31 December 2022 for consideration.

Recommendations

- a. Performance Scrutiny Panel is requested to consider the financial performance of the Council against its budget for the year to 31 December 2022, as set out in the budget monitoring report attached at Appendix A and identify what, if any, recommendations should be made to Cabinet as a result.

Reasons for Recommendations

- ii. The Statutory Guidance issued by the government to Councils in respect of Overview and Scrutiny (May 2019) requires effective scrutiny to have a defined impact “on the ground”, with the committee making recommendations that will make a tangible difference to the work of the authority. It encourages scrutiny panels to consider carefully which topics are most important to the Council and therefore where its input can make the biggest impact for the benefit of residents. It also suggests that “overview” relates to development of policy while scrutiny involves looking at decisions which are been made, or are about to be made, to ensure they are fit for purpose.
- iii. A key part of the overview and scrutiny function is to influence policy and hold Cabinet to account. A scrutiny panel does this by receiving and analysing information and or evidence and then asking questions about it.

- iv. A further function is to provide an opportunity for the public and stakeholders to have their views and perspectives considered in the Council's decision making process.
- v. Scrutiny recommendations are the primary means by which Cabinet, or other executive function decision makers, can be asked to:
 - a. address a specific issue;
 - b. consider a course of action,
 - c. disclose or provide information;
 - d. provide an update to the panel on a particular area.

1. Purpose of Report

To provide the Performance Scrutiny Panel with the revenue and capital budget monitoring report covering the period 1 April 2022 to 31 December 2022 for consideration.

2. Background

Consideration of Cabinet's performance against the revenue and capital budget determined by Council in February 2022 has been included on the Scrutiny Work Plan for the Performance Scrutiny Panel by the Scrutiny Commission. Accordingly the Panel is invited to consider the extent to which Cabinet has ensured that the adopted revenue and capital budget has been adhered to and any variances reported.

3. Details

- 3.1 The attached report (Appendix A) entitled "2022.23 Q3 Outturn Financial Performance" was considered and commented on by Cabinet on 6 January 2023. Cabinet discussed the causes of a revenue budget overspend of £578k, and the source of a capital budget projected underspend of £300k.
- 3.2 The Performance Scrutiny Panel is invited to consider the Cabinet's response to the quarter 3 performance data and determine what, if any, further action should be recommended.

4. Implications of Decisions

Corporate Priorities

- 4.1 The contents of this report evidence how the Overview and Scrutiny function ensures that Council and or the Cabinet monitors issues that may affect the delivery of the Councils' Corporate Priorities.

Financial

- 4.2 The financial issues are identified in the attached appendices.

Legal

- 4.3 The Council is legally required to set and manage a balanced budget, and to make provision for, appropriate scrutiny in accordance with statutory guidance.

Policy

- 4.4 None directly arising from this report.

Environmental Implications

- 4.5 No direct impact.

Risk Management

- 4.6 No direct impact.

Equalities Impact

- 4.7 None directly arising from this report.

Data Protection

- 4.8 None directly arising from this report.

Summary of Consultation and Outcome

- 4.9 Budget holders and finance business partners discuss the financial performance against budgets at quarterly budget monitoring meetings. Financial performance is discussed at Corporate Management Team and with Portfolio Holders as part of Portfolio Holder briefings.

5. Alternative Options Considered

- 5.1 None directly arising from this report.

6. Background papers

- 6.1 Not applicable



Harborough District Council



Report to Cabinet Meeting of 6 March 2023

Title:	Report 1: 2022/23 Financial Performance Report – Outturn Quarter 3 (Year ending 31 March 2023)
Status:	Public
Key Decision:	No
Report Author:	Carolyn Bland, Head of Financial Services
Portfolio Holder:	Cllr James Hallam, Finance
Appendices:	1: Summary Revenue Budgets and Capital Programme for 2022/23 Budget and MTFS (2023/24 to 2026/27). 2: 2022/23 Revenue Forecast Outturn and Variance Analysis by Portfolio & Director Service Categorisation. 3: Commentary on 2022/23 Budget Variances Greater than £25,000, by Director Service Categorisation. 4: General Fund Reserves 31.03.2022. 5: Potential Compounding of Cost/Inflation Pressures. 6: 2022/23 Capital Forecast Outturn and Variance Analysis.

Summary

- i. This report sets out the financial position (outturn) for the year ending 31 March 2023, based on information at the end of December for revenue and capital. Based on the financial position as at 31 December 2022, given known income and expenditure commitments and working assumptions:
- a. Revenue is forecasting an overspend of £578k (quarter 2 £810k), a variance of 4.8% to the approved budget.
 - b. Capital is forecasting an underspend of £300k.

Recommendations

- ii. **That Cabinet consider the financial performance report and comments on the Forecast Outturn (31 March 2023) as detailed within the report and associated appendices.**

Reasons for Recommendations

- iii. The council is required to set and maintain a balanced budget every year. It is responsible for the prudent and lawful management of its financial resources to deliver statutory services to the people of the Harborough district. Although the budget is set by Council, Cabinet is responsible for exercising strong financial oversight of the revenue and capital expenditure against that budget and addressing any variances proactively.
- iv. Good financial governance requires the Cabinet to consider financial performance information on a regular basis. This provides assurance that it is actively monitoring and considering the financial environment within which the Council is operating and allows early identification, and mitigation, of any issues of concern.
- v. The quarter 3 performance information indicates a potential revenue overspend due to inflationary costs and underachievement of planned savings, however appropriate mitigation measures are in place to address this variance against the budget by the end of the financial year.
- vi. The predicted capital underspend is as a result of conscious delays to certain planned expenditure.

1. Purpose of Report

- 1.1 To update Cabinet in respect of the Quarter 3 forecast outturn for 2022/23 for both revenue, capital and reserves.

2. Background

- 2.1 Council approved the 2022/23 Budget and Medium-Term Financial Strategy (2023/24 to 2026/27) ("MTFS"); which included the Capital Programme, in February 2022. In respect of:
 - 2.1.1 the **Revenue budget**, the 2022/23 net service expenditure is £11.1m and after capital financing (£506k), the net expenditure for the delivery of services is £11.6m; over the MTFS period, this increases to £13.6m. This is summarised in **Appendix 1**.
 - 2.1.2 the **Capital Programme**, the 2022/23 programme totals £11.8m, of which £4.3m was brought forward from previous years and £7.5m is in respect of new initiatives for 2022/23 and is financed by £8.1m of external grants and capital receipts, £1.3m of direct revenue funding and £2.4m of unsupported borrowing (minimum revenue provision). Over the MTFS period the capital programme decreases to £860k.
 - 2.1.3 **Reserves**, Council approved a net contribution to reserves of £1.4m.

3. Details

Revenue Headlines

- 3.1 Providing an accurate forecast outturn based on the financial performance at Quarter 3 can still be challenging as things can occur between the end of December and the end of the financial year. Finance have been working closely with services, acting as a critical

friend to value check their forecast outturns, however it must be remembered that the forecast outturns are the responsibility of respective services.

- 3.2 The forecast outturn for the current financial year and the impact over the MTFS is summarised below.
- 3.3 **2022/23**; the original budget of £11.6m has been revised to include the revenue carry forwards from 2021/22 agreed by Cabinet 04 July 2022 of £285k and £175k of grants carried forward through the grants reserve (following required accounting practice to carry forward grants). In respect of this updated net expenditure budget of £12m, the forecast outturn is £12.6m, which represents an overspend of the budget by £578k. A “financial” variance analysis based on both Portfolio and Director service categorisation is summarised in **Table 1** below. An accompanying Reserve analysis is shown at **Appendix 2** and the reasons for variances greater than £25k are shown in **Appendix 3**.

Summary of 2022/23 Revenue Budget Variances, by Director Service Categorisation				Table 1
Service	Updated Budget £000	Forecast Outturn £000	Variance £000	Commentary
Interim Chief Executive	2,304	2,252	(52)	Increased income HIC, one off Land Charges grant, savings in post less drop of income in Market and increased costs in Legal
Interim Deputy Chief Executive (Finance, ICT & Assets)	2,610	2,684	74	Savings not achieved less increase in interest received due to increasing interest rates
Communities	5,915	6,069	154	Carparking income down plus call centre costs
Planning	695	1,180	485	Savings from shared service proposal not achieved, income down
Net Direct Cost of Services	11,524	12,185	661	
Finance & Assets: Capital Financing (*)	506	423	(83)	Savings
Net Expenditure	12,030	12,608	578	
NB. * Finance & Assets are allocated to this item, but this item (Minimum Revenue Provision) is dependent on other services actioning the capital programme.				

- 3.4 It should be noted that the categorisation of services by Director is based on the organisation structure used for setting the 2022/23 budget. Some line management arrangements have changed since then with Legal and Corporate Services now reporting to the Interim Deputy Chief Executive, and Economy & Business reporting to the Director for Communities and Wellbeing.

Inflationary and Non-Inflationary Costs

- 3.5 Of the £578k pressures noted in 3.3, some are directly related to inflationary (cost-of-living impacts) whereas others are due to underachievement of savings or variances related to normal operational delivery. A summary of these is shown below and detailed in **Appendix 5**:

3.5.1	Inflationary variances	£321k
3.5.2	Underachievement of savings	£564k
	Less	
3.5.3	Normal operational delivery (saving)	£307k

Inflationary Costs

- 3.6 **Pay Award** The agreed increase of a flat £1,925 across all spinal points was paid (year to date) in the November pay run, for a grade 2 post this represents an increase of 9.6% whereas for the Chief Executive this represents 1.6%. This was above the budgeted provision by £279k, members will recall that as part of the budget they approved the following employee pay indices for 2022/23 and for each year of the MTFS.

2022/23:	1.75%
2023/24:	2.0%
2024/25:	2.0%
2025/26:	2.5%
2026/27	2.5%

Given the current high inflation economic environment, the draft budget for 2023/24 and future years will use increased pay indices.

- 3.7 **Inflation** A review of the impact of inflation on the Council's expenditure has concluded that there will be no impact during 2022/23 on the Council's major revenue contracts, except for energy costs, where an increase of 20% has been included. Wider impact of the cost-of-living crisis could lead to non-collection of rates and other debts.

Underachievement of Savings

- 3.8 **Senior Management review:** The review of the "target operating model" (the way the Council operates) was delayed because of the Council decision to investigate the sharing of senior management. Savings of £353k were identified in the budget but now only £49k are forecast to be achieved during 2022/23.
- 3.9 **Development Management:** At the time the budget was being set the Council was exploring the potential to share services with another Leicestershire District Council which would have generated a saving of £94k; unfortunately, this proposition is no longer being taken forward, although alternatives are being investigated.

Potential Mitigations

- 3.10 The Council currently holds considerable capital receipts. In 2021/22 the council used revenue and capital receipts in financing its capital programme in place of internal borrowing. This saved the Council £58k in 2022/23 due to reduced capital financing (minimum revenue provision). Currently it looks likely that capital receipts can be used for financing, in place of borrowing, for 2023/24. It is currently considering applying those receipts to mitigate some of the current revenue capital financing costs. If this is the case, it will save the Council approximately £441k over the remaining period of the current MTFS (2023/24 to 2026/27).
- 3.11 As part of budget setting for 2023/24 (and subsequent years) and to mitigate the current in-year budget pressures additional ongoing savings were offered by Service Managers which reduced the £1.041m forecast overspend at Quarter 1 to a forecast of £810k overspend at Quarter 2. This was achieved by considering both savings and income generation opportunities. The forecast overspend at Quarter 2 has reduced to £578k at Quarter 3 mostly because of increased investment income due to increasing interest rates.

Reserves

- 3.12 Inevitably as the Council progresses through any year its use of reserves will flex depending on the macro and micro economic climate that the Council finds itself in and its need to meet corporate priorities and statutory obligations.

- 3.13 As required by the Reserves Strategy, considering the 2022/23 forecast overspend of the revenue budget, Cabinet is asked to note that through the active management of reserves that the General Fund (Unallocated) Reserve is maintained at 20%, the approved minimum level of reserves.
- 3.14 Further, Cabinet will recall that when the budget was set in February 2022, no contribution from reserves was needed. With the various budget changes noted within this report, including the additional pay award, there is now a “budget gap” of £578k (**Appendix 3**). At 31 March 2022, the Council had revenue reserves totalling £15.7m; however not all these reserves are useable and these are shown in **Appendix 4**. Of these reserves, £6.1m are potentially useable and sufficient to meet the in-year pressure.
- 3.15 In a worst-case scenario if the Council took no action to address this £578k budget pressure, it is estimated the pressure would exceed £6m over the MTFS, a reduction of £2m from Quarter 2, see **Appendix 5**, and deplete the usable reserves.

Capital Programme

- 3.16 The Capital Programme for **2022/23** totals £11.8m, of which £4.3m was brought forward from previous years and £7.5m is in respect of new initiatives for 2022/23. The forecast outturn is an underspend of £300k and proposed slippage of £5,997k to future years. A summary variance analysis is shown in **Table 2**, and a detailed analysis, with associated commentary, is shown in **Appendix 6**.

Summary of 2022/23 Capital Budget Variance Greater than £25,000						Table 2
Service		Updated Budget £000	Forecast Outturn £000	Variance £000 %		Commentary
Capital Projects		5,868	5,568	(300)	-5%	Welland Park toilet refurbishment (£129k), ICT Channel shift projects (£98k), LADS energy efficiency schemes (£73k)

4. Implications of Decisions

Corporate Priorities

- 4.1 The contents of this report evidence that the Council is delivering the corporate priorities identified in the Corporate Plan 2022 – 2031.

Financial

- 4.2 This report gives the outturn position for the council's 2022/23 revenue and capital budgets, and provides assurance that the financial health of the organisation is being actively managed.

Legal

- 4.3 The Council is legally required to set and manage a balanced budget.

Policy

- 4.4 No policy issues arise directly from this report.

Environment

4.4 No environmental issues arise directly from this report.

Risk Management

4.5 It is important to monitor the position against budget in order to ensure any issues can be addressed appropriately and in a timely manner.

Equalities Impact

4.6 No equalities issues arise directly from this report.

Data Protection

4.7 No data protection issues arise directly from this report.

Summary of Consultation and Outcome

4.8 Consultation has been undertaken with the Portfolio Holder.

5. Alternative Options Considered

5.1 Not applicable.

6. Background papers

6.1 None.

Summary Revenue Budgets and Capital Programme for 2022/23 Budget and MTFS (2023/24 to 2026/27)

REVENUE					
Approved 2022/23 Budget & Medium-Term Financial Strategy (2023/24 to 2026/27)					
	2022/23 £000	2023/24 £000	2024/25 £000	2025/26 £000	2026/27 £000
Net Direct Cost of Services	11,064	10,942	11,094	11,896	12,708
Capital Financing	506	541	741	819	907
Net Expenditure	11,570	11,483	11,835	12,715	13,615
Contributions to/(from) Reserves					
- General Reserves	0	0	0	(551)	(1,962)
- Earmarked Reserves	1,428	(1,451)	(725)	(804)	(31)
	1,428	(1,451)	(725)	(1,355)	(1,993)
Budget Requirement	12,998	10,032	11,110	11,360	11,622
Total Grants	(6,344)	(3,020)	(3,749)	(3,675)	(3,601)
Council Tax Requirement	6,654	7,012	7,361	7,685	8,021

CAPITAL PROGRAMME					
Approved 2022/23 Budget & Medium-Term Financial Strategy (2023/24 to 2026/27)					
	2022/23 £'000	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000
Capital Projects					
CCTV	20	20	20	20	20
Harborough Innovation Centre	20	20	20	20	20
Housing & Homelessness Schemes	650	0	0	0	0
Lightbulb (Disabled Facilities Grants) & Other Social Services	420	420	420	420	420
Leisure, Open Spaces & Play	3,586	3,600	3,100	1,000	150
Corporate Buildings	222	375	1,000	5,000	0
Car Parks & Similar Facilities	90	400	400	0	0
Economic Development	0	0	0	0	0
Capital Works-S.106	250	250	250	250	250
ICT & Transformation	2,205	175	0	0	0
Total	7,463	5,260	5,210	6,710	860
Sources of Finance					
External Funding & Grants	1,626	1,820	3,328	1,270	720
Capital Receipts	3,926	500	450	50	50
Service Charges	6	6	6	6	6
Direct Revenue Financing	1,330	100	0	0	0
Unsupported Borrowing (MRP)	575	2,834	1,426	5,384	84
Total	7,463	5,260	5,210	6,710	860

2022/23 Revenue Forecast Outturn and Variance Analysis by Portfolio & Director Service Categorisation	Appendix 2
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2021/22 Outturn	Service Analysis - BY PORTFOLIO	Original Budget	Approved Budget Increases	Virements & Reserve Movements	Updated Budget	Forecast Outturn	Variance	
£000		£000	£000	£000	£000	£000	£000	
3,007	Finance	2,353	0	136	2,489	2,119	(370)	-15%
4,218	Planning, Environment & Waste	4,986	0	65	5,051	5,589	538	10.7%
890	Wellbeing, Communities & Housing	1,270	0	(9)	1,261	1,217	(44)	-3.5%
588	Strategy (aka Planning & Regeneration)	670	0	157	827	763	(64)	-7.7%
2,652	Corporate & Regulatory Services	1,785	0	111	1,896	2,497	601	31.7%
11,355	Net Direct Cost of Services	11,064	0	460	11,524	12,185	661	5.7%
452	Capital Financing	506	0	0	506	423	(83)	-16.4%
11,807	Net Expenditure	11,570	0	460	12,030	12,608	578	4.8%

2021/22 Outturn	Service Analysis - BY DIRECTOR	Original Budget	Approved Budget Increases	Virements & Reserve Movements	Updated Budget	Forecast Outturn	Variance	
£000		£000	£000	£000	£000	£000	£000	
1,532	Interim Chief Executive	2,196	0	108	2,304	2,252	(52)	-2%
3,104	Interim Deputy Chief Executive (Finance, ICT & Assets)	2,439	0	171	2,610	2,684	74	2.8%
1,275	Governance	0	0	0	0	0	0	0.0%
5,433	Communities	5,924	0	(9)	5,915	6,069	154	2.6%
11	Planning	505	0	190	695	1,180	485	69.8%
11,355	Net Direct Cost of Services	11,064	0	460	11,524	12,185	661	5.7%
452	Capital Financing	506	0	0	506	423	(83)	-16.4%
11,807	Net Expenditure	11,570	0	460	12,030	12,608	578	4.8%

2021/22 Outturn	Reconciliation to Council Tax Requirement	Original Budget	Approved Budget Increases	Virements & Reserve Movements	Updated Budget	Forecast Outturn	Variance	
£000		£000	£000	£000	£000	£000	£000	
11,807	Net Expenditure	11,570	0	460	12,030	12,608	578	4.8%
	Contributions to/(from) Reserves							
(1,636)	- General Reserves	0	0	0	0	(578)	(578)	0.0%
3,577	- Earmarked Reserves	1,428	0	(460)	968	968	0	0.0%
1,941		1,428	0	(460)	968	390	(578)	-59.7%
13,748	Budget Requirement	12,998	0	0	12,998	12,998	0	0.0%
(7,459)	Corporate Funding & Grants	(6,344)	0	0	(6,344)	(6,344)	0	0.0%
6,289	Council Tax Requirement	6,654	0	0	6,654	6,654	0	0.0%

Original Budget £000	2022/23 Reserve Movements		Appendix 2 (continued)			
		Updated Actuals 31.03.22 £000		Updated Budget £000		Forecast Outturn £000
	> General Fund (Unallocated) Reserve					
2,741 0 (450) 2,291	b/f Cont from/(to) Services Cont from/(to) Budget Surplus Reserve c/f	2,361		2,361 0 (70) 2,291		2,361 (578) 739 2,522
11,570 (117)	Net Expenditure - CV19 adjustment 1 - Earmarked Res	11,570		11,570 (117)		12,608
11,453 2,291 Yes	Min Level Reserves Gen Fund Minimum @ 20% Are Reserves maintained at 20% of Net Expenditure			11,453 2,291 Yes		2,522 Yes
	> Earmarked Reserves					
0 450 (450) 0	Budget Surplus Reserve b/f Cont from/(to) General Fund Cont from/(to) Earmarked Reserves c/f	0	(380) 380	0 70 (70) 0		0 (739) 739 0
7,825 (4,935) (733) 0 2,157	CV19 Internal Recovery Reserve b/f Cont from/(to) Services Cont from/(to) Corp Funding & Grants Cont from/(to) Earmarked Reserves c/f	4,171	3,297	4,171 (4,935) (733) 3,297 1,800		4,171 (4,935) (733) 3,297 1,800
691 300 2,278 450 75 3,794	Projects, Risk & Smoothing Reserve b/f Cont from/(to) Services Cont from/(to) Corp Funding & Grants Cont from/(to) Budget Surplus Earmarked Reserve Cont from/(to) Earmarked Reserves c/f	1,050	(380)	1,050 300 2,278 70 75 3,773		1,050 300 2,278 (739) 75 2,964
748 0 0 748	Capital & Contract Reserve b/f Cont from/(to) Budget Surplus Earmarked Reserve Cont from/(to) Services c/f	1,887	(460)	1,887 0 (460) 1,427		1,887 0 (460) 1,427
2,067 (1,000) 1,067	Transformation Reserve b/f Cont from/(to) Earmarked Reserves c/f	1,837		1,837 (1,000) 837		1,837 (1,000) 837
1,447 425 1,872	Community, Economic & Infrastructure Reserve b/f Cont from/(to) Earmarked Reserves c/f	1,447	(872)	1,447 (447) 1,000		1,447 (447) 1,000
2,357 500 2,857	Commercial Investment Reserve b/f Cont from/(to) Earmarked Reserves c/f	2,934	(2,424)	2,934 (1,924) 1,010		2,934 (1,924) 1,010

Commentary on 2022/23 Budget Variances Greater than £25,000, by Director Service Categorisation			Appendix 3
Service	Directorate Variance £000	Total £000	Detailed Service Variance
			Commentary
Interim Chief Executive	(52)		
Legal Services		84	£60k staffing including redundancy costs and agency above budgets for vacant posts, plus £26k legal costs for planning appeals above available budget
Land Charges		(43)	£48k payment from HM Land Registry for moving land charges register.
Market Hall		59	Income continuing downward trend £56k, energy inflation £17k less saving on salaries £14k as Manager working on Town centre
Deputy Chief Executive		(35)	3 month saving in vacancy
Harborough Innovation Centre		(117)	Income (hire of facilities and recharges) £110k above budget plus various smaller savings less energy inflation £7K
Cumulative variances less than £25k		0	
Interim Deputy Chief Executive (Finance, ICT & Assets)	74		
Human Resources		29	Legal costs
Finance Services		85	Some initial delays in new finance system project have had a knock-on effect on the planned restructure savings of £118k - now only anticipating savings for 4 months - from Dec 2022
Interest & Investment Income		(500)	£300k savings agreed at quarter 2, increased again due to rising interest rates
Quick Response Team		74	Unbudgeted cost of team.
Control Centre		32	Income not achieving expected levels £18k, one off rental payment £7k and smaller overspends
Director: Finance, ICT & Assets		(61)	Saving generated as post holder acting as Interim Deputy Chief Executive
Director: Finance, ICT & Assets		(40)	Carry forward towards council chamber virtualisation project will need carrying forward again at year end
Corporate Savings - pay increase		(164)	Original budget for pay increase of 1.75%
Corporate Savings - other savings		515	£304k target operating model savings will not be achieved in 2022/23, plus £76k of cross cutting savings. £135k of vacancy savings matched by vacancy savings in individual cost centres.
Major Emergencies		(63)	ERDF funding received relating to 2020/21 Covid expenditure.
Strategic Partnership		31	Not in original budget
The Symington Building		39	£17k on soft services, £25k on income over accrued for 21/22, £13k on electricity, £8k on other smaller variances less underspend of rates due to refund of £24k
Cumulative variances less than £25k		97	
Communities	154		
Customer Services		89	£60k Netcall contract system previously under capital budget. £20k additional cost of call centre staff
Communication		(40)	£12k savings agreed plus £28k additional savings from vacant posts
Carparking		239	Car park fee income down £243k, permit income down £16k and supplies, mainly Pay by phone costs up by £20k
On Street Car Parking		(37)	Vacancies
Temporary Accommodation		34	£22k expected shortfall in accommodation charges, £12k overspend on premises including overrun on essential gas and fire safety works
Cumulative variances less than £25k		(131)	
Planning	485		
Development Control		458	Additional £191k down in fees and £39k down on advice this quarter on top of £203k highlighted in quarter 2 plus impact of pay rise (£94k shared service not proceeded with, £108k down on income)
Neighbourhood Planning		31	Neighbourhood plan costs
Cumulative variances less than £25k		(4)	
Finance & Assets: Capital Financing	(83)		
IT Services		(25)	Agreed saving - capitalisation of IT time on capital projects.
Minimum Revenue Provision		(58)	Agreed saving - recalculation of MRP.
Cumulative variances less than £25k		0	
Net Expenditure	578	578	

General Fund Reserves, 31 st March 2022				Appendix 4
Reserve	Balance (£m)		Purpose	Useable / Unusable
General Fund (Unallocated Reserve)	2.4		Emergency funding (20% of net expenditure)	Unusable
Earmarked Reserves	13.3			
CV19	4.2		To meet known costs relating to the Coronavirus Pandemic.	Unusable, as it is mainly TIG grant to meet current and next year Collection Fund deficits.
Projects, Risks & Smoothing	1.1		To meet known future pressures, primarily the Local Plan.	Unusable, as this is funding set-aside to meet known future costs.
Capital & Contracts	1.9		To meet known capital and revenue contract costs.	Unusable, as this is funding set-aside to meet known future costs.
Transformation	1.8		To meet costs relating to the current transformation programme.	Usable, but this would not be available to meet costs of transformation.
Community, Economic & Infrastructure	1.4		To meet potential costs relating to community etc development.	Usable, but this would not be available to meet the costs of community development.
Commercial Investment	2.9		To meet potential costs where investments will generate a return; £900k of this is potentially committed to co-fund the Levelling-Up Fund Bid.	Usable, but this would not be available to support the costs of commercial investment.
Total	15.7			

Potential Medium-Term Impact of Cost/Inflationary Pressures								Appendix 5	
	In-Year Pressures			Potential Impact if No Mitigation				Cumulative Impact over MTFS	Reasoning
	2022/23			2023/24	2024/25	2025/26	2026/27		
	Saving £000	Cost £000	Net £000						
Inflation									budget used to support pay rise in services Assume 20% 2023/24, 10% 2024/25
Pay	(164)	443	279	279	279	279	279		
Utility Bills	0	42	42	42	21	0	0		
	(164)	485	321	321	300	279	279	1,923	
Underachievement of Savings									remains in base budget Saving achieved Cost will need meeting in future years
Senior Management Review (TOM)	0	304	304	287	287	287	287		
Cross Cutting Savings	0	76	76	0	0	0	0		
Vacancy Savings	(135)	135	0	0	0	0	0		
Quick Response Team	0	74	74	72	72	72	72		
Committee Servicing	(22)	38	16	0	0	0	0		
Development Management Shared Service	0	94	94	94	94	94	94		
	(157)	721	564	453	453	453	453	2,821	
Normal Operational Delivery									Anticipating permanent reduction in demand <

2022/23 Capital Forecast Outturn and Variance Analysis									Appendix 6
Capital Projects	Original Budget	Virements & Reserve Movements	Proposed Slippage to 2023/24	Proposed Updated Budget	Actual to Quarter 3	Forecast Outturn	Variance		Commentary
	£000	£000	£000	£000	£000	£000	£000		
Capital Projects Approved in previous years (either									
CCTV	20	30	0	50	48	50	0	0%	CCTV schemes underway
Harborough Innovation Centre	20	0	0	20	5	20	0	0%	Various building works
Housing & Homelessness Schemes	927	0	(761)	166	50	166	0	0%	Roman Way in planning phase. Plowmans Yard development out to tender
Lightbulb (Disabled Facilities Grants) & Other Social Services	732	0	0	732	460	659	(73)	-10%	Delivered through Lightbulb partnership and on track. Underspend relates to LADS grant funded schemes
Leisure, Open Spaces & Play	4,449	0	(3,097)	1,352	35	1,223	(129)	-10%	New Leisure provision procurement was moved out to 2024 due to contract extension. Spend on leisure dependent on new leisure provider so slipped to future years. Underspend relates to lower costs for Welland Public toilet refurbishments.
Corporate Buildings	513	22	(488)	47	32	47	0	0%	Symington Building ventilation scheme put on hold awaiting outcome of review of TSB future usage. New depot project underway - pull budget forward from future years allocations.
Car Parks & Similar Facilities	619	0	(87)	532	17	532	0	0%	Covers EV points at car parks plus budget b/f for the coach park
Economic Development	528	0	(528)	0	0	0	0	0%	Lutterworth TC Heritage Zone plan
Capital Works-S.106	1,623	0	0	1,623	964	1,623	0	0%	Community grants funded through s106 contributions
ICT & Transformation	2,382	0	(1,036)	1,346	620	1,248	(98)	-7%	All principle projects underway (new finance and assets system, ICT transformation programme, customer call centre in-sourcing). Underspend in relation to channel shift Netcall related projects
Total	11,813	52	(5,997)	5,868	2,229	5,568	(300)	-5%	
Sources of Finance									
External Funding & Grants	4,000		(615)	3,385	1,473	3,085	(300)	-9%	
Capital Receipts	4,054	0	(1,629)	2,425	620	2,425	0	0%	
Service Charges	6	0		6	5	6	0	0%	
Direct Revenue Financing	1,330	0	(1,330)	0	0	0	0	0%	
Unsupported Borrowing (MRP)	2,423	52	(2,423)	52	131	52	0	0%	
Total	11,813	52	(5,997)	5,868	2,229	5,568	(300)	-5%	

Harborough District Council



Report to the Performance Scrutiny Panel 12 April 2023

Title:	Performance: Quarter 3, 2022/23 Year
Status:	Public
Key Decision:	No
Report Author:	L. Elliott, Interim Chief Executive
Portfolio Holder:	Councillor Paul Dann, Corporate & Regulatory Services
Appendices:	A. Key Activities in Detail, End of Quarter 2 B. Strategic Performance Dashboard, End of Quarter

Executive Summary

- This report covers performance monitoring of the corporate plan for quarter 3 (Oct – Dec 2022).
- Appendix A contains a report of progress against all 32 Key activities in the corporate Plan. At the end of Quarter 3 there were 0 at Red status.
- Appendix B contains a report of 21 key performance indicators (KPI's). At the end of Quarter 3, 1 KPI had a red status.
- Quarter 3 report also highlights any activities & KPI's at amber status progress, not expected to be achieved during the 2022/23 period.

Recommendation

It is recommended that the Scrutiny Performance Panel consider and comment on the contents of this report.

Reasons for Recommendation

The Council's Performance Management Framework requires that both Scrutiny and the Cabinet have a role in monitoring the performance of the Council against its Corporate Delivery Plan.

1. Purpose of Report

- 1.1 To consider and comment on the contents of this report.

2. Background

- 2.1 Performance is monitored and reported on to Officers and Members on a quarterly basis as part of the Council's Performance Management Framework. Performance Reports are submitted to both Scrutiny and the Cabinet via quarterly reports

3. Details

- 3.1 This report consists of:

3.1.1 **Appendix A: Key Activities in Detail**

This appendix contains a performance summary of each of the Key Activities identified in the Corporate Delivery Plan for the 2022/23 year including a status, progress comment and next steps.

3.1.2 **Appendix B: Strategic Performance Dashboard**

The Strategic Performance Dashboard consists of the Council's key performance indicators for each priority and is designed to provide an overview of how the Council is performing. The Council's Performance Management database contains information on a wider range of performance indicators including further indicators from the Corporate Delivery Plan and operational indicators. Exceptions are addressed through one-to-one Portfolio Holder meetings and the Performance Improvement Board. The status of these items is categorised as either 'Green' (on or better than the set target), 'Amber' (within a tolerance of 5% below the target) or 'Red' (5% or more below target). The Direction of Travel column indicates whether the indicator has changed status since the previous month. Direction of Travel is stated as either 'Better', 'Same' or 'Worse'.

- 3.2 Officers are required to provide a status of Complete, Green, Amber or Red for each Key Activity. Definitions of these are as follows:

Status	Description
Red	Planned actions have not been achieved or have missed their target date. Issues are now impacting on delivery or expected outcomes.
Amber	Most actions completed. Some issues recognised which may impact on the delivery or expected outcomes.
Green	Planned actions completed, project on track. There are no known issues.
Complete	The project has been completed.

Performance Summary

- 3.3 Quarter 3 performance has identified no red activities within the key activities document and 1 red activity within the strategic partnership KPI dashboard. As this report covers the last period before the end of the year any amber status activities and KPI's have been highlighted that will not be achieved in quarter 4.

Status of Key Activities

- 3.4 There are 32 Key Activities, and progress against them all is shown in Appendix A. 5 Key Activities have an Amber status at the end of Quarter 3. Those at Amber status are:
- 3.4.1 KA.01.13 External maintenance works to The Symington Building, has been delayed due to the need to complete a bat surveys during May - August 2023, options for completing the work will be adjusted after that inspection.
 - 3.4.2 KA.01.08 Planning decisions and planning enforcement are maintained in line with the adopted Harborough Local Plan (2011-2031) – decision timelines are monitored in the strategic performance report and show an improving picture in quarter 3. Performance against planning enforcement was lower than the target at 73% (target 80%) during quarter 3.
 - 3.4.3 KA.02.04 Review the current leisure services provisions and service delivery options for the future, including preparations for any new contractual arrangements - Delays have occurred in quarter 3 over the procurement of legal services however overall the project is on schedule due to allowances in the initial project plan.
 - 3.4.4 KA.03.03 Produce a Welland Park Strategy and further develop a 10-year strategy for the use of all Council-owned parks and green spaces – work will be started in 2023 due to competing demands of the team.
 - 3.4.5 KA.02.07 Provision of a sustainable 24-hour Lifeline Service – increases in users of the service is not increasing in line with the target of 700 users by year end. Currently 648 users - more communications around lifeline services is planned.

Status of Strategic Performance Dashboard

- 3.5 There are 19 KPI's on the Strategic Performance dashboard, progress at the end of Quarter 3 (2022/23 year) is available in Appendix B. 3 KPI's show an amber status at the end of quarter 3 - those KPI's that have moved from red to amber in this quarter and are therefore improving are:
- 3.5.1 % of minor planning applications being determined in 8 weeks
 - 3.5.2 % of payments to creditors within 70 days.
 - 3.5.3 RB 01 In-Year Council Tax Collection Rate of 98.4% - remains at amber with a slight decrease in performance against target.
- 3.6 1 KPI has moved to a red status at quarter 3, and refers to:
- 3.6.1 Establishment and agency costs are kept within agreed revised budgets – The year-to-date pay rise in November inflated the costs for the Quarter 3 period. Overall, there is a year to date position of an underspend.
 - 3.6.2 The two KPI's around Footfall are unable to be monitored during quarter 3 as new footfall counters are being installed.

4. Implications of Decisions

Corporate Priorities

- 4.1 The contents of this report are evidence of how the Council has performed in meeting its Corporate Priorities.

Financial

- 4.2 No financial issues arise directly from this report.

Legal

- 4.3 No legal issues arise directly from this report.

Policy

- 4.4 No policy issues arise directly from this report.

Environmental Implications

- 4.5 No environmental issues arise directly from this report.

Risk Management

- 4.6 Risks are managed alongside performance through the Council's Performance Management database. Risk reports are provided to the Cabinet at regular intervals during each year.

Equalities Impact

- 4.7 Equality actions are identified as part of the Business Planning Process and are captured where relevant for each Key Activity.

Data Protection

- 4.8 No data protection issues arise directly from this report.

5. Alternative Options Considered




Not applicable.

6. Background papers


- Corporate Plan.
- Performance Management Framework.

Key Activity Quarterly Report 2022/2023 (Quarter 3)


Community Leadership to create a sense of pride and wellbeing

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.01 Improve and enhance the future delivery of Customer Services		<p>New contact centre project successfully implemented as per project plan providing a modern contact centre, live webchat functions and improved reporting.</p> <p>Work is ongoing to embed the new services and work will be undertaken over the next months to look at ways to further enhance the delivery of the service</p>	<p>Complete final stages of implementation of the new contact centre.</p> <p>Undertake staff training.</p>	Customer Services and Engagement	Strategy
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.02 Increase the digitalisation of services		Work continues to increase digitalisation of services these include improvement to garden waste subscriptions, development and implementation of licensing forms/payments	Initial working completed re the development of online licensing forms within Netcall. Ongoing monitoring and review of current/new online forms through customer feedback. Continue with the re-engineering and redesign of the Council's website.	Customer Services and Engagement	Strategy
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.03 To ensure effective Strategic Communications across the District to keep residents informed of Council services and Key Activities		- This ongoing Key Activity is completed to date. Key news and updates are shared with stakeholders via the council's communication channels in a timely, accurate and engaging way and links	-Continue to deliver high-quality communication activities for key projects and initiatives, and in support of service areas and corporate	Communications	Strategy


		with partners and local media continue to help us to widen our reach to residents across the Harborough district.	plan priorities, across the Council's communication channels to stakeholders. - Engagement Strategy draft completed and internal consultation is taking place.		
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.04 Investment in community facilities through the Section 106 process		<p>Cabinet Sub Committee approvals from 20th December Meeting</p> <p>Welland Park Academy- Supported by the Ward Councillors. The Committee voted in favour unanimously to approve both of the Welland Park academy applications.</p> <p>Scraptoft Parish Council - Supported by the Ward Councillor. The Committee voted in favour unanimously to approve the funding application.</p> <p>Kibworth Beauchamp Parish Council - The Committee voted in favour unanimously to approve the funding application.</p> <p>Husbands Bosworth Parish Council - Supported by the Ward Councillor. The Committee voted in favour unanimously to approve the funding application.</p> <p>Lutterworth Community Centre (owned by St. Marys Parochial Church Council - PCC)- Supported by the Ward Councillor. The representative informed the Panel of the funding already attained for the project. The Committee voted in</p>	2023 contributions at risk. Balances not provided to Parishes.	Community Partnerships	Wellbeing


		<p>favour unanimously to approve to part-fund this application to the sum of £20,000.</p> <p>Mercia Rivers Trust - Supported by the Ward Councillor. The Health & Wellbeing Manager explained to the Panel that as a part of the process there is an ability to use funding in areas where it cannot be used otherwise to retain the use of the grant funds, supported by existing business cases that are in place. This is relevant to this application whereby funds from Lutterworth are being used in the Kibworth Ward. The Committee voted in favour unanimously to approve the funding application.</p>			
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.05 To prevent crime, tackle antisocial behaviour and support vulnerable victims		<p>Quarter 3 - October-December</p> <p>Temporary Full Time Community Safety Officer in post until February. Whilst decision is made on future recruitment.</p> <p>Celebrate Safely Campaign Ran Oct-December.</p> <p>New drink spiking campaign ran in December and will continue in January as a pilot before possible roll out in other force areas.</p> <p>Domestic Abuse campaigns - White Ribbon and 16 days of action ran in November.</p> <p>Alcohol awareness training offered to</p>	<p>- Vacant post of FT CS Officer (2 x 0.5 officers no longer in post) recruit of post pending review.</p> <p>- Hate awareness around holocaust memorial Day</p> <p>- Scam awareness/internet safety in February</p> <p>- Rural Crime event in March</p> <p>- Domestic Abuse campaign in February to tie in with Valentines</p> <p>- Continue to issue newsletters to schools each term.</p> <p>- CSP Strategic Assessment to be completed and new Three Year Plan to go to Cabinet.</p>	Environmental Services and Health & Safety	Wellbeing


		<p>staff and partners as part of alcohol awareness campaign for staff and businesses.</p> <p>Promotion of Keep Safe Places which includes all libraries in District.</p>			
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.06 Review and implement any emerging issues that come from government policies		- There were no relevant emerging issues from government policies in Quarter 1 of the 2022/23 year.	- Continue to proactively monitor any relevant emerging issues.	Corporate Services	Corporate


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.07 Implementation and monitoring of the adopted Harborough Local Plan (2011-2031)		Continued support for implementation and ongoing monitoring of the Local Plan	- Publication of the 2021-2 Authority Monitoring Report	Strategic Planning	Planning



Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.08 Planning decisions and planning enforcement are maintained in line with the adopted Harborough Local Plan (2011-2031)		<p>During Quarters 1-3, 22 out of 36 (61%) of Major and 335 of 482 (69.5%) minor applications were determined on time. 7 of 24 planning appeals have been allowed.</p> <p>Two appeals allowed included costs awards against the council .</p>	Continue to monitor planning application performance. Recruit to vacant posts.	Development Management	Planning

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.09 Continue the preparation of the next Local Plan, ensuring that design codes are developed to shape the District in line with our place-shaping ambitions		Local Plan Scoping note prepared and shared with Local Plan Member Advisory Group	Prepare strategic development options	Strategic Planning	Planning



Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.10 Planning Obligations Policy preparation and ongoing monitoring		Planning Obligations SPD at implementation. Planning Obligations Officer post now filled and post now within the Communities Team.	Continue implementation of the Planning Obligation SPD a	Community Partnerships	Wellbeing


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.11 Continue the programme of review of the Council's conservation areas and preparation of the Local List of Heritage Assets		Public consultation on the Bitteswell Conservation Area Appraisal and 2nd tranche of the Local List of non-designated heritage assets now complete	Adoption of the Bitteswell Conservation Area Review and second Tranche of the Local List. Begin preparatory work on the Great Easton Conservation Area Appraisal	Strategic Planning	Planning

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.12 Support the preparation of Neighbourhood Plans		Little Bowden Neighbourhood Forum publicity period ends on 6 Feb 2023	<ul style="list-style-type: none"> - Hold The Kibworth NDP Review Referendum on 4 May 2023 - Designate Little Bowden Neighbourhood Forum and Neighbourhood Area once publicity period completed. - Set up Welland, Logan, Arden and Town Centre Forums by working with communities - Hold Dunton Bassett Referendum when Examination complete. - Support Plans as they progress: Market Harborough Neighbourhood Forums, Medbourne Review, Houghton Review, Lubenham Review, Billesdon Review, Lutterworth start (all dates TBC). 	Strategic Planning	Planning


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.13 External maintenance works to The Symington Building		<p>New contractor on board.</p> <p>Bat survey has been carried out which evidenced signs of brown long eared bats at The Symington Building. Further surveys to be carried out during May - August 2023 which will delay the start of the work.</p> <p>HDC are working with Aspect Ecology to provide further surveys / licence / supervision during the external work.</p>	<p>Further site meeting with window contractor</p> <p>Bat surveys to be completed and watching brief.</p> <p>Fixed costs to be firmed up and contract documents agreed signed/sealed.</p>	Property Team	Finance
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.01.14 Refurbishment of toilets in Welland Park, Market Harborough		<p>Work on site started November 2022 and is progressing well for proposed completion mid-February.</p>	<p>Work to continue on site.</p> <p>Communications to be issued for completion and opening to the public.</p>	Property Team	Finance


Promoting health and wellbeing and encouraging healthy life choices


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.01 Provide support for the most vulnerable in our communities, ensuring that they have suitable accommodation to safeguard them from harm and we provide high-quality help and advice on housing options		<p>Plowmans Yards fire safety audits have been completed and awaiting decision.</p> <p>Two new Housing Options officers are in role and the new Housing manager has taken up the post in quarter 2.</p> <p>Work continues on developing a more active and structured approach to increasing the accommodation locally for single person households.</p> <p>Recently attended a Resettlement Event hosted by the district to help Ukrainian refugees settle and find appropriate accommodation for those on the Homes for Ukraine scheme. Ongoing work with the H4U Officer to support families with move on and emergency accommodation.</p>	<p>- Continue to Provide extensive training to the Housing Options Officer.</p> <p>_ working with internal services and external housing providers to support residents with the costs of living crisis.</p> <p>- Recruitment of an officer to focus on the resettlement of refugees.</p>	Community Partnerships	Wellbeing
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.02 Agree and implement the Young Persons Strategy		<p>The Young Persons Opportunity Plan and Action Plan was competed and passed through Scrutiny.</p> <p>Young Persons Officer facilitated tour of jubilee art work banners in District.</p> <p>Young Person Officer helped facilitate diversionary activities for ASB Awareness week and through Summer.</p>	<p>- The Young Persons Opportunity Plan and Action Plan to be embedded across services areas of the council.</p> <p>Monitoring of these activities to be developed.</p>	Community Partnerships	Wellbeing


		Young persons opportunity plan and action plan was presented to cabinet 10.10.22			
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.03 Implement a Health and Wellbeing Strategy that will empower people to take action to improve health and wellbeing for themselves and others through providing effective, timely and appropriate support where it is needed		<p>The Cabinet approved the Health and Wellbeing Strategy 2022-2027 at its meeting on 10th October 2022 which sets strategic objectives and an action plan to deliver on these objectives in order to ensure;</p> <p>The Council understands and works to improve the health and wellbeing of residents in partnership with key stakeholders and alongside communities.</p> <p>The report noted that the Health and Wellbeing Strategy will ensure that the key priorities within the Corporate Plan are delivered, specifically, 'Promoting health and wellbeing and encouraging healthy life choices. The Council is in a strong position to influence and support many wider determinants of health through the services that are delivered, either solely or in partnership with stakeholders. This strategy also underpins the procurement of the new leisure contract for 2024 and focuses on 6 cross cutting strategic priorities: -</p> <ol style="list-style-type: none"> 1.Quality homes for all 2.Community infrastructure 3.Skills, jobs & income 	<p>Once approved by Cabinet on 10th October 2022 work will can begin on delivering on the six cross-cutting strategic priorities for Health and Wellbeing in Harborough District over the next 5 years. those priorities being:</p> <ul style="list-style-type: none"> • Quality homes for all • Community infrastructure • Skills, jobs & income • Stronger communities • Mental health • Physical health <p>Staff will continue to work through the associated action plan in order to support delivery of the strategy The plan will be reviewed on a regular basis to ensure the Council and partners are delivering on improving health and wellbeing for residents, The Health and Wellbeing Strategy and Action Plan will also support the Council to engage in the wider health agenda.</p>	Community Partnerships	Wellbeing

		4.Stronger communities 5.Mental health 6.Physical health The strategy is based on evidence of the current health and wellbeing of Harborough districts residents and the future predicted health. The Cabinet had the opportunity to question the Portfolio Holder and following the discussion it was,			
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.04 Review the current leisure services provisions and service delivery options for the future, including preparations for any new contractual arrangements		Legal support has now been procured however. This has pushed back the start of procurement from December 2022 to January 2023. This will not impact on the overall project due to contingencies built in the project timeline. There has been good progress regarding procurement documentation which will be finalised and go live on 16th January	Between November 2022-March 2023 complete a tender process to produce a long list of bidders. Between March 2023-July 2023 determine a short list of bidders In July 2023 conduct a Gateway review . In October 2023 conduct a revised tender evaluation. In November 2023 Council approval will be sought for the preferred partner with a new contract commencing on 1 April 2024.	Community Partnerships	Wellbeing

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.05 Implement measures to improve the living accommodation within the District		No new data available in Quarter 2	- Continue monitoring affordable housing unit delivery and work closely partner organisations.	Strategic Planning	Wellbeing


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.06 Delivery of the agreed objectives of the Armed Forces Covenant		<p>Current activity to sustain the Armed Forces Covenant is assessed as Green.</p> <p>In Q3 the Armed Forces Covenant (AFC) Duty was signed into law and became legally enforceable as of 22nd November 2022.</p> <p>Awareness of the legislation across the Authority is good and, because the Covenant Duty is now enshrined in law, adherence to the principle of taking 'due regard' when engaging with members of the Armed Forces Community (including veterans) must now become routine business. An updated version of the written brief to HCC Members, outlining the key facets of the Covenant Duty and informing them it has now passed into law, was produced in late November 2022.</p> <p>In December the AFO produced a report for the Armed Forces Covenant Trust on progress with sustaining delivery of the Covenant across Harborough District, Rutland, and South Lincolnshire. The Trust welcomed the report and acknowledged the substantial progress in support to the Armed Forces community in the area.</p>	<ul style="list-style-type: none"> Plans to create a South Leicestershire Wellness Hub for veterans (in Lutterworth) have been delayed into Q4 due to a change in availability of the planned venue. This is a priority for the remainder of the FY. Focus turns to Defence Recognition Scheme and building a foundation for achieving the Gold Award in 2024. This will include completion of a Covenant related informal Performance Self-Assessment in Q4. Development and introduction of an E-Learning module on the Covenant for both Officers and Council Members. Maintaining oversight of HCC performance against the obligations of the Covenant Duty (monitor, record, measure). 	Corporate Services; Legal and Democratic Services	Corporate


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.02.07 Provision of a sustainable 24-hour Lifeline Service		Customer numbers recovering to pre-pandemic levels. Budget forecast to achieve targets.	- Continue marketing of service.	Commissioning and Lifeline	Wellbeing

Creating a sustainable environment to protect future generations


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.01 Reduce environmental crime through promoting a cleaner, greener environment using education and enforcement		As of January we still remain set to reduce flytipping again this year through our campaigns. We have also been monitoring dog fouling, littering and graffiti, as graffiti has been an issue during quarter 3. To do this we created a radio campaign and used social media to widen the coverage and encourage more reporting if witnessed.	<ul style="list-style-type: none"> - Continue the work on our successful campaigns. - Work with other districts on campaigns - Work with parishes and other organisations 	Environmental Services and Health & Safety	Regulatory
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.02 Prepare for re-procurement of the Environmental Services contract, ensuring that any new requirements from government are included in the specifications		This will start April 2023.	TBC.	Environmental Services and Health & Safety	Regulatory
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.03 Produce a Welland Park Strategy and further develop a 10-year strategy for the use of all Council-owned parks and green spaces		Due to other projects this will worked on further during 2023.	- Draft the Strategy, in line with consultation and engagement.	Environmental Services and Health & Safety	Regulatory
Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.04 Provide effective local air quality management		The AQ monitor was installed in the village hall car park in North Kilworth. All questionnaires were hand delivered to the villagers and the consultation period has now ended. We have various vouchers to hand out as part of the project. Generally, AQ in the district is	Confirm the study location and send out initial questionnaires	Regulatory Services	Regulatory

		still falling below government objective levels and there have been no exceedences including in the AQMAs in Kibworth and Lutterworth. We continue to monitor AQ in the district.			
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.05 All Council activities will work towards being carbon neutral by 2030		<p>Climate Officer group continues to meet to coordinate actions.</p> <p>10 EV charge points installed in Market Harborough Car parks.</p> <p>HIC improved with LED lighting.</p> <p>Harborough Climate Emergency Action Plan draft report completed with full list of actions including with partners.</p> <p>Inventory of emissions published on website</p>	Draft report complete and going to officers for comment.	Regulatory Services	Regulatory


Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.06 Provide domestic energy efficiency advice and measures in partnership with external organisations and encourage households to participate in the Council's Collective Switching and Solar Together initiatives		<p>Solar together 250 registrant accepted offer and installs are underway to complete by end of March subject to weather conditions.</p> <p>Collective switching still on hold due to energy market conditions.</p> <p>ECO4 flexible eligibility being sorted out in partnership with other districts, so no installs yet.</p> <p>76 properties completed under LAD2. Project being closed down.</p>	<p>Close down of LAD2 by end of December.</p> <ul style="list-style-type: none"> - Installations of solar together start in October/November 2022. - ECO4 flexible eligibility is in process of being signed off following final guidance. - SWC surveys of households will start end of October. 	Regulatory Services	Regulatory


		Sustainable warmth being delivered in partnership with other Leicestershire Authorities under Green Living Leicestershire - 60 properties expected to receive measures by end of March			
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.03.07 Develop and implement a Rural Strategy for the District		The Rural strategy was considered at Cabinet on 10.10.22	Seek opportunities for funding alongside the Shared Prosperity fund. Embed the strategy across council services.	Community Partnerships	Wellbeing


Supporting businesses and residents to deliver a prosperous local economy

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.04.01 Ensure that Harborough District's towns, villages and rural areas remain attractive and vibrant places to live, work invest and visit		<ul style="list-style-type: none"> - Submitted a bid to the Government's Levelling Up Funding for Market Harborough Town Centre. - Submitted plans to the Government's UK Shared Prosperity Fund to support the implementation of town centre Masterplans and the District's smaller towns. - Supported a comprehensive shop front enhancement scheme for businesses in towns and villages across Harborough District. 	<ul style="list-style-type: none"> - Start rolling out a programme of investment through the UK Shared Prosperity Fund, including Active Travel and town centre improvements. - Submit plans for the Government's Rural England Prosperity Funding to support Harborough District's rural areas. 	Economic Development	Finance

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.04.02 Ensure that we support new and existing businesses with Harborough District to be as successful as they can be		<ul style="list-style-type: none"> - Continued to attract more new and existing businesses to be based at the Harborough Innovation Centre, (up to 94% occupancy in September 2022, from 48% during the Covid pandemic). - Continued to attract more businesses to be based at the Harborough Grow-on Centre, (up to 41% occupancy, or 7 rooms in September 2022, from only 3 rooms and 18% occupancy in September 2021). - Supported 46 local businesses with free memberships for the Federation for Small Businesses and 18 local businesses to access the Zellar online sustainability platform. 	<ul style="list-style-type: none"> - Develop plans for the Rural England Prosperity Fund to support rural businesses and communities within Harborough District. - Developing new business grants scheme and comprehensive business support offer, as part of our UK Shared Prosperity Fund programme. 	Economic Development	Finance

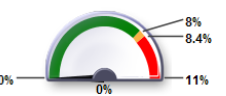

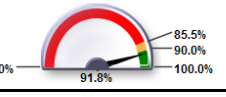



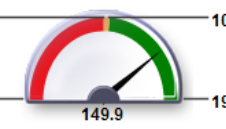

Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.04.03 Ensure that Harborough District residents (particularly young people), can gain access to the education, training, and skills they require to obtain high-quality employment and careers to help them meet their potential and live a fulfilling life		<ul style="list-style-type: none"> - Continued to co-ordinate Job Fairs in Market Harborough and Lutterworth, alongside key partners, which have been very well received, (Market Harborough Job Fair in June 2022 resulted in over 50 individuals receiving on the spot job offers). - Monthly Job Clubs in Lutterworth continue to grow, and are now attracting involvement from significant local employers. 	<ul style="list-style-type: none"> - Develop detailed plans for the UK Shared Prosperity Fund to support District residents gaining skills and employment, (ideally for implementation in 2023/24 and 2024/25). - Continue to support and develop Job Fairs in both towns and the Lutterworth Job Club, in conjunction with partners. - Continue to support school careers events and share 	Economic Development	Finance

			good practice between schools.		
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Activities	Status	Progress	Next Steps	CMT Lead / Team	Portfolio
KA.04.04 Review and revise the Economic Development Strategy to ensure it is fit for purpose in the current climate		Work has been undertaken to assess the current position of Harborough District post-Covid and in the context of the Government's Levelling Up agenda, which is evolving in the light of changing economic circumstances and Government policy.	- Detailed work to review and develop a new Economic Development Strategy for the District is planned for late 2022/ early 2023.	Economic Development	Finance

Strategic Performance Dashboard 2022/23 – Quarter 3 report

Priority 1: Community Leadership to create a sense of pride and wellbeing


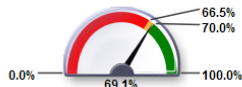





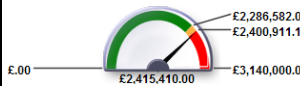


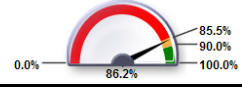







KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
CCS 05 Reducing avoidable contact	✓	0%	8%	Average result for Q3 2022/23 as of December 2022 		
COR 01 Stage 1 and Stage 2 complaints responded to within 20 working days (%)	✓	91.8%	90.0%	Cumulative result for Q3 2022/23 as of November 2022 		Performance has increased on last month from 86.9%
HS 07 Number of Repeat Homelessness Acceptances	✓	0	0	Q3 2022/23 result 		There has not been a repeat of Homelessness during 2023 to date
SP 02 Supply of ready to develop housing sites in forthcoming five year period compared to requirement (achievement of five-year land supply)	✓	149.9	100.0	March 2021 result 		Data for this indicator was last calculated on 31 March 2021, when 7.49 years was available. New data expected by end of October 22.

Priority 2: Promoting health and wellbeing and encouraging healthy life choices

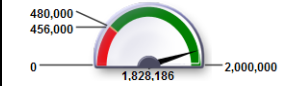

KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
CP 11 Number of attendances at sport and physical activities	✓	34,014	25,000	<p>Q4 2021/22 result</p>	↑	Quarter 2 data will not be made available until the end of October 22
RS 16 Average number of weeks taken to complete Disabled Facilities adaptations	✓	17	20	<p>Q2 2022/23 result</p>	→	

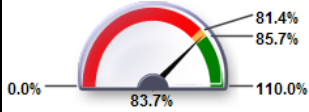
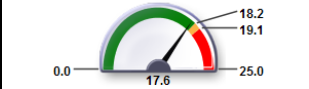
Priority 3: Creating a sustainable environment to protect future generations

KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
CON 10 Levels of Litter and Detritus (% of sites are Grade B or better)	✓	88%	88%	<p>Q3 2022/23 result</p>	↓	
CON 14 Average number of working days to respond to reports of fly-tipping (days)	✓	2.17	5.00	<p>Q3 2022/23 result</p>	↓	
DM 01 60% of major applications determined within 13 weeks or other agreed time	✓	81.8%	60.0%	<p>Cumulative result for Q3 2022/23 as of January 2023</p>	↑	

KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
DM 02 Percentage of minor and other applications determined within 8 weeks or other agreed time		69.1%	70.0%	Cumulative result for Q3 2022/23 as of January 2023 		Improving picture of performance in Quarter 3. Only 0.9% of target for quarter.
DM 07 Less than 10% of major decisions allowed at appeal		0.0%	10.0%	Cumulative result for Q4 2022/23 as of January 2023 		
FS 02 Establishment and Agency costs are kept within agreed revised budget		£2,415,410.00	£2,286,582.00	Cumulative result for Q3 2022/23 as of December 2022 		Year to date payrise paid in November inflating cost for quarter 3. Year to date position is an underspend
FS 03 90% of payments to creditors within 30 days		86.2%	90.0%	Cumulative result for Q3 2022/23 as of December 2022 		807 payments made out of 936
HR 02 Percentage staff turnover (%)		1.7	4.0	Cumulative result for Q4 2022/23 as of January 2023 		
HR 03.1 Working days lost due to Sickness Absence (short-term only)		0.3	3.4	Average result for Q4 2022/23 as of January 2023 		

Priority 4: Supporting businesses and residents to deliver a prosperous local economy

KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
ED 08.1 Market Harborough Footfall				Cumulative result for Q2 2022/23 as of September 2022 		New footfall counters are being installed from start of Quarter 3.
ED 08.2 Lutterworth Footfall				Cumulative result for Q2 2022/23 as of September 2022 		New footfall counters are being installed from start of quarter 3

KPI	Status	Value	Target	Gauge	Direction of Travel	Comments
RB 01 In-Year Council Tax Collection Rate of 98.4%	⚠️	83.7%	85.7%	<p>Q3 2022/23 result</p> 	⬆️	2% behind on target for the quarter
RB 02 Achieve an average time of 19 days to process new benefit claims	✅	17.6	18.2	<p>Average result for Q3 2022/23 as of December 2022</p> 	⬇️	

Harborough District Council

Report to the Performance Scrutiny Panel 12 April 2023



Title:	Regulation of Investigatory Powers Act (2000) RIPA
Status:	Public report
Key Decision:	No
Report Author:	Clare Pattinson, Director of Governance and Law & Interim Monitoring Officer
Portfolio Holder:	Councillor Paul Dann
Appendices:	Not applicable

Executive Summary

This report provides details of the use of covert surveillance under the Regulation of Investigatory Powers Act 2000 ("RIPA") by Harborough District Council.

Recommendations

To note that the Council has not utilised the powers afforded to it under Regulation of Investigatory Powers Act 2000 in the third quarter of this municipal year.

Reasons for Recommendations

Council decided on 4th April 2011 that a scrutiny committee should exercise oversight of the RIPA policy and its usage. This report fulfils this notification requirement.

1. Purpose of Report

- 1.1 To inform members whether the Council has utilised its powers under the Regulation of Investigatory Powers Act 2000 in the preceding quarter.

2. Background

- 2.1 The Council has the ability to use investigatory techniques to prevent and detect crimes. Its use of such powers is particularised in a policy that reflects statutory guidance, which

was last updated in 2021. Oversight of the operation of this policy is provided by the Scrutiny panel.

- 2.2 The Council's use of these powers is monitored by the Investigatory Powers Commissioner's Office ("IPCO"), which last conducted an inspection, remotely, in July 2020.
- 2.3 The Council is required to submit an annual statistical return on its use of these powers to the IPCO. The latest return to the IPCO was submitted in February 2023.

3. Details

- 3.1 The Panel is asked to note that the Council has not used its RIPA powers in the municipal year to date.

4. Implications of Decisions

4.1. Corporate Priorities

The use of investigatory techniques supports the Council's promotion of its Corporate Priorities.

4.2. Financial

There are no direct financial implications arising from this report.

4.3. Legal

The Council is able to utilise its RIPA powers for the purpose of preventing and detecting crime in the district, provided that it complies with the statutory provisions, statutory guidance and its own policies.

4.4. Policy

This report fulfils the Council's RIPA policy requirements and gives effect to the resolution of Council on 4 April 2011 that Scrutiny monitor the application of these techniques.

5. Summary of Consultation and Outcome

Not applicable

6. Alternative Options Considered

Not applicable

7. Background papers

Regulation of Investigatory Powers Act 2000 Policy
Statutory RIPA guidance