



HILLINGDON
LONDON

VIRTUAL

CABINET

Date: THURSDAY, 21 JANUARY
2021

Time: 7.00 PM

Venue: THIS IS A VIRTUAL
MEETING

**Meeting
Details:** Watch a live broadcast of this
meeting on the Council's YouTube
channel: [Hillingdon London](#)

To all Members of the Cabinet:

Cllr Ian Edwards (Chairman designate)
Leader of the Council (designate)

Jonathan Bianco (Vice-Chairman
designate)
*Deputy Leader / Property & Infrastructure
(designate)*

Douglas Mills
*Corporate Services & Transformation
(designate)*

Susan O'Brien
Families, Education & Wellbeing (designate)

Jane Palmer
Health & Social Care (designate)

Martin Goddard
Finance (designate)

John Riley
Public Safety & Transport (designate)

Eddie Lavery
*Environment, Housing & Regeneration
(designate)*

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Putting our residents first

Lloyd White
Head of Democratic Services
London Borough of Hillingdon,
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

Notice

Notice of meeting and any private business

The London Borough of Hillingdon is a modern, transparent Council and through effective Cabinet governance, it seeks to ensure the decisions it takes are done so in public as far as possible. Much of the business on the agenda for this Cabinet meeting will be open to residents, the wider public and media to view. However, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. Such business is shown in Part 2 of the agenda and is considered in private. Further information on why this is the case can be sought from Democratic Services.

This is formal notice under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 to confirm that the Cabinet meeting to be held on:

21 January 2021 at 7pm virtually in the London Borough of Hillingdon

will be held partly in private and that 28 clear days public notice of this meeting has been given. The reason for this is because the private (Part 2) reports listed on the agenda for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. An online and a hard copy notice at the Civic Centre in Uxbridge indicates a number associated with each report with the reason why a particular decision will be taken in private under the categories set out below:

- (1) information relating to any individual
- (2) information which is likely to reveal the identity of an individual
- (3) information relating to the financial or business affairs of any particular person (including the authority holding that information)
- (4) information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
- (5) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- (6) Information which reveals that the authority proposes (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
- (7) Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Notice of any urgent business

To ensure greater transparency in decision-making, 28 clear days public notice of the decisions to be made both in public and private has been given for these agenda items. Any exceptions to this rule are the urgent business items on the agenda marked *. For such items it was impracticable to give sufficient notice for a variety of business and service reasons. The Chairman of the Executive Scrutiny Committee has been notified in writing about such urgent business.

Notice of any representations received

No representations from the public have been received regarding this meeting.

Date notice issued and of agenda publication

13 January 2021
London Borough of Hillingdon

Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest in matters before this meeting
- 3 To approve the minutes of the last Cabinet meeting 1 - 14
- 4 To confirm that the items of business marked Part 1 will be considered in public and that the items of business marked Part 2 in private

Cabinet Reports - Part 1 (Public)

- 5 Proposed Changes to the Admissions Criteria for Community Schools (Cllr Susan O'Brien) 15 - 28
- 6 Better Care Fund Section 75 Agreement (Cllr Jane Palmer) 29 - 38
- 7 Monthly Budget Monitoring Report: Month 8 (Cllr Martin Goddard) 39 - 98

Cabinet Reports - Part 2 (Private and Not for Publication)

- | | | |
|----------|--|-----------|
| 8 | Integrated Public Health Services Contracts (Cllr Jane Palmer) | 99 - 108 |
| 9 | Disposal of 2 dwellings and 2 former garage sites (Cllr Jonathan Bianco) | 109 - 118 |

The reports in Part 2 of this agenda are not for publication because they involve the disclosure of information in accordance with Section 100(A) and Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended), in that they contain exempt information and that the public interest in withholding the information outweighs the public interest in disclosing it.

- 10** Any other items the Chairman agrees are relevant or urgent

Minutes

CABINET

Thursday, 10 December 2020

Meeting held at Committee Room 6 - Civic Centre,
High Street, Uxbridge



Decisions published on: 11 December 2020

Decisions come into effect from: 18 December 2020

Cabinet Members Present:

Ray Puddifoot MBE (Chairman)
Jonathan Bianco (Vice-Chairman)
Philip Corthorne
Douglas Mills
Keith Burrows
Richard Lewis
Susan O'Brien
Jane Palmer

Members also Present:

Duncan Flynn
Henry Higgins
John Riley
Wayne Bridges
Simon Arnold

1. APOLOGIES FOR ABSENCE

All Cabinet Members were present.

2. DECLARATIONS OF INTEREST IN MATTERS BEFORE THIS MEETING

Councillor Jane Palmer declared a non-pecuniary interest on a voluntary sector lease in respect of the Wayfarers Lawn Tennis club where she was a regular player. Cllr Palmer remained in the room during the discussion and vote on the item.

3. TO APPROVE THE MINUTES OF THE LAST CABINET MEETING

The minutes and decisions of the Cabinet meeting held on 12 November 2020 were agreed as a correct record.

4. TO CONFIRM THAT THE ITEMS OF BUSINESS MARKED PART 1 WILL BE CONSIDERED IN PUBLIC AND THAT THE ITEMS OF BUSINESS MARKED PART 2 IN PRIVATE

This was confirmed.

COUNCILLOR SIR RAY PUDDIFOOT MBE

Prior to the commencement of formal business, the Deputy Leader of the Council, Councillor Jonathan Bianco and Cabinet Member, Councillor Douglas Mills, led a tribute to the Leader of the Council, Councillor Sir Ray Puddifoot MBE who was stepping down after 20 years as Council Leader and presiding over his last Cabinet meeting. In speaking, they congratulated the Leader for the substantial service, cultural and financial transformation that had taken place over these years, which had resulted in Hillingdon becoming one of the best performing and most financially sound local authorities in the UK. Cabinet gave their appreciation to the steadfast leadership of the Borough by Councillor Sir Ray Puddifoot and his exceptional legacy across Hillingdon.

5. MONTHLY COUNCIL BUDGET MONITORING REPORT - MONTH 7

RESOLVED:

That Cabinet:

- 1. Note the budget position as at October 2020 (Month 7) as outlined in Table 1.**
- 2. Note the Treasury Management update as at October 2020 at Appendix E.**
- 3. Continue the delegated authority up until the January 2021 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 12 November 2020 and 10 December 2020 Cabinet meetings, detailed at Appendix F.**
- 4. Approve acceptance of gift funding in relation to a Planning Performance Agreement in accordance with the provisions of Section 93 of the Local Government Act 2003 for;**
 - a. Keith House (Eastern Site), Hayes - £32,000**
 - b. Hillingdon Hospital - £80,000**
- 5. Agree that the Council donates £50k to the Mayor of Hillingdon's Charitable Trust to support the Mayor's charitable work.**
- 6. Ratify an Emergency Decision by the Leader of the Council taken on 7 December 2020 to grant a temporary Licence to the NHS North West London Clinical Commissioning Group to use the Winston Churchill Hall in Ruislip as a COVID-19 Vaccination Centre.**

Reasons for decision

The Cabinet Member for Finance, Property and Business Services informed Cabinet of the latest revenue and capital position for the financial year 2020/21, which continued to show an improving position.

The Leader of the Council detailed the recommendations in the report, drawing to Members' attention the latest treasury position. The Leader updated Cabinet on how the Council was effectively managing to cover the costs associated with the COVID-19 pandemic.

Cabinet made a number of financial related decisions, including the acceptance of planning monies for two key developments in the Borough and approved a £50k donation to the Mayor of Hillingdon's Charitable Trust to support her chosen charities locally.

Cabinet received an addendum to ratify a recent emergency decision taken by the Leader of the Council to facilitate one of the planned COVID-19 vaccination centres in the Borough.

Alternative options considered and rejected

None.

Officer to action:

Paul Whaymand, Finance Directorate

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

6. THE COUNCIL'S BUDGET - MEDIUM TERM FINANCIAL FORECAST 2021/22 - 2025/26

RESOLVED:

That Cabinet:

- 1. Approve the draft General Fund and Housing Revenue Account budgets and capital programme proposals for 2021/22 and beyond as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 2. Approve the proposed amendments to fees and charges included in Appendix 8, as the basis for consultation with Policy Overview Committees and other stakeholders.**
- 3. Request the comments of individual Policy Overview Committees on the draft budget proposals relating to their areas of responsibility, to be collated into a single report back to Cabinet from the Corporate Services, Commerce & Communities Policy Overview Committee.**
- 4. Note that Provisional Local Government Finance Settlement is awaited from HM Government and the output from this will be factored into the final 2021/22 budget proposals to be considered by Cabinet in February 2021.**

- 5. Authorise the Corporate Director of Finance, in consultation with the Leader of the Council, to respond on behalf of the Council to the consultation on the provisional Local Government Finance Settlement and to the Mayor of London's budget consultation.**
- 6. Amends the draft General Fund budget for 2021/22 and beyond prior to commencing consultation to maintain the existing cash discounts for those households currently in receipt of the Older People's Council Tax Discount and to close the scheme to new entrants.**

Reasons for decision

Cabinet put forward its budget proposals for public consultation. This included the Council's Medium-Term Financial Forecast, the draft General Fund revenue budget for 2021/22 along with projections for future years, the Housing Revenue Account proposed budget, fees and charges proposals generally at 90% of the rate of other neighbour boroughs and the draft capital programme for 2021/22 and beyond.

Cabinet noted that the budget proposals for 2021/22 would continue to maintain the excellent front-line service provision residents expect and that this would require a 4.8% increase in the headline rate of Council Tax comprising of a core Council Tax increase of 1.8% based on 90% of the 2% anticipated increase across London, alongside a 3% increase relating to an Adult Social Care Precept to fund ongoing pressures within Adult Social Care.

Cabinet considered the impact of COVID-19 on the budget and the substantial earmarked reserves proposed to mitigate this exceptional cost in the coming year. Also in light of this, Cabinet agreed to amend its published budget proposals in respect of the Older Persons Council Tax Discount, where Cabinet recommended that the scheme should be discontinued to new entrants from 1 April 2021, but that cash discounts for those households already in receipt of the discount during the 2020/21 financial year would be maintained going forward which would ensure they would continue to receive the same level of financial support as they did currently, although their Council Tax bills would rise in line with the headline Council Tax increase and the Adult Social Care Precept.

In recommending their budget proposals, Cabinet agreed for them to go out for public and business sector consultation, including the Council's Policy Overview Committees, before being re-considered in February 2021.

Alternative options considered and rejected

The Cabinet could have chosen to vary other proposals in its budget before consultation. However, to comply with the Budget and Policy Framework, the Cabinet was required to publish a draft budget for consultation at the meeting.

Officers to action:

Paul Whaymand, Finance

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

7. GRANTS TO HILLINGDON'S LOCAL VOLUNTARY ORGANISATIONS 2021-22

RESOLVED:

That the Cabinet agrees:

- 1. The overall allocation of grants to Voluntary Sector of up to £1,948,805 for the provision of core grant funding for the 2021/22 financial year with specific awards as set out in the schedule - Appendix A.**
- 2. Notes its previous decision (13 December 2018) to award dining centre grants to Voluntary Sector of up to £169,700 for the provision of dining centres for three years: 2019/20, 2020/21 to 2021/22 with specific awards as set out in the paper.**
- 3. Grants totalling £46,675 to organisations to enable the provision of transport as set out in Appendix C.**
- 4. The Council's contribution of £228,326 to the London Councils' Grants scheme for 2021/22 (subject to London Council's Leader's Committee meeting on 8th December 2020).**

Reasons for decision

Cabinet agreed to continue its strong financial commitment to this sector during 2021/22. The Cabinet Member for Community, Commerce and Regeneration remarked on the impact of the pandemic on many local organisations and how this had precipitated some to change their operations and collaborate better together.

After considering the merits of the individual grant applications received, Cabinet agreed grant funding for a variety of local groups which sought to maximise the benefits from the Council's investment. Cabinet also agreed the provision of specific dining centre grants and transport grants to benefit priority groups of residents.

Alternative options considered and rejected

Cabinet could have made changes to the proposed level of grants.

Officers to action:

Kevin Byrne – Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

8. REFERRAL FROM COUNCIL - WAR MEMORIALS: WALL MOUNTED WWI TRIPTYCH, ST MARTIN'S CHURCH, WEST DRAYTON

RESOLVED:

That Cabinet agree to the:

- 1. Inclusion in the Gazetteer A5 Booklet of the St Martin's Church, WWI Triptych, the WWII Book of Remembrance and a further ten memorials identified following an update of the Imperial War Museum's Register of War Memorials in 2017. (NB: already included in the online version). *Appendix A*.**
- 2. Re-print of the updated Gazetteer A5 Booklet for distribution to borough Libraries, schools, Councillors, local historians and churches.**
- 3. Inclusion of an article in a forthcoming edition of Hillingdon People highlighting all twelve newly identified memorials and requesting help from residents in identifying any other memorials.**
- 4. Design and printing of a 'loose leaf' insert page for the 'We Will Remember Them' book held in borough libraries and schools. To include any WWI memorials that meet the criteria for inclusion in the book from the recently updated list (*Appendix A*) and any that may be identified as a result of the Hillingdon People article.**

Reasons for decision

Following the Council motion of 10 September 2020 relating to commemorating those who died in WWI and the plaque (Triptych) at St Martin's Church in West Drayton, Cabinet received a report to enable the full and accurate facts to be considered and appropriate action taken.

The Cabinet Member for Central Services, Culture and Heritage highlighted Hillingdon Council's proud record of commemorating and remembering those who had lost their lives during both World Wars and its support for the Armed Forces and strong military ties in general. This had rightly included, amongst many things, the ongoing works to maintain the array of war memorials in Hillingdon, a dedicated effort to support to the Borough's veterans, refurbishment of the Polish War Memorial and more recently the opening of the state-of-the-art Battle of Britain Bunker Visitor Centre in Uxbridge.

In respect of the Council motion and the specific WWI Triptych at St Martin's Church in West Drayton, the Cabinet Member did not agree with the assertions made by a fellow Member regarding the Council's efforts to record and remember the fallen. He pointed out the meticulous research that had taken place, in conjunction with the Imperial War Museum, archivists and combined with publicity to residents, to ensure that as far as possible new names and memorials could continue to be discovered and properly recorded for posterity.

In that spirit, Cabinet agreed some additional actions as part of its ongoing commitment to never forget and remember those that gave their lives during WWI.

Alternative options considered and rejected

Cabinet considered other options such as the rebinding of the 'We Will Remember Them' books.

Officer to action:

Lyn Summers – Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

9. STATEMENT OF LICENSING POLICY

RESOLVED:

That Cabinet considers the consultation responses and recommends to full Council the updated Statement of Licensing Policy in Appendix 2 for adoption.

Reasons for decision

Following consideration of the consultation responses from local organisations and a number of Councillors, Cabinet agreed to recommend to Council an updated Statement of Licensing Policy which would better reflect current working practices and provide residents, councillors and service users with a modern policy to follow in respect of all matters regarding licensed premises in the Borough.

Alternative options considered and rejected

None, as this was a statutory requirement.

Officer to action:

Daniel Ferrer – Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

10. QUARTERLY PLANNING OBLIGATIONS MONITORING REPORT

RESOLVED:

That the Cabinet notes the updated financial information.

Reasons for decision

Cabinet noted the report which detailed the financial planning obligations received by developers and held by the Council. The Cabinet Member for Planning and Transportation encouraged Cabinet Members to continue to review the projects within their portfolio areas.

Alternative options considered and rejected

To not report to Cabinet. However, Cabinet believed it was an example of good practice to monitor income and expenditure against specific planning agreements.

Officer to action:

Nicola Wyatt, Residents Services

Classification: Public

The report and any background papers relating to this decision by the Cabinet are available to view on the Council's website or by visiting the Civic Centre, Uxbridge.

11. THE PLANNING SERVICE *

RESOLVED:

That the Cabinet:

- 1. Approves the termination of the TerraQuest Contract and agrees the in-sourcing of all planning functions to ensure the delivery of a Planning Service that is efficient, cost effective and customer focused.**
- 2. Grants delegated authority to the Deputy Chief Executive and Corporate Director of Residents Services to make any final changes to the proposals, in consultation with the Leader of the Council and the Cabinet Member for Planning and Transportation.**

Reasons for decision

Following a review, Cabinet agreed to bring back in-house certain planning functions that were currently outsourced, with the aim of continuing to deliver value for money and good quality planning services to local residents and businesses.

Alternative options considered and rejected

Cabinet could have decided to continue with contracted out arrangements.

Officer to action:

Noel Kelly – Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

12. CONTRACT AWARDS - DISABILITY FACILITIES GRANT & ADAPTATION WORKS WITHIN PRIVATE DWELLINGS AND COUNCIL'S HOUSING STOCK

RESOLVED:

That the Cabinet:

- 1. Approves the direct award to Greyline Builders Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions Works schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 2. Approves the direct award to Pilon Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions Works schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 3. Approves the direct award to Arc Group London Ltd. a contract to participate in the Wet rooms & Associated Aids and Adaptions schemes within private dwellings and the Council's Housing stock for 1 year with the option to extend for a further 1 year at the estimated cost of £1,252k for the 2 year period.**
- 4. Approves the direct award to Procure Ltd a contract to participate in the Wet rooms & Associated Aids and Adaptions Works Pilot Scheme and provide the sanitary ware and specialist aids and adaptations materials to the above three works contractors for an estimated contract value of £864k for the 2 year period but at no direct cost to the Council.**
- 5. Furthermore, agrees that any contract extension be delegated to the Leader of the Council and Cabinet Member for Finance, Property and**

Business Services to approve, in conjunction with the Deputy Chief Executive and Corporate Director of Residents Services.

Reasons for decision

Cabinet agreed to four contracts to undertake its programme of works to provide wet rooms and associated aids and adaptations for disabled tenants and owner occupiers that qualify for such works so they can maintain their independence in their own homes.

Alternative options considered and rejected

Cabinet could have decided to continue with existing interim arrangements but considered this would not provide the speed and consistency of works required.

Officers to action:

Gary Penticost – Residents Services
Michael Breen – Finance

Classification: Private

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13. CONTRACT AWARD - PROVISION OF AGENCY WORKERS (PROFESSIONAL, TECHNICAL, ADMINISTRATIVE AND UNQUALIFIED SOCIAL CARE

RESOLVED:

That the Cabinet accept the single tender from Matrix SCM Ltd. for the provision of a Temporary Resource Neutral Vendor Solution via the London Collaboration Framework (ESPO) Lot 1a to the London Borough of Hillingdon for a two-year period from 4th May 2021 to 3rd May 2023 and at the value of £11,969,948.

Reasons for decision

Cabinet agreed to move to a Neutral Vendor model to provide the required flexibility across the supply chain for a range of agency and temporary staff to meet the continued delivery of council services, where it was not feasible to recruit permanent staff.

Alternative options considered and rejected

Cabinet could have considered a 'Master Vendor' approach, however, it did not consider this beneficial, both financially and in terms of supply quality.

Officer to action:

Lydia Newman – Corporate Resources & Services

Classification: Private

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14. PROPERTY DISPOSAL - MOOR PARK ROAD, NORTHWOOD

RESOLVED:

That the Cabinet:

- 1. Declares the property surplus to requirements;**
- 2. Authorises the freehold sale of the property on the open market; the marketing and sale to be via a local estate agent; and,**
- 3. Delegates authority to the Leader of the Council and the Cabinet Member for Finance, Property and Business Services, in consultation with the Deputy Chief Executive and Corporate Director of Residents Services, for all subsequent decisions regarding the sale of the sites.**

Reasons for decision

Cabinet agreed to dispose of a five-bedroom property to maximise a financial receipt which would be ring fenced for other housing projects.

Alternative options considered and rejected

Cabinet considered the redevelopment or conversion of the property to flats, considered this uneconomic.

Officer to action:

Julie Markwell, Residents Services

Classification: Private

Whilst the Cabinet's decisions above are always made public, the officer report relating to this matter is not because it was considered in the private part of the meeting and contained information relating to the financial or business affairs of any particular person (including the Authority holding that information) and the public interest in withholding the information outweighed the public interest in

disclosing it in accordance with Section 100(A) and paragraph 3 of Part 1 of Schedule 12 (A) to the Local Government Act 1972 (as amended).

15. VOLUNTARY SECTOR LEASES

RESOLVED:

That Cabinet agrees the rents set out in the table below, which have been the subject of negotiation with the voluntary sector organisations detailed in this report and instructs Legal Services to complete the legal documentation and Property and Estates to complete the rent review memorandum.

Reasons for decision

Cabinet made decisions regarding the rent and lease for the Wayfarers Lawn Tennis Club, Ickenham; 1st Harmondsworth scouts, The Pound Harmondsworth and the Southlands Art Centre, West Drayton. Cabinet's decisions enabled the organisations concerned to benefit from heavily discounted rent as part of the Council's Voluntary Sector Leasing Policy and wider commitment to a vibrant local voluntary sector.

Alternative options considered and rejected

None.

Officer to action:

Michele Wilcox / Mike Paterson; Residents Services

Classification: Private

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16. ANY OTHER ITEMS THE CHAIRMAN AGREES ARE RELEVANT OR URGENT

No additional items were considered by the Cabinet.

The meeting closed at 7.44pm.

***Internal Use only - implementation of decisions**

When the Cabinet's decisions come into effect

Meeting after Cabinet, the Executive Scrutiny Committee did not call-in any of the Cabinet's decisions.

Decisions that take immediate effect:

1. Cabinet's decisions on next year's budget proposals took immediate effect to enable the statutory consultation with residents, Policy Overview Committees and the business sector to commence.
2. Cabinet's decision on the Statement of Licensing Policy also took immediate effect and are referred to Full Council on 14 January 2021 for consideration.

Implementation of all other decisions:

All other decisions of the Cabinet can be implemented by officers upon the expiry of the scrutiny call-in period which is:

from 5pm, Friday 18 December 2020.

Officers to action the decisions are indicated in the minutes.

The minutes are the official notice for any subsequent internal process approvals required by officers to action the Cabinet's decisions.

The public part of this meeting was broadcast on the Council's YouTube channel [here](#). Please note that these minutes and decisions are the definitive record of proceedings by the Council of this meeting.

If you would like further information about the decisions of the Cabinet, please contact the Council below:

democratic@hillingdon.gov.uk

Democratic Services: 01895 250636

Media enquiries: 01895 250403

To find out more about how the Cabinet works to put residents first, visit [here](#).

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PROPOSED CHANGES TO THE ADMISSIONS CRITERIA FOR COMMUNITY SCHOOLS

Cabinet Member(s)	Councillor Susan O'Brien
Cabinet Portfolio(s)	Cabinet Member for Families, Education and Wellbeing <i>Designate</i>
Officer Contact(s)	Dan Kennedy, Director, Housing, Environment, Education, Performance, Health & Wellbeing
Papers with report	Appendices 1- 4 – Analysis of Consultation Findings

1. HEADLINE INFORMATION

Summary	<p>Hillingdon Council has a statutory responsibility to secure sufficient early years and school places for children resident in Hillingdon. Over the last nine years the Council has worked closely with schools in Hillingdon to successfully deliver an ambitious programme of school expansion to ensure every child living in Hillingdon can be offered a school place as close to home as possible.</p> <p>Further to the Cabinet's agreement to consult on changes to Hillingdon Community school admission arrangements in September 2020, the Council has undertaken a consultation about the proposed changes. This Cabinet report includes:</p> <ul style="list-style-type: none"> • The outcome of the period of consultation with the relevant consultees. • Recommendations for determining admissions arrangements for Hillingdon Community schools in the Borough. <p>Cabinet is therefore asked to consider implementing the proposed changes to the existing school admissions arrangements for Community schools to safeguard future access to school places.</p>
Putting our Residents First	<p>This report supports the council objectives of: <i>Our People and Strong financial management</i>. The recommended changes to the school admissions criteria contained in this report will support the aim that all children in Hillingdon can be offered a local school place as close to home as possible and ensure effective, and best use of the investment the council has made to expand primary schools across the Borough.</p>
Financial Cost	<p>There are no direct financial implications from the recommendations contained in this report.</p>

**Relevant Policy
Overview Committee**

Residents, Education and Environmental Services Policy
Overview Committee.

Ward(s) affected

All

RECOMMENDATIONS

That Cabinet:

- 1. Note the outcome of the consultation about proposed changes to the school admissions criteria (appendices 1-4).**
- 2. Consider and give full regard to the outcome of the consultation findings and when making a decision on the proposals to amend the school admissions criteria.**
- 3. Agree to implement the amended admission arrangements for all Hillingdon Community schools from September 2022, noting that in accordance with the School Admissions Code, Admissions Authorities must determine their admissions criteria by 28 February 2021.**
- 4. Agree for a reduction to the Planned Admission Number for Ruislip Gardens Community School from 90 to 60.**

Reasons for recommendation

A review of admissions to reception school places at Hillingdon schools over the last four years evidences that there is a residual risk that our current admissions criteria may no longer serve the purpose of reducing the likelihood of risk of applicants not receiving a school placement. The proposed changes to the order of the school admissions criteria and removal of a nodal point at one school, Deanesfield Primary School, contained in this report, is to ensure fair placement and review the impact to ensure priority is given to children to access places at schools as close to their home as possible.

As a local education authority, the Council must plan for a sufficiency of places and efficient use of resources. There has been a slight decline in demand across the primary sector since 2012, with some fluctuations, but there is now a level of surplus primary places pooling in a few schools. There is the opportunity to review the number of primary places and potentially reduce Published Admission Numbers (PAN) in some schools to ensure schools and the authority best meet the needs of all pupils across the Borough, and make effective use of resources in schools and between them.

The recommendations in this report support the strategic education function of the Local Authority to ensure the Council continues to meet the statutory responsibility to secure sufficient education places of children resident in the Borough.

Should the proposals in this report be agreed, Hillingdon Council can ensure that priority is given to children to access places at schools as close to their home as possible.

The consultation received a total of 12 responses. The findings are presented in appendices 1-4.

The consultation findings indicate that there is clear support for all proposals A-D set out in the consultation documents (please see appendices 1-4).

Further reasons for the recommendations are detailed within the appendices.

Alternative options considered / risk management

Cabinet could decide to reject or amend the proposals including (but not limited to) the following alternative options:

a) Retain the current admission arrangements by not approving the proposed changes to Hillingdon community schools admissions arrangements.

b) Amend the proposals by approving partial changes to the admissions arrangement proposal, A-D.

- A. Nodal Points
- B. Children of Staff Working at a Community School
- C. Medical Criteria
- D. Reduction of Published Admissions Numbers

Policy Overview Committee comments

The Resident, Education and Environmental Services Policy Overview Committee considered this report, as part of the consultation, at its meeting on 3 November 2020. Members noted the report and also sought clarification on aspects of the proposals which officers responded to at the meeting. The minutes of the Committee can be viewed using the link in the background papers at the end of this report.

SUPPORTING INFORMATION

Background

1. The purpose of the statutory School Admissions Code is to ensure that all school places for maintained schools (excluding maintained special schools) and academies are allocated in an open and fair way. The Code contains mandatory requirements. The admission arrangements to community schools are determined by the Local Authority as the 'admission authority'.
2. In drawing up the admission arrangements to schools, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated. All schools must have

admission arrangements that clearly set out how children will be admitted. The admission authority for the school must also set out in the arrangements the oversubscription criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.

3. To ensure that the criteria applied in prioritising access to community schools which are oversubscribed remains procedurally fair, objective and clear, a review of the criteria has been undertaken using four years of Hillingdon admissions data to primary school reception places. The focus of the review sought to identify any residual risk that the Council would not fulfil its statutory duty to ensure every child is offered a school place.
4. The review considered the following areas:
 - The use of 'nodal' points to ensure that schools serve not only pupils living close to a school but other children who live further away from a school where there is little or no priority access to alternative local schools.
 - The existing medical criteria to inform the priority for offering school places.
 - Priority for children of staff where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
 - Ensure there are sufficient school places in Hillingdon and eliminate financial constraints where evidence shows a continued and sustained reduction in admissions.
5. Cabinet agreed in September 2020 for proposed changes to Hillingdon's community school admission arrangements to be subject to consultation for an eight week period with the required consultees, including service users, stakeholders and the community.
6. In summary, the proposals were:
 - Proposal A – removal of the nodal point as an additional measuring point for Deanesfield Primary School.
 - Proposal B – children of staff to be awarded a higher priority than pupils living nearest the school within the priority distance radius.
 - Proposal C – to remove 'psychological' from the medical criterion and replace it with 'social'.
 - Proposal D - To reduce the Published Admission Number for Ruislip Gardens Primary School from 90 to 60, effective from 2022. This reduction will also reduce the distance priority radius from 1000m to 750m in line with admissions arrangements
7. An inclusive consultation programme has subsequently been delivered, including the following elements:
 - 'Have your say' via the Council website.
 - All Hillingdon schools were asked to include within their communications to parents i.e. newsletters and websites.
 - Social media posts.
 - All adjoining neighbouring local authorities were consulted
 - A questionnaire available on-line and in paper form (on request), with the additional option to contact the team to discuss.
 - Invitations to submit a written response.

8. The consultation was widely advertised and had the potential to receive in excess of thousands of responses given the high number of children attending a school in Hillingdon. In excess of 50,000 children attend Hillingdon schools, 14,987 of which attend mainstream community schools. There were 502 page views for the dedicated consultation web page. Given the relatively small number of responses and the high number of potential consultees it is assumed that there is consensus to implement the proposals.
9. The School Placement and Admissions Team created social media adverts which received 84 clicks for Twitter and 232 via Facebook.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities?

10. The proposals set out in the consultation will help to mitigate the residual risk of Hillingdon children not securing access to a place at a local school close to where they live. This is in line with the Council's vision to put residents first.

Consultation Carried Out or Required

11. The Schools Admission Code requires a minimum of a 6 week consultation period. Hillingdon's proposed changes were subject to consultation for 8 weeks. The consultation was designed to ensure that the following received notification of the consultation, in line with the Admissions Code:
 - a) parents of children between the ages of two and eighteen;
 - b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
 - c) all other admission authorities within the relevant area;
 - d) whichever of the governing body and the local authority who are not the admission authority;
 - e) any adjoining neighbouring local authorities where the admission authority is the local authority
12. The consultation document was available from 5 October 2020 until 30 November 2020 on the Hillingdon Council website on the consultation page and the School Admissions Arrangements page. This included the Cabinet report, a brief outline of the proposed change and a questionnaire was also provided to obtain feedback in direct response to each proposal.
13. Information regarding the consultation was widely publicised to the following:
 - 107 Hillingdon early years providers
 - 70 Hillingdon primary schools
 - 22 Hillingdon secondary schools
 - 10 Academy Trusts

14. As Hillingdon Council also receives applications from residents who live outside of the Borough, the consultation was designed to be inclusive. Therefore, officers contacted the following surrounding Local Authorities:

London Borough of Ealing
London Borough of Hounslow
London Borough of Brent
London Borough of Harrow
Hertfordshire County Council
Buckinghamshire County Council
Surrey County Council
Slough Borough Council

Direct contact was made with schools and children's centres in surrounding Boroughs which included:

66 in Ealing
12 in Harrow
6 in Hounslow
3 in Hertfordshire
5 in Surrey
2 in Slough
3 in Buckinghamshire

15. Nine respondents stated that they had children under the age of 18 living in their household. Respondents were also given the opportunity to provide information on their interest in the proposals. The following responses clearly evidence the wide spread of respondents accessing notification of the consultation:

- Parent/carer/guardian - 9
- An Early Years Professional - 1
- Local resident and parent of a former pupil of a Hillingdon school - 1
- Member of Community - 1

16. Respondents were invited to state which school(s) their child(ren) currently attend and the responses were as follows:

- Hillingdon community primary/infant/junior school - 4

17. Respondents were invited to state why they had chosen their child(ren)'s current school(s) and the responses were as follows (where a response was received):

- Close to home - 4
- Performance of school - 1
- Not 1st preference school - 2

18. Two respondents gave contact details, neither of these respondents had made comments to which required further explanation and engagement. All responses have

been given due consideration and have assisted with a review of additional improvements which can be implemented. To conclude the consultation findings do not indicate any particular group will be disproportionately affected by the proposed changes.

Improvements following consultation:

19. Subject to agreement from Cabinet to the proposed changes, an implementation plan will be prepared to ensure a smooth transition to the revised admissions criteria. This will include clear communications for residents.

Financial Implications

20. The financial impacts of this report have been reviewed with confirmation that there are no direct financial implications arising from the recommended amendments to the school admissions criteria. Broader financial implications associated with the Council's strategic education function are managed through the wider Medium Term Financial Forecast.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the Financial Implications set out above, noting that there are no financial implications arising from the report recommendations.

Legal

The School Admissions Code

The Schools Admissions Code ["the Code"] came into force on 19 December 2014, having been issued under Section 84 of the School Standards and Framework Act 1998. It applies to all maintained schools in England. It is the responsibility of all admission authorities to ensure that admission arrangements are fully compliant with the Code.

The purpose of the Code, which has the force of law, is to ensure that all school places are allocated and offered in an open and fair way. In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. The intention is that parents should be able to look at a set of arrangements and understand easily how places for that school will be allocated.

Admissions authorities must set out in their arrangements the criteria against which places will be allocated at the school where there are more applications than places and the order in which the criteria will be applied. Over subscription criteria, as it is known, must be reasonable, clear, objective, procedurally fair and comply with all relevant legislation, including human rights and equalities legislation.

Paragraph 1.9 of the Code provides that it is for admission authorities to formulate their own admission arrangements, but they must not take into account the 15 criteria which are listed in this paragraph.

The proposals for changes to the Council's admissions criteria do not fall within any of the "exempt" criteria referred to above.

Consultation

Where changes are proposed to admission arrangements, admission authorities must first publicly consult on those arrangements. The council have duly carried out a consultation exercise, the outcome of which is set out in appendices 1-4 of the report.

It is with the upmost importance that cabinet ensures that the consultation responses are consciously taken into account in making its decision.

BACKGROUND PAPERS

Minutes of the Residents, Education and Environmental Services Policy Overview Committee on 3 November 2020: [London Borough of Hillingdon - Agenda for Residents, Education and Environmental Services Policy Overview Committee on Tuesday, 3rd November, 2020, 7.00 pm](#)

Consultation Findings: School Admissions Criteria

Appendix 1

A. Nodal Points

Proposal

The proposal is to remove the nodal point at South Ruislip Underground Station as a central point of an additional priority distance radius for Deanesfield Primary School. This is because the evidence suggests there is now not a need for a nodal point at Deanesfield Primary School as it no longer serves pupils living a further distance from the school with little or no priority access to other schools.

This change will help to safeguard access for residents to their local school.

The proposed change to the admissions criteria would mean that Deanesfield Primary School would have the same admissions arrangements as the other community schools (except Frithwood, Heathrow and Harmondsworth schools).

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	12
'Yes' responses	8
'No' responses	1
Not applicable	3

- The only 'no' response provided a comment that the nodal point 'is still relevant'.
- There were no other comments provided.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	12
'Yes' responses	0
'No' responses	7
'Don't know' responses	4
Spoilt responses	1

- We did not receive any comments from the 7 respondents who indicated 'No' that they did not feel the proposal would disadvantage any Hillingdon residents.
- Spoilt responses - respondent indicated both 'yes' and 'no'.

- The respondent who selected both yes and no provided the comment 'I do not believe it will give everyone equal chance'.

The majority of respondents stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendation:

It is recommended that the proposal is approved and the nodal point for Deanesfield Primary School is removed from the admissions criteria.

Appendix 2

B. Children of Staff Working at a Community School

Proposal

To award a higher priority to 'children whose parent(s) is a member of staff of a preferred school recruited to fill a vacant post for which there is a demonstrable skills shortage'. This will be awarded a higher priority than pupils living nearest the school within the priority distance radius. This will further assist with the current recruitment and retention difficulty in some schools

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	12
'Yes' responses	9
'No' responses	2
'Don't know' responses	0
'Not applicable' responses	1

- The council did not receive any comments from the 9 respondents who indicated 'Yes' and agreed to the proposal.
- Of the 'No' responses, 1 respondent commented 'Children living close to the school should be given priority'.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	12
'Yes' responses	3
'No' responses	6
'Don't know' responses	3

- The council did not receive any additional comments from the 12 respondents.

The majority of respondents stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

As this criterion already applies the proposal is that this criterion is awarded higher priority within the admissions arrangements. Cabinet is asked to agree to this proposal.

Appendix 3

C. Medical Criteria

Proposal

To remove 'psychological' from the criterion and replace it with 'social'. This will enable us to be consistent with the statutory School Admissions Code 2014. No further changes in the priority given to medical criteria when considering an application for a place at an oversubscribed school are proposed. Applicants applying with psychological conditions can still cite these grounds within the medical and social criterion.

Analysis of Consultation Findings

Do you agree with this proposed change to the admissions criteria?

No. of responses	12
'Yes' responses	9
'No' responses	1
'Don't know' responses	1
'Not applicable' responses	1

- The council did not receive any additional comments from the 12 respondents.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	12
'Yes' responses	1
'No' responses	8
'Don't know' responses	3

- The council did not receive any additional comments from the 12 respondents.

The majority of respondents agreed with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

As this criterion already applies the proposal is that the description is changed to reflect the Admissions Code. Cabinet is asked to agree to this proposal.

Appendix 4

D. Reduction of Published Admissions Numbers

Proposal

To reduce the Published Admission Number for Ruislip Gardens Primary School from 90 to 60, effective from 2022. This reduction will also reduce the distance priority radius from 1000m to 750m in line with our admissions arrangements.

Analysis of Consultation Findings

Do you agree with the proposed change?

No. of responses	12
'Yes' responses	7
'No' responses	1
'Don't know' responses	4
'Not applicable' responses	0

- Of the 'yes' responses, 1 respondent raised concerns regarding the initial expansion at Ruislip Gardens Primary School but did support the proposal to reduce the published admission number.
- Of the 'Don't know' responses, 1 respondent commented that they were not clear on the impact to the local community. 1 did not understand why this was being proposed and whether other schools in the area would need to take more children. 1 referred to cohort numbers fluctuating however if there has been a decreasing trend this would justify the decrease.

Do you think this proposed change will disadvantage any residents in Hillingdon?

No. of responses	12
'Yes' responses	1
'No' responses	6
'Don't know' responses	5

- The council did not receive any additional comments from the 12 respondents.

It is in Primary Planning Area 5, South Ruislip which has 8 schools with Reception intakes and 3 Junior schools and 16% surplus places overall (the aim is 5%). Reception offers for the area suggest a decline in demand.

The majority of respondents stated they did agree with the proposal and that the proposed changes would not disadvantage Hillingdon residents.

Recommendations:

That the proposal is approved and the PAN is reduced from 90 to 60. Cabinet is asked to agree to this proposal.

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BETTER CARE FUND SECTION 75 AGREEMENT

Cabinet Member(s)	Councillor Jane Palmer
Cabinet Portfolio(s)	Cabinet Member for Health and Social Care <i>Designate</i>
Officer Contact(s)	Gary Collier, Social Care Directorate
Papers with report	None

HEADLINE INFORMATION

Summary	<p>The Better Care Fund (BCF) is a mandatory process through which Council and Hillingdon Clinical Commissioning Group (HCCG) budgets are pooled and then reallocated on the basis of an approved plan intended to achieve closer integration of health and social care activities. This is intended to lead to improved outcomes for residents. The BCF is also a route through which the Government targets funding to support the local health and care system.</p> <p>The focus of Hillingdon's 2020/21 Better Care Fund plan is improving care outcomes for older people, people with learning disabilities and/or autism and children and young people. The Council and HCCG are required to enter into an agreement under section 75 of the National Health Service Act, 2006 in order to give legal effect to the financial arrangements within the plan.</p> <p>This report seeks delegated authority for the Leader of the Council and the Cabinet Member for Health and Social Care to give final approval to the section 75 agreement once it has completed the mandated partnership approval process, i.e. sign-off by the Health and Wellbeing Board.</p>
Contribution to our plans and strategies	The recommendation will contribute to the delivery of the Joint Health and Wellbeing Strategy.
Financial Cost	The provisional value of the 2020/21 BCF plan is £103,360k and comprises of a contribution of £55,982k from the Council and £47,378k from Hillingdon Clinical Commissioning Group.
Relevant Policy Overview Committee	Social Services, Housing and Public Health
Ward(s) affected	All

RECOMMENDATION

That Cabinet notes the report and agrees to delegate authority to approve the agreement between the Council and Hillingdon Clinical Commissioning Group under section 75 of the National Health Service Act, 2006 for Hillingdon's 2020/21 Better Care Fund plan to the Leader of the Council and the Cabinet Member for Health and Social Care Designate, in consultation with the Corporate Directors of Finance and Social Care.

Reasons for recommendations

1. *Section 75 agreement* - Using powers under the 2006 National Health Service Act, NHSE makes the release of the £19,401k element of Hillingdon's Better Care Fund that is under its control conditional on a pooled budget being established between the Council and Hillingdon Clinical Commissioning Group (HCCG) under a section 75 (s.75) agreement.

2. A delay in the publication of the Government's requirements for the 2020/21 BCF plan has prevented earlier submission of the draft section 75 agreement for Cabinet's consideration. A policy statement on this year's BCF plan was published by the Department of Health and Social Care (DHSC) on the 3rd December 2020. This confirmed that although there would be no requirement for a separate plan to be submitted to NHSE, the Health and Wellbeing Board (HWB) would need to confirm agreement on the use of the funding streams within the BCF prior to a s.75 agreement being concluded.

3. Hillingdon's HWB agreed at its September 2020 meeting to delegate formal approval of the 2020/21 BCF plan to the Chairman of the Board and the Chairmen of HCCG's Governing Body and Healthwatch Hillingdon. This process is currently in progress.

Alternative options considered /risk management

4. ***Deferring approval to full Cabinet*** – Cabinet could decide that it wants to consider the detail of the agreement at a scheduled meeting. This is not recommended in view of the late stage in the year and the fact that the proposed agreement, if approved, will expire on the 31st March 2021

5. ***Not entering into an agreement*** - Cabinet could decide not to enter the agreement with HCCG for 2020/21 but this is not recommended as it would mean that the Council would not receive £7,074k additional protecting social care funding. It could also impact on the £5,511k Disabled Facilities Grant that is paid directly to the Council by the Ministry of Housing, Communities and Local Government (MHCLG) and also the £7,248k Improved Better Care Fund Grant (iBCF) that is also paid directly to the Council by the MHCLG. In each case grant conditions require that the Council has an agreed BCF plan in place that meets national conditions. Having an agreed s.75 is one of the national conditions.

Policy Overview Committee comments

6. None at this stage.

SUPPORTING INFORMATION

Background

7. The Better Care Fund (BCF) is a national initiative intended to deliver integration between health and social care in order to improve outcomes for residents. It is the mechanism that is being used by Government to implement the integration duty under the 2014 Care Act and the 2020/21 plan is the sixth year and builds on the achievements of the four previous plans. The success of the BCF in developing relationships across health and social care has assisted in the local response to the Covid-19 pandemic.

8. The minimum amount required to be included within the BCF pooled budget for 2020/21 is £31,761k. The proposed contribution is intended to be £103,360k, which would be £71,599k above the minimum required to reflect local ambition. This is due to the inclusion of aspects of service provision for children and young people and people with learning disabilities and/or autism in 2019/20 that have been rolled forward into 2020/21. In addition, it includes additional NHS funded service provision for enhanced hospital discharge support in response to the Covid-19 pandemic. These figures are still provisional and subject to continuing discussions at a North West London Integrated Care System (NWL ICS) level.

9. Once the continuing discussions referred to in paragraph 8 above have concluded the financial arrangements can then be considered through the CCG's governance arrangements. This is necessary to enable the Chairman of HCCG's Governing Body to exercise the delegated authority given by the HWB to sign-off the financial arrangements on behalf of the Board. This will enable Hillingdon to satisfy one of the national requirements for the 2020/21 BCF and is a prerequisite to approval being sought to enter into the s.75 agreement.

Hillingdon's BCF Plan Summarised

10. As with previous iterations, the primary purpose of the 2020/21 plan is to deliver those aspects of the statutory Health and Wellbeing Strategy that require integration between health and social care and/or closer working between the NHS and the Council with a particular focus on managing recovery from the Covid-19 pandemic, preparations for a subsequent wave and improving resilience to address any demand surge during the winter months.

11. Eight schemes from the 2019/20 plan roll forward into 2020/21 and table 1 below summarises the aim(s) of these schemes. A ninth scheme, shown as scheme 4 in table 1, reflects requirements set out in *COVID-19 Hospital Discharge Service Requirements* guidance published on the 19th March 2020.

Table 1: Better Care Fund Schemes Summary	
Scheme	Scheme Aim
<i>Scheme 1: Early intervention and prevention.</i>	To manage demand arising from demographic pressures by reducing the movement of Hillingdon residents/patients from lower tiers of risk into higher tiers of risk through proactive early identification and facilitating access to preventative pathways.

<p><i>Scheme 2:</i> An integrated approach to supporting Carers.</p>	<p>To maximise the amount of time that Carers are willing and able to undertake a caring role.</p>
<p><i>Scheme 3:</i> Better care at end of life.</p>	<p>To realign and better integrate the services provided to support people towards the end of their life in order to deliver the ethos of a ‘good death.’ The main goals of the scheme are to:</p> <ul style="list-style-type: none"> • Ensure that people at end of life are able to be cared for and die in their preferred place of care; and • To ensure that people at end of life are only admitted to hospital where this is clinically necessary or where a hospital is their preferred place of care or death.
<p><i>Scheme 4:</i> Covid-19 hospital discharge.</p>	<p>The focus of this mandated scheme is hospital discharge management for people admitted with Covid-19. A key aim is to maintain hospital capacity to support people requiring treatment in hospital for non-Covid related conditions.</p>
<p><i>Scheme 4A:</i> Integrated hospital discharge and the intermediate tier.</p>	<p>This scheme seeks to prevent admission and readmission to acute care following an event or a health exacerbation and enabling recovery through intermediate care interventions with the aim of maximising the person’s independence, ability to self-care and remain in their usual place of residence for as long as possible.</p> <p>A further objective of this scheme is to support discharge from mental health community beds in recognition of the impact of these delays on patient flow through Hillingdon Hospital.</p>
<p><i>Scheme 5:</i> Improving care market management and development</p>	<p>This scheme is intended to contribute to the Health and Wellbeing Strategy 2020/21 outcomes of achieving:</p> <ul style="list-style-type: none"> • A market capable of meeting the health and care needs of the local population within financial constraints; and • A diverse market of quality providers maximising choice for local people.

<p><i>Scheme 6: Living well with dementia</i></p>	<p>The objective of this scheme is that people with dementia and their family carers are enabled to live well with dementia and are able to say:</p> <ul style="list-style-type: none"> • <i>I was diagnosed in a timely way.</i> • <i>I know what I can do to help myself and who else can help me.</i> • <i>Those around me and looking after me are well supported.</i> • <i>I get the treatment and support, best for my dementia, and for my life.</i> • <i>I feel included as part of society.</i> • <i>I understand so I can make decisions.</i> • <i>I am treated with dignity and respect.</i> • <i>I am confident my end of life wishes will be respected. I can expect a good death.</i>
<p><i>Scheme 7: Integrated therapies for children and young people</i></p>	<p>This scheme seeks to:</p> <ul style="list-style-type: none"> • Provide early intervention therapy services that offer early assessment and advice, support self-care and reduce dependence on services in future years. • Provide a robust integrated triage process that directs children and young people to the most appropriate therapy and support without delay.
<p><i>Scheme 8: Integrated care and support for people with learning disabilities and/or autism.</i></p>	<p>This scheme aims to:</p> <ul style="list-style-type: none"> • To improve the quality of care for people with a learning disability and/or autism; • To improve quality of life for people with a learning disability and/or autism; • To support people with a learning disability and/or autism down pathways of care to the least restrictive setting; • To ensure that services are user focused and responsive to identified needs.

2020/21 Plan Delivery

12. The December HWB considered the first report to integrate the HHCP recovery plan and the BCF delivery plan. The full report can be accessed via this link

<https://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=322&MId=3788&Ver=4>

13. However, key items include:

- **COVID-19 community hub partnership:** H4All and the Council have worked in very close partnership throughout the pandemic to support residents who were shielding or self-isolating. This included coordinating local volunteers to ensure access to food provision, as well as providing telephone support to people at particular risk of loneliness due, for example, to them living alone.
- **Supporting Carers:** An update report on the delivery of the Joint Carers Strategy was considered by the Council's Social Care, Housing and Public Health Policy Overview Committee on the 26th November 2020 and this report can be accessed via this link <https://modgov.hillingdon.gov.uk/ieListDocuments.aspx?CId=385&MId=3709&Ver=4>. However, the main areas of activity concern identification of Carers, provision of information and advice, assessment of need and access to support within the constraints imposed by the pandemic.
- **Designated homecare commissioning lead:** The Council led on homecare commissioning, including the mobilisation of an additional 200 hours a week specialist homecare to support discharge from hospital. This was also integrated into weekend discharge conference calls to facilitate seven-day discharge.
- **Designated nursing care home commissioning lead:** The CCG has led on the procurement of nursing care home beds. Additional support to the CCG was provided by the Council's brokerage team to source bed-based services where identifying homes with available beds proved challenging.
- **Repurposing of Council assets:** The Council made available a 9-bed respite facility and up to 18 extra care flats to facilitate step-down from hospital and step-up for people living in the community to avoid unnecessary admissions, including of COVID-positive people. As part of the COVID recovery programme, the respite facility has been restored back to its original purpose and the number of extra care flats has reduced to 6.
- **Supporting the care market:** The Council has worked with health partners to ensure access to Personal Protective Equipment (PPE) and advice and training in infection prevention and control measures for care homes and homecare providers, as well as providers in other care settings, such as extra care and supported living. Joint working has also sought to coordinate access to testing and will facilitate access to Covid vaccination as this is rolled out across care settings.

14. The September HWB agreed that the following items could be brought into the 2020/21 BCF plan to regularise funding and delegation arrangements:

- **Continuing Healthcare (CHC) Social Work post:** This post is funded by the CCG in order to expedite CHC assessments in the community. The annual value is £45k.

- **Speech and Language Therapist (SaLT) in the Youth Justice Service:** This service is jointly funded (50:50) by the Council and the CCG and delivered by CNWL. The purpose is to ensure that children and young people with physical, occupational and speech and language difficulties in the criminal justice system are offered an assessment in accordance with national guidance and good practice. The annual value of this post is £70k and the cost is split equally between the Council and the CCG.
- **Designated Clinical Officer in Special Educational Need and Disability (SEND):** This post leads coordination between CCG, providers within Hillingdon Health and Care Partners (HHCP), education and social care in relation to the Education, Health and Care Plans pathway (EHCP) and manages operational issues in relation to these plans for children and young people with highly complex needs. The annual value of this post is £50k and the cost is split equally between the Council and the CCG.

Section 75 Agreement: Key Features

15. The key features of the draft Agreement that the Leader of the Council and the Cabinet Member will be asked to agree, subject to the recommendation being approved, are as follows:

- **Agreement duration:** In accordance with the March 2020 hospital discharge guidance, it is proposed to extend the 2019/20 agreement to 31st March 2021;
- **Hosting:** The practice since the inception of the BCF has been for the Council to host the pooled budget. The *Covid-19 Hospital Discharges and Out of Hospital Work: Financial Support and Funding Flows Guidance (30/04/20)* required a specific Covid-19 hospital discharge scheme to be created with its own pooled budget and it is suggested that this be hosted by the CCG. This reflects not only the practice across NWL but is a practical approach in view of the complex arrangements for drawing down funding to support Covid-related expenditure. It is, however, proposed that the Council continue to host a pooled budget for funding in all other schemes.
- **Risk share:** The Council and CCG agreed that for previous iterations of BCF plans both organisations would manage their own risks. It is intended that this approach continues for 2020/21.
- **Dispute resolution:** Any disputes will be referred to the Cabinet Member for Social Care, Health and Wellbeing and the Chairman of the HCCG Governing Body and will be final and binding.
- **Governance:** The delivery of the successive iterations of Hillingdon's plans has been overseen by the Core Officer Group comprising of the Council's Chief Finance Officer, the CCG's Deputy Chief Finance Officer, the Corporate Director of Social Care (a statutory member of the HWB), the CCG's Joint Borough Directors and the Council's Head of Health Integration and Voluntary Sector Partnerships. This is reflected within the amended 2019/21 Agreement and aligned with the broader governance arrangements for the delivery of Hillingdon's Health and Wellbeing Strategy.

Implementation and Performance Monitoring

16. The practice of quarterly performance reports being considered by both the HWB and HCCG's Governing Body have been impacted by the pandemic; however, as stated in paragraph 12, partners have sought to create a single health and care system development performance report and the format considered by the December HWB will be enhanced for consideration by future meetings.

Financial Implications

17. The sources and allocation of funding are set out in table 2 below:

Item	2019/20 Income	2020/21 Income	% Difference
DFG (LBH)	4,504,510	5,111,058	13.5
Minimum CCG contribution	18,361,811	19,401,312	5.7
iBCF (LBH)	6,207,140	7,248,248	0
Winter Pressures (LBH)	1,041,108		
Minimum Total	30,114,569	31,760,618	5.7
To Adult Social Care from minimum CCG contribution	6,695,773	7,074,835	5.7
NHS commissioned out of hospital services	5,217,906	5,513,302	5.7

18. Table 3 below provides a provisional breakdown of the contributions of the Council and the CCG to each of the schemes within the 2020/21 BCF plan. Finalisation of the contributions are subject to the outcome of discussions with the NWL ICS referred to in paragraph 8 above.

Scheme		Financial Contribution					
		2019/20			2020/21		
		LBH (£,000s)	HCCG (£,000s)	TOTAL 2019/20	LBH (£,000s)	HCCG (£,000s)	TOTAL 2020/21
1	Early intervention and prevention	3,280	2,659	5,939	3,876	2,661	6,537
2	An integrated approach to supporting Carers.	898	104	1,002	899	94	993
3	Better care at the end of life.		819	819	0	819	819
4.	Covid-19 hospital discharge	N/A	N/A	N/A	0	3,411	3,411

4A	Integrated hospital discharge and the intermediate tier.	2,054	19,079	21,133	2,025	16,556	18,581
5	Improving care market management and development.	9,813	14,599	24,412	9,813	14,796	24,609
6	Living well with dementia.	30	342	372	30	349	379
7	Integrated therapies for children and young people.	441	2,231	2,672	501	2,306	2,807
8	Integrated care and support for people with learning disabilities.	30,322	6,195	36,517	38,838	6,299	45,137
	Programme Management	0	86	86	0	87	87
	TOTAL	46,838	46,114	92,952	55,982	47,378	103,360

19. The Council's contributions to the Pooled Budgets are contained within the overall budget for the Council and includes budgets from Social Care, residents facing services and administration departments.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon residents, service users and communities?

20. The Council and HCCG will be able to comply with the 2020/21 BCF national requirements.

Consultation Carried Out or Required

21. HCCG has been consulted on the content of this report and broader consultation with HHCP partners about the delivery priorities within the 2020/21 plan has taken place. The February 2021 meeting of the HHCP Delivery Board will be apprised of the financial arrangements within the plan.

CORPORATE CONSIDERATIONS

Corporate Finance

22. Corporate Finance has reviewed this report and associated financial implication, noting the funding split laid out in the table referenced above and confirm that this is consistent with both Council's Budget Monitoring and MTFF position.

Legal

23. The Borough Solicitor confirms that the legal implications are included in the body of the report.

BACKGROUND PAPERS

Better Care Fund: Policy Statement, 2020 to 2021 (DHSC Dec 2020)

COVID-19 Hospital Discharge Service Requirements (March, April & September 2020)

COUNCIL BUDGET: 2020/21 REVENUE AND CAPITAL MONTH 8 BUDGET MONITORING

Cabinet Member	Councillor Martin Goddard
Cabinet Portfolio	Cabinet Member for Finance <i>Designate</i>
Report Author	Paul Whaymand, Corporate Director of Finance
Papers with report	Appendices A – G

HEADLINE INFORMATION

Purpose of report	<p>This report provides the Council's forecast financial position and performance against the 2020/21 revenue budget and Capital Programme.</p> <p>A net in-year underspend of £3,311k is reported against General Fund revenue budget normal activities as of November 2020 (Month 8), an improvement of £33k on the Month 7 position. Unallocated reserves are projected to total £31,216k at 31 March 2021.</p> <p>To date, COVID-19 pressures of £32,076k have been identified and are being funded by specific government grant, with the Council also retaining £9,126k of its own funding in a dedicated Earmarked Reserve to supplement government support in 2020/21 and future years if required.</p> <p>The latest positions on other funds and the Capital Programme are detailed within the body of this report.</p>
Contribution to our plans and strategies	<p>Putting our Residents First: <i>Financial Management</i></p> <p>Achieving Value for Money is an important element of the Council's Medium Term Financial Plan.</p>
Financial Cost	N/A
Relevant Policy Overview Committee	Corporate Services, Commerce & Communities
Ward(s) affected	All

RECOMMENDATIONS

That Cabinet:

1. Note the budget position as at November 2020 (Month 8) as outlined in Table 1.

2. Note the Treasury Management update as at November 2020 at Appendix E.
3. Continue the delegated authority up until the November 2020 Cabinet meeting to the Chief Executive to approve any consultancy and agency assignments over £50k, with final sign-off of any assignments made by the Leader of the Council. Cabinet are also asked to note those consultancy and agency assignments over £50k approved under delegated authority between the 10 December 2020 and 21 January 2020 Cabinet meetings, detailed at Appendix F.
4. Approve a virement of £100k from the 2020/21 general capital contingency fund to the Battle of Britain Enhancements budget to create the “Faces of the Battle” permanent exhibition.
5. Endorse the change in charity waste disposal fees as set out in Appendix G
6. Accepts the £39k Community Champions Fund grant from the MLCHG.
7. Ratify an Emergency Decision by the Leader of the Council taken on 14 December 2020 to appoint Edenred to administer the provision of supermarket vouchers to households eligible for free school meals, as part of the Winter Grant Scheme.
8. Ratify an Emergency Decision by the Leader of the Council taken on 16 December 2020 to grant an interest free loan of £312k to GLL, the Council’s Leisure Provider.
9. Accepts the Environment Agency Grants in relation to the below schemes:
 - a) £30k Hayes End and Kingshill Avenue Scheme
 - b) £35k for the Breakspear Road South and Copthall Farm Scheme
 - c) £200k for the Frogs Ditch and Cranford Park Scheme

INFORMATION

Reasons for Recommendations

1. The reason for **Recommendation 1** is to ensure that the Council achieves its budgetary objectives, providing Cabinet with an update on performance at Month 8 against budgets approved by Council on 20 February 2020. An update on the Council's Treasury Management activities is signposted in **Recommendation 2**.
2. **Recommendation 3** is intended to enable continued delegation of approval for appointment of consultancy and agency appointments over £50k to the Chief Executive, with final sign-off from the Leader of the Council. In addition, Appendix F reports back on use of this delegated authority previously granted by Cabinet.
3. **Recommendation 4** It is proposed to create a new permanent display panel at the Battle of Britain Visitors Centre, commissioning a professional artist to illustrate the faces and names of 80 aircrew who participated in the Battle of Britain. The airmen selected will represent all 15 nations that provided pilots to Fighter Command. The display will also include individuals who were born or lived in the borough, depicting their names, faces, roles and biographical details. There is currently remaining funding of £657k within the 2020/21 general capital contingency fund that is available to be allocated towards these works.
4. **Recommendation 5** requests Cabinet endorsement for changes in charity waste disposal fees as set out in Appendix G, these charges ensure that any household waste from a charity shop can be disposed of free of charge, while other waste from charity shops will be subject to prevailing trade rates for waste disposal.
5. **Recommendation 6** Accepts the £39k Community Champions Fund grant funding from the MLCHG. This grant will fund an additional officer for three months from 1st Jan to 31st March 2021 to work with community and faith leaders and other residents to develop a network of volunteers from these target communities who are then trained to deliver public health messages in new ways. This is in line with the findings from recent national research which has identified specific community groups as experiencing higher levels of infection and where the impact of Covid-19 is more significant.
6. **Recommendation 7** ratifies a decision taken under emergency powers on 14 December 2020 to appoint a provider to administer the provision of supermarket vouchers to households eligible for free school meals, as part of our Winter Grant Scheme. This provides eligible families with vouchers per child per week, for two weeks at Christmas and one week at the February half-term break. Appointed through a procurement framework, the provider is called Edenred and, therefore, there is no direct cost to the Council for administering the vouchers.
7. **Recommendation 8** ratifies a decision taken under emergency powers on 16 December to issue an interest-free loan to GLL, the Council's Leisure Provider. The Council awarded GLL a ten year contract to run the Council's Leisure facilities from February 2020, with an option to extend for a further five years. The pandemic has severely restricted the operation of these facilities since March 2020 and impacted on the financial position of GLL, given that there are fixed and ongoing costs incurred even while the facilities are closed or providing a limited service offer. This loan represents an interim cashflow support measure while a formal deed of variation to the contract being negotiated to formalise the financial support mechanism and the basis for service recovery that will protect the Council's financial interests and leisure offer.

8. **Recommendation 9** is to accept the Environment Agency Grants of £30k for the Hayes End and Kingshill Scheme, £35k for the Breakspear Road South and Copthall Farm Scheme and £200k for the Frogs Ditch and Cranford Park Scheme. This is to provide funding for schemes which aim to mitigate flood and water management issues in these areas of the borough and to limit the potential impact on Residents.
9. **Alternative options considered**
10. There are no other options proposed for consideration.

SUMMARY

REVENUE

11. General Fund pressures totalling £32,076k are projected in relation to the impacts of the COVID-19 pandemic and the Council's response in 2019/20 and 2020/21, with £30,193k of this pressure impacting the current financial year. With the pandemic continuing and local authorities at the forefront of delivering support to residents, it is expected that this pressure will grow over the coming months and continue into the new financial year.
12. Funding through specific COVID-19 grants and the MHCLG scheme to cover 75% of income losses is expected to total £32,720k by 31 March 2021 and therefore sufficient to manage those pressures already identified. Given the likelihood that further pressures will emerge, the Council continues to maintain an Earmarked Reserve of £9,126k to manage further demands exceeding government funding.
13. On the assumption that this funding strategy for COVID-19 pressures can be achieved, an underspend of £3,311k is projected across General Fund budgets at Month 8, an improvement of £33k on the Month 7 position. The £3,311k underspend consists of £2,380k service underspends, a £164k underspend on contingency and a £767k underspend on capital financing and funding. Taking account of the budgeted £6,334k drawdown from General Balances, this will result in unallocated General Balances totalling £31,216k at 31 March 2021.
14. Within this position, £3,577k of the £6,386k savings planned for 2020/21 are banked or on track for delivery in full by 31 March 2021, with £2,809k being tracked as being at an earlier stage of implementation or at risk as a result of the COVID-19 pandemic. While any in-year pressures relating to delays in implementing savings have been incorporated into the COVID-19 pressure noted above, it will be necessary to continue to monitor the impact of any delays on the 2021/22 budget.
15. Within the Collection Fund, a pressure of £4,807k is reported at Month 8 as a result of the significant growth in demand for the Council Tax Reduction Scheme as well as slower than budgeted growth in both Council Tax and Business Rates taxbases. These pressures reflect the impact of COVID-19 on local tax collection and following the November 2020 Spending Review it is expected that 75% of the in-year pressure will be funded by a specific government grant. The remaining 25% will ultimately impact on General Balances and has been factored into the latest iteration of the MTFE.

CAPITAL

16. As at Month 8 an underspend of £29,530k is reported on the 2020/21 General Fund Capital Programme of £85,537k, due mainly to re-phasing of project expenditure into future years. Some schemes were temporarily put on hold during the COVID-19 pandemic. This position reflects the current view which will be refined in future reports as the impact of the pandemic on the progress of individual schemes and programmes becomes clearer. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £4,743k. This outlook for the capital programme remains consistent with the budget proposals being consulted upon during January 2021.

FURTHER INFORMATION

General Fund Revenue Budget

18. **Normal Activities** - An underspend of £3,311k is reported across normal operating activities at Month 8, an improvement of £33k on the Month 7 position. The £33k consists of £82k improvement over the directorates, consisting of minor movements across a range of services areas. In addition, there is an adverse movement on net contingency of £48k arising from demand for Adult Social Care placements.
19. Overall the directorates are all reporting underspends totalling £2,380k on normal activities, however within this there are a number of pressures which are being managed and in the current year offset through wider underspends. These underspends are being predominantly driven by the COVID-19 pandemic, in service areas unable to run at normal levels, or forced to close, due to measures put in place to help contain the virus and reduce the rate of infection. Specific pressure areas with departmental budgets are expanded upon in Appendix A to this report.
20. There are underspends reported against Interest and Investment Income and Levies and Other Corporate Budgets, a favourable variance of £764k includes a one-off windfall of £161k related to Icelandic investment recoveries and the benefit of maintaining short term borrowing. A minor £4k overachievement of income is reported on Corporate Funding, as the exact level of grant funding for the year was not confirmed until after Cabinet and Council approved budgets in February 2020.
21. **COVID-19 Financial Impact** - There is a significant pressure of £30,193k relating to the in-year impact of the COVID-19 pandemic being reported under Exceptional Items in the table below. This pressure and £1,883k costs incurred in 2019/20 can be contained within the £32,720k confirmed government funding, although there remains a strong likelihood that further pressures will emerge over the remainder of the year as the pandemic continues. The Council therefore retains £9,126k in Earmarked Reserves to manage any costs exceeding available government funding.
22. The COVID-19 financial pressure is being driven largely by a reduction in Fees and Charges income, partly due to services not running during the pandemic and partly due to the Council ceasing Fees and Charges to support the residents during times of financial hardship. In addition, the Council is continuing to support the Social Care provider market, to ensure consistency in service delivery to our more vulnerable residents, compounded by a forecast increase in demand for these services during the pandemic. Alongside this, the Council continues to support homelessness and rough sleepers, ensuring this group are protected during the pandemic.
23. **Savings** - £6,386k of savings are included in the 2020/21 General Fund revenue budget. Currently, delivery is on track or banked against £3,577k of this total, with £2,809k either in the early stages of delivery or deemed higher risk. The value of the savings at risk are directly attributable to the COVID-19 pandemic, due to delays in implementing the saving programme as a result of the Council's efforts to redirect resources during these difficult times, protecting vulnerable residents and supporting local businesses, particularly within the Social Care market place. Where savings are not expected to be delivered in full during the current financial year, the resulting pressures form part of the reported COVID-19 pressure and associated funding strategy.

24. **2020/21 Pay Award** - The Council budgeted for a 2% pay award being agreed based on the latest intelligence available at the time the budget was set at February Council. The in-year monitoring position reported reflecting the 2.75% uplift in pay, the award above the budgeted 2% has been factored into the draft budget for 2020/21 approved by Cabinet in December 2020.

Table 1: General Fund Overview

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000
			Revised Budget £'000	Forecast Outturn £'000			
213,954	(1,572)	Directorate Operating Budgets	212,382	210,002	(2,380)	(2,298)	(82)
7,093	(55)	Corporate Operating Budgets	7,038	6,275	(763)	(764)	1
13,657	0	Development & Risk Contingency	13,657	13,493	(164)	(212)	48
(420)	1,627	Unallocated Budget Items	1,207	1,207	0	0	0
234,284	0	Sub-total Expenditure	234,284	230,977	(3,307)	(3,274)	(33)
(227,950)		Corporate Funding	(227,950)	(227,954)	(4)	(4)	0
6,334	0	Total Normal Activities	6,334	3,023	(3,311)	(3,278)	(33)
		<u>Exceptional COVID-19 items</u>					
0	0	Pressures	0	30,193	30,193	29,428	764
0	0	COVID-19 Funding	0	(30,193)	(30,193)	(29,428)	(764)
6,334	0	Total Net Expenditure	6,334	3,023	(3,311)	(3,278)	(33)
(34,239)	0	Balances b/fwd	(34,239)	(34,239)			
(27,905)	0	Balances c/fwd 31 March 2021	(27,905)	(31,216)			

25. General Fund Balances are expected to total £31,216k at 31 March 2021 as a result of the forecast position detailed above, which is £3,311k higher than anticipated in the budget strategy agreed in February 2020 and £33k higher than included in the draft budget for 2021/22 which is currently out for consultation.

Directorate Operating Budgets

26. Directorate Operating Budgets represent the majority of the Council's investment in day-to-day services for residents, with more volatile or demand-led areas of activity tracked separately through the Development and Risk Contingency. The impacts of COVID-19 are being reported discretely under Exceptional Items as detailed in Table 1, the position presented in Table 2 therefore represents the position reported against normal activities. Further information on latest projections for each service is contained within Appendix A to this report, with salient risks and variances within this position summarised in the following paragraphs.

Table 2: Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
19,095	(173)	Finance	Expenditure	18,922	18,870	(52)	(80)	28
(3,359)	(113)		Income	(3,472)	(3,590)	(118)	(72)	(46)
15,736	(286)		Sub-Total	15,450	15,280	(170)	(152)	(18)
166,088	(1,697)	Social Care	Expenditure	164,391	165,529	1,138	1,707	(569)
(38,158)	148		Income	(38,010)	(39,169)	(1,159)	(1,721)	562
127,930	(1,549)		Sub-Total	126,381	126,360	(21)	(14)	(7)
43,811	2,748	Environment, Education & Community Services	Expenditure	46,559	45,751	(808)	(875)	67
(27,063)	(3,350)		Income	(30,413)	(30,272)	141	190	(49)
16,748	(602)		Sub-Total	16,146	15,479	(667)	(685)	18
54,435	977	Infrastructure, Building Services & Transport	Expenditure	55,412	54,269	(1,143)	(1,158)	15
(19,857)	(174)		Income	(20,031)	(19,867)	164	207	(43)
34,578	803		Sub-Total	35,381	34,402	(979)	(951)	(28)
20,922	63	Corporate Resources & Services	Expenditure	20,985	20,439	(546)	(885)	339
(1,960)	(1)		Income	(1,961)	(1,958)	3	389	(386)
18,962	62		Sub-Total	19,024	18,481	(543)	(496)	(47)
213,954	(1,572)	Total Directorate Operating Budgets		212,382	210,002	(2,380)	(2,298)	(82)

27. An underspend of £170k is reported on Finance budgets at Month 8, an improvement of £18k on Month 7. There are compensating variances reported in Exchequer and Business Assurance Services and Procurement, which relate to the implementation of BID reviews. This is primarily relating to extended notice periods and staffing vacancies.

28. There is a net underspend of £21k reported across Social Care before COVID-19 pressures, within this variance there are compensating movements being driven largely by staffing variances in Children's Services and Adult Social Work alongside non-staffing pressures within Provider and Commissioned Care, offset by staffing reductions in Provider and Commissioned Care where some services have been unable to run during the lockdown period.

29. Environment, Education & Community Services is reporting a net underspend of £667k, within this position is an overspend on Education and Trading Standards offset by an underspend

in Green Spaces and Housing. The underspend in Green Spaces is linked to a number of services not being operational due to the pandemic, in addition, the service is reporting underspends against staffing budgets due to vacant posts. There is a minor £18k movement in Month 7 consisting of adverse movements in Housing of £54k and Education of £6k, offset by improvements in Community Safety and Green Spaces.

30. A net £979k underspend is reported across Infrastructure, Building Services & Transport with £480k relating to slippage in Highways works and £370k in Property Services, with additional income from lease extensions and the garage portfolio. There is a £155k underspend against Waste Services relating to cessation of Waste Weekends and the new bulky waste collection services. This is being offset by a £90k overspend in Capital project related costs and a number of smaller variances across the service.
31. The Corporate Resources & Services directorate is forecasting an underspend of £543k which is being driven by vacant posts in the Business & Technical Support service and staffing costs relating to the COVID-19 response being identified for grant funding.
32. The Council is permitted to finance the costs associated with service transformation from Capital Receipts, with both one-off implementation costs and the support for service transformation, including the BID team, being funded from this resource. Current projections include an estimate of £2,371k for such costs, which will remain under review over the remainder of the year and have been excluded from the reported monitoring positions. It is anticipated that these costs will be financed from a combination of Capital Receipts and Earmarked Reserves.

Progress on Savings

33. The savings requirement for 2020/21 is £6,136k. In addition, there are savings of £250k brought forward from 2019/20, which gives an overall total of £6,386k reported below. Of this sum £3,577k are either banked or on track for delivery. £447k savings are in the early stages of delivery or potentially subject to greater risk to delivery, with the remaining £2,362k being reported as having a serious problem with delivery.
34. The relatively high number of savings being reported as having a serious problem with delivery (£2,362k) are directly attributed to the COVID-19 pandemic and the delay this has caused in implementing the saving programme as the Council has needed to redirect resources to manage the pandemic. This value has been included within the Council's COVID-19 pressures under Exceptional Items and is therefore not included within the reported position on normal activities quoted in Table 1.

Table 3: Savings Tracker

2020/21 General Fund Savings Programme	Finance	Social Care	EE&CS	IBS&T	Corporate Resources	Cross-Cutting	Total 2020/21 Savings	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	%
B Banked	(186)	(374)	(80)	(200)	(31)	(590)	(1,461)	22.9%
G On track for delivery	(42)	(1,674)	0	(400)	0	0	(2,116)	33.1%
A Potential significant savings shortfall or a significant or risky project which is at an early stage;	0	(447)	0	0	0	0	(447)	7.0%
R Serious problems in the delivery of the saving	0	0	(1,086)	0	(375)	(901)	(2,362)	37.0%
Total 2020/21 Savings	(228)	(2,495)	(1,166)	(600)	(406)	(1,491)	(6,386)	100.0%

Corporate Operating Budgets (£753k underspend, £1k adverse movement)

35. Corporately managed expenditure includes revenue costs of the Council's Capital Programme, the net impact of Housing Benefit Subsidy arrangements on the Council, externally set levies and income arising from the provision of support services to other funds and ring-fenced budgets.
36. A favourable variance of £484k is reported against interest payable as a result of maximising short-term borrowing, alongside this a further one off windfall income of £161k related to Icelandic bank losses improves the position. In addition, as a result of anticipated capital expenditure and associated borrowing costs, a £108k underspend is reported on the revenue costs of debt financing, all of which bring the overall Interest and Investment Income position to a £753k favourable position. Levies and Other Corporate Budgets are forecast to underspend by £10k, mainly driven by a lower Concessionary Fares levy as the final levy figure wasn't available until after the budget was set. Housing Benefit remains on budget with no variance being reported. No material variances are reported across the remainder of Corporate Budgets, resulting in a headline underspend of £763k.

Table 4: Corporate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Revised Budget £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	Interest and Investment Income	Salaries	0	0	0	0
8,459	111		Non-Sal Exp	8,570	7,978	(592)	(592)
(487)	(166)		Income	(653)	(814)	(161)	(161)
7,972	(55)		Sub-Total	7,917	7,164	(753)	(753)
499	0	Levies and Other Corporate Budgets	Salaries	499	499	0	0
12,376	0		Non-Sal Exp	12,376	12,366	(10)	(11)
(12,289)	0		Income	(12,289)	(12,289)	0	0
586	0		Sub-Total	586	576	(10)	(11)
0	0	Housing Benefit Subsidy	Salaries	0	0	0	0
147,893	0		Non-Sal Exp	147,893	147,893	0	0
(149,358)	0		Income	(149,358)	(149,358)	0	0
(1,465)	0		Sub-Total	(1,465)	(1,465)	0	0
7,093	(55)	Total Corporate Operating Budgets		7,038	6,275	(763)	(764)

Development & Risk Contingency

37. For 2020/21 £16,127k was set aside to manage uncertain elements of budgets within the Development & Risk Contingency, which included £15,627k in relation to specific risk items and £500k as General Contingency to manage unforeseen issues, since this date, £2,470k has been released into directorates' base budgets, leaving £13,657k to finance expenditure in these areas.

Table 5: Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
1,063	0	Social Care	Asylum Service	1,063	589	(474)	(474)	(0)
3,211	0		Demographic Growth - Looked After Children	3,211	3,519	308	308	(0)
895	0		Demographic Growth - Children with Disabilities	895	460	(435)	(435)	0
2,873	(150)		SEN transport	2,723	2,464	(259)	(259)	0
3,842	(1,049)		Demographic Growth - Adult Social Care	2,793	3,762	969	924	45
1,736	(914)	Environment, Education & Community Services	Impact of Welfare Reform on Homelessness	822	894	72	69	3
0	0		Planning Enforcement	0	20	20	20	0
2,407	(357)	Infrastructure, Building Services & Transport	Waste Disposal Levy & Associated Contracts	2,050	1,685	(365)	(365)	0
(400)	0	Corporate Items	Additional Investment Income	(400)	(400)	0	0	0
500	0		General Contingency	500	500	0	0	0
16,127	(2,470)	Total Development & Risk Contingency		13,657	13,493	(164)	(212)	48

38. Within Social Care Contingency there is a slight movement in Month 8, an increased call of £45k for Adult Social Care primarily relating to additional demand over the winter period. There is no change to the Children's contingency items in Month 8
39. There is an increase in the pressure on homelessness of £3k, the forecast variance is against Temporary Accommodation. There is no change in Waste Services which is £365k below the contingency budget. This variance results from a revision to the forecast following confirmation of the quarter 2 pay as you throw tonnages from the West London Waste Authority.
40. It is expected that pressures can be managed within the £500k budget set aside for General Contingency. There is currently no pressure on service contingency leaving £500k available for any further calls on General Contingency. All contingency items will continue to be closely monitored over the coming months and forecasts refreshed accordingly, currently across the

range of contingency items there is a £164k underspend, which is being reflected in the overall monitoring position.

Exceptional Items – COVID-19 Pressures

41. The majority of the COVID-19 pressure is relating to Social Care, and Environment, Education & Community Services, these two areas represent £19,606k of the £30,193k in-year pressure. In addition, £1,883k pressures were identified in the 2019/20 financial year to give a total direct cost of £32,076k.
- a. Within Social Care, the Council is forecasting a pressure of just over £9.8m, driven by support offered to providers, additional demand for services and Personal Protective Equipment (PPE) to enable to Council to ensure that some of the more vulnerable residents are supported and receive the care they need during the pandemic.
 - b. In addition, approximately £1.7m of support has been provided to support homeless residents of the borough and ensure their safety during COVID-19, with a further £2.4m being used to fund environmental services including the mortuary and crematorium services, alongside waste management.
 - c. Included within this pressure is a forecast decline in Fees and Charges income of approximately £11m, some of which relates to services not running during the pandemic, alongside a number of Fees and Charges that the Council had temporarily suspended in order to support residents during difficult times, with the suspension of parking charges making up approximately £3.7m of this value.
42. Included within this position is a forecast assumption that the overall pressure caused by COVID-19 will be funded by Central Government and other funding strategies. The Council has confirmed funding of £32,720k (although the final figure will in part be based on actual income losses and may therefore fluctuate) which will be sufficient to manage pressures identified to date, although there remains a risk that new and emerging issues will leave a funding gap in either the current or future years.
43. The strategy to deal with any unfunded COVID-19 costs is to utilise Earmarked Reserves totalling £9,216k. As part of the outturn for 2019/20, the Council took the decision to transfer £3,293k into an Earmarked Reserve to boost the Council's financial resilience in 2020/21. A further £2,356k is held in Public Health Earmarked Reserves and £3,477k in service specific reserves, which can be utilised if necessary, to fund any further pressures in 2020/21 and later years.

HIP Initiatives

44. There is £677k of HIP Initiative balances brought forward at the start of the year. To date £13k has been allocated leaving, £664k available for future releases.

Schools Budget

45. At Month 8 the Dedicated Schools Grant position is reporting an in-year overspend of £9,824k. This represents a £374k adverse movement from Month 7, largely within the High Needs Block which shows an adverse £367k movement with a further £7k adverse movement in the Early Needs Block.

46. There are continuing pressures in the cost of High Needs. The recently published SEN2 data indicating growth in EHCP numbers of 17.5% highlights the risk of further pressures on this area of the budget. When the £15,002k deficit brought forward from 2019/20 is taken into account, the deficit to carry forward to 2021/22 is forecast at £24,826k. This pressure will ultimately be funded from future grant awards and will therefore not directly impact upon the Council's own resources.

Collection Fund

47. The Collection Fund is forecasting a deficit of £4,907k as at Month 8, a £22k adverse movement from Month 7 relating to Business Rates attributable to a significant reduction in gross yield, nearly wholly offset by Section 31 Grant income as more businesses qualify for Retail Relief. The variance being largely driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates taxbase as a result of expected business failures due to the COVID-19 pandemic.
48. Any deficit realised at outturn will impact on the General Fund budget in future years, with the Government confirming that Councils will be required to spread the deficit over a period of three years in equal instalments as a result of the in-year deficit being directly attributable to COVID-19, a third of the in-year deficit (£1,836k) would hit the Council's budget position for 2021/22 to 2023/24, effectively increasing the budget gap by this value, offset in 2021/22 by the brought forward surplus of £702k. The Spending Review confirmed that the Government will be funding 75% of this deficit, with further details to follow on the exact mechanics of this announcement, in the interim, the Council is assuming 75% of the £1,836k will be funded through this mechanism in the budget strategy, meaning only £459k will impact on the Council's balances.

Housing Revenue Account

49. The Housing Revenue Account is currently forecasting a £38k variance, resulting in a drawdown of reserves of £2,019k. This results in a projected 2020/21 closing HRA General Balance of £15,056k. This excludes the potential cost pressures of COVID-19, which are estimated at £345k. These pressures have not been included in the Month 8 forecast position for HRA revenue or capital as firstly they may not all materialise and secondly, they are at a level that is fundable in-year. In addition, lobbying for specific HRA COVID-19 funding from government is ongoing through London Councils.

Future Revenue Implications of Capital Programme

50. Appendix D to this report outlines the forecast outturn on the 2020/21 to 2024/25 Capital Programme, with a balanced position over the five-year programme. Alongside marginal variances on Government Grant income and Capital Receipts, Prudential Borrowing is projected to be £1,451k lower. The reduction in the borrowing requirement would result in a £70k per annum reduction to revenue, which represents a minor variance when set in the context of the current MTFF position on capital financing costs.
51. Capital Projects have been affected by the pandemic and the ability to deliver to previous timescales is being reviewed on an ongoing basis. A number of schemes have had to be put on hold.

Appendix A – Detailed Group Forecasts (General Fund)

FINANCE

52. A forecast underspend of £170k is reported for the Finance Directorate as at Month 8 against normal activities, with £1,456k being reported against the COVID-19 pressure within Exceptional Items.
53. The position is broadly in line with that reported for month 7. Pressures across the group relating to the partial achievement of the managed vacancy target for the service continue to be netted down by vacancies across the group. Resourcing assumptions have been revised accounting for the minor month on month improvement from Month 7.

Table 6: Finance Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
4,224	0	Corporate Finance	Salaries	4,224	4,268	44	0	44
636	0		Non-Sal Exp	636	674	38	43	(5)
(445)	0		Income	(445)	(549)	(104)	(59)	(45)
4,415	0		Sub-Total	4,415	4,393	(22)	(16)	(6)
5,844	107	Exchequer and Business Assurance Services	Salaries	5,951	6,036	85	85	0
3,283	133		Non-Sal Exp	3,416	3,398	(18)	(20)	2
(2,796)	(224)		Income	(3,020)	(3,040)	(20)	(19)	(1)
6,331	16		Sub-Total	6,347	6,394	47	46	1
1,790	(470)	Procurement	Salaries	1,320	1,268	(52)	(40)	(12)
3,318	57		Non-Sal Exp	3,375	3,226	(149)	(148)	(1)
(118)	111		Income	(7)	(1)	6	6	0
4,990	(302)		Sub-Total	4,688	4,493	(195)	(182)	(13)
11,858	(363)	Finance Directorate	Salaries	11,495	11,572	77	45	32
7,237	190		Non-Sal Exp	7,427	7,298	(129)	(125)	(4)
(3,359)	(113)		Income	(3,472)	(3,590)	(118)	(72)	(46)
15,736	(286)		Total	15,450	15,280	(170)	(152)	(18)

Exceptional Items – COVID-19 Pressures

Finance Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	COVID-19	0	1,456	1,456	1,456	0
0	0	Total Exceptional Items	0	1,456	1,456	1,456	0

54. Within the Finance Service, £1,456k is being reported against COVID-19 pressures under Exceptional Items. Assumptions are in line with those reported for Month 7.
55. The pressure arises predominantly from shortfalls in court fee income following the cessation of court hearings during the COVID-19 pandemic and is likely to increase until recovery activity through the courts can resume as normal. Additional overtime and agency resource

have also been approved to support the backlog of work within the Client Financial Affairs Team resulting directly from lockdown restrictions during the pandemic, and to support the administration of several COVID grant schemes within E&BAS.

FINANCE OPERATING BUDGETS (£170k underspend, £18k favourable movement)

Corporate Finance (£22k underspend - £6k favourable movement)

56. The position remains in line overall with that reported for Month 7 and previous months and arises from the projected pressure on the cost of external audit fees continuing to be offset by volume related reductions in bank charges and banking security costs during the COVID-19 pandemic.

Exchequer & Business Assurance Services (£47k pressure, £1k adverse movement)

57. Staff resource assumptions are consistent with Month 7 and a reduction in bank charges reflects the trend across other services in the group. The service is on track to deliver the MTFE savings target currently unallocated for 2020/21 with a BID review of the Business Assurance function implemented fully for Month 8.

Procurement (£195k underspend, £13k favourable movement)

58. The position at Month 8 remains largely unchanged from Month 7. The comparative stability of oil prices up to this point of the year and reductions to contracted repairs and maintenance costs within the Fleet Service continue to be the key driver for the underlying position. The BID review of the Procurement function has now been fully implemented and the small favourable movement from Month 7 arises from updates of resourcing assumptions.

SOCIAL CARE

59. Social Care is projecting an underspend of £21k at Month 7 on normal activities, an improvement of £7k on the Month 7 position. The contingency position is an adverse movement of £45k, with a net overspend of £109k on the development and risk contingency areas across Social Care. This excludes COVID-19 exceptional items of £9,858k that are covered under the development and risk contingency section below.

Table 7: Social Care Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
21,123	(344)	Provider and Commissioned Care	Salaries	20,779	19,145	(1,634)	(1,629)	(5)
9,849	670		Non-Sal Exp	10,519	11,193	674	690	(16)
(4,876)	0		Income	(4,876)	(4,700)	176	208	(32)
26,096	326		Sub-Total	26,422	25,638	(784)	(731)	(53)
7,350	732	Adult Social Work	Salaries	8,082	8,310	228	258	(30)
77,244	(2,483)		Non-Sal Exp	74,761	74,122	(639)	(337)	(302)
(23,405)	308		Income	(23,097)	(22,552)	545	256	289
61,189	(1,443)		Sub-Total	59,746	59,880	134	177	(43)
17,296	(310)	Children's Services	Salaries	16,986	16,878	(108)	(97)	(11)
21,287	39		Non-Sal Exp	21,326	23,707	2,381	2,595	(214)
(9,600)	(160)		Income	(9,760)	(11,544)	(1,784)	(2,089)	305
28,983	(431)		Sub-Total	28,552	29,041	489	409	80
1,714	(1)	SEND	Salaries	1,713	1,885	172	164	8
178	1		Non-Sal Exp	179	229	50	50	0
(125)	0		Income	(125)	(221)	(96)	(96)	0
1,767	0		Sub-Total	1,767	1,893	126	118	8
351	0	Public Health	Salaries	351	371	20	20	0
6,822	0		Non-Sal Exp	6,822	6,801	(21)	(21)	0
(45)	0		Income	(45)	(45)	0	0	0
7,128	0		Sub-Total	7,128	7,127	(1)	(1)	0
456	0	Health Integration & Voluntary Sector Partnership	Salaries	456	470	14	13	1
2,417	0		Non-Sal Exp	2,417	2,418	1	1	0
(107)	0		Income	(107)	(107)	0	0	0
2,766	0		Sub-Total	2,766	2,781	15	14	1
48,290	77	Social Care Directorate Total	Salaries	48,367	47,059	(1,308)	(1,271)	(37)
117,797	(1,773)		Non-Sal Exp	116,024	118,470	2,446	2,978	(532)
(38,158)	148		Income	(38,010)	(39,169)	(1,159)	(1,721)	562
127,929	(1,548)		Total	126,381	126,360	(21)	(14)	(7)

SOCIAL CARE DEVELOPMENT AND RISK CONTINGENCY (£109k overspend, £45k adverse movement)

60. The Council's 2020/21 Development and Risk Contingency includes provisions for areas of expenditure within Social Care for which there is a greater degree of uncertainty and relates to in-year demographic changes across Adults and Children's Social Care, including Asylum Seekers and SEN Transport. Table 8 sets out the Month 8 projected position for the Development and Risk Contingency, which is forecast to overspend by £109k, representing an adverse movement of £45k on the month 7 position.
61. The movement relates to Adults placements, where the contingency is forecast to overspend against budget by £969k, representing an adverse movement of £45k on the month 7 position mainly due to additional demand, and the continued impact of changes in funding arrangements for Learning Disability packages.
62. SEN Transport is reporting an underspend of £259k against contingency due to fewer routes operating and associated Passenger Assistants expenditure during April to July. However, given factors such as additional staffing expenditure due to Passenger Assistant illness/shielding requirements, ad hoc school closures due to staff illness, and potentially additional referrals from the SEN Team over the next few months (estimated to be 25-30 children), this will continue to be closely monitored.
63. The reported £308k pressure on Looked After Children is driven by demand for Secure Remand, Residential and Independent Fostering Placements, alongside increases in the number of high cost and semi-independent living placements.

Table 8: Social Care Development & Risk Contingency

Original Budget	Budget Changes	Development & Risk Contingency	Month 8		Variance (As at Month 8)	Variance (As at Month 7)	Movement from Month 7
			Revised Budget	Forecast Outturn			
£'000	£'000		£'000	£'000	£'000	£'000	£'000
1,063	0	Asylum Service	1,063	589	(474)	(474)	0
3,211	0	Demographic Growth - Looked After Children	3,211	3,519	308	308	0
895	0	Demographic Growth - Children with Disabilities	895	460	(435)	(435)	0
2,873	(150)	SEN Transport	2,723	2,464	(259)	(259)	0
3,842	(1,049)	Demographic Growth - Adult Social Care	2,793	3,762	969	924	45
11,884	(1,199)	Current Commitments	10,685	10,749	109	64	45
0	0	COVID-19	0	9,858	9,858	9,560	298
0	0	Total Exceptional Items	0	9,858	9,858	9,560	298

Exceptional Items – COVID-19 Pressures

64. Within Social Care, COVID-19 pressures of £9,858k are being reported, which is an increase on the requirement of £298k on the Month 7 position.
65. The Provider and Commissioned Care pressure includes £394k of additional staffing costs in care homes as a direct result of the pandemic. Of non-staffing pressures, there is £84k in undeliverable savings from the delayed implementation of the restructure of Children and

Family Development Services; £131k in additional costs for flats in the Extra care centres that were vacant and were unable to be re-let to the usual pre-COVID timescales between March and September; and £42k in additional banking administration charges for the Brokerage service due to extra payment cards being issued as part of the service's COVID response. Additionally, a loss of £356k in income is being reported which mostly relates to Early Years Centres as parental fee forecasts have fallen.

66. The Adult Social Care pressure includes £1,500k of support provided to external providers during the pandemic, to ensure continuation of care to eligible Social Care clients at a time when providers are facing financial difficulty. In addition to this, a further £2,200k is forecast to provide PPE within the wider Adult Social Care service delivery model. A further £2,062k is being forecast for additional demand, within the service as a result of the pandemic, with an increase of £298k this month representing the additional impact on Mental Health Services as a result of the pandemic. The remaining balance relates to workforce pressures within the service that are directly attributable to the pandemic.
67. The pressure associated with Children's Services (LAC) relates to an increase in spend in Residential care, as during the pandemic the department are unable to move Children on to more suitable accommodation and therefore achieve a lower unit cost, based on providing a more appropriate level of care. This is specifically caused by delays in moving on clients in LAC and Asylum and continuing to pay for spot purchases within Semi-Independent Placements, due to the limited availability of beds currently within the Block Contract arrangement.

SOCIAL CARE OPERATING BUDGETS (£21k overspend £7k favourable movement)

Provider and Commissioned Care (£784k underspend - £53k favourable movement)

68. At Month 8, Provider and Commissioned Care are reporting a £784k underspend. This is driven by large staffing underspends of £1,634k driven by reductions in agency cover as lower levels of staffing were required for service provision during lockdown. This has been particularly apparent in services such as Passenger Transport, which was heavily impacted by school closures and the temporary closure of Children's Centres, where permanent staff were redeployed to Early Year's Centres to replace agency staffing.

Adult Social Work (£134k overspend - £43k favourable movement)

69. The position reported at Month 8 on the base budget is an overspend of £134k across Adult Social Work, a favourable movement of £43k on Month 7.
70. There is an ongoing extensive review of the pooled budget arrangements with the CCG and the use of the Hospital Discharge NHS Covid Funding to fund additional costs of discharges, in the current year and then to determine the long-term impact of clients currently funded through this funding arrangement. Funding has now been agreed for the current year, with full assessment to be undertaken on the ongoing impact of COVID-19 on care needs and the changes to the type of care required.
71. There has been a review of demographics across Learning Disabilities and Mental Health Placements to determine any additional pressures arising this year as a result of the wider impacts of COVID-19.

Children's Services (£489k overspend - £80k adverse movement)

72. A review of funding allocations across the service, along with minor adverse movements in non-staffing budgets have been netted down by slight improvements in staffing forecasts as a result of a reduction of agency spend.
73. BID reviews are underway within Safeguarding Services which will address the high level of agency personnel currently within the service and ultimately reduce cost. Furthermore, the introduction of new agency staffing arrangements with Sanctuary Personnel, will deliver the temporary staff at a lower cost and support further reduction in spend.

SEND (£126k overspend, £8k adverse movement)

74. Pressures on staffing budgets within SEND are driven largely by the Educational Psychology Service, however, these additional staffing requirements are delivering income within the service and broadly net off this pressure. Across the remainder of the service, staffing and non-staffing pressures caused by agency staff covering vacant posts along with additional mediation costs are driving the overspend position and slight adverse movement at Month 8.

Public Health (Breakeven, nil movement)

75. The Public Health budgets are offset against the Public Health Earmarked Reserve, so any over or underspend are either funded by, or contribute to the reserve each year. The main spend within Public Health is through contract provision, for which services have continued to be delivered through the lockdown period as far as possible and the Government advice has been to continue funding these contracts at full value. It is currently forecast that Public Health services will be delivered within budget.

Health integration and Voluntary Sector Partnerships (£15k overspend - £1k adverse movement)

76. An adverse movement of £7k on the Month 7 position is reported as a result of minor revisions to staffing assumptions. There is a budget of £2.2m within this Service area to fund contributions to the Voluntary Sector, which is forecast to spend to budget at Month 8.

ENVIRONMENT, EDUCATION & COMMUNITY SERVICES

77. The Environment, Education and Community Services directorate is showing a projected outturn underspend of £667k at Month 8 on normal activities, an adverse movement of £18k from Month 7. A further £9,748k is being reported under the COVID-19 exceptional items disclosure. The overall variance on normal activities is a result of overspends in Education and Trading Standards offset by underspends in Planning, Greenspaces, Housing, & Community Safety.

Table 9: Environment, Education & Community Services Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance as at Month 7 £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
3,208	0	Planning, & Regeneration	Salaries	3,208	3,084	(124)	(124)	0
1,331	286		Non-Sal Exp	1,617	1,706	89	89	0
(4,462)	(230)		Income	(4,692)	(4,811)	(119)	(119)	0
77	56		Sub-Total	133	(21)	(154)	(154)	0
13,164	69	Green Spaces, Sports & Culture	Salaries	13,233	12,839	(394)	(350)	(44)
5,994	0		Non-Sal Exp	5,994	5,858	(135)	(101)	(34)
(10,767)	(52)		Income	(10,819)	(10,683)	136	72	64
8,391	17		Sub-Total	8,408	8,014	(393)	(379)	(14)
3,030	446	Housing	Salaries	3,476	3,425	(51)	(44)	(7)
3,940	3,121		Non-Sal Exp	7,061	6,635	(426)	(517)	91
(3,482)	(3,259)		Income	(6,741)	(6,523)	218	248	(30)
3,488	308		Sub-Total	3,796	3,537	(259)	(313)	54
973	0	Education	Salaries	973	1,079	106	30	76
4,230	0		Non-Sal Exp	4,230	4,306	76	146	(70)
(4,313)	0		Income	(4,313)	(4,322)	(9)	(9)	0
890	0		Sub-Total	890	1,063	173	167	6
2,419	36	Trading Standards, Environment & Health & Licensing	Salaries	2,455	2,415	(40)	(74)	34
559	0		Non-Sal Exp	559	821	262	214	48
(3,134)	0		Income	(3,134)	(3,214)	(80)	3	(83)
(156)	36		Sub-Total	(120)	22	142	143	(1)
2,251	(186)	Community Safety, Cohesion & Resilience	Salaries	2,065	1,725	(340)	(317)	(23)
2,713	(1,025)		Non-Sal Exp	1,688	1,857	169	173	(4)
(905)	191		Income	(714)	(719)	(5)	(5)	0
4,059	(1,020)		Sub-Total	3,039	2,863	(176)	(149)	(27)
25,045	365	Environment, Education & Community Services Directorate	Salaries	25,410	24,567	(843)	(879)	36
18,767	2,382		Non-Sal Exp	21,149	21,183	34	4	30
(27,063)	(3,350)		Income	(30,413)	(30,272)	141	190	(49)
16,749	(603)		Total	16,146	15,478	(667)	(685)	18

78. The Council's 2020/21 contingency budget contains provision for areas of expenditure or income within Environment, Education and Community Services for which there is a greater degree of uncertainty. At Month 8, projected calls on contingency are forecast to be £92k greater than the budgeted provision.

Table 10: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Contingency Item	Month 8		Variance as at Month 8 £'000	Variance as at Month 7 £'000	Movement from Month 7 £'000
			Revised Budget £'000	Forecast Outturn £'000			
822	0	Impact of Welfare Reform on Homelessness	822	894	72	69	3
0	0	Development Control - General Contingency	0	20	20	20	0
822	0	Total	822	914	92	89	3
		COVID-19	0	(9,748)	(9,748)	(9,240)	508
0	0	Total Exceptional Items	0	(9,748)	(9,748)	(9,240)	508

79. The data in the table below shows the use of Temporary Accommodation. At Month 7, the number of households in Bed and Breakfast accommodation is 30 units above the budgeted assumptions made in modelling Supply and Demand for the 2020/21 MTF.

Table 11: Housing Needs performance data

	September 2020	October 2020	November 2020
All Approaches	271	273	286
Full Assessment Required	214	194	195
New into Temporary Accommodation (Homeless and Relief)	44	29	20
Households in Temporary Accommodation	439	431	426
Households in B&B	176	176	160

80. As in previous years, a contingency has been set aside in 2020/21 to resource the procurement of Private Sector placements or the need for Temporary Accommodation in the borough. The call on contingency relating to homelessness is forecast at £894k, £72k above the budgeted provision.
81. The service is currently forecasting the number of clients in B&B accommodation will average 166 over the financial year, however, management actions to reduce numbers through increased non-cost prevention and move-on activity are ongoing.
82. The Council will continue to closely monitor this risk, as following the introduction of the Homeless Reduction Act in April 2018, there has been increased demand for Housing assistance. Specific funding is retained within an Earmarked Reserve to manage this risk.
83. At Month 8, a drawdown of £20k from General Contingency is being utilised to appoint Counsel for the planning enforcement enquiry at the Brookside Moor Lane, Harmondsworth site. This involves challenging the unauthorised use of green belt land for creating a scrap yard without planning consent.

Exceptional Items – COVID-19 Pressures

84. Environment, Education and Community Services are currently forecasting £9,748k of pressures against the COVID-19 exceptional items disclosure, with approximately £4,286k of this amount related to losses of income during the pandemic, with the balance being related to cost pressures. The movement of £508k is predominantly driven by additional support

required to support the Council's leisure centres, reflecting the ongoing restrictions applied to the running of these facilities during the pandemic.

85. The largest single pressure within the service area relates to a reported shortfall of £3,013k in Green Spaces, Sports and Culture income as a result of these services not being able to run during the pandemic, with leisure centres and golf courses closing for a period under Government guidelines. The remaining £1,273k of lost income relates to trading standards, food & safety and licencing (predominantly driven by imported food charges) and lost income from planning and development control Fees and Charges.
86. The expenditure pressures being reported in this area include approximately £1,755k for homelessness and rough sleeper support, ensuring that this vulnerable group is protected during the pandemic, alongside an estimated £2,986k of lost income and financial support for leisure centres following their closure during the national lockdown and £1,345k to support the Breakspear Crematorium hub. A number of smaller pressures reported across the directorate make up the remaining balance, with the largest of these being circa £134k within the Anti-Social Behaviour Team.

ENVIRONMENT, EDUCATION AND COMMUNITY SERVICES OPERATING BUDGETS (£667k underspend, £18k adverse movement)

Planning, Transportation and Regeneration (£154k underspend, nil movement)

87. Planning Services is currently reporting a £117k underspend, largely driven by unbudgeted S106 funding for Air Quality, recruitment delays to permanent posts and the significant reduction of agency staff across Development Management. Building Control is forecasting an underspend of £37k due to posts being held vacant until next financial year.

Green Spaces, Sports and Culture (£393k underspend, £14k favourable movement)

88. Green Spaces, Sports and Culture is currently reporting a £393k underspend. The service is reporting a £394k underspend against staffing; largely driven by vacant posts across the service in a number of different areas. A further £135k relates to a reduction in non-staffing expenditure which predominantly reflects the majority of services not being operational for the most part of the financial year and limited operation going forward as some of these services gradually resume. Income pressures of £136k related to the impact of the pandemic on ticket sales and other sales, partly offsets this position.

Housing (£259k underspend, £54k adverse movement)

89. Housing is reporting an underspend of £259k at Month 8. There is a variance within the First Time Buyers service of £214k due to reduced levels of activity following a slowdown in the Housing Market, this has reduced by £61k from the underspend reported at Month 7. Non contingency funded Homelessness budgets are underspending by £38k, predominantly due to the Winter Night Shelter provision not being required for 2020-21, as alternative support is being offered through the Rough Sleepers Grant.

Education (£173k overspend, £6k adverse movement)

90. The Month 8 position for Education shows an overspend of £173k against budget. The pressure on the base budget is related to a historical underlying pressure that is due to be addressed in a BID review of the Education service. The £6k adverse movement relates to

additional agency costs being incurred whilst the recruitment to the new Education service structure is completed.

Trading Standards, Environment Health & Licensing (£142k overspend, £1k favourable movement)

91. The service is reporting a £142k pressure at Month 8. There is a £40k staffing underspend forecast, largely attributable to delays in recruiting to vacant posts, not all of which are covered by agency resource. The £262k non-staffing pressure reflects ongoing costs associated with the Project Pompeii animal welfare case (£66k) and overspends within the Imported Food Office. The £80k favourable income position reflects the recent award of a Brexit support grant from Defra, funding agency and veterinary support spend. The movements across the subjective headings are mostly attributable to the impact of grant funding with the expected earmarked reserve drawdowns in Month 7 having been reversed.

Community Safety, Cohesion & Resilience (£176k underspend, £27k favourable movement)

92. The service is reporting a £176k underspend, with staffing underspends resulting from recruitment delays across the Community Safety and ASBET teams partly negated by non-staffing overspends. The favourable movement of £27k compared with Month 7 broadly reflects further recruitment delays across the service, of both permanent recruits and interim agency cover.

INFRASTRUCTURE, BUILDING SERVICES & TRANSPORT

93. Infrastructure, Building Services and Transport directorate is showing a projected outturn underspend of £979k at Month 8 on normal activities, a favourable movement of (£28k) from Month 7. A pressure of £7,363k is being reported against the COVID-19 pressures under exceptional items, a movement of £5k from Month 7. The overall variance is a result of underspends within Highways, Waste Services and Property & Estates.

Table 12: Infrastructure Building Services & Transport

Original Budget	Budget Changes	Service	Month 8		Variance (As at Month 8)	Variance (as at Month 7)	Movement from Month 7	
			Revised Budget	Forecast Outturn				
£'000	£'000		£'000	£'000	£'000	£'000	£'000	
449	10	Property & Estates	Salaries	459	422	(37)	(30)	(7)
3,596	0		Non-Sal Exp	3,596	3,518	(78)	(69)	(9)
(2,869)	(10)		Income	(2,879)	(3,181)	(302)	(316)	14
1,176	0		Sub-Total	1,176	759	(417)	(415)	(2)
1,581	0	Capital Programme	Salaries	1,581	1,253	(328)	(316)	(12)
254	0		Non-Sal Exp	254	138	(116)	(165)	49
(1,526)	0		Income	(1,526)	(992)	534	596	(62)
309	0		Sub-Total	309	399	90	115	(25)
1,034	(105)	Repairs & Engineering	Salaries	929	996	67	64	3
4,316	975		Non-Sal Exp	5,291	5,259	(32)	(56)	24
(222)	(163)		Income	(385)	(367)	18	25	(7)
5,128	707		Sub-Total	5,835	5,888	53	33	20
2,114	0	Highways	Salaries	2,114	2,134	20	20	0
3,741	0		Non-Sal Exp	3,741	3,253	(488)	(444)	(44)
(3,015)	0		Income	(3,015)	(3,001)	14	4	10
2,840	0		Sub-Total	2,840	2,386	(454)	(420)	(34)
9,399	96	Waste Services	Salaries	9,495	9,495	0	4	(4)
14,589	0		Non-Sal Exp	14,589	14,559	(30)	(43)	13
(3,236)	0		Income	(3,236)	(3,361)	(125)	(123)	(2)
20,752	96		Sub-Total	20,848	20,693	(155)	(162)	7
3,087	0	ICT	Salaries	3,087	2,854	(233)	(179)	(54)
4,444	0		Non-Sal Exp	4,444	4,681	237	182	55
(200)	0		Income	(200)	(203)	(3)	(3)	0
7,331	0		Sub-Total	7,331	7,332	1	0	1
959	0	Parking Services	Salaries	959	870	(89)	(87)	(2)
2,958	0		Non-Sal Exp	2,958	2,986	28	25	3
(8,429)	0		Income	(8,429)	(8,448)	(19)	(23)	4
(4,512)	0		Sub-Total	(4,512)	(4,592)	(80)	(85)	5
1,676	0	Transport, Aviation & Town Centre Initiatives	Salaries	1,676	1,608	(68)	(64)	(4)
239	0		Non-Sal Exp	239	243	4	0	4
(361)	0		Income	(361)	(314)	47	47	0
1,554	0		Total	1,554	1,537	(17)	(17)	0
20,299	1	Infrastructure, Building Services & Transport Directorate	Salaries	20,300	19,632	(668)	(588)	(80)
34,137	975		Non-Sal Exp	35,112	34,637	(475)	(570)	95
(19,858)	(173)		Income	(20,031)	(19,867)	164	207	(43)
34,578	803		Total	35,381	34,402	(979)	(951)	(28)

94. The Council's 2020/21 contingency budget contains provision for areas of expenditure or income within Building Services, Transport & Business Improvement for which there is a

greater degree of uncertainty. At Month 8, projected calls on contingency are £365k below budget.

Table 13: Development and Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 8		Variance (As at Month 8) £'000	Variance (as at Month 7) £'000	Movement from Month 7 £'000
			Revised Budget £'000	Forecast Outturn £'000			
2,050	0	Waste Disposal Levy & Associated Contracts	2,050	1,685	(365)	(365)	0
2,050	0	Current Commitments	2,050	1,685	(365)	(365)	0
		COVID-19	0	7,363	7,363	7,358	5
0	0	Total Exceptional Items	0	7,363	7,363	7,358	5

95. The call on the Waste contingency is £1,685k, which funds estimated population driven increases in the cost of disposal via the West London Waste Authority (WLWA) levy and associated waste disposal contracts. The variance reflects tonnage-based PAYT rebates for the first half of 2020/21 and realigned forecasts for other waste disposal contracts based on actual costs incurred this year to date.
96. There has been a 4% increase in residual waste volumes (which account for the largest proportion of the Council's disposal costs) this year to date compared to the same period last year, although this is within budgeted levels. Whilst mixed organic (food and garden) tonnages are running 17% above the level in the equivalent period last year (being impacted by the pandemic and lockdown), aggregate PAYT costs are below expectations, partly reflecting partly the more favourable disposal rates on these waste streams.
97. Mixed dry recycling tonnages are running 18% above those for the equivalent period last year, affecting disposal costs via the Council's contract with Biffa. This waste stream has been most significantly affected by the pandemic, with year on year increases sustained at a very high level. Accordingly, a further £650k is reported against Exceptional Items related to COVID-19 to report on the estimated additional costs emerging. This will be reviewed as the year progresses and the position becomes clearer.

Exceptional Items – COVID-19 Pressures

98. Infrastructure, Building Services and Transport Services are currently forecasting COVID-19 pressures of £7,363k, which relates to £1,650k of expenditure pressures alongside £5,713k of income shortfalls all directly attributable to the COVID-19 pandemic.
99. The largest single pressure within the service area relates to approximately £3,742k loss of income from parking Fees and Charges as the Council took the decision to temporarily cease charging in this area to support residents during difficult times, with a general reduction in parking activity also experienced.
100. The Waste Service is reporting staffing pressures due the Council's Passenger Services vehicles being used to transport waste crews to facilitate social distancing measures, as well as non-staffing pressures due to higher kerbside collections, predominantly within garden and mixed dry recycling, slower progress regarding recycling initiatives given delays in the recruitment to three new recycling officer posts and pressures in relation to recycling bag spend.

101. Within the income shortfall reported against COVID-19, £866k relates to the Waste Service, attributable to reduced income at the New Years Green Lane site whilst it was closed (and reduced activity since reopening), a decrease in income from Trade Waste collection services and a shortfall in recycling income as markets for certain materials, particularly textiles, have collapsed due to the pandemic.
102. A pressure against rental income of approximately £570k is included within Property & Estates on the anticipation that income collection rates are likely to reduce from commercial shops, General Estates and garages alongside other small pressures within rental income budgets.
103. Finally, £494k is being reported in Highways as a result of the part-year suspension of vehicle crossovers work and reduced street-works activity during the early part of the first lockdown period.

BUILDING SERVICES, TRANSPORT AND BUSINESS IMPROVEMENT SERVICES OPERATING BUDGETS (£979k underspend, £28k favourable movement)

Property and Estates (£417k underspend, £2k favourable movement)

104. There is a reported underspend of (£417k) at Month 8, predominantly due to additional rental income receivable from two new leases effective from April 2020.

Capital Programme (£90k overspend, £25k favourable movement)

105. The Capital and planned works service is showing a projected pressure of £90k against base budget. This represents the residual expenditure for staffing and project costs after fees have been assumed as chargeable to capital projects.

Repairs and Engineering (£53k overspend, £20k adverse movement)

106. The Facilities Management Service is showing an overspend of £53k against budget, attributable to increased reactive and compliance works required across the corporate property portfolio.

Highways (£454k underspend, £34k favourable movement)

107. The service is reporting a £454k underspend at Month 8, largely reflecting non-staffing underspends. These comprise reduced costs associated with the construction of domestic vehicle crossings whilst works ceased following lockdown (not resuming until the latter part of May), below-budget street lighting energy spend, a reduction in the minor works programme and the suspension of column testing works, which cannot take place over the winter period. This month's favourable variance is mostly attributable to a further reduction in street lighting electricity costs.

Waste Services (£155k underspend, £7k adverse movement)

108. There is a reported £155k underspend across Waste Services. The £30k non-staffing underspend is attributable to the temporary cessation of Waste Weekend events and the permanent closure of the Hatton Cross public convenience partly offset by increased spend on trade waste bin maintenance. There is a favourable income variance of £125k, largely reflecting the new charging structure for bulky waste collection services, with some additional revenue arising as a result of sales of bulk bins to developers of flatted properties.

ICT (£1k overspend, £1k adverse movement)

109. ICT is reporting a £1k overspend at Month 8. Whilst there is a favourable staff costs variance of £233k, largely attributable to vacant posts as the service continues to recruit to establish the structure approved as part of the March 2019 BID business case, there is a non-staffing pressure of £237k with annual renewal uplifts and upgrades impacting on contract costs. The favourable staffing movement in the month results from a further recruitment delay, this being broadly offset with an adverse non-staffing movement due to the emergence of additional contract cost pressures.

Parking Services (£81k underspend, £4k adverse movement)

110. The service's reported underspend at Month 8 is largely attributable to the staffing forecast, with recruitment to several vacant posts, particularly within the Parking Admin Team, subject to delay. The £28k non-staffing pressure partly reflects costs associated with CCTV cameras – both new kit and the repair of existing equipment. There is an expected over-achievement of £19k in parking suspensions income.

Transport, Aviation & Town Centre Initiatives (£16k underspend, nil movement)

111. A £68k staffing underspend at Month 8 relates to the recruitment of a Town Centres Improvement Officer no longer being progressed (this post was to be recharged to capital, with a compensatory pressure reported within the service's income forecast), maternity leave adjustments, and delays in recruiting a Highways Engineer post within the Transport Team. This is largely netted down by a £4k adverse non-staffing variance and a £48k income shortfall, reflecting the aforementioned capital recharge and sunk costs relating to the TfL grant suspension.

CORPORATE RESOURCES & SERVICES OPERATING BUDGET

112. An underspend of £542k is reported for the Corporate Resources and Services Directorate at Month 8, a favourable movement of £46k from Month 7. The overall variance is a result of an underspend within Business and Technical Support. The pressure reported against the COVID-19 exceptional item disclosure is in line with that reported for Month 7.

Table 14: Corporate Resources & Services Directorate Operating Budgets

Original Budget £'000	Budget Changes £'000	Service	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7	
			Revised Budget £'000	Forecast Outturn £'000				
1,496	0	Democratic Services	Salaries	1,496	1,518	22	25	(3)
1,750	0		Non-Sal Exp	1,750	1,785	35	33	2
(702)	0		Income	(702)	(692)	10	10	0
2,544	0		Sub-Total	2,544	2,611	67	68	(1)
1,791	0	Human Resources	Salaries	1,791	1,779	(12)	(11)	(1)
978	0		Non-Sal Exp	978	968	(10)	(10)	0
(232)	0		Income	(232)	(242)	(10)	(10)	0
2,537	0		Sub-Total	2,537	2,505	(32)	(31)	(1)
2,303	44	Legal Services	Salaries	2,347	2,172	(175)	(159)	(16)
58	1		Non-Sal Exp	59	83	24	24	0
(284)	0		Income	(284)	(284)	0	0	0
2,077	45		Sub-Total	2,122	1,971	(151)	(135)	(16)
614	0	Corporate Communications	Salaries	614	591	(23)	(17)	(6)
152	0		Non-Sal Exp	152	149	(3)	(3)	0
(26)	0		Income	(26)	(26)	0	0	0
740	0		Sub-Total	740	714	(26)	(20)	(6)
679	0	Business Performance	Salaries	679	671	(8)	(8)	0
83	0		Non-Sal Exp	83	85	2	0	2
0	0		Income	0	0	0	0	0
762	0		Sub-Total	762	756	(6)	(8)	2
11,014	20	Business & Technical Support	Salaries	11,034	10,287	(747)	(734)	(13)
2	0		Non-Sal Exp	2	(34)	(36)	(25)	(11)
(717)	0		Income	(717)	(328)	389	389	0
10,299	20		Sub-Total	10,319	9,925	(395)	(370)	(24)
17,897	64	Corporate Resources & Services Directorate	Salaries	17,961	17,018	(943)	(904)	(39)
3,023	1		Non-Sal Exp	3,024	3,036	12	19	(7)
(1,961)	0		Income	(1,961)	(1,572)	389	389	0
18,959	65		Total	19,024	18,482	(542)	(496)	(46)

Exceptional Items – COVID-19 Pressures

113. Within the Corporate Resources and Services Directorate, a pressure of £1,074k is being reported against the COVID-19 exceptional items disclosure, with £938k of this relating to expenditure pressures and £136k relating to income shortfalls.

Table: 15 Corporate Resources & Services Development & Risk Contingency

Original Budget £'000	Budget Changes £'000	Development & Risk Contingency	Month 8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000
			Revised Budget £'000	Forecast Outturn £'000			
0	0	COVID-19	0	1,074	1,074	1,088	(14)
0	0	Total Exceptional Items	0	1,074	1,074	1,088	(14)

114. Within the expenditure pressures, £260k relates to non-staff related operational resource, the most significant being the costs of non-Social Care Personal Protective Equipment (PPE) with the remaining balance made up of smaller items, the largest being £18k of mortuary funding for additional PPE and refrigerated storage. The costs of additional staff resource to support the Authorities response to the Pandemic and offer support to Residents comprises £245k.
115. Within the £136k pressure reported against income shortfalls from the COVID-19 pandemic, the majority relates to a loss of income against Land Charges, alongside £187k relating to income from the registration of Births, Deaths and Marriages related to lockdown restrictions and social distancing impacting on these services.

CORPORATE RESOURCES & SERVICES OPERATING BUDGET (£542k underspend, £46k favourable movement)

Democratic Services (£67k pressure, £1k favourable movement)

116. A pressure of £67k is reported for Month 8, broadly in line with the position reported for Month 7 due to minor changes across the Service.

Human Resources (£32k underspend, £1k favourable movement)

117. The Month 8 position is now reflecting the impact of the reorganisation of the senior Management tier, in full, in line with the ongoing BID review and proposals agreed by the Leader. As for previous months, underspends in Learning and Development budgets continue to be reported as a result of a reduction in training spend during lockdown and have increased further across months accounting for the month on month movement across non-salaries.

Legal Services (£151k underspend, £16k favourable movement)

118. Posts held vacant within Legal Services during the COVID-19 pandemic have resulted in a net underspend. The Month 8 position continues to assume recruitment to 6 posts of varying grades currently vacant before the year end and includes a £60k provision for the utilisation of external legal expertise that may be required to support with peaks in workload.

Corporate Communications (£26k underspend, £6k favourable movement)

119. The service is reporting an underspend of £26k at Month 8. There is a £23k staff costs underspend, attributable to delayed recruitment to several vacant posts, not all of which have been covered by agency. The £3k non-staffing underspend largely results from reduced printing costs associated with the smaller format April/May edition of Hillingdon People.

Business Performance (£6k underspend, £2k adverse movement)

120. The Business Performance position at Month 8 is broadly in line with the position reported at Month 7.

Business & Technical Support (£394k underspend, £24k favourable movement)

121. The service is reporting an underspend of £394k, largely attributable to vacant posts, with recruitment to a number of these not now anticipated following staffing reviews across the group. Savings arising from post deletions are assumed to deliver the MTFE savings target, the reorganisation of the Senior Management tier as part of the ongoing Service BID reviews approved by the Leader is reflected for the current month.

Appendix B – Other Funds

SCHOOLS BUDGET

Dedicated Schools Grant (£9,824k overspend, £374k adverse)

122. The Dedicated Schools Grant (DSG) monitoring position is an in-year overspend of £9,824k at month 8, this is an increase of £2,650k on the budgeted deficit of £7,175k and a £367k adverse movement from the position reported at month 7. The overspend is due to ongoing pressures in the cost of High Needs placements, where significant growth continues. The budget for High Needs was increased for 2020/21 to take account of projected growth, but the latest projections indicate a further increase in the expenditure on pupils with an EHCP being placed in Independent special school placements along with an increase in the spend on specialist SEN tuition for pupils with an EHCP. When the £15,002k deficit brought forward from 2019/20 is taken into account, the cumulative deficit carry forward to 2021/22 is £25,026k.

Table 16: DSG Income and Expenditure 2020/21

Original Budget	Budget Changes	Funding Block	Month 8		Variance		
			Revised Budget	Forecast Outturn	Variance (As at Month 8)	Variance (As at Month 7)	Change from Month 7
			£'000	£'000	£'000	£'000	£'000
(296,926)	151	Dedicated Schools Grant Income	(296,775)	(296,775)	0	0	0
231,400	(28)	Schools Block	231,372	231,253	(119)	(119)	0
25,401	0	Early Years Block	25,401	25,407	7	0	7
3,270	0	Central Schools Services Block	3,270	3,317	47	47	0
44,030	(123)	High Needs Block	43,907	46,622	2,715	2,348	367
7,175	0	Total Funding Blocks	7,175	9,824	2,650	2,276	374
		Deficit Brought Forward 1 April 2020	15,002	15,002			
		Deficit Carried Forward 31 March 2021	22,177	25,026			

Dedicated Schools Grant Income (Nil variance, no change)

123. It is not expected that there will be any further adjustments to the Dedicated Schools Grant Income for 2020/21.

Schools Block (£119k underspend, no change)

124. The Schools Block includes all funding paid directly to mainstream schools as part of their delegated budget share, including the funding recouped by the ESFA and paid to mainstream academies. There is also a growth contingency fund which is funded from the Schools Block. Schools that are expanding, in agreement with the local authority, to meet basic need pupil population growth, receive additional funding to provide financial recompense throughout the relevant financial year to cover the cost of this agreed and planned growth.

125. Schools Forum took the decision to withhold growth contingency allocations for one school due to insufficient projected pupil growth in September 2020 and therefore there will be an underspend relating to this allocation. The growth contingency policy has been amended for 2020/21 in order address the growth in secondary pupils. Schools will be funded for any Year 7 pupils which are above the Published Admission Number (PAN). £480k was set aside for

this purpose, with the actual funding requirement will not be known until actual numbers on roll recorded on the October census are confirmed.

126. The growth contingency also funds diseconomies of scale funding for new basic need academy schools. School Forum has taken the decision to limit the funding to one school in receipt of diseconomies which has resulted in a further projected underspend.

Early Years Block (7k overspend, £7k adverse)

127. The process for determining early years funding allocations for local authorities is to take an annual census count of the number of hours taken up by children each January. The rationale is that this is the mid-point of the academic year and therefore balances the lower numbers eligible for the free entitlements in the autumn term and the higher numbers in the summer term. The DfE recognises that, given COVID-19, the number of children accessing childcare may not have returned to normal levels by January 2021. Therefore, the final funding allocation to local authorities for the 2020 autumn term will be based on the January 2020 census count.
128. From the start of the autumn term 2020, the guidance is for local authorities to continue to fund providers which are open at broadly the levels they would have expected to see in the 2020 autumn term had there been no COVID-19 outbreak. Providers which have been advised to close, or left with no option but to close, due to public health reasons should also be funded as normal. Providers which are closed, without public health reason, should not receive funding. Guidance has not yet been released on the approach that local authorities should take to funding providers in the Spring term 2021.

Central School Services Block (£47k overspend, no change)

129. The published DSG budget allocations confirmed a 20% decrease in the Central School Services Block provided for historic commitments. This resulted in a £265k reduction in funding, though this was partly off-set by £51k of additional funding for pupil growth. This reduction in funding resulted in a budget shortfall for the services funded by the Central School Services block adding to the pressure which has led to an overall deficit DSG being agreed for 2020/21.
130. At month 8 the Central School Services block is projecting a £47k pressure predominantly due the additional cost of maternity cover in the School Placement and Admissions.

High Needs Block (£2,715k overspend, £367k adverse)

131. There continues to be significant pressure in the High Needs Block in 2020/21, with an overspend of £2,715k being projected at month 8. The growth in the number of pupils with an EHCP continued throughout 2019/20 and the current academic year has seen a further increase in the number of pupils with an EHCP.
132. Most in-borough special schools are over their commissioned place number. Where a special school is over its planned place number there is a requirement to fund for the additional places plus the agreed top-up funding which is placing additional pressure on the High Needs block.
133. Due to a continuing lack of capacity in-borough and across other local authority provision, there is a requirement to place pupils in more costly school placements, with a further increase in the number of children that commenced new placements in Independent special schools

in the current academic year. The adverse movement being reported at month 8 is partly due to clarification of the liability for a number of placements relating to a major SEN provider.

134. There are still a number of SEN pupils awaiting a school placement and whilst an estimate of the cost of this has been included in the current projection, the actual cost of these placements is not yet known and so there may be a further increase to the total expenditure on SEN placements. In addition, the local authority is often required to provide specialist tuition for SEN pupils without a school placement. The total cost on this tuition has increased significantly over the last twelve months with the current projection that there will be a £325k overspend in this area which accounts for some of the month 8 adverse movement.
135. There was a further increase in the cohort of post-16 SEN placements in 2019/20 and this has put additional pressure on the 2020/21 High Needs budgets with the potential that placements for young people with SEN can continue to be funded up to the age of 25. The current projection has been updated to reflect the changes in placements of this cohort from September 2020.
136. In addition to the cost of pupils with an EHCP, the High Needs Block is now funding Early Support Funding (ESF) as an alternative to the allocation of statutory funding for children with SEN who experience significant barriers to learning. This funding allows schools to access funding quicker to enable them to intervene early and have the greatest impact. Whilst the expectation is that this might reduce total costs in the long-term, we are yet to see the financial impact of this.

COVID-19 - Financial Impact on Schools

137. Some schools have indicated budget pressures as a consequence of additional costs in relation to COVID-19. Whilst most schools have now received some additional funding to cover some of these exceptional costs, there is a further opportunity in December for schools to apply for funding for costs incurred between March and July that have not previously been claimed for. The DfE has confirmed that there will be no opportunity for schools to claim for exceptional costs incurred as a result of COVID since September. The expectation is that these costs should be met from existing school funding.
138. Central Government has announced that there will be an opportunity for schools with high staff absence rates as a consequence of COVID-19 to apply for additional 'COVID-19 workforce funding', which will be backdated to the beginning of November. Further guidance on how much schools might be entitled to and how the claim process will work is yet to be published but the initial criteria appear to indicate that only a limited number of schools will be eligible for this funding.
139. The impact of COVID-19 on income generation has also been significant for some schools. Several schools generate significant levels of additional income from private sources for letting the premises and COVID-19 has resulted in a temporary stop on all such activities. The DfE has confirmed that there will be no additional funding in relation to this and therefore this lost revenue will create an additional pressure on school budgets.
140. The DfE has confirmed that the £650m universal catch-up premium funding will be paid directly to schools through the 2020/21 academic year, on a per pupil basis. Mainstream schools will receive £80 per pupil, with Special Schools receiving £240 per place. Schools will have flexibility to use this funding which should be used for specific activities to support pupils to catch up for lost teaching over the previous months. In addition, schools will be able to

access £350m of funding through a National Tutoring Programme to provide additional targeted support for those children and young people who need the most help.

COLLECTION FUND

141. A deficit of £4,807k is reported within the Collection Fund relating to an adverse position across both Council Tax and Business Rates, which is predominantly driven by reduced growth in the Council Tax taxbase and a reduction in the Business Rates taxbase as a result of expected business failures due to the COVID-19 pandemic. Additional support within Council Tax is driving approximately 40% of the pressure as households face financial difficulty. The majority of the movement sits within Business Rates and is attributable to a significant reduction in gross yield, nearly wholly offset by Section 31 Grant income as more businesses qualify for Retail Relief.
142. Any deficit realised at outturn will impact on the General Fund budget in future years, with the Government confirming that Councils will be required to spread the deficit over a period of three years in equal increments as a result of the in-year deficit being directly attributable to COVID-19, a third of the in-year deficit (£1,836k) would hit the Council's budget position for 2021/22 to 2023/24, effectively increasing the budget gap by this value, offset in 2021/22 by the brought forward surplus of £702k. The Spending Review confirmed that the Government will be funding 75% of this deficit, with further details to follow on the exact mechanics of this announcement, in the interim, the Council is assuming 75% of the £1,836k will be funded through this mechanism in the budget strategy, meaning only £459k will impact on the Council's balances.
143. The Council is participating in the 50% Business Rates Retention Pool for London, which provides scope for retaining additional growth while guaranteeing the level of income the Council would have received under the existing 50% Retention system. Business Rates projections below reflect this guaranteed position, with any additional funds available from the pool to be captured separately in budget setting reports as appropriate.

Table 17: Collection Fund

Original Budget £'000	Budget Changes £'000	Service	Month8		Variance (As at Month 8) £'000	Variance (As at Month 7) £'000	Movement from Month 7 £'000	
			Revised Budget £'000	Forecast Outturn £'000				
(131,835)	0	Council Tax	Gross Income	(131,835)	(131,211)	624	648	(24)
11,049	0		Council Tax Support	11,049	13,202	2,153	2,108	45
39	0		B/fwd Deficit	39	303	264	264	0
(120,747)	0		Sub-Total	(120,747)	(117,706)	3,041	3,020	21
(112,314)	0	Business Rates	Gross Income	(112,314)	(78,245)	34,069	31,836	2,232
(6,141)	0		Section 31 Grants	(6,141)	(34,280)	(28,139)	(25,968)	(2,170)
53,666	0		Less: Tariff	53,666	53,666	0	0	0
8,784	0		Less: Levy	8,784	5,586	(3,198)	(3,137)	(61)
(498)	0		B/fwd Surplus	(498)	(1,464)	(966)	(966)	0
(56,503)	0	Sub-Total	(56,503)	(54,737)	1,766	1,765	1	
(177,250)	0	Total Collection Fund	(177,250)	(172,443)	4,807	4,785	22	

144. At Month 8 a deficit of £3,041k is projected against Council Tax, the position includes an adverse variance reported against Gross Income of £624k, which is being driven by a smaller than forecast growth in the taxbase as a result of delays in property building during the pandemic alongside a reduction in the collection rate forecasting to lead to an increase in the bad debt provision required for 2020/21. The movement from Month 7 is mainly driven by a

marginal movement in the taxbase forecast. The majority of the pressure in Council Tax is driven by a £2,153k pressure within Council Tax Support as a result of increased demand as households face financial difficulties. The position is compounded by a pressure of £264k against the brought forward surplus as a result of an adverse movement at outturn within Council Tax, this is the result of the Council ceasing debt chasing activities at the end of 2019/20 due to the COVID-19 pandemic. Within this position, potential volatility in Discounts and Exemptions continue to be closely monitored.

145. A £1,766k deficit is reported across Business Rates at Month 8, the position includes an adverse variance against in-year activity of £2,732k with this variance being driven by an adverse position within Gross Rates of £34,069k. This is predominantly due to the Government's support package to assist businesses during the pandemic, including 100% rates relief for the retail, hospitality and leisure sectors, this relief is wholly funded by Section 31 Grants and explains the favourable position in this area, represented by an overachievement of grant income of £28,139k. The £34,069k adverse variance against gross rates assumes a reduction in the taxbase due to business failure caused by financial hardship during the pandemic. The additional support offered by Central Government was announced after the Council set the 2020/21 budget and explains why such large variances are being reported.
146. The in-year position includes a favourable position being reported against the Levy of £3,198k, which is the result of the reduction in the taxbase and lower gross rates yield for the Council, leading to a lower levy payment due to Central Government. In addition, a surplus is reported against the brought forward surplus of £966k, driven by a favourable movement at outturn as a result of clarity received from the London Pool position at year end.

Appendix C – HOUSING REVENUE ACCOUNT

147. The Housing Revenue Account (HRA) is currently forecasting a drawdown of reserves of £2,019k, which is £2k favourable compared to the Month 7 position. This excludes the potential cost pressures of COVID-19, which are estimated at £345k. The 2020/21 closing HRA General Balance is forecast to be £15,056k. The use of reserves is funding investment in new housing stock. The table below presents key variances by service area.

Table 18: Housing Revenue Account

Service	Month 8		Variance (+ adv / - fav)		
	Revised Budget	Forecast Outturn	Variance (As at Month 8)	Variance (As at Month 7)	Movement from Month 7
	£'000	£'000	£'000	£'000	£'000
Rent Income	(57,872)	(57,693)	179	179	0
Other Income	(5,414)	(5,307)	107	107	0
Net Income	(63,286)	(63,000)	286	286	0
Housing Management	14,741	14,603	(138)	(135)	(3)
Tenant Services	3,759	3,789	30	48	(18)
Repairs	5,368	5,742	374	355	19
Planned Maintenance	4,040	3,450	(590)	(590)	0
Capital Programme Funding	20,790	20,790	0	0	0
Interest & Investment Income	15,385	15,385	0	0	0
Development & Risk Contingency	1,260	1,260	0	0	0
Operating Costs	65,343	65,019	(324)	(322)	(2)
(Surplus) / Deficit	2,057	2,019	(38)	(36)	(2)
General Balance 01/04/2020	(17,075)	(17,075)	0	0	0
General Balance 31/03/2021	(15,018)	(15,056)	(38)	(36)	(2)

Income

148. As at Month 8 the rental income and other income forecast is an under-recovery totalling £286k, nil movement on Month 7.

149. The number of Right to Buy (RTB) applications received in the first eight months of 2020/21 was 119 compared to 120 for the same period in 2019/20. There has been 21 RTB completions in the first eight months of 2020/21 compared to 35 for the same period in 2019/20; a reduction of 40%. As at Month 8, the 2020/21 forecast RTB sales is 40 compared to the budget of 50, nil movement from Month 7. The RTB sales will be kept under further review especially over the next two important months, given the lead-in times to complete sales by the end of March.

Expenditure

150. The Housing management service is forecast to underspend by £138k, a small favourable movement of £3k on Month 7 relating to running costs.

151. Tenant services is forecast to overspend by £30k, a favourable movement of £18k on month 7 due to reduced forecast spend on caretaking agency costs.
152. The repairs and planned maintenance budget totals £9,408k. There is an adverse movement on Month 7 of £19k due to increased forecast on repairs staffing costs relating to overtime and standby pay.
153. As at Month 8 the capital programme funding, interest and investment income and development and risk contingency budgets are forecast to breakeven.

COVID-19 cost pressures on the HRA

154. The table below summarises the HRA COVID-19 cost pressures that are not included in the HRA forecast position. The COVID-19 cost pressures total £345k at Month 8 and will be kept under review during the year. The movement from Month 7 is nil.
155. The key pressures relate to repairs and maintenance totalling £81k due to unreported and catch up day-to-day repairs, potential staffing costs of £50k relating to domestic violence and anti-social behaviour, and bad debt provision totalling £214k due to increasing arrears and the age of the arrears.

Table 19: HRA COVID-19 pressures

HRA COVID-19 pressures	2020/21 Month 8	2020/21 Month 7	2020/21 Movement from Month 7
	£'000	£'000	£'000
Repairs and Planned Maintenance	81	81	0
Staffing	50	50	0
Development and Risk Contingency – Bad Debt Provision	214	214	0
Total HRA Revenue Covid-19 pressures	345	345	0

HRA Capital Expenditure

156. The HRA capital programme is set out in the table below. The 2020/21 revised budget is £63,009k following re-phasing of some Major Projects expenditure budgets into future years. The 2020/21 forecast expenditure is £46,275k with a net variance of £16,734k of which £15,439k is due to re-phasing and £1,295k due to cost under spends.

Table 20: HRA Capital Expenditure

Programme	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance Forecast V Revised Budget	2020/21 Project Re-Phasing	Total Project Budget 2020-25	Total Project Forecast 2020-25	Total Project Variance 2020-25	Movement 2020-25
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Major Projects (Note 1)								
New General Needs Housing Stock	36,272	27,770	(170)	(8,332)	141,424	141,254	(170)	-
New Build - Shared Ownership	4,000	785	(125)	(3,090)	14,867	14,742	(125)	-
New Build - Supported Housing Provision	816	816	0	0	816	816	0	-
Total Major Projects	41,088	29,371	(295)	(11,422)	157,107	156,812	(295)	-
HRA Programmes of Work								
Works to Stock programme	15,870	11,853	0	(4,017)	60,243	60,243	0	-
Major Adaptations to Property	2,188	1,188	(1,000)	0	10,129	9,129	(1,000)	(300)
Green Homes	3,863	3,863	0	0	3,863	3,863	0	-
Total HRA Programmes of Work	21,921	16,904	(1,000)	(4,017)	74,235	73,235	(1,000)	(300)
Total HRA Capital	63,009	46,275	(1,295)	(15,439)	231,342	230,047	(1,295)	(300)
Movement from Month 5	-	(1,062)	(300)	(762)	-	(300)	(300)	

Note 1: see Annex A for a detailed breakdown of the major projects by scheme

Major Projects

157. Following November Cabinet approval of re-phasing of £6,463k expenditure on various projects continuing into future years, the 2020/21 Major Projects programme revised budget is £41,088k. Forecast expenditure in 2020/21 is £29,371k, with a re-phasing variance of £11,422k and a cost underspend of £295k forecast in 2020/21.

New General Needs Housing Stock

158. There is a forecast re-phasing of £8,332k across the General Needs programme due to delays in the progress of several projects, partly arising from COVID-19 lockdown.

159. A cost under spend of £300k is forecast on the completed mixed tenure development at Acol Crescent, apportioned across general needs and shared ownership, after agreement of the final account with the contractor. This is marginally offset by a minor over spend of £5k on the acquisition of 17 new build homes over three sites.

160. The redevelopment of Maple and Poplar Day Centre was put on hold due to the COVID-19 crisis but is now expected to commence shortly. The construction works have been tendered and a contractor is ready to be appointed. The project has a planned development of 34

units comprising 50% general needs social housing and the remainder being shared ownership.

161. Works are in progress on site for the redevelopment of the former Willow Tree depot into general needs housing and are expected to be complete in April 2021.
162. Construction works at the Nelson Road development were paused due to COVID-19 however the main contractor resumed work on site in July 2020 with the construction of the 6 new homes now expected to be complete by May 2021.
163. A further ten buy backs of ex Right to Buy properties have been identified amounting to £2,351k to be submitted for formal approval shortly. In total £8,519k has been identified or committed this financial year for buy backs of former Right to Buy properties, from the Acquisitions and Internal Developments budget, inclusive of stamp duty, legal fees & expected void repairs costs.
164. In October 2019 Cabinet Members approved the purchase of land at Newport Road and a turnkey package development of 28 units for short-term accommodation, at a total cost of £9,071k including stamp duty and fees, and a deposit of £1,297k was previously paid in 2019/20. Further staged payments will be released in 2020/21 and 2021/22 as the construction works progress, which are due to complete in September 2021.
165. In September 2020 Cabinet Members approved the purchase of freehold acquisition of 253 Park Road, Uxbridge and 9 new build homes for short term accommodation which are currently under construction at a package price of £3,736k including stamp duty and fees, with a deposit of £724k payable on exchange of contracts. A further staged payment will be released in 2020/21 on completion of the construction works, which are due to complete in March 2021.

New Build - Shared Ownership

166. Revised plans for the redevelopment of Woodside Day Centre have been reviewed following changes to the original plan for the ground floor. Changes to the design are being made for a planning application to be submitted shortly followed by tenders. Construction works are expected to proceed next year.
167. The construction of five new 3-bed shared ownership dwellings at land to the rear of 113-127 Moorfield Road, Cowley is expected to commence in early 2021 following the appointment of the main contractor. The scheme had been paused during the pandemic.

New Build - Supported Housing

168. Construction of the supported housing projects at Grassy Meadow and Park View are complete and sites are operational, with some minor external works at Grassy Meadow remaining to be completed in 2020/21. Liquidated damages continue to be held against the Park View contractor for delays. Currently the total project costs are expected to come in within the revised budget pending any appeals from the contractor.

HRA Programmes of Work

169. The Works to Stock 2020/21 revised budget is £15,870k. Additional works of £2,454k are required in 2020/21 for the remediation of Packet Boat House to be managed within the

overall HRA capital programme. Works are in various stages of progress across various work streams with some schemes and planned programmes continuing into next year.

170. The major adaptations to property budget forecast is reporting an underspend of £1,000k based on anticipated demand for the year, a movement of £300k from last month.
171. The Council has been successful with an application to the Green Homes Grant Local Authority Delivery scheme for funding to provide energy efficiency upgrades to low-income homes, and has recently been awarded £3,863k from the Department for Business, Energy and Industrial Strategy. Works are being tendered to appoint contractors early in 2021 to provide loft insulation, cavity wall insulation, low energy lights and double glazing across existing Council housing.

HRA Capital Receipts

172. There has been 21 Right to Buy sales of council dwellings as at the end of November 2020 for a total gross sales value of £4,284k. A further 19 sales are forecast to bring the yearly total to 40, totalling £7,990k in 2020/21.
173. In response to the ongoing situation brought about by the Covid-19 pandemic, the MHCLG announced in mid-December 2020 the extension of the deadline to spend the Right to Buy 1-4-1 capital receipts generated in 2017/18 by a further 3 months to 31st March 2021.
174. During 2020/21, some of the Right to Buy 1-4-1 capital receipts generated in 2017/18 could potentially become repayable unless the following expenditure profile is achieved: £27,950k by Q4.

Annex A: HRA Capital Expenditure – Major Projects breakdown by scheme

Prior Years	Scheme	Unit Numbers	2020/21 Total Revised Budget	2020/21 Total Revised Forecast	2020/21 Variance	2020/21 Cost Variance	Proposed Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025
£'000			£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
6,859	Acol Crescent	33	711	411	(300)	(300)	0	711	411	(300)
325	Belmore Allotments	86	4,220	0	(4,220)	0	(4,220)	10,493	10,493	0
315	Maple And Poplar	34	627	300	(327)	0	(327)	6,072	6,072	0
315	Willow Tree	10	2,025	1,984	(41)	0	(41)	2,627	2,627	0
31	2 East Way	1	10	0	(10)	0	(10)	203	203	0
25	Bartram Close	2	305	0	(305)	0	(305)	305	305	0
67	34-44 Sullivan Crescent	6	41	15	(26)	0	(26)	949	949	0
363	Nelson Road	6	1,704	808	(896)	0	(896)	1,944	1,944	0
285	Great Bentley	2	236	0	(236)	0	(236)	471	471	0
39	Petworth Gardens	9	100	38	(62)	0	(62)	3,104	3,104	0
14,600	Parkview	60	786	786	0	0	0	786	786	0
20,556	Grassy Meadow	88	30	30	0	0	0	30	30	0
36	113-127 Moorfield Road	5	612	233	(379)	0	(379)	1,089	1,089	0
403	Woodside Day Centre	27	500	75	(425)	0	(425)	4,915	4,915	0
1,297	Acquisition Of Freehold Land At TCM House	28	7,774	3,460	(4,314)	0	(4,314)	7,774	7,774	0
556	Acquisition Of 2 Units At 191 Harefield Road	2	28	28	0	0	0	28	28	0
5,400	Acquisition Of 17 New Build Homes Over 3 Sites	17	265	270	5	5	0	265	270	5
0	Acquisition of New Build Flats Park Road	9	3,736	3,555	(181)	0	(181)	3,736	3,736	0
n/a	New Acquisitions and Internal Developments		17,378	17,378	0	0	0	111,605	111,605	0
51,472		425	41,088	29,371	(11,717)	(295)	(11,422)	157,107	156,812	(295)
12,943	New General Needs Housing Stock	161	36,272	27,770	(8,502)	(170)	(8,332)	141,424	141,254	(170)
3,373	New Build - Shared Ownership	116	4,000	785	(3,215)	(125)	(3,090)	14,867	14,742	(125)
35,156	New Build - Supported Housing	148	816	816	0	0	0	816	816	0
51,472		425	41,088	29,371	(11,717)	(295)	(11,422)	157,107	156,812	(295)

Appendix D - GENERAL FUND CAPITAL PROGRAMME

175. As at Month 8 an underspend of £29,530k is reported on the 2020/21 General Fund Capital Programme of £85,537k, due mainly to re-phasing of project expenditure into future years. The 2020/21 forecast under spend is partly due to various schemes being temporarily put on hold during the Coronavirus pandemic. The forecast outturn variance over the life of the 2020/21 to 2024/25 programme is an under spend of £4,743k.
176. General Fund Capital Receipts of £7,687k are forecast for 2020/21, with a deficit of £336k in total forecast receipts to 2024/25.
177. Overall, Prudential Borrowing required to support the 2020/21 to 2024/25 capital programmes is forecast to be under budget by £1,451k. This is due to cost underspends of £4,743k, offset by a combined shortfall of £1,336k on other Council resources (capital receipts and CIL), and £1,956k grants and contributions.

Capital Programme Overview

178. Table 19 below sets out the latest forecast outturn on General Fund capital projects, with project level detail contained in annexes A - D to this report. Forecasts for future years include capital projects and programmes of work approved by Cabinet and Council in February 2020.

Table 21: General Fund Capital Programme Summary

	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance	Movement
	£'000	£'000	£'000	£'000
Schools Programme	20,244	20,506	262	11
Major Projects	189,841	189,728	(113)	-
Programme of Works	169,388	164,496	(4,892)	(726)
General Contingency	6,657	6,657	-	
Total Capital Programme	386,130	381,387	(4,743)	(715)
Movement	8	(707)	(715)	

179. The 2020/21 revised budget has increased by £8k due to a contribution by Hillingdon Community Trust for the provision of play equipment at the 1st Harmondsworth Scouts Group Hut, as part of a Chrysalis project.

Schools Programme

180. The Schools Expansions programme is reporting an overspend of £262k relating mainly to additional items of £277k requested by Ruislip High School included in the expansion, which were not in the original scope of works. Works at Ruislip High were delayed due to COVID-19 lockdown, with completion in November 2020. The movement of £11k relates to retentions for the sports pitch contractor for Vyners within the Secondary Schools programme.
181. The installation of a modular classroom at Hedgwood primary school for pupils with special educational needs has been completed for September 2020 term, funded from the Special

Provision Capital Fund. Other plans for the remainder of the grant are under feasibility review with expenditure expected to fall in future years.

182. The additional temporary classrooms budget has been re-phased into future years as it is not forecast to be required this year based on current demand for school places.

Major Projects

183. Including prior years, the Major Projects programme includes £50,000k prudential borrowing to finance the housing company Hillingdon First with construction work in progress at the residential development site in South Ruislip. The budget will also finance identified potential acquisitions of development land and commencement of construction of other sites, over a number of years. One new development is expected to commence early next year.
184. The programme includes £15,970k for a major residential development at the Falling Lane site in Yiewsley which will be self-financing from the sale of discounted market sale properties. The scheme has been on hold during the Coronavirus pandemic.
185. The construction works contract for the provision of a new £30,000k leisure centre in Yiewsley/West Drayton is in the process of being re-tendered and construction works are planned to start towards the end of next year. The £2,000k refurbishment of Yiewsley and West Drayton Community Centre is in progress on site for completion in June 2021.
186. Works will commence shortly to extend the Uxbridge mortuary, following appointment of the main contractor. The revised budget is £1,900k following Cabinet approval to transfer £676k from general contingency due to increases in scope identified during the design phase.
187. The first phase of remedial works at the Battle of Britain Bunker are in progress, with further packages of works to take place next year. Works to expand the Rural Activities Garden Centre are currently on hold during the pandemic.
188. The re-provision of Hillingdon Outdoor Activity Centre project is set to re-commence shortly, with temporary facilities planned to be provided next year.
189. The new Shopping Parades Initiative programme reports an under spend of £46k as a secondment post is no longer required with lower than anticipated shop front grants at this stage, possibly impacted by Covid-19. The delivery of the programme for planned locations is under review, with public realm work paused until future Transport for London funding or other sources can be identified.
190. There are cost under spends amounting to £67k following settlement of retentions and minor items for completed projects such as the refurbishment of Bessingby FC clubhouse and Battle of Britain Visitor Centre.
191. Detailed design work is underway on the regeneration of Cranford Park, largely funded from the National Lottery Heritage Fund with Council match funding. Works are expected to start on site next year.
192. The installation of a soundscape and lighting display in the Controller's Cabin at the Battle of Britain Bunker Works has been completed are works are in progress on the creation of a new Polish Air Force exhibition, totalling £172k.

Programmes of Works

193. The 2020/21 Transport for London programme has been severely curtailed with the previously agreed LIP grant significantly reduced due to Covid-19 and the impact it has had on TFL's finances from reduced tube fares. Following settlement between the Department for Transport and TFL for the remainder of this financial year, TFL have confirmed an allocation of £946k in respect of the 2020/21 LIP, resulting in the expenditure and grant financing shortfall reducing to £2,725k. This includes a movement of £210k in month as Network Rail have carried out sewer works at West Drayton Station themselves and will cover trial holes and design costs incurred by the Council.
194. The Department for Transport have awarded £100k Emergency Active Travel funding for measures to improve walking and cycling and support reducing use of public transport during the pandemic. A number of road safety measures funded from the HS2 Road Safety fund will be implemented this year with further works falling into next year.
195. A number of Chrysalis outdoor gyms and playgrounds projects were put on hold when the pandemic started but are now in the process of being implemented in the next few months.
196. The libraries refurbishment programme continues with five sites completed. Works are in progress at Manor Farm and Oak Farm libraries and are expected to be complete before the end of the year. The refurbishment of Hayes End library commenced in early November and Ickenham library is scheduled to commence in December. Some urgent refurbishment works within the leisure centre refurbishment programme are to be completed by December 2020.
197. Works are underway on refurbishing the Mezzanine area at the Civic Centre to enable relocation of services. A number of schemes within the Civic Centre and Property Works Programme are in various stages of progress with works continuing into next year, and £88k total under spends are reported on completed projects that commenced in 2019/20.
198. An overall under spend of £299k is reported within the Environmental and Recreational Initiatives programme, relating mainly to pollution screening works being introduced at various schools this year, with further works to be funded from future year allocations. A number of cemetery schemes are in the process of being implemented this financial year.
199. New pay and display parking payment machines will be rolled out across the borough this year, following approval of the contract award at June Cabinet. An under spend of £140k is reported on the project. Installation work is planned to be complete before Christmas.
200. Disabled Facilities Grant adaptations are forecast to under spend by £1,500k based on anticipated demand for the year, a movement of £500k in month. The grant will be able to be utilised on financing Social Care equipment capitalisation and other eligible expenditure. Private Sector Renewal Grants are also forecast to under spend by £45k, a movement of £20k in month based on current demand. The MHCLG has recently awarded the Council a further £607k DFG grant as part of a nationwide increase of £68m.
201. Works are in various stages of progress on numerous carriageway refurbishments within the Highways improvement programme with £3,920k of works completed or in progress and a further phase of works covering 28 carriageways and 42 footways, amounting to £9,005k recently approved. The term contractor is developing the programme to implement these works over the next few months.

202. Under Corporate Technology and Innovation, the project to upgrade computer hardware and transition to Windows 10/Microsoft 365 is in progress, with new laptops being rolled out to Council staff in recent weeks. The ICT equipment budget is forecast to under spend by £30k, based on existing commitments at this stage of the financial year.
203. There have been a number of COVID-19 related general equipment capitalisation items arising this year, however it is expected this will be managed from the existing approved budget. Based on existing commitments to date, the budget is forecast to under spend by £65k.
204. The remaining 2020/21 general capital contingency budget is £657k of which £100k is proposed to be allocated to a new project to enhance the Battle of Britain visitors centre.

Capital Financing - General Fund

205. Table 22 below outlines the latest financing projections for the capital programme, with an underspend of £1,451k in the medium term reported on Prudential Borrowing.

Table 22: General Fund Capital Programme Financing Summary

	Revised Budget 2020/21 £'000	Forecast 2020/21 £'000	Variance £'000	Total Financing Budget 2020-2025 £'000	Total Financing Forecast 2020-2025 £'000	Total Variance £'000	Movement £'000
Council Resource Requirement							
Self Financing Schemes	11,900	6,050	(5,850)	62,160	62,160	-	-
Invest to Save Schemes	5,881	4,291	(1,590)	8,881	8,741	(140)	-
Service Provision	52,610	33,521	(19,089)	221,513	218,866	(2,647)	(22)
Total Council Resources	70,391	43,862	(26,529)	292,554	289,767	(2,787)	(22)
Financed By							
Capital Receipts	8,097	7,687	(410)	52,820	52,484	(336)	8
CIL	3,500	2,500	(1,000)	17,500	16,500	(1,000)	-
Prudential Borrowing	58,794	33,675	(25,119)	222,234	220,783	(1,451)	(30)
Total Council Resources	70,391	43,862	(26,529)	292,554	289,767	(2,787)	(22)
Grants & Contributions	15,146	12,145	(3,001)	93,576	91,620	(1,956)	(693)
Capital Programme	85,537	56,007	(29,530)	386,130	381,387	(4,743)	(715)
Movement	8	(1,847)	(1,855)	8	(707)	(715)	

206. Capital receipts in 2020/21 include £1,857k in sales already achieved plus two former garage sites sold at auction in October which are pending legal completion. Five other sites are planned to be auctioned between December and March 2021. The forecast includes General Fund share of Right to Buy receipts from 40 RTB sales expected this year.

207. As at the end of November 2020, a total of £843k Community Infrastructure Levy receipts have been invoiced (after administration fees), an increase in month of £204k. A shortfall of £1,000k is forecast as developer activity has been affected by Covid-19 with a subsequent impact on timing and certainty of CIL payments, although there a number of identified sites where monies are expected this financial year. Eligible expenditure exceeds the CIL forecast with spend on Highways investment, community assets through the Chrysalis Programme and other major community infrastructure such as schools meeting the criteria for application of CIL monies.

208. Forecast grants and contributions are £1,956k lower than the revised budget, due mainly to the cut to the 2020/21 TFL LIP grant, partially offset by confirmed Capital Maintenance Grant being higher than the estimate included in the capital financing budget, including a further additional award of £994k announced this summer. Forecast grants and contributions financing has reduced by £693k mainly due to further under spend on Disabled Facilities Grant and Network Rail funding.

209. Prudential Borrowing has moved favourably by £30k due mainly to minor favourable net under spend movements on Council resourced schemes.

ANNEX A - Schools Programme

Prior Year Cost	Project	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance	Forecast Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
	Education and Children Services										
16,032	New Primary Schools Expansions	367	361	(6)	0	367	361	(6)	361	0	0
16,868	Secondary Schools Expansions	4,781	5,049	268	0	9,571	9,839	268	9,539	300	0
0	Additional Temporary Classrooms	0	0	0	0	6,650	6,650	0	4,400	2,250	0
458	Schools SRP	411	391	0	(20)	3,416	3,416	0	0	3,416	0
0	Meadow School	240	240	0	0	240	240	0	240	0	0
33,358	Total Schools Programme	5,799	6,041	262	(20)	20,244	20,506	262	14,540	5,966	0

APPENDIX B – Major Projects

Prior Year Cost	Project	2020/21 Revised Budget £'000	2020/21 Forecast £'000	2020/21 Cost Variance £'000	2020/21 Forecast Re-phasing £'000	Total Project Budget 2019-24 £000	Total Project Forecast 2019-24 £000	Total Project Variance 2019-24 £000	Project Forecast Financed by:		
									Council Resources £000	Government Grants £000	Other Cont'ns £000
	Community Commerce & Regeneration										
0	New Theatre	0	0	0	0	44,000	44,000	0	42,950	0	1,050
963	New Yiewsley Leisure Centre	365	365	0	0	29,037	29,037	0	29,037	0	0
69	Yiewsley/West Drayton Comm Centre	1,500	1,535	0	35	1,931	1,931	0	1,931	0	0
773	Hillingdon Outdoor Activity Centre	250	200	0	(50)	25,727	25,727	0	0	0	25,727
0	New Museum	50	5	0	(45)	5,632	5,632	0	4,882	0	750
0	Shopping Parades Initiative	503	100	(46)	(357)	2,896	2,850	(46)	2,105	590	155
7,294	Hayes Town Centre Improvements	437	750	0	313	1,933	1,933	0	299	350	1,284
1,597	Uxbridge Change of Heart	492	492	0	0	492	492	0	438	0	54
93	Battle of Britain Underground Bunker	288	288	0	0	1,462	1,462	0	1,462	0	0
58	RAGC Expansion	94	20	0	(74)	1,356	1,356	0	1,356	0	0
7	Uxbridge Mortuary Extension	1,026	350	0	(676)	1,900	1,900	0	950	0	950
2	1 & 2 Merrimans Housing Project	10	5	0	(5)	619	619	0	619	0	0
31	Uxbridge Cemetery Gatehouse	0	0	0	0	543	543	0	543	0	0
0	Uniter Building Refurbishment	20	5	0	(15)	390	390	0	390	0	0
0	Botwell Leisure Centre Football Pitch	0	0	0	0	200	200	0	200	0	0
	Planning Transportation and Recycling				0	0	0	0	0	0	0
0	Cranford Park Heritage Lottery Project	308	150	0	(158)	2,597	2,597	0	215	1,783	599
	Finance Property and Business Services				0	0	0	0	0	0	0
6,871	Housing Company Financing	11,750	6,000	0	(5,750)	43,129	43,129	0	43,129	0	0
250	Yiewsley Site Development	150	50	0	(100)	15,970	15,970	0	15,970	0	0
0	Belmore Allotments Development	0	0	0	0	4,605	4,605	0	3,061	0	1,544
0	Purchase of Uxbridge Police Station	0	0	0	0	5,000	5,000	0	5,000	0	0
1,485	Bessingby Football/Boxing Clubhouse	111	56	(55)	0	111	56	(55)	56	0	0
2,552	Cedars and Grainges Car Park	119	119	0	0	119	119	0	119	0	0
6,761	Battle of Britain Visitors Centre	20	8	(12)	0	20	8	(12)	8	0	0
0	Battle of Britain Enhancements	172	172	0	0	172	172	0	172	0	0
28,806	Total Major Projects	17,665	10,670	(113)	(6,882)	189,841	189,728	(113)	154,892	2,723	32,113

ANNEX C - Programme of Works

Prior Year Cost	Project	2020/21 Revised Budget	2020/21 Forecast	2020/21 Cost Variance	Forecast Re-phasing	Total Project Budget 2020-2025	Total Project Forecast 2020-2025	Total Project Variance 2020-2025	Project Forecast Financed by:		
									Council Resources	Government Grants	Other Cont'ns
£'000		£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
N/A	School Building Condition Works	4,706	3,090	0	(1,616)	10,906	10,906	0	1,616	8,315	975
N/A	Sports Clubs Rebuild / Refurbishments	750	193	0	(557)	3,750	3,750	0	3,750	0	0
N/A	Bowls Clubs Refurbishments	556	531	0	(25)	556	556	0	556	0	0
N/A	Leisure Centre Refurbishment	1,946	183	0	(1,763)	3,097	3,097	0	3,097	0	0
N/A	Libraries Refurbishment Programme	2,320	1,577	0	(743)	2,320	2,320	0	2,252	0	68
N/A	Youth Provision	1,620	50	0	(1,570)	3,620	3,620	0	3,620	0	0
N/A	Harlington Road Depot Improvements	586	260	0	(326)	586	586	0	586	0	0
N/A	Property Works Programme	3,227	2,190	(24)	(1,013)	8,986	8,962	(24)	8,937	25	0
N/A	Civic Centre Works Programme	5,156	2,162	(64)	(2,930)	8,177	8,113	(64)	8,113	0	0
N/A	CCTV Programme	284	344	0	60	384	384	0	384	0	0
N/A	Highways Structural Works	15,684	12,570	0	(3,114)	47,684	47,684	0	47,684	0	0
N/A	HS2 Road Safety Fund	645	210	0	(435)	645	645	0	0	0	645
N/A	Transport for London	4,188	1,302	(2,725)	(161)	17,590	14,865	(2,725)	0	14,664	201
N/A	Emergency Active Travel	100	100	0	0	100	100	0	0	100	0
N/A	Street Lighting Replacement	924	781	0	(143)	2,403	2,403	0	2,283	0	120
N/A	Road Safety	310	200	0	(110)	910	910	0	910	0	0
N/A	Disabled Facilities Grant	2,852	1,352	(1,500)	0	14,260	12,760	(1,500)	0	12,760	0
N/A	Equipment Capitalisation - Social Care	2,359	2,359	0	0	11,795	11,795	0	2,824	8,971	0
N/A	PSRG/LPRG	100	55	(45)	0	500	455	(45)	450	5	0
N/A	Homeless Provision	190	190	0	0	190	190	0	0	190	0
N/A	Corporate Technology and Innovation	3,984	3,492	(30)	(462)	7,440	7,410	(30)	7,410	0	0
N/A	Environmental/Recreational Initiatives	1,405	966	(299)	(140)	2,905	2,606	(299)	821	40	1,745
N/A	Playground Replacement Programme	170	170	0	0	420	420	0	420	0	0
N/A	Equipment Capitalisation – General	765	700	(65)	0	3,825	3,760	(65)	3,760	0	0
N/A	Leader's Initiative	356	49	0	(307)	1,156	1,156	0	1,156	0	0
N/A	Car Park Pay & Display Machines	1,040	900	(140)	0	1,040	900	(140)	900	0	0
N/A	Purchase of Vehicles	2,960	750	0	(2,210)	7,022	7,022	0	7,022	0	0
N/A	Chrysalis Programme	1,135	925	0	(210)	5,135	5,135	0	5,127	0	8
N/A	Section 106 Projects	540	430	0	(110)	540	540	0	0	0	540
N/A	Devolved Capital to Schools	558	558	0	0	1,446	1,446	0	0	1,159	287
	Total Programme of Works	61,416	38,639	(4,892)	(17,885)	169,388	164,496	(4,892)	113,678	46,229	4,589

Appendix E – Treasury Management Report as at 30th November 2020

Table 23: Outstanding Deposits – Average Rate of Return 0.14%

Period	Actual (£m)	Actual (%)	Benchmark (%)
Call Accounts and MMF's*	48.3	53.31	70.00
Up to 1 Month Fixed-Term Deposits	27.3	30.13	
Over 1 Month Fixed-Term Deposits	0.0	0.00	0.00
Total	75.6	83.44	70.00
Strategic Pooled Funds	15.0	16.56	30.00
Total	48.3	53.31	70.00
	27.3	30.13	

*Money Market Funds

210. Deposits are held with UK institutions, all of which hold a minimum A- Fitch (or lowest equivalent) long-term credit rating and AAA rated Money Market funds. UK deposits are currently held in NatWest Bank plc, Santander UK plc and the DMADF. There is also an allocation to Strategic Pooled Funds.
211. The average rate of return on day-to-day operational treasury balances is 0.14%. As part of the Council's investment strategy for 20/21, the Council continues to hold a total of £15m in three long-dated strategic pooled funds (£5m in each). The strategic pooled funds have a 3-5 year investment horizon with dividends being distributed periodically.
212. The Council aims to minimise its exposure to bail-in risk by utilising bail-in exempt instruments and institutions whenever possible. However, due to the significant amount held in instant access facilities, which is needed to manage daily cashflow, it is not possible to fully protect Council funds from bail-in risk. At the end of November, 64% of the Council's day-to-day operational treasury investments had exposure to bail-in risk compared to a September benchmark average of 64% in the Local Authority sector (latest benchmark provided quarterly by the Council's treasury advisors Arlingclose). The Council's exposure reduces to 0% once instant access facilities are excluded from the total bail-in percentage.
213. Liquidity was maintained throughout November by placing surplus funds in instant access accounts and making short-term deposits with the DMADF with maturities matched to cash outflows. In addition, £15m of forward dated short-term temporary borrowing reached settlement. Due to a change in the profiling of £30m of COVID-19 income compared to the cashflow forecast and approximately £19m of unexpected grant income being received, cash balances were well above minimum levels by the end of November. These cashflow adjustments have also resulted in our borrowing requirement being deferred until the end of 20/21.

Table 24: Outstanding Debt - Average Interest Rate on Debt: 3.23%
Average Interest Rate on Temporary Borrowing: 0.44%

	Actual (£m)	Actual (%)
General Fund		
PWLB	45.43	14.64
Long-Term Market	15.00	4.83
Temporary	80.00	25.79
HRA		
PWLB	136.82	44.10
Long-Term Market	33.00	10.64
Total	310.25	100.00

214. There was a scheduled EIP debt repayment during November of £0.33m. Gilt yields increased during the first half of the month but fell again towards the end. Furthermore, on 25 November, the outcome of the PWLB consultation was announced, the PWLB reduced their margin over gilts by 1% to 0.8%. With the Council's long-term borrowing need and with restrictive premiums, early repayment of debt remains unfeasible.

215. There were no breaches of the Prudential Indicators or non-compliance with the Treasury Management Policy and Practices. In order to maintain liquidity for day-to-day business operations during December, cash balances will be placed in instant access accounts and short-term deposits. In addition, £15m of forward dated temporary borrowing will reach settlement. This borrowing had been arranged prior to the change of profiling of COVID 19 income and receipt of the additional income and during November.

Appendix F – Consultancy and agency assignments over £50k approved under delegated authority

217. The following Agency staff costing over £50k have been approved under delegated powers by the Chief Executive in consultation with the Leader and are reported here for information. Social Care Agency approvals were approved for 2 months in the Month 7 report to ensure continuity over the Christmas and New Year period hence the smaller list of approvals this month.

Table 25: Consultancy and agency assignments

Post Title	Original Start Date	Approved From	Proposed End Date	Previous Approval £'000	Approved £'000	Total £'000
Finance						
Senior Advocate Lawyer ASC & ECS	18/01/2021	18/01/2021	18/01/2022	0	95	95
Environment, Education & Community Services						
Housing Options and Homeless Prevention Officers x2	24/09/2018	21/12/2020	04/04/2021	138	31	169
Private Sector Housing Officer	24/06/2019	28/12/2020	04/04/2021	88	18	105
Private Sector Housing Officer x2	04/02/2019	14/12/2020	04/04/2021	316	58	374
Senior Environmental Health Officer x2	14/12/2020	14/12/2020	04/04/2021	0	63	63
Housing Lawyer	07/07/2014	23/12/2020	22/06/2021	381	33	414
Homeless Prevention Caseworker	20/05/2019	07/12/2020	07/03/2021	81	13	94
Virtual School Officer	25/11/2019	04/01/2021	29/03/2021	75	13	88
Domestic Abuse Programme Lead	28/08/2017	30/11/2020	04/04/2021	293	23	316

Appendix G - Disposal of Charity Waste – Revisions to Fees and Charges

Recommendation

That Cabinet endorse the change in charity waste disposal fees as set out below.

Reasons for Recommendation

In March 2017, the Residents' and Environmental Services Policy Overview Committee reviewed and reported on the disposal of charity shop waste at the New Years Green Lane Civic Amenity Site ("NYGL").

The position has progressed since the 2017 Residents' and Environmental Services Policy Overview Committee review was undertaken. It is believed that a simpler and cleaner approach would be to avoid any reference to tonnage limits which, in any event, are not referred to in the 2012 Controlled Waste (England and Wales) Regulations.

It is now proposed to implement the legislation with charities using NYGL and to allow any waste coming from a charity with a shop or reuse purpose to dispose of all and any *household waste* free of charge.

Any other type of charity waste will be charged at the prevailing disposal cost levied to all other traders (for both waste and recycling streams).

The introduction of a request to view a Waste Transfer Note at NYGL for all incoming loads will establish where the source of the waste and hence whether the load should be free or chargeable, dependent on the originating charity premises.

Although all our charities currently using NYGL are located within the borough, it should be noted that any charities outside our borough wanting to dispose of their waste should be treated (and charged) in the same way.

Proposed Fees and Charges for charity waste

To comply with the 2012 regulations, charges are proposed to be applied categorising charity waste as follows:

- All material described as household waste - from a charity shop or for reuse purposes - may be disposed of free of charge.
- All other waste from a charity source should be charged at the prevailing "trade" rate. This includes waste generated from charity head offices or from local traders operating as charities' "recommended" traders.

Type of Fee / Charge	Current Charge	Proposed Charge
Waste qualifying as "household waste" from a charity shop or for reuse purposes.	No charge	No charge
All other waste from a charity source (including waste from head offices or local traders operating as charities' recommended traders) - residual or mixed waste	No charge	£209 per tonne
All other waste from a charity source (including waste from head offices or local traders operating as charities' recommended traders) - recycling waste only	No charge	£82 per tonne

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