

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP

Telephone 01572 722577 Email: governance@rutland.gov.uk

Meeting: CABINET

Date and Time: Tuesday, 14 February 2023 at 10.00 am

Venue: Council Chamber, Catmose, Oakham, LE15 6HP

Governance support Officer to contact: David Ebbage 01572 720972
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A G E N D A

1) APOLOGIES FOR ABSENCE

2) ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are required to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Finance Act 1992 applies to them.

4) MINUTES

To confirm the Minutes and Decisions made at the meeting of the Cabinet held on 12th January 2023.
(Pages 5 - 12)

5) ITEMS RAISED BY SCRUTINY

To receive items raised by members of scrutiny which have been submitted to

the Leader and Chief Executive.

6) SEND CAPITAL FUNDING

To receive Report No.30/2023 from the Portfolio Holder for Education and Children's Services.
(Pages 13 - 20)

7) HIGHWAYS CAPITAL PROGRAMME 2023/24

To receive Report No.35/2023 from the Portfolio Holder for Planning, Highways and Transport.
(Pages 21 - 34)

8) HOME TO SCHOOL TRANSPORT CONTRACT AWARD

To receive Report No.12/2023 from the Portfolio Holder for Planning, Highways and Transport.
(Pages 35 - 46)

9) FEES AND CHARGES 2023-24

To receive Report No.04/2023 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Pages 47 - 92)

10) PERFORMANCE REPORT 2022-23

To receive Report No.26/2023 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Pages 93 - 148)

11) REVENUE AND CAPITAL BUDGET 2023/24

To receive Report No.37/2023 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Report to Follow)

12) EXCLUSION OF THE PRESS AND PUBLIC

Cabinet is recommended to determine whether the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972, as amended, and in accordance with the Access to Information provisions of Procedure Rule 239, as the following item of business is likely to involve the disclosure of exempt information as defined in Paragraph 2 of Part 1 of Schedule 12A of the Act.

Paragraph 3: Information relating to the financial or business affairs of any particular person (including the authority holding that information).

13) WRITE OFF IRRECOVERABLE DEBTS

To receive Report No.10/2023 from the Portfolio Holder for Finance, Governance and Performance, Change and Transformation.
(Pages 149 - 156)

14) DHSC FAIR COST OF CARE & ADULT SOCIAL CARE FEE SETTING FOR CARE HOMES AND HOME CARE

To receive Report No.34/2023 from the Portfolio Holder for Health, Wellbeing and Adult Care.
(Pages 157 - 170)

15) PUBLIC BUS NETWORK REVIEW

To receive Report No.05/2023 from the Portfolio Holder for Planning, Highways and Transport.
(Pages 171 - 196)

16) ANY ITEMS OF URGENT BUSINESS

To receive items of urgent business which have previously been notified to the person presiding.

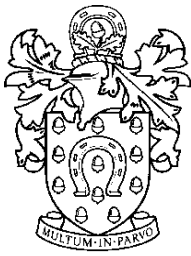
17) DATE OF THE NEXT MEETING

Tuesday, 7th March 2023 at Rutland County Museum.

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MEMBERS OF THE CABINET: Councillor L Stephenson (Chair)
Councillor R Powell (Vice-Chair)
Councillor S Harvey
Councillor M Oxley
Councillor K Payne
Councillor D Wilby

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Rutland County Council

Catmose Oakham Rutland LE15 6HP

Telephone 01572 722577 Email: governance@rutland.gov.uk

Minutes of a **MEETING of the CABINET** held in the Council Chamber, Catmose, Oakham, Rutland, LE15 6HP on Thursday, 12th January 2023 at 10:00am

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PRESENT: Councillor L Stephenson (Chair) Councillor R Powell (Vice-Chair)
Councillor S Harvey Councillor M Oxley
Councillor K Payne Councillor D Wilby

OFFICERS PRESENT: Saverio Della Rocca Strategic Director for Resources
Dawn Godfrey Strategic Director of Children's Services
Penny Sharp Strategic Director for Places
John Morley Strategic Director for Adults and Health
Angela Wakefield Director of Legal & Governance,
(Monitoring Officer)
David Ebbage Governance Officer

1 APOLOGIES FOR ABSENCE

There were no apologies from Members although apologies were received from the Chief Executive, Mark Andrews.

2 ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF THE PAID SERVICE

There were no announcements made.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 MINUTES

Consideration was given to the record of decisions made following the meeting of Cabinet on 13 December.

RESOLVED

- a) That the record of decisions made at the meeting of the Cabinet held on 13 December 2022 be **APPROVED**.

5 ITEMS RAISED BY SCRUTINY

No items received.

6 RECOMMISSIONING OF PUBLIC HEALTH FUNDED SEXUAL HEALTH SERVICES

Report No.06/2023 was introduced by Councillor Samantha Harvey, Portfolio Holder for Health, Wellbeing and Adult Care.

The report informed Members of the current situation with sexual health services and the work to date to inform on future commissioning.

The Council commissioned services with Leicester City, as well as Leicestershire, and Rutland. This had meant services were centred in the City, part of the issues that came out of the consultation was the difficulty for Rutland residents accessing face to face services and through Covid, the online model of services had increased. It was therefore the preferred option that the Council went forward just dealing with Leicestershire which would give residents a better service.

It was confirmed to Members that if there was to be an uplift to the Agenda for Change salary, it would be funded through the Public Health budget.

The Leader was pleased to read that the report focussed on what was best for Rutland and that it met the needs for residents.

It was proposed by Councillor S Harvey that the recommendations of report No. 06/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet:

- a) **APPROVED** the preferred option to recommission service in conjunction with Leicestershire County Council.
- b) **APPROVED** the model for consultation as detailed in this report.
- c) **APPROVED** commencement of public consultation on the future sexual health services in Rutland and Leicestershire.
- d) **AGREED** to receive further reports on the outcome of the consultation and presenting the final model and procure process this was likely to be in April or May of 2023.

7 RUTLAND LOCAL PLAN - UPDATE AND ISSUES & OPTIONS CONSULTATION OUTPUTS

Report No.07/2023 was introduced by Councillor Rosemary Powell, Portfolio Holder for Planning, Highways and Transport.

The report asked for Cabinet's approval to the timetable for the production of the Local Plan and advised Cabinet of the outcome of the public consultation undertaken on the Local Plan Issues and Options report as well as providing an update on the budget provision.

Some minor changes were proposed for the Local Development Scheme which in effect would delay the next stage of public consultation (the “Preferred Options” Local Plan) for approximately 3 months. These changes reflected the delay in starting and the extension of the consultation period on the Issues and Options, took account of purdah, and the potential requirement to brief newly elected members following Local Government elections in May 2023.

The Portfolio Holder also pointed out to Members the responses to the Issues and Options public consultation. The Council received 229 respondents and over 3,000 questions answered including 14 parish councils and 6 neighbourhood plan groups. Councillor Powell thanked everybody who took the time and effort to respond to that consultation.

Councillor Powell informed Members that the current forecast for the production of the new Local Plan was £1.101m, which identified a projected overspend of £118k against budget. This was due to commissioning additional evidence on renewable energy not envisaged when the decision was made to prepare a new plan and costs for commissioned evidence being above the mid-range position provided to Council in September 2021.

The budget for the making of a new local Plan for the County together with the funding for the expected pressure of operating without a local plan would be reviewed on a regular basis as part of budget monitoring. As the current reserve was not sufficient to cover expected costs, then it was possible that a further transfer from the General Fund will be required.

In the short term, it was planned that a further £300k will be put into the reserve as part of 23/24 budget setting which will give time for the further review to take place.

Councillor Payne wanted to raise her concerns on the ever increasing budget for the plan and any further delays would increase the budget again. Councillor Payne looked forward to the due diligence being undertaken and the results of that.

Councillor Powell accepted Councillor Payne’s comments and assured Cabinet that she would keep a close eye on the situation.

It was proposed by Councillor R Powell that the recommendations of report No. 07/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet:

- a) **APPROVED** the revised timetable for the preparation of the Local Plan, to be incorporated into the Local Development Scheme, as set out in Appendix 1 to this report.
- b) **NOTED** the summary outcome of the Local Plan Issues and Options public consultation.
- c) **NOTED** the position on the budget and the action required.

8 TREASURY MANAGEMENT STRATEGY AND CAPITAL INVESTMENT STRATEGY

Report No.01/2023 was introduced by Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation.

The report informed Members of the statutory reports expected in relation to treasury and capital investment operations for 2023/24, linked to the Council's Budget, Medium Term Financial Plan and Capital Programme.

Councillor Payne highlighted that the Council's activity had been conservative. The Strategy does not allow for commercial investments. The Council had no desire to borrow considering the financial position the Council is in unless there were revenue benefits, and we place investment security above yield. This approach had served the Council well and would continue.

The Capital Investment Strategy was intended to bring together the different plans and strategies of the whole organisation and set out the long-term planning and investment required to deliver the Corporate Strategy outcomes.

The Council's current investment plans tended to be short range (span 2-3 years only). Cabinet had also made some provisional priorities for funds held. The Council would build on this work and be in a position to develop a longer term investment programme covering say the next 10 years aligned with its work on a new Local Plan.

The Leader was reassured to the conservative approach to the Council's finances and felt it was an excellent report.

It was proposed by Councillor K Payne that the recommendations of report No. 01/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet **RECOMMENDED** to Council to approve:

- a) the Treasury Management Strategy in Appendix 1 including the Investment Strategy, Borrowing strategy, Minimum Revenue Provision statement and Capital Expenditure Prudential indicators.
- b) the Capital Investment Strategy in Appendix 2

9 DRAFT REVENUE AND CAPITAL BUDGET 2023/24

Report No.02/2023 was introduced by Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation.

The Council was required to set a balanced budget and agree the level of Council Tax for 2023/24 in the context of its Medium Term Financial Plan. This report presented the draft budget of £46.549m for consultation. The final budget would be approved at Full Council in late February.

Councillor Payne highlighted to Members that for the Council to be financially stable, council tax would need to be raised, savings would need to be made and reserves to be used to balance the books. The proposed budget fulfilled those outcomes.

Service savings of £1.8m would be made and planned to make £4m more savings over a 4 year period. It would use reserves to balance the books of £590k in 2023/24 and over £1.4m the following year. It raised Council Tax by 4.99%, (2.99% increase in Council Tax and 2% increase in the Adult Social Care levy). Members were reminded that inflation was currently running around 10%.

Councillor Powell asked a question whether the budget strook the right balance with using the reserves which had built up from public money, the council tax increases and the savings from the transformation programme. Councillor Payne strongly believed it was the right approach to take to prevent further risk in the future and doing what was right for the residents of Rutland.

The Leader thanked the Strategic Director for Resources, the Portfolio Holder and the wider team for delivering this budget in such difficult circumstances.

It was proposed by Councillor K Payne that the recommendations of report No. 02/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet:

a) **APPROVED** the draft budget for consultation, including

- the General Fund Budget (Net Expenditure) for 2023/24 of £46.549m (section 9)
- budget reductions at service level (service savings, reversal of National Insurance rise and use of earmarked reserves) of £1.735m (Section 9.3) and corporate budget reductions of £1.889m as per section 9.3
- budget increases to meet service pressures of £5.401m arising from the inflation, cost of living and demand (Section 9.3) and a pay contingency of £743k
- the use of £589k of reserves to subsidise the main budget (Section 9) plus £900k set aside from general reserves to fund the Local Plan, Leisure and High Needs deficit (Section 7.1.4)
- an increase in Council Tax of 4.99% including 2% for the Adult Social Care precept resulting in a Band D charge of £2,013.04 (Section 8)
- the approach to consultation set out in Section 13
- additions/deletions to the capital programme as per Section 10
- changes to earmarked reserves as per Section 7

b) **NOTED** that:

- assuming the draft budget is approved, Council tax rises of 4.99% continue to be applied and the Council delivers extra savings of £4m by 27/28, the Council's financial gap will still be £147k (Section 4.1.4);
- the funding position for 2023/2024 may change when the NNDR (business rates) tax base and local government finance settlement is finalised;

- that additional revenue or capital expenditure may be incurred in 2023/24 funded through 2022/23 budget under spends to be carried forward via earmarked reserves. The use of reserves for budget carry forwards is not currently shown in the budget but will have no impact on the General Fund
- the estimated surplus of £38k on the Collection Fund as at 31 March 2023 (Section 8.3) of which £33k is the Rutland share
- that Council will be considering the Treasury Management Strategy and Capital Investment Strategy separately (Section 11)
- the position on the Dedicated Schools Grant budget (Section 12)

10 REVENUE BUDGET MONITORING 22/23 - PERIOD 8

Report No.02/2023 was introduced by Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation.

The report provided Members with an update on the revenue budget position for 22/23. The forecast was based on estimates made for the end of November.

The report did not focus on the medium term financial position as this was covered in the 23/24 budget paper and was also covered in the Financial Sustainability Strategy.

The updated finance position was that the Council was forecasting a deficit position of £1.288m compared to a budgeted deficit position of £1.625m, resulting in an underspend of £0.337m.

The overall position of the Council showed that the Council was experiencing significant additional cost pressures, but these pressures were offset by staffing vacancies, other underspends including better than expected returns on investments and top slicing of some grants contributed towards existing overheads.

The Leader informed Members of the situation around staffing and that it was an issue for Local Government as a whole and not just Rutland. If the Council were unable to recruit staff, it would impact the delivery of services.

It was proposed by Councillor K Payne that the recommendations of report No. 02/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet:

- NOTED** the revenue forecast at the end of November (para 3.3).
- NOTED** that any emerging pressures that would continue have been provisionally built into the 23/24 draft budget.
- NOTED** that the balance of the Local Plan reserve may not be sufficient to cover estimated costs. This position should be reviewed by September 2023 and a decision made as to whether the reserve balances should be increase.

11 EXCLUSION OF THE PRESS AND PUBLIC

It was moved by the Chair that the meeting remain in a public session as it was felt Cabinet would be able to consider the public aspect of Report No.08/2023 without divulging into the contents of the exempt report.

The Chair then suggested after initial discussions the meeting would move to private session to discuss the exempt report. This was seconded and upon being put to the vote the motion was unanimously carried.

12 CATMOSE SPORTS LEISURE CONTRACT

Report No.08/2023 was introduced by Councillor Marc Oxley, Portfolio Holder for Communities, Environment and Climate Change.

The report updated Cabinet on the outcome of the procurement exercise for the operation of the Catmose Sports Centre in Oakham and outlined the options available to the Council.

The Council continued to operate in a challenging budgetary position, with the Council's expenditure exceeding its income by around £2m per annum.

As a result of the financial situation, the Council must endeavour to reduce expenditure wherever possible, and seek to mitigate any financial risks to the authority and Council Tax payers. The Council had to therefore ensure that any new commitments must, wherever possible, be either nil net cost to the authority, or contribute positively to the Council's finances.

It was proposed by the Chair that the public and press be excluded from the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 as the following item of business was likely to lead to disclosure of information relating to the financial or business affairs of any particular person. This was seconded and upon being put to the vote the motion was unanimously carried.

RESOLVED

- a) That the press and public be excluded from the meeting.

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At 11.44am the Chair returned the meeting to a public session

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It was proposed by Councillor M Oxley that the recommendations of report No. 08/2023 be agreed, this was seconded and upon being put to the vote the motion was unanimously agreed.

RESOLVED

That Cabinet:

- a) **APPROVED** Option A which was outlined in the exempt appendix.

b) **AUTHORISED** the Strategic Director for Places, in consultation with the Cabinet Member with Portfolio for Finance and the Portfolio Holder for Communities, Environment and Climate Change to conclude arrangements for any financial liabilities to the Council arising from the option chosen.

13 ANY ITEMS OF URGENT BUSINESS

There were no items of urgent business.

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The Chairman declared the meeting closed at 11.45am

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CABINET

14 February 2023

SEND CAPITAL FUNDING

Report of the Portfolio Holder for Education and Children’s Services

Strategic Aim:	Sustainable Lives	
Key Decision: Yes	Forward Plan Reference: FP/090122	
Cabinet Member(s) Responsible:	Councillor David Wilby, Portfolio Holder Education and Children’s Services	
Contact Officer(s):	Dawn Godfrey, Strategic Director for Children's Services	01572 758358 dgodfrey@rutland.gov.uk
	Bernadette Caffrey , Head of Early Intervention, SEND and Inclusion	01572 720943 bcaffrey@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet recommends to Council:

1. To approve allocation of £1,000,390 from Department for Education Capital Grant funding provided to Rutland County Council to resource Capital programmes and develop additional school facilities locally for children with Special Needs and Disabilities.
2. Delegates authority to the Strategic Director for Children and Families and the Strategic Director for Resources to decide how the maximum allocation will be applied.
3. Delegates authority to the Strategic Director for Children and Families in consultation with the Director of Legal & Governance, Monitoring Officer and the Portfolio Holder for Education and Children’s Services, to enter into all necessary agreements to progress the programme.
4. Notes that the Capital Grant has conditions and that RCC will have to sign an assurance statement confirming RCC has used the Capital Grant for its intended purpose. Accordingly, any capital programmes will not create any ongoing revenue pressure from use of the Capital Grant and that the programme only support schemes that either reduce or avoid costs.
5. Notes the tight grant timelines, the Delivering Better Value Review context and the imperative for agile project working.
6. Notes the anticipated projects will likely increase sufficiency of SEND places in Early Years and Primary phase mainstream education and Secondary Phase Alternative provision.

1 PURPOSE OF THE REPORT

- 1.1 Rutland's vision is to support all children and young people with Special Educational Needs and or Disabilities (SEND) to lead healthy, independent, and safe lives, to be a County that promotes inclusion, to maximise their opportunities to be independent and focuses on their abilities not their disabilities and wherever possible, have their needs met locally. (Rutland SEND and Inclusion Strategy 2021).
- 1.2 Key to the success of Rutland's SEND and Inclusion Strategy and SEND Recovery Plan, is the ability of RCC to secure the required range of places for children with Education Health and Care plans (EHCPs) within Rutland itself, or through placing children in close geographical locations where provision is available, so that more children are educated closer to home, have the resilience of peer networks and better preparation for adulthood.
- 1.3 Local education placements offer better value for money and the benefit of greater focus on school autonomy and sector-driven improvement. They help grow the confidence and skills of school leaders and staff and the quality of inclusionary practice and support to families. They enable local practice to respond to what children and families tell us is important about schools and services, in supporting good family life.
- 1.4 The DfE grant allocations are therefore aligned with the intentions of the SEND Recovery Plan which include a range of projects designed to reduce the overspend on SEND placements and bring the DSG High Needs Budget (HNB), pressures back in line with the resources available over time. ¹

2 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CONTEXT IN RUTLAND

- 2.1 Special Needs Education is funded by the Dedicated Schools Grant, the High Needs Block Expenditure has increased by 34% from £3.8 million in 2018/2019 to £5.1million in 2021/2022. A deficit of £1.06 million is currently being reported on the High Needs Block. The Council's SEND Recovery Plan funded from the High Needs Block is having a positive impact, but demand is outstripping the savings we generate from the actions in the recovery plan.
- 2.2 The number of EHCNAs requests has increased year on year. In January 2023 there are 318 Education Health and Care Plans, an increase in volume of 22 Plans since March 2022.
- 2.3 The most common primary need for children with an EHCP resident in Rutland is Autistic Spectrum Disorder, (33%) followed by Moderate Learning Difficulties (20%) and Social, Emotional and Mental Health (20%).
- 2.4 Rutland is taking part in the Department for Education Delivering Better Value Programme with Phase 1 of this Programme starting in February 2023. Phase 1 will take an analytical approach, to examine efficacy of current projects designed to bring the HNB into balance and identify other additional actions to consider. At the end of Phase 1 there will be the opportunity to apply for £1million grant funding to underpin an implementation plan to deliver sustainable change.

¹ HIGH NEEDS BUDGET DEFICIT - SEND RECOVERY PLAN

Schools Forum support £364k of additional annual investment from the High Needs Block to implement a range of projects aimed at increasing capacity in mainstream schools to support children and young people with SEND remaining in mainstream education and to flourish in education.

3 HIGH NEEDS CAPITAL GRANT PROJECTS

- 3.1 In March 2020, the DfE announced High Needs Provision Capital Allocations (HNPCA) for local authorities. The HNPCA funding, is designed to develop or improve facilities or purchase specialist equipment at good or outstanding provision for children with an Education Health and Care Plan (EHCP).
- 3.2 Cabinet delegated previous funding and has received regular updates on plans -see most recent SEND Cabinet Programme reports; Report No: 71/2019, Report No. 07/2022
- 3.3 Prior funding has enabled the following Capital developments:
- Uppingham Community College Enhanced Resourced Secondary Provision for 10-15 children with Communication and Interaction Needs
 - Uppingham Community College Mainstream-plus developments -, reorganising facilities to better meet the teaching needs of 50 children, over a 5-year period, with Education Health and Care plans in mainstream secondary education.
 - Nurture interventions in support of Rutland's Primary schools as well as facilities at Edith Weston with enhanced providing support to 4-6 children at any time and their families with attachment or trauma.
- 3.4 Project Management methodologies have steered the projects which has provided assurance and evidenced full Programme compliance. Each Capital project has been completed on time and in budget.
- 3.5 Rutland has a remaining DfE HNCPA allocation of £1,000,390 Capital which needs to be committed by March 2024, and as has previously been the case, no revenue budget has been provided to underpin the startup costs of projects.

4 TIMELINE FOR DELIVERING FUTURE CAPITAL PROJECTS

- 4.1 RCC will employ proportionate processes including 'Expressions of Interest' with schools to determine motivation and viability, to reorganise education facilities to take advantage of Capital funding and meet SEND sufficiency requirements.
- 4.2 Once preferred partners are identified Feasibility options reports will be commissioned by RCC Property Services on behalf of the SEND Programme Board to evaluate options and support decision making.
- 4.3 All planned work will use RCC Programme methodology to manage actions, timescales, risks, and issues. A lessons learned log has been updated throughout the previous capital programmes and pertinent learning has been incorporated into the planning for upcoming projects.
- 4.4 All Project Boards report to the SEND Programme Board, the Senior Responsible Officer is Dawn Godfrey, Strategic Director for Children and Families. The SEND Programme Board acts as the Executive Board, reporting to Cabinet. Schools Forum also receive update reports.
- 4.5 All facilities developed will meet the needs of the children accessing places and be

in line with Rutland's SEND and Inclusion Strategy.

4.6 Formal agreements with providers will set out each operating model and a quality and performance review cycle to provide assurance and to iron out any operational issues.

4.7 The types of projects under consideration for capital investment are:

- Primary Designated Special Provision (DSP places) for 1 year bulge 2023-24. Following years may not be required.
- An opportunity to develop Alternative Provision for Rutland students some of whom will not have an Education Health and Care plan but are at risk of being excluded from receiving their educational entitlement. This would provide short term interventions expected to be between 3 months and 2 years, offering a more sustainable alternative to provisions usually commissioned by Rutland.
- Early Years and Primary Mainstream small group facilities that may be utilised as Family Hub facilities as well. Building on the learning from the Secondary mainstream-plus small group arrangements (at UCC) developing Mainstream plus places 2024 onwards.

5 RISKS AND MITIGATIONS

5.1 Feasibility options reports will determine how many projects can be developed, there may be insufficient budget or time to deliver all capital works, there is a small risk that committed expenditure may be clawed back by DfE, if not spent.

- Mitigation – manage position, including grant agreements and commitment of funds to minimise risk.

5.2 Delays or shortage of professional services, contractors or supplies impact confidence in the building programme and create delays in the building timeline.

- Mitigation - appointing experienced professional services to steer these stages of delivery and bring to bear industry experience and connectivity.

5.3 RCC Community and parent concerns

- Mitigation – regular communication and clear collaborative messaging through Rutland Parent Carer Voice, Parental collaboration and engagement sessions and through School networks.

5.4 A detailed Risks, Actions, and Decisions (RAID) Log is held at Project and Programme level to identify and manage Risks and Issues throughout the programme.

6 ALTERNATIVE OPTIONS

6.1 RCC has a duty to provide sufficient education places for children with Special Educational Needs and Disabilities. All the alternative options cost more, require children to travel further afield (with associated costs to RCC) and impact their ability to form and benefit from being educated with community peers.

7 FINANCIAL IMPLICATIONS

- 7.1 A Department for Education (DfE) grant provides High Needs Provision Capital funding for 2022/24 which is designed to develop or improve facilities or purchase specialist equipment at good or outstanding provision for children with an Education Health and Care Plan in consultation with parents and carers and to meet local SEND needs. Added to the remaining Special Provision Capital Funding provided as a grant previously this means there is a Capital fund of £1,00,390 for RCC to draw upon to fully fund improved facilities.
- 7.2 The Capital Grant has conditions and RCC will have to sign an assurance statement confirming RCC has used the Capital Grant for its intended purpose - to develop or improve facilities or purchase specialist equipment or provision for children with SEND. Accordingly, any capital programmes agreed with education providers will need their assurance that it will not create any ongoing revenue pressure for the Local Authority. Additionally any agreements with education providers will have a clear intention and outcome that the use of the Capital Grant programme will be to support schemes that either reduce or avoid costs on the HNF and the SEND system.
- 7.3 No revenue costs have been provided by DfE to accompany this capital grant. When selecting a suitable lead partner, the expression of interest form highlighted the request for capacity to be available from schools to support development and start-up of the new facilities and operational planning to meet children's needs. It is possible that the Delivering Better Value Review process may identify start-up costs for 'invest to save' projects in SEND as a possible area for grant investment and Section 106 funding may also be considered where relevant to assist in this area.

8 LEGAL AND GOVERNANCE CONSIDERATIONS

- 8.1 Legal agreements with covenant conditions to protect the funding awarded will be drawn up. These will cover delivering the agreed plan for the building development, maintaining funding allocation to separate elements of the scheme, as well as ensuring the facilities continue to be used for its defined purpose.

9 DATA PROTECTION IMPLICATIONS

- 9.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks or issues to the rights and freedoms of natural persons.

10 EQUALITY IMPACT ASSESSMENT

- 10.1 A full Equality Impact Assessment is not required. The Local Authority has a duty under the Children Act and the SEND Code of Practice to meet the needs of children with additional need or deemed to be children in need.
- 10.2 An Equality Impact Assessment has not been completed because there are no service, policy or organisational changes being proposed.

11 COMMUNITY SAFETY IMPLICATIONS

- 11.1 There are no community safety implications.
- 11.2 The LA has a statutory obligation to safeguard vulnerable children at home and in the community, some children with SEND may be supported as Children in Need

under Section 17 of the Children Act 1989

12 HEALTH AND WELLBEING IMPLICATIONS (MANDATORY)

- 12.1 Children who attend education settings have full benefits of their learning environment, peer and community connections and relationships. These are evidenced to improve long term resilience, aspiration, and wellbeing.
- 12.2 All plans for facilities will be subject to consultation as part of the planning process and DfE schedules and will set out how they will provide appropriate mainstream focused learning environments.

13 ORGANISATIONAL IMPLICATIONS

- 13.1 RCC capacity directly attributable to a Capital building programme, in line with Finance regulations for use of Capital funding, may be appropriately resourced from the HNCPA. The SEND Programme Board has discussed and agreed a budget allocation for this work of £48k, this may be uplifted in 2023/24. This budget will contribute to Property, Legal and Project Management costs directly attributable to the Capital building programme.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 14.1 Recommends Council to approve allocation of £1,000,390 from Department for Education Capital Grant funding provided to Rutland County Council to resource Capital programmes and develop additional school facilities locally for children with Special Needs and Disabilities.
- 14.2 Delegates authority to the Strategic Director for Children and Families and the Strategic Director for Resources to decide how the maximum allocation will be applied.
- 14.3 Delegates authority to the Strategic Director for Children and families in consultation with the Director of Legal & Governance, Monitoring Officer and the Portfolio Holder for Education and Children's Services to enter into all necessary agreements to progress the programme.
- 14.4 Notes that the Capital Grant has conditions and that RCC will have to sign an assurance statement confirming RCC has used the Capital Grant for its intended purpose. Accordingly, any capital programmes will not create any ongoing revenue pressure from use of the Capital Grant and that the programme only support schemes that either reduce or avoid costs.
- 14.5 Recognises that the tight timelines associated with the DfE Grant will require rapid decision making delegated to the SEND Programme Board.
- 14.6 Agrees to receive update reports at key points in time related to the subsequent capital building timelines and progress.

15 BACKGROUND PAPERS

- 15.1 There are no background papers.

16 APPENDICES

- 16.1 There are no appendices.

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CABINET

14 February 2023

HIGHWAYS CAPITAL PROGRAMME 2023/24

Report of the Portfolio Holder for Planning, Highways and Transport

Strategic Aim:	Sustainable Lives	
Key Decision: Yes	Forward Plan Reference: FP/091222	
Exempt Information	No	
Cabinet Member(s) Responsible:	Councillor Rosemary Powell, Deputy Leader and Portfolio Holder for Planning, Highways and Transport	
Contact Officer(s):	Penny Sharp, Strategic Director for Places	01572 758160 psharp@rutland.gov.uk
	Andrew Tatt, Principal Highways Manager	atatt@rutland.gov.uk
Ward Councillors	All Wards	

DECISION RECOMMENDATIONS

That Cabinet:

1. Recommends to Council the approval of the spend from the Department for Transport (DfT) allocation for the Highway Capital Programme for the Capital Highway Maintenance Block, Integrated Transport, Capital Pothole and Incentive Funds received to the value of £2,843,000 for 2023/24 as per Appendix A.
2. Recommends Council to delegate authority to the Director of Places in consultation with the Portfolio Holder for Planning, Highways and Transport to agree any substitution of projects if the identified schemes cannot proceed.

1. PURPOSE OF THE REPORT

- 1.1 The report seeks approval of the Highway Capital Programme proposed for 2023/24. The programme also includes the Integrated Transport, Capital Highway Maintenance Block, Integrated Transport and both the Capital Pothole and Incentive Funds allocation by the Department for Transport (DfT) received to the value of £2,843,000 for 2023/24 as shown in Appendix A.
- 1.2 As the total funding is in excess of £1m, the report recommends to Cabinet to

delegate recommendations for approval of the programme to Council in line with the Councils Constitution Financial Procedure Rules.

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Highways Capital Programme supports the Council's statutory duties as a highway authority. The programme is prioritised from highways asset condition surveys and inspections and takes a risk-based approach. The capital programme delivers on the targets as set out in the 2020 -2026 Corporate Plan.
- 2.2 The Capital Highway Maintenance Block Funding, Capital Pothole and Incentive Funds, was confirmed by letter from the DfT on 28th February 2022 and is to support the desire to ensure the continued safe operation of the highway network.

3. HIGHWAYS CAPITAL PROGRAMME

- 3.1 Appendix A sets out the Highways Capital Programme of works, which covers proactive drainage, bridges, carriageways and footways schemes, of the Capital Highway Maintenance Block, Integrated Transport, together with the Capital Pothole and Incentive funds from the Department for Transport (DfT) for 2023/24.
- 3.2 The programme of works as outlined in Appendix A will be followed, however if unknown prohibitive circumstances arise on a site, or a more serious defective site occurs over the year 2023/24, which is deemed to warrant more urgent intervention for health and safety reasons, then a site may be substituted to allow for this within the allocated budget. The substituted site would then feature high on the list for next allocation.
- 3.3 The report therefore makes a recommendation for delegation of authority to the Director of Places in consultation with the Portfolio Holder for Planning, Highways and Transport to agree any substitution of projects if the identified schemes can't proceed.
- 3.4 The capital highways maintenance block allocation from DfT is £1,058,000, with the Pothole fund also £1,058,000 and the Incentive Fund is £265,000 and Integrated Transport of £462,000 for 2023/24.
- 3.5 It should be noted that the current volatility in the market, particularly with higher bitumen and fuel costs as well as other construction materials including electrical components for equipment, for example, costs of Traffic Signals have increased sharply in some cases. It is reasonable to assume that this may continue into 2023/24, which may have an impact on scheme estimates. We have, therefore, looked to adjust our delivery programme accordingly to lessen the impact where this is possible.
- 3.6 It is proposed that drainage as well as the carriageway and footway allocation will include proactive works, drainage scheme and including preventative surface treatments and patching methods.
- 3.7 The drainage, bridges, carriageway and footway funding being made up of:
 - Focus on proactive drainage works following initial investigations.
 - Preventative maintenance programmes of carriageway resurfacing including

pre-patching and footway treatments.

- A further programme of carriageway patching to stop minor defects becoming potholes.
- Micro asphalt surface treatment to carriageways.
- Regeneration recycling scheme of the carriageway along Manor Lane Barleythorpe.
- Bridge works.
- Resurfacing carriageway schemes.
- Traffic Light replacement of equipment for safety reasons.
- Safety Schemes.

3.8 This proactive approach to preventative highway maintenance interventions using both mechanical surveys and sound engineering judgment, has been proven to ensure our classified network remains in a good condition.

3.9 The National Highways and Transport (NHT) customer survey for the second year running has put Rutland in the top quartile for customer satisfaction with our network. Rutland scored significantly (5%) higher than the NHT average (50%).

4. CONSULTATION

4.1 National Highways and Transport Survey (NHT) as well as wider public consultation has taken place to help inform and reinforce the strategic approach to highway asset management.

5. ALTERNATIVE OPTIONS

5.1 Defer the programme until later in the year. This was discounted as the highway authority would miss required earlier start slots with national supply chain partners for seasonal surface treatment works as well as the ability to commence drainage schemes in a timely and coordinated manner.

6. FINANCIAL IMPLICATIONS

6.1 The council has received grant funding for highways and this report proposes using that funding on its intended purpose.

6.2 Cabinet agreed the principle in December that Highways capital income should be allocated to 'Highways works.

6.3 See Cabinet report of 13th December 2022:

<https://rutlandcounty.moderngov.co.uk/documents/g2611/Public%20reports%20pack%2013th-Dec-2022%2010.00%20Cabinet.pdf?T=10>

6.4 The DfT (Government External) capital funding has been used to assist with the Council's overall financial position and deliver a revenue saving with some revenue funded posts being able to be capitalised.

6.5 This grant is also being looked at in the context of other areas of our revenue

maintenance budget to ensure we allocate and use the optimum processes and products in the most efficient and effective manner for the authority.

7. LEGAL AND GOVERNANCE CONSIDERATIONS

7.1 The Council has a duty under Section 41 of the Highways Act 1980, to maintain the Highway in such a state as to be safe and fit for the ordinary traffic that may reasonably be expected to use it. The highways capital programme is part of the Councils evidence that it is fulfilling its statutory duty and also meets the strategic aims of “delivering sustainable development”.

8. DATA PROTECTION IMPLICATIONS

8.1 A Data Protection Impact Assessments (DPIA) has not been completed for the following reasons, because no personal data is being processed.

9. EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment screening has not been undertaken and there are no adverse effects due to this policy.

10. COMMUNITY SAFETY IMPLICATIONS

10.1 Well maintained highways and good highways drainage contributes towards road safety.

11. HEALTH AND WELLBEING IMPLICATIONS

11.1 Failure to deliver a sustainable maintenance programme will lead to a decline in the quality of the highway networks throughout Rutland, leading to reductions in the quality of:

1) Transport links.

2) Access to safe and useable highways, footway and cycleways, which promotes activities such as walking and cycling.

12. ORGANISATIONAL IMPLICATIONS

12.1 Environmental implications

12.2 The programme of work will include the exploration and will implement the use of materials where practicable, which optimise the carbon reduction measures and their usage, while ensuring a functional and cost effective balance is maintained. Implementing environmental best practice where practicable throughout the contract.

12.3 Procurement Implications

12.4 There are no procurement implications. The Highway Capital Programme will be delivered through the highways contract with Tarmac.

13. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

13.1 Cabinet recommendation to Council for the approval of the allocation of the Highway

Capital Programme funding for the future maintenance of the carriageway, footways, bridges and drainage assets using a risk based approach. Additionally, to undertake safety schemes and reshape the highways maintenance capital programme to provide investment in carriageways, much needed investment in footways and highways drainage. Approval will allow the Council to fulfil its statutory duties with regard to highway maintenance and road safety.

14. BACKGROUND PAPERS

14.1 There are no additional background papers to the report.

15. APPENDICES

15.1 Appendix A - Proposed Highway Capital Programme for 2023/24.

15.2 Appendix B – Highways Asset Condition Surveys.

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Appendix A- Proposed Allocation for Highway Capital programme for 2023/24 for the HMB fund allocation, pothole fund and HMB Incentive Element.

Capital Programme Budget 2023/24	Total available funding
HMB fund Allocation	£1,058,000
Potholes Fund	£265,000
HMB incentive element	£1,058,000
Integrated Transport Block	£462,000
Total funding	£2,843,000

	Maintenance Function Areas	Allocated amount
CE1112	Carriageway Maintenance- Patching, pre surface dressing patching, minor resurfacing	£470,000.00
CE1060	Carriageway Surface Dressing	£160,000.00
CE1227	Carriageway Micro asphalt	£50,000.00
CE1228	Hydro-blasting	£90,000.00
CE1005	Footway Resurfacing	£60,000.00
CE1111	Footway Dressing	£40,000.00
CE1006	Bridges	£120,000.00
CE1231	Drainage Schemes	£150,000.00
CE1236	Street Lighting	£20,000.00
NEW	Traffic Signal upgrade	£154,000.00
NEW	Integrated Transport	£462,000.00
NEW	Illuminated sign survey	£20,000.00
	Manor Lane, Barleythorpe	£221,600.00
NEW	A606/A1 Overbridge	£63,550.00
NEW	A6121/A1 Overbridge	£121,500.00
NEW	B1081 Great North Road	£120,350.00
CE1153	Condition Survey & Programming	£60,000.00
CE1154	Capital Overheads	£300,000.00
Salary	Capitalised salary costs	£160,000.00
	Total	£2,843,000.00

Carriageway Maintenance - Patching and minor resurfacing (Budget £470,000)-

Identified from the GAIST visual condition surveys, visual inspections, pre surface dressing patching and SCRIM data.

Scheme ID	Parish	Road name	Location
2023CM01	Brooke	Braunston Rd	America Lodge X roads to Leighfield
2023CM02	Seaton	Penns Hill	B672 junction to Village
2023CM03	North Luffenham	Pinfold Lane	Edith Weston Road Junc to PH

2023CM04	Lyndon	Luffenham Road	Opposite Pick Barns
2023CM05	Belton	College Farm Road	Village to End
2023CM06	Bisbrooke	Manton Road	A47 to Preston / Glaston Rd
2023CM07	Morcott	Willoughby Road	Main St to end
2023CM08	Seaton	Main Street	30mph to PH
2023CM09	North Luffenham	Moor Lane	Digby Drive to Pilton Road junc.
2023CM10	Belton	Loddington Lane	Back Lane to Chapel St
2023CM11	North Luffenham	Lyndon Lane	To Lyndon
2023CM12	Uppingham	A47	Junction of Glaston Road
2023CM13	Wing	Lyndon Lane	Railway Bridge to Lyndon
2023CM14	Ketton	Stamford Road	K Cement 542/543
2023CM15	Morcott	B672 Redhill	From A47 to Coach bridge

Surface Dressing Programme (Budget £160,000)- Identified from visual inspections and SCRIM survey.

Scheme ID	Parish	Road name	From	To
2023SD01	Empingham	Main Street	End	End
2023SD02	Empingham	Church Street	End	End
2023SD03	Empingham	Crocket Lane	End	End
2023SD04	Belton	Leicester Road, A47	Wardley Hill	to previous SD joints

Carriageway Micro Asphalt (Budget £50,000)

Scheme ID	Parish	Road name	Location
2023MA01	Ryhall	Rutland Way/Church St/The Square	Coppice Road to Bridge Street
2023MA02	Uppingham	Willow Close	All areas
2023MA03	Uppingham	Brook Close	All areas
2023MA04	Ryhall	Bridge Street	All areas

Footway Resurfacing (Budget £60,000)

Scheme ID	Parish	Road name	From
2023FW01	Oakham	Coldoverton Road	Various
2023FW02	Oakham	Kennady Close	All
2023FW03	Oakham	Glebe Way	Hudson to Warn Cres
2023FW04	Oakham	Glebe Way	Warn cres to warn cres
2023FW05	Oakham	Malvern Walk	All areas
2023FW06	Clipsham	Church Lane	ALL
2023FW07	Tinwell	Main Street	Various
2023FW08	Wing	Middle Street	The Jetty to Bottom Street
2023FW09	Preston	Cross Lane	No5 to End
2023FW10	Uppingham	London Road	Junction of South View to Redlands LHS
2023FW11	Preston	Uppingham Road	Riddlington Road Link
2023FW12	Glaston	Church Lane	Lynchgate
2023FW13	Uppingham	Ayston Road Link	Branston Road to Ayston Rd
2023FW14	Preston	Uppingham Road	Cross Lane to Preston Court

Footway Dressing Programme (Budget £40,000) - Identified from visual footway inspections.

Scheme ID	Parish	Road name	To
2023FD01	Toll Bar	Tolethorpe	end
2023FD02	Oakham	Station Road	Kilburn Road
2023FD03	Oakham	Welland Way	Dove
2023FD04	Ketton	Spinney Road	Timbertage Rd
2023FD05	Ketton	Burnhams Road	Park Road
2023FD06	Wing	Mill Close	All
2023FD07	Morcott	Main Street	Cemetary
2023FD08	Lyndon	All	All
2023FD09	Uppingham	Willow Close	All
2023FD10	Ketton	Timbergate Road	Park Road

Bridges (Budget £120,000)

Scheme ID	Parish	Road Name	Bridge Name
2023B01	Tixover	Mill Street	Mill Street Duddington LB

Drainage Programme (Budget £150,000)- Identified from flooding occurrences in both 2020/21 & 2021/22 and further investigatory work in 2022/23. The number of projects completed in 2023/24 with depend on scope of the projects following any outstanding investigation works.

Scheme ID	Parish	Road name	Details
2023CD01	Ryhall	Foundry Road	New run required
2023CD02	Langham	Burley Road	Replacement run from Lowther to Harewood Close
2023CD03	Langham	Burley Road	Near Zebra crossing new run and levels for pipework
2023CD04	Preston	Oakham Road - adjacent to pond	Replacement pipe run
2023CD05	Oakham	Braunston Road	Replacement pipe run
2023CD06	Burley	Cottesmore Road	Replacement pipe run
2023CD07	Whissendine	Ashwell Road	Replacement pipe run
2023CD08	Ketton	Aldgate	Replacement pipe run
2023CD09	Thorpe by Water	Main Street outside Manor House	Replacement pipe run
2023CD10	Braunston	Knossington Road	Replacement 5m run
2023CD11	Uppingham	Station Road	Renew system
2023CD12	Belmesthorpe	Shephards Walk	Replacement pipe run
2023CD13	Barrowden	Tippings Lane	Replacement pipe run
2023CD14	Edith Weston	Weston Road	o/s no.20 New drainage run
2023CD15	Market Overton	Main Street	Replacement run from village green to Thistleton Road
2023CD16	Barleythorpe	Manor Road	Replacement run (investigations on going)

Traffic Signal Upgrade (Budget £154,000)

Scheme ID	Crossing Type	Parish	Road name	Location/ description
2023TS01	Pelican Crossing	Oakham	High Street	By The Market Place
2023TS02	Pelican Crossing	Oakham	High Street	By Oakham Congregational Church
2023TS03	Pelican Crossing	Oakham	Burley Road	Outside C of E primary school
2023TS04	Pelican Crossing	Uppingham	London Road	By Redhill Way

Integrated Transport (Budget £462,000) – Identified through Highway Concerns raised and assessments carried out.

Scheme ID	Parish	Road name	Description
ITCP-2017-13	Manton	Lyndon Top	Cycleway
ITCP-2020-06	Ketton	Geeston	Footpath
ITCP-2020-27	Oakham	Oakham Road Langham	Widening Footpath
ITCP-2021-81	Caldecott	Lyddington Road Caldecott	Layby improvements
		Various	Dropped Crossings
		Various	Various Safety related works

Appendix B: Highways Asset Condition Surveys.

Carriageways	Machine based surveys	Frequency
	SCANNER (Surface Condition Assessment for the National Network of Roads) - A driven survey with lasers to identify defects in the carriageway i.e. potholes rutting, cracking, areas where the surface is deteriorating and processed by 'on-board computers. It produces a Road Condition Indicator (RCI) and it allows the deterioration on one section of road to be compared with another. It produces a prioritised listing of different lengths of carriageway for the highway engineer to amalgamate into schemes and treatments such as surface dressing, patching, resurfacing and proprietary products.	Annual
	Sideway-force Coefficient Routine Investigation Machine - Measures the wet skid properties of the carriageway with a priority on bends and at junctions. Through a series of investigatory levels determines whether some form of intervention is required. These may be a resurfacing, a high skid resistance material or skid warning signs. The highway engineer reviews the outputs of the investigation and prioritises any treatments.	Annual
	Visual Inspections	
	Highway inspectors undertake regular carriageway inspections to identify defected requiring reactive interventions, roads needing proactive programming of patching and other maintenance functions. This information is also used to repudiate insurance claims with evidence that the authority is doing everything practical to keep the network safe.	Monthly to annual, depending on classification or road
	GAIST Visual Inspection survey - GAIST is a company specialising in supporting local authorities in managing highway assets. Their survey consists of them taking a high definition video of the whole highway network from a moving vehicle. This is then processed by a specialist team of surveyors who review the video and identify defects to the carriageway such as potholes, areas of deterioration and cracking. They are less able to identify rutting and some other defects. The GAIST visual inspection data is added to the SCANNER and SCRIM data and via a series of algorithms gives the carriageway network ratings of between 1 and 5 (5 is bad) it also gives the percentage of the section at the condition rating. The condition ratings are combined giving each section an overall condition rating. The output allows the highway engineer to assign appropriate length schemes and treatments allocated to the carriageway network.	Annually
Footways	Footway Network Survey (FNS) - This is a visual condition survey for footways and is undertaken systematically to all the footways to identify the main defects (potholes, cracking and other defects). This gives each section a condition rating and allows the highway engineer to prioritise the worst sections for treatment.	Not undertaken, footways are inspected during the road inspection by the inspectors.
Structures	Highway structures are generally bridges and culverts over 1.0 m in diameter, retaining walls and the like. They may be a can be a proper bridge or just a large preformed pipe, which may be circular in diameter or a 'box culvert'. Irrespective they are treated in the same way and are the subject of a structural general inspection (annual) which is a general check on its condition, what may have deteriorated since the last inspection. There is also a structural principal inspection (every 6 years) and is a detailed inspection of the structure, and may require physical checks, and detailed investigations. The output of each are written up as structural reports and reviewed by a competent bridge engineer. It set out the recommended proactive maintenance work, the reactive maintenance work and, any structural deficiencies which may need short term traffic restrictions and any structural maintenance work necessary to restore the integrity of the structure. Leicestershire County Council structures team provides help and support for the management of our structures.	Principal – 6 years General – Annually
Street Lighting	All street lighting columns are the subject of a visual inspection when an operative attends site to affect any repair. This will identify any visual defects associated with the column and if any action is needed. This information should be held against the column on the highway asset management database and used to determine a column replacement programme. Additionally, there are a series of structural and column wall thickness tests all designed to provide condition data. Most of these are expensive and are part of a long-term programme.	Visual when fault has been reported, others not used on a preventative basis.
Traffic Signals	The main traffic signal assets are the signal posts and the equipment cabinets. As with streetlights, these are the subject of visual inspections when operatives visit site, but as faults are generally few and far between, the proxy condition survey is using the age of the assets and of the traffic signal systems. Modern signal systems include self-diagnosis for faults and traffic flow smoothing to allow for peaks and troughs in traffic. Leicester City Council's traffic control team provide support and advice to Rutland for all traffic and pedestrian lights.	When faults have been detected.
Traffic Signs, Lines and Studs	The most effective method of inspection of traffic signs and lines and road studs is from a driven survey by lines and stud: the highway inspectors during the day and at also night to determine the extent of the observed condition of each at the different times of the day. Signs should be reflective at night, be clean and may be obscured by trees and hedges. There are a number of technologies being trialled to collect condition data, including the use of artificial intelligence, to capture asset data, however these can be expensive and are subject to an amount of data	As part of the visual inspection of the carriageway.

	sorting post inspection and prioritisation. Generally, the replacement of these assets is from the revenue budget, unless it's a part of a larger scheme.	
Highway Drainage	Highway drainage consisting of road gullies, offset kerbs (the hole in a kerb for water disposal). Beeny Blocks (a series of holes in the kerb where the water flows away), grips (channel cut in rural verges) pipes and outfalls. It is the highway asset with the least inventory data that has been collected and its condition is also least known. The main flood areas are those where we have captured some drainage inventory and condition data. This information is used to prioritise sites for improvement with those sites where properties could flood of the highest priority. The highway engineer determines the works programme on a risk-based approach.	Reactive basis.

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CABINET

14 February 2023

HOME TO SCHOOL TRANSPORT CONTRACT AWARD

Report of the Portfolio Holder for Planning, Highways and Transport

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/251122	
Exempt Information	No	
Cabinet Member(s) Responsible:	Councillor Rosemary Powell, Deputy Leader and Portfolio Holder for Planning, Highways and Transport	
Contact Officer(s):	Penny Sharp – Strategic Director- Places	psharp@rutland.gov.uk
	Emma Odabas –Acting Senior Transport Manager	01572 720923 eodabas@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Approves the procurement model (section 4) and criteria for the award of home to school transport (appendix B) contracts for academic year 23/24.
2. Delegates authority to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways & Transport to award the contracts resulting from this procurement.

1. PURPOSE OF THE REPORT

- 1.1 This report sets out the process and proposed award criteria for the procurement of home to school transport contracts, along with recommendations for approval and delegation of final award.

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 Rutland County Council provides a range of transport services including: home to school transport; transport for children with special educational needs; transport for children looked after; post-16 education transport; and public transport services in

line with statute and Council policy.

- 2.2 Alongside provision through the Council's in-house commissioned transport fleet, this transport is also provided by a number of external organisations (bus, minibus and taxi) via a range of long term, short term and emergency contracts.
- 2.3 Service requirements are reviewed each year alongside contract expiration dates. This takes place each year because contract requirements change on an annual basis. Some contracts (particularly those for SEND transport and children looked after where needs can change very regularly) are only awarded for 1 year, whilst others are awarded for up to 5. The contract review takes into account any changes to student distribution, school location, start or finish times, and school holidays.
- 2.4 The transport team uses admissions data to ascertain which students will be likely to require transport for the next academic year, and their destination. This data is used to decide whether existing routes are appropriate, or whether efficiencies can be realised via route changes and alterations to vehicles. Furthermore, the need for lone transport and passenger assistants on SEND routes is also reviewed to ensure the services specified are what is actually required. This helps to reduce legacy arrangements when service user needs have changed over time and transport can now be delivered in a more economically advantageous way whilst still meeting the needs of service users.
- 2.5 All potential contracts are sent out to tender, including those that will probably be operated by the Council's in house-fleet. This enables the transport team to compare costs of providing the services in-house versus outsourcing and ensures the in-house fleet continues to offer good value for money.
- 2.6 Although transport contracts are subject to continual review throughout the year to ensure best use of resources, the main review of requirements for the next academic year takes place between February and June. Additions and amendments to existing transport contracts are usually lower in cost than introducing a new contract/route so this is considered first for new applicants. For students with SEND and enhanced needs cases are dealt with on a case by case basis. Further work is also underway to review all contracts for the future in light of the Council's financial position and the requirement to make efficiencies for future sustainability.

3. CONTRACT REQUIREMENTS

What is being procured?

- 3.1 Three types of service are being procured – broken down into procurement lots, as follows:
 - Lot 1 (school bus contracts)
 - Lot 2 (specialist transport taxis/minibuses)
 - Lot 3 (pence per mile taxis & buses)

Contract length

- 3.2 Each individual route has its own contract length based on the requirements of the students but it should be noted that contracts are being put out for the maximum

possible requirement in 2023 to encourage transport providers to submit competitive bids.

3.3 Mainstream school bus contracts tend to be offered for a period of 5 years wherever possible as this attracts more interest from operators, but routes with fewer students can be offered anywhere between 1 year up to 5 years dependant on the future transport needs of the students concerned.

3.4 Notice to terminate by both parties is 1 calendar month for all home to school transport contracts.

Contract value

3.5 The estimated contract value (over the lifetime of all contracts, to a maximum of 5 years, included in the 3 lots) is £2,578,754.00. Detailed contracts for tender cannot be identified until the school admission data is available in April and May although an estimated that 1 mainstream school bus route, 49 taxi routes and 9 minibus routes will be included in the lots for tender.

3.6 Previous years advertised costs were:

- 2020/21 - £1,258,461.00
- 2021/22 - £1,829,023.00
- 2022/23 - £2,578,754.00

3.7 There is a year-on-year increase in SEND students requiring transport, which in turn increases the overall estimated contract value. This value is estimated because the contracts tendered may change during the review process, and prices are based on previous tender prices and as such are subject to change during the tender process. The RC in-house routes are sent out to tender to obtain comparison pricing and not all tendered routes will be awarded.

4. PROCUREMENT MODEL

4.1 Following the annual review of transport requirements an invitation to tender is issued with support from the Welland Procurement Unit. The procurement process will follow the appropriate process in line with the Council's Contract Procedure Rules. The value of the contracts combined is above the EU threshold.

4.2 Services usually operated by the Council's in-house fleet are also advertised to provide assurance that in-house operation of those services demonstrates best value for money.

4.3 The tender process also collects "pence per mile" quotes from operators in order that requests for quotations can be sent out to the bidders that are likely to provide the service at the lowest price for new or revised service requirements that occur during the course of the academic year. This allows us to opt for best value at all times and reduce any risk of higher cost short notice emergency contracts.

4.4 The timetable for the process for the academic year 2023/2024 is set out in Appendix A and the award criteria are set out in Appendix B.

5. AWARD CRITERIA

Initial screening/ quality criteria

- 5.1 Companies must meet quality criteria (initial screening) in order to be eligible to tender. These have been developed with support from the Welland Procurement Unit. In addition, service specific criteria are used. Examples of this might include: being able to meet necessary specific insurance levels; being able to demonstrate vehicles are adequately maintained; and /or having passenger assistants with an appropriate level of training. To obtain and retain a PSV operator's license (O' License) involves meeting criteria relating to operator financial standing, good reputation and strict operational standards. Compliance checks are carried out by both the DVSA and the relevant Traffic Commission in the form of initial screening and on-going checks and therefore quality standard checks to hold an O' licence are in place externally. This removes the requirement for RCC to further stipulate localised quality standards for tendering other than the pass/fail criteria of holding the correct license/s. Further information on the criteria for obtaining transport licensing is available online: <https://www.gov.uk/government/publications/psv-operator-licensing-a-guide-for-operators-psv437>

Basis of award

- 5.2 Contracts will be awarded on the basis of cost to a bidder who meets the quality criteria. Contract specifications will therefore state that contracts will be awarded to the lowest priced bidder that is able to deliver the contract.

Power to award contracts

- 5.3 Cabinet approval is sought to delegate authority to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways & Transport to award the contracts resulting from this procurement.

6. CONSULTATION

- 6.1 This report has been developed in consultation with the portfolio holder.

7. ALTERNATIVE OPTIONS

- 7.1 The contract award could be brought back to Cabinet for approval rather than delegated to the Portfolio Holder and Strategic Director for Places. However this approach would delay the award and may impact the Council's ability to deliver its statutory obligations.

8. FINANCIAL IMPLICATIONS

- 8.1 The contracts to be awarded will be funded via the existing budget allocations for transportation of mainstream, special educational needs, post-16 and children looked after and will not require additional resource allocation.
- 8.2 However most years special educational needs transport and children looked after transport report budget pressures due to overspend. This is due to increasing demand and/or complexity of cases year on year in a demand led statutory service area.

9. LEGAL AND GOVERNANCE CONSIDERATIONS

9.1 The Home to School Transport procurement process has been drawn up with the Welland Procurement Unit, in line with the requirements of the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules.

9.2 Contained within the award process are 61 separate contracts and although none exceed the current threshold individually and would ordinarily fall within the delegated powers to award, officers, in consultation with the Portfolio Holder, have chosen not to exercise those powers in this case to ensure that Cabinet is able to fully consider matters and have a full picture when considering whether to authorise delegation of award or not.

10. EQUALITY IMPACT ASSESSMENT

10.1 An EIA screening form has been completed and a full assessment is not required.

11. COMMUNITY SAFETY IMPLICATIONS

11.1 The Council is required by Section 17 of the Crime & Disorder Act 1998 to take into account community safety implications. No implications found.

12. HEALTH AND WELLBEING IMPLICATIONS

12.1 None.

13. DATA PROTECTION IMPLICATIONS

13.1 A data protection impact assessment has not been completed as there are no data protection implications.

14. ORGANISATIONAL IMPLICATIONS

14.1 TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006) and subsequent amendments will not apply to the Home to School Transport procurement.

15. SOCIAL VALUE IMPLICATIONS

15.1 Many of the operators who bid for tenders are local companies meaning that income generated through the contracts is fed back into local communities. By letting each contract as a separate contract smaller operators are not excluded from the process meaning that SMEs can fully participate in bidding for work.

16. ENVIRONMENTAL IMPLICATIONS

16.1 Children travelling on school buses are likely to have less of an environmental impact than those being driven to school. Where possible, children are placed on public service vehicles hence their transport does not increase emissions because the vehicle is already traveling. As such school bus provision is likely to have a positive impact on climate change.

17. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

17.1 All potential alternative options to deliver these statutory services have been

considered, and the recommendation below to tender and award contracts represents the best option to enable us to deliver statutory services.

- 17.2 Therefore in order for the procurement process to commence the award criteria (appendix B) needs to be approved by Cabinet. The criteria have been carefully considered to ensure that providers successful in the process are capable of meeting the necessary requirements and can deliver appropriate quality services in Rutland.
- 17.3 It is recommended to delegate authority to the Strategic Director for Places in consultation with the Portfolio Holder for Planning, Highways and Transport to award the contracts. This will speed up the process and decisions will be made in line with criteria in this report.

18. BACKGROUND PAPERS

None

19. APPENDICES (MANDATORY)

- 19.1 Appendix A – Transport Tender Timetable
- 19.2 Appendix B – Award Criteria

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

APPENDIX A

RUTLAND COUNTY COUNCIL HOME TO SCHOOL TRANSPORT TENDER 2023

TIMETABLE (draft)

ACTION	COMPLETED BY	BY
Draft tender documents	25 th March 2023	EO/WP
Draft specification	25 th March 2023	EO
Agree lotting arrangements	5 th April 2023	EO/WP
“Final” routes determined	12 th April 2023	EO
Complete specification / tender documents	12 th April 2023	EO/WP
Finalise and submit FTS advert	19 th April 2023	WP
Finalise Contracts Finder / Source advert	19 th April 2023	WP
FTS advert published	22 nd April 2023	WP
Submit Contracts Finder advert	22 nd April 2023	WP
Email advert to identified prospective companies	26 th April 2023	EO
Deadline to receive questions	13 th May 2023	Bidders
Deadline to respond to questions	19 th May 2023	EO
Return of tenders	24 th May 2023	Bidders
Evaluate tenders	7 th June 2023	EO
Further clarifications if required	14 th June 2023	EO
Agree preferred contractors	24 th June 2023	EO/WP
Draft standstill letters	4 th July 2023	WP
Brief Portfolio Holder	9 th July 2023	EO
“10 day” standstill starts (minimum 11 days)	12 th July 2023	WP
Due diligence on preferred operators complete	19 th July 2023	EO
“10 day” standstill ends	23 rd July 2023	ALL
Award contract	23 rd July 2023	EO/WP
Contracts begin from	30 th August 2023	Operators
Submit award notices	30 th August 2023	WP

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APPENDIX B

CRITERIA FOR ASSESSING STANDARD SELECTION QUESTIONS

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
1.1 1.1 (a) 1.1 (b) (i) 1.1 (b) (ii) 1.1 (c) 1.1 (d) 1.1 (e) 1.1 (f) 1.1 (g) 1.1 (h) 1.1 (i) (i) 1.1 (i) (ii) 1.1 (j) (i) 1.1 (j) (ii) 1.1 (k) 1.1 (m) 1.1 (n) 1.1 (o) 1.1 (p)	Potential Supplier Information Full name Registered office Registered website address Trading status Date of registration Company registration number Charity registration number Head Office DUNS number Registered VAT number Appropriate professional/trade registration If yes, details Legal required for professional/trade registration If yes, details Relevant classifications SME Persons of Significant Control Details of immediate parent company Details of ultimate parent company	0%	0%
1.2 1.2 (a) (i) 1.2 (a) (ii) 1.3 (a) (iii) 1.2 (b) (i) 1.2 (b) (ii)	Bidding Model Bidding as lead contact for a group of economic operators Name of group of economic operators Proposed legal structure Use of sub contractors Sub Contractor details	0%	0%
1.3 1.3 (a)-(h)	Contact Details and Declaration Details completed	0%	0%
2 2.1 (a)	Grounds for Mandatory Exclusion Regulations 57(1) and (2): Criminal organisation Corruption Fraud	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
2.1 (b)	Terrorist offences Money laundering Child labour/human trafficking Breach of environmental obligations Breach of social obligations Breach of labour obligations Bankrupt/insolvency or winding-up proceedings Grave professional misconduct Agreements with other economic operators to distort competition Conflict of interest Preparation of procurement procedure Early termination of contract /damages/comparable sanctions In breach of obligations re: tax/social security contributions Measures taken		
2.2	Self cleaning measures	Pass/Fail	Pass/Fail
2.3 (a) 2.3 (b)	Breach of tax/social security obligations If yes, further details	Pass/Fail	Pass/Fail
3 3.1 (a) 3.1 (b) 3.1 (c) 3.1 (d) 3.1 (e) 3.1 (f) 3.1 (g) 3.1 (h) 3.1 (i) 3.1 (j) 3.2	Grounds for Discretionary Exclusion Regulation 57 (8) Breach of environmental obligations Breach of social obligations Breach of labour obligations Financial administration Guilty of grave professional misconduct Distorting competition Conflict of interest Involved in preparation of procurement Significant or persistent deficiencies Statement response If yes, self cleaning	Pass/Fail	Pass/Fail
Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4 and 5 4.1	Economic and Financial Standing	Pass/Fail	Pass/Fail

Question No.	Section Headings and Sub-Headings	Maximum Available Section Score	Weighting Within Sub-Heading
4.2 5.1 5.2 5.3	Audited accounts or alternative means of demonstrating financial status Minimal financial threshold Parent company accounts Parent company guarantee Bank guarantee		
6 6.1 6.2	Technical and Professional Ability Details of up to three contracts Evidence of healthy supply chains maintained with sub-contractors Sub contract supply chain management	0%	0%
7 7.1 7.2	Requirements under Modern Slavery Act 2015 Relevant commercial organisation Compliant with annual reporting requirements	Pass/Fail	Pass/Fail
8	Additional Questions:		
8.1	Insurance	Pass / Fail	Pass/Fail

3. CRITERIA FOR ASSESSING TENDER RESPONSES

Only those Bidders which pass the Selection Questions will have their tenders evaluated using this scheme.

Section Headings and Sub-Headings	Maximum Score Available	Weighting Within Sub-Heading
Quality Company vehicle compliance Employee licensing	0%	Pass/Fail Pass/Fail
* Price (exclusive of VAT) Route pricing	100%	100%
Total	100%	

Pricing should be shown per journey (which normally includes a return journey). Unit rates and prices must be quoted in pounds and decimals of a pound. Such decimals need to be restricted to two decimal places.

For the purpose of giving feedback to bidders at the end of the process, pricing will be converted to a percentage score using the following formula:

Lowest price for this route x 100%

Bidder's price for this route

So if the lowest price offered for a given route is from Bidder A at £20.00, and the price offered by Bidder B is £40.00,

Then Bidder A will score $\frac{£20.00}{£20.00} \times 100\% = 100\%$ Contract awarded

And Bidder B will score $\frac{£20.00}{£40.00} \times 100\% = 50\%$

CABINET

14 February 2023

FEES AND CHARGES

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/140422	
Exempt Information	No	
Cabinet Member(s) Responsible:	Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
	Andrew Merry, Finance Manager	01572 758152 amerry@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet recommends to Council:

1. To approve the level of fees and charges for 23/24, set out in Appendices A, B and C.
2. To approve new fees for:
 - Highways - temporary access vehicle crossing applications and permits on major developments (para 4.3.1)
 - Highways – new developments technical approval process (para 4.3.2)
 - Highways – roadside gullies mapping onto Kaarbon Tech (para 4.3.3)
 - Bulky Waste – including stopping free collections and £3 surcharge (para 4.5.2)
 - Recycling and Residual Waste bins for new build properties (para 4.5.5)
 - A new monitoring and management fee for the First Home Scheme para 4.8.1)
3. To note that taxi and private hire vehicle licenses fees will be subject to change based on the outcome of forthcoming consultation through a public notice procedure and be brought back for approval following that consultation.
4. To note that Appendix D includes fees set nationally (some are still to be confirmed).
5. To note that fees and charges excluded from this report are listed at 2.3.

1 PURPOSE OF THE REPORT

- 1.1 This report sets out the proposals for fees and charges for services provided by the Council for the financial year 2023/24 and is to seek approval for discretionary fees and charges.

2 BACKGROUND

2.1 Financial Objective

- 2.1.1 Fees and charges represent a significant source of finance for the Council. The Council receives approximately £4.2 million from fees and charges each year. It is important that fees and charges are set at an appropriate level to maximise income to the Council and to recover cost. Main income generating fees and charges (in excess of £50k per annum) are shown below:

Area	Budget 23/24	Details
Planning Application Fees	444,800	Nationally set, Appendix 4
Land Charges	68,600	Locally set, Appendix 2
Post 16 Transport	54,600	Locally set, Appendix 2
Registrars Fees	178,700	Locally set, Appendix 2
Traffic Regulation Orders	90,000	Locally set, Appendix 2
Parking	594,800	Locally set, Appendix 2
Green Waste	641,000	Approved – Report (182/2022)
Licensing	66,000	Locally set, Appendix 2
Adult Social Care Charging	1,575,100	Day opportunities fees – Appendix 1 Homecare, Residential Care – set separately

2.2 Fee setting process

- 2.2.1 Fees and charges are reviewed annually as part of the budget and council tax setting process. Fees and charges need to be approved to be effective from 1 April 2023. In reviewing the level of fees for 2023/24, key considerations have included:

- Cost recovery - across all fees and charges inflation has been used at 10% based on the 12-month CPI rate to October 2022 of 10.1% unless there is business case to do something different.
- It has been recognised in some cases that charges needed to be refined as often an umbrella fee - a single fee covering an area - does not allow for the variability in cases and hence undermines the principle of cost recovery. For this reason, some fees have now been split.
- There are a small number of fees where no increase is proposed. Typically, this is either because there has been a recent increase or where increases may negatively impact income yield; and

- In some areas, fees have been increased in line with those charged by neighbouring Councils or to cover costs associated with related service delivery.

2.2.2 Sections 3 to 6 of this report highlight the key issues for each Directorate and the rationale where it is different to the above or a new fee.

2.3 Other fees

2.3.1 There are other fees and charges which are set outside of this report. These include:

- Social care rates – for residential care and homecare – the Council has market responsibilities in this area and fee it pays to providers is recharged to service users according to a financial assessment;
- CIL fees – set by Council taking into account other planning matters;
- Rents – set by Director according to market conditions and other considerations;
- Building Control – set by the Leicestershire Building Control Partnership to recover costs; and
- Moderation of Key Stage 1 and 2 Assessments – set in consultation with Schools Forum.

2.4 Fee setting and future considerations

2.4.1 In 22/23 the Council set some charges at a lower rate if residents accessed services online in recognition of the lower costs incurred via this route. The Council has moved away from this principle for 23/24 as it wanted to consider this across all areas and it will do so as part of its Transformation work.

3 ADULT SERVICES PROPOSALS

3.1 A detailed schedule of all fees and charges is provided at Appendix A.

3.2 **Day Opportunities Service** - In 2022/23 the Day Opportunities Service was moved from Catmose to OEP for adults with learning disabilities (including autism). The service provide 3-hour blocks, 7 days a week, during the day and in evenings. Fees were increased last year and these are now in place after some negotiation with Health and other partners. No increases to fees are proposed this year. This is to encourage families to continue accessing the service.

4 PLACES DIRECTORATE PROPOSALS

4.1 Fees which are set nationally are set out in Appendix D. Locally set fees are set out in Appendix B.

4.2 Many of services in the Places Directorate are provided by Peterborough City Council (PCC) on behalf of Rutland. Where fees are charged to cover costs then the Council has received assurances from PCC that this is the case.

4.3 Highways

- 4.3.1 A new £3,500 fee is proposed for vehicle crossing applications and permits for Temporary Construction Access under S184 of the Highways Act 1980. The fee will be payable by the applicant in full in advance. The level of fee reflects the complexity of this type of work and the time spent on the whole process of the application, receipt, validation, technical review and design checks, technical input, issue of the licence, inspection of work and sign-off. These temporary works will then be followed up by permanent works under Section 278 of the Highways Act 1980.
- 4.3.2 A section 38 (S38) agreement is the legal agreement that the developer must enter into for the local authority to adopt a road in a new development off the highway, such as a new highway in a new housing estate, as public highway. Implementation of a minimum fee will ensure that. The fee will cover the full and reasonable cost which the Council incurs in the preparation, completion and administration of the S38 agreement regardless of whether the development goes ahead. Sub-section 6 of Section 38 of the Highways Act 1980 allows Local Highway Authorities to charge a reasonable cost associated with the provision of this work. The process for a S38 application includes, receipt, validation, technical review and design checks, technical approval, instruction to Legal, review of the legal agreement, site inspections (including pre-maintenance and pre-adoption), issue of provisional and final certificates and formal adoption notifications. This new minimum fee will be non-refundable, the same as the current fee, to ensure that our costs are covered if the developer decides not to progress with adoption as costs will have been incurred by the Council and should reasonably be recovered. All other Local Authorities make such a charge and ensure it is reasonable yet fully covers their costs. The fee level (percentage of the CECC) was set previously by benchmarking, as is this current proposal to implement a minimum fee.
- 4.3.3 When roadside gullies are adopted as part of a section 38 agreement, they must be mapped onto a Highways Asset Management system). Rutland County Council currently pay for this mapping to be updated so it is proposed to pass this charge onto the developers in order to recover all of our costs. The fee for updating is £1,500 and a straight cost recovery is proposed.

4.4 **Taxis**

- 4.4.1 There is currently a standard fee in place for taxi operator licenses based on a 5-year licence irrespective of the number of vehicles operated. This has been increased by 10%, but the fee and fee structure will be subject to change based on the outcome of a consultation exercise now scheduled to take place in early 2023 as part of the Licensing Policy review.

4.5 **Waste Management**

- 4.5.1 Appendix C includes the Green Waste charges. There is now a flat rate of £50 for all subscribers as approved by Cabinet on 15 November 2022 (Report No: 182/2022). A discount of 25% will continue to be available to residents in receipt of Local Council Tax Support.
- 4.5.2 Changes to the pricing structure of bulky waste are proposed to ensure full cost recovery of this discretionary service to our residents. Our contract costs are expected to increase significantly next year due to high levels of inflation and by making these changes to the pricing structure, the increase can be offset whilst still

providing a reasonably priced service to residents.

4.5.3 The charge which currently covers up to 4 items for £36 is proposed to be changed as follows:

- The charge is to be split into 2. A £40 charge for up to 3 items and £50 for up to 4 items; and
- No free collections will be made available (previously collections were free to those on Local Council Tax Support and 153 free collections were provided in 2021/22 out of 1004 collections provided).

4.5.4 The £3 surcharge where they are not booked online has been removed (see 2.6). Bulky waste will therefore be charged at £13 for each of the first three items and £10 for the fourth. Benchmarking shows that our proposed pricing is reasonable and comparable with other similar LAs.

4.5.5 Local authorities can make a charge to cover the cost of the provision of bins and so a new charge is proposed for the provision of recycling and residual waste bins to new build properties (one black bin and one grey bin) of £100.

4.6 **Culture and Leisure (Events)**

4.6.1 New charges will be levied for the enabling of events as per the Events Policy approved in September. Three bands are proposed as follows:

- small events under 500 attendees;
- medium events 500 to 4,000; and
- large events over 4000.

4.6.2 Charges raised may vary according to the nature of the event and will be based on a principle of cost recovery.

4.6.3 No notification or charge is required for small events under 500 where there is no VIP attendance or military presence and there is no impact on the highway or community. Full details of the Event Notification process are included in the Council's Events Policy

4.6.4 Land charges and planning preliminary advice fees have increased by 10% in line with inflation.

4.7 **Parking**

4.7.1 Parking fees increase of 10% approved in 2022/23 will be implemented from January 2023 and the free 30-minute tariff to support town centre shopping continues. There was an unavoidable delay in the re-procurement of the pay by mobile contract which needed to be completed before fee increases could be implemented.

4.7.2 It is proposed that there will be no further increases or changes to the tariff in 2023/24 to avoid annual expenditure on changes to signage, reprogramming of machines and pay by phone fees. Parking income is gradually returning to pre-

pandemic levels. The mid-year forecast income was £521k up slightly from £513k in 2021/22 compared to pre pandemic levels of c£576k.

4.8 First Home

4.8.1 A new monitoring and management fee per “First Home” is proposed at £150 based on the allowance used by Home England for pilots used across the country. This is a new scheme, approved by Members in May 2022, designed to help local first time buyers and key workers onto the property ladder, by offering homes at a discount of 30% compared to the market price. The discounts will apply to the homes forever, meaning that generations of new buyers and the local community will continue to benefit every time the property is sold.

4.8.2 The charge proposed is based on the charge levied during the grant-funded pilot process.

4.9 S106 monitoring - Legal fees

4.9.1 There was previously included in the fees and charges schedule a minimum fee for s106 Agreements of £760 (equating to 4 hours work) and thereafter £190 per hour. The fees are being deleted from the fees and charges schedule in 2023/24 as the agreements have a specific provision which allows the Council to reclaim its legal costs. This is agreed on a case-by-case basis and is guaranteed by the other side providing a unilateral undertaking for the Council costs.

4.9.2 The Council's hourly rate for legal advice recharged to customers is also being removed in 2023/24 as legal advice is not provided to the public.

5 RESOURCES DIRECTORATE PROPOSALS

5.1 A detailed schedule of all fees and charges is provided at Appendix C. There are no proposed changes to the 2023/24 fees and charges.

5.2 Reprographics Services

5.2.1 The Council is permitted to make a charge for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act 2000. This legislation allows the Council to recover reasonable costs in respect of providing the documentation. This includes direct material costs plus overheads. The price per copy had been increased from £0.15 to £0.20 per copy for 2023/24.

5.3 Elections & Referendums – Charges to Parishes

5.3.1 The representation of the People Act 1983, Section 36 (4) requires the Council to cover all expenditure incurred by the Returning Officer in the holding of an election (or the Counting Office in the holding of a referendum). The fees for conducting Parliamentary, and European Parliamentary and Police and Crime Commissioner elections are regulated by the Returning Officers' Fees and Charges Orders made by the Government.

5.3.2 The Act allows the Council to recharge the costs of elections and referendums to parish councils. The Council works collaboratively with other authorities across Leicestershire to agree consistent fees.

5.3.3 The Council recharges Parishes for Parish Elections based on the actual amount incurred and this process will continue. There is no change to this approach.

5.4 **Disclosure and Barring Service (DBS) Checks**

5.4.1 The HR Service acts as the 'administrator' for processing DBS Applications for:

a) Employees and volunteers engaged by the Council

b) Organisations who have some 'affiliation' to the Council or its services and provide voluntary services

c) Fostering/Adoption service

5.4.2 An administration fee for undertaking these checks is charged, as permitted under section 93 of the Local Government Act 2003. This is not a statutory service – RCC and other organisations are able to secure the service from another Registered Body. We process approximately 60 applications per year for voluntary organisations.

5.4.3 We have developed an on-line application process. Considering the time involved in processing the application, the fee was set at £10 and there is no reason to change this at this time.

5.5 **Blue Badges**

5.5.1 Charges levied for Blue Badges (disabled parking permits) will remain at £10 per badge in line with the national Blue Badge Scheme.

6 **CONSULTATION**

6.1 The fees and charges were considered at Scrutiny Panels in January. COMMENTS TO BE UPDATED AFTER SCRUTINY.

6.2 Except for drivers' licences, the Council is required to consult upon the fees it intends to levy for taxi licences through a public notice procedure and as such these fees will be subject to change based on the outcome of a consultation exercise planned for 2023.

7 **ALTERNATIVE OPTIONS**

7.1 The alternative options are to retain the current level of fees and charges or propose alternatives. To do so could have a negative impact on the Council's financial position and in some instances mean the actual costs of services provided are not recovered. Costs increase year on year and as such need to be reflected in this Policy.

8 **FINANCIAL IMPLICATIONS**

8.1 Income budgets are in many instances driven by demand and can be volatile. It is not always the case that an increase in charges will lead to increases in income received. There are two reasons for this: a) demand for the service may reduce, and b) additional income received helps address the underachievement of income targets rather than generate new income above existing budgets.

8.2 For this reason, even where fees and charges are increased, income budgets are not always amended. Those budgets that have increased are Bulky Waste £22,500, Registrars £8,000, and Green Waste Fees £101,000 but in all cases the income covers increased costs.

8.3 In other areas where new fees are introduced, the Council will use 23/24 to determine what fees might be generated to help set future budgets.

9 LEGAL AND GOVERNANCE CONSIDERATIONS

9.1 The annual review of fees and charges is an integral part of the budget and Council Tax Setting process. The approved fees and charges will form part of the overall budget presented to full Council for approval in February.

9.2 The majority of the Council's statutory services, Building Control being a key exception, are funded directly from the Council's other main sources of revenue, i.e. government grants and local taxation. Income received by Rutland from fees and charges is generated by both statutory and discretionary services. Where fees and charges apply to statutory services these are often set nationally, for example, some planning and licensing fees.

9.3 Under the Localism Act 2011 there is a general power of competence which explicitly gives Councils the power to do anything that an individual can do which is not prohibited by other legislation. This activity can include charging (i.e., to recover the costs of providing a discretionary service which the person has agreed to) or can be undertaken for a commercial purpose (i.e., to generate efficiencies, surpluses, and profits) through a special purpose trading company.

9.4 The 2003 Act empowers councils to charge for any discretionary services (i.e. services councils have the power to provide but do not have a duty to provide by law) on a cost recovery basis. Statutory guidance published in 2003 outlines how costs and charges should be established, and that guidance remains in force (see: 'General Power for Best Value Authorities to Charge for Discretionary Services', ODPM, 2003). The Council must have regard to the guidance when charging for discretionary services under the 2003 Act. The 2003 Act also enables Councils to trade in activities related to their functions on a commercial basis with a view to profit through a company. Rutland does not undertake such activity.

10 DATA PROTECTION IMPLICATIONS

10.1 A Data Protection Impact Assessment (DPIA) has not been completed because there are no service, policy or organisational changes being proposed.

11 EQUALITY IMPACT ASSESSMENT

11.1 An Equality Impact Assessment Screening (EIAS) has been completed for the general increases and new fees set out in this report. Implementing the fees and charges proposed does not have any impact on how the authority complies with its duties and it is deemed that there is no potential discriminatory impact, and no further assessment is required.

12 COMMUNITY SAFETY IMPLICATIONS

12.1 There are no community safety implications arising from this report.

13 HEALTH AND WELLBEING IMPLICATIONS

13.1 There are no health and wellbeing implications arising from this report.

14 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

14.1 The annual review of fees and charges is an integral part of the budget and council tax setting process and is also to ensure the Council is compliant with legislative guidance. It is therefore recommended that Cabinet approve the proposals set out in the document.

15 BACKGROUND PAPERS

15.1 There are no additional background papers to the report

16 APPENDICES

16.1 Appendix A – People Directorate Proposed Fees and Charges 2023/24

16.2 Appendix B – Places Directorate Locally Set Fees and Charges 2023/24

16.3 Appendix C – Resources Directorate Proposed Fees and Charges 2023/24

16.4 Appendix D – Places Directorate Nationally Set Fees and Charges 2023/24

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Appendix A. People Directorate Proposed Fees and Charges 2023/24

People Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposed	Additional information 2023/24
Adult Social Care			
Deferred Payment Agreements (DPAs)			
DPA setup and management fee	£550.00	£610.00	Increase in line with inflation 10%
Interest on deferred payments	0.75%	1.55%	The Government sets the maximum interest rate, which changes every 6 months. The latest published rate is quoted for 2023/24). The actual rate charged will be aligned to the latest published rate.
Learning Disability Day Centre Places - charges to third parties			
Level 1 (1:2 support)	£61.70	£61.70	No Increase is proposed.
Level 2 (standard 1:1 support)	£97.90	£97.90	
Level 3 (2:1 / complex support)	£150.50	£150.50	
Admissions (Support, Ranking and Distance Measurements)			
Level 1			
Based on number of applications received for the school (per hr)	£41.00	£45.00	
Advice and Support (fixed fee)	£55.00	£60.00	
Distance Measurement Primary Schools (fixed fee)	£66.00	£73.00	
Distance Measurement Secondary Schools (fixed fee)	£93.00	£102.00	
Level 2			
Advice and Support (fixed fee)	£55.00	£60.00	
Distance Measurement Primary Schools (fixed fee)	£66.00	£73.00	
Distance Measurement Secondary Schools (fixed fee)	£93.00	£102.00	
Level 3			
Advice and Support (fixed fee)	£82.00	£90.00	

Appendix B. Places Directorate Locally Set Proposed Fees and Charges 2023/24

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Land Charges			
Inspection of documents filed in respect of each parcel of land	£3.70	£4.10	
Official search (including issue of official certificate of search)			
(a) in any one part of the register	£14.00	£15.00	Will not be required once Land Charges Service is Transferred to Land Registry
(b) in the whole of the register	£25.00	£28.00	
(c) in addition, in respect of each parcel of land above one, where more than one parcel is included in the same requisition (whether the requisition is for a search in the whole or any part of the register)	£11.00	£12.00	
Office copy of any entry in the register (not including a copy or extract of any plan or document filed)			
Standard enquiries (CON29R).	£101.00	£111.00	
Additional parcel of land	£22.00	£24.00	
Optional enquiry (CON 290)	£16.00	£18.00	
Additional typed enquiry	£40.00	£44.00	
Charges for landowner statements made under s15A of the Commons Act 2006			
Deposit of a Statement and Map - Fee includes provision for a single site notice erected on an existing structure.			
Size A4	£239.00	£263.00	
Size A3	£270.00	£297.00	
Size A2	£298.00	£328.00	
Size A1	£327.00	£360.00	
Size A0	£356.00	£392.00	
Additional deposit notice (price per notice). Each application (fee) includes provision of a single notice. Deposits with multiple parcels of land will require additional notices			
Size A4	£29.00	£32.00	
Size A3	£35.00	£39.00	
Size A2	£47.00	£52.00	
Size A1	£58.00	£64.00	
Size A0	£76.00	£84.00	
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Charge added to fees described above	£28.00	£31.00	
Declarations under s31 of the Highways Act made in respect of documents previously deposited			
Charge in addition to fee for deposit	£105.00	£116.00	
Village Greens corrective applications			
To remove buildings/land wrongly registered	£1,050.00	£1,155.00	
Correction of a mistake made by the Commons Registration authority	No fee		
Development Control			
Copies of planning documents			As per reprographics charges
Copy Decision Notices (No charge for Parish Councils)			
Preliminary Planning Advice			
Commercial, minerals and waste, wind or solar installations			
0m ² to 99m ²	£161.00	£177.00	
100m ² to 499m ²	£268.00	£295.00	
500m ² to 999m ²	£536.00	£590.00	
1000m ² plus			
Householder and other applications	£73.00	£80.00	
Residential			
1 to 4 dwellings	£214.00	£235.00	10% increase inflation (with exception of £1,100 in order to work with the next increment)
5 to 9 dwellings (first 5)	£268.00	£295.00	
5 to 9 dwellings (each additional dwelling over 5)	£54.00	£60.00	
10 to 24	£1,071.00	£1,100.00	
25 plus			No Specific Fee. Charge will be 10% Planning App Fee
Additional time (in excess of 3hrs) & communications requested by applicant (per hour)	£78.00	£86.00	
High Hedge Complaint	£450.00	£495.00	
Building Control			
Completion Certificate (Re-issue)	£32.00		Now covered by partnership
Completion Certificate (Re-issue)	£54.00		Now covered by partnership

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Environmental Services			
Housing - House of Multiple Occupation (HMO) licence fee	£840.00	£924.00	
Housing - immigration inspection fee	£114.00	£125.00	
Housing - improvement notice charge	£193.00	£212.00	
Housing - prohibition notice charge	£74.00	£81.00	
Housing - works in default per hour (maximum rate, depending on officer grade)	£35.00	£38.00	
H&S - (registrations) Food Premises	Free	Free	
H&S - (registrations) Person Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£102.00	£112.00	
H&S - (registrations) Premises Registrations (acupuncture, ear piercing, electrolysis, hairdressing, skin piercing, tattooist)	£227.00	£250.00	
Animal welfare - Selling animals as pets - first application fee Part A	£308.00	£339.00	
Animal welfare - Selling animals as pets - renewal application fee Part A	£220.00	£242.00	
Animal welfare - Selling animals as pets - grant fee 1 year licence Part B	£269.00	£296.00	
Animal welfare - Selling animals as pets - grant fee 2-year licence Part B	£349.00	£384.00	
Animal welfare - Selling animals as pets - grant fee 3 year licence Part B	£429.00	£472.00	
Animal welfare - Selling animals as pets - full re-inspection / variation fee	£178.00	£196.00	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - first application fee Part A	£410.00	£451.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - renewal application fee Part A	£273.00	£300.00	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 1 year licence Part B	£310.00	£341.00	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 2-year licence Part B	£390.00	£429.00	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - grant fee 3 year licence Part B	£470.00	£517.00	
Animal welfare - Providing or arranging for the provision of boarding (franchise premises) - full re-inspection / variation fee	£239.00	£263.00	
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - first application fee Part A	£291.00	£320.00	
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - renewal application fee Part A	£203.00	£223.00	
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 1 year licence Part B	£269.00	£296.00	
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 2-year licence Part B	£349.00	£384.00	
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - grant fee 3 year licence Part B	£429.00	£472.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Animal welfare - Commercial operation - one animal type: kennels or catteries, including commercial dog day-care - full re-inspection / variation fee	£178.00	£196.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - first application fee Part A	£410.00	£451.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - renewal application fee Part A	£273.00	£300.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant fee 1 year licence Part B	£310.00	£341.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant fee 2-year licence Part B	£390.00	£429.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - grant fee 3 year licence Part B	£470.00	£517.00	
Animal welfare - Commercial operation - two animal types: kennels with catteries and kennels with dog day-care - full re-inspection / variation fee	£239.00	£263.00	
Animal welfare - Home activities boarding / day-care - first application fee Part A	£172.00	£189.00	
Animal welfare - Home activities boarding / day-care - renewal application fee Part A	£134.00	£147.00	
Animal welfare - Home activities boarding / day-care - grant fee 1 year licence Part B	£177.00	£195.00	
Animal welfare - Home activities boarding / day-care - grant fee 2-year licence Part B	£246.00	£271.00	
Animal welfare - Home activities boarding / day-care - grant fee 3 year licence Part B	£316.00	£348.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Animal welfare - Home activities boarding / day-care - full re-inspection / variation fee	£117.00	£129.00	
Animal welfare - Hiring out horses - first application fee Part A	£297.00	£327.00	
Animal welfare - Hiring out horses - renewal application fee Part A	£209.00	£230.00	
Animal welfare - Hiring out horses - grant fee 1 year licence Part B	£274.00	£301.00	
Animal welfare - Hiring out horses - grant fee 2-year licence Part B	£361.00	£397.00	
Animal welfare - Hiring out horses - grant fee 3-year licence Part B	£447.00	£492.00	
Animal welfare - Hiring out horses - full re-inspection / variation fee	£178.00	£196.00	
Animal welfare - Breeding dogs - first application fee Part A	£297.00	£327.00	
Animal welfare - Breeding dogs - renewal application fee Part A	£203.00	£223.00	
Animal welfare - Breeding dogs - grant fee 1 year licence Part B	£269.00	£296.00	
Animal welfare - Breeding dogs - grant fee 2-year licence Part B	£349.00	£384.00	
Animal welfare - Breeding dogs - grant fee 3 year licence Part B	£429.00	£472.00	
Animal welfare - Breeding dogs - full re-inspection / variation fee	£178.00	£196.00	
Animal welfare - Keeping or training animals for exhibition - first application fee Part A	£172.00	£189.00	
Animal welfare - Keeping or training animals for exhibition - renewal application fee Part A	£134.00	£147.00	
Animal welfare - Keeping or training animals for exhibition - grant fee 3-year licence Part B	£316.00	£348.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Animal welfare - Keeping or training animals for exhibition - full re-inspection / variation fee	£117.00	£129.00	
Zoo Licence	N/A	£350.00	Not previously included in the fees and charges. The licensing of zoo's requires significant officer resource (site inspection, travel, PPE, operational procedure for each species etc)
Gambling - Gambling Act premises licence - new application - Bingo	£3,137.00	£3,451.00	
Gambling - Gambling Act premises licence - new application - Betting premises	£2,220.00	£2,442.00	
Gambling - Gambling Act premises licence - new application - Tracks	£2,220.00	£2,442.00	
Gambling - Gambling Act premises licence - new application - Family entertainment centres	£1,777.00	£1,955.00	
Gambling - Gambling Act premises licence - new application - Adult gaming centre	£1,777.00	£1,955.00	
Gambling - Gambling Act premises licence - annual fee - Bingo	£934.00	£1,027.00	
Gambling - Gambling Act premises licence - annual fee - Betting premises	£562.00	£618.00	
Gambling - Gambling Act premises licence - annual fee - Tracks	£934.00	£1,027.00	
Gambling - Gambling Act premises licence - annual fee - Family entertainment centres	£704.00	£774.00	
Gambling - Gambling Act premises licence - annual fee - Adult gaming centre	£934.00	£1,027.00	
Gambling - Gambling Act premises licence - variation application - Bingo	£1,556.00	£1,712.00	
Gambling - Gambling Act premises licence - variation application - Betting premises	£1,334.00	£1,467.00	
Gambling - Gambling Act premises licence - variation application - Tracks	£1,112.00	£1,223.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Gambling - Gambling Act premises licence - variation application - Family entertainment centres	£890.00	£979.00	
Gambling - Gambling Act premises licence - variation application - Adult gaming centre	£890.00	£979.00	
Gambling - Gambling Act premises licence - transfer fee - Bingo	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - transfer fee - Betting premises	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - transfer fee - Tracks	£845.00	£930.00	
Gambling - Gambling Act premises licence - transfer fee - Family entertainment centres	£844.00	£928.00	
Gambling - Gambling Act premises licence - transfer fee - Adult gaming centre	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for re-instatement - Bingo	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for re-instatement - Betting premises	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for re-instatement - Tracks	£845.00	£930.00	
Gambling - Gambling Act premises licence - application for re-instatement - Family entertainment centres	£844.00	£928.00	
Gambling - Gambling Act premises licence - application for re-instatement - Adult gaming centre	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for provisional statement - Bingo	£3,137.00	£3,451.00	
Gambling - Gambling Act premises licence - application for provisional statement - Betting premises	£2,562.00	£2,818.00	
Gambling - Gambling Act premises licence - application for provisional statement - Tracks	£2,220.00	£2,442.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Gambling - Gambling Act premises licence - application for provisional statement - Family entertainment centres	£1,778.00	£1,956.00	
Gambling - Gambling Act premises licence - application for provisional statement - Adult gaming centre	£1,778.00	£1,956.00	
Gambling - Gambling Act premises licence - application for provisional statement holders - Bingo	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for provisional statement holders - Betting premises	£1,069.00	£1,176.00	
Gambling - Gambling Act premises licence - application for provisional statement holders - Tracks	£845.00	£930.00	
Gambling - Gambling Act premises licence - application for provisional statement holders - Family entertainment centres	£844.00	£928.00	
Gambling - Gambling Act premises licence - application for provisional statement holders - Adult gaming centre	£1,026.00	£1,129.00	
Gambling - Gambling Act premises licence - copy licence	£13.00	£14.00	
Gambling - Gambling Act premises licence - notification of change	£29.00	£32.00	
Private water supplies - Risk assessment	£45.00	£50.00	
Private water supplies - Sampling visit	£45.00	£50.00	
Private water supplies - Investigation	£45.00	£50.00	
Private water supplies - Authorisation	£45.00	£50.00	
Private water supplies - Analysis - under reg. 10 (domestic supplies)	£29.00	£32.00	
Private water supplies - Analysis - check monitoring (commercial supplies)	£40.00	£44.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Private water supplies - Analysis - audit monitoring (commercial supplies)	£90.00	£99.00	
Scrap Metal - Site licence fee	£356.00	£392.00	
Scrap Metal - Metal Collectors licence fee	£248.00	£273.00	
Scrap Metal - Licence variation fee	£45.00	£50.00	
Scrap Metal - Replacement licence fee	£29.00	£32.00	
Street Trading - A1 laybys	£768.00	£845.00	
Street Trading - non-A1 laybys	£262.00	£288.00	
Street Trading - service charge	£2,232.00	£2,455.00	
Taxis - Hackney carriage driver's licence - 3 year (new)	£160.00	£176.00	
Taxis - Private hire driver's licence - 3 year (new)*	£130.00	£143.00	
Taxis - Hackney carriage driver's licence - 3 year (renewal)*	£101.00	£111.00	
Taxis - Private hire driver's licence - 3 year (renewal)*	£101.00	£111.00	
Taxis - Driver's licence change between hackney carriage and private hire	£40.00	£44.00	
Taxis - Hackney carriage vehicle licence fee (new / renewal) (yearly)*	£165.00	£182.00	
Taxis - Private hire vehicle licence fee (new / renewal) (yearly)*	£165.00	£182.00	
Taxis - Private hire operators' licence - 5 years - 1 to 5 vehicles*	£350.00	£385.00	
Taxis - Private hire operators' licence - 5 years - 6 to 10 vehicles*	£350.00	£385.00	
Taxis - Private hire operators' licence - 5 years - 11 to 30 vehicles*	£350.00	£385.00	
Taxis - Private hire operators' licence - 5 years - 31 to 50 vehicles*	£350.00	£385.00	
Taxis - Private hire operators' licence - 5 years - 51+ vehicles*	£350.00	£385.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Taxis - Replacement plate and / or replacement bracket	£21.00	£23.00	
Taxis - Replacement vehicle and reinstatement of place (accident)	£165.00	£182.00	
Taxis - Replacement driver's badge	£21.00	£23.00	
Taxis - Private hire plate exemption (new)	£59.00	£65.00	
Taxis - Private hire plate exemption (renewal)	£39.00	£43.00	
Taxis - Change of address	£16.00	£18.00	
Taxis - Replacement exemption certificate or replacement driver's licence	£16.00	£18.00	
Taxis - Driver Suitability Test	£40.00	£45.00	
Taxis - Driver Knowledge Test	£40.00	£45.00	
* Taxis licences which require consultation upon the fees to be levied through a public notice procedure.			
Bulky Waste - collection of up to three items of bulky waste	£36.00	£40.00	Number of items changed from four to three. No free collections will be made available (previously collections were free to those on Local Council Tax Support)
Bulky Waste - collection of up to four items of bulky waste	N/A	£50.00	Amended pricing structure to reflect the different prices charged for three / four items of bulky waste (as above).
Bulky Waste - collection of up to four heavy duty bags full of soils and rubble (bags provided by the Council)	£52.00	£57.00	
Waste Disposal - chargeable household waste (per tonne)	£130.00	£143.00	
Waste Disposal - Trade Waste (per tonne)	£130.00	£143.00	
Waste Collection - 1100 litre size Recycling (per collection, excluding disposal costs)	£9.00	£10.00	
Waste Collection - 660 litre size Recycling (per collection, excluding disposal costs)	£9.00	£10.00	
Waste Collection - 240 litre size Recycling (per collection, excluding disposal costs)	£9.00	£10.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Waste Collection - 1100 litre size Residual Waste (per collection, excluding disposal costs)	£11.00	£12.00	
Waste Collection - 660 litre size Residual Waste (per collection, excluding disposal costs)	£11.00	£12.00	
Waste Collection - 240 litre size Residual Waste (per collection, excluding disposal costs)	£11.00	£12.00	
Waste Collection/Disposal - 1100 Litre size Recycling (per collection)	£9.00	£10.00	
Waste Collection/Disposal - 660 Litre size Recycling (per collection)	£9.00	£10.00	
Waste Collection/Disposal - 240 Litre size Recycling (per collection)	£9.00	£10.00	
Waste Collection/Disposal - 1100 Litre size Refuse (per collection)	£24.00	£26.00	
Waste Collection/Disposal - 660 Litre size Refuse (per collection)	£18.00	£20.00	
Waste Collection/Disposal - 240 Litre size Refuse (per collection)	£13.00	£14.00	
Provision of recycling and residual waste bins for new build properties	N/A	£100.00	
Green Waste collection charge (annual, per bin) online applications	£45.00	£50.00	
Green Waste collection charge (annual, per bin) other applications	£48.00	£50.00	
Burials - reservation for the next available plot	£91.00	£100.00	
Burials - reservation for a chosen plot	£112.00	£123.00	
Burials - reservation for non-Rutland residents	£134.00	£147.00	
Burials - interment of the body of a stillborn child or child whose age at death did not exceed one year *	£0.00	£0.00	
Burials - interment of the body of a child under the age of 18	£0.00	£0.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Burials - interment of the body of a person whose age at death was over the age of seventeen *	£1,010.00	£1,111.00	
Burials - interment of cremated remains *	£352.00	£387.00	
Burials - additional charge for interment at a depth exceeding five feet *	£145.00	£160.00	
Burials - exclusive right of burial in earthen graves (child's grave) *	£149.00	£164.00	
Burials - exclusive right of burial in earthen graves (single grave up to five feet in depth) *	£2,334.00	£2,567.00	
Burials - a flat stone on a single grave space *	£301.00	£331.00	
Burials - a flat stone on a double grave space *	£417.00	£459.00	
Burials - a headstone on a single grave space *	£301.00	£331.00	
Burials - a headstone on a double grave space *	£417.00	£459.00	
Burials - a footstone on a single grave space *	£301.00	£331.00	
Burials - a footstone on a double grave space *	£417.00	£459.00	
Burials - kerbstones or border stones on a single grave space *	£301.00	£331.00	
Burials - kerbstones or border stones on a double grave space *	£417.00	£459.00	
Burials - vase (not exceeding twelve inches in height) *	£82.00	£90.00	
Burials - vase (exceeding twelve inches in height) *	£90.00	£99.00	
Burials - tablet on any grave, gardens of remembrance or in the Chapel (to include Vase in the gardens of remembrance) *	£82.00	£90.00	
Burials - any other monument not exceeding two feet in height on a single grave space *	£114.00	£125.00	
Burials - any other monument exceeding two feet in height on a grave space *	£201.00	£221.00	
Burials - charge for additional inscriptions *	£72.00	£79.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Burials - charge for placing a vase not exceeding twelve inches on a grave without exclusive right of burial *	£72.00	£79.00	
* Burial fees doubled for non-Rutland residents			
Forestry			
Forestry Advice & Inspections/hour	£58.00	£64.00	
Highways			
Section 50 licence			
Opening of street/road for new service	£571.00	£628.00	
Additional charge per 200m for works in excess of 200m	£156.00	£172.00	
Opening of street/road for existing service repairs	£403.00	£443.00	
Section 171 trial hole	£347.00	£382.00	
Inspection of works and reinstatement following:			
Brown Signs			
Initial assessment fee (non-refundable)	£252.00	£277.00	
Design fee per each design (not each sign)	£128.00	£141.00	
Sign washing fee per sign	£56.00	£61.50	
Manufacture and installation - Sign(s) and post(s)			No Set Fee. Term Maintenance Contract actual costs, plus 10% staff time
Removal fee (at end of agreement period, if agreement not re-applied for and approved) - Sign(s) and post(s)			
Temporary Direction signs (e.g. to new housing developments)			
Application fee			As per Brown Signs (all additional costs calculable in the same way)
Manufacture and installation fee Sign(s) and post(s)			No Set Fee. Term Maintenance Contract actual costs, plus 10% staff time
Sign cleaning fee	£56.00	£62.00	10% inflation applied
Removal fee (at end of agreement period, if agreement not re-applied for and approved) - Sign(s) and post(s)			Term Maintenance Contract actual costs, plus 10% staff time
Other licences			

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Skips - 1 week period – or part thereof	£40.00	£44.00	
Skips - Extension for 1 weeks or part thereof	£40.00	£44.00	
Skips - in addition to skip permit where suspension of parking bay per 6m2 per day	£26.00	£29.00	
Weekly charge for skips illegally placed on the highway or found to have exceeded its permit	£142.00	£156.00	
Scaffolds/Hoardings - 4 week period – or part thereof	£112.00	£123.00	
Scaffold/Hoarding - Extension for 4 weeks or part thereof	£84.00	£92.00	
Weekly charge for any scaffolding illegally placed on the highway or found to have exceeded its permit	£142.00	£156.00	
Mobile scaffold tower - per day	£112.00	£123.00	
Mobile tower extension - per day	£84.00	£92.00	
Cherry picker - per day	£112.00	£123.00	
Cherry picker extension - per day	£84.00	£92.00	
Building Material on the Highway - per week	£40.00	£44.00	
Building Material on the Highway - per additional week	£17.00	£19.00	
To place benches or obstruction i.e. notice board in Highway (initial fee to make or amend license)	£285.00	£314.00	
To amend bench or obstruction license	£210.00	£231.00	
Annual			
License to Cultivate	£76.00	£83.50	
Street Café License - initial fee	£285.00	£314.00	
Street Café License - renewal	£143.00	£158.00	
Pavement License	£100.00	£100.00	Fee capped by legislation, which has extended period for pavement licenses to 30/09/2023
To place A-board in highway - initial license	£56.00	£62.00	
To place A-board in highway - annual renewal	£28.00	£31.00	
Vehicle Access Permit			

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Vehicle crossing application and permit Fee for Section 184 up to 2 properties (Domestic).	£170.00	£187.00	
Vehicle crossing application and permit fee for Section 184 over 2 properties and commercial	£500.00	£550.00	
Vehicle crossing application and permit for Section 184 temporary access (on MAJ (major) developments whereby a S278 / S38 agreement will follow)	N/A	£3,500.00	See para 4.3.1 of main report
H-Bar Marking	£173.00	£191.00	
Other Charges			
Request for accident data – enquiry with no accidents (N.B. to commercial organisations – cost to litigants)	£50.00	£55.00	
Request for accident date (raw data – any enquiry up to 50 accidents) (N.B. to commercial organisations – cost to litigants)	£96.00	£106.00	
Request for accident date (major enquiry – over 50 accidents) (N.B. to commercial organisations – cost to litigants)			Cost plus F.O.I. duplicating & postage charges
Speed Surveys	£447.00	£492.00	
Post for speed survey			Post at Term Maintenance Contract actual costs, plus staff time
Land charges enquiry	£53 inc VAT	£58.5 inc VAT	
Section 38, 278 and 106 Agreements			
Section 38 Agreement Fee (supervision fees)	11% to £500,000 then 5% plus legal fees	11% on first £500,000 then 5% thereafter plus legal fees	This is for the ongoing supervision construction works
Section 278 Agreement Fee (Minimum fee £3,500 Non-Refundable)	Minimum £3,500 or	Minimum £3,500 or	The agreement fee is to be charged upfront. Legal fees as quoted in Appendix – Resources.

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
	11% on first £500,000 then 5% thereafter plus legal fees	11% on first £500,000 then 5% thereafter plus legal fees	
S38 - Technical Approval (non-refundable).	N/A	£3,000 to £5,000 depending on size of site	This is in addition to the S38/278 agreement fee and covers the cost of the technical approval process. This is non-refundable. If the developer decides to not progress, the money is retained due to officer time
Adoption of roadside gullies as part of S38 agreement	N/A	£1,500.00	Cost to map gullies from new developments onto KaarbonTech system. Currently RCC pay for this
Road Closures and Traffic Management [TM]			
Temporary Road Closure Application	£860.00	£946.00	
(including advertising for works longer than 5 days)	£1,260.00	£1,386.00	
Temporary Traffic Regulation Order Application	£860.00	£946.00	
Deferring start date of an order already processed	£431.00	£474.00	
Emergency Road Closure (by Notice)	£573.00	£630.00	
Turning off of traffic signals for required works	£347.00	£382.00	
Temporary Traffic Signals	£61.00	£67.00	
Review of TM proposal:			
Major	£229.00	£252.00	
Minor	£61.00	£67.00	
re-submit	£61.00	£67.00	
design of TM	£287.00	£316.00	10% inflation applied
installation of TM Sign(s) and post(s)			Term Maintenance Contract actual costs, plus 10% staff time
Traffic Regulation Orders on / for new development			Highway's staff time, advertising, works at cost, legal fees plus duplication and postage as required

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Materials & works ordered on behalf of third parties (e.g. Parish Councils)			Term Maintenance Contract actual costs, plus 10% staff time
Filling of Parish Grit Bins	£65.00	£72.00	
The Removal, Storage and Disposal of Structure with Highway i.e. Caravan, Highways Act 1980			
Removal of vehicles equal to or less than 3.5 tonnes:			
Vehicle on road, upright and not substantially damaged or any two wheeled vehicle	£229.00	£252.00	
Road Traffic Accidents			
Minimum charge	£224.00	£247.00	10% inflation applied. Fee Waived if fatal and no-one convicted of an offence
Parking			
Penalty Charge Notices			
Car Parking Contravention - Higher Level Penalty	£70.00	£70.00	Set regionally by third party
Car Parking Contravention - Lower-Level Penalty	£50.00	£50.00	Set regionally by third party
Littering from Vehicles - Higher Level Penalty	£300.00	£300.00	Not used but reserved
Littering from Vehicles - Lower-Level Penalty	£150.00	£150.00	Not used but reserved
Car park tariffs (by machine / physical ticket)			
Up to 30mins	£0.00	£0.00	Free, no increase
1 hour	£1.10	£1.10	No Car Parking increases for 2023/24.
3 hours	£2.75	£2.75	
Up to six hours	£4.75	£4.75	Increased in 2022/23
Day	£5.30	£5.30	
Weekly (Monday - Saturday = MS)	£19.00	£19.00	
1 month (MS)	£50.70	£50.70	
Solo Motorcycles	As above	As above	
Blue Badge concession	As above but free for first 3 hours	As above but free for first 3 hours	
Car park tariffs (by mobile)			

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
up to 30mins	£0.00	£0.00	
1 hour	£0.90	£0.90	No Car Parking increases for 2023/24
3 hours	£2.55	£2.55	
Up to six hours	£4.55	£4.55	Increased in 2022/23
Day	£5.10	£5.10	
Weekly (Monday - Saturday = MS)	£18.80	£18.80	
1 month (MS)	£50.50	£50.50	
Solo Motorcycles	as above	as above	
Blue Badge concession	as above but free for first 3 hours	as above but free for first 3 hours	
Kilburn Road Coach Park per bay per day	£5.10	£5.10	
Season Tickets for car parks			
3 months (MS)	£152.00	£152.00	No Car Parking increases for 2023/24
6 months (MS)	£304.15	£304.15	Increased in 2022/23
Season (MS)	£608.30	£608.30	
Permits for resident bays			
Resident permit (standard)	£50.00	£50.00	
"VARIOUS" resident permits (Uppingham / Oakham D,N,L & S Zones)	Not offered	Not offered	No Car Parking increases for 2023/24 Increased in 2022/23
"VARIOUS resident(/for visitor) permits (Oakham C,E&V Zones)	£50.00	£50.00	
Residents permit A zone	£20.00	£20.00	
U3A permits (for visitors) for residents each (only in C,E&V)	£20.00	£20.00	
Professional Carers permit (non-RCC)	£20.00	£20.00	
Professional Carers permit (RCC)	£0.00	£0.00	
Residential Carers permit	£20.00	£20.00	
Barleythorpe Road resident permit	£288.20	£288.20	
Miscellaneous parking			
Dispensation per week	£37.50	£37.50	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Suspension for domestic removals per 6m per day (bay, yellows if safe)	£37.50	£37.50	
Resident Permit / season ticket / form hand-delivery within Oakham or Uppingham within 2 working days	£2.50	£2.50	
Resident Permit / season ticket / form hand-collection within Oakham or Uppingham within 2 working days	£2.50	£2.50	
Photocopy / scan per (A4) side in conjunction to both above	£0.50	£0.50	
Advisory Blue Badge bay (6.6m x 2.4m 16m of lining and 8 x 350mm letters)	£255.00	£255.00	
Business Space	£1,100.00	£1,100.00	
Transport			
Home to School Transport			
Concessionary fare -Students living in Rutland and attending their qualifying school but lives under the 2-mile primary or 3 mile secondary distance criteria	£158.00	£175.00	
Concessionary fare -Students living in Rutland but not attending their qualifying school	£315.00	£350.00	
Concessionary fare -Students living outside Rutland	£604.00	£650.00	c8% Increase based on benchmarking against other LA charges whilst also offsetting rising transport costs
Replacement bus pass	£10.00	£10.00	
Post 16 Transport			
Student charge – for receiving assisted transport.	£578.00	£600.00	c4% Increase based on benchmarking against other LA charges whilst also offsetting rising transport costs.
Concessionary Travel			
English National Concessionary Travel pass – Access & Freedom travel schemes. Initial and replacing life expired passes	Free	Free	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
English National Concessionary Travel pass – Access & Freedom travel schemes. Issue of replacement passes for lost or stolen passes	£10.00	£10.00	
Delivery charges			
Delivery of post/meals to schools/colleges and voluntary organisations within Rutland	£14.00 p/h plus 0.35p per mile	£15.00 p/h plus 0.45p per mile	
Electric Bike loan scheme	£40 per month charge (£20 per month for low-income households)	£50 per month charge (£25 per month for low-income households)	£80 deposit also taken
One to one cycle training (on or off road/ all ages). 1 instructor	£31.50 p/h	£35.00 p/h	
Playground/ off the road group cycle training sessions (all ages). Minimum group size of 6. 2 instructors	£10.50 p/h	£11.50 p/h	
On and off road, beginners group cycle training sessions for children and young adults (minimum group size of 6) - 2 instructors	£10.50 p/h	£11.50 p/h	
On road, advanced group cycle training sessions for children and young adults (groups of 4) - 2 instructors	£16.54 p/h	£18.50 p/h	
On and off road, group cycle training sessions for adults (groups of 2) - 1 instructor	£16.54 p/h	£18.50 p/h	
Playground/ off the road family cycle training sessions for children and parents/ guardians (groups of 6) - 1 instructor	£31.50 p/h	£35.00 p/h	
On and off road, family cycle training sessions for children and parents/ guardians (groups of 6) - 2 instructors	£63 p/h	£70.00 p/h	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
£6.30 (including VAT) additional charge per individual or £12 additional charge per family booking for non-Rutland residents. Subject to staff capacity, free training will be available for low income Rutland families/ individuals.			
Road Closures and Traffic Management			
Public Path Orders			Officer time, advertising, works at cost, legal fees plus duplication and postage as required.
Charges for Definitive Map Extracts (rights of way searches)			
A4, first copy	£51.00	£56.00	
A3, first copy	£72.00	£79.00	
A2, first copy	£89.00	£98.00	
A1, first copy	£96.00	£105.50	
Charges for highways statements made under section 31(6) of the Highways Act. These may be waived at the discretion of the Director in consultation with the Portfolio Holder if there is a significant public benefit.			
Deposit of a Statement and Map under section 31(6) of the Highways Act.	£203.00	£223.00	
	£225.00	£247.50	
	£241.00	£265.00	
	£257.00	£283.00	
	£269.00	£296.00	
Additional fee for joint applications made under s31 Highways Act 1980 AND s15A of the Commons Act 2006			
Charge added to fees described above	£28.00	£31.00	
Declarations under s31 of the Highways Act made in respect of documents previously deposited			
Charge in addition to fee for deposit	£105.00	£115.50	
Rights of Way Enforcement Action			
Planning Policy			
Local Plan			
Rutland Core Strategy - Adopted July 2011	£34.00	£37.00	
Minerals Core Strategy & Development Control Policies DPD - Adopted October 2010	£34.00	£37.00	
Site Allocations & Policies Document - Adopted October 2014	£43.00	£47.00	
Neighbourhood Plans	£15.00	£18.00	
Supplementary Planning Documents	£15.00	£18.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Local Development Scheme (April 2018)	£15.00	£18.00	
Statement of Community Involvement (January 2014)	£15.00	£18.00	
Annual Monitoring Report 1 April 2016-31 March 2017 (November 2017)	£15.00	£18.00	
Conservation Area Appraisals	£15.00	£18.00	
Housing Strategy			
Homelessness Review	£15.00	£17.00	
Housing and Homelessness Strategy	£15.00	£17.00	
Tenancy Strategy - Adopted January 2013	£5.00	£6.00	
Self-build and Custom Housebuilding Register			
New entry to the register	£86.00	£93.00	
S106 Monitoring Fees 2023/2024 apply to S106 agreements signed after 31/03/2023 (Monitoring fees to be paid on signing of the agreement, fees are non-refundable)			
Single dwelling/annexe	£150.00	£165.00	Based on an average hourly rate of £31.50 (includes increase of 10% and total figure rounded up) and an estimated 5 hours taken from start to finish and rounded to the nearest hour.
2-9 dwellings	£300.00	£330.00	
10-20 dwellings	£750.00	£825.00	
21-50 dwellings	£1,500.00	£1,650.00	
50+ dwellings	£3,000.00	£3,300.00	
Commercial	£450.00	£495.00	
Other non-residential	£450.00	£495.00	
Monitoring and management fee per "First Home" (paid on the Implementation of the consent).	New charge	£150.00	Based on the £150 allowance used by Homes England for pilots elsewhere. In addition to the section 106 monitoring fee.
Community Infrastructure Levy			
Exceptional Circumstances Review	£150.00	£165.00	Based on an hourly rate of £52.50 (includes increase of 10% and total figure rounded up) for the Planning and Housing Policy Manager for 3 hours
Museum			
Research Fees			
First 30 minutes			Free
Subsequent time, per hour	£38.00	£42.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Postage, Packing and Handling			
All sales	£3.70	£4.10	
Storage of archaeological items (per standard box) 2017- current	£75.00	£85.00	
Storage of archaeological items (per standard box) pre-2017	£50.00	£55.00	
Storage of paper archive (per standard box)	£50.00	£55.00	
Archive administration fee (charged when archives do not meet standard guidelines) per hour plus VAT	£50.00	£55.00	
Room Hire Charges (Community Users)			
Use during opening hours, per hour	£17.00	£19.00	
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	£34.00	£38.00	
Room Hire Charges (Commercial Users)			
Use during opening hours, per hour	£34.00	£38.00	
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)	£70.00	£77.00	
Exhibition Space Charges (Commercial Users)			
Use during opening hours, per day	£65.00	£72.00	
Museum & Library Hire Charges (Whole Site)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			
Events serving alcohol or undertaking licensable or commercial activities	£130.00	£145.00	
Weekdays	£55.00	£60.00	
Saturdays	£65.00	£70.00	
Sundays	£85.00	£95.00	
Museum daytime hire	£330.00	£365.00	
Castle Great Hall Hire Charges (Except Weddings)			
Use outside of opening hours, per hour (plus 1 hour for set up and tidy up)			

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Events serving alcohol or undertaking licensable or commercial activities	£132.00	£145.00	
Weekdays	£90.00	£100.00	
Saturdays	£110.00	£120.00	
Sundays	£130.00	£145.00	
Great Hall daytime hire	£330.00	£365.00	
Use of castle grounds daytime hire	£336.00	£365.00	
Room Hire Deposit - All users except weddings (50% non-refundable)	£110.00	£120.00	
Civil Ceremonies at Oakham Castle: including Marriages, Civil Partnerships, Naming and Memorial Ceremonies			
Use of Great Hall, including photography permit			
Monday-Thursday	£662.00	£700.00	
Friday & Saturday	£824.00	£850.00	
Sunday	£662.00	£700.00	
Full Day Exclusive Hire for Ceremonies	£1,200.00	£1,300.00	
Use of grounds only, for photography	£100.00	£110.00	
Cancellation charges:			
More than 12 weeks in advance (Non-Refundable Deposit)	£210.00	£230.00	
Less than 12 weeks in advance	50% of full charge	50% of full charge	No change
Less than 72 hours' notice	Full charge	Full charge	No change
Registrars			
The majority of Registrars Fees are set nationally, however there are discretionary charges in the following areas.			
Wedding and Civil Partnership Ceremonies at Approved Premises (fee includes 1 certificate)			
Monday - Thursday	£394.00	£435.00	
Friday	£515.00	£565.00	
Saturday	£515.00	£565.00	
Sundays & Bank Holidays	£515.00	£565.00	
Licence Fee for Approval of Premises	£1,900.00	£2,100.00	
Licence Amendment Fee	£273.00	£300.00	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Use of the decommissioned Register Office room as an Approved Premises			
Monday - Thursday	£220.00	£245.00	
Friday	£284.00	£370.00	Align with Saturday fee due to volume of bookings
Saturday	£336.00	£370.00	
Sundays & Bank Holidays	£389.00	£430.00	
Cancellation Charges:			
Non-Refundable Deposit	£75.00	£85.00	
Less than 1 month notice	Full Charge	Full Charge	No change
Fee for diary amendment to an Approved Premise or Decommissioned Room ceremony			
Standard Amendment	£40.00	£45.00	
Amendment within 6 weeks of ceremony	£100.00	£110.00	
Proof of Life Declaration	£20.00	£20.00	Retain current level - higher charge than neighbouring areas
Postage, Packing and Handling	£2.00	£2.50	
Library			
Service Charges			
Requests for Rutland residents	£2.00	£2.20	
Requests for non-Rutland residents	£7.00	£7.70	
Requests for items that are in stock or on order are free			
DVDs & Blu-ray (7 day loan)	£1.00	Free	Purchase of DVDs to cease in 23/24, run down collection
Childs "U" Cert. DVDs & Blu-ray (7 day loan)	Free	Free	Purchase of DVDs to cease in 23/24, run down collection
Self-service Printer/Photocopier			
B&W A4 per side	£0.10	£0.20	
Colour A4 per side	£1.00	£1.20	
B&W A3 per side	£0.20	£0.40	
Colour A3 per side	£1.50	£2.00	
Postage, Packing and Handling			
All sales	£3.70	£4.10	

Places Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional information 2023/24
Events			
Fees for Notification of an Event taking place in the County			Full details of the Event Notification process are included in the Council's Events Policy
Small events (under 500 attendees)	N/A	No charge	No notification or charge required
Small events (under 500 attendees but involving VIP attendance; the presence of the military; an impact on the highway; or an impact on the community)	N/A	£40.00	New charge in line with Events Policy
Medium events (500 to 4,000 attendees)	N/A	£40.00	New charge in line with Events Policy
Large events (over 4,000 attendees)	N/A	£150.00	New charge in line with Events Policy
Admin Buildings			
Room Hire Charges (External Users)			
Monday - Friday 08:00 to 21:00			
Council Chamber			
Hourly rate	£68.00	£75.00	All increased by 10%. There is a minimum 2 hour booking and charge to allow for ventilation cleaning and room preparation.
Full day rate (08:00-18:00)*	£410.00	£451.00	
Alstoe/Wytchley/Martinsley			
Hourly rate	£26.00	£29.00	
Full day rate (08:00-18:00)*	£158.00	£174.00	
*Note that the full day rates applies to 08:00 – 18:00. Additional hours to be charged at the hourly rate.			

Appendix C. Resources Directorate Proposed Fees and Charges 2023/24

Resources Fees and Charges 2023/24			
Item	2022/23	2023/24 Proposal	Additional Information 2023/24
Reprographics Service: Fees and charges for ad-hoc copying of information subject to the Local Government (Access to Information) Act 1985 and for information requested under the Freedom of Information Act:			
B&W A4 per side	£0.15	£0.20	
Disclosure and Barring Service Checks (DBS)			
Administration fee for voluntary organisations, per check	£10.00	£10.00	No change
Blue Badge Scheme			
Fee per application	£10.00	£10.00	No change. Maximum charge is still £10

Appendix D. Places Directorate Nationally Set Fees and Charges 2023/24

Places Nationally Set Fees and Charges 2023/24			
Item	2022/23	2023/24	Additional information 2023/24
Development Control Planning Application Fees			
Planning Application Fees - Apply from 17 January 2018 onwards. Based upon The Town and Country Planning Regulations 2012 (as amended) - Please see link.			Apply for Planning Permission Rutland County Council
Environmental Services			
EPA - annual subsistence charge (low risk)	£749.00	£749.00	Add £35 if paid quarterly.
EPA - annual subsistence charge (medium risk)	£1,125.00	£1,125.00	Add £35 if paid quarterly.
EPA - reduce fee activities (dry cleaners, petrol vapour recovery, waste oil burners)	£77.00	£77.00	
EPA - odourising of natural gas	£378.00	£378.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£185.00	£185.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£243.00	£243.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£304.00	£304.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£374.00	£374.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£423.00	£423.00	
Explosives - (licence to store) new application (no minimum separation distance) 1 year	£109.00	£109.00	
Explosives - (licence to store) new application (no minimum separation distance) 2 year	£141.00	£141.00	
Explosives - (licence to store) new application (no minimum separation distance) 3 year	£173.00	£173.00	
Explosives - (licence to store) new application (no minimum separation distance) 4 year	£206.00	£206.00	
Explosives - (licence to store) new application (no minimum separation distance) 5 year	£238.00	£238.00	

Explosives - (licence to store) new application (separation greater than 0 metres) 1 year	£86.00	£86.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 2 year	£147.00	£147.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 3 year	£206.00	£206.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 4 year	£266.00	£266.00	
Explosives - (licence to store) new application (separation greater than 0 metres) 5 year	£326.00	£326.00	
Explosives - (licence to store) renewal of application (no minimum separation distance) 1 year	£54.00	£54.00	
Explosives - (licence to store) renewal of application (no minimum separation distance) 2 year	£86.00	£86.00	
Explosives - (licence to store) renewal of application (no minimum separation distance) 3 year	£120.00	£120.00	
Explosives - (licence to store) renewal of application (no minimum separation distance) 4 year	£152.00	£152.00	
Explosives - (licence to store) renewal of application (no minimum separation distance) 5 year	£185.00	£185.00	
Explosives - (licence to store) transfer/variation/replacement	£36.00	£36.00	
Gambling - Gambling Act Permits Family Entertainment Centres (Application fee)	£300.00	£300.00	
Gambling - Gambling Act Permits Family Entertainment Centres (Renewal fee)	£300.00	£300.00	
Gambling - Gambling Act Permits Family Entertainment Centres (Change of name)	£25.00	£25.00	
Gambling - Gambling Act Permits Family Entertainment Centres (Copy of permit)	£15.00	£15.00	
Gambling - Gambling Act Permits Prize Gaming (Application fee)	£300.00	£300.00	
Gambling - Gambling Act Permits Prize Gaming (Renewal fee)	£300.00	£300.00	

Gambling - Gambling Act Permits Prize Gaming (Change of name)	£25.00	£25.00	
Gambling - Gambling Act Permits Prize Gaming (Copy of Permit)	£15.00	£15.00	
Gambling - Gambling Act Permits Notification of two machines (Application fee)	£50.00	£50.00	
Gambling - Gambling Act Permits ALGMP (Application fee)	£150.00	£150.00	
Gambling - Gambling Act Permits ALGMP (Annual fee)	£50.00	£50.00	
Gambling - Gambling Act Permits ALGMP (Change of name)	£25.00	£25.00	
Gambling - Gambling Act Permits ALGMP (Copy of permit)	£15.00	£15.00	
Gambling - Gambling Act Permits ALGMP (Variation fee)	£100.00	£100.00	
Gambling - Gambling Act Permits ALGMP (Transfer)	£25.00	£25.00	
Gambling - Gambling Act Permits Club Gaming and Machine (Application fee)	£200.00	£200.00	
Gambling - Gambling Act Permits Club Gaming and Machine (Annual fee)	£50.00	£50.00	
Gambling - Gambling Act Permits Club Gaming and Machine (Renewal fee)	£200.00	£200.00	
Gambling - Gambling Act Permits Club Gaming and Machine (Variation fee)	£100.00	£100.00	
Gambling - Gambling Act Permits Club Gaming and Machine (Copy of permit)	£15.00	£15.00	
Gambling - lottery (new application)	£40.00	£40.00	
Gambling - lottery (renewals)	£20.00	£20.00	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - A	£70.00	£70.00	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - B	£180.00	£180.00	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - C	£295.00	£295.00	

Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - D	£320.00	£320.00	
Licensing - Licensing Act Annual Premises Licence Fee (based on rateable value of premises) - E	£350.00	£350.00	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - A	£70.00	£70.00	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - B	£180.00	£180.00	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - C	£295.00	£295.00	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - D	£320.00	£320.00	
Licensing - Licensing Act Annual Club Premises Certificate (based on rateable value of premises) - E	£350.00	£350.00	
Licensing - Licensing Act Temporary Event Notice	£21.00	£21.00	
Licensing - Licensing Act Personal Licence	£37.00	£37.00	
Licensing - Licensing Act Premises Licence Transfer	£23.00	£23.00	
Licensing - Licensing Act Premises Licence Variation of DPS	£23.00	£23.00	
Licensing - Licensing Act Premises Licence Minor Variation	£89.00	£89.00	
Licensing - Licensing Act Premises Licence Notification of Interest	£21.00	£21.00	
Licensing - Licensing Act Premises Licence Interim Authority Notice	£23.00	£23.00	
Licensing - Licensing Act Premises/Club Copy of Licence	£10.50	£11.00	
Licensing - Licensing Act Premises/Club Notification of change	£10.50	£11.00	
Taxis - vehicle plate deposit	£20.00	£20.00	
Petroleum - Licence to keep petroleum spirit (of a quantity not exceeding 2,500 litres)	£43.00	£43.00	
Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 2,500 litres but not exceeding 50,000 litres)	£59.00	£59.00	

Petroleum - Licence to keep petroleum spirit (of a quantity exceeding 50,000 litres)	£123.00	£123.00	
Petroleum - transfer of petroleum fee	£8.00	£8.00	
Petroleum - Driver controlled licence (initial fee)	£205.00	£205.00	
Petroleum - Driver controlled licence (transfer of petroleum fee)	£31.00	£31.00	
Petroleum - Driver controlled licence (notices fee)	£5.00	£5.00	
Dogs - dog recovery fee	£25.00	£25.00	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes (vehicle on road, upright and not substantially damaged, or removal of any two-wheeled vehicle)	£150.00	£150.00	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle on road but either not upright, substantially damaged or both)	£250.00	£250.00	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road, upright and not substantially damaged)	£200.00	£200.00	
Abandoned Vehicles - removal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (vehicle off road but either not upright, substantially damaged or both)	£300.00	£300.00	
Abandoned Vehicles - storage of two-wheeled vehicles (per day)	£10.00	£10.00	
Abandoned vehicles - storage of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles (per day)	£20.00	£20.00	
Abandoned Vehicles - disposal of two-wheeled vehicles	£50.00	£50.00	
Abandoned Vehicles - disposal of vehicles equal to or less than 3.5 tonnes, other than two-wheeled vehicles	£75.00	£75.00	
Highways			

Inspection of works and reinstatement following:			
Charges in relation to works occupying the carriageway during period of overrun (Prescribed by legislation - New Roads and Street Works Act 1991)			
Traffic-sensitive street or protected street not in road category 2, 3 or 4. - First 3 days	£5,000.00	£5,000.00	
Amount (£) each subsequent day	£10,000.00	£10,000.00	
Other street not in road category 2, 3 or 4.	£2,500.00	£2,500.00	
Amount (£) each subsequent day	£2,500.00	£2,500.00	
Traffic-sensitive street or protected street in road category 2.	£3,000.00	£3,000.00	
Amount (£) each subsequent day	£8,000.00	£8,000.00	
Other street in road category 2.	£2,000.00	£2,000.00	
Amount (£) each subsequent day	£2,000.00	£2,000.00	
Traffic-sensitive street or protected street in road category 3 or 4.	£750.00	£750.00	
Amount (£) each subsequent day	£750.00	£750.00	
Other street in road category 3 or 4.	£250.00	£250.00	
Amount (£) each subsequent day	£750.00	£750.00	
NRSWA sample inspections	£50.00	£50.00	
Defect Inspection	£47.50	£47.50	
Third Party Defect	£68.00	£68.00	
Land Drainage			
Land Drainage Consent application	£50.00	£50.00	Fee set by Land Drainage Act 1991 s23
Section 74 Traffic Management Act 2004			
Fixed Penalty Notices	£120.00	£120.00	Fixed Fee. set by central government/as revised by The Traffic Management Act
Discounted rate	£80.00	£80.00	
Temporary Traffic Signal applications	N/A	£50.00	New charge- Fixed National Rate (subject to National Change)

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CABINET

14 February 2023

PERFORMANCE REPORT 2022-2023

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: Yes	Forward Plan Reference: FP/190822	
Exempt Information	No	
Cabinet Member(s) Responsible:	Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Kevin Quinn, Head of Corporate Services	01572 758292 kquinn@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the contents of the performance report and the progress in delivering the strategic aims within the Corporate Strategy 2022-2027.

1 PURPOSE OF THE REPORT

- 1.1 To provide Cabinet with a performance update outlining progress year to date against the Corporate Strategy 2022-2027.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The performance and delivery dashboard (Appendix A) forms part of the Councils overarching performance management process designed to improve the quality of Council services by understanding progress and areas requiring action.
- 2.2 Performance reporting supports the Councils commitment to being open and transparent in the delivery of its services by providing detailed information on service delivery and performance.
- 2.3 This is the second of three reports Cabinet will receive on performance this year.

3 PERFORMANCE & DELIVERY DASHBOARD 2022-2023 – APPENDIX A

3.1 The performance and delivery dashboard sets out the Councils current position in relation to the Corporate Strategy. It includes progress against the actions within the two-year delivery programme and provides the data position at the end of October against the key performance indicators.

3.2 Progress against targets

3.3 Data for the key performance indicators covers the period of 1st April 2022 to 31st October 2022. Of the 137 indicators data is currently available for 128. For the nine indicators where data is not available this is due to several reasons including data being reported in arrears, no previous data being available to report, the indicator is new and requires a baseline to be developed.

3.4 The volume of data for many of the metrics are small which can have a disproportionate impact on percentages and subsequently the overall RAG status. To assist, narrative has been provided by exception and includes contextual information about current performance.

3.5 There has been no significant variance in performance. The number of indicators on target has increased marginally from 81 to 84 of 128 indicators (65%). A further ten (8%) are within 5% of the target. Some examples of good performance include:

- Satisfaction of residents in the condition of roads in the County, with an updated survey showing that satisfaction levels remain 5% above the national average.
- Category one road repairs are carried out quickly and 100% within timescale.
- The wage gap between median earnings of jobs in Rutland compared to the median wage of Rutland residents has reduced significantly.
- A high percentage of residents who are discharged from hospital into adult social care reablement services remain at home after 91 days.
- Satisfaction of bus users in the County is very high and we have received positive feedback on those bus services we have now moved in house.
- Children looked after who are seen in timescale remains at 100%.
- Triage assessments for children home educated is 100%.
- We have seen further increases in residents registering to access services online through MyAccount.

3.6 Performance off target for 27% (34) of the indicators, examples include:

- Net new homes built and the number of affordable homes.
- Our finances remain under pressure and our budget is not balanced.
- We continue to see higher levels of residual waste.
- The number of bus users has reduced, in line with reductions in routes.
- Children looked after who have an agreed permanency plan within 6 months.
- Care leavers in staying put arrangements.
- Timescale pressures in services remain. This includes benefit applications, Children's Services contacts, Adult Care reviews, Education Health and Care Plans and Health visits.

3.7 As can be seen in the dashboard many of the children's services indicators are off target, with performance for some of these related to the challenges seen broadly

across the Council e.g. increases in demand, key vacancies etc. However, there has been an encouraging improvement in performance since the publication of this data and in particular statutory targets for contacts and assessments with 100% performance recorded in both November and December. Performance in this area is being monitored by the Children's Improvement Board but, as many of the targets are cumulative, we will not see the impact of this improved performance on the headline target immediately. For some performance measures we will not realise the target for this year due to the nature of the target and once missed it cannot be achieved overall, but we continue to make every effort to ensure performance improves across the board.

3.8 Areas that were off target but are improving include:

- The five year housing supply which has increased to 4.6 years from 4.1 years. An additional calculation of the Rutland's 5 year housing supply in December 2022 shows this has increased to a 6 year housing supply which will be reflected in future performance reports.
- Processing times of benefit claims.
- Staff vacancy rate.
- The number of missed bin collections.
- Customer complaint response times.

3.9 Delivery Programme Progress

3.10 Progress against the delivery programme year to date remains positive with most actions moving forward as expected and within timescale. Only two of the 105 actions are currently identified as off target with a further even identified as at risk.

3.11 Decisions to delay Adult Social Care reform has reduced risk in this area, however the Council continues to progress many of the changes required from the reforms in preparation.

3.12 Challenges

3.13 We continue to manage various organisational challenges, which remain the same as those outlined in October i.e. new duties, increases in demand for services, staff vacancies and the increases in cost to deliver services. We are, however, beginning to see some positive signs in some areas with a reduction in the level of staff vacancies and further time provided to implement the largescale adult social care reforms.

3.14 Performance Management Audit

3.15 An audit of the Councils performance management arrangements took place between October and November 2022. The findings of the audit highlighted that, overall, an effective control environment is in place to support performance management and assist the Council to achieve its strategic objectives.

3.16 The audit found good compliance generally with both the key principles of best practice laid down in the Local Government Association Performance Management Guide and the Council's expectations in the new draft Performance Management Framework.

3.17 Actions to strengthen this area further include further benchmarking of performance indicators, embedding a new performance management framework and progressing work to develop the Councils business intelligence through data warehousing.

3.18 Actions are in place to address the development areas outlined within the audit. This includes the development of a new performance management framework with management training for scheduled and we continue to progress the pilot project on data warehousing and PowerBI.

3.19 Next Steps

3.20 The Council will continue to monitor performance and provide regular reports outlining progress against the commitments the Council has made within the new Corporate Strategy 2022-27.

4 CONSULTATION

4.1 The foundations of the Corporate Strategy are based on the Future Rutland Vision - a shared document which has been coproduced with the community through an extensive engagement and formal consultation exercise.

4.2 The final Corporate Strategy was subject to a further two week public engagement exercise in May 2022.

5 ALTERNATIVE OPTIONS

5.1 Performance management is essential for transparency and is a critical tool for holding the Council to account by informing residents how we are performing against the commitments we have made.

6 FINANCIAL IMPLICATIONS

6.1 There are no direct financial implications arising from this report. The performance dashboard provides information on the key financial metrics for the Council.

7 LEGAL AND GOVERNANCE CONSIDERATIONS

7.1 There are not considered to be any legal or governance issues associated with this report.

8 DATA PROTECTION IMPLICATIONS

8.1 A Data Protection Impact Assessments (DPIA) has not been completed because there are no risks/issues to the rights and freedoms of natural persons within this report.

9 EQUALITY IMPACT ASSESSMENT

9.1 An Equality Impact Assessment (EqIA) has not been completed because no service, policy or organisational changes are being proposed.

10 COMMUNITY SAFETY IMPLICATIONS

10.1 There are no direct community safety implications arising from this report. The performance dashboard includes performance metrics pertaining to crime and road

safety.

11 HEALTH AND WELLBEING IMPLICATIONS

11.1 There are no direct health and wellbeing implications arising from this report. The dashboard documents progress made against the strategic aims for health.

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

12.1 The performance report forms part of the Councils performance management framework and is designed to improve the quality of Council services.

12.2 This report highlights the good progress the Council has continued to make this year.

12.3 As outlined within the report the challenges remain and whilst action is being taken to address and minimise impact these challenges are likely to continue for the immediate future.

12.4 It is requested that Members note the recommendation as outlined.

13 BACKGROUND PAPERS

13.1 There are no additional background papers to the report.

14 APPENDICES

14.1 Appendix A – Performance and Delivery Dashboard 2022 - 2023.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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Summary – Chief Executive

Since the last report, we have continued to make steady progress in delivering our strategic priorities and the actions outlined within our Delivery Programme. In doing so we are finding ways to deliver Council services whilst managing various organisational challenges, which remain the same as those outlined in October. We are, however, beginning to see some positive signs with a reduction in the level of staff vacancies and further time provided to implement the largescale adult social care reforms.

Performance against targets has remained consistent with a marginal improvement overall, with 66% (84 of 128) of indicators now on target. A further ten (8%) are within 5% of the target. Some examples to share this period include:

- Satisfaction of residents in the condition of roads in the County, with an updated survey showing levels remain 5% above the national average.
- This is reinforced by performance for road repairs which are carried out quickly, with 100% of category one defects repaired within timescale.
- Satisfaction of bus users is very high and we have received positive feedback on those bus services we have moved in house.
- A high percentage (92%) of residents discharged from hospital into adult social care reablement services remain at home after 91 days.
- Children looked after who are seen in timescale remains at 100%.
- Triage assessments for children home educated is also 100%.

We are off target for 27% (35/128) of the indicators. Examples include:

- Net new homes built and the number of affordable homes.
- Our finances which remain under pressure.
- We continue to see high levels of residual waste.
- Timescale pressures for various targets remain including benefit applications, Children's Services contacts, Adult Care reviews, Education Health and Care Plans and Health visits.

As can be seen in the dashboard several Children's Services indicators are off target, with performance for some of these related to the challenges seen broadly across the Council e.g. increases in demand, key vacancies etc. However, there has been an encouraging improvement in performance since the publication of this data and in particular our statutory targets for contacts and assessments with 100% performance recorded in both November and December. Performance in this area is being monitored by the Childrens Improvement Board but, as many of the targets are cumulative, we will not see the impact of this improved performance on the headline target immediately. For some performance measures we will not realise the target for this year due to the nature of the target and once missed it cannot be achieved overall, but we continue to make every effort to ensure performance improves across the board.

As can be seen there are some areas that are off target but improving which include:

- The five year housing supply which has increased to 4.6 years from 4.1 years. An additional calculation of Rutland's 5 year housing supply in December 2022 shows this has increased to a 6 year housing supply which will be reflected in future performance reports. This is a big achievement for us, however we need to continue to drive housing supply forward to maintain this level.
- Staff vacancy rates.
- The number of missed bin collections.
- Customer complaint response times.

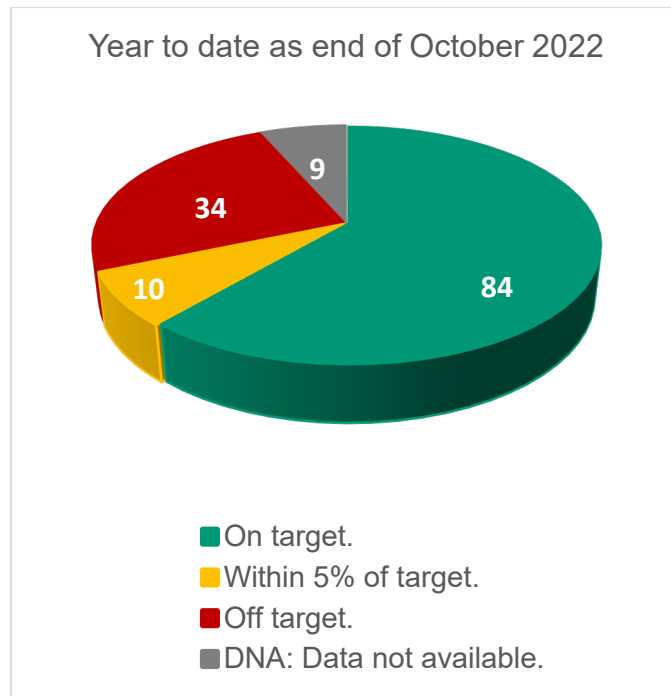
Progress against the **delivery programme** year to date remains very positive with most actions moving forward as expected and within timescale. Only two of the 105 actions are currently identified as off target with a further seven identified as at risk. Government decision to delay Adult Social Care reform has reduced risk in this area, however the Council continues to progress many of the changes required from the reforms in preparation.

The **Transformation programme** is now fully underway. The programme is wide reaching and will touch upon all areas of the Council, providing opportunity to rethink what and how we deliver services in the future. The first Programme Board will meet in January, and we expect to have developed business cases for future operating models by early summer.

Finally, a recent **internal audit** has found that our performance management arrangements are effective in supporting the Council to achieve its strategic objectives. As with most audits there are some areas identified that will help us to strengthen our arrangements further, this includes building on our business intelligence by progressing data warehousing and visualisation tools and we have a pilot project underway to develop this.



Mark Andrews
Chief Executive



Performance Dashboard

The Council Performance Dashboard is made up of 137 key performance indicators (KPIs) set against our five priorities within our Corporate Strategy. Performance is also reported against three key areas - customer satisfaction, service timeliness and organisational health.

Performance is rated using a RAG status as follows:

- = Off target
- = Performance is below but within 5% of the target.
- = On Target
- = Data is not available.

For targets which are collected annually, or are longer term targets such as public health targets, the most recent available data is reported for performance purposes.

A Special Place







Summary

- The resident wage gap has improved following release of the most recent data.
- Housing supply remains below target but is improving

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Sustainable Development	1.1	Places	Net homes-built meeting assessed housing need.	Quarterly	142	21	37	●	This figure reflects the current housing supply and state of new housing market following the impact of covid which reduced building rates.
Sustainable Development	1.2	Places	5 year housing supply.	Annual	5 years	4.1	4.6	●	Although off target performance has improved and we have granted planning permission for total of 303 additional new homes since April bringing us nearer to having a 5 year housing land supply. In terms of housing supply there are a number of actions being taken: 1.Cabinet approval to an Interim Position Statement on housing development to guide decision making; 2.Decisions made to approve applications for housing development; 3.Measures to speed up the completion of legal agreements so that planning decision notices can be issued and sites assessed to contribute to the five year supply; 4.Ongoing work on agreements for the use of S106 commuted sums to be bring forward affordable housing.

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Inclusive Growth	1.3	Places	Number of new business births in Rutland.	Annual	205	205	205	●	Figure provided is the total number of new business births in Rutland during 2020 as provided by ONS. Target to maintain this level.
Inclusive Growth	1.4	Places	Percentage of new businesses which remain in business after 1 year.	Annual	Achieve regional average (90.4%)	92.7%	92.7%	●	Data based on latest ONS figures for survival rates in 2019. Recent Gross Added Value (GVA) data for the last 10 years shows that economic growth in Rutland is much lower than the national average, standing at -8% compared to -2%. This is an area of focus and will be reflected in a revision of performance indicators next financial year.
Inclusive Growth	1.5	People Childrens	The number of adult learners on subsidised programmes/ courses.	Quarterly	>257	330	122	●	This target is set by academic year and therefore reset in September. The target will increase during the year and performance is currently on track.
Inclusive Growth	1.6	Places	Shortfall between weekly full-time median wage earned by Rutland residents and median wage of jobs in Rutland.	Annual	< £112	112	46	●	Data published October 2022 shows the wage gap has reduced from £112 last year to £46 this year. Note - this data is provisional and may change slightly.
Inclusive Growth	1.7	Places	Housing Affordability Index.	Annual	11	DNA	DNA	○	Data yet to be updated, this occurs annually.

Highways Assets	1.8	Places	Maintain percentage of principal roads (A Roads) where maintenance should be considered.	Annual	3%	3%	3%		Performance data is based on last known figure. An instrument fault on a survey vehicle has rendered the SCANNER survey data for Rutland in 2022 unusable, so we are unable to update the performance data. For the past four years the SCANNER survey has been supplemented with road condition data collected using new image-based technology from GAIST. Comparison of data from both sources reveals very similar findings, varying by only 1 or 2 percent. The 2022 GAIST survey therefore can provide reassurance with a high degree of confidence that the condition of the classified road network in Rutland is largely unchanged since 2021 and remains above target.
Highways Assets	1.9	Places	Maintain percentage non-principal classified roads (B&C) where maintenance should be considered.	Annual	5%	5%	5%		As per indicator 1.8 commentary.
Highways Assets	1.10	Places	Highways - Percentage of H1&2 footways (primary and secondary walking routes) graded 1-3.	Annual	Baseline year	93.6%	93.6%		As per indicator 1.8 commentary.
Highways Assets	1.11	Places	Percentage of A roads in good condition.	Annual	74%	74%	74%		As per indicator 1.8 commentary.
Highways Assets	1.12	Places	Percentage of B roads in good condition.	Annual	72%	72%	72%		As per indicator 1.8 commentary.
Highways Assets	1.13	Places	Percentage of C roads in good condition.	Annual	72%	72%	72%		As per indicator 1.8 commentary.

Heritage & Culture	1.14	Places	Number of volunteers supporting cultural services.	Monthly	45	44	45	●	
Heritage & Culture	1.15	Places	Number of visitors to the County (steam survey).	Annual	900,000	1320000	1320000	●	
Heritage & Culture	1.16	Places	Number of active library users.	Monthly	4800	5042	5353	●	
Towns and Villages	1.17	Places	Number of fly tipping incidents.	Quarterly	200	90	108	●	
Towns and Villages	1.18	Places	Street cleansing quality measure.	Annual	Baseline year	DNA	DNA	○	New measure, yet to be implemented.

Sustainable Lives

Summary

- The coverage of broadband in the County is high.
- The Quality of recycling is good, with low contamination rates.
- Domestic waste levels remain high, much of which has been impacted by the pandemic.
- Number of bus passengers has decreased due to the reduced number of services.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Net Zero Carbon	2.1	Places	Council carbon footprint.	Annual	Baseline year	DNA	DNA	○	New measure, baseline to be progressed this year.
Minimise Waste	2.2	Places	Volume of residual waste per household (Tonnage).	Quarterly	<505kg	505kg	152.5kg	●	Q2 data is not yet available as this is verified by Defra a quarter in arrears. The data shown is Q1 (April to June). Provisional data for Q2 shows that this figure remains high and this is in line with national trends with domestic waste increasing since the pandemic with more people working from home.
Minimise Waste	2.3	Places	Percentage of waste sent for recycling	Quarterly	>57.8%	57.8%	51.8%	●	Q2 data is not yet available as this is verified by Defra a quarter in arrears. The data shown is Q1 (April to June). However indications show that green waste has reduced significantly during the dry summer months. There has also been higher levels of residual waste due to an additional calendar week in June . This also coincided with the extended bank holiday weekend and Jubilee celebrations. Both of these figures will contribute to an anticipated lower than target recycling rate (which is being experienced by a number of other local authorities at this time).
Minimise Waste	2.4	Places	Percentage of quality of	Quarterly	90%	88%	88%	●	Contamination levels remain at 12%






			recycling collected.						
Greener Communities	2.5	Places	Biodiversity increase	Annual	Baseline year	DNA	DNA	○	We await guidance from Government on Biodiversity Net Gain. Indicators will be established as this area develops.
Greener Communities	2.6	Places	Bio diversity net gain thorough the planning process.	Annual	Baseline year	DNA	DNA	○	We await guidance from Government on Biodiversity Net Gain. Indicators will be established as this area develops.
Connected Communities	2.7	Places	Proportion of adults who do any walking or cycling (national travel survey).	Annual	Maintain above national	DNA	DNA	○	Annual survey
Connected Communities	2.8	Places	Number of passengers using bus services.	Monthly	136,188	41022	64426	●	Numbers of users are below target due to a reduced number of services which are now in place as a result of reductions in viability of routes for providers.
Digital Infrastructure	2.9	Places	Increase in full fibre network coverage.	Annual	96%	96.2%	96.2%	●	






Healthy & Well

Summary

- For a number of health indicators Rutland remains well above national averages.
- Toth decay remains below national average.
- Action required to increase immunisations for children in care.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Healthy Lifestyles	3.1	Public Health	Percentage of Children in care up to date with immunisations.	Annual	Achieve national average (86%)	62%	62%	●	No new data, data is from 2021. Further work to review the children who have not been vaccinated and how PCN may be able to support.
Healthy Lifestyles	3.2	Public Health	Breast feeding prevalence at 6-8 weeks.	Annual	Better than national (47.6%)	DNA	57.4%	●	Data is from 2021/22. Work underway to commission a new 0-11 public health service by September 22.
Healthy Lifestyles	3.3	Public Health	Percentage of 5 year olds who display visual tooth decay.	Annual	Achieve national average (23.4%)	25.3%	25.3%	●	Data is from 2018/19. Work underway to commission a new 0-11 public health service by September 22.
Healthy Lifestyles	3.4	Public Health	School readiness: percentage of children achieving a good level of development at the end of Reception	Annual	Maintain better than national average (71.8%)	78%	78%	●	Data is from 2018/19. Work underway to commission a new 0-11 public health service by September 22. Work also ongoing to develop Family hubs.

Healthy Lifestyles	3.5	Public Health	School readiness: percentage of children achieving the expected level in the phonics screening check in Year 1	Annual	Maintain national average (81.8%)	85%	85%		Data is from 2018/19. Work underway to commission a new 0-11 public health service by September 22. Work also ongoing to develop Family hubs.
Healthy Lifestyles	3.6	Public Health	School readiness: percentage of children achieving at least the expected level in communication and language skills at the end of Reception	Annual	Maintain national average (82.2%)	85%	85%		Data is from 2018/19. Work underway to commission a new 0-11 public health service by September 22. Work also ongoing to develop Family hubs.
Healthy Lifestyles	3.7	People Adults	Numbers of GP social prescribing.	Quarterly	673	150	245		The New MDT facilitator has started at the end of Nov 2022 and this post will lead on the new Anticipatory care project for Rutland. The early identification of patients amounts to a possible 200 referrals over and above the existing referrals received from GPs in the usual day to day work of the team. The introduction of the new Joy platform at the end of Sept has also resulted in a rise in the referral numbers.
Healthy Lifestyles	3.8	Places	Percentage of adults who are active (150 mins week) (Active lives survey). (Annual)	Annual	60%	69%	69%		
Supporting Independence	3.9	People Adults	CQC adult social care judgement.	As available	Good	DNA	DNA		Inspection will not occur in the next year.

Supporting Independence	3.10	People Adults	Number of permanent admissions of older people (65+) to residential and nursing care homes	Monthly	28	13	16		
Supporting Independence	3.11	People Adults	Percentage of people discharged from hospital into reablement / rehabilitation services who are still in their own home 91 days after discharge.	Monthly	90%	92%	92%		This compares favourably to the English average of 82%.
Supporting Independence	3.12	People Adults	Percentage or repeat referrals from clients who had previously received an intervention.	Monthly	30%	28%	30%		
Supporting Independence	3.13	People Adults	Percentage of unplanned reviews leading to a decrease in support.	Monthly	10%	2%	5%		
Joined up Care	3.14	Public Health	Number of Hospital admissions for falls.	Monthly	Maintain better than national average (2023	1536	1536		




					per 100,000)				
Health & Wellbeing Infrastructure	3.15	Public Health	Qualitative feedback on access to health services including across Rutland boundaries.	Annual	Establish baseline	DNA	DNA	○	Measures not yet identified.
Reducing Health Inequalities	3.16	Public Health	Female Healthy life expectancy at birth.	Annual	Achieve national average (63.9)	66.8	66.8	●	
Reducing Health Inequalities	3.17	Public Health	Male healthy life expectancy at birth.	Annual	Maintain better than national average (63.1)	74.7	74.7	●	

A County For Everyone

Summary

- High levels of Care leavers are accessing education, training and employment.
 - We have less than 1% of children not in education, training or employment.
 - Children get places at the schools they choose.
 - Special provision places within mainstream school has been delivered.
- Of those off target the majority are within childrens services – here the numbers are very small which has a disproportionate impact on the RAG rating.







Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Inclusive Education	4.1	People Childrens	Number of new mainstream school special provision places.	Quarterly	10	10	10	●	All places secured at UCC this year.
Inclusive Education	4.2	People Childrens	Sufficiency of primary school places (SCAP forecast % overall Rutland capacity to be filled).	Annual	95-99%	84%	84%	●	We are in the process of considering the best way to report school capacity and we aim to change this for the next iteration of the performance framework in 2023. The SCAP return has been submitted this year and we await DfE sign off. Currently 84% capacity filled in primary which is similar to previous years. A falling birth rate means that primary capacity filled is forecast to drop from 2024 onwards.
Inclusive Education	4.3	People Childrens	Sufficiency of secondary school places (SCAP forecast % overall Rutland capacity to be filled).	Annual	95-99%	97%	97%	●	We are in the process of considering the best way to report school capacity position and we aim to change this for the next iteration of the performance framework in 2023. Whilst currently within the target window this is rated as amber to better reflect the existing pressure and limited capacity to meet in year admissions and future population growth in secondary school places.

									The expansion of Catmose College and the additional places it will provide will reduce this pressure.
Inclusive Education	4.4	People Childrens	Percentage of children NEET or education unknown.	Monthly	3%	1%	1%		
Inclusive Education	4.5	People Childrens	Percentage of Rutland resident SEND cohort educated in county. (rolling average)	Monthly	60%	59%	59%		Data taken on June EHCP lists, including children EHE and EOTAS and attending any school within Rutland. No new data available at this time.
Inclusive Education	4.6	People Childrens	Percentage of children who were offered their first preference primary school on national offer day.	Annual	95%	96%	96%		Percentage unchanged as this is an annual cycle. Data as at national offer day - 19 April 2022.
Inclusive Education	4.7	People Childrens	Percentage of children who were offered a preferred primary school on national offer day (1st to 3rd preference).	Annual	97%	100%	100%		Percentage unchanged as this is an annual cycle. Data as per national offer day - 19 April 2022.
Inclusive Education	4.8	People Childrens	Percentage of children who were offered their first preference secondary school on national offer day.	Annual	97%	97%	97%		Percentage unchanged as this is an annual cycle. Data as per national offer day - 1 March 2022.
Inclusive Education	4.9	People Childrens	Percentage of children who were offered a preferred secondary school on national offer	Annual	97%	99%	99%		Percentage unchanged as this is an annual cycle. Data as per national offer day - 1 March 2022.

			day (1st to 3rd preference).						
Inclusive Education	4.10	People Childrens	Educational attainment of school aged Children Looked After KS2 (annual)	Annual	>66%	66%	66%	●	These are new performance indicators and data is not yet available. Performance is set against our outturn for 2021/22.
Inclusive Education	4.11	People Childrens	Educational attainment of school aged Children Looked After KS4 (Annual)	Annual	>33%	33.0%	33.0%	●	These are new performance indicators and data is not yet available. Performance is set against our outturn for 2021/22.
Inclusive Education	4.12	People Childrens	Educational attainment of school aged Children SEND KS2	Annual	>29.4%	29.4%	29.4%	●	These are new performance indicators and data is not yet available. Performance is set against our outturn for 2021/22.
Inclusive Education	4.13	People Childrens	Educational attainment of school aged Children SEND support KS4	Annual	>40.7%	40.7%	40.7%	●	These are new performance indicators and data is not yet available. Performance is set against our outturn for 2021/22.
Inclusive Education	4.14	People Childrens	Educational attainment of school aged Children SEND EHCP KS4	Annual	>30.1%	30.1%	30.1%	●	These are new performance indicators and data is not yet available. Performance is set against our outturn for 2021/22.
Outcomes for Vulnerable Children & YP	4.15	People Childrens	Percentage of practice reviews rated good or outstanding.	Quarterly	90%	67%	64%	●	Small numbers at this point in the year impacting on performance (9 returns). This will become more meaningful as the data pool increases during the year.
Outcomes for Vulnerable Children & YP	4.16	People Childrens	Percentage of care leavers who are in education,	Monthly	80%	84%	76%	●	76% represents 28 out of 37. There has been a change in some of our care leaver circumstances but we are actively working with them to support them into

			employment, or training.						education, employment and training. Performance still significantly above English average of 52%.
Outcomes for Vulnerable Children & YP	4.17	People Childrens	Children Looked After who have an agreed permanency plan within 6 months of placement.	Monthly	80%	67%	31%	●	5 out of 16. The volume of data for this indicator is relatively low and therefore the data is not yet of sufficient volume to be meaningful. A more representative picture will develop as the year progresses. Further work and training across the service is needed to improve this indicator.
Outcomes for Vulnerable Children & YP	4.18	People Childrens	Percentage of children waiting less than 14 months between entering care and moving in with their adoptive family.	Monthly	20%	0%	0%	●	We currently do not have any children who have a plan for adoption who are not yet placed for adoption- indicator shows as 0% as the children placed had some complexity that meant matching to placements took some time
Outcomes for Vulnerable Children & YP	4.19	People Childrens	Percentage of children starting to be looked after that are placed in internal placements (in house fostering)	Monthly	75%	41%	39%	●	Performance in part due to the number of unaccompanied asylum seeking children we have who are placed in more culturally appropriate locations.
Outcomes for Vulnerable Children & YP	4.20	People Childrens	Percentage of care leavers in staying put/staying close arrangements	Monthly	40%	11%	11%	●	4 out of 36. There is ongoing work around staying close and additional funding to look at how we can embed this more fully for a wider cohort of care leavers.
Outcomes for Vulnerable Children & YP	4.21	People Childrens	Percentage of families with needs met following early intervention support.	Monthly	70%	38%	38%	●	This figure includes cases where consent is withdrawn or cases stepped up to social care. Small numbers influencing overall percentages. All cases are followed up to understand why and to ensure needs of family are met. Service are reviewing this target as it is not capturing needs partially met or cases when case is

									closed because e.g. a young person feels they no longer have a need of the service.
Outcomes for Vulnerable Children & YP	4.22	People Childrens	Percentage of all children under 5 registered with the Children Centre	Monthly	90%	70%	69%	●	We have started to receive the updated Prospective Parent forms, which will impact on registrations. The service is reviewing this KPI to better reflect the Best Start in Life priorities in the HWB Strategy.
Outcomes for Vulnerable Children & YP	4.23	People Childrens	Percentage of children registered with children centre where engagement is sustained.	Monthly	65%	53%	53%	●	We have defined sustained engagement as 3 contacts or more over a 12 month period. Currently 129 children have had sustained engagement with the service, against the baseline of 245. Changes in the MOD cohorts with movements out of area can impact on figures. CC offer extended to more outreach sites.
Supporting Adults at Risk	4.24	People Adults	Proportion of people who use services who have control over their daily life.	Annual	85%	86%	86%	●	Annual report, data for 2022 not yet available. Performance based on end of 21/22 data.
Supporting Adults at Risk	4.25	People Adults	Percentage of service users who say those services make them feel safe and secure.	Annual	90%	93%	93%	●	Annual report, data for 2022 not yet available. Performance based on end of 21/22 data.
Housing & Homelessness	4.26	Places	Number of affordable homes.(cumulative)	Monthly	40	1	1	●	Levels reflect current housing build rates which have been impacted by the Pandemic. However we are projecting 28 affordable for rent and 12 affordable shared ownership/first homes by 2024. In addition funding agreement has been finalised for the provision of £650,000 for 40 affordable homes at Brooke Road, Oakham.
Housing & Homelessness	4.27	Places	Number of new properties provided as affordable housing for rent. (cumulative)	Monthly	12	0	0	●	Levels reflect current housing build rates which have been impacted by the Pandemic.






Housing & Homelessness	4.28	People Adults	Numbers of new housing approaches. (rolling total)	Monthly	224	115	152		Increase in contacts is due to more residents of Rutland being at risk of homelessness. This area may worsen as the cost of living has an impact on households.
Housing & Homelessness	4.29	People Adults	Numbers of rough sleepers. (rolling average)	Monthly	1.0	0	0		Annual Rough Sleeper Gov return confirmed 0 rough sleepers as at 31st October 2022
Housing & Homelessness	4.30	People Adults	Numbers in temporary accommodation. (rolling average)	Monthly	6	6	8		This has increased due to lack of social housing to enable the team to prevent homelessness via an offer on the housing register and delays from housing provider on void works. This means some clients are spending longer in temporary accommodation than they would normally.
Safe & Inclusive	4.31	Places	Unitary Authority crime ranking (total recorded offences)	Annual	Top 5	3rd	3rd		Rutland has a crime rate of 45.43 offences per 1000 population. This compares to a national average of 99.95 offences per 1000 population. There has been no significant change in crime levels. Target has been amended from top 2 to top 5 to better account for fluctuations within the context of a low crime rate.
Safe & Inclusive	4.32	Places	Percentage of food businesses rated between 3-5 on the Food Hygiene Rating Scheme	Monthly	95%	99%	99%		418 of 423 businesses are rated between 3-5.
Safe & Inclusive	4.33	Places	Number of people killed or seriously injured in road traffic accidents.	Quarterly	<23	4	8		








A Modern & Effective Council

Summary

- MyAccount is helping move more services online.
- Financial reserves remain above target level.
- Payment of invoices, business and council tax collections are good.
- We have achieved PSN accreditation for secure IT infrastructure.
- Accessibility of our website requires improvement but a new website has launched.
- Balanced budget and in year financial deficit remains a key area of pressure. Alongside ongoing saving commitments, longer term actions including Transformation Project, aim to provide future opportunities to improve this position.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Financially Sustainable	5.1	Resources	Balanced budget for the next 3 years (no propping up with general fund reserves).	Monthly	Balanced	No	No	●	Our total 3 year shortfall at budget setting was £8.2m which now stands at £12.5m and will likely widen further due inflation, contract costs etc. Financial Sustainability Report addresses how the gap is planned to be managed.
Financially Sustainable	5.2	Resources	Balanced budget in year - 2022-2023	Monthly	Balanced	No	No	●	The budget for 2022/23 is using more reserves than originally envisaged at budget setting but less than expected at the outturn. The reason for this is that there are significant underspends e.g. staff vacancies, meaning the draw down from reserves is less.
Financially Sustainable	5.3	Resources	Reserves above minimum target level of £3m.	Monthly	£3m	£12.697m	£12.697m	●	Correction to figure provided in August. Latest figure based on P7 position and there has been no change. Other non ringfenced reserves stand at 4m. Only minor changes to the figures presented as part of the P54 report.

Financially Sustainable	5.4	People Childrens	High Needs Funding DSG deficit.	Monthly	Maintain Balance	£1.366m deficit	£1.366m deficit		Current forecast is to be c£304k overspend against the allocation with SEND demand reflecting national trends. Service continues to implement measure to reduce demand through the SEND recovery plan and associated projects.
Financially Sustainable	5.5	Resources	Business Rates Collection rates (NNDR) (cumulative)	Monthly	95%	51.3%	66.8%		Recovery action commenced from September and court hearings to obtain Liability Orders will be held in January 2023. We are expecting to see more arrears as the cost of living crisis continues and households/businesses struggle to pay their bills.
Financially Sustainable	5.6	Resources	Percentage of Council Tax received (cumulative)	Monthly	95%	49.0%	66.9%		Recovery action commenced from September and court hearings to obtain Liability Orders will be held in January 2023. We are expecting to see more arrears as the cost of living crisis continues and households/businesses struggle to pay their bills.
Financially Sustainable	5.7	Resources	Percentage of Sundry debts recovered (cumulative)	Monthly	90%	91.6%	87.6%		Drop in performance this period due to 1 invoice.
Financially Sustainable	5.8	Resources	% of invoices paid on time (30 calendar days of receipt)	Monthly	95%	96.2%	96.7%		
Financially Sustainable	5.9	Resources	Auditor approved accounts (annual)	Annual	Approved by auditor	Approved by auditor	Approved by auditor		Audit not expected to be complete on the 21/22 accounts until Late January/Early. Delayed from November due to legislation change on accounting for Infrastructure Assets.
Best use of Resources	5.10	Resources	Achieve PSN accreditation - operating a secure network.	Annual	Achieved	Achieved	Achieved		
Best use of Resources	5.11	Resources	Achieve cyber essential standard.	Annual	Achieved	DNA	DNA		We have not formally started the cyber essential standard application process.

Customer Experience & Digital	5.12	Resources	MyAccount registrations	Monthly	4800	6237	7909		Cumulative figures since MyAccount go live. Good uptake seen in the summer months with 500 new subscribers a month.
Customer Experience & Digital	5.13	Resources	MyAccount transactions.	Monthly	1826	549	737		More promotion work is planned around ensuring that residents that are registered are actively using MyAccount. MyAccount can be used without a transaction which may explain the difference between registrations and transactions.
Customer Experience & Digital	5.14	Resources	CST telephone calls average per month	Monthly	<3,335	3211	2597		
Customer Experience & Digital	5.15	Resources	Number of top 10 services available online.	Monthly	7	5	5		Based on an internal definition of services that are online and the remaining services.
Customer Experience & Digital	5.16	Resources	IT systems downtime of critical servers (quarter average)	Quarterly	4 per quarter	2	2		Cumulative figures to 30th September. No critical server downtime in the period.
Customer Experience & Digital	5.17	Resources	Number of data breaches referred to ICO.	Monthly	<5	1	1		Failure to redact personal information. No further action by the ICO is necessary on this occasion due to actions taken by RCC to correct.
Customer Experience & Digital	5.18	Resources	Numbers registered to the Council newsletter.	Monthly	4830	4577	4508		Proposals to grow e-newsletter audience have been developed with actions to be taken forward from Jan-23. New RCC website has increased visibility for the newsletter, including a link to register at the foot of every online news article. Review of MyAccount newsletter opt ins to be undertaken to check sign ups.






Customer Experience & Digital	5.19	Resources	Website Accessibility Rating	Annual	85%	71%	71%		This is based on an external site assessment carried out by Silktide. We have made a number of improvements to the existing website to achieve this score. We are now moving to a new web platform and are currently reviewing potential assessment models for the new website - data will not be available for this until 2023 after the new website has launched.
Good Governance	5.20	Resources	Percentage of agendas published 5 working days before meetings.	Monthly	100%	100%	100%		The team continues to work to a high standard and within statutory deadlines whilst balancing a number of officer approvals and other factors such as production of accessible documents.
Community Engagement	5.21	Resources	Percentage of major council projects completing coms and engagement strategy toolkit.	Quarterly	80%	66%	75%		All major projects scheduled, including new projects, to have a plan in place during the year. Some reworking of communications plans is taking place to account for changes in timelines and milestones for several corporate projects, such as Waste Contract and Adult Social Care reforms.

Customer Satisfaction

Summary

- Customers are satisfied with our bus service standards.
- Satisfaction in our highways and local rights of way remains above national average.
- High levels of positive feedback from those receiving support in both children's and adult services.
- The volume of complaints remains low.
- The number of complaints escalating to stage 2 has slowed.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Customer Satisfaction	6.1	Resources	MyAccount satisfaction rates.	Annual	Baseline year	65%	65%	●	Baseline collated. Score based on a survey of MyAccount users - now sets the benchmark for future comparison.
Customer Satisfaction	6.2	Resources	Customer services satisfaction rates.	Annual	Baseline year	76%	76%	●	Baseline collated. Score based on a survey of residents that have called CST or sent an email - sets the benchmark for future comparison.
Customer Satisfaction	6.3	All	Customer complaints (all services).	Monthly	<65	27	40	●	
Customer Satisfaction	6.4	All	Percentage of customer complaints escalating to stage 2.	Monthly	25%	15%	18%	●	The overall number of complaints remains low, therefore the small number escalating to stage 2 is skewed as a percentage figure. This will become more representative as the year progresses.
Customer Satisfaction	6.5	All	Customer compliments (all services).	Monthly	>116	55	70	●	Volumes have reduced but remain good with the level of complaints projected to be lower.

Customer Satisfaction	6.6	Places	Percentage of customers satisfied with bus service standards.	Annual	85%	92%	92%		Results of June 2022 on-board passenger satisfaction survey. The survey is run twice a year, so updated performance will be available at the next corporate reporting timeframe.
Customer Satisfaction	6.7	Places	Percentage of customers satisfied with Highways and local rights of way network - NHT satisfaction remains above national average.	Annual	Above national (51%)	55%	55%		NHT Highways and Transport theme overall score for 2022 is unchanged at 55%, compared to slight drop in the national average to 50%.
Customer Satisfaction	6.8	People Adults	Overall satisfaction of people who use adult services with their care and support. (ASC personalisation surveys)	Monthly	90%	86%	95%		39 out of 41 surveys marked with positive feedback. The surveys which scored lower are sent back to managers, as part of our Quality Assurance process. This will enable us to learn from any feedback we receive.
Customer Satisfaction	6.9	People Adults	Percentage of safeguarding customers who felt that their needs were fully or partially met	Annual	90%	91%	91%		Annual survey not yet reported. Data shown is based on performance during 2021/22.
Customer Satisfaction	6.10	People Childrens	Percentage reporting the support provided was helpful	Quarterly	80%	100%	100%		Figure reported in quarter 1 was inaccurate and included an error. Figure for August amended from 88% to 100%.






			(Childrens services family survey)							
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Customer Timeliness






Summary



- We are ensuring we see children who are looked after.
- We are triaging electively home educated children.
- Roads with major highway defects are being repaired in time.
- Processing of benefit applications are under pressure due to staff vacancies.
- Vacancies in childrens and adult social care is hindering response times.
- Health visits remain off target but are improving.
- Responses to customer complaints on time has improved.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Service Timeliness	7.1	Places	Highways - Percentage of Category 1 defects repaired in 7 working days	Quarterly	97.5%	100%	100%	●	Data based on figures from 1st April 2022- 31st October 2022. 7 day tickets are prioritised by the contractor with a gang dedicated to dealing with reactive works.
Service Timeliness	7.2	Places	Percentage of planned highway maintenance (tickets) completed on time and to specification.	Quarterly	98.8%	100%	100%	●	Data based on figures from 1st April 2022- 31st October 2022. Planned works (3 & 6 month tickets) have all been completed within the given time frame.
Service Timeliness	7.3	Places	Land charges request processing times (average).	Quarterly	<8 days	3	2	●	Maintaining high performance whilst continuing to work on Land Registry Transfer. Demand in the service will fluctuate at different times of the year.
Service Timeliness	7.4	Places	Processing of major planning applications within timescales (13 weeks or agreed EOT)	Quarterly	60%	66.6%	93%	●	
Service Timeliness	7.5	Places	Processing of minor planning applications	Quarterly	65%	97%	93%	●	

			within timescales (8 weeks or agreed EOT)						
Service Timeliness	7.6	Places	Processing of other planning applications within timescales (8 weeks or agreed EOT)	Quarterly	80%	98%	97%		
Service Timeliness	7.7	Places	% of non-frequent bus services running on time	Monthly	90%	91%	91%		Inspections on hold pending recruitment of vacant inspector role
Service Timeliness	7.8	Places	Number of missed bins per 100k collections	Monthly	60	89	69		This is a cumulative average up to the end of October. Performance is improving but is still impacted by ongoing national issues with operative recruitment and retention and high levels of staff turnover. Operatives who are still learning the rounds are more likely to miss bins. We continue to monitor the data to identify and address any issues with particular properties or crews. Our contractor, Biffa, continues to use every avenue open to them to try to recruit staff and to implements ongoing training and monitoring of existing staff to improve performance.
Service Timeliness	7.9	Resources	Revs and bens - time (days) taken to process new benefit claims	Monthly	30 days	43.6	36.7		Performance has improved significantly. There is a vacant post in the team that is causing backlogs of work and is impacting on processing times. Recruitment will commence in January 2023 and we aim to fill the vacancy by the end of the financial year.
Service Timeliness	7.10	Resources	Revs and Bens Time (days) taken to process change of circumstances	Monthly	15 days	22.7	18.4		Performance has improved significantly. There is a vacant post in the team that is causing backlogs of work and is impacting on processing times. Recruitment will commence in January 2023 and we aim to fill the vacancy by the end of the financial year.

Service Timeliness	7.11	Resources	Revs and Bens Time taken to assess services users charges for home care etc. first contact (in development)	Monthly	10 days	10.2	11.6	●	Postal strikes have caused delays in both sending out paper forms and the return of completed forms by customers. An online application form is due to be available by Autumn 2023 which will reduce the impact of postal delays.
Service Timeliness	7.12	Resources	Customer complaints responded to within timescales (rolling total)	Monthly	95%	81%	88%	●	This is an improving picture with all complaints responded to on time since August. Currently 35 of 40 complaints have been responded to on time. This is below expected standard and the relevant service areas are reminded of timescales. This will continue to be monitored for patterns.
Service Timeliness	7.13	Resources	Percentage of statutory information returns completed in timescale (rolling total)	Monthly	90%	100%	100%	●	13/13 statutory returns completed in timescales year to date.23 required in year.
Service Timeliness	7.14	People Childrens	Percentage of children's services contacts progressed within one working day.	Monthly	95%	75%	74%	●	Performance has been impacted negatively due to poor management oversight, this has now been rectified by the Head of Service and Service Manager meeting every week to address this. A new manager for this area started in October and we expect performance to improve to closer to 100% in the next quarter. Data has been 100% in month for November.
Service Timeliness	7.15	People Childrens	Percentage of children in need seen within statutory timescales	Monthly	90%	69%	93%	●	Performance has returned to expected levels - 42 out of 45 children seen within timescales.
Service Timeliness	7.17	People Childrens	Percentage of children looked after seen within statutory timescales.	Monthly	90%	100%	100%	●	
Service Timeliness	7.18	People Childrens	Percentage of Education Health & Care Assessment 6 week timescales. (Jan-Dec)	Monthly	90%	96%	96%	●	51 out of 53 assessments agreed (96%) Two missed the 6-week deadline (by two days and three days).
Service Timeliness	7.19	People Childrens	Percentage of Education Health & Care Assessment	Monthly	90%	36%	33%	●	13/40 plans issued in timescales (33%). This includes cases falling under the exceptions rule (when schools are closed for more than a 4 week

			20 week timescales. (Jan-Dec)						period). We are confident in the new year when the “clock resets” this figure will be much improved when remaining late plans have been finalised. Additional capacity in the EP contract will address the backlog that can occur at the end of an academic year. This performance has been subject to scrutiny by an independent auditor. No concerns raised to date.
Service Timeliness	7.20	People Childrens	% of Annual Reviews completed for EHCPs in timescale.	Annual	90%	98%	98%		44 out of 45.
Service Timeliness	7.21	People Childrens	Percentage of children receiving and Elective Home Education triage assessment within 8 weeks of registration.	Monthly	80%	91%	100%		Number of EHE cases in Rutland remain stable. Contact with EHE children and families is good, any concerns picked up at triage assessment are addressed, although the LA powers are limited. EHE cases have been the subject of a recent Safeguarding Partnership multiagency audit. No critical concerns, the service will address the learning from this.
Service Timeliness	7.22	Public Health	Proportion of new birth visits completed within 14 days (financial year average)	Quarterly	>82.5%	83%	89%		This area will be a key focus of the new 0-11 healthy child programme. Latest figure shows an improving picture which should be reflected in future data reports.
Service Timeliness	7.23	Public Health	Proportion of children receiving 12 month review	Quarterly	>37%	37%	30%		Current national performance 81.9% - performance is impacted by covid measures and recruitment challenges in the sector. This area will be a key focus of the new 0-11 healthy child programme.
Service Timeliness	7.24	People Adults	Percentage of Adult Social Care Care and support reviews completed in time.	Monthly	80%	72%	48%		This is an internal prescribed target, not a statutory one. Service has been without a specialist MH worker and review officer due to difficulty in recruitment which has contributed to not meeting this timescale. We have now recruited agency to MH post and aim for the other reviews to be prioritised through our redesign of services.

Service Timeliness	7.25	People Adults	Percentage of adult social care review for adults with LD completed annually	Monthly	80%	86%	70%		16 out of 23 completed on time this year. Dropped below target due to three out of four out of timescale in October. This is due to the one LD social worker post in the council, being vacant. There is a shortage regionally of social workers with experience to manage this specialist work. We have gone back out to advert.
Service Timeliness	7.26	People Adults	Percentage of adult safeguarding concerns completed or progressed within 2 working days.	Monthly	80%	77%	77%		77% completed on time year to date. This is an internal target not a statutory one. To ensure an appropriate response to safeguarding alerts, information gathering with partners is key and can often take longer than 2 days to achieve.

Organisational Health

Summary

- Staff turnover and vacancies remain an issue although we are seeing a reduction. This reflects a trend across the public sector. A baseline for staff satisfaction has now been completed.

Commitment	Ref	Directorate	Indicator	Frequency	Year 1 target	Position end of Aug 22	Position end of Oct 22	RAG	Performance Commentary
Organisational Health	8.1	Resources	Average sickness days lost per employee	Quarterly	<6.9	1.08	1.10	●	Slightly lower than Q2 in 2021/22. 46% of absent days were due to long term sickness (increase from 40% in Q1). Similar rates of absence through Q3 and Q4 would give an outturn under target (favourable). However, Q3 and Q4 tend to be slightly higher levels of absence (winter months).
Organisational Health	8.2	Resources	Staff turnover rate (excluding casuals)	Quarterly	<12.6%	3.7%	3.5%	●	The figures provided are per quarter which are used to provide a total turnover rate. The data represents a slight downturn (favourable) on Q1 particularly in Children Services, Adult Social Care and Health. If Q3 and Q4 follow a similar pattern we will be over our target but similar to 2021/22.
Organisational Health	8.3	Resources	Staff Satisfaction (survey)	Quarterly	Baseline	DNA	68%	●	Survey took place in October/November 2022. Achieved an average favourable score of 68% which becomes our baseline for subsequent surveys.
Organisational Health	8.4	Resources	Current vacancy level as a percentage of the workforce (Snapshot)	Monthly	10.0%	11.5%	8%	●	There are currently 38 positions vacant - a reduction from 53 as at end August 2022. This reflects management review of vacancies as part of our financial management strategy. The recruitment market remains challenging and fewer candidates are attracted but we are starting to see a slight upturn in some areas.

Delivery Programme

The delivery programme covers the period 2022-24 and incorporates the key actions that the Council will take to achieve the commitments we have made against each of the five priorities within the corporate strategy.

Performance for actions are rated using a RAG status as follows:

- = Action complete and fully delivered.
- = Action is on target within the timescale.
- = There is a risk the action may not be delivered in timescale.
- = The action is off target and unlikely to be delivered and/or delivered in timescale.

Where the rag is blank this means the action has not yet started.

A Special Place

Summary

There are 17 actions under a special place. At this stage all are progressing and no areas have been identified as at risk.

Commitment	Ref	Action	Target Date	Directorate	RAG	Commentary
Sustainable development	1.1	Develop the issues and options and engage the community in the development of the Local Plan.	Oct-22	Places	Green	Consultation now completed. Summary report going to Cabinet in January.
Sustainable development	1.2	Complete further consultation on a "Preferred Options" draft Local Plan.	Jul-23	Places	Not started	No yet started
Sustainable development	1.3	Develop an annual process to determine how we set priorities for expenditure of Community Infrastructure Levy.	Dec-22	Places	Green	Report to Cabinet in December.
Inclusive growth	1.4	Implement a new Economic Development Strategy, supporting economic recovery and growth.	Mar-24	Places	Green	Draft evidence base to underpin the strategy completed. Stakeholder meetings underway.
Inclusive growth	1.5	Tailor adult and community learning curriculum offer to meet local needs.	Sep-22	People Childrens	Green	Multiply programme within the levelling up bid submitted with a focus on literacy and numeracy programmes. This is in addition to ongoing Adult learning programme which are targeted and include additional support through pound plus.
Inclusive growth	1.6	Provide support for adults experiencing social and/or economic disadvantage in their learning.	Sep-22	People Childrens	Green	Multiply programme within the levelling up bid submitted with a focus on literacy and numeracy programmes. This is in addition to ongoing Adult learning programme which are targeted and include additional support through pound plus.

Inclusive growth	1.7	Submit a levelling up proposal for Government approval.	Jul-22	Places	Completed	Submitted. Government extended the deadline to 2nd August.
Inclusive growth	1.8	Develop proposal for investment of UK prosperity fund.	Aug-22	Places	Completed	Submitted.
Highways assets	1.9	Implement Highways and Asset Management Strategy and capital programme, adopting a preventative approach to highways maintenance.	Mar-23	Places	Green	Remain band 3 authority which reflects highest performing for highways asset management.
Highways assets	1.10	Deliver highways maintenance programme and maintain public rights of way.	Mar-23	Places	Green	DFT have confirmed three years of capital funding. Capital programme due at Council in March 23.
Highways assets	1.11	Undertake improvements to fix my street process.	Mar-23	Places	Green	Remains an area being monitored.
Heritage & culture	1.12	Complete culture service review to manage heritage assets and future service delivery, including community led.	Mar-24	Places	Not started	Not yet started.
Heritage & culture	1.13	Submit and manage funding bids to sustain local heritage assets.	Dec-22	Places	Green	Work underway to develop a bid with partners.
Heritage & culture	1.14	Develop a brand position which celebrates the county and promotes Rutland as a key destination to visit.	Mar-23	Places	Green	Discover Rutland actively promoting the County. Visitor Economy a key element of the new economic development strategy.
Heritage & culture	1.15	Develop voluntary sector infrastructure through mapping and understanding of voluntary sector services.	Mar-23	Places	Green	Mapping exercises of sporting and leisure facilities as part of the leisure review has been completed. In addition through the local plan a review of parks and open spaces. Mapping of sector underway through Health & Wellbeing Partnership.

Towns & villages	1.16	Develop a service level agreement for parish and town councils which establishes clear accountability for public assets and space.	Mar-24	Places	Not started	Not yet started.
Towns & villages	1.17	Develop an integrated public realm strategy for Oakham and Uppingham.	Mar-24	Places	Not started	Not yet started.

Sustainable Lives

Summary

Overall all actions are progressing. The one area where confidence is lower relates to action 2.4 as the procurement for a new waste contract will now be delivered in 2026.

Commitment	Ref	Action	Target Date	Directorate	RAG	Commentary
Net zero carbon	2.1	Work with the Carbon Trust to develop a carbon measure and baseline.	Mar-23	Places	Green	Baseline information now received, this is under review to determine next steps.
Net zero carbon	2.2	Develop and implement a carbon reduction action plan for the Council.	Mar-24	Places	Not started	Sustainability officer role now on hold as part of 23/24 savings. This may impact on progress and target.
Net zero carbon	2.3	Promote the Sustainable Warmth Project Fund to enable private sector to improve insulation.	Mar-23	Places	Green	On-going, plan communication programme for winter period.
Minimise waste	2.4	Award a new contract for waste and street scene services.	Aug-23	Places	Amber	Cabinet and Council have agreed to extend the existing contract due to market conditions, therefore a new contract will be reprocured earliest 2026/27.
Minimise waste	2.5	Develop a mobilisation plan for a new waste provider.	Jul-23	Places	Amber	Linked to the above.
Minimise waste	2.6	Implement the new waste management and street cleansing strategy.	Mar-24	Places	Green	Progressing various aspects of the strategy in advance of new contract.
Minimise waste	2.7	Deliver a community engagement campaign to promote awareness and encourage behaviour change.	Feb-24	Places	Green	Communication and community engagement programme being developed.

Greener communities	2.8	Encourage developers to increase biodiversity within new developments.	Mar-24	Places	Green	Picked up in pre application discussions. Defra has identified Leicestershire County Council as the regional lead although we still await further guidance on methodology.
Greener communities	2.9	Enable increases in biodiversity through grounds maintenance recontracting.	Dec-23	Places	Green	Reprocurement of grounds maintenance and reflected in the specification.
Greener communities	2.10	Complete a water and green space infrastructure study.	Oct-22	Places	Completed	Study completed.
Connected communities	2.11	Review local transport plan.	Dec-23	Places	Green	LTP4 broadly confirms with government requirements and further work will be undertaken in 2023.
Connected communities	2.12	Devise an electric vehicle charging approach for the County.	Jul-23	Places	Green	Successful as part of a multi agency partnership bid for funding for electric charging points.
Connected communities	2.13	Undertake review of RCC vehicle fleet to establish how much can be moved to electric vehicles.	Jul-23	Places	Green	Council approved budget for commissioning financial advisors to complete this work.
Connected communities	2.14	Develop and deliver a local cycling and walking plan.	Dec-23	Places	Green	We have been required to complete an assessment of leadership and capacity to support active travel but have been unsuccessful in accessing additional funds to support this area. Appointed advisors to complete the local cycling and walking infrastructure plan to inform new LTP.
Digital infrastructure	2.15	Support the implementation of project Gigabit.	Apr-23	Places	Green	Government currently procuring provider.

Healthy & Well

Summary

There are 26 actions within this priority and the majority are progressing with several completed. Action 3.7 relating to adult social care reform remains an area of pressure.

Commitment	Ref	Action	Target Date	Directorate	RAG	Commentary
Healthy lifestyles	3.1	Implement the 0-10 children's public health service.	Sep-22	Public Health	Completed	Procurement complete and contract monitoring commenced
Healthy lifestyles	3.2	Implement 11+ public health offer.	Sep-22	Public Health	Completed	The new staff have commenced in post. They both have experience of school settings. Two planning days have been held to develop working practices, pathways, a service welcome pack and looking at the available budget.
Healthy lifestyles	3.3	Explore opportunities for county-wide leisure provision in partnership with the Rutland Local Sports Alliance.	Mar-23	Places	Green	Leisure stakeholder group established.
Healthy lifestyles	3.4	Deliver annual Active Rutland programme.	Mar-23	Places	Green	In delivery.
Healthy lifestyles	3.5	Review the Rutland Information Service to develop a prevention front door.	Oct-23	Public Health	Green	Reviewing scope and options regarding the RIS and wider digital prevention front door for Rutland. Options appraisal to be developed.
Healthy lifestyles	3.6	Deliver Holiday Activities and Food programme (HAF).	Jul-23	People Childrens	Completed	Delivered and now continues - programme working well however take up remains low.

Supporting independence	3.7	Prepare for adult social care reform programme including cost of care (Care Account).	Oct-23	People Adult SC	Amber	People Too commissioned to consult and advise on implementation. Difficult aspects to the reforms where there remains unknown e.g changes to IT systems which pose a risk to timescales. Resource allocation also remains an issue in light of continual service pressures. Uncertainty remains over budget allocation although we have been informed that the budget allocated so far we can use, despite the confirmed two year delay to reforms. However government has confirmed its commitment for the reforms to go ahead in two years.
Supporting independence	3.8	Implement a programme to become CQC inspection ready for adult care.	Apr-23	People Adult SC	Green	Preparing for CQC inspection is one of the biggest risks and challenges facing social care and the reputation of the Council. An action plan has been developed to reflect recent CQC guidance and is at the point of having timelines added. In addition two new improvement officers have been recruited to and will be starting shortly with a focus on service improvement and CQC readiness. This presents a cultural shift in adult social care as it will not be working as flexibility or creatively, rather tied to a definitive framework. Currently the understanding is this will be data led which presents a further pressure on ASC to record and make available this data. The data sets that will be required have still not been published. PEER review scheduled for February which will focus on CQC readiness.
Supporting independence	3.9	Recommission assisted technology programme contract.	Jan-23	People Adult SC	Green	Procurement underway following cabinet approval.
Supporting independence	3.10	Supporting the voluntary sector to increase their community connections.	Oct-23	People Adult SC	Green	Neighbourhood monthly meeting in place now comprising of 40 local voluntary and community groups. New social prescribing platform now live and facilitating referral to preventative services and assisting workloads on GP practices.
Supporting independence	3.11	Support the roll out of a care at home self-help programme with GPs.	Oct-23	People Adult SC	Green	WHZAN software pilot starting now in care homes and MiCare. Discussions with Primary Care Network to identify suitable patients for the pilot. RCC and PCN coordinators working together on population health management to identify proactive prevention.
Supporting independence	3.12	Complete the end to end review of Adult Social Care and the 5 areas of focus –	Mar-23	People Adult SC	Green	Moving to business as usual with some work streams moving to CQC readiness for audit and approval.

		carers, digital, direct payments, prevention assessment and eligibility and complex care.				
Supporting independence	3.13	Implement LLR Carers strategy.	Jan-23	People Adult SC	Green	Revised strategy proceeding to Cabinet.
Joined up care	3.14	Evolve the Health and Wellbeing board to be the 'Place' board for health, care and wellbeing integration for Rutland.	Jul-22	Public Health	Completed	Joint Health and Wellbeing Strategy (JHWS) adopted and delivery plan agreed by the board. Implementation has commenced and regular updates are provided to each HWB.
Joined up care	3.15	Develop and roll out a new integrated neighbourhood multi-disciplinary team for the County, which includes social care staff, general practice staff, and community nurses.	Jul-22	People Adult SC	Completed	Multiagency neighbourhood meeting meets monthly. Weekly MDT bringing professionals together. Matrix management model in place to facilitate model of working.
140 Joined up care	3.16	Develop shared care record between adult social care and NHS to assist joint decision making on provision.	Mar-23	People Adult SC	Green	Social care expert on secondment to Leicestershire Health Informatics Service to progress with Integrated Care System. Adult social care teams being used as pilot.
Joined up care	3.17	Support people in the last phase of their lives through advanced care planning.	Jul-22	People Adult SC	Green	Business as usual - service working to get as many people as possible with advanced care plans.
Joined up care	3.18	Deliver step up to great mental health project.	Mar-23	People Adult SC	Green	Round one of grant funding to support the voluntary sector to increase support in the community has been completed. 1 application from Rutland, age UK, to extend the befriending service. Now starting round 2.
Health & wellbeing infrastructure	3.19	Review options for bringing care and diagnostics closer to home and the functions of Rutland Memorial Hospital.	Oct-23	Public Health	Green	LLR ICB have presented their own Rutland healthcare plan at the Health and Wellbeing Board as part of the improving access to healthcare priorities of the JHWS. This includes a vision for Rutland Memorial Hospital which includes improving access to diagnostics services etc.

Health & wellbeing infrastructure	3.20	Explore plans for a Pool and Dry side Provision, or Pool Provision at a new site, to an initial design stage.	Jul-22	Places	Completed	Completed.
Health & wellbeing infrastructure	3.21	Prioritise Community Infrastructure Levy (CIF) funding for health infrastructure purposes.	Oct-22	Places	Green	Cabinet have agreed indicative allocation of capital funds for health.
Reducing health inequalities	3.22	Support delivery of the Joint Health and Wellbeing Strategy by implementing Rutland County Council actions.	Apr-23	Public Health	Green	RCC and the Public Health team are leading a range of actions including development of a prevention front door, development of family hubs, recommissioning of 0-11, 11+ children's public health service, development of a health inequalities and end of life needs assessment etc.
Reducing health inequalities	3.23	Complete a Health Inequalities and Needs assessment for the County, including an assessment of military and veteran populations.	Mar-23	Public Health	Green	Health & Wellbeing Board signed off the inequalities needs assessment in October. A wider LLR needs assessment is also being completed on the military and veteran population.
Reducing health inequalities	3.24	Support implementation of LLR Health Inequalities Framework.	Mar-23	Public Health	Green	Rutland's Health Inequalities Needs Assessment will inform the key recommendations for the JHWS and implementation of the LLR Health Inequalities framework for Rutland. Staying Healthy Partnership created to concentrate on health inequalities as a dedicated strand
Reducing health inequalities	3.25	Deliver transforming care services, aimed at prevention and reduction in admissions.	Mar-23	People Adult SC	Green	Rise and Micare team working closely with the PCN to identify those patients who would benefit from diagnostic monitoring at home to identify early signs of deterioration. Access to early support in place to prevent a crisis or hospital admission.
Reducing health inequalities	3.26	Undertake Health Impact Assessment of the Local Plan's policies and proposals at the "Preferred Options" stage in summer 2023.	Jul-23	Places	Not started	Not yet started.

A County for Everyone

Summary

Overall the vast majority of actions are progressing.

KPIs 4.21 is related to staffing resource and the ability to identify resource to progress..

Commitment	Ref	Action	Target Date	Directorate	RAG	Commentary
Inclusive education	4.1	Deliver additional SEND school places at Uppingham Community College.	Sep-22	People Childrens	Completed	10 places being filled in September.
Inclusive education	4.2	Expand secondary school places to ensure local authority meets statutory duty to provide sufficient school places.	Sep-23	People Childrens	Green	First phase complete with additional 30 places delivered in September. New building works started in October.
Inclusive education	4.3	Reviewing childcare sufficiency and provide information to support the market to provide sufficient early education places.	Jun-23	People Childrens	Completed	Completed, no sufficiency issues identified.
Inclusive education	4.4	Recommission home to school transport services.	Jul-23	Places	Completed	Annual commissioning complete.
Outcomes for vulnerable children & young people	4.5	Implement Children & Young People Plan.	Mar-24	People Childrens	Green	Plan is in place - plan has been reviewed and will signed off at the next Childrens and Young People Partnership in December.
Outcomes for vulnerable children & young people	4.6	Deliver Children's Social Care development plan.	Feb-23	People Childrens	Green	In place and actions remain on-going. Workforce stability remains a high priority. New workforce strategy completed.

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Outcomes for vulnerable children & young people	4.7	Implement Staying Close Staying Connected project to support the transition of Care Leavers.	Jun-23	People Childrens	Green	Regional project which is on-going which we remain fully engaged with.
Outcomes for vulnerable children & young people	4.8	Develop foster care placement sufficiency strategy.	Apr-23	People Childrens	Green	The foster care review has been signed off by Cabinet. Implementation plan now being delivered.
Outcomes for vulnerable children & young people	4.9	Implement Children's workforce development strategy.	Apr-23	People Childrens	Completed	Strategy completed.
Outcomes for vulnerable children & young people	4.10	Deliver all age Family Hub providing access to support for vulnerable groups.	Jan-24	People Childrens	Green	Programme manager and implementation plan in place. No risks at this stage. Project aligned to transformation programme workstreams.
Supporting adults at risk	4.11	As part of the adult social care reform implement liberty protection safeguards and joint adult and children's working programme.	Mar-24	People Adult SC	Not started	Programme paused. Implementation date not yet confirmed. Programme will resume once confirmed.
Supporting adults at risk	4.12	Deliver a professionally led duty safeguarding team.	Jul-22	People Adult SC	Green	Qualified social workers are in place to oversee the duty system. Further mitigation in place to support by utilising long term social workers to fill any shortcomings in the duty system if needed.
Supporting adults at risk	4.13	Deliver the Making Safeguarding Personal programme.	Jul-22	People Adult SC	Green	Business as usual, incorporated into training, practice and quality assurance processes.
Supporting adults at risk	4.14	Deliver on multi-agency policy and procedures (MAPP) timescales for adult safeguarding.	Jul-22	People Adult SC	Green	Business as usual, incorporated into training, practice and quality assurance processes.
Housing & the cost of living	4.15	Develop a bidding programme for commuted sums section 106.	Jul-22	Places	Completed	Approved and live.

Housing & the cost of living	4.16	Refresh our Housing, Homelessness and rough sleeping strategy, include delivery of preventative services.	Mar-23	People Adult SC	Red	The original statutory deadline for completing this was March 22. Although a draft document has been completed further information is required before it is ready for consultation and formal approval which means we are unlikely to achieve the timescale of March.
Housing & the cost of living	4.17	Revise Allocations Policy to reflect new legislation requirements including Armed Forces Act and Domestic Abuse Act.	Mar-23	People Adult SC	Green	Drafted, awaiting next steps on approval.
Housing & the cost of living	4.18	Deliver homeless prevention floating support contract.	Sep-22	People Adult SC	Green	In place, recommissioned to P3
Housing & the cost of living	4.19	Work in partnership early with developers to ensure new developments reflect local needs and are affordable.	Mar-23	Places	Green	Explored through pre application discussions and secured through section 106 agreements.
Housing & the cost of living	4.20	Implement a range of projects to minimise the cost of living impact, including the household support fund, crisis fund, discretionary fund and council tax support programme.	Sep-22	Resources	Completed	All projects delivered and on-going. Cost of living booklet developed and launched.
Safe & inclusive	4.21	Develop equality, diversity, and inclusion strategy.	Jan-23	People Childrens	Red	Review of EDI completed and inclusive leadership workshop delivered. No resources to progress further strategic work at this stage.
Safe & inclusive	4.22	Implement Community Safety Strategy including a priority to improve road safety.	Mar-23	Places	Green	Monitored by Safer Rutland Partnership and LLR Road Safety Partnership.
Safe & inclusive	4.23	Implement new domestic abuse strategy and delivery plan.	Sep-23	People Childrens	Green	Strategy completed and now have a domestic abuse lead officer in place to implement the delivery plan for the strategy.

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Safe & inclusive	4.24	Implement new Changing Places projects providing improved public convenience provision for disabled residents and visitors at Uppingham and Rutland water.	Mar-24	People Adult SC	Not started	Projects not yet started, will begin in 2023/24 financial year.
Safe & inclusive	4.25	Deliver our inspection and licensing regime to maintain public health, including food safety, licensing and infections disease.	Mar-23	Places	Green	Ongoing programme.
Safe & inclusive	4.26	Implement duties under the Armed Forces Act.	Nov-22	People Adult SC	Green	Project board in place incorporating partner with action plan. All lead officers across the Council are engaged via the action plan.

A Modern and Effective Council

Summary

There are 231 actions within this priority, 4 of which are rated as amber. Many of these are large scale pieces of work where there remains unknown or further information required.

Commitment	Ref	Action	Target Date	Directorate	RAG	Commentary
Financially sustainable	5.1	Implement a plan for reducing reliance on Council reserves including transformation programme.	Mar-23	Resources	Amber	Financial strategy approved at Council. Transformation programme underway.
Financially sustainable	5.2	Develop a 10-year capital investment plan to guide future spending on infrastructure and facilities.	Apr-23	Places	Green	Report about developer contributions to Cabinet in December. To be developed alongside developing the Local Plan infrastructure delivery plan which will be in summer, timescale for action amended.
Financially sustainable	5.3	Implement special educational needs and or disabilities (SEND) Recovery Plan and deliver SEND better value programme to address million-pound high needs funding deficit.	Mar-24	People Childrens	Amber	Delivering Better Value Programme due to start in January 2023. Recovery plan in place, however pressure remains on high needs expenditure with demand remaining high.
Best use of resources	5.4	Complete asset review and asset strategy implementation.	Mar-24	Places	Green	Report and strategy approved by Cabinet in November. Implementation now underway.
Best use of resources	5.5	Develop organisational Business Intelligence, introducing new corporate performance process and model.	Mar-24	Resources	Green	The pilot project looking at data warehousing has progressed well and the next phase to further test the use of PowerBI integration will begin in the new year.

Best use of resources	5.6	Refresh IT strategy, including cyber security.	Mar-24	Resources	Green	Investment in cyber security continues following central government grant, expected fully spent February 2023. IT strategy not yet commenced and will reflect on the Transformation project outputs.
Best use of resources	5.7	Implement a leadership behaviours and health & wellbeing programme.	Mar-23	Resources	Green	Leadership programme on target, commissioned an external programme. Health and wellbeing programme remains work in progress and being developed by our health and wellbeing group.
Best use of resources	5.8	Refresh of the Council workforce development strategy.	Mar-23	Resources	Amber	This work is pending outcomes and timescales for the transformation programme.
Customer experience & digital	5.9	Develop a digital strategy focused on customer experience and efficiency, including designing a digital roadmap for all RCC services which establishes investment and resource requirements.	Mar-24	Resources	Green	Transformation workstreams on customer and digital, data and technology defined.
Customer experience & digital	5.10	Implement a new website and move more services online, including expansion of available services through MyAccount.	Dec-22	Resources	Green	New platform launched as a Beta site on 5th December.
Customer experience & digital	5.11	Implement a care account and self-service portal for assessments in adult social care.	Oct-23	People Adult SC	Amber	This is part of our CQC readiness and overall adult social care reform. We have commissioned liquid logic consultants to progress system options around self service. Capacity and resource remain a pressure to implement this aspect of the reforms. In house resource to work with People Too consults to progress various aspects.
Customer experience & digital	5.12	Review and republicise our customer service and standards.	Apr-23	Resources	Green	Customer standards now reviewed and will be published on our new website in December.
Good governance	5.13	Deliver a smooth and efficient election in May 23.	May-23	Resources	Green	Separate project plan and issue log in place. Stakeholder meetings in place.
Good governance	5.14	Develop a good induction programme for Councillors.	Jun-23	Resources	Green	One in place, changes being looked at for next year including updating the Councillor e-handbook.

Good governance	5.15	Continue review of the Council's constitution including financial and contract procedure rules.	Jun-23	Resources	Green	Work remains on-going with certain elements now included within the transformation workstream - operating framework.
Good governance	5.16	Implementation of scrutiny improvement plan.	Jun-23	Resources	Green	External training session delivered for Councillors. Improvement plan on the agenda for Scrutiny in December. Work has begun for review of the function as we enter 2023/24.
Good governance	5.17	Implement a members development programme.	Jun-23	Resources	Green	Linked to induction programme and regular bulletins to members on development opportunities.
Community engagement	5.18	Develop a new communication and engagement strategy.	Jul-22	Resources	Completed	Completed
Community engagement	5.19	Review and refresh participation and engagement strategy for children and young people.	Apr-23	People Childrens	Green	In progress.
Community engagement	5.20	Deliver engagement through community consultations on key areas of development.	Mar-23	Resources	Green	Under way, communication programmes in place for key projects including the Local Plan.
Community engagement	5.21	Deliver campaign work to increase community capacity e.g. community litter picks, community speed watch etc.	Mar-24	Places	Green	Initiatives are ongoing annually, will link with Corporate Communications to deliver annual awareness.

CABINET

14 February 2023

WRITE OFF OF IRRECOVERABLE DEBTS

Report of the Portfolio Holder for Finance, Governance and Performance, Change and Transformation

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/251122	
Exempt Information	Appendix A of this report contains exempt information and is not for publication in accordance with Part 1 of Schedule 12A of the Local Government Act 1972. Further details can be seen in paragraph 13 below	
Cabinet Member(s) Responsible:	Councillor Karen Payne, Portfolio Holder for Finance, Governance and Performance, Change and Transformation	
Contact Officer(s):	Saverio Della Rocca, Strategic Director for Resources (s.151 Officer)	01572 758159 sdrocca@rutland.gov.uk
	Andrea Grinney, Revenue and Benefits Manager	01572 758227 agrinney@rutland.gov.uk
Ward Councillors	N/A	

DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the action taken to recover outstanding debts.
2. Approves the write off of the debts shown in Exempt Appendix A.

1 PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to seek approval to write off debts, over the value of £2,500, where officers believe that there is little or no prospect of recovering them.

2 BACKGROUND AND MAIN CONSIDERATIONS

2.1 Overview

- 2.1.1 The Council collects council tax, business rates, overpaid housing benefit and

sundry debtor income. Every effort is made to collect all monies due by the most effective and appropriate method. This includes reminder letters, attachment of earnings and benefits, civil enforcement action and special arrangements to pay.

- 2.1.2 The Section 151 Officer (Director for Resources) has delegated authority to write off debts up to £2,500 and debts above that level are written off by Cabinet. Cabinet are being asked to write off debts of £86,585.93 which officers believe cannot be recovered.
- 2.1.3 The Council has a good track record of collecting debt and in the context of collection rates, the level of proposed write off is relatively low. Current issues in relation to the type of debt are given below.

2.2 Council Tax

- 2.2.1 The Council has above average collection rates. The national average for all councils in England and Wales was 95.8% for 2021/22. Our collection rates are typically around 97.9% in year. Both figures are lower than in previous years due to a combination of more support given to taxpayers through local council tax support and reduced recovery action being taken because of the Covid-19 pandemic and more recently administering the Energy Rebate Payments of £150. Our forecasted collection rate for 2022/23 is 98.4%.
- 2.2.2 Many of the Council's residents pay by direct debit (82%) which helps keep the Council's recovery rate high. However, in a bid to support all residents, Officers are piloting a new recovery tool in 2022/23 provided by Voicescape Ltd. The new process and approach will encourage debtors to talk to us to discuss their arrears and help us to set up an arrangement that is affordable before the case is sent to Civil Enforcement Agents (CEA) for collection. The Council's preference is to not use CEA but this can be unavoidable. It also gives us an opportunity to signpost to further support if this is needed.
- 2.2.3 There are a total of 9 'difficult to collect debts' with arrears totalling £40,145.46 where the statutory process has largely been exhausted. Officers are left with 3 choices: a) we monitor and continue to pursue as best we can; b) we write off the debt c) we pursue committal action (but this can result in the debt being expunged if a prison sentence is given so this is only used as a last resort).
- 2.2.4 We are requesting write off of 2 debts totalling £8,012.20 as we are unable to trace the debtors, 2 debts amounting to £6,157.44 whereby the taxpayers have entered into an Individual Voluntary arrangement (IVA) with no prospect of any dividends being received and 5 debts totalling £25,975.82 whereby collection is not viable due to the length of time it would take e.g., c10-20 years.

2.3 Business Rates

- 2.3.1 The Council has above average collection rates, but Members should note that only 441 businesses out of 1,746 hereditaments on the rating list (25% of the businesses in Rutland) were required to pay the full charge in 2022/23 with many benefiting from reliefs. This has helped keep our collection rates high as most Small and Medium-sized Enterprises (SME) are not required to pay any rates.
- 2.3.2 One of our risk areas is around business failure or liquidation. In this event, we are a non-preferential creditor and as such we come below HM Revenues & Customs,

employees' wages etc. as preferred creditors. In Rutland we regularly see new ventures struggling to stay in business and often close down. We are requesting write off for 1 case that fall into this category totalling £9,815.53

- 2.3.3 We are requesting write off of 1 debt of £2,647.61 where recovery action has been exhausted and it would not be cost effective to pursue the debt further due to legal fees and 1 debt of £3,962.91 where recovery action has been taken but continued collection is not viable due to the length of time it would take to clear.

2.4 Sundry Debts

- 2.4.1 The Council raises on average £10m sundry invoices every year. There are two key types of sundry debt:

- a) Social care debtors; and
- b) Commercial rents.

- 2.4.2 In terms of social care, people are often vulnerable i.e. have a learning disability, have dementia, are in and out of hospital. It is often difficult to contact the person to discuss payment of invoices and sometime family members have to take on managing the person's finances either informally or formally by Power of Attorney. If there are no family members or there are signs of financial abuse, we apply for Deputyship or refer to a Panel Deputy which takes a long time to obtain.

- 2.4.3 The process of recovering unpaid social care invoices is therefore not straightforward. It is a problem for many Councils. Currently we have 88 cases where there are debts outstanding of over 90 days old. These debts total £297k, of these:

- 41 debts are awaiting probate (£104k). Claims have been submitted to either solicitors or executors and debts can't be settled until probate is granted subject to sufficient funds being available;
- 4 cases are waiting for the Court of Protection to award a deputyship order to enable RCC officers or family members to manage their finances (£132k). This will enable the deputy to access bank accounts and release assets to pay the debt e.g. sell property or make card payments; and

- 2.4.4 We are requesting write off of 3 debts totalling £12,639.93.

- 2.4.5 In terms of commercial rents, there is 1 debt of £6,577.52 to submit for write off. Commercial tenants were given the opportunity to defer rental payments during the pandemic.

- 2.4.6 Most tenants have now repaid the debt and we have only have one case where we believe there is a risk of non-recovery but repayments are currently being made. The details of this debt are noted on Appendix A for information.

2.5 Benefit Overpayments

- 2.5.1 The Council pays out £3.6m Housing Benefit (HB) every year. Overpayments arise when claimants have a change in their circumstances and are not entitled to the amount that they have been paid e.g. an increase

in their earnings. As the Council is not aware of changes in circumstances until it is notified then an overpayment is inevitable. Overpayments can also arise as a result of fraudulent claims e.g. undeclared savings. HB overpayments are difficult to collect because claimants generally have low incomes, they may be affected by welfare reforms i.e. under-occupancy charges (bedroom tax) or they may have other debts. Overpayments collected from on-going entitlement to HB or other benefits are restricted by legislation which is currently £11.55 per week.

2.5.2 Recovering overpaid HB is very difficult as people tend to be on a low income and have numerous changes in their circumstance i.e. partner moves out, wages increase, grown up children move in or out, health deteriorates. We often see that people have other debts that they are repaying as well e.g. rent arrears, utility bills

2.5.3 Collection rates are low nationally (between 25% - 35%). A high % of our debt is being recovered by repayment plans but these arrangements are often for low amounts and take a long time to repay e.g. £2.50 per week for the next 3 years. The bad debt provision is reviewed as part of budget monitoring.

2.5.4 We are presenting 3 overpayments for write off totalling £17,324.49.

3 CONSULTATION

3.1 Consultation is not required for any decision being sought in this report.

4 ALTERNATIVE OPTIONS

4.1 Cabinet could choose not to write off the debts but based on advice from officers this is not recommended.

5 FINANCIAL IMPLICATIONS

5.1 A bad debt provision is made for loss of collection for all debts and the provision is sufficient to cover these write offs. When the provision is reset, any increase is charged to the Revenue Account.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

6.1 There are no legal and governance implications arising from this report.

7 DATA PROTECTION IMPLICATIONS

7.1 A Data Protection Impact Assessments (DPIA) has not been completed as there are no specific issues arising from the write off of irrecoverable amounts.

8 EQUALITY IMPACT ASSESSMENT

8.1 An Equality Impact Assessment questionnaire has not been completed as there are no specific issues arising from the write off of irrecoverable amounts.

9 COMMUNITY SAFETY IMPLICATIONS

9.1 There are no community safety implications arising from this report.

10 HEALTH AND WELLBEING IMPLICATIONS

10.1 There are no health and wellbeing implications arising from this report.

11 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

11.1 There is no prospect of collecting the debts detailed in Appendix A; it is therefore prudent to write off the debts.

12 BACKGROUND PAPERS

12.1 There are no additional background papers to the report.

13 APPENDICES

13.1 Exempt Appendix A – Appendix A is marked as ‘Not For Publication’ because it contains exempt information as defined in paragraph 2 of Part 1 of 12A of the Local Government Act 1972, namely information that is likely to reveal the identity of an individual.

A Large Print Version of this Report is available upon request – Contact 01572 722577.

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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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CABINET

14 February 2023

DHSC FAIR COST OF CARE & ADULT SOCIAL CARE FEE SETTING FOR CARE HOMES AND HOME CARE

Report of the Portfolio Holder for Health, Wellbeing and Adult Care

Strategic Aim:	Healthy and well	
Key Decision: Yes	Forward Plan Reference: FP/111122	
Exempt Information	Appendix A of this report contains exempt information and is not for publication in accordance with Part 1 of Schedule 12A of the Local Government Act 1972. Further details can be seen in paragraph 11.3 below	
Cabinet Member(s) Responsible:	Councillor Samantha Harvey, Portfolio Holder for Health, Wellbeing and Adult Care	
Contact Officer(s):	John Morley, Strategic Director for Adult Services and Health	01572 758442 jmorley@rutland.gov.uk
	Karen Kibblewhite, Head of Commissioning	01572 758127 kkibblewhite@rutland.gov.uk

DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the outcomes of the Fair Cost of Care exercise.
2. Approves negotiation of fees with providers as set out in Exempt Appendix A
3. Delegates final approval of the fee rates to the Strategic Director for Adult Services and Health, in consultation with the Portfolio Holder for Health, Wellbeing and Adult Care

1. PURPOSE OF THE REPORT

- 1.1 The report outlines the DHSC Fair Cost of Care and Market Sustainability exercise requirements and the outcomes from it. It sets out the considerations for calculating Adult Social Care fees for residential care and homecare for 2023/24 and asks for Cabinet approval for negotiation with care providers and delegation of final rates to the Strategic Director for Adult Services and Health. This report also refers to the

rates for Direct Payments, a full paper with detail on this will be tabled at Cabinet in March.

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Care Act 2014 sets out in legislation, the duties and responsibilities for market-related issues for local authorities. The duties on local authorities include the facilitation of a diverse, sustainable high quality market for their whole local population, including self-funders, promotion of efficient and effective operation of the adult care and support to market as a whole.
- 2.2 In September 2021, the Government set out plans for adult social care reform in England. This included a lifetime cap on the amount anyone in England will need to spend on their personal care, alongside revisions to the means-test for local authority financial support. As part of these reforms the Market Sustainability and Fair Cost of Care Fund was announced providing local authorities with funding prepare the markets for the Reforms to charging and to commissioning of care. Whilst the Charging elements of the Reforms have since been postponed, the requirement on councils to undertake cost of care exercises for older people's (65+) care homes and adults' home care remained.
- 2.3 The Fair Cost of Care exercise required councils to collate a pre-defined set of costs from providers within a local authority area. The DHSC defined 'fair' as the median actual operating costs for providing care in the local area enabling a sustainable for the local market. This includes the cost of care delivery and a reasonable profit (including re-investment in their business). DHSC recognised that for local authorities, there is a responsibility in securing best value for the taxpayer.
- 2.4 The care in scope was determined by DHSC's Fair Cost of Care guidance and specifically focussed on home care for adults (age 18+) and care homes for older people (age 65+); although there was recognition that some residents in these homes may be aged under 65. Four types of care to be considered for homes were: standard residential care; residential care for enhanced needs; nursing care; and nursing for enhanced needs. Rutland does not operate a banded rate for enhanced nursing and so costs for this were taken as for nursing. The Council's in-house services were not included.
- 2.5 The outcomes of the Fair Cost of Care exercise are not designed as the sole determinant of fees paid. There is no requirement on councils to pay fees at the rates indicated, but councils must ensure that fees support a sustainable market, recognising that there are a number of other factors which will drive the overall market sustainability and individual providers' viability. Rutland's current market position is described in Section 4 of this report.
- 2.6 The fees paid to care providers need to reflect the costs of delivering care; other market forces; and will need to take into account the income received from self-funder placements which is generally at a higher rate than local authorities' rates.
- 2.7 The DHSC also required each council to prepare a Market Sustainability Plan using the cost of care exercise to help identify risks in the local market, with a deadline of 27th March 2023 for submission and publication.

3. RUTLAND'S FAIR COST OF CARE EXERCISE

- 3.1 The DHSC required a specific method of calculating the cost of care: from a full breakdown of costs, median figures were identified for each cost line, from the total of those, a further median was taken for each category of costs, and these were then used to calculate the overall costs. The results are therefore dependent on the level of data provided and the overall proportion of respondents.
- 3.2 Rutland County Council commissioned ARCC Ltd to work with local providers to undertake the cost of care exercise on the council's behalf. ARCC Ltd are also the organisation who developed the national LGA tool for cost of care for home care and so have considerable experience in this arena.
- 3.3 All relevant Rutland providers of home care and residential and nursing homes had the opportunity to participate via a detailed tool and/or a 1:1 session with ARCC. The information requested was designed to capture both financial information and the operational context of delivering in Rutland.
- 3.4 Responses were received directly by ARCC and were reviewed, clarified, and analysed by them. ARCC shared the analysis of the anonymised data with the council and provided the costs in line with DHSC requirements.
- 3.5 Six of the 12 care home providers and 8 of the 12 home care providers engaged in the exercise. The level of responses and extent to which providers were able to complete some of the detail requested left a number of significant gaps in the cost information. Consequently, the resulting figures of median costs created by the DHSC formula are not an appropriate means to inform the fee rates alone. There are some significant inconsistencies in the costs resulting from the methodology.
- 3.6 The exercise did not consider the quality of care delivered and the extent to which, or not, this is impacted by fee rates.
- 3.7 The data gathered from providers has however enabled a greater understanding of the local market, including the differences in business models.
- 3.8 The exercise determined a single unit cost of care within each category; no differentiation is made between self-funder care and that commissioned by the Council.

4. RUTLAND'S CARE HOME MARKET¹

- 4.1 There are 10 care homes for older people within the geographic boundaries of Rutland with 440 beds, which equates to 1 bed per 11.4 people aged 75+ (ONS census 2021). Homes vary in size, the smaller homes tend to be registered for residential care and are sub-34 beds (5 homes), with the larger homes ranging from 46-82 beds offering mixed services (residential, enhanced residential and nursing).
- 4.2 As of January, occupancy within the market was 66%; this reflects the increased capacity of the two homes opened within the past two years which has distorted the market and resulted in approximately 150 vacant beds.
- 4.3 Rutland has an average of 108 placements within local care homes distributed across a smaller share of the overall market, including the Council's block contract

¹ All references to care homes in the report are to Older People's Care and Nursing Homes only; Rutland's two care homes for people with Learning Disabilities are not included.

for 30 beds at banded rates. This breaks down by bed type to: 25% residential, 67% enhanced residential, and 8% nursing. These placements reflect a 37% share of the occupied beds, and 25% of the total beds available.

4.4 Self-funders make up on average between 63% of care home residents. This is considerably higher than the regional average of 35.6% and the England average of 34.9%.

4.5 **Issues**

4.5.1 Whilst there is an oversupply of beds locally, in reality there is a two-tier market. The self-funder market offers vastly different services which drive up cost; as can be seen by the following extract from a provider's website: *"...everything from our excellent personalised care, private meals in our fine dining rooms, use of special facilities (beauty salon, cinema and bar/bistro), limousine trips and telephone are all covered"*. This presents several challenges in relation to the ability to purchase beds at the local authority specification and rate.

4.5.2 New entrants who are actively targeting self-funders and deploying a strategy of low occupancy over several years are distorting the market capacity and diverting self-funders from existing providers, which could result in future sustainability issues.

4.5.3 Demand from the council is relatively small, 2-3 clients per month, the strategy to support people in the community wherever possible continues. The leverage of 'buying power' from the council is therefore limited.

4.5.4 The high proportion of self-funders locally means that providers do not rely on the council for business; this is contrary to most care home markets where business models are predicated on a mix of self-funder and council-funded service users. Providers can currently choose whether to accept council rates with little negative impact on their business. This is reflected in the limited number of homes locally who will currently accept the council's bed fees.

4.5.5 Additionally, workforce recruitment and retention remains a significant concern and cost pressure locally. The freedom to adjust rates within the self-funder market offers some providers greater flexibility in changing staff pay and Terms & Conditions, although challenges exist across the whole market due to low levels of unemployment locally and national shortages of care staff.

5. **OUTCOME FROM THE FAIR COST OF CARE EXERCISE – CARE HOMES**

5.1 The limited data received from homes meant that some costs were estimated based on industry averages. The data also didn't reflect differing costs within homes according to different staff structures for nursing and non-nursing care. For example, one home returned data based on all their beds delivering nursing care, rather than the mixture of enhanced residential and nursing that is delivered. The costs were unable to be disaggregated and consequently operating costs show as higher.

5.2 Using the DHSC required model of calculating the limited data submitted gave a range of potential costs from £823 to £974 for residential (both standard residential and enhanced) and £1080 to £1199 for nursing. The median outcome for each rate is as follows:

	Residential care	Enhanced residential care	Nursing care
Total Care Home Staffing	£481.55	£481.55	£731.17
Total Care Home Premises	£69.25	£69.25	£43.86
Total Care Home Supplies & Services	£185.39	£185.39	£117.42
Total Head Office	£39.88	£39.88	£25.15
Total Return on Operations	£52.96	£52.96	£63.59
Total Return on Capital	£53.77	£53.77	£60.10
TOTAL	£882.80	£882.80	£1,041.28

5.3 These costs reflect the homes for whom information was provided, and consequently differentiations could not be made between residential care and enhanced residential care. It is not a complete picture of costs, nor does it necessarily accurately reflect actual costs. It is also important to note that the data reflects the cost regardless of whether a bed is occupied by a council-funded placement or a self-funder.

6. RUTLAND'S HOME CARE MARKET

6.1 There is an increasing number of people in Rutland who wish to remain in their own homes for longer; this is reflected in the trend over the past few years of reduction in the length of care home stay and increase in domiciliary care support. The council actively support people to remain at home where individuals' needs allow, and this trend is expected to continue.

6.2 The Rutland market is made up of a small number of providers registered locally, which is supplemented by providers from neighbouring local authorities who have established operations within the local area.

6.3 There are 12 providers based within Rutland, two of whom do not deliver services to the local authority and exclusively focused on delivery to self-funders.

6.4 Currently the council commission care from 7 contracted framework providers, with an additional 3 spot providers, not all of whom are based in Rutland. There is an in-house domiciliary care service (Micare). From 1st April, the council is moving to a Dynamic Purchasing System for homecare contracts which will allow for greater flexibility in adding new providers as needed.

6.5 For 2022/23 a total of c65,800 hours of care has been commissioned to date by the council; an increase from the full year total of 62,374 in 2021-22. It is important to note that recent challenges in the care home market have put an increased emphasis on supporting people in their own homes which is likely to increase future demand for services.

6.6 The council's share of the market is estimated to be c32%; this is contrary to typical homecare markets in which councils are the majority purchaser. Consequently, the structure of the market in Rutland differs from 'typical' markets.

- 6.7 Currently, self-funders comprise 66% of Rutland's homecare market, half of those providers based in or delivering care in Rutland have over 50% self-funders.
- 6.8 Of the 12 providers whom the council commissions care, around 76% are commissioned from 3 providers.
- 6.9 Referrals for care packages are made to all providers at the same time and in the same manner, and providers respond within 24 hours to state if they have capacity to accept the referral.
- 6.10 The average wait for a care package to start from date of referral was 5.5 days in December, with the majority of care packages (85%) having started within 2 days.
- 6.11 As the market is predominately driven by self-funders, there are higher-than-average levels of quality as would be expected. The majority of providers have a Care Quality Commission (CQC) rating of 'Outstanding' or 'Good' above (83%; of which 25% are 'Outstanding').
- 6.12 **Issues**
- 6.12.1 Many providers only accept packages within certain areas of the county to minimise travel costs. It can be challenging to allocate new packages to some areas of the county, particularly the smaller village hamlets.
- 6.12.2 The majority of care packages are delivered by providers who are based out of county. This reflects the ability of out of county providers to recruit a workforce, and therefore deliver care at the council rates.
- 6.13 Whilst the council commissions significantly less care from the market compared to self-funders, there are still a number of providers who are willing to work with the council and pick up care packages at council rates. There have also been no issues within recent years of financial viability (that the council is aware of) with regards to local providers. It should not be assumed however that increasing costs and inflation may not have an impact on this in the future.

7. OUTCOME FROM THE FAIR COST OF CARE EXERCISE – HOME CARE

- 7.1 The data received from providers represented an average of 792 hours of care and 900 visits per week. Providers delivered on average 14.5 hours of care to each service user per week, ranging between 6 and 21 hours.
- 7.2 The results of the Cost of Care exercise indicated a range of £20.66 per hour to £31.51, with a median cost of £25.05. As with care homes, there are limitations with the accuracy of the costs derived from the data due to the completeness of data submitted.
- 7.3 The greatest range of costs were attributable to individual cost lines for back office staff (£1.09 to £7.81), head office recharges (zero to £1.66), and surplus/profit contribution (£1.35 to £4.11). This reflects the different sizes and structures of home care providers.

8. MARKET SUSTAINABILITY PLAN

- 8.1 The Fair Cost of Care exercise also required councils to draft a Market Sustainability

Plan; an initial draft was submitted to the DHSC for comments on 14th October, with a final version due for submission to the DHSC on 27th March. The DHSC have not provided any feedback to the draft.

8.2 The Plan sets out how the Council intend to work with the local care market to support it and maintain stability, including but not limited to changes to fees.

8.3 The council are proposing to focus on two areas:

- Workforce training – this was identified by providers as an area of cost for providers, and they would welcome more support from the council on. The current free training offer funded by the council is not well used by providers and is due to be ended on 31st March for this reason. Discussions with providers on how they might access alternative free training, what might be directly provided by Adult Social Care staff, and how training could be coordinated between providers to share costs have already started.
- Care Technology – support to providers to explore whether increased use of care technology could be used to offset staff capacity pressures.

9. PROCESS FOR FEE SETTING

9.1 Fee rates are set annually and where possible agreed prior to the end of the financial year for implementation on 1st April. The uplift is usually based on inflation, with periodic requests for cost breakdowns to inform any differences to this.

9.2 There has always been limited engagement from providers to cost breakdown exercises. Previous years' feedback from providers has cited a lack of belief that it makes any difference to the rate the Council set and that they do not generally accept council funded service users and so it makes no difference to them.

10. CURRENT FEE RATES

10.1 For 2022/23 cost of care breakdowns were requested from providers recognising that financial pressures during Covid alongside higher inflation had led to higher running costs. Financial pressures from Covid were partially offset during the pandemic due to additional DHSC funding, which did not continue into the present financial year.

10.2 For home care providers, the DHSC had released a specific cost breakdown tool in readiness for the Cost of Care exercise; for care homes the existing spreadsheet of basic cost breakdown was used.

10.3 Three cost of care breakdowns were received from care homes, and 5 from home care providers. Consequently the council choose to apply an inflationary uplift without considering these further at that point. This decision recognised that the Fair Cost of Care exercise would be undertaken in 2022/23.

10.4 The inflationary uplift was based on a blended rate of 30% running costs and 70% staff costs. This is an industry accepted split. The calculation used CPI as at January 2022 and the percentage uplift in National Living Wage, assuming a commensurate wage uplift would be given to 80% of staff. The uplift applied for 2022/23 was 7.12%

10.5 Care Homes

10.5.1 The rates for 2022/23 are:

Type of care	Fee
Residential	£523
Complex/Enhanced Residential	£558
Nursing	£608

10.5.2 Care homes also receive a weekly NHS Fair Nursing Cost (FNC) supplement direct from Health of £209.19 per week.

10.5.3 Historically, there have been only 3 providers who have accepted council framework rates, restricting where service users can be placed. In the last 6 months, predominately driven by the current economic pressures, these homes are refusing to accept framework rates which has resulted in some new placements being individually negotiated with providers at higher rates.

10.5.4 Care homes are now requesting increasingly higher placement fees, above the data submitted via the cost of care exercise (accepting the limitations of that), and in line with some self-funder rates. The average placement rate over the last 3 months is now £977 per week. This is not a sustainable financial position for the council.

10.5.5 Data provided by the DHSC from Carterwood Analytics on self-funder rates per local authority as at April-June 2022 indicates an averaged range within Rutland of between £1,109 and £1,189 per week for residential care and £1,534 and £1,552 for nursing care. Self-funder rates are slightly higher within the London boroughs, and some areas of the South East and South Coast. All of the local authority areas immediately bordering Rutland are lower with self-funder averaged rates of £850 to £950 per week for residential and £1,200 and £1,300 per week for nursing.

10.6 Home Care

10.6.1 The rate for 2022/23 was set at £18.79 per hour. In addition, from 1st April 2022 a fuel supplement was implemented in recognition of the significant increase in fuel costs. This supplement was set at £2.50 per visit. The supplement will end on 31st March.

11. PROPOSED FEE RATES

11.1 The council needs to balance the various cost pressures on providers and need to pay fees at which the market is sustainable alongside its own significant budget pressures. Agreeing a rate with providers will enable financial stability for the budgets.

11.2 It is proposed that fees are based on a combination of the Cost of Care outcomes (albeit figures were modelled on a very limited amount of information from providers, cannot take into account different business operating models, and are regardless of whether the bed is occupied by a self-funder or council-funded service user); the

inflationary uplift model previously used; the rates which the council currently pays to secure care; and cognisant of surrounding local authorities' rates.

- 11.3 Appendix A is exempt in accordance with Part 1 of Schedule 12A of the Local Government Act 1972. It sets out the proposed fees, alongside the resulting impact on the Council budget. The figures are exempt in order to not prejudice any of the discussions with providers or impact on any negotiations.

12. CONSULTATION

- 12.1 The outcomes of the Cost of Care exercise have been shared with providers and as required by DHSC were published in the public domain at the end of January.
- 12.2 Providers have all been invited to engage in discussions with the council on fee setting, and a verbal update on the progress of this will be given at Cabinet.

13. ALTERNATIVE OPTIONS

- 13.1 The alternative would be to not give any uplift to providers. This has been discounted as the council would no longer be able to purchase care for vulnerable people, or would only be able to do so at an inflated rate on a spot-purchase basis thereby having a significant detrimental impact on the Council's financial position.

14. FINANCIAL IMPLICATIONS

- 14.1 Whilst there is a need to increase fees to care providers to reflect as far as possible actual costs, and to ensure the council is able to place vulnerable people in appropriate care. This has to be done within the current context of increasing financial pressure on the council.
- 14.2 The Council has received additional funding from the DHSC via the Fair Cost of Care and Market Sustainability Fund which equated to £91,600 for 2022/23 and £227,000 for 2023/24. This funding for 2023/24 is to be used to make improvements to Ault Social Care, and there is no requirement for it to be used specifically or entirely for fee uplifts.
- 14.3 The additional budget pressure caused by fee uplifts will need to be met by a combination of the Market Sustainability Fund, the Adult Social Care Grant, the increased Council Tax precept and general council funding.
- 14.4 The budget includes a £2m uplift to cover any additional costs. More detail and the full impact of the rates is set out in Appendix A.

15. LEGAL AND GOVERNANCE CONSIDERATIONS

- 15.1 The council has a duty under the Care Act to ensure a sustainable local market. In addition, the Market Sustainability Funding received from DHSC for 2023/24 sets a requirement that it is used to make tangible improvements in Adult Social Care including, but not limited to, increasing low fee rates.

16. DATA PROTECTION IMPLICATIONS

- 16.1 A Data Protection Impact Assessments (DPIA) has not been completed for the following reasons the changes to fees will not involve any personal data.

17. EQUALITY IMPACT ASSESSMENT

- 17.1 An Equality Impact Assessment screening document has been completed and submitted on 25th January 2023 for approval.
- 17.2 The screening indicated that the impact of the changes would be positive and no adverse or other significant issues were identified.
- 17.3 An Equality Impact Assessment has not been completed for this reason.

18. COMMUNITY SAFETY IMPLICATIONS

- 18.1 There are no specific Community Safety implications.

19. HEALTH AND WELLBEING IMPLICATIONS

- 19.1 The provision of residential care and home care support vulnerable people to remain well.

20. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 20.1 It is recommended that Cabinet note the outcome of the Fair Cost of Care exercise and the next steps.
- 20.2 It is recommended that Cabinet approves negotiation of fees with providers in order to ensure the council is able to continue purchasing care at a sustainable rate for both providers and within the council budget, and that final approval of the rates is delegated to the Strategic Director for Adult Services and Health in consultation with the Portfolio Holder for Health, Wellbeing and Adult Care so that new fees can be implemented in a timely manner from 1st April.

21. BACKGROUND PAPERS

- 21.1 There are no additional background papers to the report.

22. APPENDICES

- 22.1 Appendix A – Proposed Fee Rates.
 - 22.1.1 In accordance with paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, Appendix A contains exempt information.

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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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CABINET

14 February 2023

PUBLIC BUS NETWORK REVIEW

Report of the Portfolio Holder for Planning, Highways and Transport

Strategic Aim:	All	
Key Decision: No	Forward Plan Reference: FP/160922	
Exempt Information	Yes, Appendix 1, 1A, 1B and 1C are not for publication	
Cabinet Member(s) Responsible:	Councillor Rosemary Powell: Deputy Leader and Portfolio Holder for Planning, Highways and Transport	
Contact Officer(s):	Penny Sharp, Strategic Director for Places	psharp@rutland.gov.uk
	Emma Odabas, Acting Senior Transport Manager	eodabas@rutland.gov.uk 01572 720923
Ward Councillors	All	

DECISION RECOMMENDATIONS

That Cabinet:

1. Notes the longlist of options available for consideration for future public bus network re-design as set out in exempt Appendix 1, the objectives of the review and the evaluation criteria against which any future option on the network redesign will be assessed.
2. Approves the development of a business case to consider the preferred delivery models as set out in section 4 and paragraph 5.14 of exempt Appendix 1 to identify the best option to deliver our public bus network for further consideration by Cabinet in Autumn 2023.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to set out the variables in the delivery models and identifies options for the future public bus network for consideration. The principles to be achieved by any future re-design are proposed in the exempt report at Appendix 1 and a long-list of options, at appendix 1A, includes the various delivery models for Cabinet to consider in the review of the public bus network.
- 1.2 The report sets out the objectives to be achieved in the review and undertakes an

initial evaluation of the longlist of options to identify preferred delivery models which meet the corporate and financial objectives of the council in the provision of a future public bus network. The public bus network review is identified as part of the transformation agenda and will be addressed in the Transport Workstream, to deliver the transformation objectives to ensure that the Council is financially sustainable.

- 1.3 The report makes recommendations on delivery models available and seeks approval for the development of a business case to identify the best option to deliver our future public bus network which will be brought back to Cabinet together with a review of Post 16 transport, for further consideration in Autumn 2023

2. BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The reasons for the review and main considerations to be made are set out in the exempt report at appendix 1.
- 2.2 RCC were not awarded Department for Transport (DfT), Bus Service Improvement Plan (BSIP) funding in 2022, however, the recent joint bid for Levelling Up Funding (LUF) with Melton Mowbray was successful which includes a transport element.
- 2.3 The proposition for Rutland will deliver a new transport hub which links economic activity to a traditional bus depot function called a Mobi-hub. The Mobi-hub and demand responsive transport elements of the bid could connect the market towns of Oakham, Uppingham and Melton Mowbray, with further links to Stamford.
- 2.4 This opportunity, together with the significant challenges of low passenger usage and rising operational costs of our existing service, means that a complete review of our existing provision is required to achieve a public bus network that is sustainable, fit for purpose and affordable and makes the most of the bid funding on offer.
- 2.5 We must ensure that the potential on offer with the Levelling Up Funding can be realised and enable the area, through enhanced public transport to have a more flexible workforce and open up access to its town centres, thus increasing footfall and developing the local economy.

3. OBJECTIVES OF THE REVIEW

- 3.1 The review will aim to achieve the following objectives:
 - 3.1.1 Potential savings applicable to the 2023/24 budget
 - 3.1.2 Achieves BSIP objectives (journey time, reliability, customer satisfaction) and passenger growth
 - 3.1.3 Improves connectivity: Provides access to settlement/residents and key destinations for health and social benefit in the county (appendix C)
 - 3.1.4 Improves suitability of the network to better meet demand of existing passengers/ encourage new passengers/ suit the geography of the county/maximise onward travel options.
 - 3.1.5 Improves resilience of network and management of costs.

- 3.1.6 Makes best use of Levelling Up Funding in the delivery of the BSIP objectives

4. CONSULTATION

- 4.1 A presentation of the long-list of options was made to the Overview & Scrutiny panel on 13th December 2022. Feedback from the panel supported continuation of a public transport network for the county and the panel was keen to be involved as the review progresses.
- 4.2 A bus user forum held in January 2023 sought feedback on the current provision and difficulties facing the transport were highlighted. A further bus user forum will take place later in the year.
- 4.3 Consultation with stakeholders will take place in the next phase of the project as it is too early to be clear on the preferred option at this stage.

5. ALTERNATIVE OPTIONS

- 5.1 Alternative options are set out in exempt appendix 1A including an option to change nothing and continue with the network in its current format.

6. FINANCIAL IMPLICATIONS

- 6.1 There are significant financial pressures on the current service provision due to the increasing cost of fuel, drivers and transport sector operational costs and this presents challenges and budget pressures on the existing service.
- 6.2 Any option which increases revenue costs to the council only exacerbates the financial pressures being experienced.
- 6.3 The Council continues to operate in a challenging budget position, with the Council's expenditure exceeding its income by around £2m per annum. The Council is committed to being financially sustainable, ensuring that the budget is balanced in any given year. The Financial Sustainability Strategy agreed by Council in November 2022 envisages revenue spending being supported by reserves for the next 4 years whilst also making savings.
- 6.4 The cost of the business case development will be met using DfT capacity grant funding awarded in September 2022.

7. LEGAL AND GOVERNANCE CONSIDERATIONS

- 7.1 Enhanced Partnership Scheme & Plan <https://www.rutland.gov.uk/my-community/transport/transport-strategy/>

8. DATA PROTECTION IMPLICATIONS

- 8.1 A Data Protection Impact Assessment (DPIA) has not been completed as there are no data protection implications.

9. EQUALITY IMPACT ASSESSMENT

- 9.1 An Equality Impact Assessment is not required at this stage of the review as no change is recommended.

10. COMMUNITY SAFETY IMPLICATIONS

10.1 There are no community safety implications.

11. HEALTH AND WELLBEING IMPLICATIONS

11.1 There are no health and wellbeing implications.

12. ORGANISATIONAL IMPLICATIONS

12.1 There are no organisational implications at this stage of the review.

13. CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

13.1 A full review is required to thoroughly investigate the potential bus network delivery models for the county. The report presents the key aims and objectives to be achieved in the review including the BSIP objectives. High level consideration of the options has identified a number of options that offer opportunity for innovation and improved quality of service whilst optimising coverage within an affordable cost envelope.

13.2 The report makes recommendations on the development of a business case which will consider various delivery models to identify the best option for Rutland which achieves an affordable resilient network that are most likely to achieve the BSIP objectives and this could be a blend of the delivery models for further consideration by Cabinet in Autumn 2023.

14. BACKGROUND PAPERS

14.1 Rutland Bus Service Improvement Plan

14.2 Rutland Enhanced Partnership Scheme & Plan

14.3 Rutland Local Transport Plan 4 – Moving Rutland Forward

14.4 All background papers are published here <https://www.rutland.gov.uk/my-community/transport/transport-strategy/>

15. APPENDICES

15.1 Appendix 1- Exempt Bus Network Review Report

15.2 Appendix 1A – Options table

15.3 Appendix 1B – Options evaluation

15.4 Appendix 1C – County coverage maps options 1-10

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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