



EAST STAFFORDSHIRE BOROUGH COUNCIL

REPORT COVER SHEET

Title of Report:	Quarter 1 - Revenue and Capital Outturn 2024/25	To be marked with an 'X' by Democratic Services after report has been presented
Meeting of:	Corporate Management Team – 14 August 2024	X
	Pre Cabinet – 22 August 2024	X
	Leader's / Leader of the Opposition's Advisory Group – 23 August 2024	X
	Cabinet – 16 September 2024	



Is this an Executive Decision:	Yes	Is this a Key Decision:	NO
Is this in the Forward Plan:	Yes	Is the Report Confidential:	NO
If so, please state relevant paragraph from Schedule 12A LGA 1972:	n/a		

Essential Signatories:

ALL REPORTS MUST BE IN THE NAME OF A HEAD OF SERVICE

Monitoring Officer: **John Teasdale**

Date Signature

Chief Finance Officer: **Lloyd Haynes**

Date Signature

EAST STAFFORDSHIRE BOROUGH COUNCIL

Report to Cabinet

Date: 16 September 2024

REPORT TITLE: Quarter 1 - Revenue and Capital Outturn Monitoring

PORTFOLIO: Finance and Treasury Management

HEAD OF SERVICE: Lloyd Haynes – Head of Finance

CONTACT OFFICER: Daniel Binks, Chief Accountant Ext. No. 1139

WARD(S) AFFECTED: All

1. Purpose of the Report

- 1.1 This report presents the 2024/25 financial position as at Quarter 1. This monitoring report comprises projected end of year Outturns for both revenue and capital and an update on Treasury Management and financial risks.
- 1.2 The purpose of the report is to exercise management and oversight of the Council's finances, in accordance with Council regulations.

2. Executive Summary

- 2.1 The 2024/25 original revenue budget was set by Full Council on 19 February 2024, with a net budget requirement of £16.794m. This net budget requirement is funded from Business Rates, Council Tax and general grant income.
- 2.2 The 2024/25 original budget was subsequently updated for budget carry forwards from the last financial year, as recommended in the 2023/24 Outturn Report (see Quarter 4 – Revenue and Capital Outturn 2023/24, Cabinet 17th June). In addition, the 2024/25 budget has been further adjusted for a number of approved amendments. The budget carry forwards and approved amendments are fully funded, so that the net budget requirement for the latest 2024/25 budget remains at £16.794m.
- 2.3 The Quarter 1 projected revenue budget variance is an overspend of £113k against the £16.794m budget. The report provides a detailed commentary on the variances at individual portfolio and departmental level.
- 2.4 The 2024/25 Medium Term Financial Strategy (MTFS) originally profiled £16.549m of budgeted capital spend against the mainstream Capital Programme. Subsequently, capital carry forwards from 2023/24, alongside other approved amendments, increased the 2024/25 profiled spend to £18.859m. The current

projected Outturn compared against this will result in a £2.297m carry forward into 2025/26 and a small underspend of £48k.

- 2.5 The Towns Fund Projects are projected to be completed both to budget and time. The last budgeted year of spend on the Towns Fund Projects within the Capital Programme is 2025/26.
- 2.6 The update on Treasury Management activity is that Investments as at 30 June 2024 stood at £60.219m. Investment returns from the start of the financial year have averaged 5.37% (5.03% equivalent average as at June 2024). However, following on from the end of the first quarter covered by this report, the Bank of England interest base rate reduced from 5.25% to 5.00% on 1 August. The update on Treasury Management activity further reports that all Treasury management activities during the first quarter of 2024/25 was in line with the approved Treasury Management Strategy.
- 2.7 An update on corporate and strategic risks is set out in Appendix E.

3. **Revenue Budget 2024/25**

- 3.1 On 19 February 2024, the full Council approved the revenue budget for the year 2024/25. This net expenditure requirement totalled £16.794m and this is shown in the table below, analysed into the Council’s portfolio areas at that date:

Original Approved Service Budgets (19th February 2024)	£'000
Leader of the Council	3,972
Tourism and Cultural Development	1,399
Communities and Regulatory Services	1,854
Environment and Climate Change	7,549
Finance and Treasury Management	1,187
Regeneration and Development	491
Corporate Items	342
Total	16,794

- 3.2 There have been authorised budget transfers and virements between individual services during 2024/25. The realignments and virements that have taken place since February 2024 are reflected in the monitoring information below.

4. **Forecast Revenue Outturn 2024/25**

- 4.1. The following table summarises at portfolio level the position at quarter 1, showing the latest budget, outturn and variance.

Summary by Cabinet Portfolio Holder	Latest Net Budget 2024/25 £'000	Forecast Outturn 2024/25 £'000	Forecast Over/(Under) £'000
Leader of the Council	3,961	4,015	54
Tourism and Cultural Development	1,399	1,381	(18)
Communities and Regulatory Services	1,854	1,782	(72)
Environment and Climate Change	7,549	7,505	(44)
Finance and Treasury Management	1,187	1,277	90
Regeneration and Development	503	606	103
Corporate Items, Including In-Year Approvals	341	341	-
Total	16,794	16,907	113

- 4.2. The tables at Appendix A summarise, by Portfolio and Service, the variations between the 2024/25 budget and the year-end forecast outturn. Further supporting narrative in relation to those areas with significant variations is set out below:

Leader of the Council

■ **Legal Services – Forecast Net Pressure of £100k**

A recurring challenge within the service is that temporary staff costs are higher than the available savings from vacancies within the staffing structure which need to be covered. Recovery of court costs also continues to be a challenge within the service area.

In detail, the staffing forecast overspend is £94k; £194k temporary staff costs only partially offset by (£100k) of savings against vacancies within the permanent staffing establishment. Income from recovering court costs is currently forecast £6k less than budgeted. The Monitoring Officer is currently exploring options that can be implemented to reduce the forecast pressure on temporary staffing costs.

■ **Human Resources, Payments & Pensions – Forecast Net Saving of (£14k)**

Temporary staffing costs primarily related to the Human Resources, Organisational Development and Payments Shared Service Manager post until February 2025, totalling £146k. This is part offset by use of Professional Services reserve of (£112k). Net other variances across the service predominantly relating to vacant posts yet to be recruited to total (£48k).

■ **Other minor variances – Forecast Net Saving of (£32k)**

A number of minor variances across the remaining service areas of IT, Corporate and Commercial and Corporate Management Team total a net underspend of (£32k).

Tourism and Cultural Development

■ **Arts, Brewhouse and Functions – Forecast Net Pressure of £36k**

Arts development is forecast to overspend by £26k due to £11k less funding contributions from other bodies, an increase in art workers costs of £18k due to an increase in the number of events planned, and part offset by (£3k) underspend on public participation costs.

A net £8k overspend is forecast on the Brewhouse Arts Centre. This is a result of £29k additional costs on premises and supplies, offset by an (£11k) underspend on staffing and (£10k) additional income from room hire. A minor net overspend of £2k is currently forecast for Burton Town Hall.

■ **Markets – Forecast Net Saving of (£31k)**

Markets is forecast to underspend by (£31k) due to a (£42k) saving on business rates as empty units previously budgeted for are currently being charged with a 100% empty exemption applicable to listed buildings. This is offset by a pressure of £11k from casual staffing cover costs.

■ **Cultural Services Marketing – Forecast Net Saving of (£12k)**

There is currently an underspend in staffing costs as the Market officer post is currently vacant and is expected to be filled from October 2024.

■ **Other minor variances – Forecast Net Saving of (£11k)**

A number of minor variances across the remaining service areas of Strategic Tourism and Leisure Services total a net underspend of (£11k).

Communities and Regulatory Services

■ **Environmental Health – Forecast Net Saving of (£60k)**

Forecast savings of (£60k) in Environmental Health as a result of staff costs funded from the Healthy Homes Project.

■ **Licensing & Enforcement and Community & Civil Enforcement – Forecast Net Saving of (£68k)**

(£43k) staff saving within Licensing and Enforcement and a (£26k) saving within Community and Civil Enforcement due to a vacant post within the team.

■ **Housing – Forecast Net Pressure of £39k**

Within Housing Options, there is a net overspend of £47k in relation to homeless prevention, part offset by an (£8k) staff saving.

Within Housing options, there are also very significant demand pressures for supported accommodation in the region resulting in £195k additional cost that are being managed by an offsetting (£195k) Housing Benefit Subsidy and additional Government grants, including the Rough Sleeping Initiative Grant and Homeless Prevention Grant.

■ CCTV – Forecast Net Pressure of £17k

A £17k overspend is forecast in the CCTV service as a result of costs relating to data transmission charges and Ethernet connections at an increased number of sites.

Environment and Climate Change

■ Environment – Forecast Net Saving of (£66k)

Environment Services is currently forecast to underspend by (£66k). This is a result of a (£31k) staffing saving within Public Conveniences due to difficulty in recruiting staff.

A (£48k) net saving within Waste Collection mainly due to additional forecast recycling income of (£103k), part offset by £55k additional costs.

A net pressure of £13k within Street Cleansing mainly caused by additional staffing costs of £50k offset by reduced vehicle fuel costs of (£34k) and (£3k) other minor variances.

■ Climate Change – Forecast Net Pressure of £37k

Climate Change is currently forecast to overspend by £37k due to increased electricity costs of £21k and income of £20k below budget for electricity vehicle charging points. The pressures are offset by staff savings of (£4k).

■ Off Street Parking – Forecast Net Saving of (£14k)

Off Street Parking is currently forecasting (£14k) additional income above budget made up of (£12k) car parking income and (£2k) season ticket/penalty charge notice income.

■ Other minor variances – Forecast Net Saving of (£1k)

A number of minor variances across the remaining service area of Community, Open Spaces and Facilities total a net underspend of (£1k).

Finance and Treasury Management

■ Revenues, Benefits and Customer Contacts – Forecast Net Pressure of £90k

Revenues, Benefits and Customer Contacts is currently forecast to overspend by £90k which is mainly due to an increase of £96k in Net Housing Benefits Cost. This increase is partly due to increased Rent Rebates of £146k arising due to homelessness and excess hotel and B&B accommodation increased costs in

Housing Options. Only part of these costs are recoverable via Housing Benefits Subsidy of (£50k).

Across Revenues and Benefits, there are also significant additional staffing costs of £183k from additional work requirements and the roll out of a new system and £10k legal income shortfall but these costs have been offset by the new burdens grant and funding from reserves of (£193k).

A number of minor variances across Customer Contacts total a net underspend of (£6k).

■ Financial Services and Capital Financing - On budget

Within the Financial Management Unit, there are £112k of net additional staffing costs for 4 posts covering permanent staffing vacancies. As noted in other areas, this has arisen from recruitment and retention difficulties within the sector. As part of the Council's long-term strategy, permanent staff are in the process of being recruited into these roles, with a new permanent Chief Accountant and also a Principal Accountant due to start with the authority in July, and with other roles currently in the process of being advertised. The costs of temporary staff have been funded from the Professional Services reserve.

The forecast for an additional (£240k) in interest income currently assumes this extra income will be transferred to earmarked reserves, in line with the process approved as part of the budget. However, this assumption can be reviewed if required, dependent on the overall forecast outturn position for the Council, as we progress through the financial year.

Regeneration and Development

■ Planning and Land Charges – Forecast Net Pressure of £124k

Within Development Control, there is a net overspend of £177k. This is mainly caused by a planning income shortfall of £184k against an overall £1.1m income budget. It is further emphasised that forecasts for planning applications are inherently risky, with the timing of major applications in particular difficult to predict with accuracy. This is part offset by (£7k) of other minor variances.

In addition to this, within Land Charges there is a shortfall in Land Charge Fees of £38k due to a slowdown in the housing market. The above pressures are offset by a (£40k) staff saving within Planning Policy and (£50k) additional grant funding within Land Charges.

■ Enterprise and Regeneration – Forecast Net Saving of (£21k)

The forecast savings on both Enterprise and Regeneration mainly relate to savings on permanent staffing: saving from a vacancy not yet filled, alongside flexible working by two officers.

■ Corporate Budgets

Corporate Budgets represent items which do not form part of any particular service. This area is currently forecast on budget for 2024/25.

Higher Risk Budgets

- 4.3. The table below provides an overview of areas which saw significant financial variances (both positive and negative) in previous financial years, and therefore potentially continue to present a high financial risk during 2023/24. Narrative in relation to each is set out below the table.

Ref.	High Risk Financial Areas (During 2023/24)	Annual Budget 2024/25 £'000	Current Spend/Inc Q1 £'000	Forecast Outturn 2024/25 £'000	Forecast Over/(Under) £'000
1.	Planning Income	(1,069)	(793)	(885)	184
2.	Planning Temporary Staff	58	39	122	64
3.	Investment Income	(2,093)	(50)	(2,333)	(240)
4.	Environment Temporary Staff	334	105	483	149
5.	Arts, Brewhouse and Functions	724	59	760	36
6.	Car Parking Income	(856)	(326)	(870)	(14)
		(2,902)	(966)	(2,723)	179

Ref 1 and 2 – both relate to the Planning Service. Further detail on the position for the planning service as a whole is set out in the Regeneration & Development section of the report at paragraph 4.2 above and Appendix 1. In summary the additional costs for temporary staff shown in the table are fully mitigated by underspends due to vacancies in Development Control and Planning Policy, so are not currently causing a budgetary pressure. Planning income does see fluctuations throughout the year and will therefore continue to be monitored closely as the year progresses with potential for any further mitigating actions continuing to be identified where possible.

Ref 3 – Investment Income is currently forecasting an additional (£240k) in interest income. However it is assumed that this extra income will be transferred to earmarked reserves, in line with the process approved as part of the budget. This assumption can be reviewed if required, dependent on the overall forecast outturn position for the Council, as we progress through the financial year.

Ref 4 - relates to the use of temporary staff within the Environment service area. Further detail on the overall financial position for the service is set out in the Environment & Climate Change section of report at paragraph 4.2 above and Appendix 1 of this report. The pressure on agency staff is currently being mitigated within the service through additional recycling income and an underspend on vehicle fuel.

Ref 5 - The forecast pressure will continue to be monitored throughout the year with potential for any further mitigating actions continuing to be identified where possible.

Ref 6 – relates to car parking income. Further detail is set out in the Environment & Climate Change section of the report at paragraph 4.2 above and Appendix 1, however no overall pressure is currently forecast in relation to this area.

- 4.4 In summary the table shows that for the majority of areas which have seen historic variances that there are actions in place which currently reduce the risk in full for 2024/25, with the exception of Planning Income and Arts, Brewhouse and Functions

where work is taking place to identify further actions to mitigate pressures where possible.

5. Treasury Management

- 5.1 The 2024/25 Treasury Management Strategy was recommended by Audit Committee on 8 February 2024 and approved by Council on 19 February 2024. The purpose of this section is to provide an update on Treasury Management Activity.

Investment Returns

- 5.2 The Council's budgeted interest income for 2024/25 is £2.093m. The budget assumes an average interest rate of 4.5% and average cash balances of £46.5m. The average interest rate includes an assumption that interest rates will be higher at the start of the financial year but will then reduce. The average cash balance includes a calculation that cash balances are higher at the start of the financial year, as some funding is front loaded and then will reduce during the year.
- 5.3 The Council's financial strategy approved the transfer of any investment income above £1.368m (i.e. £725k of the budgeted income) into an 'interest rate smoothing' earmarked reserve, with the balance of the reserve then used to support the Council's budget as interest rates reduce.
- 5.4 Currently, interest income is forecast to be £240k higher than budgeted. The assumption at present is that this extra income will also be transferred to earmarked reserve, in line with the process approved as part of the budget. This assumption can be reviewed if required, dependent on the overall forecast outturn position for the Council, as we progress through the financial year.
- 5.5 The forecast interest income is higher due to the Bank of England rate remaining at 5.25% for longer than originally anticipated when setting the budget. The Council's investments held as at 31 March 2024 are on average yielding 5.36%. This is in excess of the Bank of England base rate, which was 5.25% at the end of the financial year. Average investment returns for the year to date are 5.37%.
- 5.6 Appendix B shows the existing investments the authority had in place as at 30 June 2024. These investments are also summarised by type in the table below.

Investments	31 st March 2024		30 th June 2024	
	£'000	%	£'000	%
Banks	153	0.3%	69	0.1%
Certificate of Deposit*	26,500	53.4%	31,500	52.3%
Money Market Funds	10,500	21.1%	18,000	29.9%
UK Treasury Bills	12,500	25.2%	9,000	14.9%
UK Debt Management	0	0.0%	1,650	2.7%
Other Local Authorities	-	-	-	-
Total	49,653	100%	60,219	100%

*Certificate of Deposits are placed with a number of UK based banks and a range of highly rated foreign banks which offer significant counterparty strength as well as diversification of the investment portfolio.

5.7 As can be seen, investment balances increased from £49.7m at 31 March 2024 to £60.2m at 30 June 2024 (for comparison at 30 June 2023 investment balances were £58.7m). As noted above, investment balances will increase in the first quarter. Council Tax and Business Rates are generally collected over the first 10 months of the year. Some Government funding streams are received prior to the spend occurring.

Borrowing

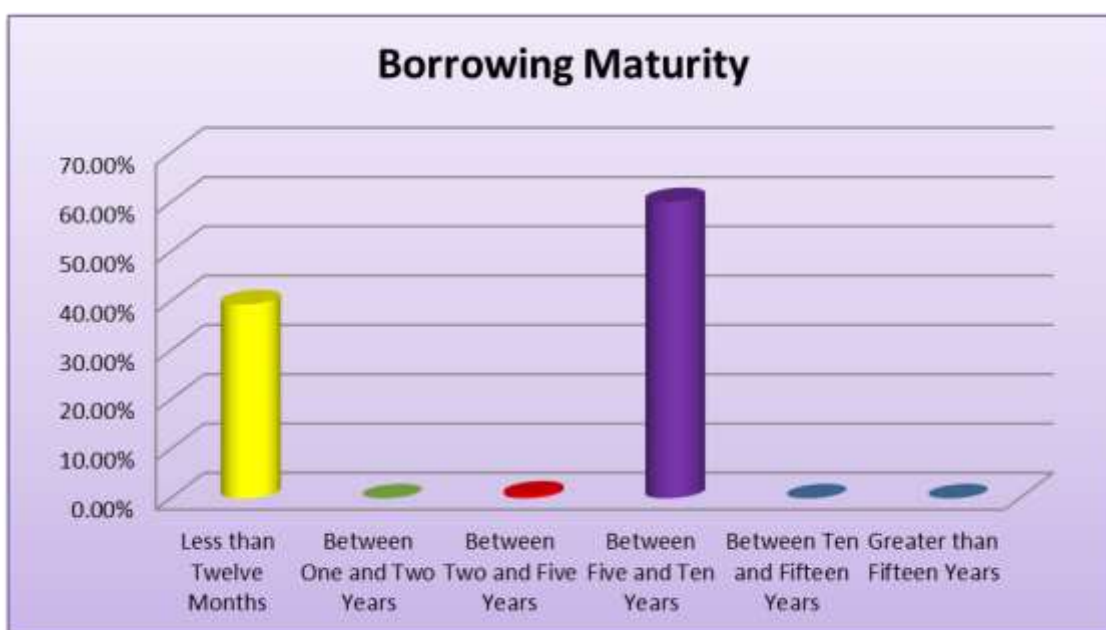
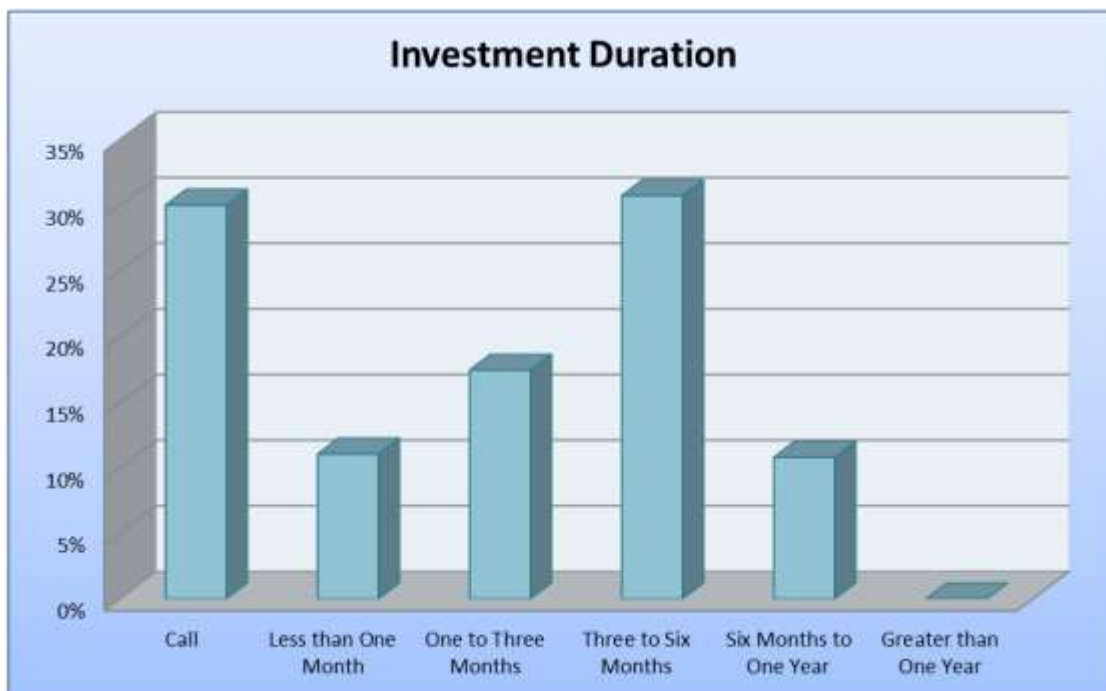
5.8 The average rate payable on the Council’s external borrowing as at 30 June 2024 was 4.860%, and external debt totalled £6.3m. This is shown in the table below.

Debt Type	Principal Outstanding (£)	Average Rate
Total Fixed Debt		
PWLB Maturity	5,700,000	4.646%
PWLB Annuity	259,369	9.564%
Total Variable Debt		
Market	-	0.000%
GBSLEP Loan	375,000	
Total External Debt	6,334,369	4.860%

Maturity Structure of Investments and Borrowing

5.9 The following charts highlight the maturity structure for investments and for fixed term borrowing. Investment maturities have been profiled by analysing both interest rate forecasts and cash flow requirements. Overall, nearly all of the maturities are spread out in tranches, between being immediately accessible to maturing in less than one year.

5.10 40% of the borrowing is due to mature in the next 12 months, with most of this relating to a maturity on 19 April 2025. As this maturity date approaches, interest rates will reduce. Further, the Council may not refinance the maturity in the medium-term due to its current surplus cash position.



6. Capital Programme 2024/25

6.1 The table below summarises the approved mainstream capital projects by portfolio for 2024/25. The original budget totalled £16.549m. A detailed breakdown by project is shown in Appendix C. Projects are forecast to be delivered within the overall approved budget, however actual spending profiles across financial years will be different.

Portfolio	2024/25 Budget	Carry Forward from 23/24	EDRs/Other changes	Revised 24/25 Budget
	£'000	£'000	£'000	£'000
Leader of the Council	96	169	0	265
Tourism & Cultural Development	2,894	0	46	2,940
Communities & Regulatory Services	3,256	154	732	4,142
Environment & Climate Change	3,749	60	267	4,076
Regeneration & Development	6,554	882	0	7,436
Total Mainstream Capital Expenditure	16,549	1,265	1,045	18,859

6.2 Since setting the MTFs, the mainstream Capital Programme has increased by £2.310m (from £16.549m to £18.859m at quarter 1), as shown in the table above. Key Items that make up this total are as follows:

- budget carried forward from 2023/24 of £1.265m,
- Local Authority Housing Fund additional grant approval of £0.682m,
- £0.212m of Health Inequalities Director Group (HIDG) capital funding approved in 2023/24 but not added to the programme,
- £0.122m for the replacement of car parking machines proposal approved by Cabinet in July 2024,
- £0.024m for floodlights at Shobnall Leisure Complex funded from Leisure Management reserve (EDR 172.24).

6.3 The following table shows the anticipated forecast outturn for 2024/25 for Quarter 1 following consultation with project managers.

Portfolio	Revised 2024/25 Budget	Actual Spend at Q1	Forecast Outturn	Variance	Overspend / Underspend	Reprofile
	£'000	£'000	£'000	£'000	£'000	£'000
Leader of the Council	265	0	265	0	0	0
Tourism & Cultural Development	2,940	0	2,968	28	0	28
Communities & Regulatory Services	4,142	357	2,035	(2,107)	(48)	(2,059)
Environment & Climate Change	4,076	29	3,785	(291)	0	(291)
Regeneration & Development	7,436	675	7,461	25	0	25
Total Mainstream Capital Expenditure	18,859	1,061	16,514	(2,345)	(48)	(2,297)

6.4 The major variances over £0.050m are as follows:

- £0.106m increased allocation from that originally budgeted in the MTFS for Disabled Facilities Grant, offset by estimated reprofile of (£2.165m) from current DFG budget into future years.
- (£0.291m) of budget set aside for Fleet Replacement (Sweepers) will be reprofiled and carried forward into 2025/26 (as per CMT reported dated 25 March 2024). This reprofiling does not alter the previously approved funding for each capital scheme, but changes the estimated proportion to be utilised within each financial year. This expenditure was intended to be funded by borrowing so will have an impact on the Minimum Revenue Provision, and borrowing requirements for 2024/25 and 2025/26.
- £0.075m additional allocation from the UKSPF grant for the Small Business Fund project.
- (£0.050m) for the Planning Assure IT system to be removed as the project has now been superseded. The funds will be returned to the Planning Fees reserve for utilisation on other projects.

6.5 The Towns Fund Capital Programme runs alongside the mainstream capital programme. The Towns Fund is mainly financed from a government grant allocation of £23.80m and £4m of developer contributions. The table below summarises the budget allocation, current spend and remaining funding:

Projects	Approved Total Budget £'000	2021/22 Spend £'000	2022/23 Spend £'000	2023/24 Spend £'000	2024/25 Spend as at Q1 £'000	2024/25 Onwards Remaining Budget £'000	Total Forecast Exp £'000
Towns Fund – Project D High Street Linkages (includes £4m funded from S106)	20,259	0	5,678	463	11	14,107	20,259
Towns Fund – Project E Library and Enterprise Hub	33	32	0	0	0	1	33
Towns Fund – Project F Bridge	120	119	0	0	0	1	120
Towns Fund – Project G Canal Towpath Improvements	1,988	3	0	155	0	1,830	1,988
Towns Fund – Project H Cycle Network Enhancements	1,898	0	417	0	1,064	417	1,898
Towns Fund – Project J Specialist Education Offer	3,502	0	0	3,502	0	0	3,502
Total	27,800	154	6,095	4,120	1,075	16,356	27,800

- 6.6 Appendix D details the forecast outturn and spend for the current year by project and changes required to the spend profile. No changes are yet anticipated.

Capital Receipts

- 6.7 The Council has not received any capital receipts to date. A capital receipt of £1.35m is expected imminently, and the approved budget assumes this will be utilised to pay down existing debt in line with the Council's Treasury Management Strategy.

Financing of the Capital Programme

- 6.8 The capital programme is financed from a number of sources including, capital grants and contributions, capital receipts, prudential borrowing and service reserves.
- 6.9 The forecast outturn for 2024/25 of £33.412m, including the Towns Fund expenditure of £16.898m, is financed as detailed in the table below:

Type of Funding	Total Applied £000's
Prudential Borrowing	912
Capital Grants & Contributions	21,652
S106 Contributions	3,189
Capital Receipts	22
Capital Reserves	7,637
Total	33,412

- 6.10 Cabinet is requested to note the changes and reprofiling required for the mainstream programme (as shown in the tables above, with the addition of further minor changes set out in Appendix C below). The total changes to be authorised for Quarter 1 are (£0.180m), with key changes detailed in 6.11 and 6.12.
- 6.11 Cabinet is requested to approve that (£0.291m) be carried forward into 2025/26 in relation to the road sweepers replacement and to amend the budgets to reflect the increased allocation of £0.106m for Disabled Facilities Grants from Staffordshire County Council and £0.075m from UKSPF.
- 6.12 Cabinet is recommended to approve (£0.050m) of capital budget is set aside in relation to the Planning Assure System, and returned to Planning reserves. Reprofiling of this project will then be included within the updated Capital Programme that forms part of the refreshed 2025/26 MTFS.

7. Financial Considerations

- 7.1 This report deals solely with financial matters.

8. Risk Assessment and Management

- 8.1 Attached at **Appendix F** to this report is a schedule of the most significant risks facing the authority, including the actions taken or being taken in order to control or mitigate these risks.

8.2 The main risks associated with the budget are highlighted within the medium term financial strategy.

9. **Legal Considerations**

*This section has been approved by the following member of the Legal Team:
John Teasdale – Head of Legal and Regulatory Services and Monitoring Officer.*

9.1 There are no direct legal implications arising from this Report.

9.2 The Local Government Act 1972 (Sec 151) states that “every local authority shall make arrangements for the proper administration of their financial affairs...” Revenue monitoring is an essential part of these arrangements to provide Members with the opportunity to understand and probe the Council’s financial position. Moreover the Report is in accordance with the Council’s Financial Regulations and the Accounts and Audit Regulations 2015.

9.3 Legal Services will continue to provide advice and assistance on the various capital projects referred to in the Report.

10. **Equalities and Health**

10.1 **Equality impacts:** The subject of this report is not a policy, strategy, function or service that is new or being revised. An equality and health impact assessment is not required.

10.2 **Health impacts:** The outcome of the health screening question does not require a full Health Impact Assessment to be completed. An equality and health impact assessment is not required.

11. **Data Protection Implications – Data Protection Impact Assessment (DPIA)**

11.1. A DPIA must be completed where there are plans to:

- use systematic and extensive profiling with significant effects;
- process special category or criminal offence data on a large scale; or
- systematically monitor publicly accessible places on a large scale
- use new technologies;
- use profiling or special category data to decide on access to services;
- profile individuals on a large scale;
- process biometric data;
- process genetic data;
- match data or combine datasets from different sources;
- collect personal data from a source other than the individual without providing them with a privacy notice (‘invisible processing’);
- track individuals’ location or behaviour;
- profile children or target marketing or online services at them; or
- process data that might endanger the individual’s physical health or safety in the event of a security breach

11.2 Following consideration of the above, there are no Data Protection implications arising from this report which would require a DPIA.

12. Human Rights

12.1 There are no Human Rights issues arising from this report.

13. Cabinet Recommendation(s)

13.1 In relation to the Revenue Outturn, Cabinet is recommended to:-

- a) Note the Quarter 1 forecast revenue budget variance, which is an overspend against budget of £113k, and that further work to identify action to mitigate this position is required by budget holders.

13.2 In relation to the Capital Outturn, Cabinet is recommended to:-

- a) Note the Quarter 1 forecast capital position for 2024/25;
- b) Approve the proposed Capital Programme reprofiling totalling (£0.180m) for Quarter 1, as detailed in section 6.10 – 6.12 of this report.

13.3 Cabinet is also recommended to:-

- a) Note the position in relation to the Council's investments and borrowings as at 30 June 2024;
- b) Note the risks facing the authority and associated mitigations and control measures in place as outlined in Appendix E.

14. Background Papers

14.1 Medium Term Financial Strategy 2024/25 to 2025/26

15. Appendices

Appendix A: Quarter 1 2024/25 forecast outturn variances against budget

Appendix B: Investments at 30 June 2024

Appendix C: Detailed Mainstream Capital Programme by project at Quarter 1 2024/25

Appendix D: Detailed Towns Fund by Project at Quarter 1 2024/25

Appendix E: Corporate and Strategic Risks – Quarter 1 2024/25

**APPENDIX A: QUARTER ONE
PORTFOLIO FORECAST OUTTURN AGAINST FULL YEAR BUDGET
2024/25**

Leader of the Council

Leader of the Council	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Corporate Management Team	729	717	(12)
Corporate and Commercial	1,004	995	(9)
Human Resources, Payments & Pension	2,095	2,081	(14)
IT and Printing	541	530	(11)
Legal Services	(408)	(308)	100
Total	3,961	4,015	54

Corporate Management Team	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Chief Executives	235	212	(23)
Heads of Service	494	505	11
Total	729	717	(12)

Division	Explanation	Forecast Amount Over/ (under) £'000
Chief Executives	Employees Costs	(23)
Heads of Service	Employees Costs	11
Total		(12)

Corporate and Commercial	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Committee Support	96	96	-
Elections	237	241	4
Emergency Planning	24	24	-
Programmes and Transformation	293	287	(6)
Members Allowances	354	347	(7)
Total	1,004	995	(9)

Division	Explanation	Forecast Amount Over/ (under) £'000
Committee Support	No variance	0
Elections	Employees	4
Emergency Planning	No variance	0
Programmes and Transformation	Employees	(6)
Members Allowances	Members Allowances	(7)
Total		(9)

Human Resources, Payments & Pensions	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Human Resources	477	463	(14)
Pension Payments	1,618	1,618	-
Total	2,095	2,081	(14)

Division	Explanation	Forecast Amount Over/ (under) £'000
HR & Payroll	Employees Costs	(53)
HR & Payroll	Recruitment cost	4
HR & Payroll	Temporary Staff Costs	146
HR & Payroll	Financing from Earmarked Reserves	(112)
HR & Payroll	Supplies & Services	1
Pension Payments	No variances	0
Total		(14)

IT and Printing	Budget (£000's)	Actual Outturn (£000's)	Forecast Variance (£000's)
Central Reprographics and Administration	75	75	-
Computer Services	466	455	(11)
Total	541	530	(11)

IT And Printing	Explanation	Forecast Amount Over/ (under) £'000
Central Reprographics	No variance	0
ICT	Employees	(11)
Total		(11)

Legal Services	Budget (£000's)	Actual Outturn (£000's)	Forecast Variance (£000's)
Assets and Estates Management	(64)	(25)	39
Civic Ceremonials	59	117	58
Legal	303	306	3
Industrial Units	(706)	(706)	-
Total	(408)	(308)	100

Legal Services	Explanation	Forecast Amount Over/ (under) £'000
Assets and Estates Management	Temporary Staff Costs	39
Mayoral Support & Civic Ceremonials	Employees	30
Mayoral Support & Civic Ceremonials	Temporary Staff Costs	28
Legal	Employees	(130)
Legal	Temporary Staff Costs	127
Legal	Income Cost Recovery Shortfall	6
Industrial Units	No variance	0
Total		100

Tourism and Cultural Development

Tourism and Cultural Development Portfolio	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Arts, Brewhouse and Functions	724	760	36
Leisure Services	(2)	(9)	(7)
Markets	244	213	(31)
Cultural Services Marketing	216	204	(12)
Strategic Tourism	217	213	(4)
Total	1,399	1,381	(18)

Arts, Brewhouse and Functions	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Burton Town Hall	222	224	2
Arts Development and Programmes	74	100	26
Brewhouse Arts Centre	428	436	8
Total	724	760	36

Division	Explanation	Forecast Amount Over/ (under) £'000
Burton Town Hall	Agency Staff & Set up crews	(5)
Burton Town Hall	Supplies & Services (excl. Set up crews)	7
Arts Development and Programmes	Arts Workers Fees	18
Arts Development and Programmes	Public Participation & Consultation	(3)
Arts Development and Programmes	Income Shortfall	11
Brewhouse Arts Centre & Café/Bar	Employee Costs	(15)
Brewhouse Arts Centre & Café/Bar	Temporary Staff Costs	4
Brewhouse Arts Centre & Café/Bar	Premises-Related Expenditure	22
Brewhouse Arts Centre & Café/Bar	Catering Supplies	7
Brewhouse Arts Centre & Café/Bar	Income	(10)
Total		36

Leisure Services	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Health and Leisure Grants	13	13	-
Leisure Management	(15)	(22)	(7)
Total	(2)	(9)	(7)

Division	Explanation	Forecast Amount Over/ (under) £'000
Health and Leisure Grants	No variance	0
Leisure Management	Employee Costs	(7)
Total		(7)

Markets	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Markets	244	213	(31)
Total	244	213	(31)

Division	Explanation	Forecast Amount Over/ (under) £'000
Markets	Employees - Casual Cover	11
Markets	Business Rates	(42)
Total		(31)

Cultural Services - Marketing	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Marketing	216	204	(12)
Total	216	204	(12)

Division	Explanation	Forecast Amount Over/ (under) £'000
Cultural Services - Marketing	Employee Costs	(20)
Cultural Services - Marketing	Temporary Staff Costs	9
Cultural Services - Marketing	Supplies & Services	(1)
Total		(12)

Strategic Tourism	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Strategic Tourism	217	213	(4)
Total	217	213	(4)

Division	Explanation	Forecast Amount Over/ (under) £'000
Strategic Tourism	Christmas Events/Decorations - Income	-2
Strategic Tourism	Tourism Development - Income	-2
Total		(4)

Communities and Regulatory Services

Communities and Regulatory Services Portfolio	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Environmental Health	546	486	(60)
Licensing and Enforcement	229	187	(42)
Partnerships	82	82	-
CCTV	107	124	17
Community and Civil Enforcement	409	383	(26)
Social Regeneration	104	104	-
Housing	377	416	39
Total	1,854	1,782	(72)

Environmental Health	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Environmental Health	493	449	(44)
Housing Standards	60	42	(18)
Animal Control	(7)	(5)	2
Total	546	486	(60)

Environmental Health	Explanation	Forecast Amount Over/ (under) £'000
Environmental Health	Employees	(44)
Housing Standards	Employees	(16)
Housing Standards	Selective Licensing - Employees	2
Housing Standards	Selective Licensing Fines	(4)
Housing Standards	Houses in Multiple Occupancy - Employees	(7)
Housing Standards	HMO Reserve	9
Housing Standards	HMO Income	(2)
Animal Control	Pest Control	2
Total		(60)

Licensing and Enforcement	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Licensing and Enforcement	229	187	(42)
Total	229	187	(42)

Licensing and Enforcement	Explanation	Forecast Amount Over/ (under) £'000
Licensing	Employees	(47)
Licensing	Temporary Staff Costs	19
Licensing	3 & 5 Year Taxi Licensing Income / Reserve	1
Enforcement	Employees	(15)
Total		(42)

Partnerships	Budget (£000's)	Actual Outturn (£000's)	Variance (£000's)
Partnerships	82	82	-
Total	82	82	-

Partnerships	Explanation	Forecast Amount Over/ (under) £'000
Partnerships	No variance	0
Total		0

CCTV	Budget (£000's)	Actual Outturn (£000's)	Variance (£000's)
CCTV	107	124	17
Total	107	124	17

Division	Explanation	Forecast Amount
CCTV	Ethernet Connection	17
Total		17

Community and Civil Enforcement	Budget (£000's)	Actual Outturn (£000's)	Variance (£000's)
Community and Civil Enforcement	409	383	(26)
Total	409	383	(26)

Community and Civil Enforcement	Explanation	Forecast Amount Over/ (under) £'000
Community and Civil Enforcement	Employee Costs	(26)
Total		(26)

Social Regeneration	Budget (£000's)	Actual Outturn (£000's)	Forecast Variance (£000's)
Community Centres	20	20	-
Councillors Community Fund	37	37	-
Social Regeneration	47	47	-
Total	104	104	-

Social Regeneration	Explanation	Forecast Amount Over/ (under) £'000
Community Centres	No variance	0
Councillors Community Fund	No variance	0
Social Regeneration	No variance	0
Total		0

Housing	Budget (£000's)	Actual Outturn (£000's)	Variance (£000's)
Housing Options	377	416	39
Total	377	416	39

Division	Explanation	Forecast Amount Over/ (under) £'000
Housing Options	Employee Costs	(8)
Housing Options	Other Homeless Prevention	79
Housing Options	Rough Sleeping Initiative Grant	47
Housing Options	Net use of Reserves	(43)
Housing Options	New Burdens Grant	(36)
Housing Options: Accommodation	B&B Costs (Government funded scheme - RSI Surge)	195
Housing Options: Accommodation	Use of grants	(49)
Housing Options: Accommodation	Premises Rental/ B&B Rentals income	(146)
Total		39

Environment & Climate Change

Environment & Climate Change Portfolio	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Community, Open Spaces and Facilities	2,145	2,144	(1)
Environment	6,205	6,139	(66)
Climate Change	55	92	37
Off Street Parking	(856)	(870)	(14)
Total	7,549	7,505	(44)

Community and Open Spaces	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Cemeteries	42	34	(8)
Open Spaces	1,625	1,639	14
Horticultural Centre	25	25	-
Facilities Management	453	446	(7)
Total	2,145	2,144	(1)

Community, Open Spaces and Facilities	Explanation	Forecast Amount Over/ (under) £'000
Cemeteries	Employee Costs	(16)
Cemeteries	Standby and Call out fees	5
Cemeteries	Contracted Grounds Maintenance	3
Open spaces	Employee Costs	(3)
Open spaces	Grounds Maintenance - Open Space Repairs	(10)
Open spaces	Contracted Grounds Maintenance	27
Horticultural Centre	No variance	0
Facilities and Health and Safety	Employee Costs	(7)
Total		(1)

Environment	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Building Consultancy	64	64	-
Council Depot	106	106	-
Public Conveniences	157	126	(31)
Land Drainage	64	64	-
Waste Collection	4,324	4,276	(48)
Street Cleaning	1,490	1,503	13
Total	6,205	6,139	(66)

Environment	Explanation	Forecast Amount Over/ (under) £'000
Building Consultancy	Employee Costs	3
Building Consultancy	Revised contribution from Building Control Reserve	(3)
Council Depot	Staffordshire Waste Partnership Project Work	45
Council Depot	Contribution from Staffordshire Waste Partnership Earmarked Rese	(45)
Public Conveniences	Employee Costs	(31)
Land Drainage	No variance	0
Waste Collection	Employee Costs	47
Waste Collection	Temporary Staff	86
Waste Collection	Recycling Income	(103)
Waste Collection	Third Party Payments	(14)
Waste Collection	Trade Waste Income	31
Waste Collection	Vehicle Fuel	(95)
Street Cleaning	Employee Costs	(13)
Street Cleaning	Temporary Staff	63
Street Cleaning	Vehicle Fuel	(34)
Street Cleaning	Waste Transfer costs	3
Street Cleaning	Bulky Waste Income	(6)
Total		(66)

Climate Change	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Climate Change	55	92	37
Total	55	92	37

Climate Change	Explanation	Forecast Amount Over/ (under) £'000
Climate Change	Employees	(4)
Climate Change	Electric Vehicle Charging Points - Electricity	21
Climate Change	Electric Vehicle Charging Points - Income	20
Total		37

Off Street Parking	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Car Parks Income	(856)	(870)	(14)
Total	(856)	(870)	(14)

Off Street Parking	Explanation	Forecast Amount Over/ (under) £'000
Car Parks Income	Car Parking Income	(12)
Car Parks Income	Season Ticket/Penalty Notices Income	(2)
Total		(14)

Finance and Treasury Management

Finance and Treasury Management Portfolio	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Revenues, Benefits and Customer Contacts	1,055	1,145	90
Financial Services and Capital Financing	132	132	-
Total	1,187	1,277	90

Revenues, Benefits and Customer Contacts	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Revenues	133	133	-
Benefits and Professional Services	451	547	96
Customer Contacts	471	465	(6)
Total	1,055	1,145	90

Division	Explanation	Forecast Amount Over/ (under) £'000
Revenues	Employee Costs	(26)
Revenues	Temporary Staff Costs	142
Revenues	Income - Legal and Court Cost Recovery	10
Revenues	Net Contribution from CT/NDR New Burdens R	(121)
Revenues	Net Contribution from Business Rate Retention	(5)
Benefits	Employee Costs	(3)
Benefits	Temporary Staff Costs	70
Benefits	Net use of Housing Benefit Admin Grant Reser	(67)
Benefits	Net Housing Benefit Cost	96
Customer Contacts	Temporary Staff Costs	2
Customer Contacts	Business Rates	(8)
Total		90

Financial Services and Capital Financing	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Audit	269	269	-
Capital Finance	(989)	(989)	-
Financial Management Unit	852	852	-
Total	132	132	-

Division	Explanation	Forecast Amount Over/ (under) £'000
Audit	Contribution to Earmarked Reserves	40
Audit	Redmond Review Grant	(40)
Capital Financing Costs	Contribution to Earmarked Reserves	240
Capital Financing Costs	Investment Income	(240)
Financial Management Unit	Employee costs	(148)
Financial Management Unit	Temporary Staff Costs	260
Financial Management Unit	Financing from Earmarked Reserves	(112)
Financial Management Unit	Hycentric Implementation Costs	28
Financial Management Unit	Financing from Earmarked Reserves	(28)
Total		0

Regeneration and Development

Regeneration and Development	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Enterprise	296	275	(21)
Planning and Land Charges	207	331	124
Total	503	606	103

Enterprise	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Enterprise	245	233	(12)
Regeneration	51	42	(9)
Total	296	275	(21)

Division	Explanation	Forecast Amount Over/ (under) £'000
Enterprise	Employee Costs	(17)
Enterprise	Supplies & Services	5
Regeneration	Employee Costs	(17)
Regeneration	Supplies & Services	8
Total		(21)

Planning and Land Charges	Budget (£000's)	Forecast Outturn (£000's)	Forecast Variance (£000's)
Planning Policy	224	184	(40)
Development Control	(10)	167	177
Land Charges	(7)	(20)	(13)
Total	207	331	124

Division	Explanation	Forecast Amount Over/ (under) £'000
Planning Policy	Employees	(40)
Development Control	Employees	(59)
Development Control	Temporary Staff Costs	64
Development Control	Supplies & Services	15
Development Control	Planning Fee Income	184
Development Control	Other Government Grants	(27)
Land Charges	Employees	4
Land Charges	Search & Investigation fees	(5)
Land Charges	Contributions from Other Bodies	(50)
Land Charges	Land Charges Fees	38
Total		124

Appendix B - Investments as at 30th June 2024

Borrower	Principal (£)	Interest Rate	Start Date	Maturity Date
<u>Call Accounts & Money Market Funds</u>				
RBS SIBA	69,301	3.25%		
Barclays	-	0.20%		
Santander 95 Day Notice Account	-	0.25%		95 Day Notice
Bank of Scotland 95 Day Notice Account	-	0.05%		95 Day Notice
Lloyds 95 Day Notice Account	-	0.05%		95 Day Notice
Insight MMF	6,000,000	5.23%		Call
Aberdeen MMF	-	5.19%		Call
Federated MMF	6,000,000	5.22%		Call
BlackRock MMF	-	5.10%		Call
CCLA MMF	6,000,000	5.21%		Call
<u>Fixed Deposits/Certificates of Deposit</u>				
Lloyds Bank CD	1,500,000	5.25%	02/02/2024	02/08/2024
Lloyds Bank CD	2,000,000	5.19%	11/04/2024	11/10/2024
National Westminster Bank CD	1,000,000	6.00%	18/08/2023	16/08/2024
National Westminster Bank CD	1,000,000	5.31%	06/02/2024	06/08/2024
National Westminster Bank CD	2,000,000	5.11%	19/01/2024	17/01/2025
National Westminster Bank CD	1,000,000	5.21%	13/06/2024	13/12/2024
Santander CD	2,000,000	5.26%	10/04/2024	10/07/2024
Toronto Dominion Bank CD	1,500,000	5.89%	06/10/2023	04/10/2024
Toronto Dominion Bank CD	1,000,000	5.42%	12/12/2023	12/12/2024
Toronto Dominion Bank CD	1,000,000	5.23%	12/04/2024	13/01/2025
DZ Bank CD	2,000,000	6.02%	21/07/2023	19/07/2024
DZ Bank CD	1,500,000	5.16%	27/03/2024	27/09/2024
Rabobank CD	1,000,000	6.22%	24/07/2023	23/07/2024
Rabobank CD	1,500,000	5.48%	01/12/2023	29/11/2024
Commonwealth Bank of Australia (CBA) CD	1,500,000	5.97%	13/09/2023	12/09/2024
Commonwealth Bank of Australia (CBA) CD	1,500,000	5.79%	20/10/2023	18/10/2024
UBS CD	1,000,000	5.14%	12/01/2024	10/01/2025
UBS CD	1,500,000	5.24%	17/04/2024	16/04/2025
UBS CD	1,000,000	5.35%	24/05/2024	23/05/2025
Credit Agricole CD	1,000,000	5.31%	03/06/2024	03/12/2024
Credit Agricole CD	1,000,000	5.30%	20/06/2024	20/09/2024
Royal Bank of Canada (RBC) CD	1,500,000	5.84%	22/09/2023	20/09/2024
DNB CD	1,500,000	5.72%	06/11/2023	04/11/2024
DMO (UK Debt Management)	1,650,000	5.20%	28/06/2024	22/07/2024
UK Treasury Bill	1,500,000	5.11%	08/04/2024	07/10/2024
UK Treasury Bill	1,500,000	5.15%	15/04/2024	14/10/2024
UK Treasury Bill	1,500,000	5.17%	29/04/2024	28/10/2024
UK Treasury Bill	1,500,000	5.21%	28/05/2024	25/11/2024
UK Treasury Bill	1,500,000	5.20%	03/06/2024	11/11/2024
UK Treasury Bill	1,500,000	5.22%	10/06/2024	09/09/2024

Investments Rate of Interest as at 30 Jun 2024	Principal (£)	Interest Rate
Total Investments	60,219,301	5.36%

Average Rate of Interest (Year to Date)	Principal (£)	Interest Rate
Total Investments	64,001,516	5.37%

Appendix C: Detailed Mainstream Capital Programme Quarter 1

Project	2024/25 Budget, including carry forwards /EDRs/Other changes	Changes to be approved	Actuals to Quarter 1	Forecast Outturn 2024/25	2024/25 - Carry Forward plus Under-Spend	Scheme Status
	£000	£000	£000	£000	£000	
Leader of the Council						
Assets - Mandatory Works (Elms Lodge)	24		0	24	0	Ongoing
Yeoman Industrial Estate (Shutters)	120		0	120	0	Ongoing
Webcasting streaming Equipment	25		0	25	0	In progress, final payment due upon completion of works
ICT VOIP Host servers	15		0	15	0	On Site
ICT Hyper V servers	16		0	16	0	Design stage
84/85 New st Refurbishment	65		0	65	0	Procurement Ongoing
Tourism & Cultural Development						
Brewhouse Roof Repairs	194		0	194	0	Ongoing
Uttoxeter Sports Hub - Feasibility Study		25	0	25	0	On Site - was expected to be included as part of the sports hub budget – fund from capital reserves
Uttoxeter Sports Hub	1,710		0	1,710	0	Feasibility stage
Addressing Health and Inequality through Swimming (HIDG)	22	3	0	25	0	Complete - forecast overspend to be funded from the revenue element of the grant – invoiced during July
Burton Market Hall Roof	431		0	431	0	Preparing for tender

Project	2024/25 Budget, including carry forwards /EDRs/Other changes	Changes to be approved	Actuals to Quarter 1	Forecast Outturn 2024/25	2024/25 - Carry Forward plus Under-Spend	Scheme Status
	£000	£000	£000	£000	£000	
Orton & Spooner Carving Restoration	29		0	29	0	Ongoing
Contribution Towards Upgrade of Athletics Track Floodlights to LED at Shobnall Leisure Complex	24		0	24	0	Design stage
Meadowside LC (Swimming Pool Support Fund)	530		0	530	0	Tender
Communities & Regulatory Services						
Disabled Facility Grants	3,259	106	307	1,200	(2,165)	Ongoing - £2,165 is an estimated figure and will be reviewed during Q2 before a recommendation is made.
Energy Efficiency Measures – Staffordshire Warmer Homes (HIDG)	50		50	50	0	Complete
Community Regeneration Fund	100		0	100	0	Grant Application Process
CCTV Upgrade	51	(48)	0	3	(48)	On Site – saving of £0.048m due to the lower cost than budgeted of the cameras
Local Authority Housing Fund 3	441		0	441	0	Feasibility stage
Local Authority Housing Fund 1b	241		0	241	0	Ongoing
Environment & Climate Change						
EV Charging Points (Contribution to SCC)	19		0	19	0	Feasibility stage - Pending SCC scheme
Stapenhill Cemetery Expansion	281		1	281	0	Moving to Tender

Project	2024/25 Budget, including carry forwards /EDRs/Other changes	Changes to be approved	Actuals to Quarter 1	Forecast Outturn 2024/25	2024/25 - Carry Forward plus Under-Spend	Scheme Status
	£000	£000	£000	£000	£000	
Stapenhill Cemetery Road Improvements	93		28	93	0	Tender
Branston Water Park - Toilets Refurbishment	75		0	75	0	Tender
Inclusive Play Equipment (HIDG)	140		0	140	0	Contract Awarded
Fleet Replacement (sweepers)	291	(291)	0	0	(291)	To be delivered in 2025/26
Fleet Replacement (Refuse Vehicles)	705		0	705	0	Ongoing
Burton Boxing Club replacement roof	95		0	95	0	Tender
Council building modernisation investment	179		0	179	0	Tender
Procurement of a dedicated Fly- Tipping collection vehicle	150		0	150	0	Tender
The Refurbishment of Bradley Street Toilets, Uttoxeter	85		0	85	0	To be included in Maltings Redevelopment Programme
Decarbonisation	850		0	850	0	Feasibility stage
Food Waste collection transitional Costs (DEFRA)	991		0	991	0	Design stage
Replacement of Car Parking Machines	122		0	122	0	Approved by Cabinet July 2024
Regeneration & Development						
Small Business Fund / Business Spring Board Boost Grant Scheme	0	75	0	75	0	Grant Application process Additional allocation from the UKSPF grant


Project	2024/25 Budget, including carry forwards /EDRs/Other changes	Changes to be approved	Actuals to Quarter 1	Forecast Outturn 2024/25	2024/25 - Carry Forward plus Under-Spend	Scheme Status
	£000	£000	£000	£000	£000	
Washlands Enhancement Project	2,706		602	2,706	0	On Site
Planning Assure IT System	50	(50)	0	0	0	Project cancelled – budget to be reutilised in planning service
Tutbury S106 Grant Scheme	89		0	89	0	Grant Application process - to be spent 2024/25
Maltings Precinct - Uttoxeter Master Plan (UKSPF Allowance)	1,100		4	1,100	0	Ongoing
Uttoxeter Master Plan	1,331		3	1,331	0	Ongoing
Bass House Improvements	244		0	244	0	Ongoing
Play area Improvement scheme	468		0	468	0	Ongoing
Ward Enhancement - UKSPF (Communities and Place)	1,448		66	1,448	0	Ongoing
Total Mainstream Capital Expenditure Budget	18,859	(180)	1,061	16,514	(2,504)	

Appendix D: Detailed Towns Fund Quarter 1




Project	2024/25 Budget, including carry forwards	Actuals to date	Forecast Outturn 2024/25	2024/25 - reprofiling/other changes proposed per budget
	£000	£000	£000	£000
Towns Fund				
Towns Fund - Project D High Street	13,472	11	13,472	0
Towns Fund - Project E Library and Enterprise Hub	1	0	1	0
Towns Fund – Project F Bridge	1	0	1	0
Towns Fund – Project G Canal Towpath Improvements	1,943	0	1,943	0
Towns Fund – Project H Cycle Network Enhancements	1,481	1,064	1,481	0
Total Towns fund	16,898	1,075	16,898	0





Appendix E: Risk Registers





(Strategic)





	Risk Cause / Event	Owner	Link to Corporate Objectives	Risk Consequence	Original Risk Level	Risk Treatment	Current Risk Level	SMART Follow-on actions	Direction Of Travel	Last Reviewed
S1	The risk of not delivering the Towns Fund: the developments do not achieve value for money; additional housing is not achieved; reputational damage to the Council regarding delivery of schemes.	Head of Regeneration and Development	Creating a Prosperous East Staffordshire	There will be a negative impact on the development of a prosperous town centre. The objective of increasing housing will not be achieved.	20 (L4, I5)	Multi Agency Towns Fund Board established. Senior Officers and Members attend/sit on the Board. Appropriate Governance arrangements in place within ESBC as the accountable body. Close liaison with Partners and Government Department. Cost pressures resulting in the need to scale back plans. Oversight of the projects via Business Assurance Group.	20 (L4, I5)			30/06/2024


(Corporate)



	Risk Cause / Event	Owner	Link to Corporate Objectives	Risk Consequence	Original Risk Level	Risk Treatment	Current Risk Level	SMART Follow-on actions	Direction Of Travel	Last Reviewed
C1	The risk that the Government's Asylum Seeker Dispersal Programme creates unacceptable issues for the Council to deal with.	Head of Regeneration and Development	Standing up for our Communities	The Home Office can arrange accommodation for asylum seekers in any local authority. This may result in unsuitable locations being commissioned.	15 (L3, 15)	Officers engage proactively with Serco/Home Office to advise on suitability as a consultee; Officers engage proactively with partner organisations (SCC / Police) to provide a joint response; Officers engage with West Midlands Strategic Migration Partnership, and the newly established Staffordshire Strategic Migrations Partnership.	15 (L3, 15)			30/06/2024
C2	The risks associated with the economic and wider geopolitical circumstances which may have the potential for operational and service delivery disruption and wider financial impacts.	Chief Financial Officer and S151	Underpins all Corporate Objectives	The consequences of decision to exit the EU and the wider geopolitical circumstances have a negative impact. (Economic consequences impacting on resources, both central and local, additional strain on pension fund, value of council assets, impact on procurement and VFM etc.).	20 (L4, 15)	There is a prudent and robust rolling MTFS and regular monitoring and reporting, there is effective monitoring of economic conditions / external forecasts, horizon scanning by CMT and Senior Officers; Officers understand and act on any intelligence forthcoming from local and central government bodies. The latest MTFS was reported to Cabinet and Council on February 2024 and this set out the revised financial position for 2024/25 - 2026/27, alongside actions the Council is taking to manage financial risk across that period.	20 (L4, 15)	Further update and refresh of the MTFS, setting out the revised financial position for 2025/26 - 2027/28, alongside actions the Council is taking to manage financial risk across that period, will take place in the autumn and be presented to Cabinet and Council in February 2025		30/06/2024
C3	There are inherent risks associated with the volatility emanating from the Business Rates Retention Scheme	Chief Financial Officer and S151	Underpins all Corporate Objectives	There are impacts of scheme on funding, including scale of reliefs/appeals, impact of the recession, the impact of revaluation and the planned business rates reset.	25 (L5, 15)	There is a robust MTFS which provides provision for financial resilience to changes in scheme, including a business rates reserve; there is regular in year monitoring of the scheme. Officers keep abreast of latest developments with Business Rates Retention and feeding into any national consultations; Proactive monitoring of potential and lodged appeals and accounting for likely outcomes.	25 (L5, 15)	Further update and refresh of the MTFS, setting out the revised financial position for 2025/26 - 2027/28, alongside actions the Council is taking to manage financial risk across that period, will take place in the autumn and be presented to Cabinet and Council in February 2025		30/06/2024

C4	There are still risks associated with Covid -19 which could impact on the borough and on service delivery.	Head of Corporate and Environment Services	Underpins all Corporate Objectives	Increased demand for services, economic impact on the district, financial pressures on the Council such as reduced car parking income, impacts from social isolation, disruption and pressures on supply chains, difficulties in maintaining governance.	20 (L4, 15)	The Council has adapted well to the Covid-19 Pandemic within minimal service disruption. Services are operating as business as usual, with a large proportion of office based staff working on a hybrid basis; The Council will continue to work with its partners on preparedness for and prevention of future lockdowns/interventions and to mitigate the impact on the ongoing recovery of the area; the Council is focusing on supporting the local economy and business, as well as supporting local communities.	20 (L4, 15)			30/06/2024
C5	There are risks associated with the uncertainties of the levels of Central Government Funding	Chief Financial Officer and S151	Underpins all Corporate Objectives	Uncertainty surrounding future government funding, including the impact of the business rates reset, New Homes Bonus, and finally the planned needs review in relation to the allocation of funding within the sector being updated (previously the fair funding review).	25 (L5, 15)	There is a robust MTFS with flexibility to respond to changes in Govt proposals; regular impact assessments are carried out as is financial modelling. Officers keep abreast of Govt developments and proactively respond to consultations.	25 (L5, 15)	Further update and refresh of the MTFS, setting out the revised financial position for 2025/26 - 2027/28, alongside actions the Council is taking to manage financial risk across that period, will take place in the autumn and be presented to Cabinet and Council in February 2025		30/06/2024
C6	There are risks associated with the Council working to achieve the Climate Change Action Plan	Head of Legal and Regulatory Services and Monitoring Officer	A Green New Deal for East Staffordshire	The failure to deliver the climate change action plan approved by Council 17th August 2020.	15 (L3, 15)	There is formal annual monitoring and reporting. Additional staffing resources have been recruited to support implementation; there are regular reviews by the Cabinet Member and support through the Joint Staffordshire Sustainability Board.	15 (L3, 15)			30/06/2024
C7	There are significant financial risks associated with the commitments to the Pension Scheme	Chief Financial Officer and S151	Underpins all Corporate Objectives	Increasing pension liabilities result in the need to increase future employer contributions (longer term risk).	12 (L3, 14)	Realistic provision within MTFS for cost and changes and the latest triennial review frozen pension contribution rates (overall). There remains a longer term risk beyond this triennial period (2026 onwards) resulting from economic circumstances.	12 (L3, 14)	Next Pension Fund valuation (showing current level of surplus/deficit relating to ESBC) will be provided for the 2023/24 accounts. Next triennial update on pension fund due during 2026/27. Ongoing risk will continue to be evaluated and informed utilising that information.		30/06/2024

C8	There are risks associated with how the Council reacts to the Government's initiative for the Homes for Ukraine scheme	Head of Corporate and Environment Services	Underpins all Corporate Objectives	There are a number of actions/activities that the Borough Council is expected to undertake in delivering the Homes for Ukraine scheme. Failure to deliver on these aspects may give rise to a reputational risk to the Council. There is also a consequential risk in relation to guests on the scheme once the initial 6 month placement comes to an end.	6 (L3, I2)	An internal and wider partnership officer team has been established to address these issues and provide the appropriate response; the appropriate staff are in place to address the issues as required e.g. Environmental Health for housing inspection checks, Revenues team to ensure identified payments are made and Management to ensure appropriate financial controls are in place. Support from the Housing Options Team.	6 (L3, I2)			30/06/2024
C9	There are risks associated with unauthorised access to the Council's ICT systems.	Head of Corporate and Environment Services	Underpins all Corporate Objectives	Unintentional or intentional introduction of malware, resulting impacts on normal service delivery and/or breach of data protection, through the prevention or access to systems or data, the physical destruction of hardware, data exposure or leaks or data alteration.	20 (L4, I5)	There is an effective ICT Security Policy; there are user access controls and permissions within system applications; the Council employs protective defences such as antivirus software; there is perimeter protection with hardware firewalls; regular patching is carried out; quarterly vulnerability scans are carried out; there is the prevention of access to unnecessary physical facilities such as USB devices and there are regular officer and member training awareness sessions.	20 (L4, I5)			30/06/2024
C10	There is the risk that the Council could face litigation over a range of issues.	Head of Legal and Regulatory Services and Monitoring Officer	Underpins all Corporate Objectives	Failure to comply with the law on a range of services, including the New General Data Protection Regulations (GDPR)	15 (L3, I5)	The Monitoring Officer role oversees legal compliance; Managers/Heads of Service, with Legal support, keep abreast of new and changed law; In terms of GDPR, training has been rolled out, there is compliance oversight by Monitoring Officer and CMT. Updates to the Corporate Report template to ensure GDPR is considered as part of the decision making.	15 (L3, I5)			30/06/2024
C11	There is the risk that Budget assumptions made within the MTFs may not be realised.	Chief Financial Officer and S151	Underpins all Corporate Objectives	Assumptions made in the MTFs in relation to inflation, interest rates, pay awards, income levels etc. have a negative impact on financial plans/resources.	25 (L5, I5)	There is a robust MTFs which provides some degree of resilience to financial shocks; the budgeting is based on prudent forecasts with regular in-year monitoring and forecasting; there is proactive treasury management forecasting, monitoring and reporting. The MTFs has been adjusted for the results of the 2023/24 Outturn Report.	25 (L5, I5)	Further update and refresh of the MTFs, setting out the revised financial position for 2025/26 - 2027/28, alongside actions the Council is taking to manage financial risk across that period, will take place in the autumn and be presented to Cabinet and Council in February 2025		30/06/2024

C12	There is the risk that if the levels of Supported Housing providers continues to grow then the cost to the Council could be financially unsustainable.	Chief Financial Officer and S151 and Head of Regeneration and Development	Underpins all Corporate Objectives	Demand for supported housing accelerates within the Borough and whilst the Council has challenged where it is necessary there have been appeals made and the likely outcome of these is not certain. Results in costs becoming financially unsustainable, impacting on the Council ability to deliver other services within the Borough.	20 (L4, 15)	There is significant management oversight of the issue and the agreed use of external expertise and advice; there is provision made within reserves against claims and some allowance within the budget for additional support. Internal processes for accessing claims reviewed and strengthened, taking into account learning from other authorities and Sector led Pilots. Due to an unsuccessful funding bid to DHLUC the Council has allocated additional resource/capacity to address these issues from existing Housing Grant Funding. The level of financial risk and mitigation for this that the Council has in place was reviewed as part of the updated MTFS which was presented to Cabinet and Council in February 2024.	20 (L4, 15)	The level of financial risk and mitigation for this that the Council has in place will continue to be reviewed as part of the next refresh of the MTFS which will take place in the autumn and be presented to Cabinet and Council in February 2025.		30/06/2024
C13	There is a risk that through our Treasury Management approach, the counter parties we use fail to deliver the anticipated benefits.	Chief Financial Officer and S151	Underpins all corporate objectives	This could be caused through market volatility, geo-political risks result in counter-party failure and financial loss to the Council.	15 (L3, 15)	Robust Treasury Management Strategy (TMS) and a prudent risk approach to investments; there is advice from professional treasury advisors, monitoring market developments and carrying out regular benchmarking. The TMS, which sets out the processes and controls that the Council will use to manage counterparties, was reviewed and updated, with a revised TMS presented to and approved by Audit Committee and Council in February 2024.	15 (L3, 15)	The Treasury Management Strategy (TMS) is due to be reviewed and updated again during 2024/25, and a revised TMS will be presented to Audit Committee and Council in February 2025.		30/06/2024
C14	There is a risk that unforeseen Environmental issues could adversely impact Council services.	Head of Corporate and Environment Services	Underpins all corporate objectives	These could arise from floods, fire, chemical, major disaster, terrorism	15 (L3, 15)	The Council has a well-established Major Incident/Emergency Plan and Test exercises ensure readiness for incidents, including the LEMUR exercise focusing on a National Power Outage scenario. There are also internal resources to draw upon as well as support from the CCU. ESBC is working closely with the Environment Agency in relation to extensive flood defence work on the Washlands and wider areas to prevent major flooding events in the future and there is a county wide counter terrorism working group.	15 (L3, 15)			30/06/2024
C15	There is a risk that unforeseen health related issues could adversely impact Council services.	Head of Corporate and Environment Services	Underpins all corporate objectives	Pandemics/wider health issues impacting on council (more detail in relation to Covid-19 above)	15 (L3, 15)	The Council has a well-established Major Incident/Emergency Plan and Test exercises ensure readiness for incidents; there is a positive approach to succession planning/ability to access temporary staff; finally business continuity plans are robust and tested.	15 (L3, 15)			30/06/2024

C16	There is an ongoing risk of the impact of the Government's Welfare Reforms on the Council's financial standing.	Chief Financial Officer and S151	Underpins all corporate objectives	These could derive from: 1) Delivery/impact of Universal Credit 2) Financial impact of Council Tax Reduction, including demographic changes 3) Financial impact of universal credit on subsidy levels, ability to recover overpayments and housing options funding.	16 (L4, 14)	Council Tax Reduction scheme approved and complied with; there is regular monitoring of the scheme against the financial provisions within the MTFS; there are routine financial modelling and impact assessments with more frequent in year monitoring.	16 (L4, 14)	Further review of the Local Council Tax Reduction Scheme currently taking place, with consultation in the summer and final decision by Cabinet in December 2024 to inform the updated 2025/26 MTFS.		30/06/2024

C17	There is an ongoing risk of wider Public Sector Funding Reductions	Chief Financial Officer and S151	Underpins all corporate objectives	Impact on the Council of the wider public sector funding reductions (e.g. homelessness, supported housing, waste changes etc.)	16 (L4, 14)	<p>Robust MTFS generally provides some financial resilience to respond to changes; the council continues to seek and develop opportunities to increase income and/or reduce costs across all operations; the Council continues to respond to Govt consultations to highlight the local impact of proposals and senior level discussions may mitigate or prevent cost-shunts from other public sector organisations.</p> <p>The Council actively responds to government consultations on funding, for example the Local Government Finance Settlement for 2024/25 was published on 18 December 2023, with the government undertaking a consultation on that till 15 January 2024, and the Council considered the impact of that and actively responded to the consultation to identify any recommended changes that would improve fairness and equity in the distribution of funding to the Council.</p>	16 (L4, 14)	<p>The Council will continue to actively respond to Government funding consultations to seek to improve the fairness and equity of any funding distribution.</p> <p>Additionally a further update and refresh of the MTFS, setting out the revised financial position for 2025/26 - 2027/28, alongside actions the Council is taking to manage financial risk across that period, will take place in the autumn and be presented to Cabinet and Council in February 2025.</p>		30/06/2024
C18	Floods, fire, chemical, major disaster, terrorism	Head of Corporate and Environment Services	Underpins all Corporate Objectives	Interruption to Service Delivery; Financial loss to the Council	20 (L4, 15)	The Council has emergency management plans in place.	20 (L4, 15)			30/06/2024