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**Joint Chief Executive**  
**Rob Barlow**

15 June 2021

**TO: ALL MEMBERS OF THE CABINET**

**NOTICE OF MEETING OF THE CABINET**

Dear Councillor

You are invited to attend a meeting of the Cabinet on  
**Wednesday, 23rd June, 2021 at 6.30 pm**  
in the Committee Room, Municipal Buildings, West Street, Boston PE21 8QR

**ROB BARLOW**  
**Joint Chief Executive**

Membership:

Leader of the Council – Councillor Paul Skinner  
Deputy Leader – Councillor Nigel Welton  
Councillors Tracey Abbott, Richard Austin BEM, Deborah Evans, Martin Griggs and  
Jonathan Noble

**A G E N D A**

**PART I - PRELIMINARIES**

A MINUTES (Pages 1 - 6)

To sign and confirm the minutes of the last meeting, held on 12<sup>th</sup> May 2021.

B APOLOGIES

To receive apologies for absence.

C DECLARATIONS OF INTERESTS

To receive declarations of interests in respect of any item on the agenda.

## D QUESTIONS FROM MEMBERS OF THE PUBLIC

To answer any written questions received from members of the public no later than 5 p.m. two clear working days prior to the meeting – for this meeting the deadline is 5 p.m. on Friday, 18<sup>th</sup> June 2021.

### **PART II - AGENDA ITEMS**

- 1 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)\*
- 2 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM)
- 3 ROUGH SLEEPING SERVICES - FUTURE SERVICE DELIVERY (Pages 7 - 12)  
(A report by Michelle Howard, Assistant Director Housing & Wellbeing)  
*Portfolio Holder: Councillor Martin Griggs*
- 4 EMPOWERING HEALTHY COMMUNITIES - COUNCILLOR GRANTS SCHEME (Pages 13 - 40)  
(A report by Michelle Howard, Assistant Director - Housing and Wellbeing and Nichola Holderness, Empowering Healthy Communities Programme Coordinator)  
*Portfolio Holder: Councillor Martin Griggs*
- 5 TRANSFER OF INTERNAL AUDIT SERVICE (Pages 41 - 44)  
(A report by Adrian Sibley, Section 151 Officer)  
*Portfolio Holder: Councillor Jonathan Noble*
- 6 APPOINTMENTS TO EXTERNAL ORGANISATIONS 2021/22 (Pages 45 - 50)  
(A report by Lorraine Bush, Democratic Services Manager)  
*Presented by the Leader, Councillor Paul Skinner*
- 7 QUARTER 4 REPORT – PERFORMANCE, RISK AND FINANCE (Pages 51 - 80)  
(A report by Suzanne Rolfe, Transformation Manager, and Tim Sampson, Finance Manager)  
*Portfolio Holders: Councillor Paul Skinner and Jonathan Noble*

- \* In accordance with the Constitution, recommendations of Overview and Scrutiny Committees referred to Cabinet (if any) shall be included at this point in the agenda (*unless they have been considered in the context of the Cabinet deliberations on a substantive item on the agenda*) within six weeks of the Overview and Scrutiny Committee completing its report / recommendations.

**Call-In** –any decision taken by the Cabinet concerning an item on this agenda can be 'called in' in accordance with the Constitution, within 5 working days of the decision notice being published. It is expected that the decision notice will be published on Friday, 25<sup>th</sup> June 2021. Subject to this publication, the deadline for calling in a decision is **5 p.m. on Friday, 2<sup>nd</sup> July 2021.**

**Alternative Versions** - Should you wish to have the agenda or report in an alternative format such as larger text, Braille or a specific language, please contact Democratic Services on direct dial (01205) 314227

The person to contact about the agenda and documents for this meeting is Janette Collier, Democratic Services Officer, Municipal Buildings, Boston Tel. no: 01205 314224 e-mail [lorraine.bush@boston.gov.uk](mailto:lorraine.bush@boston.gov.uk)

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## BOSTON BOROUGH COUNCIL

### NOTICE OF DECISIONS TAKEN BY CABINET ON 12 MAY 2021

DATE OF PUBLICATION: FRIDAY, 14 MAY 2021

DEADLINE FOR CALL-IN: FRIDAY, 21 MAY 2021

#### NOTES:

A COPY OF THE CABINET AGENDA HAS BEEN PREVIOUSLY CIRCULATED TO ALL MEMBERS OF THE COUNCIL. IF YOU REQUIRE ANY FURTHER INFORMATION ON ANY ISSUE PLEASE CONTACT, IN THE FIRST INSTANCE, THE PORTFOLIO HOLDER OR OFFICER NAMED IN THE RIGHT HAND COLUMN.

#### MEETING OF THE CABINET

12 May 2021

#### Present:

Councillor Paul Skinner, in the Chair  
Councillors Tracey Abbott, Richard Austin BEM, Martin Griggs, Jonathan Noble, Yvonne Stevens and Nigel Welton

Also in attendance: Councillor Paul Goodale, Chairman of the Boston Town Area Committee (BTAC)

#### Officers –

Chief Executive, Deputy Chief Executive (Place) & Monitoring Officer, Section 151 Officer, Assistant Director – Organisation and Corporate Services, Assistant Director - Housing & Wellbeing, Housing, Homelessness and Wellbeing Service Manager, Senior Technical Services Engineer (PSPS), Senior Democratic Services Officer and Democratic Services Apprentice

#### 155 MINUTES

The minutes of the Cabinet meeting held on 31<sup>st</sup> March 2021 were received and signed by the Chairman.

#### 156 APOLOGIES

There were no apologies for absence.

#### 157 DECLARATIONS OF INTERESTS

No declarations were made.

#### 158 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

**159 RECOMMENDATIONS FROM OVERVIEW AND SCRUTINY (STANDING ITEM)\***

Recommendations from the Scrutiny Committees were contained within the reports on the agenda.

**160 RECOMMENDATIONS FROM THE BOSTON TOWN AREA COMMITTEE (BTAC) (STANDING ITEM)**

<b>DECISION</b>	<b>Portfolio Holders and Officer</b>
<b>That the recommendation from the Boston Town Area Committee (BTAC) that the Council be requested to trigger a Community Governance Review (CGR) be submitted to the appropriate Scrutiny Committee prior to its consideration by Full Council.</b>	<b>PS/ JG/LB</b>

**REASON FOR DECISION**

Councillor Paul Goodale, as Chairman of the Boston Town Area Committee (BTAC), presented a recommendation from the Committee that the Council be requested to trigger a Community Governance Review (CGR).

Councillor Goodale explained that BTAC had made the recommendation with a view to setting up a Town Council for Boston. It was believed that Local Government Reorganisation (LGR) would affect the town at some stage and that it would be the right move to establish a Town Council. Boston was the only sizeable town within Lincolnshire that did not have a Town Council and, therefore, this represented a democratic deficit.

However, Councillor Goodale pointed out that the decision to make the recommendation had not been unanimous, as some Members were concerned that setting up a Town Council might damage the Council.

A Cabinet Member who also served on BTAC declared that he had taken part in the Committee discussed the matter, but was not influenced by that. As LGR was a concern to residents, he proposed that the recommendation be forwarded through the proper channel, which was through Scrutiny Members and then on to Full Council. This was seconded.

Members commented on the advantages of setting up a Town Council, but also the significant level of costs and officer time involved, which had also concerned some Members of BTAC, and discussed the best way forward for the recommendation.

Councillor Goodale deferred to Cabinet with respect to the way forward, but offered the view that the matter should go straight to Full Council. If the decision was to trigger the CGR, the matter could go through the scrutiny process after the review, as many of the questions that scrutiny would raise would arise from the review itself.

The Chief Executive advised Members that the CGR would examine whether the current

arrangements were the best way to carry out the functions and community support for which setting up a Town Council was only one of the possible options. Referring the recommendation to scrutiny would be beneficial, as it would ensure that Members had a shared understanding of the purpose of the CGR before consideration by Full Council in order to be clear what questions to put to the community.

A Member then reiterated that it would be best to put the matter through the scrutiny process due to the costs involved in order for Members to have the opportunity to put forward the views of their residents.

## 161 MEMBER LEARNING AND DEVELOPMENT STRATEGY - 2021 TO 2024

### DECISION

**That the Member Development Strategy at Appendix A to the report be approved.**

**Portfolio Holders and Officer**  
  
**PS/JG**

### REASON FOR DECISION

The Leader introduced a report, which presented a draft Strategy for Members Learning and Development for 2021 to 2024.

The Strategy provided a framework to guide learning and development for Members and having an effective Strategy in place was a requirement of the Local Government Association in enabling reaccreditation for the Councillor Development Charter.

The Council previously had a Member Learning and Development Strategy, however, this had now expired. The Strategy at Appendix A updated the Council's previous strategy and formalised the Council's commitment to Member Learning and Development.

The Strategy had been agreed by the Councillor Development Group. The Strategy was also discussed by the Environment and Performance Scrutiny Committee and no suggested changes were put forward.

### OTHER OPTIONS OR ALTERNATIVES CONSIDERED

None.

RECORD OF ANY CONFLICT OF INTEREST

None.

RECORD OF ANY DISPENSATION GRANTED

None.

**162 SUB REGIONAL HOUSING ALLOCATIONS SCHEME AND SHARED IT SYSTEM (HOUSING REGISTER & HOMELESSNESS) - BOSTON BOROUGH COUNCIL AND EAST LINDSEY DISTRICT COUNCIL**

<b>DECISION</b>	<b>Portfolio Holders and Officer</b>
<b>1. That the adoption of the proposed sub regional housing allocations policy scheme between Boston Borough Council and East Lindsey District Council be approved</b>	<b>MG/MH</b>
<b>2. That it be agreed for Boston Borough Council to operate a shared IT system with East Lindsey District Council for the provision of the housing register and homelessness case management systems</b>	

REASON FOR DECISION

The Portfolio Holder introduced a report, which presented a proposed Sub Regional Housing Allocations Policy Scheme between Boston Borough Council and East Lindsey District Council.

All councils were required to have a mechanism to assess housing need, advertise available social housing and allocate properties to households in need. The Housing Allocation Scheme determined who could join the housing register for social housing and the level of priority that would be awarded based on an applicant's circumstances. It provided a framework to determine eligibility and prioritisation of applications for social housing properties via the Housing Register (Choice Based Letting Scheme).

The Sub Regional Housing Allocation Scheme would be operated by Boston Borough Council and East Lindsey District Council. Working as a strategic alliance, the two councils would share an IT system to manage applications, assessments, property adverts and allocations. A single staff team would be in place. The IT system would be integrated with a homelessness case management system. Customers would be able to manage their housing register applications online. Customers' circumstances and needs would be assessed on a case-by-case basis and local connection criteria would be applied to determine priority banding for each area.

The two authorities would transition to the new policy framework and shared IT system from June 2021.

The Portfolio Holder described the proposal as good news, achieving the main aim of the Strategic Alliance of creating efficiencies and savings. The Council's current policy framework and IT system were out of date and the cost of the latter for the Council on its own would be £70-90,000. The proposal for a shared policy framework and IT system would cost £6,930. It would be beneficial for staff, providing them with the capacity to achieve more in less time.

It was noted that the consultation exercise had highlighted the need to improve engagement with current housing applicants, as no response had been received from these stakeholders.

During debate, there was strong support for the projected cost savings and system efficiencies and the Assistant Director - Housing and Wellbeing was commended for the report and proposal.

A Member commented on the proposal to exclude applicants with no local connection with respect to the benefit of identifying those who might be interested in taking on difficult to let properties.

The Portfolio Holder agreed, but pointed out that the number of those who would be excluded would be very small and, in addition, people who lived on the boundaries of East Lindsey and Boston would be able to apply for properties within both areas. The situation would be monitored regularly to ensure no-one was disadvantaged.

Support would be offered to those applicants who could not apply online and the Council would continue to show vacant properties in the windows of the offices in Municipal Buildings.

#### OTHER OPTIONS OR ALTERNATIVES CONSIDERED

1. The Councils could choose to operate their housing and homelessness services separately, with separate IT systems
2. Boston Borough Council could choose to procure its own housing register IT solution, or could choose to partner with another Local Authority. These options are not recommended because

These options are not recommended because:

- They do not align with the ambitions and aspirations for the strategic alliance
- They would not achieve value for money
- They would not make best use of officer time, skills or experience

3. Boston Borough Council is required to implement an alternative housing register solution due to the current system becoming obsolete. Therefore, 'doing nothing' is not an option.

RECORD OF ANY CONFLICT OF INTEREST

None.

RECORD OF ANY DISPENSATION GRANTED

None.

The Meeting ended at 7.00 pm

Signed by the Chief Executive



**FRIDAY, 14 MAY 2021**

**These decisions will come into force (and may then be implemented) on the expiry of five clear working days after the date of this notice UNLESS the decisions are subjected to the Call-In procedure or are starred minutes requiring Full Council approval.**



REPORT TO:	BOSTON BOROUGH COUNCIL, CABINET
DATE:	BBC CABINET: 23 <sup>RD</sup> JUNE 2021
SUBJECT:	ROUGH SLEEPING SERVICES: FUTURE SERVICE DELIVERY
KEY DECISION:	YES
PORTFOLIO HOLDER:	BBC: CLLR MARTIN GRIGGS
REPORT AUTHOR:	MICHELLE HOWARD, ASSISTANT DIRECTOR: HOUSING AND WELLBEING
WARD(S) AFFECTED:	WHOLE OF BOSTON BOROUGH
EXEMPT REPORT?	NO

## SUMMARY

The Government has committed within its [Rough Sleeping Strategy](#) to halve rough sleeping by 2022 and end it by 2027. As part of this, a funding programme known as the Rough Sleeping Initiative (RSI) was launched in 2018 to support local areas to provide vital services for those living on the streets. Through this programme, Local Authorities have been required to apply for funding on an annual basis, with a commitment to reduce rough sleeping in their local area.

Boston Borough Council has received MHCLG funding from the RSI programme on an annual basis since 2019. There has been a marked reduction in rough sleeping across the Borough and some notable success in bringing 'Everyone In' during the Covid 19 pandemic. Services are currently funded to 30<sup>th</sup> June 2021, with delivery of outreach services led by a voluntary sector partner.

Further funding has been secured by Boston Borough Council to deliver rough sleeping services for the period 1<sup>st</sup> July 2021 to 30<sup>th</sup> March 2022. Further to considerations regarding the timing of the funding, staffing capacity and parameters of the Council's contract procedure rules; it is proposed that outreach and resettlement services are delivered through a Borough Council led delivery model from 1<sup>st</sup> July 2021.

## RECOMMENDATIONS

That Cabinet Members approve the proposed Borough Council led (in house) delivery of MHCLG funded Rough Sleeping Services from 1<sup>st</sup> July 2021 [as set out in section 7 of the report]

## REASONS FOR RECOMMENDATIONS

- To ensure continued delivery of services for vulnerable people and a continued focus on reducing and preventing rough sleeping across Boston Borough
- To ensure continued compliance with the Council's Contract Procedure Rules

## OTHER OPTIONS CONSIDERED

1. Maintain existing arrangements: this option is not recommended as it would not enable the Council to be compliant with its contract procedure rules
2. Carry out a full tender process: this option is not recommended as the timescales involved would lead to a gap in service delivery – this would be a risk
3. Not deliver rough sleeping services in Boston Borough: this option is not recommended as it would negatively impact on much needed support for vulnerable individuals in the Borough and would lead to an increase in rough sleeping in the Borough. Funding has been secured to deliver rough sleeping services across the Borough

## REPORT

1. The Government has committed within its [Rough Sleeping Strategy](#) to halve rough sleeping by 2022 and end it by 2027.
  - 1.1. The Government Strategy includes a range of commitments, intended both to help those who are sleeping on our streets or currently at risk of doing so, and to lay the foundations for a system focused on prevention, early intervention, and a rapid rehousing approach to recovery.
2. As part of this, a funding programme known as the Rough Sleeping Initiative (RSI) was launched in 2018 to support local areas to provide vital services for those living on the streets. Through this programme, Local Authorities have been required to apply for funding on an annual basis, with a commitment to reduce rough sleeping in their local area.
  - 2.1. Boston Borough Council has received MHCLG funding from the RSI programme on an annual basis since 2019/20. As a result of having focused service provision, strong local partnerships and a collective commitment to tackle rough sleeping, there has been a marked reduction in rough sleeping across the Borough and some notable success in bringing 'Everyone In' during the Covid 19 pandemic.
3. Rough sleeping trends are monitored at a national level through an annual snapshot of rough sleeping 'on a typical autumn night'.
  - 3.1. The annual snapshot is informed by either an intelligence based estimate, or a street count. Data is checked and validated by an external organisation.

3.2. In Lincolnshire, all local authorities use the same night to base their snapshot figure on each year, to avoid any risk of double counting anybody who may be transient and sleeping rough in different parts of the county. The snapshot trends are shown below and demonstrate the significant progress made across Lincolnshire and particularly in Boston:

	Year (Autumn snapshot)		
	2018	2019	2020
BBC	22	19	8
COLC	26	27	8
ELDC	18	8	4
NKDC	2	1	1
SHDC	6	12	6
SKDC	3	6	6

4. At the time of drafting this report, there are four individuals known to be rough sleeping in Boston Borough. Additionally, there are twelve individuals being supported in accommodation who would otherwise be sleeping rough.

4.1. There are some key challenges in Boston including the absence of a clear housing pathway, reduced options for individuals with no recourse to public funds and anti-social behaviour leading to the loss of temporary accommodation.

4.2. There is significant work underway to overcome these challenges including the recent appointment of a Rough Sleeping Locality Coordinator (externally funded, Borough Council employed), a partnership approach with the Home Office, delivery of rough sleeping services, successful funding bids to increase accommodation provision in the short and longer term and a focussed approach to sustain funding and resource to maintain progress.

5. Rough Sleeping Funding (RSI) funding arrangements have not been long term, leading to annual bids for funding.

5.1. This has been a challenge for service continuity for the Council and its delivery partners.

5.2. Boston Borough Council has previously commissioned voluntary sector partners to deliver rough sleeping outreach and resettlement support services.

5.3. Currently, services are funded to 30<sup>th</sup> June 2021.

6. In May 2021, Boston Borough Council was notified of a successful application for further funding (RSI4) for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 for £495,763 (this includes £79,792 estimated underspend). Note: MHCLG issued funding for the period April to June ahead of the final funding decision.

6.1. The funding is welcome however the timing of the funding decision and the short term nature of the funding creates some challenges.

6.2. In making recommendations regarding future service delivery arrangements, consideration has been given to:

- Service continuity
- Staffing capacity and service resilience
- Timing of funding decisions
- Parameters of the Council's Contract Procedure Rules

6.3. Service continuity and an ability to maintain service delivery and response is key to ensure vulnerable people are supported across Boston Borough. This is a priority consideration.

6.4. The timing of the funding announcement created some uncertainty for staff employed by the current provider (P3) who have found alternative employment. This has led to vacant posts within the existing service that could not be filled due to the short term duration of the current arrangements

6.5. The timing of previous funding announcements have led the Council to use exemptions and urgency provisions in order to arrange service delivery with an external partner.

6.6. The Council must also be cognisant of its duties to comply with its Contract Procedure Rules.

- The arrangements for delivery of outreach and resettlement support services with a voluntary sector partner have been extended previously. There is not a compliant basis on which to extend these arrangements for a further period without a procurement process [no contract shall be extended more than once without being formally retendered]
- The values involved would require a full tender process. The timing of the funding decision and the associated funding period 1<sup>st</sup> July 2021 to 31<sup>st</sup> March 2022 does not provide for time to go through a procurement process. There are now a number of potential service providers actively operating within the Borough
- An in house delivery model for rough sleeping outreach and resettlement support services is achievable and presents the least risk to continued service delivery. There is sufficient leadership experience across the strategic alliance to enable this

7. Proposed service delivery arrangements from 1<sup>st</sup> July 2021:

- From 1<sup>st</sup> July 2021, rough sleeping outreach and resettlement support services in Boston Borough to be delivered directly by Boston Borough Council. The team will be led by the newly appointed Rough Sleeping Locality Coordinator and will be aligned with the East Lindsey District Council service, which is delivered by the District Council. This course of action is in line with the advice received from procurement colleagues and MHCLG to ensure a transparent and compliant position within the parameters of the Council's Contract Procedure Rules. The Borough Council is in discussion with the current provider to ensure service transition arrangements are in place and that TUPE considerations are fully explored.

- Separately to this, the Council has a core grant funding arrangement with Centre Point Outreach. The Council is in a position to top up this core grant using RSI funding to enable community work to support individuals who are at risk of rough sleeping to access support services including council services. This core grant top up will be £24,187 for the period 1<sup>st</sup> July 2021 to 31<sup>st</sup> March 2022 – to be funded from the Rough Sleeping Intervention Grant. The terms of this core grant funding would be to deliver community support to reduce homelessness and rough sleeping across Boston Borough. The relevant adjustment is reflected in the quarterly monitoring report for June 2021.
8. Service continuity and resilience is key. Officers are working closely with partners to minimise service disruption and to ensure that support is provided to individuals who are at risk of rough sleeping across Boston Borough.
  9. Officers wish to extend thanks to P3 and the staff delivering rough sleeping outreach and resettlement support services for their work and commitment to reduce rough sleeping across the Borough.

## **CONCLUSION**

The proposed arrangement from 1<sup>st</sup> July 2021 are considered to be the most appropriate in order to maintain service delivery and ensure a continued focus on reducing and preventing rough sleeping across Boston Borough.

### **FINANCIAL IMPLICATIONS**

Boston Borough Council has secured funding from MHCLG to deliver rough sleeping services. In May 2021, Boston Borough Council was notified of a successful application for further funding (RSI4) for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 for £495,763 (this includes £79,792 estimated underspend and Q1 funding which was issued ahead of the decision).

Service delivery costs are fully externally funded. Services are currently funded to 31/6/21.

The Borough Council has an existing core grant funding arrangement with Centrepoint Outreach. The proposed £24,187 top up for the period 1<sup>st</sup> July 2021 to 31<sup>st</sup> March 2022 will be fully funded from the Rough Sleeping Intervention Grant. The terms of this core grant funding would be to deliver community support to reduce homelessness and rough sleeping across Boston Borough. The relevant adjustment is reflected in the quarterly monitoring report for June 2021.

### **LEGAL / PROCUREMENT IMPLICATIONS**

The Council must ensure it arranges service delivery within the parameters of its Contract Procedure Rules. There is not a legal basis to which to extend current service delivery arrangements for rough sleeping outreach and resettlement support services without a full tender process as set out within the report.

The terms of the funding received from MHCLG require the Borough Council to ensure rough sleeping service delivery is maintained.

#### **CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

Not relevant to this report.

#### **EQUALITY AND SAFEGUARDING IMPLICATIONS**

The proposed approach will enable continued service delivery and support to vulnerable individuals across the Borough.

#### **CONSULTATION**

Consultation is not required. Liaison with the current service provider is underway – this is taking account of service delivery / transition and also staffing, recruitment and TUPE implications. At the time of drafting this report, there are no TUPE implications. Therefore, in preparation for the proposed changes to service delivery, a recruitment process is underway.

#### **APPENDICES**

None

#### **BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

#### **CHRONOLOGICAL HISTORY OF THIS REPORT**

This report has not been considered by another Council body.

#### **REPORT APPROVAL**

Report author:	Michelle Howard Assistant Director, Housing and Wellbeing
Signed off by:	James Gilbert, Interim Deputy Chief Executive
Approved for publication:	13 <sup>th</sup> June 2021



REPORT TO:	BOSTON BOROUGH COUNCIL, CABINET
DATE:	23 <sup>RD</sup> JUNE 2021
SUBJECT:	EMPOWERING HEALTHY COMMUNITIES: COUNCILLOR GRANTS SCHEME
KEY DECISION:	YES
PORTFOLIO HOLDER:	CLLR MARTIN GRIGGS
REPORT AUTHOR:	MICHELLE HOWARD, ASSISTANT DIRECTOR: HOUSING AND WELLBEING NICHOLA HOLDERNESS, EMPOWERING HEALTHY COMMUNITIES PROGRAMME COORDINATOR
WARD(S) AFFECTED:	WHOLE OF BOSTON BOROUGH
EXEMPT REPORT?	NO

## SUMMARY

It is proposed to deliver a Councillor Grants Scheme, as part of the MHCLG funded Empowering Healthy Communities (Community Champions) Programme.

£1000 would be available to each Ward Member. £1000 would also be available to each Parish Council. The scheme would be open to receive applications from eligible groups between 1<sup>st</sup> July 2021 and 31<sup>st</sup> January 2022.

## RECOMMENDATIONS

1. That Cabinet Members approve the proposed Councillor Grants Scheme to be delivered as part of the Empowering Healthy Communities Programme
2. That Cabinet Members delegate authority to the Assistant Director, Housing and Wellbeing (in consultation with the Portfolio Holder for Housing & Communities) to arrange for implementation and delivery of the scheme from 1<sup>st</sup> July 2021
3. That a progress report is provided to Cabinet in six months' time (December 2021) to show impact and outcomes achieved through the grants scheme

## **REASONS FOR RECOMMENDATIONS**

Funding to enable a Councillor Grant scheme was received as part of the Community Champions Programme Fund from MHCLG. The scheme provides a positive opportunity for Councillors to invest in and support their local communities.

Corporate Strategy Alignment:

Priority 1: People

Priority 2: Future Prosperity, Regeneration and Inclusive Growth

## **OTHER OPTIONS CONSIDERED**

1. Do not deliver a Cllr Grants Scheme: this option is not recommended. Funding has been received to enable delivery of the scheme, which presents a positive opportunity for Councillors to invest in and support local groups in their communities.

## **REPORT**

1. Boston Borough Council is delivering a significant Health & Wellbeing Programme (Empowering Healthy Communities) funded by the MHCLG Community Champions Programme.
  - 1.1. £494,800 was received from MHCLG, which has enabled a wide ranging programme to be developed and delivered.
  - 1.2. This programme is to help local areas to diversify, enhance and accelerate community engagement opportunities to support communities identified as being disproportionately at risk from Covid-19.
  - 1.3. The national programme seeks to enable local areas to accelerate, enhance and target community engagement opportunities to increase trust and confidence in public health messaging, improve engagement and take up of messaging and initiatives, to develop and build community insight and relationships and to develop a vital feedback mechanism to understand what works, what doesn't and what can be done differently at a local and national level.
2. The overarching work programme has been agreed with MHCLG and key partners and has previously been approved by Cabinet.
  - 2.1. Funding has been committed to all projects and a number of programme strands are in delivery.
  - 2.2. The Councillor Grants Scheme forms part of the programme and is proposed to run from 1<sup>st</sup> July 2021 to 31<sup>st</sup> January 2022.

2.3. Activities funded through the programme are required to align with the MHCLG grant conditions.

3. Funded activities / projects within the programme should enable the overall programme to achieve the following outcomes:

- Build strong links between Government and places where Covid 19 has impacted most significantly to develop resilience and improve and increase mechanisms for outreach, communication, engagement within the area
- Increase understanding by local authorities of local population needs and provision of practical tools to aid accessibility to improve social connection, digital inclusion, civic engagement and integration with the wider local area
- Increase capability to interact with and communicate information and guidance from Government and local authorities that is accessible to diverse communities, who may be harder to reach or receiving misinformation, facilitating the following of safer behaviours and making of informed choices
- Build stronger relationships and engagement between communities, groups and local authorities where there may be tensions, mistrust or negative connotations exacerbated by the pandemic
- Increased access to guidance and awareness of Government support mechanisms, for example Universal Credit, to increase access to employment, education and / or volunteering opportunities
- Increased access to guidance and awareness of Council and local support services through outreach and practical tools to improve access to economic support to alleviate hardship to support longer term positive economic impacts
- Increased access to guidance, vaccination programmes and public health services, through outreach and practical tools to improve health and wellbeing of residents, especially those from disproportionately impacted groups, and their families
- Increased coordination and dialogue with public health providers by local authorities to create more cohesive and trusted messaging
- Build open, transparent dialogue over any local testing or vaccine deployment programmes within communities to address any misconceptions about efficacy and safety, counter misinformation, fill real knowledge voids and provide clarity on vaccination roll-out to build support and promote take up
- Increased visibility of Community Champions, volunteers and community groups to encourage more mutual aid and volunteer provision able to support local authority delivery

4. As part of the programme budget, £1000 is available to each Boston Borough Council member and £1000 to each Parish Council in Boston Borough to enable the delivery of a Councillor Grants Scheme.

Empowering Healthy Communities, Councillor Grants Scheme	
Boston Borough Council Members	30 x £1000 = £30,000
Parish Councils across Boston Borough	18 x £1000 = £18,000
Total funding available to support local community groups	£48,000

*[Note: In addition to this scheme £20,000 has been allocated to BTAC. BTAC members have agreed that the BTAC allocation will be allocated as part of the committees existing small grants scheme]*

- 4.1. This funding allocation can be spent to support local community groups upon application, provided this spend is in line with the Community Champions Fund grant conditions.
- 4.2. The grant conditions form the criteria within the proposed Cllr Grants Scheme policy.
- 4.3. A Councillor Grants Scheme and associated policy, guidance and application documents have been developed.
- 4.4. The policy and scheme guidance clearly set out the criteria and process for applicants and members. Guidance and support will be provided by the Empowering Healthy Communities Programme Coordinator to members, to help validate applications and ensure that funded projects are within the parameters of the grant conditions.
- 4.5. The policy, information guide and associated documents can be found within the Appendices to this report.
- 4.6. The scheme is recommended for approval. It is proposed that the scheme is launched on 1<sup>st</sup> July and would be open for applications until 31<sup>st</sup> January 2022.
- 4.7. A communications plan will be developed and the scheme will be launched to raise awareness.
- 4.8. Members and Parish Councils will be invited to attend a briefing ahead of the launch of the scheme.
- 4.9. Details of funded initiatives will be shared with members and would be published.

## CONCLUSION

The Councillor Grants Scheme is funded from the MHCLG Empowering Healthy Communities (Community Champions) Programme. It presents a positive opportunity for Ward Members and Parish Council to invest directly in their communities to respond to applications from local community groups based on need in the local area. The Programme is a key strand of work in the Council's Covid 19 Recovery Programme. It is proposed to launch the Councillor Grants Scheme on 1<sup>st</sup> July 2021. The scheme would be open to received applications until 31<sup>st</sup> January 2022.

## **FINANCIAL IMPLICATIONS**

The proposed scheme is fully funded from the Empowering Healthy Communities (Community Champions) Programme. The scheme will provide £1000 to each Boston Borough Council Councillor plus £1000 to each Parish Council. Spend and outcomes achieved will be monitored by the Empowering Healthy Communities Programme Coordinator.

## **LEGAL / PROCUREMENT IMPLICATIONS**

The Cllr Grant scheme criteria are guided by the parameters of the terms of the Grant funding from MHCLG and associated Memorandum of Understanding. The Scheme has standard terms and conditions which groups are required to agree to when submitting an application to the Scheme.

## **CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

None arising from this report.

## **EQUALITY AND SAFEGUARDING IMPLICATIONS**

The Cllr Grant scheme will enable support to be provided to community groups across the Borough to support communities with health, wellbeing, resilience and Covid recovery. The policy requires groups applying to the Scheme to have an open and inclusive membership policy. Due diligence checks will be made on all applications.

## **CONSULTATION**

No consultation required. Update on the Empowering Healthy Communities Programme provided to members via a member briefing on 14<sup>th</sup> June 2021.

## **FOI/Human Rights/Data Protection**

These are addressed through the policy and information guide and application form. The Council's Data Protection Officer has reviewed and shaped the policy and information guide.

## **APPENDICES**

Appendix A	Councillor Grant Scheme Policy and Information Guide
Appendix B	Application Form
Appendix C	Checklist
Appendix D	Template approval letter

**BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

**CHRONOLOGICAL HISTORY OF THIS REPORT**

This report has not been considered by another Council body. However, this report forms part of the wider Empowering Healthy Communities (Community Champions) Programme funded by MHCLG – the content of the bid to MHCLG and associated work programme has previously been approved by Cabinet.

**REPORT APPROVAL**

Report author:	Michelle Howard Assistant Director, Housing and Wellbeing
Signed off by:	James Gilbert, Interim Deputy Chief Executive
Approved for publication:	13 <sup>th</sup> June 2021

APPENDIX A

# Empowering Healthy Communities Programme: Councillor Grant Scheme and Information Guide



APPENDIX A

The Councillors' Empowering Healthy Communities Grant Scheme provides grant funding to community projects run by not for profit voluntary and community organisations in Boston Borough. The projects must support the delivery of the aims and objectives of the Empowering Healthy Communities programme.

The programme aims to support a range of interventions to build upon, increase or improve existing activities to work with residents who are most at risk of Covid-19 – helping to build trust and empower at risk groups to protect themselves and their families. The broader aim is to reduce the impact of the virus on all communities, beyond just the target areas that we will work with through this scheme.

Funded projects are expected to :-

- Build residents confidence to integrate and engage more widely in their local communities and mix with people from different backgrounds.
- Adopt approaches to engagement that supports social connection to the local area and builds confidence to use local amenities and services.
- Provide practical solutions to overcome barriers, such as supporting those experiencing digital exclusion.
- Be targeted using the best available national and local sources of evidence of need.
- Exhibit good governance and the collection of robust evidence to enable measurements of progress in achieving the Programme aims.

This guide provides details of what the scheme can fund, who is eligible to apply and any restrictions, the application process, the general terms and condition of funding and frequently asked questions. It is important that all applicants read this guide before making an application.

All applications must be made on the electronic application form. It is important that each question is fully answered on the form. Failure to do so may result in your application being delayed or rejected. If you have any queries regarding this guide please contact: [communitygrants@boston.gov.uk](mailto:communitygrants@boston.gov.uk).

## 1. Summary of the Scheme

The Councillor's Empowering Healthy Communities Grant Scheme is designed to be supportive, responsive and uncomplicated for organisations delivering community projects and activities to bid into.

The scheme is intended to support smaller projects that are easily deliverable. The key points of the Scheme are detailed below:

- Your local Borough Councillor will decide whether to support or decline your request for funding.
- You must contact your local Borough Councillor to discuss your project and to receive an application form.
- Multiple Councillors can contribute to your project, joint applications must be submitted on the same application form.
- Grants range from £100 to £1000 per project.
- There is no limit on the number of grants an organisation can receive.
- Match funding is not required but may be requested by the Councillor.
- Completed applications must be received via email at [communitygrants@boston.gov.uk](mailto:communitygrants@boston.gov.uk) by 31<sup>st</sup> January 2022. Applications received after this date will be rejected.
- Applications received will be checked for compliance with the Scheme criteria - applications which do not comply with the criteria will be rejected.
- Projects must be completed within 12 months of the funding being awarded.
- Both Revenue & Capital costs can be supported.
- The Grants are paid in advance and usually within two weeks of being approved.

## 2. Who can and cannot apply for a Councillors' Community Grant?

To apply for a grant your organisation must be some type of formally governed 'Not for Profit' organisation with a written governing document (e.g. Constitution, Trust Deed, Articles of Associate etc.). The governing document must include a dissolution clause that guarantees any assets are kept for the community benefit even if the group comes to an end or is 'dissolved'. The governing document must also have an open membership policy (one that does not discriminate against potential members and actively encourages community participation and access with non-prohibitive fees where applicable).

The organisation must possess a UK based bank account registered in the name of the organisation and it must require a minimum of two unrelated persons not living at the same address to authorise withdrawals.

Examples of eligible and ineligible organisations are listed in the table below.

Eligible	Ineligible
Registered charities	Individuals
Constituted community and voluntary groups	Private business/project making organisations
Social enterprises	Organisations that can distribute surpluses/profits among its members
Parochial church councils	Informal groups*
Town and parish councils – due to being a tier of local Government they are not required to complete Q6	Political groups
Not for profit companies	Statutory organisations
Schools – whilst schools can apply into the scheme the project must be able to provide a wider community benefit and not solely benefit the pupils or the school.	

*\*Eligible groups can act as an accountable body for informal groups that wish to undertake projects with community benefit. Further information can be found in the FAQ of this guide.*

## 3. What the grants can and cannot fund

Applications must demonstrate that they support one of the following:

- **Build strong links between Government and places where Covid-19** has impacted most significantly to develop resiliencies and improve and increase mechanisms for outreach, communication, engagement within the area.
- **Increased understanding by local authorities of local populations needs** and provision of practical tools to aid accessibility to improve social connection, digital inclusion, civic engagement and integration with wider local area.
- **Increase capability to interact and communicate information and guidance from Government** and local authorities that is accessible to diverse communities, who may be harder to reach or receiving misinformation, facilitating the following of safer behaviours and making of informed choices.
- **Build stronger relationships and engagement between communities, groups and local authorities** where there may be tensions, mistrust or negative connotations exacerbated by the pandemic.
- **Increased access to guidance and awareness of Government support mechanisms**, for example Universal Credit, to increase access to employment, education and/or volunteering opportunities.

## 4. Application Process

- **Increased access to guidance and awareness of Council and local support services** through outreach and practical tools to improve access to economic support and alleviate hardship to support longer term positive economic impacts.
- **Increased access to guidance, vaccination programmes and public health services**, through outreach and practical tools to improve health and wellbeing of residents, especially those from disproportionately impacted groups, and their families.
- **Increased coordination and dialogue with public health providers by local authorities** to create more cohesive and trusted messaging.
- **Build open, transparent dialogue over any local testing or vaccine deployment programmes** within communities to address any misconceptions about efficiency and safety, counter misinformation, fill real knowledge voids and provide clarity on vaccination roll-out to build support and promote take up.
- **Increased visibility of Community Champions, volunteers and community groups** to encourage more mutual aid and volunteer provision able to support local authority delivery.
- Contact your Borough Councillor to discuss your project proposal (Councillor details can be found at [www.moderngov.boston.gov.uk/](http://www.moderngov.boston.gov.uk/))
- If the Councillor is supportive of the project idea they will email you an electronic application form
- Complete the application form and email it back to your Councillor
- The Councillor reviews your application and decides whether to support or decline the funding request.
- The Councillor completes the Councillor's declaration section of the application form and submits the completed application to the Council
- The Council will undertake standard verification checks to ensure the application complies with the policy. If your application is ineligible you and the Councillor will receive confirmation of this.
- If the application is eligible you receive a 'grant confirmation letter'.
- Your grant is paid directly into your nominated bank account within 2 weeks and you receive a remittance advice.
- You deliver the project and advise your awarding Councillor when the project is completed or if you experience any difficulties in delivering the project.

Boston Borough Council may request supplementary information to check that your application meets the eligibility criteria.

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or intended spirit of the scheme. The Chief Executive's decision will be final.

11. If it is proposed that any goods, equipment or land/buildings purchased or improved

## 5. General Terms and Conditions of Councillors' Empowering Health Communities Grant Funding

The general terms and conditions of Councillors' Empowering Healthy Communities Grant funding are detailed below.

1. No grant shall be used on expenditure made prior to the date of the grant confirmation letter with the exception of community resilience projects that address issues caused by COVID-19 which may be retrospectively funded if there is a demonstrable requirement for this.
  2. The project must be complete within 12 months of receiving the grant funds. Any delays to the project must be notified to the awarding District Councillor.
  3. You must use the grant exclusively for the project.
  4. You must get our written permission before making any significant changes to the project.
  5. You must advise the awarding Councillor when your project is completed.
  6. Should the project not progress the grant must be returned.
  7. Should project costs be less than the grant awarded, the remainder of the grant must be returned.
  8. Records must be kept of all expenditure (all involves, receipt and other relevant documents) relating to the project for three years and must be available for inspection at any reasonable time.
  9. You must provide us promptly with any information we request prior to or post grant award in relation to compliance with these terms and conditions and the criteria as detailed in the Councillors' Empowering Healthy Communities Grant Scheme Policy and Information Guide.
  10. You must provide us promptly with any information and reports we require about the project and its impact both during and after the end of the project
- with grant aid are to be disposed of then written details of the proposed disposal should be sent to Boston Borough Council at [communitygrants@boston.gov.uk](mailto:communitygrants@boston.gov.uk). Boston Borough Council has the right to return all or part of the grant upon any such disposal.
12. The grant will not be increased if there is any overspend on the project and you will be responsible for any excess sums required over the amount of the grant awarded.
  13. You must comply with all relevant statutes and other laws and regulations relating to the project, the work you, your employees, staff or member of the public connected to you carry out or the goods you purchase.
  14. You must ensure that the necessary permissions are in place for the projects to proceed.
  15. You must notify us of any legal claims made against you (including any claims made against members of your governing body or staff in connection with the organisation) during the period of the grant.
  16. You must notify us as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body during the period of the grant.
  17. The grant and related expenditure must be shown as a restricted funding for your organisation annual accounts. Where you have more than one restricted fund, there must be a note on the accounts to identify each restricted fund separately. Unspent funds and/or assets in respect of all grants must be identified separately in your accounting records.
  18. Our staff, council members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any actions you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you

- about your activities, you are still fully responsible for every part of the project, your business and the decision about it.
19. Details of the grant awarded will be published on the Council's website in line with the Government's transparency requirements.
  20. You understand that we will be publicising projects and this may include your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish any project information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.
  21. Empowering Healthy Communities Programme must be acknowledged in any publicity associated with a Councillors Grant Scheme funded project and where using Boston Borough Council branding this must be in accordance with the relevant brand guidelines.
  22. The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.
  23. Where your project involves working with children, young people or vulnerable adults, you must adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law or guidelines. We may ask for a copy of your safeguarding arrangements.
  24. These terms and conditions will continue to apply for one year after the grant is paid or until the project has been completed whichever is later. Clauses 8, 19, 20 AND 21 shall survive expiry of these terms and conditions.

## 6. Frequently asked questions

**Q. We are an informal group wishing to deliver a community project and don't have a governing document and/or bank account. How can we benefit from this scheme?**

A. There are a couple of ways in which you could benefit from the scheme. Firstly you could decide to formalise the group by adopting a governing document and opening a bank account in the group's name with two signatories required to withdraw funds. Alternatively we will allow another eligible group to act as an accountable body for the grant. In this case the accountable body must complete and submit the grant application as it becomes legally accountable for the grant. You will therefore need to discuss your project with the accountable body to gain their support and work with them to complete the application form and delivery of the project. Please note we will not accept applications from informal groups.

**Q. Can I apply for a second Councillors' Empowering Healthy Communities Grant for the same project/activity?**

A. No, you can only receive one grant for the same project.

**Q. Can I submit multiple Councillors' Community Grant applications for the same project at the same time?**

A. No – if multiple Councillors wish to support your project they must all complete one application form. We will not accept any subsequent applications for the same project even if submitted together.

**Q. What if my Councillor is unable to or decided not to award funding to our project even though we are eligible for support?**

A. If your Councillor is unable to, or declines to fund your project you have the following options available to you:

1. Apply to another local District Councillor in your area for support.
2. Contact Lincolnshire CVS (01205 510888) for advice on alternative funding opportunities.

**Q. What if our project is delayed and we cannot complete it within the 12 month timetable?**

A. You should inform your Councillor as soon as you become aware that a deadline may be missed. Because we understand that projects do not always go according to plan and often are delayed by factors outside your control 'project extensions' are usually granted. However, if the project has not been started and is seriously behind because of mismanagement or negligence on your behalf we may request that the grant funds are repaid.

**Q. We need support in developing our project and/or organisation before we apply for grant funds, who can help?**

A. Lincolnshire CVS is a local registered charity that provides support and advice to the Community and Voluntary Sector. They will be able to provide support and guidance for your organisations around a variety of topics from:

- Governance advice
- Funding options and bid writing
- Volunteer recruitment
- Training

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# Councillors' Empowering Healthy Communities

## Councillor Grants Application Form

Applications must be received by 31st January 2022

Please ensure you complete this form fully before submission.

An incomplete form may delay the processing of the application.

### About your organisation

#### 1 Organisation name

#### 2 Contact name

#### 3 Position held in the organisation

#### 4 Contact details

Address (including postcode):

Telephone:

Email:

#### 5 Which of the below categories does your organisation fall in to?

Not for Profit Company Limited by Guarantee.....

Constituted Community/Voluntary Group.....

Parish or Town Council.....

Parochial Church Council.....

Registered Charity.....

Social Enterprise.....

Other (please provide details):

**6** I confirm that the organisation is not for profit and has a formal governing document which includes: *(Please note Town/Parish Councils do not need to complete question 6.)*

- a 'dissolution' clause that guarantees any assets are kept for community benefit even if the group comes to an end or is 'dissolved'.....Yes  No
- an open membership policy .....Yes  No

**7** Your organisation's bank/building society account details

Name on bank account:

Bank Sort Code:

Bank Account Number:

Building Society Roll Number (where applicable):

**8** I confirm that a minimum of two unconnected persons must sign to authorise all withdrawals (including cheques and online transactions)

.....Yes  No

## About your project

**9** Please provide a 'Project Name' for your application

**10** Where will your project take place?

**11** When will your project take place?

Start date:

Completion date (must be within 12 months of receiving the grant):

---

**12** How much will the project cost?

---

**13** How much funding are you requesting? (Minimum £100 - Maximum £1,000)

---

**14** What will you spend the grant on?

---

**15** What benefits will the project deliver to the local community?

---

**16** How many people will benefit from your project?

---

**17** Which of the following aims will your project contribute towards?

*Tick all that apply – your project must support one of the following.*

- Develop resilience and improve and increase communication and engagement
- Increase access to guidance and awareness to local support services
- Increase access to guidance, vaccination programmes and public health services
- Build open, transparent dialogue over any local testing or vaccine programme
- Increase social connection, digital inclusion, engagement and integration with the local area
- Interact and communicate Health information in accessible formats to the community
- Build stronger relationships and engagement between communities
- Increase access to guidance and awareness to Government Support for example Universal Credit, access to employment, education and/or volunteering opportunities

# Applicant Declaration

## 18 Applicant declaration

I confirm that the information contained within this application is accurate and truthful to the best of my knowledge.....Yes  No

I confirm that I have read the Councillors' Empowering Healthy Communities Grant Scheme Policy and Information Guide, and understand and agree to the 'General Terms and Conditions' of the funding.....Yes  No

I confirm that I have the authority of the named organisation to submit this grant application.....Yes  No

I confirm that the project will not be commenced or costs incurred before I receive a grant confirmation letter .....Yes  No

*Please note that community resilience projects that address issues caused by COVID-19 may commence prior to the receipt of a confirmation letter and may be retrospectively funded if there is demonstrable requirement for this.*

I agree to keep the Councillor funding this project informed of progress and will provide confirmation to the Councillor when the project is completed .....Yes  No

I acknowledge that Boston Borough Council may publicise the award of this grant in local media and agree to be contacted if additional information is required.....Yes  No

I confirm that the organisation has compiled annual accounts within the last twelve months or is newly formed and will compile annual accounts at the end of its first financial year .....Yes  No

I confirm that the organisation has sufficient funds available to meet immediate debts and liabilities.....Yes  No

I confirm that the organisation has no overdue accounts or payments due to Boston Borough Council .....Yes  No

## 19 Data Protection Consent

I understand that to engage in this programme Boston Borough Council, its Councillors and its processor PSPSL (privacy statement can be found at [www.pspsl.co.uk/privacy](http://www.pspsl.co.uk/privacy)) will need to share the supplied contact information. This information will also be shared with MHCLG ([www.delta.communities.gov.uk/privacy-policy](http://www.delta.communities.gov.uk/privacy-policy)) as grant provider. I have the authority to provide the given contact details

Name/Signature:

Date:

# Data Protection

---

## Data Protection Notice

Boston Borough Council is a Data Controller and can be contacted at Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR (Tel: 01205 314200). The Data Protection Officer can be contacted at the same address.

We are collecting your personal data (name and contact details) in order to administer your application for a Councillors' Empowering Healthy Communities Grant for the group that you represent.

Your data will be shared with Borough Councillors supporting your application, Public Sector Partnership Services (the Council's Data Processor) for the processing of the grant application and may also be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

In line with our retention policy your data will be kept for 6 years after the financial year in which the last activity in respect of the grant is processed or if the grant application is unsuccessful your data will be kept for 6 months after the financial year in which the application was made.

You have the right to access your data and to rectify mistakes, erase, restrict, object or move your data in certain circumstances. Please contact the Data Protection Officer for further information or go to our website where your rights are explained in more detail.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance. If the matter is not resolved you can contact the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (Tel: 0303 123 1113)

If you do not provide the information required on the form then we will not be able to process your application for a grant as we need your contact details in order to do this.

For further information on our Data Protection Policies please go to our website.

## Councillor's Award & Declarations

To be completed by the Councillor(s) awarding funding to the project. All Councillor(s) wishing to contribute to the project must complete the section below. Subsequent applications for the same project will not be accepted.

Before awarding funding the Councillor should satisfy themselves that the:

- Applicant organisation is eligible to apply for funding under the Councillors' Community Grant Scheme.
- Proposed project is eligible for support under the Councillors' Community Grant Scheme and the project will benefit the residents of their ward.
- Applicant organisation has not already incurred the expenditure/costs associated with this project.
- Proposed project and funding award provides value for money.

*Please note that community resilience projects that address issues caused by COVID-19 may commence prior to the receipt of a confirmation letter and may be retrospectively funded if there is demonstrable requirement for this.*

If a Councillor has any interest in the project or organisation concerned, this should be declared in the table below, the grant will be awarded at the discretion of the Chief Executive.

Councillor Name	Declaration of Interest (if none, state none)	Amount Awarded	Date
1		£	
2		£	
3		£	

## Chief Executive Approval

The Chief Executive retains the right to reject any applications for funding which are not considered to fall within the permitted activities or 'intended spirit' of the scheme. In the event of there being differing interpretations or application of policy regarding a particular award, the Chief Executive's decision will be final.



Councillors' Empowering Healthy Communities Community Grant Checklist

Unique reference number:

Date received:

Checklist completed by:

Cross-checked by:

		1st Check	2nd Check	Notes
	<b>Application form</b>			
1a	All pages of the application form are present and legible? (8 pages)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1b	All questions are answered/completed accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1c	Has the Application come from the awarding Councillor (If received by email)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1d	Do they provide a Registered Charity Number (If required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1e	The form is completed by an authorised 'senior member' of the applicant organisation? (Page 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1f	The applicant organisation is an eligible group? (Page 1 Question 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
1g	The applicant has ticked yes to both statements under question 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2a	The bank account is in the name of the 'organisation' and not an individual or another organisation? (Question 7 Page 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2b	The bank account requires 2 unconnected signatories to authorise all withdrawals? (Question 7 Page 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2c	The applicant group is based in or primarily operates in BBC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2d	The project is occurring in Boston Borough? (Page 2 Question 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2e	The project can realistically complete within 12 months? (Page 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
2f	The project has not already happened and costs have not already been incurred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3a	The grant awarded by Councillors does not exceed the cost of the project or grant requested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
3b	The project description provides a clear indication of how the grant will be spent? (Page 3 Question 14)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

3c	The project is not a statutory responsibility or ordinary activity of another statutory body?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3d	The project will not create additional service demands on BBC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3e	The funds will not be used to purchase any prohibited items / expenses?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3f	The project will create a community benefit and does not primarily benefit an individual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3g	The applicant has ticked 'Yes' to all questions in Q18? (Page 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3h	The applicant has signed in acceptance of the terms and conditions? (Page 5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4a	The Councillor declaration page has been completed by a BBC Councillor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4b	The project is not already in receipt of a Councillors' Empowering Healthy Communities Grant this financial year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4c	The total grant awarded is between £100 - £1,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4d	The awarding Councillor(s) have sufficient budget remaining? (Check Database)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5a	All awarding Councillor(s) have completed the declarations (Page 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5b	All declarations of interest have been approved by the service manager/CX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6a	The application has been dated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6b	The application has been given a unique reference number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6c	The application has been added to the grant database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6d	A payment authorisation has been raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6e	The grant has been approved for payment by the service manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6f	Has the grant application, checklist and Payment Requisition draft been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6g	The payment authorisation has been sent to finance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6i	The date a grant confirmation letter was emailed to the applicant with awarding Councillors cc'd in.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6j	Added to 'Councillors Balances 2020-21' Excel Sheet			
6k	Added to 'Press Release Info' Document			

**Other notes, comments or observations regarding the application**

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# B O S T O N BOROUGH COUNCIL

APPENDIX D

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR

Your Ref:

Email: nichola.holderness@boston.gov.uk

Our Ref: NH

Telephone: 01205314269

Dear

## Re: Empowering Healthy Communities Councillors' Community Grants Scheme

### Awarding Councillor(s): Councillor Project Title:

Thank you for your application to Boston Borough Council's Empowering Healthy Communities Councillors' Community Grants Scheme. I am pleased to inform you that a grant of £\*\*has been approved for the above project and paid directly into your organisation's nominated bank account. If the funds have not cleared your account within 14 days of this letter, then please contact me using the above details.

You are now permitted to commence your project. You must keep the awarding Councillor(s) updated on the progress of your project and advise them when the project is complete. Your project must complete within 12 months of the date of this letter.

The general terms and conditions of the grant funding, which were confirmed as part of the application process, are detailed in the attached Policy and Information Guide. You should familiarise yourself with these to ensure that your organisation complies with the requirements of the Scheme.

Should you have any queries regarding your project, then please do not hesitate to contact me. Finally, I take this opportunity to wish you every success in delivering your project.

Yours sincerely,

Nichola Holderness  
Empowering Healthy Communities Programme Co-Ordinator



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REPORT TO:	CABINET
DATE:	23 <sup>RD</sup> JUNE 2021
SUBJECT:	TRANSFER OF INTERNAL AUDIT SERVICE
KEY DECISION:	NO
PORTFOLIO HOLDER:	COUNCILLOR NOBLE
REPORT AUTHOR:	ADRIAN SIBLEY, SECTION 151 OFFICER
WARD(S) AFFECTED:	ALL
EXEMPT REPORT?	NO

## **SUMMARY**

The Council's internal audit function is currently undertaken through Lincoln City Council. This report seeks to transfer this function to Lincolnshire County Council (LCC) so that there is a greater level of resilience and a consistency in approach across the Alliance.

## **RECOMMENDATIONS**

That Cabinet approves the transfer of the internal audit function from Lincoln City Council to Lincolnshire County Council, having been recommended to Cabinet for approval by the Audit and Governance Committee on the 24<sup>th</sup> May.

## **REASONS FOR RECOMMENDATIONS**

To build resilience into the internal audit service and allow a greater consistency in approach across the Alliance in order to ensure ongoing conformity with the professional standards.

## **OTHER OPTIONS CONSIDERED**

The current service provided by the County Council for East Lindsey District Council could transfer to Lincoln City Council. However, there is not the same level of capacity at the City Council to provide the additional resilience.

The service could be provided by private sector organisations. There is though a lower level of expertise for Local Authority functions in the private sector and previous soft market testing has shown that the cost would be significantly higher.

## REPORT

### Background

**1.1** The requirement for an internal audit service is set within the Accounts and Audit Regulations 2015 which state that:

‘A relevant authority must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance’

**1.2** The Service is currently provided through a contractual arrangement for around 140 days of cover with Lincoln City Council. However, there are concerns around resilience and now that there is a shared working arrangement with East Lindsey, both through the Alliance and a shared back office provider, there is a real benefit in aligning the Internal Audit function.

**1.3** The proposal is to transfer this service to Lincolnshire County Council so that there is a consistent and streamlined approach across the Alliance.

### Reason for Review

**2.1** Whilst there are no specific issues highlighted with the current service provision, there is an increasing need for specialist audit capacity specifically around areas such as fraud and ICT, and with a relatively small team it is difficult to develop the required range of expertise.

**2.2** More generally, a shared approach would allow the following benefits to be secured:

- Streamlined service with single set of personnel for both Councils within the Alliance and PSPS
- Combining all oversight work for both Councils into one principal officer thereby merging liaison meetings, management team and committee attendance and reports
- Combined audit reviews providing assurance across the Alliance that will potentially reduce the number of days on each audit as there will be one audit report and closure process rather than two
- Allow shared intelligence and highlight inconsistent practices.
- A reduced day rate allowing annual savings of around £3k.
- Reduced impact on PSPS as not having two sets of auditors reviewing the same systems.
- Access to other expertise from the Assurance Lincs offer (Risk, Fraud, Health and Safety and Audit specialisms)
- Increased resilience provided by a larger team to mitigate against sickness, loss of key staff etc.

**2.3** The provisional date for the transfer of the internal audit service, subject to necessary approvals and agreed contractual terms, is 1<sup>st</sup> July 2021. Whilst it is not currently proposed to make any changes to the level of audit days, this will be reviewed during the year as the risk environment changes and efficiencies can be achieved.

## **CONCLUSION**

There are a number of benefits to be realised from transferring the Internal Audit function from Lincoln City Council to Lincolnshire County Council and these are outlined within the report.

### **FINANCIAL IMPLICATIONS**

The current budgeted cost of service is £46k. There will be a modest saving of around £3k per annum as the County Council daily charge out rate is slightly lower than the City Council. The number of days is initially not expected to change although this could change as efficiencies and changes to risk assessments are made.

### **LEGAL IMPLICATIONS**

The Accounts and Audit Regulations 2015 provide that as a relevant authority, the Council must have an effective internal audit service. The proposed approach to the delivery of the internal audit service is an identified means of ensuring the ongoing delivery of an effective service as required by law.

### **CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

None

### **EQUALITY AND SAFEGUARDING IMPLICATIONS**

None

### **OTHER IMPLICATIONS**

None

## **CONSULTATION**

Consultation has taken place both with the current providers and the Portfolio Holder for Finance. The transfer was also approved by the Audit & Governance Committee on the 24<sup>th</sup> May.

**APPENDICES**

None

**BACKGROUND PAPERS**

None

**CHRONOLOGICAL HISTORY OF THIS REPORT**Audit & Governance Committee 24<sup>th</sup> May 2021**REPORT APPROVAL**

Report author:	Adrian Sibley, Section 151 Officer: Adrian.sibley@e-lindsey.gov.uk
Signed off by:	Adrian Sibley, Section 151 Officer: Adrian.sibley@e-lindsey.gov.uk
Approved for publication:	Councillor Noble, Portfolio Holder for Finance



REPORT TO:	CABINET
DATE:	23 JUNE 2021
SUBJECT:	APPOINTMENTS TO EXTERNAL ORGANISATIONS 2021/22
KEY DECISION:	NO
PORTFOLIO HOLDER:	COUNCILLOR PAUL SKINNER, LEADER
REPORT AUTHOR:	DEPUTY MONITORING OFFICER
WARD(S) AFFECTED:	NOT APPLICABLE
EXEMPT REPORT?	NO

## **SUMMARY**

To consider appointments to various external organisations as set out in Appendix A.

## **RECOMMENDATIONS**

That the Cabinet make appointments to the external organisations now indicated; such appointments to hold good only whilst the appointees remain Members of the Borough Council, until the next Annual Meeting of the Council, or until the appointment of their successors.

## **REASONS FOR RECOMMENDATIONS**

Under the Constitution, those appointments to outside bodies connected with functions that are the responsibility of the executive (Cabinet) are to be determined by Cabinet rather than full Council.

## **OTHER OPTIONS CONSIDERED**

Not to make appointments to the external organisations appended to this report.

## REPORT

### 1. Appointments to External Organisations – 2021/2022

1.1 Under the Constitution, some appointments to external organisations are delegated to Cabinet to determine. A number of appointments to external organisations were previously held by Cabinet Members in line with their portfolios and responsibilities. The Secretary of State advises that a local authority's executive arrangements should provide that the executive will make appointments to outside bodies in connection with functions which are the responsibility of the executive, with all other appointments to be made by full Council, a committee or officer of the local authority.

1.2 Members are asked to note that the guidance does not state that the appointments need to be filled by Members of the Cabinet and so are free to appoint any Member of the Council to any position. However, portfolio holders are appointed *ex officio* to the following organisations:

The Leader:

Boston Health and Wellbeing Network  
Boston Strategic Health Group  
East Lincolnshire Community Safety Partnership  
East Midlands Councils  
Local Government Association General Assembly

Councillor Tracey Abbott:

Boston in Bloom  
Boston Woods Trust

1.3 The list of remaining external organisations requiring appointments is attached to this report at Appendix A.

### 2. Role and Responsibility of Members on Outside Organisation

#### 2.1 Members appointed as Directors

The role of Members who are appointed as directors will be determined by the company's Articles and Memorandum, which are the documents that govern the company. In particular, Members must act in good faith in the best interests of the company (and not the Council) and must not fetter their discretion as to how they shall act, for example, by following Council policy unquestioningly. They must also be careful not to place themselves in a position where their personal interests or duties to others, including the Council, are likely to conflict with their duties to the company.

#### 2.2 Members appointed as Trustees

The role of members who are appointed as trustees will be determined by the governing documents of the charity. Members may also be directors as well as trustees of the charity. Trustees must act reasonably and prudently in all matters relating to the charity and must always bear in mind the interest of the charity, and not let personal views of prejudice affect their conduct as trustees. All trustees should ensure that they are aware of the financial position of the charity and regularly attend trustee meetings. Where the member is also a director as well as a trustee the above mentioned also applies.

2.3 Members appointed as Observers

Members appointed as observers to a company or charity can have regard to Council policy and will not have a prejudicial interest at Council meetings in respect of their appointment. It will, however, be up to each charity or company as to how much confidential information it makes available to an observer.

**3. PATROL (Parking and Traffic Regulations outside London)**

3.1 Communication has been received from the PATROL Adjudication Joint Committee Agreement to the effect that it requires nomination of a Councillor from this authority to the Joint Committee.

3.2 PATROL Joint Committee meetings are held annually in July in Westminster, London with the next meeting scheduled for 13 July 2021. At the annual meeting, the Joint Committee establishes an Executive Sub Committee which meets in January and October. The nominated representative will have the opportunity to serve on that sub-committee should they wish.

3.3 There are no specific requirements for nominees except for being a Councillor; however, generally, they are involved in transport or environmental matters. It is considered that the Portfolio for Finance & Commercial would be the appropriate ex-officio appointment in line with portfolio responsibilities for car parking.

**CONCLUSION**

Cabinet is requested to make appointments to the organisations appended to this report for 2021/2022. The appointments made will hold good only whilst the appointees remain Members of the Borough Council, until the next Annual General Meeting of the Council, or until the appointment of their successors.

**FINANCIAL IMPLICATIONS**

None

**LEGAL IMPLICATIONS**

Under the Local Government Act 2000, appointments are an executive function.

**CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

None

**EQUALITY AND SAFEGUARDING IMPLICATIONS**

None

**OTHER IMPLICATIONS**

None

**CONSULTATION**

List of available appointments has been circulated to all Members with a request that expressions of interest be submitted via the Group Leaders.

**APPENDICES**

Appendices are listed below and attached to the back of the report: -

APPENDIX A

List of Cabinet Appointments to External Organisations 2021/22

**BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

**CHRONOLOGICAL HISTORY OF THIS REPORT**

A report on this item has not been previously considered by a Council body

**REPORT APPROVAL**

Report author:

Lorraine Bush

lorraine.bush@boston.gov.uk

Signed off by:

James Gilbert

james.gilbert@e-lindsey.gov.uk

Approved for publication:

Councillor Paul Skinner

**BOSTON BOROUGH COUNCIL**  
**COUNCIL REPRESENTATION ON EXTERNAL ORGANISATIONS**  
**ANNUAL APPOINTMENTS BY CABINET 2021-22**

<b>Organisation</b>	<b>Period of Appointment</b>	<b>Previous Appointees</b>	<b>Nominees</b>
Local Community Framework Investment Panel (Empower Community Foundation/Lincolnshire housing Partnership)	Civic Year	P. Skinner	P. Skinner
PATROL (Parking and Traffic Regulations outside London)	Civic Year	-	Noble
Tritton Knoll Local Liaison Committee	Civic Year	Cooper	Cooper

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REPORT TO:	CABINET
DATE:	23 <sup>RD</sup> JUNE 2021
SUBJECT:	QUARTER 4 REPORT – PERFORMANCE, RISK AND FINANCE
KEY DECISION:	YES
PORTFOLIO HOLDER:	COUNCILLOR SKINNER – LEADER (PERFORMANCE) COUNCILLOR NOBLE – FINANCE & RISK
REPORT AUTHOR:	SUZANNE ROLFE, TRANSFORMATION MANAGER TIM SAMPSON, FINANCE MANAGER
WARD(S) AFFECTED:	ALL
EXEMPT REPORT?	YES – Appendix D is exempt by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

## SUMMARY

This is the quarterly report covering performance, risk and finance monitoring information for Quarter 4 of 2020/21 (April 2020 to March 2021).

## RECOMMENDATIONS

1. To note the quarterly monitoring information for Q4.
2. To agree the draft revenue position for the year ended 31 March 2021, indicating a £704k underspend, with the recommendation that this is carried forward into 2021-22 in a 'COVID Pressure Smoothing Reserve.'
3. To reconsider the terms of the lease of a Council asset, as set out in the confidential Appendix D.

## REASONS FOR RECOMMENDATIONS

Members are accountable for the delivery of the Council's priorities and this monitoring information should be used as a tool to report on progress and highlight any key challenges forecast

## OTHER OPTIONS CONSIDERED

Alternative reporting arrangements

## REPORT

### Performance (Appendix A)

#### 1. Areas of success / improvement

- Planning applications and appeals (Cllr Welton)
- Switchboard – abandoned calls (Cllr Welton)
- Benefit and Council Tax Support processing times (Cllr Noble)
- Information requests (Cllr Noble)
- Broadly compliant food businesses (Cllr Stevens)
- Fly tip response times (Cllr Evans)
- Number of affordable homes delivered (Cllr Griggs)
- Number of non-local authority owned empty properties returned into occupation (Cllr Griggs)
- Improved housing standards (Cllr Griggs)

#### 2. Areas of concern / watching brief

- Switchboard waiting time (Cllr Welton) - increase in calls due to Garden Waste and Twin bin roll out
- Business Rates and Council tax collection rates (Cllr Noble)
- Car parking income (Cllr Noble)
- Residual household waste per household (Cllr Evans)
- Market income (Cllr Abbott)

#### 3. Other items of note

- Narrative update on climate change work
- One non-RIPA authorisation in Q4, relating to fly tipping

### Risk (Appendix B)

#### 4. Update on risks in Quarter 4

- 4.1 Each quarter we monitor our strategic risks – those risks which could impact most on the achievement of our corporate priorities as set out in the current Corporate Plan – Prosperity; People; Place; Public Service.
- 4.2 The strategic risks have been reviewed in light of the change in management structure in Q2 and will be reviewed in light of the new Corporate Plan in 2021/22.

#### 4.3 Summary of strategic risks (full details in Appendix B)

Corporate Priority	Risk name	Risk owner	Risk score	Risk rating	Management assurance (RAG)
1: Prosperity	Flood risk	Mike Gildersleeves	8	Medium	Amber
	Growth and local economy	Lydia Rusling	12	High	Red
2: People	Housing	Michelle Howard	16	High	Red
	Welfare	Phil Perry	4	Medium	Green
	Health	Michelle Howard	9	Medium	Green
3: Place	Town Centre	Lydia Rusling	12	High	Amber
4: Public Service	Population change	Michelle Howard	6	Medium	Green
	Budget	Adrian Sibley	12	High	Amber
	Capacity	James Gilbert	9	Medium	Green
	Transformation Programme	Adrian Sibley	6	Medium	Amber
	Brexit	Rob Barlow	9	Medium	Green
Overall	Civil contingency risks	Christian Allen	16	High	Amber
	Compliance	James Gilbert	6	Medium	Green
	Reputation	James Gilbert	6	Medium	Green
	Strategic Alliance	Rob Barlow	8	Medium	Amber

4.4 The two high strategic risks in Q4 remain housing and budget. There has been no change to the strategic risk scores in Q4.

#### **Financial management (Appendix C)**

5.1 Revenue Budget – Draft position, with full year end reconciliations still to be completed – Appendix C

#### **CONCLUSION**

Overall, performance in Quarter 4 of 2020/21 was in line with targets but has been heavily impacted by Covid-19 restrictions as anticipated.

Strategic and operational risks continue to be managed in accordance with the Risk Management Framework.

**FINANCIAL IMPLICATIONS**

The financial implications are set out in the 'Finance' section of the report, with specific recommendations highlighted in the recommendations section at the beginning of this covering report

**LEGAL IMPLICATIONS**

Local Government Act 1999

**CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS**

None

**EQUALITY AND SAFEGUARDING IMPLICATIONS**

None

**OTHER IMPLICATIONS**

The performance and risk implications are set out in the relevant sections of the report, with specific recommendations highlighted at the beginning of this covering report.

**CONSULTATION**

Consultation with CMT

**APPENDICES**

Appendices are listed below and attached to the back of the report: -

APPENDIX A	Q4 performance
APPENDIX B	Q4 risks
APPENDIX C	Q4 finance
APPENDIX D	Confidential information regarding reconsideration of the terms of the lease for a Council asset.

**BACKGROUND PAPERS**

No background papers as defined in Section 100D of the Local Government Act 1972 were used in the production of this report.

**CHRONOLOGICAL HISTORY OF THIS REPORT**

A report on this item has not been previously considered by a Council body'. Also delete the below text/boxes.

**REPORT APPROVAL**

Report author:	Suzanne Rolfe; <a href="mailto:suzanne.rolfe@boston.gov.uk">suzanne.rolfe@boston.gov.uk</a>
Signed off by:	James Gilbert
Approved for publication:	Cllr Paul Skinner & Cllr Jonathan Noble

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**Boston Borough Council Performance Q4 2020/21**

**Performance measures:** directly within the Council’s control; used to monitor how our services are performing against set targets

**Trend measures:** provide context and not directly within the Council’s control; used to inform decision making and policy.

**Key to abbreviations:**

**Performance:** ★: Performance better than target; ●: Performance on target; ▲: Performance worse than target

**Assistant Director lead:** AF: Andy Fisher, Assets; CA: Christian Allen – Regulation; JG: James Gilbert – Organisation & Corporate Services; LR: Lydia Rusling – Towns Fund; MG: Mike Gildersleeves – Planning; MH: Michelle Howard – Housing and Wellbeing; NC: Neil Cucksey – Economic Growth; PP: Phil Perry – Support Services & Partnerships; VB: Victoria Burgess – Operations

**Portfolio:** DE: Deborah Evans, Environmental Services; JN: Jonathan Noble, Finance & Commercial; MG: Martin Griggs, Housing and Communities; NW: Nigel Welton, Deputy Leader – Economic Development and Planning; PS: Paul Skinner, Leader; RA: Richard Austin, Heritage; TA: Tracey Abbott, Town Centre

**Corporate Priority:** 1: Prosperity; 2: People; 3: Place; 4: Public Service

**Scrutiny:** CC: Corporate and Community Committee; EP: Environment and Performance Committee

**Portfolio: Leader – Cllr Paul Skinner**

Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
Sickness absence – overall (days)	JG	PS	4	CC	7.75	7.0	●	7.52	7.0	●
Sickness absence – long term (days)	JG	PS	4	CC	4.68	5.0	●	3.75	5.0	●
Sickness absence – short term (days)	JG	PS	4	CC	3.06	2.0	●	2.46	2.0	●

**Climate Change – narrative update**

A new Carbon Reduction Plan for Boston has been commissioned from the Carbon Trust and work is now underway to collate Council-led emissions data to enable a carbon footprint to be produced. This work will build on the achievements of BBC in reducing emissions over the last 12 years but provide a new ‘line in the sand’ against which to bring forward new projects and set out a pathway for BBC to achieve its net zero target. Opportunities to align carbon reduction projects across the Strategic Alliance will also be explored.

An application to the Public Sector Decarbonisation Scheme (Round 2) to decarbonise the Municipal Buildings was unsuccessful due to the grant scheme being oversubscribed. The Climate Change and Environment Team will continue to explore all opportunities to bring in funding to assist with upgrades to Council assets in line with carbon reduction aspirations.

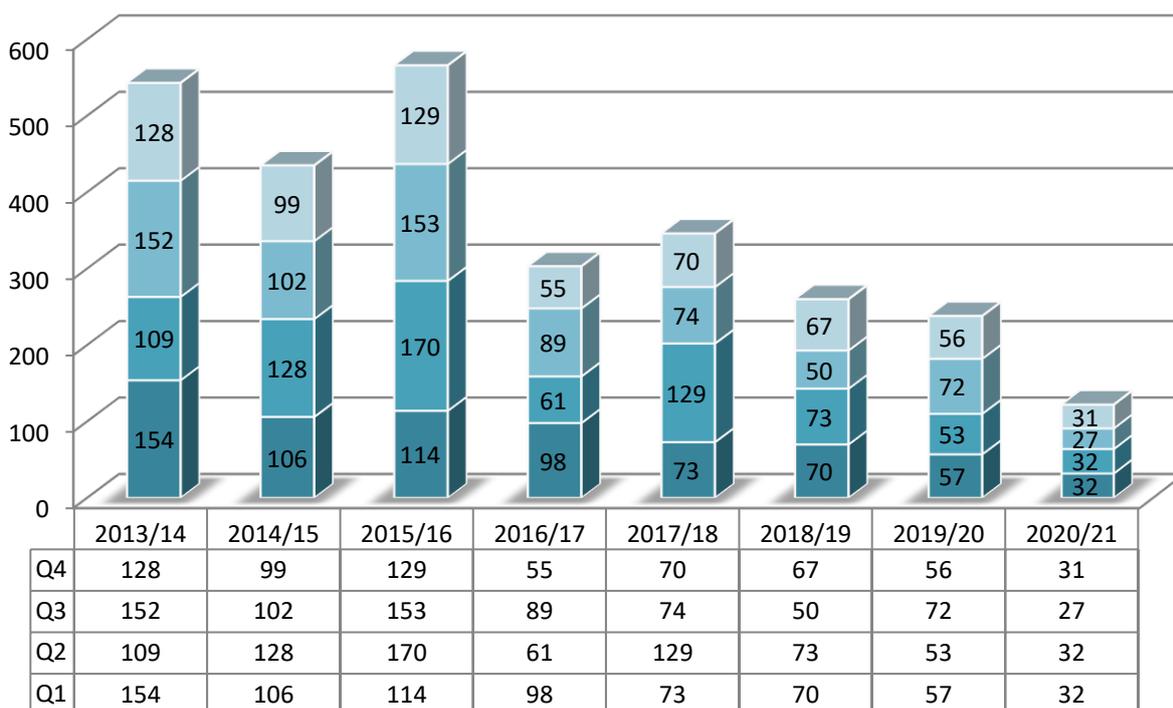
An initial payment to enable planning work for Phase 2 of the Green Homes Grants has been received and mobilisation of the project has started. Funding of £468,700 will enable BBC to support residents, both homeowners and tenants, to benefit from energy efficiency upgrades which will not only reduce carbon emissions across the Borough but also help to reduce fuel poverty. Around 55 properties are due to be improved through this project with more funding rounds already in the pipeline to deliver further works over the next two years.

**Leader: trend measures**

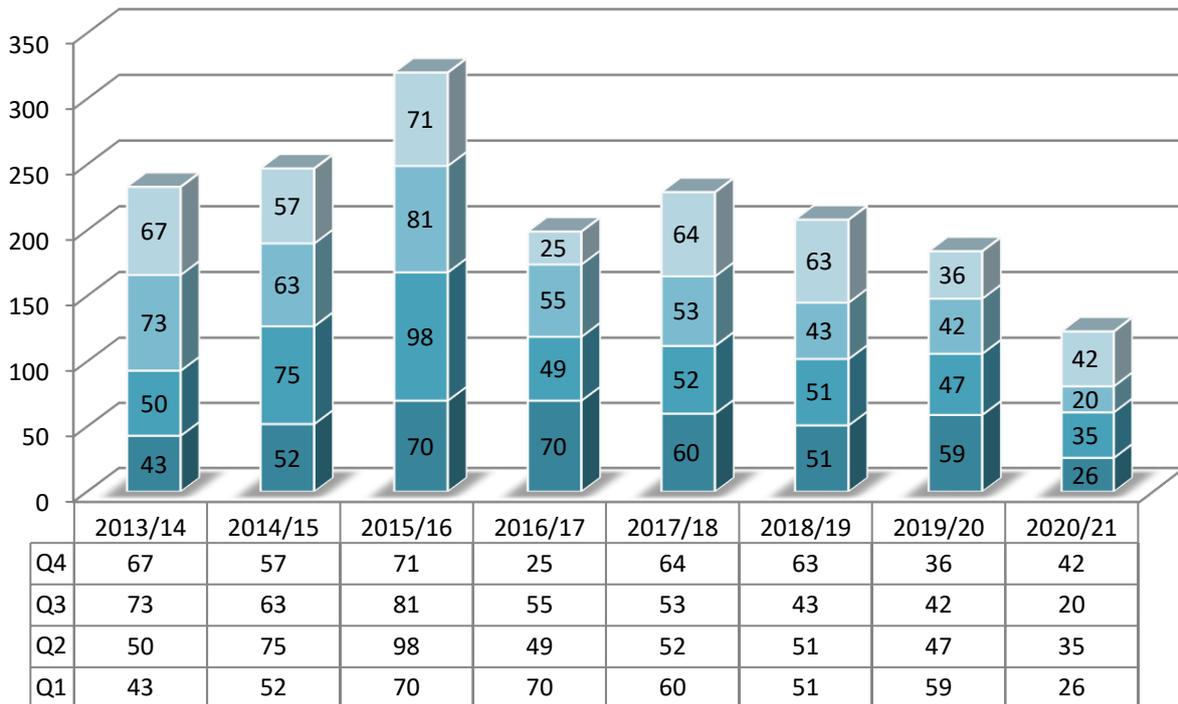
**Corporate Priority 3: Place**

Trend measures	2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Number of Stage 1 Antisocial Behaviour (ASB) letters	19	15	22	25	13	9	31	8	1	23	32	19
Number of Stage 2 Antisocial Behaviour (ASB) letters	3	6	1	6	5	5	23	47	2	4	5	20
<b>Comment:</b> Stage 2 letters are higher because we have issued a number of them to adults in this quarter for incidents at the vaccination center (PRSA).												
Number of Acceptable Behaviour Agreements (ABAs)	1	0	0	0	6	0	7	3	0	0	2	2
Number of Civil Injunctions secured	3	0	0	0	0	6	2	0	0	0	0	0
Number of Community Protection Notice Warnings issued	0	5	1	2	0	0	0	2	0	0	2	0
Number of Community Protection Notices (CPNs)	0	1	0	0	2	0	0	0	0	0	0	0
Number of Criminal Behaviour Orders issued (CBOs)	New measure				2	0	0	0	0	0	0	0

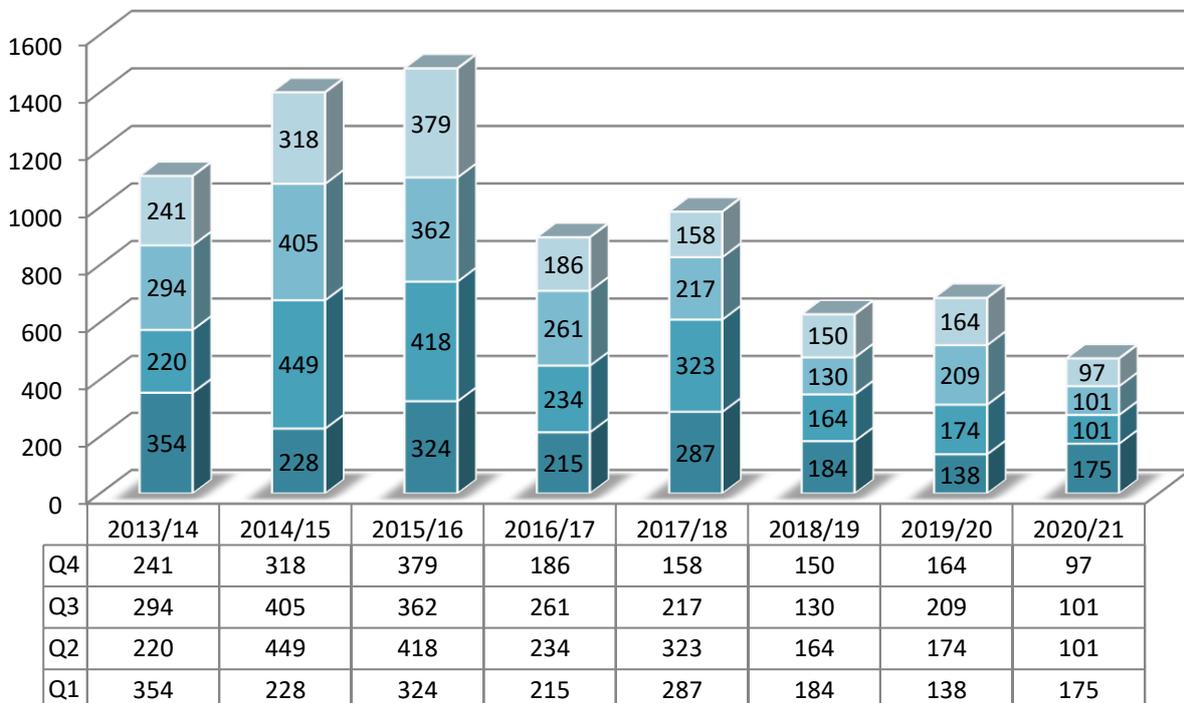
**Number of CCTV directed/assisted arrests**



## Number of CCTV evidential packages



## Number of CCTV incidents recorded



### RIPA

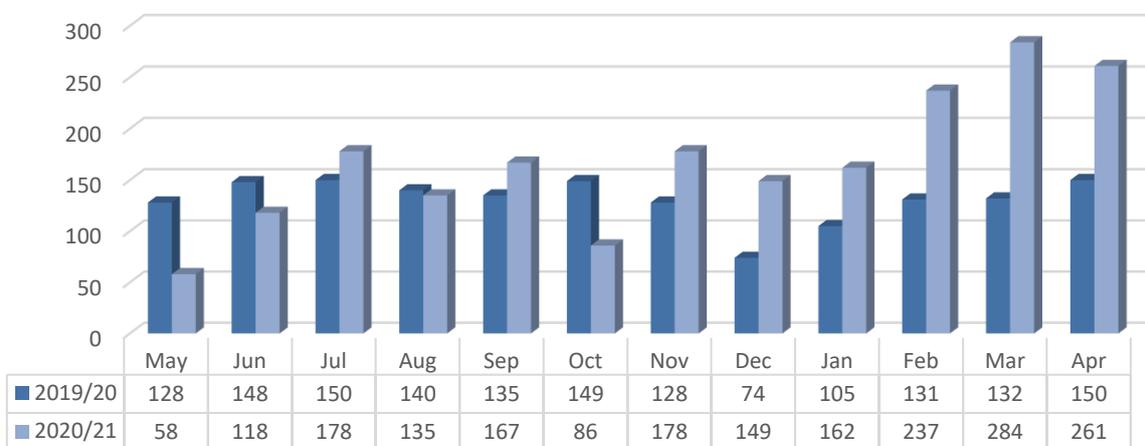
The Regulation of Investigatory Powers Act 2000 (RIPA) regulates the powers of public bodies to carry out surveillance and investigation. There were no RIPA applications in Q4. There was one non-RIPA authorisation in Q4, relating to fly tipping.

### Land Charges – search data

Performance graphs relating to the number of land charges searches received by the Licensing and Land Charges team and the average turnaround time to complete searches have been included this quarter to demonstrate the impact of the Governments Stamp Duty Holiday policy. The Government introduced stamp duty relief in July 2020 to counteract the impact of the pandemic on the housing market. Relief was due to come to an end on 31st March 2021 however the Government extended stamp duty relief until 30th June 2021 with relief tapering off to pre- pandemic levels from 1st July to 30th September 2021.

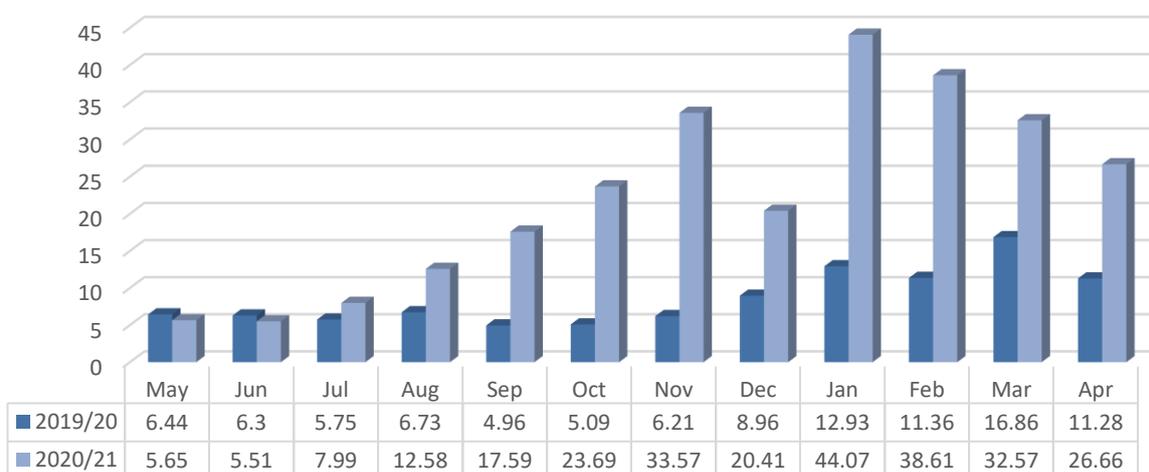
The first graph shows the impact on search request volumes, compared to the same period last year, and shows a steady rise in searches received following the announcement of stamp duty relief. The peak reached in March, at the anticipated end to the stamp duty holiday, was the highest number of search enquiries the Council has ever received. Searches reduced marginally in April but volumes are still significantly higher than last year and will peak again in June as house sales are pushed through before stamp duty relief starts to taper off.

Number of searches received (by month)



The second graph shows the impact on average turnaround times for completing and returning searches. Prior to stamp duty relief and despite the pandemic, the team were consistently (on average) meeting the Government target of 10 working days. Following implementation of stamp duty relief and allowing for lag in the housing market, turnaround times started to be impacted and a backlog built up impacting turnaround times. Efficiency and additional capacity measures, introduced in January 2021 have improved turnaround time from around 8 weeks to 5 weeks and this level of performance is being maintained despite the consistently elevated level of searches still being received and anticipated to peak again in June.

Average time taken to complete searches (in days)



**Portfolio: Deputy Leader – Economic Development and Planning – Cllr Nigel Welton**

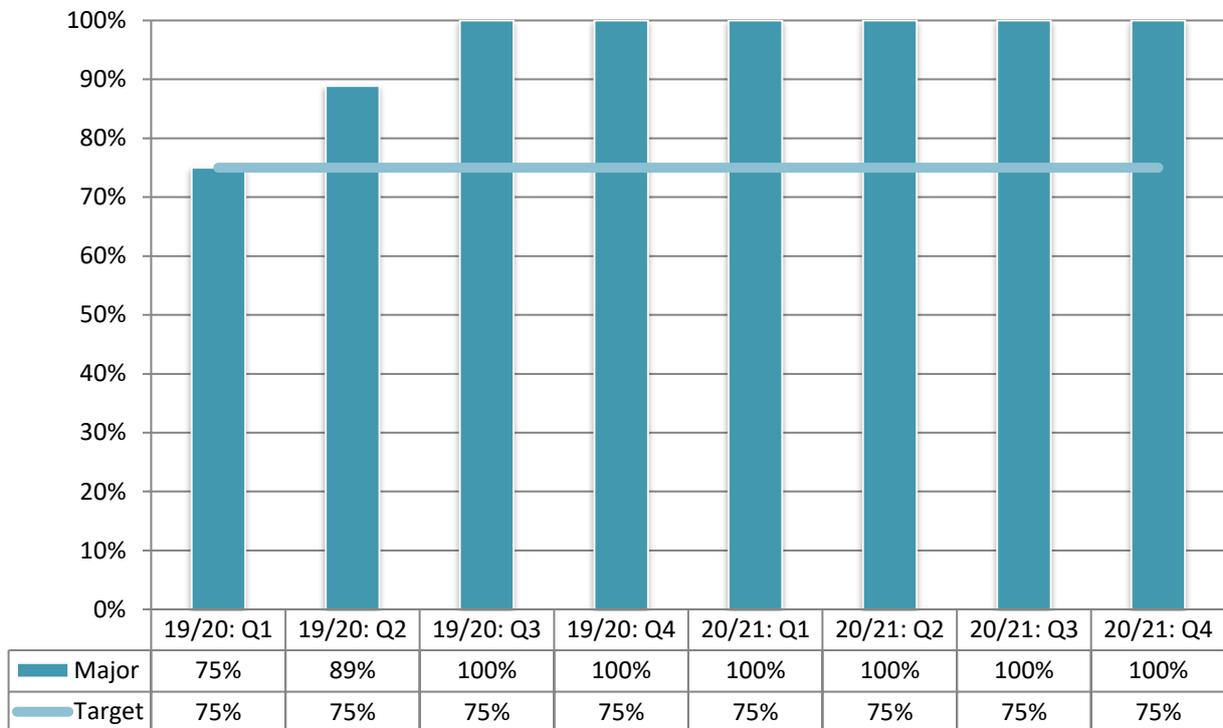
Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
% of major planning applications determined on time*	MG	NW	1	EP	91%	75%	★	95%	75%	★
% minor planning applications determined on time*	MG	NW	1	EP	83%	65%	★	87%	65%	★
% of all other applications determined on time*	MG	NW	1	EP	89%	80%	★	92%	80%	★
% of major appeals allowed against the number of major applications determined by the authority within the previous 2 years	MG	NW	1	EP	2.78%	10%	★	0%	10%	★
% of minor and other appeals allowed against the number of minor and other applications determined by the authority within the previous 2 years	MG	NW	1	EP	1.32%	20%	★	1.48%	20%	★
<b>Comment:</b> The Government measure planning performance over a 2 year period. The performance figures above show Boston’s overall performance over the last 2 years against target and the graphs over the page show the trend by quarter.										
Number of businesses visited to support business growth	NC	NW	1	EP	79	50	★	72	50	★
Number of initiatives to support skills, in partnership with the business community	NC	NW	1	EP	11	10	●	11	10	●
Number of business events attended to promote the Borough	NC	NW	1	EP	8	4	★	5	4	●
Switchboard - % of abandoned calls	PP	NW	4	CC	5%	15%	★	7%	15%	★
Switchboard – average waiting time (in seconds)	PP	NW	4	CC	42	60	★	75	60	▲
<b>Comment:</b> Increase in calls due to Garden Waste and Twin bin roll out										

\* ‘On time’ – within statutory target determination period or such extended period as agreed in writing with the applicant/agent

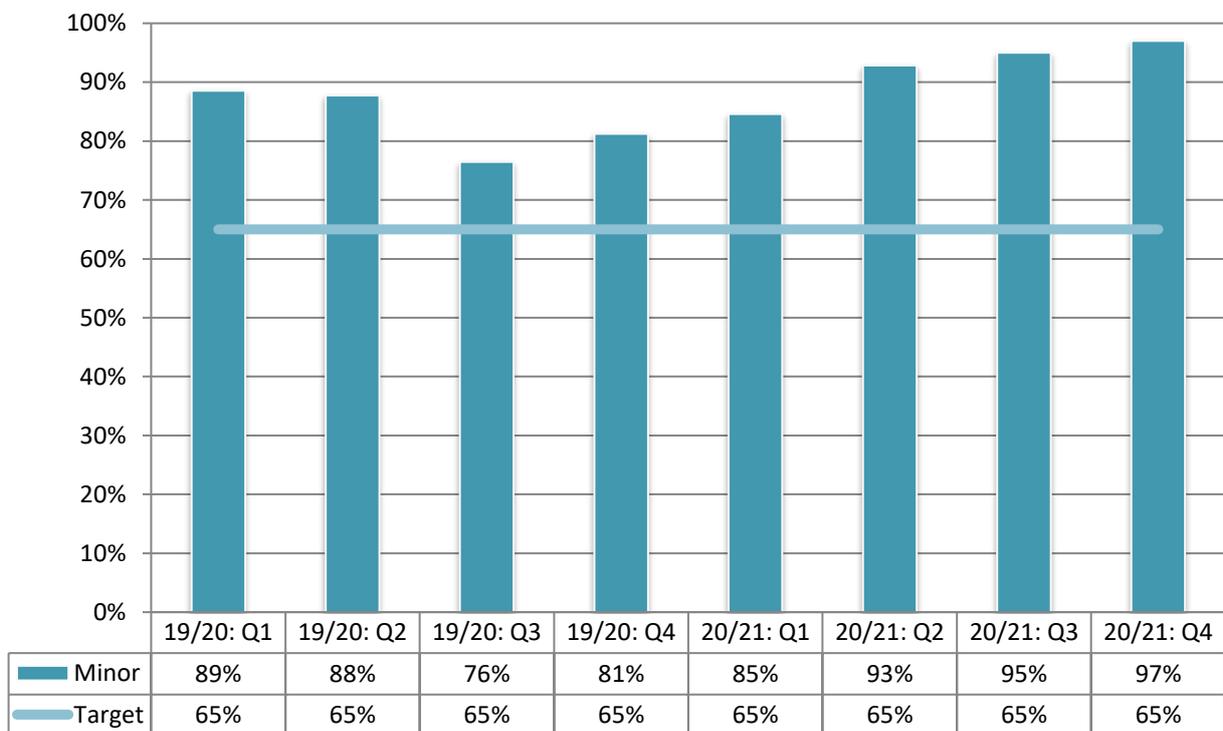
**Deputy Leader: trend measures**

**Corporate Priority 1: Prosperity**

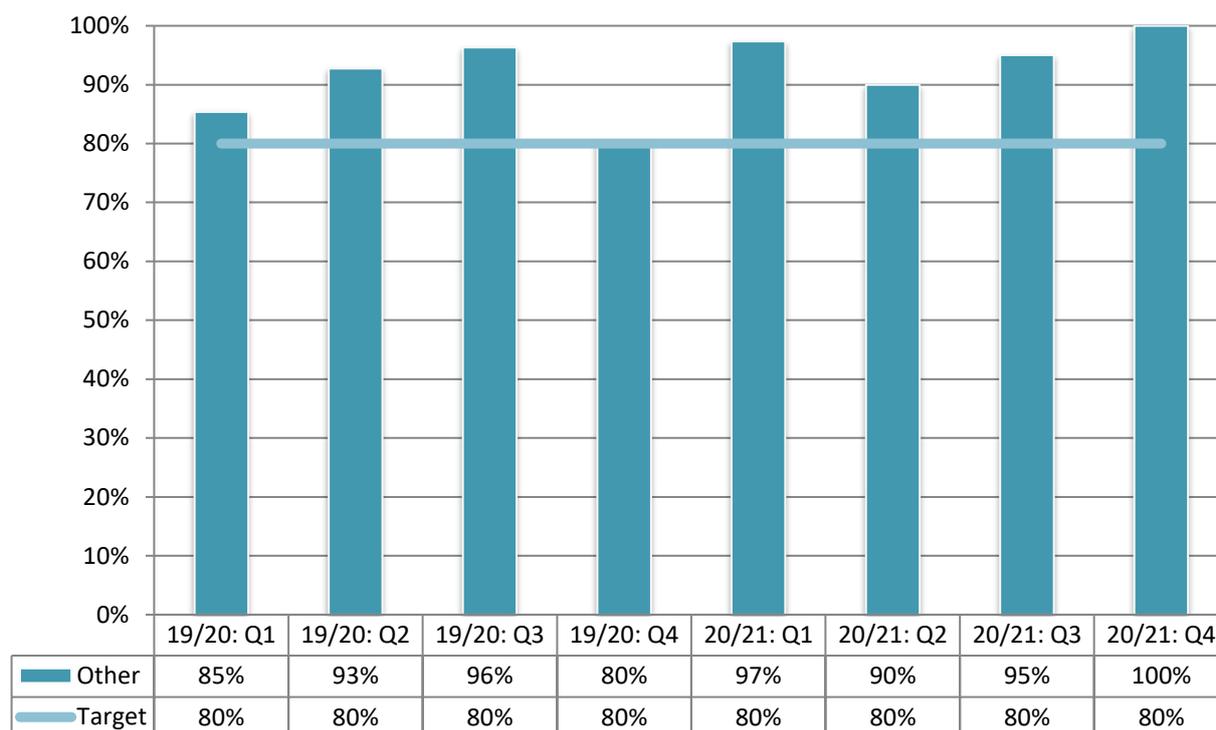
**Major planning applications determined on time**



**Minor planning applications determined on time**



## Other planning applications determined on time



### Complaint monitoring

16 complaints received in Q4

Average time taken to respond to a complaint: 18 working days

Range: 1 to 41 working days

All complaints were Stage 1 complaints (investigated by the service area). No complaints in Q4 were referred to Stage 2 to be investigated by another manager or more senior officer.

1 complaint was referred to the Local Government Ombudsman (LGO) in Q4. The LGO would not investigate the complaint about the Council charging for new bins. There was not enough evidence of fault by the Council to warrant an Ombudsman investigation.

### Summary of complaints and compliments

Service area	Summary of complaint	Justified?	Summary of response
Business Grants	Inadvertent release of contact details via email	Partly	Error with email addresses but apologised and no evidence to suggest that this has substantially increased the risk of the complainant receiving phishing emails. Advice and guidance provided by the DPO
Business Grants	Complaint about discretionary grants x2	No	No evidence to support complaints. No wrongdoing by the Council. Correct protocol followed
Customer Services	Complaint about bulky waste collection	No	Request was unclear. Customer Service Assistant apologised for confusion and was only trying to be as helpful as possible.

Service area	Summary of complaint	Justified?	Summary of response
Housing	Complaint about lack of contact re homeless application	Yes	Apology issued for customer's issue not being picked up by Housing Team in absence to Housing Case Officer.
Housing / Council Tax	Ongoing complaint re housing and council tax	No	Council Tax issues sorted separately directly by the Council Tax team. Advice provided on how to access the preferred housing option. Advised to contact the LGO if continue to be unhappy with our response as we have done everything we can
Operations	Complaint about garden waste non-collections	Yes	Technical issues between payment system and data being updated on BARTEC resulting in properties being missed off collection list. Customer advised issue is now resolved and what actions have been carried out.
Operations	Complaint about bin lorry drivers	No	Drivers reminded of the need to take care in this particular cul-de-sac
Operations	Complaint about behaviour of refuse crews x5	No	No evidence of wrongdoing. Crews reminded of council policy on conduct.
Property	Complaint about public conveniences at Boston Bus Station	Partly	Customer satisfied that every effort is being made to keep the toilets in good condition with regular inspections. She feels that it is the behaviour of some people that is unacceptable and just wanted to be sure we were aware.
Revenues & Benefits	Complaint about council tax and housing benefit support	No	No evidence to support complaint. Customer reminded that continued non-payment of council tax will likely result in enforcement action. No wrongdoing by the Council.
Revenues and Benefits	Complaint about a demand for council tax payment for a family member	No	Customer advised how the council will contact customers and what they won't do. Customer advised to seek signed authority to discuss the account to proceed.

Service area	Compliment
Business Grants	In this very uncertain time as you all know the country is unsure of what is in our future, the stress levels and fear are building up. People faced with losing their homes and businesses but even worse potentially losing their lives or loved ones. I just wanted to send you all a thank you for your time and help with my grant. I am grateful beyond words.....
Business Grants	RE: Boston Borough Council - Business Grant Funding. Thank you for all your work on this, I hope the rest of Boston appreciates it as well do.
Customer Services	Customer called to say she believed we have the best automated line out of all the places she calls. She liked the fact that she got through to an advisor straight away and doesn't have to press any silly numbers.
Customer Services	Thank you for the help you gave this morning. Bins just been collected. Really happy with the service.
DPO	RE: Reporting of flytipping data – Thank you so much for getting this done so promptly.
Fly tipping	Fly-tipped fridge reported on 23/2 outside a farm in Holland Fen, collected on 25/2. Very grateful for prompt service, not appreciated enough.
Fly tipping	I would just like to say thanks for clearing fly tipping I reported this morning so quickly - it's been picked up 11.15

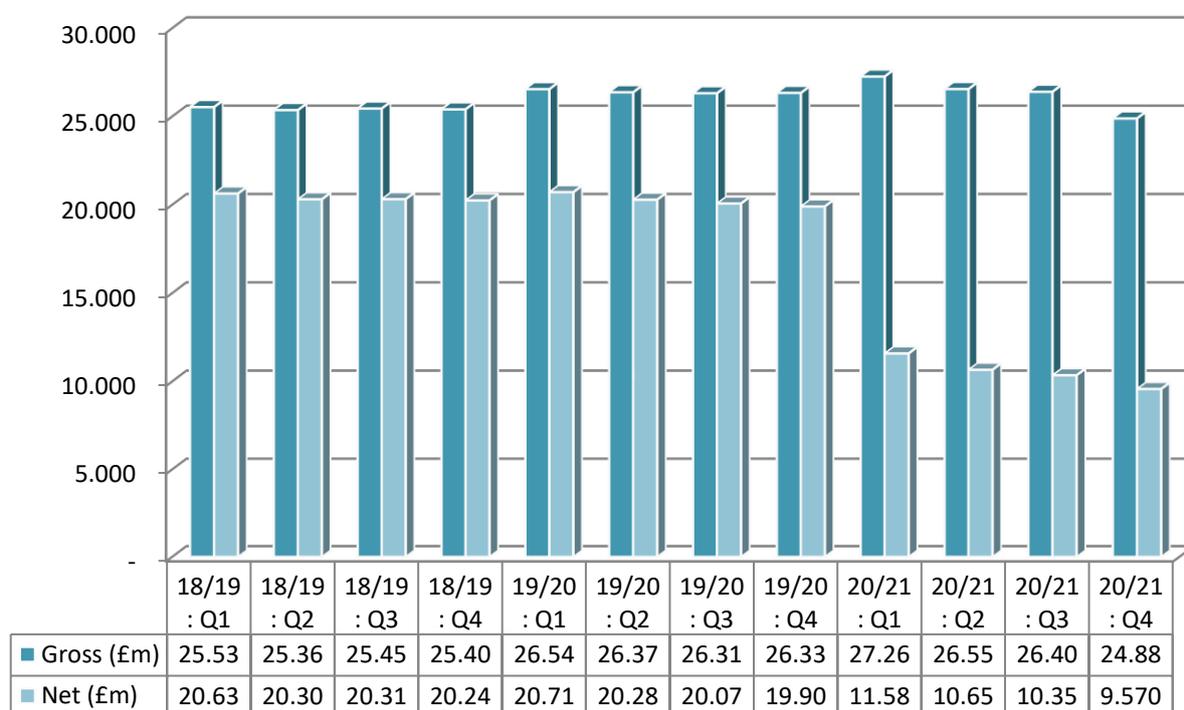
Service area	Compliment
Fly tipping	Just wanted to leave feedback about your services. Reported some flytipping down my road yesterday (North Forty Foot Bank). Less than 24 hours later your guys had been out to deal with it. Very grateful and very impressed. Thank you so much.
FOI	Thank you for your prompt response under the current circumstances.
Licensing / Planning	Honestly, thank you! You don't know what this means to me. A massive thank you to yourselves and the planning application department for granting me permission to do this. You've been very patient with me and I appreciate that, it's not been easy for anyone at the moment but you've all changed my life you really have. I want you to go home today and tell your family you're a superstar! A massive shout to you and everyone that decided to say yes instead of no, thank you!
Operations	Can you please pass my best wishes to all the lovely refuse collectors and all the Council workers that have kept us going and never let us down and hope everyone will be ok
Operations	I would like to say that the bin men do a sterling job. They are always pleasant and cheerful in all types of weather and very kind to the 'Old Ladies.' I hope that whoever has COVID makes a quick recovery and they stay safe.
Operations	RE: A replacement green bin. I thank you for your assistance in remedying the issue I had with my green bin. It might seem a small thing, but it had become a big issue and worry for my wife and me. We are both very grateful for your swift response, instruction & delivery. We can take a lot of things for granted in life but, when they are absent can cause anxiety in different ways. So again I say thank you to you all for the service you have given both of us.
Operations	Reported via email rubbish in hedgerow between house and hospital. Customer came out of work on 28/2 to find rubbish had been cleared. Would like to say thank you and how nice it looks.
Operations	Thank you for your response, I received an email from waste yesterday and fully appreciate the reasons for my bins not being collected. I would just like to say a big thank you for what the waste team has done during the pandemic and understand they must keep safe and hope they all are well very soon.
Operations	Thank you to the bin men for an excellent service in getting the green bin recollected this week – 'unsung heroes' in the current situation
Operations	Very massive thanks to bin men down Main Ridge West this morning. Customer put the wrong bin out, but bin man went into his yard, emptied the bin and brought it back in. Customer appreciated going the extra mile for him today. He could not stop thanking the crew, he said they went beyond and above.
Operations	We would like to take this opportunity to thank our unsung heroes - our household waste collection operatives for the sterling work that they do week in and out to make sure that our household rubbish is collected efficiently and on time. It is only now that people are taking time to appreciate their efforts when the collections have had to be curtailed for a short while as a result of sickness and staffing issues. We just wanted to say how much we appreciate all of their hard work during such difficult times. They don't have a public image really like the NHS and so miss out generally on being told how important and necessary their work in keeping our communities clean and hygienic is. Please pass on our good wishes. Thank you all.
Operations	What a fab job the bin men are doing and how helpful they are. Just wanted to pass some positivity on.
Revenues and Benefits	Compliment for member of Council Tax Team from a very grateful member of the public who is trying to make arrangements to move her elderly mum. "She was fab. Very understanding! Emailed form to make it easy for me to deal with, and said any problems or queries just email. Super service! Very grateful as stressful time! Thank you"

**Portfolio: Finance & Commercial – Cllr Jonathan Noble**

Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
Benefit processing time – new claims (days)	PP	JN	2	CC	4.03	10	★	7.08	10	★
Benefit processing time – change in circumstances (days)	PP	JN	2	CC	5.42	14	★	2.91	14	★
Council Tax Support processing – new claims (days)	PP	JN	2	CC	4.91	10	★	8.13	10	★
Council Tax Support processing time – change in circumstances (days)	PP	JN	2	CC	7.77	14	★	10.46	14	★
Business Rates collection (% collected)	PP	JN	4	CC	97.79%	98.00%	●	95.82%	98.00%	▲
Council Tax collection (% collected)	PP	JN	4	CC	95.88%	96.00%	●	94.23%	96.00%	▲
Average time taken to respond to information requests (working days)	JG	JN	4	CC	10	20	★	11	20	★
% of information requests responded to within statutory timescales	JG	JN	4	CC	New measure			96%	94%	●
Average time taken to respond to Subject Rights requests (calendar days)	JG	JN	4	CC	1 month	1 month	●	1 month	1 month	●
Car parking income against monthly profile*	AF	JN	3	EP	£885,940	£860,000	★	£203,222	£882,000	▲
Car Parking permit income vs budget	AF	JN	3	EP	£99,744	£89,950	★	£58,306	£96,000	▲

\* This includes income from tickets purchased via the MiPermit app

## Collectable business rates



Collectable debit less than previous years due to reliefs awarded to support businesses in 2020/21 following Covid-19 outbreak.

Every non-domestic property has a rateable value (RV) which is determined by the Valuation Office Agency (VOA). The RV is broadly representative of the amount for which the premises could be let per annum.

The council multiplies the RV of an individual property, by a 'multiplier' (the national non-domestic multiplier) set by central government. It is set for the whole of England and is effective from the 1 April each year.

This gives the **gross rates payable** for each property before any entitlement to reliefs, exemptions or discounts are applied.

Depending on the individual circumstances of the ratepayer, there are a range of reliefs, discounts and exemptions that they may be entitled to in order to lower the amount of business rates payable. After these reliefs have been applied to a business rates account, the amount payable is referred to as the **net rates payable**.

Both the amount of gross and net rates payable fluctuate on a daily basis. Some examples that are likely to change the amount of gross and/or net rates payable are shown below: -

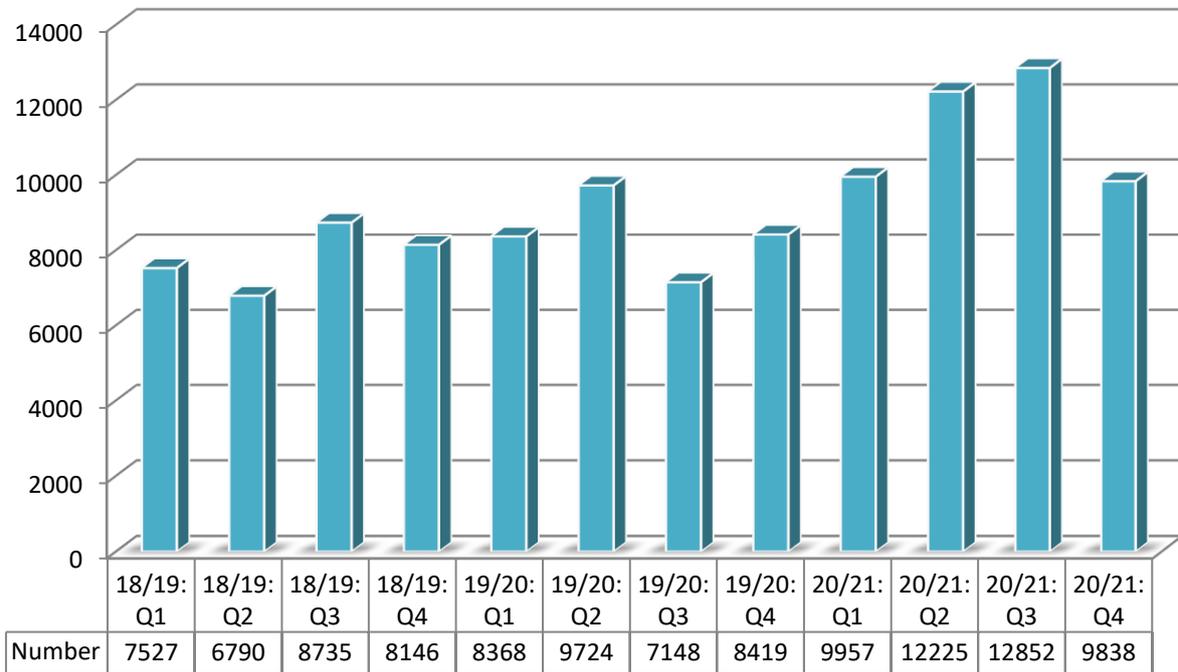
- Increases and decreases to the RV of a property
- New properties entering the rating list
- Properties being deleted from the rating list
- Changes to the structure of a property (merges/splits)
- Entitlement to discounts, reliefs and exemptions being applied to accounts
- Entitlement to discounts, reliefs and exemptions being removed from accounts

More detailed information can be found on our website

<https://www.mybostonuk.com/wp-content/uploads/2020/02/Business-rates-2020-21.pdf>

**Corporate Priority 4: Public Service**

**Number of online payments**



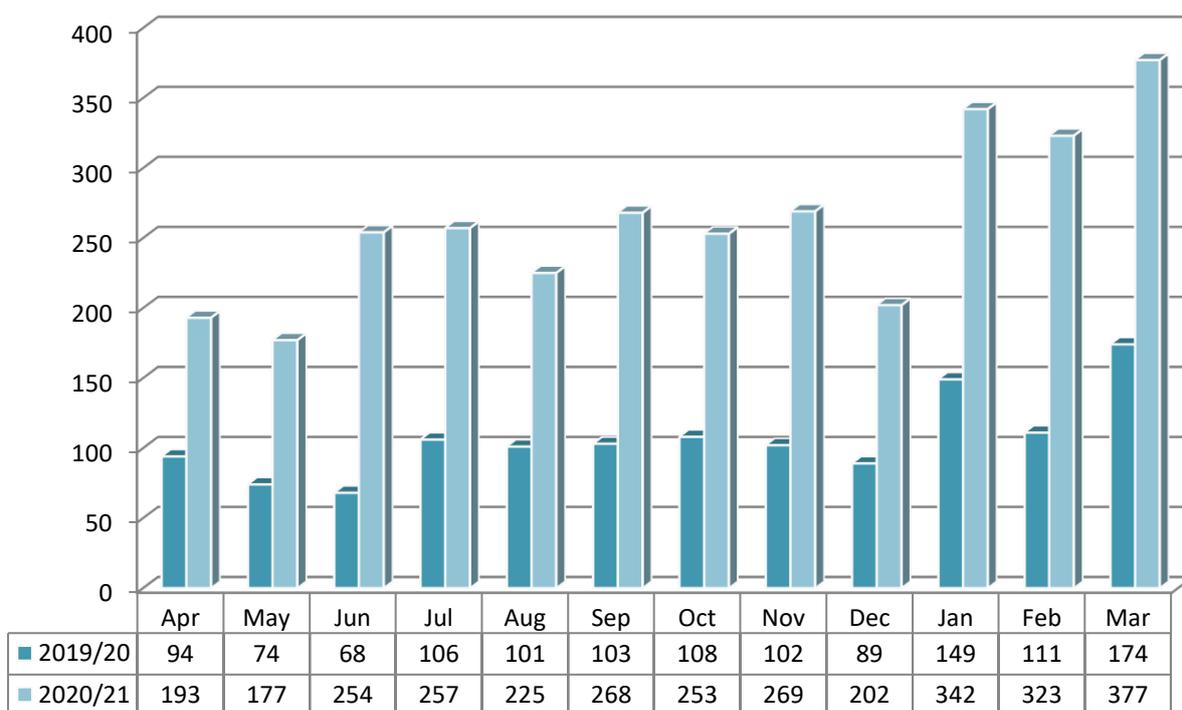
**Portfolio: Environmental Services – Cllr Deborah Evans**

Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
% of broadly compliant food businesses	CA	YS	2	CC	97.86%	95%	★	99%	95%	★
% of food safety inspections completed against those required by the Food Law Code of Practice	CA	YS	2	CC	95.83%	100%	▲	Inspection programme suspended nationally during Covid-19 response		
Household waste reused, recycled, composted	VB	YS	3	EP	41.01%	41.52%	●	39.73%	41.01%	●
Residual household waste per household	VB	YS	3	EP	569kg	553kg	▲	618kg	569kg	▲
% of fly tip reports responded to within 3 working days	VB	YS	3	EP	69.30%	88%	▲	92%	88%	★

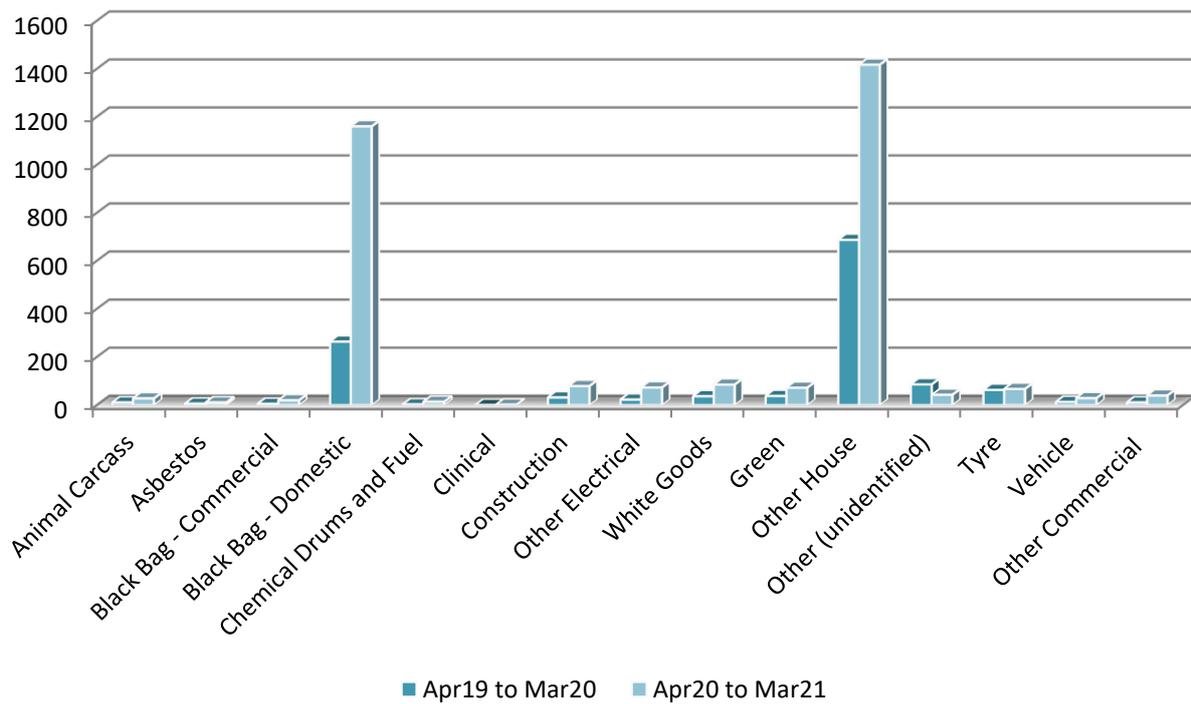
**Environmental Services: trend measures**

**Corporate Priority 3: Place**

**Number of fly tip incidents (by month)**

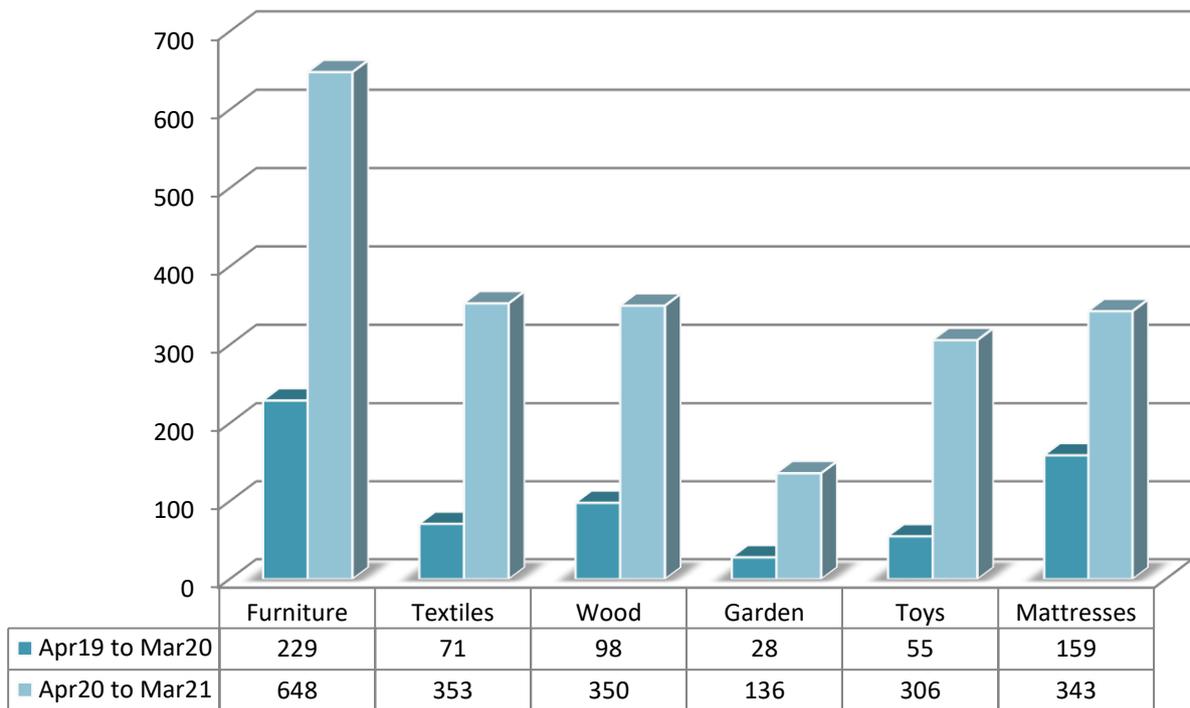


## Fly tip incidents by type



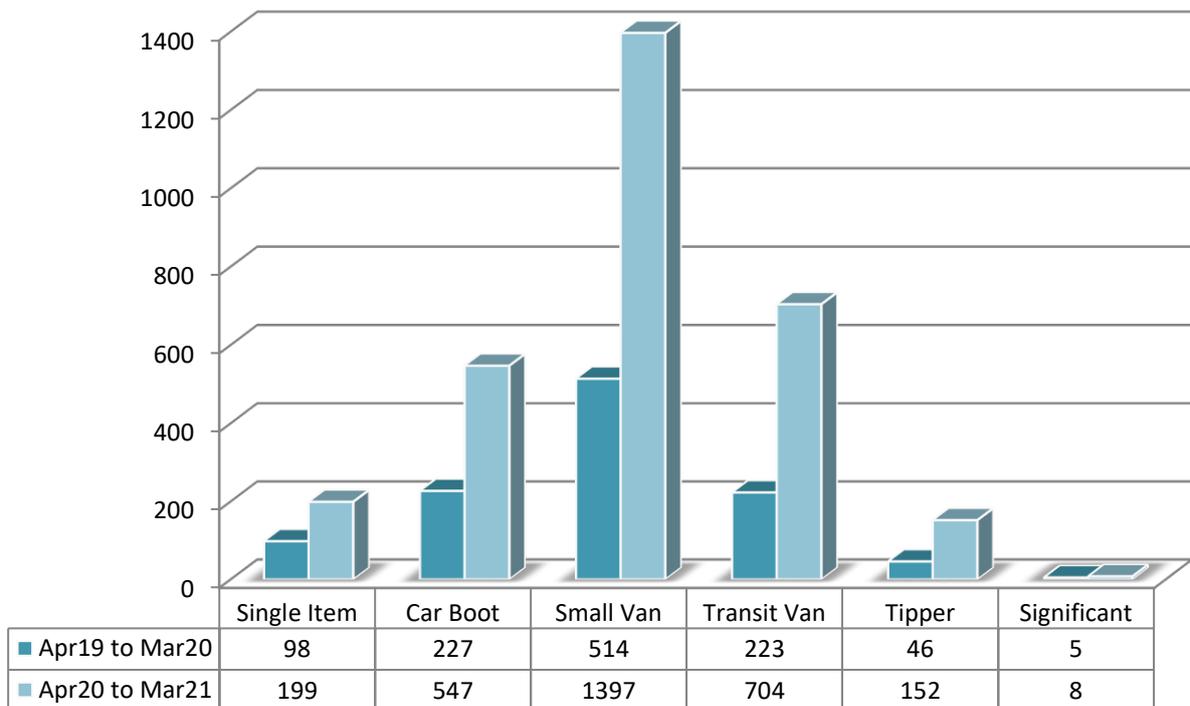
Primary waste type	Apr19 to Mar20	Apr20 to Mar21
Animal Carcass	11	28
Asbestos	6	11
Black Bag – Commercial	5	20
Black Bag – Domestic	264	1160
Chemical Drums and Fuel	3	14
Clinical	0	2
Construction	32	79
Other Electrical	23	73
White Goods	37	85
Green	38	72
Other House	687	1417
Other (unidentified)	86	43
Tyre	63	67
Vehicle	13	29
Other commercial	11	40

## 'Other household' items

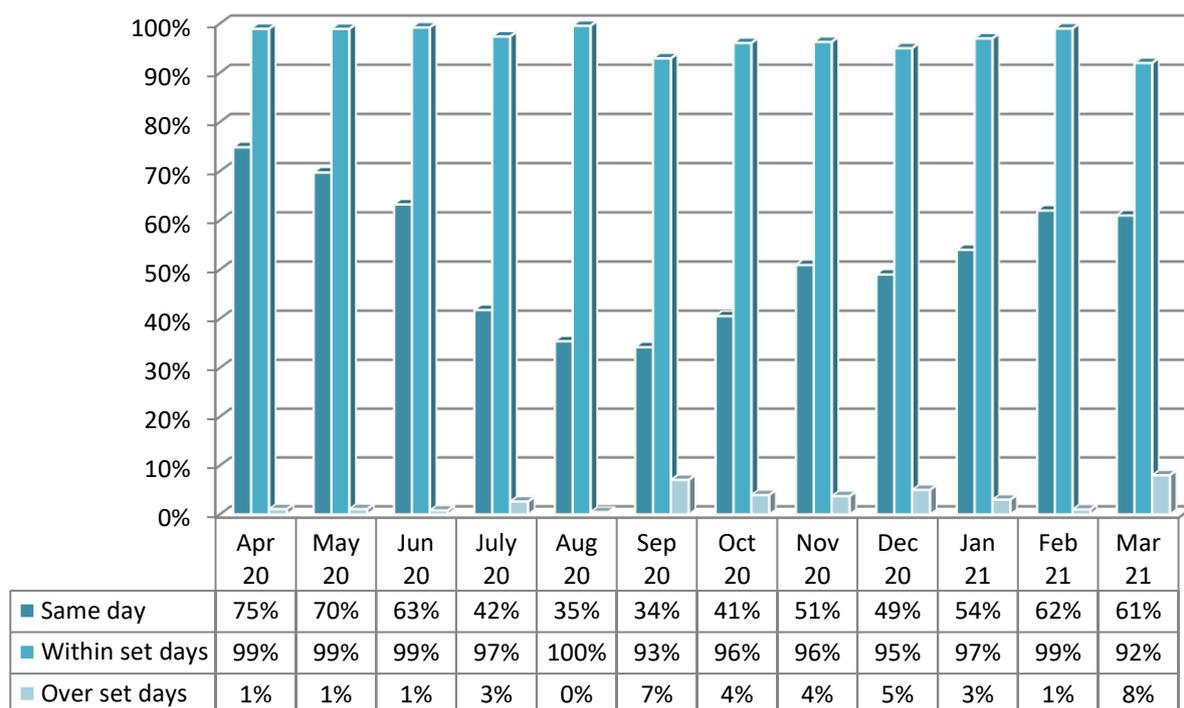


This does not correspond exactly to the number of 'other household' items overall because there may be multiple types of items in one 'other household' incident.

## Fly tip incidents by volume



## Fly tip collection performance



The set working days for collection changed from 2 to 3 in September 2020.

### Portfolio: Town Centre – Cllr Tracey Abbott

Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
Market Income	VB	TA	3	EP	£117,806	£160,000	▲	£103,789	£130,000	▲
Swim sessions at GMLC	PP	YS	2	EP	144,732	167,000	▲	Service suspended due to Covid-19		
Gym memberships	PP	YS	2	EP	1,390	1,500	▲			

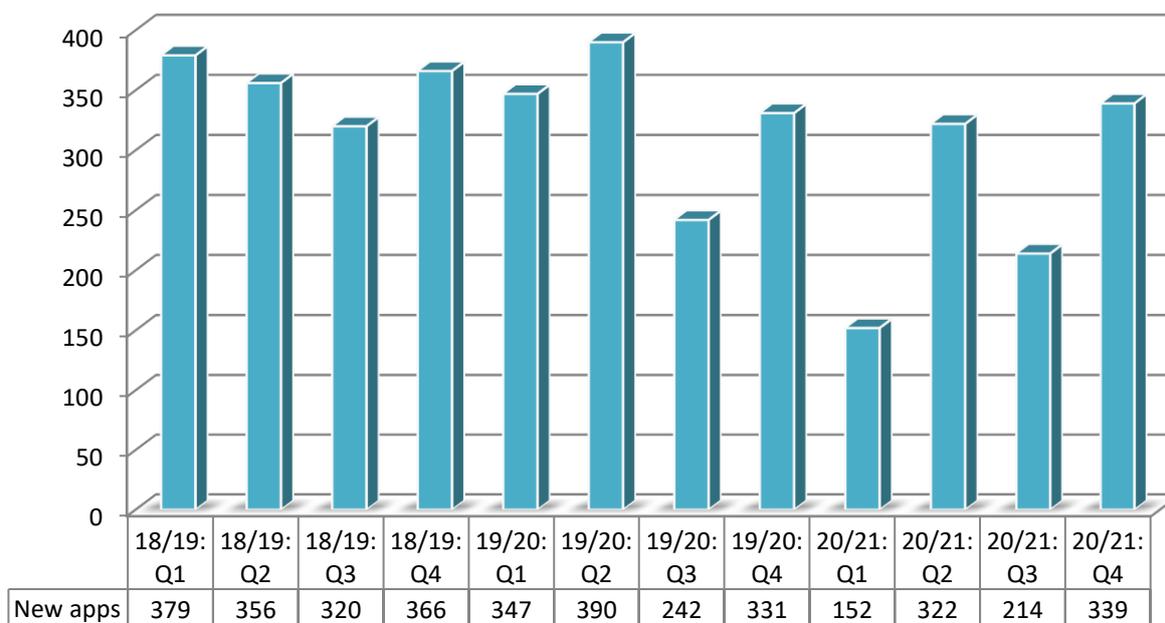
**Portfolio: Housing and Communities – Cllr Martin Griggs**

Performance measures	CMT lead	Portfolio	Corporate Priority	Scrutiny	2019/20			2020/21		
					Actual	Target	Performance	Actual	Target	Performance
Housing completions	MH	MG	2	CC	324	310	★	306	310	●
Number of affordable homes delivered (gross)	MH	MG	2	CC	97	97	●	133	100	★
Number of non-local authority owned empty properties returned into occupation	MH	MG	2	CC	89	60	★	65	40	★
Improved Housing Standards	MH	MG	2	CC	182	100	★	76	50	★
<p><b>Comment:</b> Performance was restricted due to Covid 19 so inspections have been minimised. However advice and mediation between tenants and landlord has continued electronically. The number of properties improved has also increased as previous migration impact project cases have had improvement works completed.</p>										

**Housing and Communities: trend measures**

**Corporate Priority 2: People**

**New housing register applications**



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Ref	Risk category	Corporate Priority	Risk name	Description	Negative risk	Opportunity risk	Risk owner	PFH	Existing control measures in place	Residual (net) risk score						Risk control: Terminate; Tolerate; Transfer; Treat	Action/s	If Treat, target risk score and explanation	Management assurance (RAG)	Link to risk appetite
										Likelihood		Impact		Total						
										1 to 4		1 to 4		1 to 16						
1.1	Economic	CP1	Flood risk	The risk of flooding may adversely impact on the Council's ability to achieve its corporate priority of prosperity	The risk of flooding and the impact this may have on investment in the area	The opportunity to establish flood defences and address misconceptions	MG	NW	Strategic Flood Risk Assessment; Lincolnshire Flood Risk Strategy; working closely with the Environment Agency; Local Plan adopted; plans for the Boston Barrier (which will reduce risk of tidal flooding from 2% to 0.3%); Lincolnshire Resilience Forum	2	Possible	4	Critical impact	8	Medium risk	Tolerate; continue to work with partners to manage flood risk and its impact; the risk score will only reduce when the Boston Barrier project is fully completed - target 2022		N/A	Amber	Business Continuity - Averse/Cautious
1.2	Economic	CP1	Growth and local economy	Growth is vital to the future ability of the Council to achieve its corporate priority of prosperity	The risk of a lack of growth; the risk that the local economy stagnates	The opportunity to encourage more growth and stimulate the local economy	LR	NW	Proactive approach to growth; economic development plan; Town's Fund	3	Probable	3	Major impact	9	Medium risk	Treat	Implementation of the Economic Development Action Plan; Town's Fund	Aim to reduce the likelihood of lack of growth to possible and to take a proactive approach to growth with the ED Plan and actions and Town's Fund	Green	Projects & Major Change - Hungry
2.1	Social / people	CP2	Housing	Future housing availability will have an impact on the ability of the Council to achieve its corporate priority to support and protect vulnerable people; there is a negative risk of a lack of housing and an opportunity risk to encourage housing provision	The lack of housing delivery, across tenures, impacting on housing need, the economy, business confidence and the ability of the Council to achieve its corporate priority to support and protect vulnerable people and meet the wider housing needs of the community	The opportunity to support and encourage appropriate housing provision	MH	MG	Local Plan. Housing Strategy actions. Transformation Programme focusing on wider housing enabling and housing delivery	4	Almost certain	3	Major impact	12	High risk	Tolerate; continue to work with partners to drive the delivery of new housing	Monitoring of total housing delivery. Monitoring of affordable housing delivery.	N/A	Red	Projects & Major Change - Hungry
2.2	Social / people	CP2	Welfare	There is a risk that 'universal support - delivered locally' will impact on the ability of the Council to achieve its corporate priority to support and protect vulnerable people	The risk of 'universal support - delivered locally' adversely impacting on individuals and communities	The opportunity to assist individuals to manage their money better and to access employment opportunities	PP	JN	'Universal support - delivered locally' project work underway with partners to ensure support and training is in place for staff and local people	2	Possible	2	Minor impact	4	Medium risk	Tolerate; continue to work on the 'universal support - delivered locally' project with partners	Monitor impact of universal credit; this will need ongoing attention due to the protracted nature of rollout and potential length of time before impacts appear	N/A	Green	Projects & Major Change - Hungry
2.3	Social / people	CP2	Health	There is a risk that health issues will impact on the ability of the Council to achieve its corporate priority to support and protect people; long term health issues, deprivation, local perceptions, apathy, unsustainable health services	The risk of long term health issues, deprivation, apathy, unsustainable local health services	The opportunity to work with health partners to address long term health issues and deprivation, to raise awareness and promote good health, to support the sustainability of local health services	MH	PS	Partnership working with health	3	Probable	2	Minor impact	6	Medium risk	Tolerate; continue to work with partners to deliver the Sustainable Health Strategy	Partnership work on the Sustainable Health Strategy	N/A	Green	Projects & Major Change - Hungry
3.1	Economic	CP3	Town centre	The future sustainability of the Town Centre in terms of retail, evening economy, housing, heritage, culture, leisure, events and car parking will have an impact on the ability of the Council to achieve its corporate prosperity and place priorities.	The risk that the town centre deteriorates	The opportunity to reshape a vibrant Town Centre, its economy and to develop its visitor economy	LR	TA	Corporate Plan priorities; Local Plan & Conservation Area Management Plan; Heritage Strategy; Economic Development Plan; Town's Fund	2	Possible	3	Major impact	6	Medium risk	Treat	Town's Fund; economic development projects; Covid recovery projects	Aim to reduce the likelihood of the town centre deteriorating and to take all available opportunities to reshape a vibrant and sustainable town centre	Green	Projects & Major Change - Hungry
4.1	Social / people	CP4	Population change	There is a risk that population change will impact on the ability of the Council to achieve its corporate priority of public service	The risk of poor community relations and an inability to adapt to change; local perceptions	The opportunity to support and encourage good community relations and maximise the benefits of change; the younger generation are willing to integrate	MH	PS	'Social Impact of Population Change' report actions; East Midlands Strategic Migration Partnership; All Party Parliamentary Group on Migration	2	Possible	3	Major impact	6	Medium risk	Tolerate		N/A	Green	Projects & Major Change - Hungry
4.2	Financial	CP4	Budget	There is a risk around the long term balancing of the budget with economic and funding uncertainty impacting on the ability of the Council to achieve its corporate priority of public service	The risk of lack of money and lack of certainty going forward; lack of approval of potential transformation projects; impact of Internal Drainage Board (IDB) levy	The opportunity to maximise the efficiency of Council services and continue to improve value for money; transformation programme; fairer funding	AS	JN	Medium Term Financial Strategy; budgetary process; sound level of reserves; continued close monitoring; refresh of transformation programme; maintenance of the rateable value list; property fund; Strategic Alliance	3	Probable	4	Critical impact	12	High risk	Tolerate; continue to have a robust budget setting and MTFP process in place; continue to drive the delivery of the refreshed transformation programme	Delivery of MTFP; quarterly reporting; implementation of the transformation programme; lobby government for funds; assess impacts of next spending review when available	N/A	Amber	Finance / Money - Creative & Aware
4.3	Managerial	CP4	Capacity	There is a risk that capacity will impact on the ability of the Council to achieve its corporate priority of public service	The risk of a lack of capacity, recruitment and retention; potential changes in leadership; fewer staff, increasing workload; potential local government changes could affect staff recruitment	The opportunity to maximise staff resources by targeting priority areas, working with partners and shared services, improving recruitment and retention, preparing for changes in leadership	JG	PS	Recruitment and retention project completed; succession planning ongoing; HR policies and procedures; good management practice; member training and development; there is capacity in priority areas; Strategic Alliance	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to train and develop staff and members and maximise resources by prioritising and shared services	Workforce planning; succession planning	N/A	Green	People - Averse / Cautious

Ref	Risk category	Corporate Priority	Risk name	Description	Negative risk	Opportunity risk	Risk owner	PFH	Existing control measures in place	Residual (net) risk score						Risk control: Terminate; Tolerate; Transfer; Treat	Action/s	If Treat, target risk score and explanation	Management assurance (RAG)	Link to risk appetite
										Likelihood		Impact		Total						
										1 to 4		1 to 4		1 to 16						
4.4	Financial	CP4	Transformation Programme	There is a risk that the next phase of the transformation programme will impact on the ability of the Council to deliver public service	The risk of change; the risk of having a smaller workforce impacting on capacity; the risk of less control; the risk of financial uncertainty; the risk of working in partnership; the risk of distractions from achieving objectives	The opportunity to build resilience; the opportunity to change our risk appetite and take more measured risks to achieve greater impact; the opportunity to work in partnership with others to maximise resources	AS	PS	Transformation Programme; project management methodology; governance in place	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to drive the delivery of the transformation programme	Delivery of the transformation programme	N/A	Amber	Projects & Major Change - Hungry
4.5	Financial	CP4	Brexit	The Brexit process has resulted in economic uncertainty and there may be other changes around migration, the local workforce, and the legal framework in which we operate that are also uncertain at this time	The uncertainty is a negative risk	There are also potential opportunities as a result of the Brexit process, however, these are also uncertain at this time	RB	PS	Medium Term Financial Strategy; budgetary process; sound level of reserves; continued close monitoring	3	Probable	3	Major impact	9	Medium risk	Tolerate; continue to have robust financial plans and monitoring in place pending more clarity	Quarterly financial reporting	N/A	Green	Projects & Major Change - Hungry
4.6	Governance	Overall	Civil contingency risks	There are community risks which will impact on the ability of the Council to operate effectively	The risk of influenza type disease, east coast flooding, inland flooding, severe weather, fuel shortages, loss of critical infrastructure, animal disease, environmental pollution and industrial accidents, transport accidents	The opportunity to work with partners to assess, monitor and plan for these risks together	CA	NW	Community Risk Register monitored by the Lincolnshire Resilience Forum (LRF)	2	Possible	4	Critical impact	8	Medium risk	Tolerate; continue to work with the LRF	Working in partnership with the Lincolnshire Resilience Forum	N/A	Green	Business Continuity - Averse/Cautious
4.7	Governance	Overall	Compliance	There is a risk that non-compliance with legal requirements / governance / internal controls will impact on the ability of the Council to operate effectively	The risk of non-compliance with the legislative framework (including the Localism Act) and appropriate governance and controls e.g. safeguarding; financial loss due to fines; reputational damage; cyber security risk	The opportunity to ensure the continued effectiveness of the Council	JG	JN	Internal controls, policies and procedures in place; annual governance statement; internal audit; safeguarding policy and procedures; ongoing work to improve contract management and to update the contract register; Member training programme and corporate training programme in place; revised scheme of delegation; effective complaints management; cyber security monitoring and reporting	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to ensure compliance with legal requirements, governance and internal controls; improve contract register	Internal audit reporting; review of contract register; Member Code of Conduct	N/A	Green	Regulatory Standing & Legal Compliance - Creative & Aware
4.8	Governance	Overall	Reputation	There is a reputational risk to the Council which could impact on the ability of the Council to operate effectively	The risk of negative news stories affecting local people's views of the Council	The opportunity to communicate effectively about the work the Council is doing to serve the local community	JG	PS	Internal and external communication, press releases, bulletins, website, social media; policy, protocol and training for speaking to the press	2	Possible	3	Major impact	6	Medium risk	Tolerate; continue to communicate effectively and work with the press to portray the Council accurately	Production of press releases and bulletins; use of social media; training; development of Visit Boston, Think Boston, My Boston	N/A	Green	Reputation / Public Confidence - Hungry

## Finance Q4 2020/21 – Appendix C

### 1 Revenue Budget – Draft position, with full year end reconciliations still to be completed.

Table 1 – Net spend for the year against budget (To be split by Service Area):

Service Area	Net Budget 2020/21 £'000	Outturn 2020/21 £'000	Variance (under spend)/ overspend £'000	Summary of Main Variances
<b>Net Service Expenditure</b>	<b>7,022</b>	<b>8,457</b>	<b>1,435</b>	Incl £1.138m COVID Tranches & £855k Sales compensation
Drainage Board Precepts	1,960	1,960	-	
Direct Revenue				
Financing of Capital	1,861	1,990	129	
Minimum Revenue Provision	15	15	-	
Investment Income	(100)	(62)	38	
Income Receivable from Property Funds	(977)	(901)	76	
Interest Payable	494	494	-	
Net Transfer (from)/to Earmarked Reserves	(926)	1,246	2,172	13,349k to 14,595 Nominal BBC/2UR
Underspend to COVID pressure smoothing Reserve	-	704	704	Per Recommendation
<b>Total Expenditure</b>	<b>9,349</b>	<b>13,903</b>	<b>4,554</b>	
<b>Financing</b>				
Council Tax	(4,429)	(4,419)	10	4.873m less Parishes £454k
Business Rates	(2,354)	(2,895)	(541)	Adjust TIG £455k / Levy (164k) v Bgt 250k
Renewable Energy	(204)	(206)	(2)	
Non Ring Fenced Government Grant	(2,362)	(6,383)	(4,021)	See Note below
<b>Net Position</b>	<b>-</b>	<b>-</b>	<b>-</b>	

#### Recommendation

The above draft position for the year ended 31 March 2021 indicates a £704k underspend, with the recommendation that this is carried forward into 2021-22 in a 'COVID Pressure Smoothing Reserve.'

#### The Net Service Expenditure includes:

COVID-19 tranche grants received during the year total £1.138m.

Additional net costs £1.965m incurred during the year.

Reduced net income £0.608m. The significant areas of reduced income, before compensation, were Parking £600k and Leisure £796k.

**Non Ring Fenced Government Grant: £'000**

Revenue Support Grant	311
New Homes Bonus	886
Rural Services Delivery Grant	85
NNDR S31 Grant	5,101
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	6,383
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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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