

Date: 12 August 2009

TO: All Members of the Scrutiny  
Committee  
FOR ATTENDANCE

TO: All Other Members of the Council  
FOR INFORMATION

Dear Sir/Madam

Your attendance is requested at a meeting of the **SCRUTINY COMMITTEE** to be held in the **GUILDHALL, ABINGDON** on **THURSDAY, 20TH AUGUST, 2009** at **6.00 PM**.

Yours faithfully



Margaret Reed  
Head of Legal and Democratic Services

Members are reminded of the provisions contained in the Code of Conduct adopted on 30 September 2007 and Standing Order 34 regarding the declaration of Personal and Prejudicial Interests.

## **A G E N D A**

### **Open to the Public including the Press**

A large print version of this agenda is available. Any background papers referred to may be inspected by prior arrangement. Contact Steve Culliford, Democratic Services Officer, on telephone number (01235) 540307.

### **Map and Vision**

**(Page 5)**

A map showing the location of the venue for this meeting is attached.

The Council's Vision is to build and safeguard a fair, open and compassionate community.

1. **Election of a Chairman**

To elect a Chairman of the Committee for the remainder of the Municipal Year.

The Constitution states that the Scrutiny Committee shall normally be chaired by a Councillor who is not a member of the largest political group, unless there is no such person serving on the Committee.

2. **Notification of Substitutes and Apologies for Absence**

To record the attendance of Substitute Members, if any, who have been authorised to attend in accordance with the provisions of Standing Order 17(1), with notification having been given to the proper Officer before the start of the meeting and to receive apologies for absence.

3. **Minutes**

To adopt and sign as a correct record the minutes of the Committee meeting held on 23 April 2009.

4. **Declarations of Interest**

To receive any declarations of Personal or Personal and Prejudicial Interests in respect of items on the agenda for this meeting.

In accordance with Part 2 of the Local Code of Conduct and the provisions of Standing Order 34, any Member with a personal interest must disclose the existence and nature of that interest to the meeting prior to the matter being debated. Where that personal interest is also a prejudicial interest, then the Member must withdraw from the room in which the meeting is being held and not seek improperly to influence any decision about the matter unless he/she has obtained a dispensation from the Standards Committee.

5. **Urgent Business and Chairman's Announcements**

To receive notification of any matters, which the Chairman determines, should be considered as urgent business and the special circumstances, which have made the matters urgent, and to receive any announcements from the Chairman.

6. **Statements and Petitions from the Public Under Standing Order 32**

Any statements and/or petitions from the public under Standing Order 32 will be made or presented at the meeting.

7. **Questions from the Public Under Standing Order 32**

Any questions from members of the public under Standing Order 32 will be asked at the meeting.

8. **Scrutiny Work Programme**

(Pages 6 - 15)

To consider the attached Scrutiny Work Programme and to review the list of Scrutiny Members allocated to each service area.

Members may recall that in December 2008 the responsibility for investigating significant issues in each service area half year report was divided amongst the Committee's membership. That list was:

- Contracts and Procurement – Waste: Councillor Yvonne Constance
- Contracts and Procurement – Leisure: Councillor Julia Reynolds
- Environmental Health: Councillor Laurel Symons
- Commercial Services: Councillor Joyce Hutchinson
- Planning & Community Strategy: Councillor Andrew Crawford and Councillor Jim Halliday
- Organisational Development – Contact Services & Communications: Councillor Tim Smith
- Organisational Development – Organisational Change: Councillor Reg Waite
- Organisational Development – HR: Councillor Chris Wise
- Democratic Services: Councillor Jenny Shepherd
- Legal Services: Councillor Jim Halliday
- Housing & Community Strategy: Councillor Melinda Tilley
- Finance: Councillor Matthew Barber

This no longer aligns directly with the restructured service areas, which are as set out in the attached diagram. The Committee is asked to review how it wishes to divide this responsibility.

Recommendation

- (a) *that the Scrutiny Work Programme be adopted but be reviewed at each Committee meeting; and*
- (b) *that the Committee confirms or amends the list of Scrutiny Committee Members to allocate to each service area.*

9. **Implications of the Recession – Housing and the Financial Crisis**

(Pages 16 - 20)

To receive and consider report 38/09 of the Head of Health and Housing.

10. **Review the Activity of the Executive**

To review the activity of the Executive and consider any references to this Committee. Members are requested to bring with them to this meeting the agenda and unconfirmed minutes of the Executive meeting held on 7 August 2009.

**11. Corporate Governance Q4 2008/09**

**(Pages 21 - 37)**

To receive and consider report 31/09 of the Head of Corporate Strategy. This report was also considered by the Executive on 7 August 2009.

**12. Revenue Budget Outturn 2008/09**

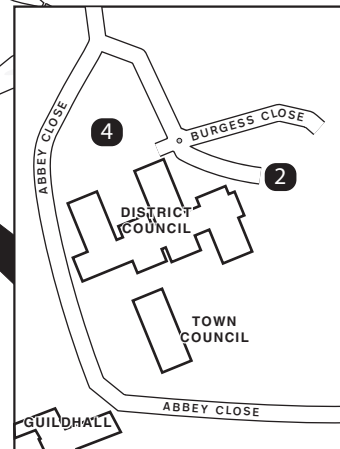
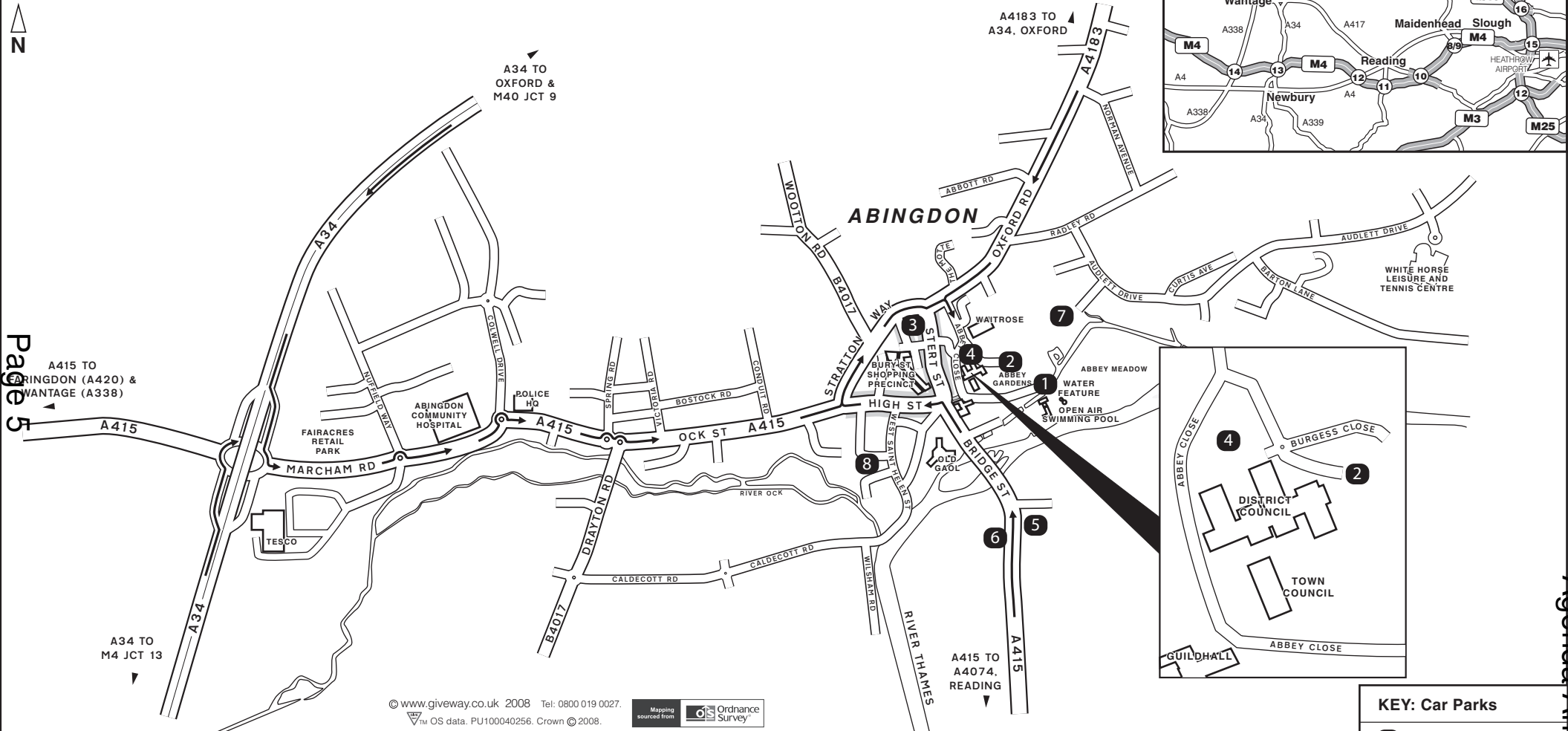
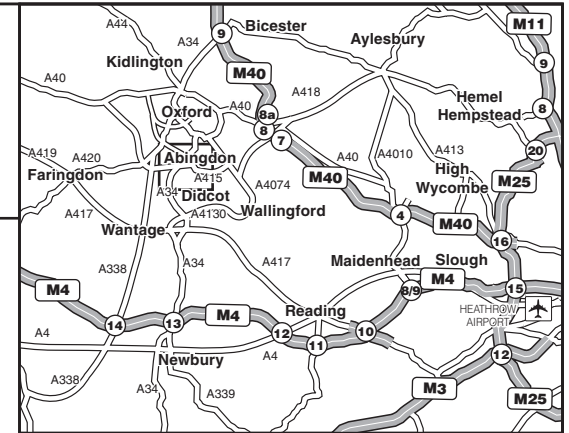
**(Pages 38 - 50)**

To receive and consider report 33/09 of the Head of Finance.

This report was also considered by the Executive on 7 August 2009. Executive Members requested that the Scrutiny Committee was provided with a revised Appendix B, containing clearer reasons for variances. This amended Appendix B will be distributed in due course.

**Exempt Information Under Section 100A(4) of the Local Government Act 1972**

None



**KEY: Car Parks**

- 1 Abbey Close
- 2 Cattle Market
- 3 Charter Multi-storey
- 4 Civic
- 5 Rye Farm
- 6 Hales Meadow
- 7 Audlett Drive
- 8 West St Helen Street

**By rail** – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call 08457 484950

**By bus** – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council's website at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk). Contact details for bus operators can be found on the travel information pages on our website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

**Parking** – details of car parks charges can be found on our website

# SCRUTINY WORK PROGRAMME

CONTAINING SCRUTINY WORK TO BE UNDERTAKEN 1 AUGUST 2009 - 30 APRIL 2009

The Scrutiny Work Programme belongs to the Council's Scrutiny Committee and sets out a schedule of scrutiny work due to be carried out over during period shown above. It is a rolling plan, subject to change at each Scrutiny Committee meeting; however, the Scrutiny Work Programme and changes to it are subject to the Council's approval.

Representations can be made on any of the following issues before an item is considered by the Scrutiny Committee. Representations must be made to the relevant contact officer shown below by 10.00 am on the day the Scrutiny Committee is due to meet. The dates and times for each meeting of the Scrutiny Committee are shown below.

| Item title  | Meeting date                      | Lead officer  | Lead Scrutiny Member         | Why is it here?                                       | Scope  | Notes   |
|---|-----------------------------------|---|------------------------------|---|--|---|
| <b>Implications of the Recession – Housing and the Financial Crisis</b> | Scrutiny Committee<br>20 Aug 2009 | Paul Staines,<br>Head of<br>Housing and<br>Health Tel.<br>01235 547621<br>E-mail:<br><a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a> | Councillor<br>Melinda Tilley | To scrutinise the effect of the recession on the Vale | To receive the report from the Head of Service and question as necessary | Requested by Councillor Matthew Barber<br><br>Request attendance by Councillor Jerry Patterson (Executive Portfolio Holder) |

| Item title                              | Meeting date                      | Lead officer   | Lead Scrutiny Member        | Why is it here?   | Scope  | Notes   |
|---|-----------------------------------|--|-----------------------------|---|--|---|
| <b>Revenue Budget Outturn 2008/09</b>   | Scrutiny Committee<br>20 Aug 2009 | Alice Brander<br>Tel. 01235 540429 E-mail:<br><a href="mailto:alice.brander@whitehorsedc.gov.uk">alice.brander@whitehorsedc.gov.uk</a>                           | Councillor Matthew Barber   | To scrutinise the Executive's work following the Chief Finance Officer's report | To interview the Head of Service and Executive Portfolio Holder as appropriate   | Background report 33/09 to the Executive on 7 August 2009<br><br>Request attendance by Councillor Jerry Patterson (Executive Portfolio Holder)    |
| <b>Waste Contractor's Annual Report</b> | Scrutiny Committee<br>15 Oct 2009 | Mike Mackay, Head of Commercial Services Tel. 01235 540337 E-mail:<br><a href="mailto:michael.mackay@southandvale.gov.uk">michael.mackay@southandvale.gov.uk</a> | Councillor Yvonne Constance | To conduct an annual review of the waste contractor's performance               | To interview the client team and contractor as necessary and to make any recommendations for corrective action or improvements | Requested by Councillor Matthew Barber and the Chief Executive<br><br>Require attendance by Councillor Jenny Hannaby (Executive Portfolio Holder) |

| Item title                           | Meeting date                      | Lead officer  | Lead Scrutiny Member              | Why is it here?   | Scope   | Notes  |
|--------------------------------------|-----------------------------------|---|-----------------------------------|---|---|--|
| <b>New Waste Management Contract</b> | Scrutiny Committee<br>15 Oct 2009 | Mike Mackay,<br>Head of<br>Commercial<br>Services Tel.<br>01235 540337<br>E-mail:<br><a href="mailto:michael.mackay@southandvale.gov.uk">michael.mackay@southandvale.gov.uk</a> | Councillor<br>Yvonne<br>Constance | To scrutinise preparations for the new waste management contract's implementation in the Vale in October 2010 | To interview the contractor and the Head of Commercial Services and recommend any corrective action or improvements   | Requested by Councillor Matthew Barber and the Chief Executive<br><br>Require attendance by Councillor Jenny Hannaby (Executive Portfolio Holder)<br><br>Invite South Oxfordshire's Cabinet Member for Waste, Councillor David Dodds |
| <b>Brown Bins</b>                    | Scrutiny Committee<br>15 Oct 2009 | Mike Mackay,<br>Head of<br>Commercial<br>Services Tel.<br>01235 540337<br>E-mail:<br><a href="mailto:michael.mackay@southandvale.gov.uk">michael.mackay@southandvale.gov.uk</a> | Councillor<br>Yvonne<br>Constance | To scrutinise the management of the brown bins service  | Interview the service manager and the Executive Portfolio Holder and recommend any corrective actions or improvements | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillor Jenny Hannaby (Executive Portfolio Holder)  |



| Item title                            | Meeting date   | Lead officer  | Lead Scrutiny Member         | Why is it here?  | Scope  | Notes   |
|---------------------------------------|--|---|------------------------------|--|--|---|
| <b>Local Services Points</b>          | Scrutiny Committee<br>15 Oct 2009                              | Andrew Down,<br>Head of HR, IT<br>and Customer<br>Tel. 01235<br>540372 E-<br>mail:<br><a href="mailto:andrew.down@southandvale.gov.uk">andrew.down@southandvale.gov.uk</a>  | Councillor<br>Timothy Smith  | To scrutinise the current and future operation of the Local Services Points  | Interview the service manager and the Executive Portfolio Holder and recommend any corrective actions or improvements                              | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillor Richard Farrell (Executive Portfolio Holder)                         |
| <b>Housing Performance Indicators</b> | Scrutiny Committee<br>November 2009<br>(date to be determined) | Paul Staines,<br>Head of<br>Housing and<br>Health Tel.<br>01235 547621<br>E-mail:<br><a href="mailto:paul.staines@southandvale.gov.uk">paul.staines@southandvale.gov.uk</a> | Councillor<br>Melinda Tilley | To scrutinise the housing performance indicators set in the Corporate Plan and the process involved in measuring performance | To interview the service manager and Executive Portfolio Holder and recommend any corrective actions or improvements                               | Requested by Councillor Matthew Barber<br><br>Request attendance by Councillor Angela Lawrence (Executive Portfolio Holder)                         |
| <b>Financial Services Contract</b>    | Scrutiny Committee<br>November 2009<br>(date to be determined) | William Jacobs, Head of Finance Tel. 01235 540455<br>E-mail:<br><a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>                  | Councillor<br>Matthew Barber | To scrutinise the financial services contract and make any recommendations for corrective action or improvements             | Interview the Head of Finance, the contractor and the Executive Portfolio Holder as necessary and recommend any corrective actions or improvements | Requested by Councillor Matthew Barber and the Chief Executive<br><br>Require attendance by Councillor Jerry Patterson (Executive Portfolio Holder) |

| Item title                                 | Meeting date   | Lead officer   | Lead Scrutiny Member      | Why is it here?  | Scope  | Notes  |
|--|--|--|---------------------------|--|--|--|
| <b>Leisure Contractors' Annual Reports</b> | Scrutiny Committee<br>November 2009<br>(date to be determined) | Chris Tyson,<br>Head of Leisure Economy and Property Tel. 01235 540378<br>E-mail: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a> | Councillor Julia Reynolds | To conduct an annual review of the leisure contractors' performance  | To consider the leisure contractors' reports, interview the client manager and the contractor and recommend any corrective actions or improvements | Requested by the Chief Executive<br><br>Require attendance by Councillor Richard Webber (Executive Portfolio Holder)                           |
| <b>Corporate Property</b>                  | Scrutiny Committee<br>November 2009<br>(date to be determined) | Chris Tyson,<br>Head of Leisure Economy and Property Tel. 01235 540378<br>E-mail: <a href="mailto:chris.tyson@whitehorsedc.gov.uk">chris.tyson@whitehorsedc.gov.uk</a> | No Member assigned        | To take a broad look at the future of the Council's corporate property   | Interview the service manager and the Executive Portfolio Holder and recommend any corrective actions or improvements                              | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillor Richard Webber (Executive Portfolio Holder)                     |
| <b>Partnerships - Process and Value</b>    | Scrutiny Committee<br>November 2009<br>(date to be determined) | Toby Warren<br>Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>  | Councillor Jim Halliday   | To scrutinise the process and value of partnerships. What partnerships are the Council involved in and what do they achieve? | Interview the service manager and the Executive Portfolio Holder and recommend any corrective actions or improvements                              | Requested by Councillors Matthew Barber and Jim Halliday<br><br>Require the attendance of Councillor Tony de Vere (Executive Portfolio Holder) |

| Item title                                      | Meeting date                      | Lead officer   | Lead Scrutiny Member         | Why is it here?  | Scope   | Notes   |
|---|-----------------------------------|--|------------------------------|--|---|---|
| <b>Crime and Disorder Reduction Partnership</b> | Scrutiny Committee<br>17 Dec 2009 | Liz Hayden<br>Tel. 01235 540309 E-mail:<br><a href="mailto:liz.hayden@wहितेहोर्सेडसी.गोव.यूके">liz.hayden@wहितेहोर्सेडसी.गोव.यूके</a>                                    | Councillor<br>Melinda Tilley | Sections 19 and 20 of the Police and Justice Act 2006 have given the Council powers to scrutinise the Crime and Disorder Reduction Partnership | To scrutinise the crime and disorder reduction partnership and recommend any corrective actions or improvements | Police authority co-optee to be invited to attend<br><br>Require attendance by Councillor Tony de Vere (Executive Portfolio Holder) |
| <b>Policing in the Vale</b>                     | Scrutiny Committee<br>17 Dec 2009 | Clare Kingston,<br>Head of Corporate Strategy Tel. 01235 540356<br>E-mail:<br><a href="mailto:clare.kingston@southandvale.gov.uk">clare.kingston@southandvale.gov.uk</a> | Councillor<br>Melinda Tilley | To scrutinise policing in the Vale   | Interview Thames Valley Police representative   | Requested by Councillor Matthew Barber<br><br>Request attendance by Andy Boyd (Thames Valley Police)                                |

| Item title  | Meeting date                      | Lead officer  | Lead Scrutiny Member      | Why is it here?   | Scope  | Notes  |
|---|-----------------------------------|---|---------------------------|---|--|--|
| <b>Budget 2010/11</b>                                       | Scrutiny Committee<br>17 Dec 2009 | William Jacobs, Head of Finance Tel. 01235 540455<br>E-mail: <a href="mailto:william.jacobs@southandvale.gov.uk">william.jacobs@southandvale.gov.uk</a>             | Councillor Matthew Barber | To scrutinise the draft budget 2010/11                            | Interview the Head of Finance and the Executive Portfolio Holder and make any recommendations as necessary | Background papers: draft budget proposals for 2010/11<br><br>Require attendance by Councillor Jerry Patterson (Executive Portfolio Holder)   |
| <b>Old Gaol, Abingdon (this may be a confidential item)</b> | Scrutiny Committee<br>11 Feb 2010 | Chris Tyson, Head of Leisure Economy and Property Tel. 01235 540378<br>E-mail: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a> | No Member assigned        | To scrutinise work on the redevelopment of the Old Gaol, Abingdon | Interview the service manager and the Executive Portfolio Holder   | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillors Richard Webber (Executive Portfolio Holder) and Tony de Vere |

| Item title   | Meeting date                      | Lead officer   | Lead Scrutiny Member      | Why is it here?  | Scope   | Notes  |
|--|-----------------------------------|--|---------------------------|--|---|--|
| <b>Bury Street, Abingdon (this may be a confidential item)</b> | Scrutiny Committee<br>11 Feb 2010 | Chris Tyson,<br>Head of Leisure Economy and Property Tel. 01235 540378<br>E-mail: <a href="mailto:chris.tyson@southandvale.gov.uk">chris.tyson@southandvale.gov.uk</a> | No Member assigned        | To scrutinise progress on improvements to Bury Street, Abingdon  | Interview the service manager and the Executive Portfolio Holder  | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillors Richard Webber (Executive Portfolio Holder) and Tony de Vere |
| <b>Partnerships - Effectiveness</b>                            | Scrutiny Committee<br>11 Feb 2010 | Toby Warren<br>Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>  | Councillor Jim Halliday   | To scrutinise the effectiveness of one or more of the Council's major partnerships, e.g. the Vale Strategic Partnership, and the Choose Abingdon Partnership | Interview service managers and Executive Portfolio Holders and recommend any corrective actions or improvements   | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillor Tony de Vere (Executive Portfolio Holder)                     |
| <b>Grounds Maintenance Contract</b>                            | Scrutiny Committee<br>11 Feb 2010 | Ian Matten Tel. 01235 540373<br>E-mail: <a href="mailto:ian.matten@whitehorsedc.gov.uk">ian.matten@whitehorsedc.gov.uk</a>   | Councillor Julia Reynolds | To scrutinise operation of the Grounds Maintenance Contract  | To interview the contractor, the client contract manager, the Head of Service and the Executive Portfolio Holder and recommend any corrective actions or improvements | Require attendance by Councillor Richard Webber (Executive Portfolio Holder)   |

| Item title                                  | Meeting date  | Lead officer   | Lead Scrutiny Member      | Why is it here?  | Scope   | Notes   |
|---|---|--|---------------------------|--|---|---|
| <b>Carbon Management Programme - Review</b> | Scrutiny Committee<br>22 Apr 2010                       | Mark Saunders Tel. 01235 547603<br>E-mail: <a href="mailto:mark.saunders@whitehorsedc.gov.uk">mark.saunders@whitehorsedc.gov.uk</a>  | Councillor Melinda Tilley | Scrutiny Committee requested a report to its meeting in April 2010   | Monitor progress since April 2009 and recommend any corrective actions or improvements  | Background minute Sc.64 of the Scrutiny Committee meeting held on 23 April 2009<br><br>Potential update to Committee on 15 October 2009 |
| <b>Community Grants</b>                     | Scrutiny Committee<br>22 Apr 2010                       | Toby Warren Tel. 01235 547695 E-mail: <a href="mailto:toby.warren@whitehorsedc.gov.uk">toby.warren@whitehorsedc.gov.uk</a>   | Councillor Jim Halliday   | To scrutinise the operation of the Council's community grants scheme | To interview the service manager and the Executive Portfolio Holder and recommend any corrective actions or improvements              | Requested by Councillor Matthew Barber<br><br>Require attendance by Councillor Tony de Vere (Executive Portfolio Holder)                |
| <b>Annual Performance Review</b>            | Scrutiny Committee<br>June 2010 (date to be determined) | Steve Bishop, Strategic Director and Section 151 Officer Tel. 01235 540332<br>E-mail: <a href="mailto:steve.bishop@southandvale.gov.uk">steve.bishop@southandvale.gov.uk</a> | All Scrutiny Members      | To annually scrutinise the performance of the Council                | To interview the Heads of Service and Executive Portfolio Holders as appropriate and recommend any corrective actions or improvements | Requested by Councillor Jim Halliday  |

# Council Structure January 2009

Vale of White Horse District Council - February 2009

|               |                               |                 |  |                 |  |
|---------------|-------------------------------|-----------------|--|-----------------|--|
| Anna Robinson | Housing & Health              | Paul Staines    |  | Angela Lawrence | Housing<br>Env Prot<br>Food & Safety   |
|               | Planning                      | Adrian Duffield |  | Mary de Vere    | Dev Control<br>Landscape incl arboriculture  |
|               | Legal & Democratic            | Maragret Reed   |  | Richard Farrell | Legal incl Land Charges<br>Democratic Services incl Elections<br>Licensing   |
| Matt Prosser  | Leisure, Economy and Property | Chris Tyson     |  | Richard Webber  | Lesiure incl Arts, Sports<br>Economic Development<br>Property incl Facilities Mgt & Mobile Home Parks  |
|               | Corporate Strategy            | Clare Kingston  |  | Tony de Vere    | Communications<br>Community Strategy<br>Community Safety<br>Climate Change   |
| STEVE BISHOP  | Commercial Services           | Mike Mackay     |  | Jenny Hannaby   | Building Control<br>DSO incl public conveniences<br>Emergency Planning<br>Waste incl Waste Strategy<br>Reprographics & Central Purchasing<br>Grounds Maintenance<br>Transport incl Car Parks |
|               | HR, IT, Customer              | Andrew Down     |  | Richard Farrell | Contact Services<br>HR<br>Organisational Change<br>ICT   |
|               | Finance                       | William Jacobs  |  | Jerry Patterson | Revs & Bens Client/Benefit Fraud (Vale)<br>Accountancy (SODC)<br>Revs, Bens, Payments & Assisted Travel (Capita)<br>Internal Audit (Vale)<br>Payroll   |

NEW STRUCTURE

# Scrutiny Committee

## 20 August 2009



Report of **Head of Health & Housing**

Report No. 38/09

Author: **Paul Staines**

Telephone: **01235 547621**

Wards Affected  
All

E-mail: **paul.staines@whitehorsedc.gov.uk**

Executive Portfolio Holder: **Councillor Angela Lawrence**

Telephone: **01235 525436**

E-mail: **angela.lawrence@whitehorsedc.gov.uk**

## Implications of the Recession – housing and the financial crisis

### **Recommendations**

*Note the contents of the report.*

### **1. Purpose of Report**

- 1.1 This briefing considers the impact that the recent economic crisis has had on social housing providers and the implications of various interventions made by the Government in response. The report also informs Members of some of the specific local impacts that the financial crisis has had and the response of the Council's housing services to the challenges raised

### **2. Relationship with corporate plan**

- 2.1 This report relates to the strategic objective of meeting people's needs for housing.

### **3. Background**

- 3.1 The global economic crisis has had an unprecedented impact on the housing sector and generated a succession of Government initiatives in response.

The slump in home ownership has increased demand in the rented sector, putting waiting and transfer lists under increased pressure.

The building industry has suffered significant trauma and the loss of capacity in the industry may prove to be an issue when the economy moves out of recession.

The impact of the mortgage lending crisis has also had a serious impact on the normal operations of Registered Social Landlords (Housing Associations).



Sales of shared ownership homes have slowed down considerably due to the impact of lending restrictions and a drop in valuations.

The demand for housing advice and assistance has increased markedly, putting an increasing strain on the Housing Advice Team.

#### **4. The Government's response**

4.1 As the crisis has unfolded the Government has introduced various measures including:

- From April 2009 the waiting period before Income Support for Mortgage Interest (ISMI) reduced from 39 to 13 weeks and the capital limit for new claims increased to £175,000 from £100,000.
- Stamp duty threshold increased from £125,000 to £175,000 for one year
- £200m for Mortgage Rescue – to assist housing associations offering shared ownership, shared equity or sale and rent back options to eligible households.
- £200m to the Housing Corporation (now the Homes & Communities Agency or HCA) to enable housing associations to buy new properties on the open market to soak up excess supply.
- A national “clearing house” for house builders with proposals to sell unsold stock as affordable housing to the HCA
- An additional £270m allocated to the HCA for 2008-11 including additional HCA funding to enable RSLs and developers to put together packages of units across a series of sites. For example, Sanctuary Housing Association have purchased 335 units on 19 sites from Bloors Homes including 11 properties on the Folly Farm development currently under construction in Faringdon. These are in addition to the affordable homes being delivered through planning gain.
- £250m Decent Homes investment brought forward to 2008-10, including £60m for energy efficiency measures
- HomeBuy Direct introduced in January 2009 – £300M made available for households (mainly first-time buyers) with incomes below £60,000. This provides an equity loan of up to 30% of the value of a new property, funded jointly by the Government and the developer, free of charge for five years. Funding recently increased by a further £100M.
- Regional Development Agencies to support the most critical regeneration schemes with the most potential to transform their communities which have slowed down or stalled due to market conditions.
- ‘Kick-start’ funding made available through the HCA to bring forward major sites where full planning permission is in place but progress has stalled due to the economic downturn.
- Additional action on mortgage rescue. The programme announced in September to start early (December) in 60 local authorities. Major lenders agree to delay

repossession proceedings for at least three months. Eligibility is also extended from loans of up to £100,000 to up to £200,000

- Most recently the Government has announced £400M in grant funding to local authorities to build up to 3,000 new council homes. This is only likely however to be practicable for LAs who have retained housing of their own, maintain the necessary labour skills, *and* who have their own land readily available.

## **5. Implications for the supply of new affordable housing**

- 5.1 RSLs have relied mainly on S.106 planning agreements to provide housing stock for affordable rent and new-build Homebuy. The general downturn in private sector development has led to concerns about the long-term supply from this source. Furthermore, even when agreements are in place, developers are seeking to renegotiate them as the surplus they originally expected to make from the development evaporates.
- 5.2 RSLs have traditionally used the receipts from shared ownership sales to cross-subsidise the purchase/development of affordable rented properties. However this income stream is reducing because;
- RSLs have experienced a severe slowing down of new-build Homebuy sales.
  - The introduction of the 'Rent to Homebuy' scheme is becoming more widespread as a means of enabling would-be purchasers to live in a home which they may wish to buy at a later date.
  - Housing applicants wanting to purchase through 'shared ownership' schemes are being required to contribute deposits of at least 10% which is greatly restricting mortgage eligibility and therefore demand.
  - RSLs are also experiencing increasing competition from shared equity schemes offered by private developers.
  - Reduced valuations on new build properties are affecting both sales prices (and therefore receipts) and the purchaser's capacity to borrow for shared ownership.
- 5.3 Funding in the current year for the Mychoice open market Homebuy scheme was very quickly fully allocated due to its popularity, however, it is looking unlikely that this scheme will continue to operate next year as it is proposed that funding is concentrated on helping developers to sell their own open market sale properties. This will effectively restrict the options open to housing applicants for low cost home ownership to new-build schemes only.
- 5.4 On the plus RSLs have been successful in securing affordable housing from developers keen to achieve some certainty of selling completed units – both on some small sites below the affordable housing obligation threshold, and on sites with a S106 agreement for delivery of a percentage for affordable homes but where the RSL has agreed to purchase the whole site. These sites have been instrumental in improving delivery which would otherwise have been much reduced. In the Vale 180 such units will be delivered over the next three years.

- 5.5 Banks have become more risk averse and are scrutinising business plans, management and governance processes much more closely. For many social landlords, cash flow is dependent on credit arrangements with their lenders and their stock is their collateral. As property prices have dropped, so has the value of the collateral, and that in turn has increased the level of gearing – the ratio of the businesses' debt to its capitalisation value.
- 5.6 Tenants will also be feeling the impact of the economic downturn. As unemployment increases and household budgets come under pressure, social landlords may see an increase in arrears and in demand for benefits advice.

## **6. The impact on our services**

- 6.1 The Local Government Association is now predicting an increase of 400,000 households over the 2007 level on waiting lists by 2010, bringing the total nationally to two million households. The National Housing Federation estimates that, on current trends, 1 in 10 households will be on council or RSL waiting lists by 2020.
- 6.2 The number of people seeking housing advice in the Vale has increased by 50% in the period from January to April 2009. The Housing Register has increased from around 3600 applicants to just under 4000 between April 2008 and the end of March 2009. This is putting a growing strain on the Housing Advice Team and increasing the amount of administrative work required.
- 6.3 There is already evidence that pressure on housing waiting and transfer lists is also increasing as the number of re-lets has fallen. An analysis of the Housing Corporation's performance indicators for 2006/07 has identified that the drop in the number of housing association homes that are relet almost matches the reduction in the number of new properties being built. This may reflect both the slow down in people moving into ownership and lower labour mobility as the recession bites.

## **7. Our response**

- 7.1 Despite these pressures we have managed to keep a firm ceiling on the numbers of applicants being placed in temporary accommodation through effective homelessness prevention measures, in particular providing tenancies with private sector landlords through our very successful Rent Deposit Scheme. This provided 93 placements during 2008/09 and has already achieved 43 private tenancies in the first quarter of 09/10.
- 7.2 The county has secured £30,000 in Government `Recession Impact Funding` for a joint initiative with the other Oxfordshire district councils aimed at homelessness prevention and the reduction in the use of temporary accommodation. In addition we have secured £38,000 Government funding specifically to support advice and other initiatives aimed at preventing homelessness through avoiding repossession, provision of hardship loans etc. This will support, amongst other things:
- Hardship Fund initiatives
  - Mortgage Rescue referral schemes to CAB and money advice centres
  - Supplementary funding to the CAB to provide specialist debt advice
  - Producing an updated suite of advice leaflets on debt and homelessness

- 7.3 We have introduced an advice/referral page for residents on the Council's website called "Surviving the Downturn"
- 7.4 We will continue to work closely with developers and the HCA on some of the very largest sites, such as Great Western Park, Grove and Botley to encourage these sites to come forward by exploring ways to ease or overcome obstacles which have been preventing progress.
- 7.5 Having achieved the targets for reward grant funding from Local Area Agreement 1 (LAA1), we are continuing to work jointly with our neighbouring District Councils in Oxfordshire towards further reward grant available through LAA2. This additional funding will enable the Oxfordshire Housing Partnership (OHP) to directly assist with future housing projects

## **8. Conclusion**

- 8.1 The Vale is experiencing the same impact from the economic downturn as our neighbouring authorities across the South East which is seriously affecting delivery of new affordable housing and the future for some low cost home ownership schemes, and seeing a marked increase in the numbers of people seeking housing advice.
- 8.2 The Council is seeking ways to work closely with our RSL partners, developers and the HCA in unlocking major sites which will maintain delivery of affordable housing during the present downturn and also ensure that we are in a good position to meet demand in the event of an upturn in economic conditions.

# Executive report



**7<sup>th</sup> August 2009**

Report of **Head of Corporate Strategy**

Report No. 31/09

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All

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## **Corporate Governance Report: Fourth Quarter 2008/09**

### ***Recommendations***

*That the Management Team's corporate governance report be considered and to agree any further action which needs to be taken to improve performance*

### **1. Purpose of Report**

- 1.1 This is a standard quarterly corporate governance report to inform the Executive of performance against targets in the fourth quarter of 2008/09. The Executive are asked to consider the report and agree any further action which needs to be taken to improve performance. This report was originally scheduled to be considered at the meeting of the Executive on 12<sup>th</sup> June 2009. However, this meeting was cancelled which is why it has been included on this agenda. The Executive did consider this report at the Executive Briefing held on 22<sup>nd</sup> May 2009.

### **2. Relationship with Corporate Plan**

- 2.1 The corporate governance report will assist the Council in achieving its strategic objectives and corporate priorities, in particular the objective of managing our business effectively.

### **3. Background**

- 3.1 The corporate governance report looks at the key areas of:

- Corporate Priorities

- National Indicators
- Progress against Service Prioritisation Plans
- Key staffing data (sickness levels and turnover)
- Progress with Business Process Improvement Reviews
- A Financial commentary

At its meeting on 5<sup>th</sup> May 2009 the Management Team considered a fourth quarter corporate governance exception report. The Management Team agreed the exceptions, comments and actions to be included in this report where performance / actions were not on target.

#### **4. Options**

4.1 There are no specific options to be considered.

#### **5. Financial, legal and any other implications**

##### **5.1 Exception Reports**

##### **5.2 Corporate Priorities Report.**

Management team have agreed that 1 action relating to the 'facilitating the provision of affordable housing' priority (1.1) and 2 local performance indicators (H1, above target / H2, below target) should be included in this report. For the 'improving and modernising access to our services' priority, 2 local performance indicators have been included because they are below target (CS2 and CS11). Full details and comments are included in Appendix **A**.

##### **5.3 National Indicator Report.**

The current set of National Indicators is relatively new, having been introduced from 1 April 2008. All of the indicators which are relevant to this Council have been included in Appendix **B**. There are a number of indicators where the actual results are still not known.

There are **3** National Indicators where progress has been highlighted as an exception:

**NI 195**, improved street and environmental cleanliness (levels of graffiti, litter, detritus\* and fly posting). This indicator is one of 35 included in the Oxfordshire Local Area Agreement 2008-11 (LAA2). The indicator is calculated over three sampling periods during the year. At the end of the first sampling period cumulative performance was 7% (good performance is a low %). By the end of the second sampling period, performance had declined to 21%. The final end of year result has improved slightly to 20%. A comprehensive comment is provided against this indicator in Appendix C.

(\* detritus is defined as dust, mud, soil, grit, gravel, stones, rotted leaf and vegetable residues, and fragments of twigs, glass, plastic and other finely divided materials)

**NI 154**, net additional homes provided. This indicator measures the net increase in dwelling stock over the year. The actual number of completions was 324 against a target of 485 completions. This is also an indicator which is included in LAA2.

**NI 8**, The new set of national indicators were introduced from 1<sup>st</sup> April 2008 and in most cases it is not yet possible to compare performance with that of other authorities. However, NI 8 measures adult participation in sport through the annual 'Active People Survey' and

national results are now available. The Vale's performance was excellent, it was the best in the south east region and the 5<sup>th</sup> best nationally.

#### 5.4 **Service Prioritisation Plan (SPP) Progress Report**

Progress against 1 SPP has been included in Appendix C. This is SPP 9: Introduction of catering concession in halls. The proposed saving included in the 2008/9 budget was £10k. The actual saving achieved was £2k. This reflects the fact that there was not a full year impact of the saving, the contract having been implemented from 1 December 2008. there are no further SPPs to be reported from 2010/10 onwards, however Management Team will continue to monitor any actions still required to achieve budgeted savings.

#### 5.5 **Summary of Sickness and Turnover Report**

**Sickness** was lower this quarter compared to both the previous quarter and compared to the same quarter last year. The highest level of sickness was within Organisational Development & Support. Measurement for 2008/09 was based on the old organisational structure). This was mainly due to a couple of long term sickness issues which are being managed by the Manager and HR. These long term sickness issues should be resolved in quarter 1 2009/10. We continue to use the Bradford Factor to monitor staff sickness absences and return to work interviews are being carried out by Managers / Heads of Service. The annual sickness levels for Legal Services, Housing and Community Safety, Democratic Services and Strategic Directors Office are exceptionally low.

The overall sickness level for 2008/09 compared to 2007/08 is lower. Throughout 2008/09 the Welfare Officer, HR and Managers have continued to work hard to reduce the levels of long term sickness through pro-actively managing each individual case in order to aid a smoother and quicker return to work. A new absence policy was also introduced in the latter part of 2007/08 which included the Bradford Factor (BF).

**Turnover** is very slightly higher in the final quarter compared to the previous quarter, however the same number of people left in both quarters. Turnover is slightly lower in this quarter compared to quarter four last year. The overall turnover figure for 2008/09 is lower than 2007/08.

The detailed tables for sickness and turnover are included in Appendix D

#### 5.6 **Progress with Business Process Improvement (BPI) Reviews Corporate Administration Review**

The Council's business improvement programme included a major review of our corporate administration, post room and reprographics functions through 2008. In February 2009, the Personnel Committee approved a restructure to create a new Business Support Unit (BSU) from 1st April 2009. The proposal will lead to a reduction in unnecessary administration tasks, streamlining processes and sourcing the majority of print and stationery orders through a partnership with Oxford City Council. The Unit is reporting to Organisational Change for a transitional period, until new structures and processes are stable enough for it to be transferred to its permanent service location in Economy, Leisure and Property (expected sometime in 2009). The overall effect of the changes is to reduce the annual gross cost of corporate administration from £382k to £159k (£223k). This includes the deletion of a number of vacant posts, redeployment of one member of staff, voluntary redundancy for three members of staff and redundancy of two members of staff. Potential redundancy costs of £56k have been identified. Revenue

savings will be lower in 2009/10 due to continuation of some personnel in post through the transitional phase. Though still in the early stages of transition, the BSU is currently on target with its development plan.

#### **5.7 Financial Commentary: 1 April 2008 to 31 March 2008**

This section of the report is superseded by the more detailed report elsewhere on this Executive agenda, 'Revenue Budget Outturn 2008/09'.

### **6. Conclusion**

- 6.1 This is the final report on progress with the Corporate Plan 2008-12. Future reports will report progress against our Corporate Plan 2009-12, which includes the objectives and priorities agreed by Council in February 2009.

#### **Background Papers:**

The full versions of the individual reports are available on the Council's website. They can be accessed through the 'about your Council / performance' section of the website.



## Appendix A - Corporate Priorities Report

### 1. Facilitating the provision of affordable housing

|     | Action for Improvement                        | Milestones   | Timescale                      | Officer      | Comments / Progress   |
|-----|---|--|--------------------------------|--------------|---|
| 1.1 | Provide 75 units of affordable rented housing | This is an ongoing programme throughout the year to deliver affordable rented housing primarily as part of new build housing developments throughout the district in accordance with the Council's Local Plan and Local Development Framework (LDF) policies on affordable housing | 31.3.2009 (measured quarterly) | Paul Staines | Below Target<br><br>64 units of affordable rented housing provided up to the end of Quarter 4 and the financial year. This is 85% of the projected target.<br><br>The economic slowdown is having a severe impact upon affordable housing completions and the annual performance has been affected by this. |

### Local Performance Indicators 2008-9

| Indicator   | Target 2008/09 | Q1 | Q2 | Q3 | Q4 | Comments  |
|---|----------------|----|----|----|----|---|
| LPI H1 Number of additional units of affordable housing provided through the Local Area Agreement (LAA) | 12             | 0  | 0  | 5  | 14 | <b>19</b> additional units of affordable housing provided through the Local Area Agreement (LAA). |
| LPI H2 Number of units of affordable housing completed / provided                                       | 100            | 33 | 0  | 9  | 50 | <b>92</b> units of affordable housing were provided during 2008 -2009.                            |

### 3. Improving and modernising access to our services Local Performance Indicators 2008-9

| Indicator CS2<br>Number of enquiries at the Local Services Point Abingdon:            | Target<br>2008/09 | Q1    | Q2     | Q3     | Q4     | Comments   |
|---|-------------------|-------|--------|--------|--------|--|
| Overall target for 2008/9   | 63,300            |       |        |        |        | The statistics reflect that Abingdon Local Service Point is managing to migrate customers to the more cost effective channels of contact as per the customer contact strategy; this is shown by a decrease in Face to Face numbers whilst there is a significant increase in contact centre enquiries. The new cashiering software installed mid February has enabled an increase in electronic payments which is inline with the Payment Strategy |
| Face to Face annual target <b>35,000</b> (individual quarters)                        |                   | 8,876 | 8,089  | 7,865  | 7,909  |  |
| Face to Face - (cumulative)   |                   | 8,876 | 16,965 | 24,830 | 32,739 |  |
| Contact centre - annual target <b>17,000</b>  |                   | 4,975 | 10,701 | 14,247 | 19,192 |  |
| Visitor - annual target <b>4,600</b> (cumulative)                                     |                   | 1,200 | 2,490  | 3,615  | 4,740  |  |
| Web / self serve - annual target <b>2,200</b> payments made on the web                |                   | 1     | 1      | 1      | 1      |  |
| Electronic Payments - annual target <b>4,500</b> taken by Contact Centre (cumulative) |                   | 1,187 | 2,147  | 2,699  | 3,757  |  |
| CS11<br>% of calls to be answered within 20 seconds (cumulative)                      | 90%               | 89%   | 89%    | 83%    | 85%    | Since November 2008 each month's actual result has been over 90% (Well above target). Unfortunately poor performance earlier in the year (as a result of software not functioning properly) has meant that it has not been possible to achieve the target  |

## Appendix B – National Indicator Report (by Corporate Priority – Corporate Plan 2008-12))

The full table has been included below. Indicators shaded in grey are included in the Oxfordshire Local Area Agreement (LAA) 2008-11. Explanatory notes / key have been included at the bottom of the table. Each indicator has been identified as either as Target (T) where there is a reasonable degree of control over the result or as an indicator (I) where there is a limited degree of influence over the result. NYA – Not yet available

### Facilitating the provision of affordable housing

| NI  | T / I | Description   | Target 2008/9                   | Q1 | Q2 | Q3  | Q4 | Comments   |
|-----|-------|---|---------------------------------|----|----|-----|----|--|
| 154 | T     | Net additional homes provided. This indicator measures the net increase in dwelling stock over one year and is reported as the actual number. | LAA2<br>3043<br><br>VALE<br>485 | 93 | 64 | 101 | 66 | LAA2 indicator. Annual reporting across the county so there is no county wide picture of achievement available. However the Vale's annual total of <b>324</b> is below its projected completion number of 485. The achievement of 67% projected completions should be taken in context of the current housing and financial climate. |
| 155 | T     | Number of affordable homes delivered. This includes the increase due to new builds and acquisitions.  | LAA2<br>735<br><br>VALE<br>86   | 33 | 0  | 9   | 50 | LAA2 indicator. Q4 figure of 50 homes gives an annual total of <b>92</b> which exceeds the target of 86 homes originally projected by 6 units or an increase in provision of affordable housing by 7%.   |
| 156 | T     | Number of households living in temporary accommodation (TA)(provided under the homelessness legislation)                                      | LAA2<br>698<br><br>VALE<br>71   | 89 | 81 | 66  | 58 | LAA2 indicator. Data collected quarterly – performance is judged on 4 <sup>th</sup> Quarter performance. The Q4 figure for number of households in TA is <b>58</b> . This is well within the target of 71 exceeding it by 13 or a decrease in number of households by 18%.   |

| <b>NI</b>  | <b>T / I</b> | <b>Description</b>   | <b>Target<br/>2008/09</b> | <b>Q1</b>          | <b>Q2</b>          | <b>Q3</b>     | <b>Q4</b>     | <b>Comments</b>   |
|------------|--------------|--|---------------------------|--------------------|--------------------|---------------|---------------|---|
| <b>157</b> | T            | Processing of planning applications "major" applications (within 13 weeks)   | <b>VWHDC<br/>65%</b>      | <b>37.50<br/>%</b> | <b>47.06<br/>%</b> | <b>56%</b>    | <b>56.25%</b> | The cumulative figure remains below the annual target. Members need to be aware that the number of major applications dealt with each quarter are small (7 in the 4th quarter) so performance can be subject to significant swings caused by the processing time of just one or two applications. |
|            |              | "minor" applications (within 8 weeks)  | <b>VWHDC<br/>70%</b>      | <b>75.61<br/>%</b> | <b>74.06<br/>%</b> | <b>74.69%</b> | <b>75%</b>    | Above target  |
|            |              | "other" applications (within 8 weeks)  | <b>VWHDC<br/>85%</b>      | <b>86.13<br/>%</b> | <b>87.81<br/>%</b> | <b>87.85%</b> | <b>86.67%</b> | Above target  |
| <b>159</b> | T            | Supply of ready to develop housing sites. The degree to which authorities are maintaining a 5 year supply of deliverable sites (%) | -                         | -                  | <b>107.2<br/>%</b> | <b>108.7%</b> | <b>105.7%</b> | Local Planning Authority - annual monitoring report. Above target. This is the figure used in the Annual Monitoring Report 2008   |
| <b>170</b> | I            | Previously developed land that has been vacant or derelict for more than 5 years (%)   | -                         | -                  | <b>1.50%</b>       | -             | <b>1.50%</b>  | Half year reporting. Data is provided by English Partnerships.  |

| <b>NI</b>  | <b>T / I</b> | <b>Description</b>  | <b>Target<br/>2008/09</b> | <b>Q1</b>  | <b>Q2</b>    | <b>Q3</b>    | <b>Q4</b>    | <b>Comments</b>  |
|------------|--------------|---|---------------------------|------------|--------------|--------------|--------------|--|
| <b>180</b> | T            | Changes in Housing Benefit (HB)/ Council Tax Benefit (CTB) entitlements within the year. Number of changes of circumstances which affect customers' HB/CTB entitlement during the year. | <b>5473</b>               | <b>NYA</b> | <b>NYA</b>   | <b>NYA</b>   | <b>NYA</b>   | Performance for this indicator is calculated by the Department for Work and Pensions (DWP) and published on its website. The latest data that has been published is for February 2009 which is 7694 changes. This should be regarded as good performance as the guidance states that a high number represents good performance.    |
| <b>181</b> | T            | Time taken to process Housing Benefit/Council Tax Benefit new claims and change events. Reported as the average number of days  | <b>-</b>                  | <b>NYA</b> | <b>16.27</b> | <b>17.05</b> | <b>15.09</b> | Capita and the client team were unable to set a target due to the poorly worded indicator definition. This has been a national issue. Top quartile performance will be used as a target when data is finally provided by the DWP. The 4 <sup>th</sup> quarter performance was 12.73 days and the annual performance was 15.09 days |

**Creating a cleaner, greener, safer and healthier community and environment**

| NI  | T / I | Description  | Target 2008/09  | Q1         | Q2  | Q3   | Q4   | Comments   |
|-----|-------|--|---|------------|---|--|--|--|
| 195 | T     | Improved street and environmental cleanliness (levels of graffiti, litter, detritus and fly posting). This is measured as a %, with a value for all categories.<br><br>Combined cumulative %   | <b>LAA2</b><br><b>Litter: 5%</b><br><b>Detritus: 9%</b> | -          | Litter<br><b>0%</b><br>Detritus<br><b>13%</b><br>Fly post<br><b>0%</b><br><br><b>7%</b> | Litter<br><b>5%</b><br>Detritus<br><b>37%</b><br>Fly post<br><b>0%</b><br><br><b>21%</b> | Litter<br><b>7%</b><br>Detritus<br><b>33%</b><br>Fly post<br><b>0%</b><br><br><b>20%</b> | LAA2 indicator. There have been apparent inconsistencies across Oxfordshire in respect of the NI195 gradings. To address this, a training day for monitoring officers is to be held on 2 <sup>nd</sup> July. This is a major issue for the OWP to resolve in 2009/10 to establish consistent and proper reporting. Cross-district surveys are being arranged to further improve consistency.<br>Contractor performance has been poor, particularly in respect of detritus which is being addressed via an agreed improvement plan. Vale officers concentrated on historical litter problems to the detriment of tackling detritus. |
| 196 | T     | Improved street and environmental cleanliness (fly tipping). This is calculated by calculating the year on year change in total incidents of fly tipping dealt with, compared with its year on year change in enforcement actions taken against fly-tipping. |   | <b>139</b> | <b>140</b>  | <b>122</b>   | <b>182</b>   | LAA2 indicator. 583, down from 604 in 2007/08. The environment Agency will publish the final result based on these results.  |

| NI | T / I | Description   | Target 2008/09         | Q1   | Q2   | Q3   | Q4    | Comments  |
|----|-------|---|------------------------|------|------|------|-------|---|
| 15 | I     | Serious violent crime rate. Reported as the number per 1000 population.   | -                      | 0.14 | 0.26 | 0.38 | NYA   | <p><b>Q1</b> = 16 actual crimes - 0.14 per 1000 population</p> <p><b>Q2</b> = 30 actual crimes – 0.26 per 1000 population</p> <p><b>Q3</b> = 45 actual crimes 0.38 per 1000 population</p> <p><b>Q 4</b> - Awaiting data from TVP</p>                         |
| 16 | I     | Serious acquisitive crime rate. Reported as the number per 1000 population.   | -                      | 1.43 | 2.95 | 4.41 | 5.68  | <p><b>Q1</b> = 167 actual crimes - 1.43 per 1000 population</p> <p><b>Q2</b> = 345 actual crimes – 2.95 per 1000 population</p> <p><b>Q3</b> = 516 actual crimes - 4.41 per 1000 population</p> <p><b>Q4</b> = 665 actual crimes 5.68 per 1000 population</p> |
| 20 | I     | Assault with less serious injury rate. Reported as the number per 1000 population.  | LAA2<br>5.23%<br>(-5%) | 1.21 | 2.43 | 3.33 | 2.99  | <p><b>Q1</b> = 141 actual crime – 1.21 per 1000 population</p> <p><b>Q2</b> = 285 – 2.43 per 1000 population</p> <p><b>Q3</b> = 390 3.33 per 1000 population</p> <p><b>Q4</b> = 350 crimes 2.99 per 1000 population</p>                                       |
| 8  | I     | Adult participation in sport. (data collected through ‘Active People Survey’). Requires 12 days of at least 30 minutes every 4 weeks. |                        |      |      |      | 29.6% | Annual indicator. Results supplied by Sport England. The Vale had the best performance in the south east region, and the 5th best nationally.   |

### Improving and modernising access to our services

| NI  | T / I | Description  | Target 2008/09             | Q1  | Q2   | Q3  | Q4    | Comments  |
|-----|-------|--|----------------------------|-----|------|-----|-------|---|
| 14  | I     | The average number of customer contacts per resolved request   | Not set – no baseline data | -   | -    | -   | 35.4% | First sample period December 2008, second sample period March 2009  |
| 179 | T     | Value for money – total net value of ongoing cash-releasing value for money gains that have impacted since the start of the financial year. Reported as £' 000 | LAA2<br>3.1%               | NYR | £458 | NYR | £458  | This is a 'forward look' submission relating to the whole of the financial year. A backward look submission is due in June 2009: this will report the actual figure achieved. |

### Rising to the challenge of climate change

| NI  | T / I | Description  | Target 2008/09  | Q1 | Q2 | Q3 | Q4             | Comments  |
|-----|-------|--|-----------------|----|----|----|----------------|---|
| 185 | T     | CO <sub>2</sub> reduction from local authority operations.   |                 | -  | -  | -  | NYA            | Annual reporting – awaiting 4 <sup>th</sup> quarter consumption data to complete NI   |
| 188 | I     | Adapting to climate change. The Council will assess how well it delivers against the 4 levels of performance detailed in the guidance. | LAA2<br>Level 1 | 0  | 0  | 0  | 1              | LAA2 indicator. Local Climate Impact Assessment and initial risk analysis of climate impacts undertaken.  |
| 186 | I     | Per Capita reduction in CO <sub>2</sub> emissions in the LA area.<br>(tonnes per person)   |                 | -  | -  | -  | 9.92<br>tonnes | Annual reporting via aggregated data available on DEFRA websites. The reported figure of 9.92 uses the 2006 dataset (the latest available). The 2005 figure is 9.84 tonnes. |



| NI  | T / I | Description   | Target 2008/09                  | Q1     | Q2     | Q3     | Q4     | Comments   |
|-----|-------|---|---------------------------------|--------|--------|--------|--------|--|
| 191 | T     | Residual household waste per household. This is reported as Kg per household. | LAA2<br>730 kg                  | 135 kg | 133kg  | 132kg  | 136kg  | LAA2 indicator. Vale weights continue to be low, reducing and well ahead of County targets. Down from a low figure of 574 kg in 2007/08. Annual cumulative result for 2008/9 536 kg  |
| 192 | T     | Percentage of household waste sent for reuse, recycling and composting        | LAA2<br>40%<br><br>VWHDC<br>34% | 37.59% | 37.64% | 35.28% | 31.84% | LAA2 indicator. Vale continues to be limited by its existing contract from collecting the full range of recyclables. Nevertheless % continues to grow due to garden waste at the same time as NI191 reduces. Annual cumulative rate 35.66% compared to 32.68% in 2007/08 |

#### Not linked to a specific priority

| NI  | T / I | Description  | Target 2008/09             | Q1 | Q2 | Q3 | Q4  | Comments   |
|-----|-------|--|----------------------------|----|----|----|-----|--|
| 171 | I     | New business registration rate.                                      | Not set – no baseline data | -  | -  | -  | NYA | Baseline and targets to be set as part of 2009/10 service planning process. Results will be supplied by Office for National Statistics         |
| 172 | I     | Percentage of small businesses in an area showing employment growth. | Not set – no baseline data | -  | -  | -  | NYA | Baseline and targets to be set as part of 2009/10 service planning process. Results will be supplied by Office for National Statistics         |
| 173 | I     | Flows on to incapacity benefits from employment.                     | Not set – no baseline data | -  | -  | -  | NYA | Baseline and targets to be set as part of 2009/10 service planning process. Result will be supplied by Department for Works and Pensions (DWP) |

| NI  | T / I | Description   | Target 2008/09             | Q1 | Q2 | Q3 | Q4                   | Comments  |
|-----|-------|---|----------------------------|----|----|----|----------------------|---|
| 182 | I     | Satisfaction of business with local authority regulation services (environmental health and licensing).                                     | Not set – no baseline data | -  | -  | -  | 83%                  | This is calculated by using the results of a monthly survey of businesses   |
| 184 | I     | Food establishments in the area which are broadly compliant with food hygiene law.  | Not set – no baseline data | -  | -  | -  | 86.54%               | Countywide results to be discussed at the next meeting of the Oxfordshire Food Liaison Group  |
| 187 | T     | Tackling fuel poverty – People receiving income based benefits living in homes with a low energy efficiency rating.                         |                            | -  | -  | -  | a) 7.9%<br>b) 29.45% | a) Low energy efficiency rating<br>b) High energy efficiency rating<br><br>Figure based on research undertaken by United Sustainable Energy Agency. |
| 189 | I     | Flood and coastal erosion risk management   | Not set – no baseline data | -  | -  | -  | 100%                 | This is based on progress against a specified set of actions identified by the Environment Agency   |
| 194 | T     | Level of air quality – Reduction in NO <sub>x</sub> and primary PM <sub>10</sub> emissions through local authority's estate and operations. | Not set – no baseline data | -  | -  | -  | NYA                  | Baseline to be established alongside submission of NI185 data   |

**Appendix C – Service Prioritisation Plan Report**

| No. | Service prioritisation options               | Lead officer | 2008/09<br>£'000<br>(savings)/<br>costs | 2009/10<br>£'000<br>(savings)/<br>costs | 2010/11<br>£'000<br>(savings)/<br>costs | 2011/12<br>£'000<br>(savings)/<br>costs |   |
|-----|--|--------------|---|---|---|---|---|
| 9   | Introduction of Catering Concession in Halls | MM           | (10.0)                                  | (10.0)                                  | (10.0)                                  | (10.0)                                  | The contract was implemented on 1 December 2008. The actual saving achieved was £2k which was from 1 December 2008 to 31 March 2009 |

**Appendix D – Summary of Sickness and Turnover Report**

| Sickness Report<br><br>Service Area    | Q1                            |                          | Q2                            |                          | Q3                            |                          | Q4                            |                          | Annual Totals               |  |
|--|-------------------------------|--------------------------|-------------------------------|--------------------------|-------------------------------|--------------------------|-------------------------------|--------------------------|-----------------------------|--|
|  | No. average days sickness/mth | Av.days lost per FTE/mth | No. average days sickness/mth | Av.days lost per FTE/mth | No. average days sickness/mth | Av.days lost per FTE/mth | No. average days sickness/mth | Av.days lost per FTE/mth | Total no. sick days 2008-09 | Cumulative no of wkg days lost per FTE |
| Commercial Services                    | 16.33                         | 0.54                     | 17.33                         | 0.54                     | 28.17                         | 0.89                     | 10.5                          | 0.32                     | 217                         | 6.52                                   |
| Contract & Procurement                 | 73.83                         | 1.96                     | 47.33                         | 1.29                     | 27.17                         | 0.73                     | 8.5                           | 0.26                     | 470.5                       | 14.39                                  |
| Democratic Services                    | 0.50                          | 0.06                     | 1.83                          | 0.24                     | 1.17                          | 0.15                     | 2.5                           | 0.38                     | 18                          | 2.73                                   |
| Environmental Health                   | 8.50                          | 0.36                     | 9.50                          | 0.39                     | 12                            | 0.51                     | 6.83                          | 0.3                      | 110.5                       | 4.93                                   |
| Finance                                | 12.83                         | 0.82                     | 9.83                          | 0.61                     | 7.33                          | 0.49                     | 1.33                          | 0.08                     | 94                          | 5.88                                   |
| Housing & Community Safety             | 4.67                          | 0.17                     | 2.5                           | 0.09                     | 7.17                          | 0.26                     | 5.5                           | 0.2                      | 59.5                        | 2.2                                    |
| Legal Services                         | 0.67                          | 0.12                     | 0                             | 0                        | 1.67                          | 0.24                     | 0.67                          | 0.1                      | 9                           | 1.29                                   |
| Organisational Development and Support | 17.50                         | 0.32                     | 50                            | 0.95                     | 55.33                         | 1.03                     | 52.17                         | 0.97                     | 525                         | 9.79                                   |
| Planning and Community Strategy        | 30.17                         | 0.65                     | 13.17                         | 0.28                     | 33.5                          | 0.73                     | 17.17                         | 0.39                     | 282                         | 6.38                                   |
| Strategic Directors Offices            | 0.00                          | 0.00                     | 0                             | 0                        | 1                             | 0.23                     | 0.33                          | 0.08                     | 4                           | 0.91                                   |
| <b>Totals</b>                          | <b>165.00</b>                 | <b>0.65</b>              | <b>151.49</b>                 | <b>0.59</b>              | <b>174.51</b>                 | <b>0.69</b>              | <b>105.5</b>                  | <b>0.43</b>              | <b>1789.5</b>               | <b>7.24</b>                            |
| <b>Comparison figure for 2007-08</b>   | <b>172.17</b>                 | <b>0.68</b>              | <b>132.34</b>                 | <b>0.52</b>              | <b>177.67</b>                 | <b>0.70</b>              | <b>224.17</b>                 | <b>0.87</b>              | <b>2119</b>                 | <b>8.25</b>                            |

| Turnover Report                            | Q1                         |                       | Q2                         |                       | Q3                         |                        | Q4                         |                       | Total No Leavers | Cumulative Turnover |
|--|----------------------------|-----------------------|----------------------------|-----------------------|----------------------------|------------------------|----------------------------|-----------------------|------------------|---------------------|
|  | Av. No. employees left/mth | Av. Turnover/ mth (%) | Av. No. employees left/mth | Av. Turnover/ mth (%) | Av. No. employees left/mth | Av. Turnover / mth (%) | Av. No. employees left/mth | Av. Turnover/ mth (%) |                  |                     |
| Commercial Services Contract & Procurement | 0.33                       | 1.03                  | 0                          | 0.00                  | 0                          | 0.00                   | 0                          | 0.00                  | 1                | 2.78                |
| Democratic Services                        | 0.67                       | 1.37                  | 0.67                       | 1.43                  | 0.33                       | 0.70                   | 0                          | 0.00                  | 5                | 12.50               |
| Environmental Health                       | 0.00                       | 0.00                  | 0.33                       | 4.13                  | 0                          | 0.00                   | 0                          | 0.00                  | 1                | 14.29               |
| Finance                                    | 0.00                       | 0.00                  | 0                          | 0.00                  | 0.33                       | 1.38                   | 0.33                       | 1.43                  | 2                | 8.70                |
| Housing & Community Safety                 | 0.33                       | 1.94                  | 0                          | 0.00                  | 0.33                       | 2.06                   | 0                          | 0.00                  | 2                | 11.76               |
| Legal Services                             | 0.00                       | 0.00                  | 0                          | 0.00                  | 0                          | 0.00                   | 0.33                       | 1.10                  | 1                | 3.33                |
| Organisational Development and Support     | 0.00                       | 0.00                  | 0                          | 0.00                  | 0                          | 0.00                   | 0                          | 0.00                  | 0                | 0.00                |
| Planning and Community Strategy            | 0.33                       | 0.52                  | 0.33                       | 0.53                  | 0.33                       | 0.52                   | 0.33                       | 0.52                  | 4                | 6.35                |
| Strategic Directors Offices                | 0.67                       | 1.29                  | 0.33                       | 0.61                  | 0                          | 0.00                   | 0.33                       | 0.67                  | 4                | 8.16                |
|  | 0.33                       | 4.71                  | 0                          | 0.00                  | 0                          | 0.00                   | 0                          | 0.00                  | 1                | 20.00               |
| <b>Totals</b>                              | <b>2.66</b>                | <b>0.92</b>           | <b>1.66</b>                | <b>0.57</b>           | <b>1.32</b>                | <b>0.46</b>            | <b>1.32</b>                | <b>0.48</b>           | <b>21</b>        | <b>7.58</b>         |
| <b>Comparison figure for 2007-08</b>       | <b>3.66</b>                | <b>1.27</b>           | <b>2</b>                   | <b>0.69</b>           | <b>1.66</b>                | <b>0.65</b>            | <b>1.32</b>                | <b>0.51</b>           | <b>26</b>        | <b>8.90</b>         |

## Executive



**7 August 2009**

Report of: Steve Bishop, Strategic Director

Report No. 33/09

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Wards Affected  
All

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## **Revenue Budget Outturn 2008/09 (What the Council Spent)**

### ***Recommendations***

*That the overall outturn position of the Council as well as the outturn of individual service areas and cost centre be noted.*

### **1. Purpose of Report**

1.1 The report details the revenue expenditure position for 2008/09, subject to audit. The report is submitted to the Executive to assist it in fulfilling its service delivery and budget management roles. The report may also be submitted to the Scrutiny Committee to assist it to review Council performance.

### **2. Relationship with Corporate Plan**

2.1 The Council have a strategic objective to manage the business effectively, provide value for money services that meet the needs of our residents and service users and communicate the Council's activities and achievements. This report seeks to inform councillors, the community and officers as to what the Council spent in 2008/09, where there were budget pressures and under-spends and the reasons for these.

### **3. Background**

3.1 Throughout 2008/09 the monthly budget monitoring reports had indicated that the Council was going to over spend against its original budget. The main reason for this was as a consequence of the economic downturn and the fall in a number of income streams. Action was taken at December 2008 to put a stop on any non-essential expenditure and to keep posts vacant. The result was that cost against the Council's revenue budgets was held to a budget pressure of £443,952 (after taking account of carry forwards) despite significant under

achievement of income in car parks £126,342, planning fees £326,440 and land charges £186,937 and a budget pressure on the increased take up of free bus travel £229,196.

#### **4. Overall Council outturn**

##### **4.1 Appendices**

Appendix A sets out the revenue outturn position for service areas and sources of income and compares it with the original budget for 2008/09.

Appendix B looks at each cost centre and identifies the variance against the expenditure and income budgets. Explanations for variances exceeding £5,000 are given.

##### **4.2 Service area variances**

Service expenditure was over spent by £12,754 representing 0.03% of the available spending budget. Service income, however, was under achieved by £431,198 representing 1.2% of the services' budgeted income. Explanations for variances at cost centre level are reported in Appendix B. A number of budget pressures have resulted from the low turnover of staff.

##### **4.3 Property income**

Income earned on our property was below budget by £277,805 because of the increased number of void premises and because increases in rental income that had been anticipated from rent reviews have not materialised.

##### **4.4 Investment income**

Income from the Council's investments held up during the year as a consequence of the increased capital gain made by the council's fund manager on certificates of deposit held. As the interest rates fell the capital gain increased. Income exceeded budget by (£221,874).

##### **4.5 Revenue reserves**

The Council has a number of earmarked reserves, each designated for a particular purpose. Each year we plan how much money needs to be returned to certain reserves in order to build them up for their intended use, whilst others are used in the year according to their specific purpose. The lower part of the table on Appendix A compares the budgeted position for the use of reserves with the final use of reserves.

##### **4.6 Unbudgeted grant income**

Appendix A highlights all the new income sources during the year. The Council received a total of £597,061 new grant from the government which was not ring-fenced to particular expenditure and is therefore treated as additional government grant to fund the Council's net expenditure.

The Council had made a claim to H.M Revenue and Customs for a re-payment of VAT on car parking excess charges. This was successful and during the year a total of (£195,107) was returned to the Council in respect of VAT paid on excess charges and the compound interest lost to the Council over the period that VAT had been paid.

The total additional unbudgeted income of £792,168 has offset the “over-spend” of £443,953. As a consequence of this and other changes in the use of funds balances are (£317,430) higher than budgeted.

## **5. Financial, legal and any other implications**

- 5.1 Under the Local Government Finance Act 1992 S32 paragraph 2:  
The authority must calculate the aggregate of
- (a) The expenditure the authority estimates it will incur in the year in performing its functions and will charge to a revenue account for the year;
  - (b) Such allowance as the authority estimates will be appropriate for contingencies in relation to expenditure to be charged to a revenue account for the year;
  - (c) The financial reserves which the authority estimates it will be appropriate to raise in the year for meeting its estimated future expenditure.

Under the Local Government Act 2003 Part 2 S28 – the authority must review these calculations from time to time during the year.

## **6. Conclusion**

- 6.1 Despite the backdrop of the economic downturn and a significant drop in income, the Council has:
- Maintained its net cost to within 3.6% variance on its total net service budgets.
  - Come in on target for expenditure budgets notwithstanding some significant budget pressures e.g. concessionary fares.
  - Under-achieved income by £431k particularly as a consequence of the economic impact on the housing market and use of car parks (paragraph 3.1).
  - Used less of the Council’s balances to fund the year’s expenditure than originally budgeted on account of un-budgeted new government grant income of £597k.

Background Papers:           Agresso downloads; Draft Statement of Accounts 2008/09



**2008/09 Outturn Variances against Medium Term Financial Plan Budgets (including carry forward budgets)**

|                                      | <b>Approved<br/>Working Budget<br/>2008/09<br/>£</b> | <b>Actual<br/>(inc c/f)<br/>2008/09<br/>£</b> | <b>Variance<br/>2008/09<br/>£</b> |
|--------------------------------------|--|---|-----------------------------------|
| Commercial Services                  | 1,065,450  | 1,024,937                                     | (40,513)                          |
| Contracts & Procurement              | 5,193,540  | 5,326,406                                     | 132,866                           |
| Democratic Services                  | 857,900  | 826,647                                       | (31,253)                          |
| Environmental Health                 | 963,980  | 983,367                                       | 19,387                            |
| Housing & Community Safety           | 1,030,320  | 1,011,147                                     | (19,173)                          |
| Legal Services                       | 93,590   | 294,093                                       | 200,503                           |
| Organisational Development & Support | 2,882,630  | 2,693,504                                     | (189,126)                         |
| Planning & Community Strategy        | 1,008,000  | 1,355,948                                     | 347,948                           |
| Ridgeway - financial services        | 2,155,180  | 2,259,449                                     | 104,269                           |
| Strategy (Chief Executive)           | 19,240   | 16,484  | (2,756)                           |
| Strategy (SB)                        | 729,600  | 728,598                                       | (1,002)                           |
| Strategy (TS)                        | 11,790   | 2,832   | (8,958)                           |
| <b>Total Service Costs</b>           | <b>16,011,220</b>                                    | <b>16,523,412</b>                             | <b>512,192</b>                    |
| Contingency                          | 124,170  | 0   | (124,170)                         |
| Investment Income                    | (1,682,500)  | (1,904,374)                                   | (221,874)                         |
| Property Income                      | (2,029,400)  | (1,751,595)                                   | 277,805                           |
| <b>Net expenditure</b>               | <b>12,423,490</b>                                    | <b>12,867,443</b>                             | <b>443,953</b>                    |

**Contribution to funds:**

|                                       |                   |                   |                  |
|---------------------------------------|-------------------|-------------------|------------------|
| Total Contribution to Funds           | 230,000           | 248,649           | 18,649           |
| Total Usage of funds                  | (240,000)         | (227,864)         | 12,136           |
|                                       | (10,000)          | 20,785            | 30,785           |
| Amount to be financed                 | 12,413,490        | 12,888,228        | 474,738          |
| Contribution to/(from) balances       | (311,940)         | 5,490             | 317,430          |
| Contribution from carry forwards      | (64,260)          | (64,260)          | 0                |
| <b>Budget requirement</b>             | <b>12,037,290</b> | <b>12,829,458</b> | <b>792,168</b>   |
| Government contribution               | (6,957,140)       | (6,957,140)       | 0                |
| Collection fund transfer              | 9,680             | 9,680             | 0                |
| VAT repayment + compound interest     | 0                 | (195,107)         | (195,107)        |
| LABGI                                 | 0                 | (343,081)         | (343,081)        |
| Housing & Planning Delivery Grant     | 0                 | (231,480)         | (231,480)        |
| Area Based Grant                      | 0                 | (22,500)          | (22,500)         |
| <b>Gross Amount to be met from CT</b> | <b>5,401,770</b>  | <b>5,148,600</b>  | <b>(317,430)</b> |
| <b>Net Amount to be met from CT</b>   | <b>5,089,830</b>  | <b>5,089,830</b>  | <b>0</b>         |

**Use of revenue reserves & provisions**

|                                  | <b>Net Budgeted<br/>Amount<br/>£</b> | <b>Actual<br/>£</b> | <b>Variance<br/>£</b> |
|----------------------------------|--------------------------------------|---------------------|-----------------------|
| Building Regulations Trading     | 10,000                               | 0                   | -10,000               |
| Election equalisation fund       | -60,000                              | -60,000             | 0                     |
| Local Development Framework Fund | 10,000                               | 10,000              | 0                     |
| Reservoir Fund                   | 70,000                               | 70,000              | 0                     |
| Self-insurance fund              | -10,000                              | -56,649             | -46,649               |
| Lottery grant matched funding    | -50,000                              | -50,000             | 0                     |
| Private estates fund             | 40,000                               | 40,000              | 0                     |
| Rent guarantee fund              | 0                                    | 12,539              | 12,539                |
| Reversal from bad debt provision | 0                                    | 13,325              | 13,325                |
| <b>Total</b>                     | <b>10,000</b>                        | <b>-20,785</b>      | <b>-30,785</b>        |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC                         | Name  | Exp Var       | Inc Var        | Total Var      | C/f approved | Reason  |
|----------------------------|---|---------------|----------------|----------------|--------------|---|
| BC01                       | Building Control                            | -38,627       | -34,100        | -72,727        |              | Underspends due to savings on vacant posts. Income exceeded target notwithstanding downturn in demand for services.   |
| CL31                       | Public Conveniences                         | -766          | 1,175          | 409            |              |   |
| DS11                       | Emergency Planning                          | 336           | 0              | 336            |              |   |
| DS21                       | Address Management                          | 4,485         | -2,033         | 2,452          |              |   |
| DS31-84                    | Direct Services                             | 6,585         | 31,719         | 38,304         |              | Increased expenditure on Thames Water sewerage charges. Income down from work done on behalf of SODC for sewerage transfer, pump stations and sewer blockages and from all clients for contract minor works.                          |
| PS11                       | Land Drainage                               | 9,608         | 0              | 9,608          |              | Unbudgeted purchase of flood prevention equipment.  |
| PS21                       | Facilities Management                       | 6,777         | 6,438          | 13,215         |              | A number of small expenditure variances. The main expenditure pressure being the increase in electricity costs. Income was under target on account of Capita reducing the office space they rented.                                   |
| PS31                       | Estates Management                          | -1,957        | -1,000         | -2,957         |              |   |
| PS51                       | Mobile Homes Park                           | 11,257        | -30,437        | -19,180        |              | There was greater than budgeted income from commission on sales of mobile home park pitches.  |
| PS61                       | Property Management - Operational Buildings | 846           | 0              | 846            |              |   |
| PS71                       | Property Mngt - Non operational buildings   | 52,318        | -63,807        | -11,489        |              | Unbudgeted receipt of rental income from properties in Bridge Street Abingdon. No income had been assumed in the 2008/09 budget as it was assumed the properties would have been vacated after the start of the Old Gaol development. |
| PS81                       | Pumping stations                            | 2,087         | -1,416         | 671            |              |   |
| <b>Commercial Services</b> |   | <b>52,949</b> | <b>-93,461</b> | <b>-40,512</b> | <b>0</b>     |   |
|                            |   |               |                | 0              |              |   |
| AD01                       | Arts Development                            | -276          | 14,265         | 13,989         |              | All projects were still in progress at year end and did not become chargeable until 2009/10.  |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC   | Name               | Exp Var | Inc Var | Total Var | C/f approved | Reason   |
|------|--------------------|---------|---------|-----------|--------------|--|
| CC11 | Civic Hall         | -17,052 | 12,050  | -5,002    |              | Vacant facility manager post and reduction in pension costs due to staff opting not to join the pension scheme. Income was down due to a general decline in customers seeking cheaper alternatives with a lesser service given.  |
| CC12 | Civic Hall Bar     | -5,008  | 3,439   | -1,569    |              | Under spend on staff costs offset by lower than budgeted income from sales.  |
| CC21 | Guildhall          | 4,837   | 18,429  | 23,266    |              | Employee numbers were at full establishment and working hours not reduced as budgeted due to no withdrawal from TOPS contract. This was off-set against non essential expenditure on supplies and services. Income was down primarily as a consequence of internal recharges and should be reflected in reduced costs elsewhere in the Council's budget. |
| CC22 | Guildhall Bar      | 4,695   | -7,853  | -3,158    |              | There was an overspend against the bar supplies budgets which was more than offset by increased sales income.  |
| CL11 | Waste Strategy     | -16,558 | -2,475  | -19,033   |              | Saving as a consequence of employee not in the pension scheme.   |
| CL21 | Waste Minimisation | -710    | 0       | -710      |              |  |
| CL41 | Recycling          | 163,481 | -72,935 | 90,546    |              | Additional contract costs due to extra vehicle and additional processing costs. Income from brown bins below budgeted figure pending the full identification of customer numbers.  |
| CL51 | Refuse Collection  | -81,412 | 88,766  | 7,354     |              | Decreased costs as a result of a reduction in abandoned vehicles with the consequence that less income was received from Oxfordshire County Council for the reimbursement of costs.  |
| CL61 | Street Cleansing   | 23,601  | -341    | 23,260    |              | The decision was made not to take a proposed saving in street cleaning services which resulted in a budget pressure.   |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC                                 | Name                            | Exp Var       | Inc Var       | Total Var      | C/f approved  | Reason  |
|------------------------------------|---------------------------------|---------------|---------------|----------------|---------------|---|
| CL71                               | Dog Waste                       | -4,803        | -1,450        | -6,253         |               | Non essential expenditure was put on hold and increased income was received from parish councils for the emptying of dog waste bins.  |
| LS01                               | Landscape Services              | 4,997         | -5,670        | -673           |               |   |
| PA11                               | Highways Agency                 | 663           | -3,641        | -2,978         |               |   |
| PA21                               | Grounds Maintenance             | 7,456         | -3,290        | 4,166          |               | Staff were at full establishment throughout the year.   |
| PA41                               | Parks & Open Spaces             | -3,819        | 5,411         | 1,592          |               | The income budget was transferred to Property Services.   |
| RE01                               | Reprographics                   | -15,069       | 34,072        | 19,003         |               | Non essential expenditure was put on hold. The drop in income was due to reduced volumes. This is primarily internal recharge and should be offset by a reduction in cost elsewhere in the budgets. |
| PD01                               | Sports Devpt                    | -32,921       | 884           | -32,037        | 3,450         | Savings as a consequence of vacant posts and the re-grading of one post from 6 to 4.  |
| SD02                               | Go Active                       | 7,670         | -12,918       | -5,248         | 5,260         |   |
| SR11                               | Contracts & Procurement Support | -47,491       | 20,000        | -27,491        |               | Savings on account of a vacant post of Leisure Planning and Projects. A shortfall in S106 income to offset the post which was not filled.   |
| SR21                               | Sport & Recreation Operations   | -11,589       | -2,232        | -13,821        | 5,000         | Savings on account of a vacant post of Client and Monitoring Officer and the air handling project at Farringdon being put on hold.  |
| SR31                               | Wantage LC client               | 42,149        | 0             | 42,149         |               | Provision made at year end for an additional SOLL utility cost claim.   |
| SR41                               | Faringdon LC Client             | 12,709        | 0             | 12,709         |               | Provision made at year end for an additional SOLL utility cost claim.   |
| SR51                               | Tilsley Park Client             | 8,549         | -1,822        | 6,727          |               | Provision made at year end for an additional SOLL utility cost claim.   |
| SR61                               | WH Tennis & LC                  | -4,305        | 0             | -4,305         |               | Non essential expenditure put on hold.  |
| SR71                               | Fitzharris Common Room          | -272          | 132           | -140           |               |   |
| SR91                               | Abingdon Outdoor Pool           | 68            | -3,255        | -3,187         |               | One-off reimbursement in NDR income.  |
| <b>Contracts &amp; Procurement</b> |                                 | <b>39,590</b> | <b>79,566</b> | <b>119,156</b> | <b>13,710</b> |   |

APPENDIX B

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC                          | Name                            | Exp Var        | Inc Var       | Total Var      | C/f approved | Reason  |
|-----------------------------|---------------------------------|----------------|---------------|----------------|--------------|---|
| CT11                        | Committee Management            | -18,905        | -68           | -18,973        |              | Vacant Assistant Democratic Services post for most of the year.   |
| CT21                        | Member Services                 | 2,410          | 18            | 2,428          |              |   |
| CT31                        | Town & Parish Support           | -1,068         | 3             | -1,065         |              |   |
| CT51                        | Members' Allowances             | -33,333        | 3             | -33,330        |              | Savings achieved following the implementation of the 2008 Members' Allowances Scheme when Special Responsibility Allowances were amended. |
| CT61                        | Members' Support Administration | 20,581         | 0             | 20,581         |              | Payment in lieu of notice for members' support officer.   |
| EL11                        | Elections                       | 3,215          | -5,422        | -2,207         |              |   |
| EL21                        | Electoral Registration          | 4,275          | -2,962        | 1,313          |              |   |
| <b>Democratic Services</b>  |                                 | <b>-22,825</b> | <b>-8,428</b> | <b>-31,253</b> | <b>0</b>     |   |
| EPD31                       | Health Development              | -1,013         | 0             | -1,013         |              |   |
| EP11                        | Environmental Health            | 7,280          | 1,840         | 9,120          |              | No staff vacancies through the year.  |
| EP21                        | Water Environment               | 2,953          | -5            | 2,948          |              | No staff vacancies through the year.  |
| EP22                        | General Environment             | 26             | 240           | 266            |              |   |
| EP23                        | Terrestrial Environment         | 2,784          | -1,049        | 1,735          |              | No staff vacancies through the year.  |
| EP24                        | Air                             | 1,864          | -1,694        | 170            |              | No staff vacancies through the year.  |
| EP25                        | Noise                           | 3,398          | 70            | 3,468          |              | No staff vacancies through the year.  |
| EP31                        | Animal Control Management       | 462            | 0             | 462            |              |   |
| EP32                        | Pest Control                    | -1,353         | 5,183         | 3,830          |              | Lower than budgeted income for year.  |
| EP33                        | Environmental Warden            | -3,727         | -2,086        | -5,813         |              |   |
| EP41                        | Food Safety                     | 5,219          | -3,468        | 1,751          |              | No staff vacancies through the year.  |
| EP42                        | Health & Safety                 | 8,757          | -2,555        | 6,202          |              | No staff vacancies through the year.  |
| LC11                        | Licensing                       | -40,504        | 5,954         | -34,550        |              | Salary costs incurred under LC31 - realignment of budgets needed.   |
| LC31                        | Taxi Licensing                  | 40,297         | -9,486        | 30,811         |              | Greater than forecast income.   |
| <b>Environmental Health</b> |                                 | <b>26,443</b>  | <b>-7,056</b> | <b>19,387</b>  | <b>0</b>     |   |
| RS13                        | Audit                           | -14,778        | 2,623         | -12,155        |              | Delay in appointing to shared Risk Management Officer post resulting in lower costs.  |
| RS22                        | Accounts Payable (Capita)       | -6             | 0             | -6             |              |   |
| RS23                        | Sundry Debtors (Capita)         | 14             | 0             | 14             |              |   |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC   | Name                           | Exp Var       | Inc Var       | Total Var     | C/f approved  | Reason   |
|------|--------------------------------|---------------|---------------|---------------|---------------|--|
| RS31 | Council Tax (Capita)           | 49,166        | -21,180       | 27,986        |               | £24k covered by additional grant. £4k net increase relates to unexpected inflationary increase applied to Capita Cash Collection Guarantee.                                  |
| RS32 | Business Rates (Capita)        | -11,196       | -364          | -11,560       |               |  |
| RS41 | Benefits Administration        | -             | 36,360        | -84,385       |               | An accrual for costs relating to 2007/08 was not required. An accrual for income receivable under the terms of the payment and performance mechanism was not fully achieved. |
|      |                                | 120,745       |               |               |               |  |
| RS42 | Payment of Housing Benefit     | -47,979       | 73,356        | 25,377        |               | Reduction in cost and income based on year end position notified by Capita through the final claim for Housing and Council Tax Benefit.                                      |
| RS43 | Payment of CT Benefit          | -             | 135,944       | -257          |               | Reduction in cost and income based on year end position notified by Capita through the final claim for Housing and Council Tax Benefit.                                      |
|      |                                | 136,201       |               |               |               |  |
| RS51 | Benefit Fraud                  | -76,524       | 36,985        | -39,539       |               | Vacant fraud investigator posts with a shortfall in rechargeable costs to SODC as a result.  |
| RS61 | Assisted Transport (Capita)    | 229,491       | -295          | 229,196       |               | The demand for concessionary fares exceeded budget allocation.   |
| RS62 | Mortgages (Capita)             | 607           | -900          | -293          |               |  |
| RS71 | Accountancy                    | -15,575       | -864          | -16,439       |               | Vacancies in the team throughout the year resulted in lower than budgeted recharges from SODC.   |
| RS73 | Revenues & Benefits Client SSP | 223,207       | -212,893      | 10,314        |               | £17k overspend due to full establishment. The balance relates to NDR and Council Tax court costs. These court costs are offset by related court income.                      |
| SB21 | Unapportioned Overheads        | -45,195       | 0             | -45,195       | 21,210        | Reduction in past service pension costs.   |
|      | <b>Finance Ridgeway</b>        | <b>34,286</b> | <b>48,772</b> | <b>83,058</b> | <b>21,210</b> |  |
| CS11 | CCTV                           | -32,823       | 1,471         | -31,352       |               | Saving made on telephone costs and non essential maintenance work put on hold.   |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC                                    | Name                             | Exp Var        | Inc Var        | Total Var      | C/f approved  | Reason   |
|---------------------------------------|----------------------------------|----------------|----------------|----------------|---------------|--|
| CS21                                  | Community Safety Strategy        | -32,928        | 14,903         | -18,025        | 8,645         | Unspent grant income allowed as a budget carry forward to next year. Reduced grant income of 14% reduction in Area Based grant received.   |
| HE11                                  | Housing Provision (Enabling)     | -56            | 0              | -56            |               |  |
| HE21                                  | Enabling (Private Sector Grants) | 19,852         | -105           | 19,747         |               | Overspend on salaries due to full establishment and unbudgeted agency costs. The base budget omitted the Technical Admin Assistant post which was not on the staffing establishment list.  |
| HE31                                  | Regulation                       | -344           | -300           | -644           |               |  |
| HE41                                  | Home Energy Conservation         | -22,210        | 0              | -22,210        |               | Underspend on salary costs - the budget associated with the implementation of the Council's Climate Change Strategy not fully required.  |
| M11                                   | Housing Register                 | -12,444        | 0              | -12,444        |               | Reduced expenditure on the Allocations Officer post and unpaid staff leave.  |
| M21                                   | Homelessness                     | -16,437        | -15,000        | -31,437        | 3,690         |  |
| M31                                   | Temporary Accommodation          | 21,710         | 56,361         | 78,071         |               | Increased B&B costs resulting from slowdown in transferring from temporary accommodation. Reduction in rent income and the impact of unbudgeted deductions for subsidy overpayments.   |
| HP01                                  | Housing Strategy/Policy          | -2,965         | -10,193        | -13,158        |               | Unbudgeted reimbursements for personal use of phones.  |
| <b>Housing &amp; Community Safety</b> |                                  | <b>-78,645</b> | <b>47,137</b>  | <b>-31,508</b> | <b>12,335</b> |  |
|                                       |                                  |                |                | 0              |               |  |
| LG11                                  | Legal Services                   | 25,140         | -7,386         | 17,754         |               | Overspend on agency costs resulting from in-year vacancies (now filled) and overspend on legal books and publications. Unbudgeted rechargeable income due to staff secondment, partially offset by lower than projected cost fee income. |
| LG21                                  | Local Land Charges               | -4,188         | 186,937        | 182,749        |               | Shortfall in demand for land searches.   |
| <b>Legal Services</b>                 |                                  | <b>20,952</b>  | <b>179,551</b> | <b>200,503</b> | <b>0</b>      |  |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC   | Name                       | Exp Var | Inc Var | Total Var | C/f approved | Reason  |
|------|----------------------------|---------|---------|-----------|--------------|---|
| CH11 | Organisational Change      | -76,821 | -22,080 | -98,901   | 11,890       | Work on the business process re-engineering project halted due to shared services agenda (£35k). (£12.5k) one-off saving from Backup and Restore project. (£5.3k) year-on-year savings on contracts. Additional income (£21k) for the virtual office project received. Other non essential expenditure put on hold. |
| CH12 | Mapping Service            | -5,548  | 0       | -5,548    |              | Non essential expenditure was put on hold.  |
| CH21 | Organisational Development | -1,139  | 0       | -1,139    |              |   |
| CH31 | Performance Management     | 1,042   | 0       | 1,042     |              |   |
| CM11 | Consultation               | -4,417  | 0       | -4,417    |              |   |
| CM31 | Corporate Communication    | 19,746  | 2,100   | 21,846    |              | The internal budget for printing costs was insufficient to cover the increased recharges from reprographics.  |
| CN11 | Corporate Administration   | -48,619 | 10,000  | -38,619   |              | Vacancies were not filled pending the reorganisation. Income from Capita was less than budgeted for.  |
| CN21 | Faringdon Cash Office      | 3,319   | 0       | 3,319     |              |   |
| CN31 | Wantage LSP                | -8,178  | 24      | -8,154    |              | Savings on employee costs.  |
| CN41 | Abingdon LSP               | -11,041 | -101    | -11,142   |              | Underspends on supplies and services.   |
| CN51 | Duty Officers              | 45      | 0       | 45        |              |   |
| CN61 | Corporate Postal Service   | -35,623 | 1,580   | -34,043   |              | Vacancies not filled pending possible re-organisation.  |
| HR11 | Training & Development     | -8,549  | 0       | -8,549    |              | A number of training courses were postponed.  |
| HR21 | Recruitment & Selection    | -31,043 | 0       | -31,043   |              | A part time vacancy and a slow down in recruitment.   |
| HR31 | Employee Relations         | 4,415   | 4,183   | 8,598     |              | There is an overspend on salaries because there were no vacancies and there was an inappropriate income budget which has been corrected in the new year budget.   |
| HR41 | Payroll (Vale)             | -1,931  | 0       | -1,931    |              |   |
| HR51 | Welfare                    | 2,219   | 0       | 2,219     |              |   |



2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC  | Name                          | Exp Var         | Inc Var         | Total Var       | C/f approved  | Reason   |
|---|-------------------------------|-----------------|-----------------|-----------------|---------------|--|
| HR61  | Health & Safety               | 1,763           | 0               | 1,763           |               |  |
| HR71  | Policy Development            | 4,137           | -500            | 3,637           |               |  |
| <b>Organisational Development</b>           |                               | <b>-196,223</b> | <b>-4,794</b>   | <b>-201,017</b> | <b>11,890</b> |  |
| CD11  | Economic Development          | -5,785          | 6,038           | 253             |               | Loss of income from outsourcing visitor guide.   |
| CD21  | Youth Development             | 382             | 0               | 382             |               |  |
| CG11  | Community Grants              | 15,412          | -12             | 15,400          |               | Fully staffed throughout year.   |
| CP11  | Car Park Strategy             | 5,521           | -18             | 5,503           |               | Fully staffed throughout year.   |
| CP21  | Car Park Operations           | 6,766           | 126,342         | 133,108         |               | More than budgeted use of DSO increased costs. Income from parking fees and season tickets reduced.  |
| CP31  | Excess Charges Administration | -21,049         | -1,614          | -22,663         |               | Staff vacancies held.  |
| DC11  | Development Control           | -30,784         | 236,440         | 205,656         |               | Underspend on the use of the reservoir fund. Planning fee income substantially below budget partially offset by use of £140,000 historic PDG   |
| DC21  | Planning Delivery Grant       | -104,793        | 104,793         | 0               |               | Reduction in the use of historic PDG.  |
| DP01  | Development Policy            | 10,516          | -207            | 10,309          |               | Fully staffed throughout year.   |
| <b>Planning &amp; Community Development</b> |                               | <b>-123,814</b> | <b>471,762</b>  | <b>347,948</b>  | <b>0</b>      |  |
| CE01  | Civic Responsibility          | -5,351          | 95              | -5,256          | 2,500         | Reduced use of Guildhall for meetings.   |
| <b>Chief Executive's Strategy</b>           |                               | <b>-5,351</b>   | <b>95</b>       | <b>-5,256</b>   | <b>2,500</b>  |  |
| SB11  | Corporate Core                | 121,127         | -122,129        | -1,002          |               | Vale CEO redundancy costs are offset against a saving on recruitment costs of SMT which are less than originally expected. Unbudgeted recharge to Oxford City Council for two months of Strategic Director post and recharge to SODC for share of management team. |
| <b>Strategy SB</b>                          |                               | <b>121,127</b>  | <b>-122,129</b> | <b>-1,002</b>   | <b>0</b>      |  |
| TS11  | Strategic Management          | -8,858          | 0               | -8,858          |               | Expenditure lower than budgeted on account of there being no strategic director in post.   |
| TS21  | Community Safety Mediation    | -100            | 0               | -100            |               |  |
| <b>Strategy TS</b>                          |                               | <b>-8,958</b>   | <b>0</b>        | <b>-8,958</b>   | <b>0</b>      |  |

2008/09 Outturn Variances against Working Budgets for all Service Accounts

| CC           | Name                      | Exp Var                  | Inc Var        | Total Var             | C/f approved  | Reason   |
|--------------|---------------------------|--------------------------|----------------|-----------------------|---------------|--|
| SB31         | Contingency               | -124,170                 | 0              | -124,170              |               |  |
| VA01         | Property Trading          | 213,973                  | 43,833         | 257,806               |               | Increased voids and increases in anticipated rent review income have not materialised. Both as a consequence of the economic slowdown.   |
| VA02         | Mobile Home Parks Trading | 1,775                    | 18,225         | 20,000                |               |  |
| VA03         | Investment Interest       | 0                        | -221,875       | -221,875              |               | The sharper fall than expected in interest rates has meant that the council's fund manager has made greater capital gains on certificates of deposit than expected on their holding. |
| <b>Total</b> |                           | <b>-48,891</b>           | <b>431,198</b> | <b>382,307</b>        | <b>61,645</b> |  |
|              |                           | <b>Total variation</b>   |                | <b>382,307</b>        |               |  |
|              |                           | <b>Plus approved c/f</b> |                | <b>61,645</b>         |               |  |
|              |                           |                          |                | <b><u>443,952</u></b> |               |  |