



ADUR DISTRICT  
COUNCIL

**18 February 2021**

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Director for Communities:  
Dr Catherine Howe  
Adur & Worthing Councils,  
Town Hall, Chapel Road,  
Worthing, West Sussex, BN11 1HA



**Adur Council Meeting  
18 February 2021**

Remote Meeting  
via Zoom

**7.00 pm**

**Agenda**

**10 February 2021**

**ALL MEMBERS OF THE COUNCIL are hereby summoned to attend for the following business:**

**Part A**

**1. Apologies for Absence**

**2. Declarations of interest**

Members and officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting.

**3. Questions from the public**

To receive any questions from members of the public addressed to Members of the Executive in accordance with Council Procedure Rule 11. There is up to 5 minutes for each question, one supplementary question may be asked arising from the original question.

Questions must relate to any matter the Council has power or which affects the District except no questions may be asked on

- a) A specific planning or licensing application
- b) A specific staffing appointment or appeal or Standards determination

Public question time will last up to 30 minute; questions will be taken in order of receipt. The deadline for submissions is Tuesday 16 February at 12 noon.

Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

**4. Confirmation of Minutes**

To approve the minutes of the meeting of the Council on 17 December 2020, copies of which have been previously circulated.

**5. Announcements by the Chairman, Leader of the Council, Executive Members and / or Head of Paid Service**

**6. Items raised under urgency provisions**

To consider any items the Chairman has agreed are urgent

**7. Recommendations from the Executive and Committees to Council (Pages 1 - 10)**

To consider recommendations to the Council, details of which are set out in the attached items as 7a-c. Full reports are available on the website as listed below:

	<b>Executive/Committee</b>	<b>Date</b>	<b>Item</b>
7 a	Joint Governance Committee	26.01.21	<a href="#">Scheme of Officer Delegation</a>
7 b	Adur Executive	02.02.21	<a href="#">Budget Estimates 2021/22 and setting of the 2021/22 Council Tax</a>  <i>This item will be taken in conjunction with item 12 of the agenda</i>
7 c	Joint Strategic Committee	09.02.21	<a href="#">Joint Treasury Management Strategy Statement and Annual Investment Strategy 2021/22 to 2023/24, Adur District Council and Worthing Borough Council</a>  <i>Note: This item will be published and circulated after the publication of the main agenda</i>

**8. Report of the Leader on decisions taken by the Executive (Pages 11 - 24)**

To receive a report from the Leader. The report contains executive decisions since the last Council meeting.

There is up to 15 minutes for Executive Members to make any statements on the report.

There is up to 15 minutes for Executive Members to respond to questions on the report; these questions will not be the same as any asked under 'Members Questions under Council Procedure Rule 12'

**9. Members question time under Council Procedure Rule 12**

Members question time will last up to 30 minutes, questions will be taken in order of receipt, in rotation from each political group on the Council. The deadline for submission of questions is 16 February 2021 at 12 noon. Questions to be submitted to [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

Questions received can be asked of the following:

- a) The Chairman
- b) A Member of the Executive
- c) The Chairman of any Committee
- d) The Councils representative on any outside body

Questions cannot be asked on the following

- a) A specific planning or licensing application
- b) A specific staffing appointment, appeal or Standards determination

**10. Schedule of Meetings 2021/22 (Pages 25 - 26)**

To receive from the Proper Officer, the Director for Communities, the schedule of meetings for the Council and other meetings in the next Municipal Year. A copy of the schedule is attached as item 10.

The Council is invited to formally approve the dates for its meetings and to note the proposed meeting dates for Committees.

**11. Suspension of Council Procedure Rules**

The Council is asked to suspend Council Procedure rules where they conflict with the budget procedure rules in accordance with paragraph 7.2 of the budget procedure rules.

**12. Council Tax 2021/22 (Pages 27 - 100)**

To consider and set the Council Tax for 2020/21. The recommendation from the Executive is detailed at item 7b is considered as part of this item.

Section 9 of this pack will be distributed separately after publication of the agenda

Please note that members will be asked to suspend normal council procedure rules for this item. Use of the Council's budget procedure rules are followed for this item <https://www.adur-worthing.gov.uk/media/media,151697,en.pdf>



Dr Catherine Howe  
Director for Communities

**Recording of this meeting**

The Council will be live streaming this meeting, including public question time. A recording will be available on the Council's website both during and after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:

Chris Cadman-Dando  
Democratic Services Officer  
01903 221364  
Email [chris.cadman-dando@adur-worthing.gov.uk](mailto:chris.cadman-dando@adur-worthing.gov.uk)

For Legal Services enquiries relating to this meeting please contact:

Maria Memoli  
Solicitor to the Council  
[Maria.memoli@adur-worthing.gov.uk](mailto:Maria.memoli@adur-worthing.gov.uk)



ADUR DISTRICT  
COUNCIL

Council  
18 February 2021  
Agenda Item 7

## **Recommendations from the Executive and Committees**

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## **Extract from Joint Governance Committee - 26 January 2021**

### **JGC/059/20-21      Scheme of Officer Delegations**

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and copies are attached to the signed copy of these Minutes as Item 10.

The Committee was informed that it was important that the Councils had appropriate officer delegations and committee delegations in place to ensure that decision making was made by the appropriate person or committee.

The report sought to update the Councils' Scheme of Delegation to Officers in relation to planning matters.

The Committee was asked to approve the proposed changes to the Councils' Scheme of Delegation to Officers as set out in this report and recommend their adoption to each full Council.

The Committee sought reassurance from Officers regarding the calling in of planning applications. Officers advised that it was pertinent to give a reason for calling in an application and reassured Members that Officers would accept any planning reason given.

The Committee also sought clarification regarding what constituted 'minor or non material amendments' to applications comprising major development. Officers provided examples of minor amendments to the Adur Tidal Wall Scheme including; planters, changes to fencing etc. It was noted that these changes often attract no objections and resulted in this particular scheme coming before the Adur Planning Committee on four separate occasions.

The recommendations in the report were proposed by Councillor Kevin Boram and seconded by Councillor Paul Mansfield (for Adur District Council) and proposed by Councillor Steve Waight and seconded by Councillor Steve Wills (for Worthing Borough Council). The recommendations were supported by the Committee.

### **Resolved**

The Joint Governance Committee

- 1. considered the comments of the Adur Planning Committee and the proposed changes to the Scheme of Delegation to Officers and recommended their adoption as part of the Constitution to Adur District Council.**
2. considered the comments of the Worthing Planning Committee and the proposed changes to the Scheme of Delegation to Officers and recommended their adoption as part of the Constitution to Worthing Borough Council.

## **Extract from the Adur Executive - 2 February 2021**

### **A EX/005/20-21 Budget Estimates 2021/22 and setting of the 2021/22 Council Tax**

The Executive had before it a report from the Director for Digital, Sustainability and Resources, attached to these minutes as item 5.

The report was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to consider:

- The final revenue estimates for 2021/22 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2021/22, prior to its submission to the Council for approval on the 18<sup>th</sup> February 2021. This would be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

The report outlined the medium term financial challenge through to 2025/26, discussed the impact that the pandemic was having on the Council's finances over the next year, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. This had been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy was having a significant effect on how the Council would be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remained significant for 2022/23, however the delivery of the budget strategy would ensure that this was met.

The budgets reflected the Councils' ambitions set out in *Platforms for our Places: Going Further*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updated members about the impact of the draft 2021/22 settlement.

The major points raised within the report included:

- A full update on the impact of settlement. The Council should

prepare itself for a continuation of the reduction in Government resources for 2022/23 and beyond (see section 4.2);

- Creation of a Covid 19 contingency budget from resources provided by Government to fund both covid related risks and any associated recovery actions throughout 2021/22;
- The proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places - Going Further and And Then*;
- Detailed the proposals to invest in services outlined in Appendix 2;
- The Executive will need to consider whether to increase Council Tax by 2.0% or by a lower amount (paragraph 5.9).

The budget was analysed by Executive Member portfolio. In addition, the draft estimates for 2021/22 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner (PCC) had already been informed that the referendum criteria for this year was an increase of £15.00 per Band D property which would be equivalent to an increase of 7.5%. The proposed 2021/22 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2021. If the proposals are vetoed by the PCP, revised proposals would be considered by the Panel on the 15<sup>th</sup> February 2021 at which point the Commissioner would be in a position to confirm the Council Tax for 2021/22 just in time for Council on the 18<sup>th</sup> February 2021.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care could increase Council Tax by up to a further 3% over the next two years. Therefore a maximum Council Tax increase of 5% for Councils with social care responsibilities was allowed for 2021/22.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 12<sup>th</sup> February 2021. The formal detailed resolution setting the overall Council Tax for next year would be presented direct to the Council Meeting on 18<sup>th</sup> February 2021.

Members thanked Officers for the report, welcomed the Covid Grant being set aside to assist and encourage economic recovery in the District and acknowledged the importance of data management moving forwards.

It was proposed and seconded that the Adur District Council share of Council Tax be increased by an average of 1.98% which would increase the average annual cost of

a band D to £311.40. The final amount charged in each area would depend on whether special expenses are chargeable and the relevant parish precepts.

## **Decision**

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) recommended to Council the draft budgets for 2021/22 at Appendix 5, as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,581,300 which included provision for the proposals in Appendix 2; and
- (c) recommended to Council an average increase of 1.98% in Council Tax, making the average Band D £311.40 for Adur District Council's requirements in 2021/22, as set out in paragraph 5.10;
- (d) recommended to Council that special expenses of £24.39 per Band D equivalent, to be charged in all areas of the District except Lancing;
- (e) approved the Council Tax base of 21,232.80 for 2021/22 as set out in paragraph 12.3.

## **Reason for Decision**

Statutory requirement to set a budget.

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**Extract from Joint Strategic Committee on 9 February 2021**

**JSC/XX/20-21      Joint Treasury Management Strategy Statement and Annual  
Investment Strategy 2021/22 to 2023/24, Adur District  
Council and Worthing Borough Council**

*The minute reference for this item was not available at the time of the publication of the agenda and will be distributed separately.*

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ADUR DISTRICT  
COUNCIL

Council  
18 February 2021

## **Report of the Leader on Decisions taken by Executive Members and the Joint Strategic Committee since the last meeting of Council**

### **A Decisions Taken by Individual Executive Members**

Listed below is a summary of decisions taken by the individual Executive Members since the dispatch of the agenda for the last ordinary Council Meeting. Full details can be found on the [Executive Members Decisions webpage](#) .

#### **Leader**

#### **Executive Member for Regeneration**

#### **Executive Member for Resources**

RES/006/20-21	S106 Monitoring Fee
JAW/016/20-21	Award of Contract - Revenues & Benefits system
JAW/017/20-21	Cannon House Refurbishment
JAW/018/20-21	2020/21 Local Schemes for Business Rates Discretionary Relief

#### **Executive Member for Customer Services**

#### **Executive Member for the Environment**

#### **Executive Member for Health and Wellbeing**

JAW/019/20-21	Food Service Delivery Plan for 2020-21
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### **B. Decisions Taken by the Joint Strategic Committee on 12 January 2021**

<b>JSC/099/20-21</b>	<b>Adur &amp; Worthing Climate Assembly: recommendations and next steps of the journey</b>
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Before the Committee was a report by the Director for Digital, Sustainability & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 5.

The Committee received a report back on the highly successful and innovative online *Adur and Worthing Climate Assembly* which, following approval by Joint Strategic Committee in January 2020, engaged local residents on the community response to climate change.

The *Adur & Worthing Climate Assembly Recommendations Report* produced by DemSoc and Adur & Worthing Councils was appended to the report and the recommendations were presented by Climate Assembly member Mary Frankland.

Assembly Members had considered the question: *How can we in Adur and Worthing collectively tackle climate change and support our places to thrive? What does this mean for the way we live and for our local environment?*

At the end of the process, members put forward 18 recommendations they felt necessary for communities, organisations and the councils to take forward. These were presented to Committee members.

The report outlined the deliberative process and proposed a series of next steps to follow through on the Assembly recommendations.

Forty Three Assembly members from a variety of backgrounds and ages representing all communities of Adur and Worthing took part in the Assembly. They went through an exacting process over three months, learning about climate challenges and opportunities from expert speakers drawn from national and local organisations.

A Survey of Assembly Members confirmed the Assembly had been a positive experience and would have positive ongoing impact:

- 97% felt inspired by what was achieved by working together
- 83% feel they have more knowledge about climate change
- 89.5% felt the Climate Assembly will lead to positive changes and will support our places to thrive
- 67% want to now get involved in actions to help tackle climate change
- 97% were happy they took part

During consideration of the item, Members discussed the ACOM report, the continued promotion of cycling and walking, publication of the Councils' Carbon Audits and availability of resources in future to fund the delivery of this work.

Members thanked all of the Climate Assembly Members for their participation and welcomed the ambitious recommendations.

The recommendations were proposed by Councillor Daniel Humphreys, seconded by Councillor Angus Dunn and unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee

- i) noted the success of the Climate Assembly and recognised the extraordinary commitment shown by Assembly Members during the 3 month Assembly process;
- ii) formally received the Assembly recommendations, in particular those which fell within the remit of the councils to take forward; and
- iii) approved the proposed next steps (Appendix 5) to start working up the response to the recommendations.

## **JSC/100/20-21      JOSC Review of Climate Change**

Before the Committee was a report by the Director for Digital, Sustainability & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 6.

The report provided a response and recommendations to the Joint Strategic Committee to the recommendations contained within the Joint Overview and Scrutiny working group review of Climate Change initially presented to this committee in November 2020.

The report by the Joint Overview and Scrutiny Working Group produced 10 recommendations. The very fast moving nature of work on the climate and sustainability agenda through *Platforms for our Places* and *SustainableAW* had seen several of the recommendations implemented since the Working Group concluded.

The recommendations already actioned include:

- 1.1.1. The publication of the annual report on council carbon reduction;
- 1.1.2. Learning from best practice at other councils through the *UK100 Cities* network, the vanguard group local authorities leading on climate best practice;
- 1.1.3. The development of the *Sustainable Procurement Strategy* and *Sustainability Code of Practice*;
- 1.1.4. The development of a *Sustainability Checklist for Planning*;
- 1.1.5. A new *Sustainable Energy Supplementary Planning Document* requiring submission of the energy and carbon strategy of new development;
- 1.1.6. The draft *Worthing Local Plan* has developed energy and carbon standards in advance of national standards; and
- 1.1.7. The allocation of funding for active travel to the County Council, Adur District Council and Worthing Borough Council to enable greater promotion of active travel to the community.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Carson Albury and unanimously supported by

the Committee.

**Decision:**

The Joint Strategic Committee

- I. In relation to Recommendation One - agreed that officers add the Fairtrade Directory once updated to the council website under SustainableAW pages;
- II. In relation to Recommendation Three on Adur Homes - agreed that officers ensured decarbonisation and energy efficiency opportunities were considered in future Adur Homes capital investment plans.

**JSC/101/20-21 Sustainable Procurement Strategy - driving local, social and environmental value through procurement**

Before the Committee was a report by the Director for Digital, Sustainability & Resources, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 7.

The procurement strategy was last approved in 2017 with an intended life of three years. The report introduced a new Sustainable Procurement Strategy which highlighted the need to continue to transform the Councils approach to procurement in order to deliver the aspirations in *Platforms for our Places: Going further* and greater environmental impact and social value. The Strategy illustrated how improved procurement activity would help deliver the Councils corporate ambitions for *Platforms*.

The Committee gave consideration to the forms of measurement proposed, the Action Plan and Benchmarking against other authorities. Benchmarking was already proposed with Brighton & Hove City Council and members suggested that further benchmarking should also take place with other District / Borough Councils. Members also discussed the make up of the Procurement Working Group and method of implementation.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee

- i. approved the Sustainable Procurement Strategy;
- ii. noted the action plan; and
- iii. approved the sustainability code of practice.

**JSC/102/20-21      An overview of the Adur and Worthing Public Health Strategy**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 8.

The report provided a high level overview of the progress that had been made on the Councils Public Health Strategy, which was due to come to an end March 2021; discussion of the significant work that had been underway in relation to Covid and the challenges the Councils faced to build back in a post-pandemic world, especially around tackling inequalities and being more inclusive; and a starting point for the development of a new strategy during 2021 which would engage partners and communities.

Members welcomed the report acknowledging the impressive range of work that was being undertaken.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Val Turner and unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee noted the contents of the report and strategically supported the proposal to develop a 'place based' approach to tackling health inequalities to meet local needs.

**JSC/103/20-21      Partnership Working - National Network of Strategic Coastal Monitoring Programme (2021 to 2027)**

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 9.

The report brought Members up to date with the actions of the officers to secure continuance of the Southeast Strategic Regional Coastal Monitoring Programme (SSRCMP) through the National Network of Regional Monitoring Programmes (National Programme). Both Adur District Council and Worthing Borough Council delivered this service on behalf of partner organisations.

As part of the SSCRMP the Coastal Monitoring Survey Team within Technical Services had successfully executed the monitoring programme for the coastal frontage between Selsey Bill and Beachy Head (Coastal Cell 4d) since 2002. The current National Programme tranche was due to end on 31st March 2021.

The National Programme led by New Forest District Council (NFDC) sought continuance funding through the Environment Agency as a Flood and Coastal Erosion Risk Management (FCERM) project. If successful, the full cost of the monitoring programme would continue to be met via a Service Level Agreement with NFDC. Confirmation of funding was expected in January/February 2021.

The monitoring programme provided freely available data for the justification, design, performance and impact monitoring of any coastal intervention (defence and protection works), monitoring of coastal change (flood and erosion risk) and the wider benefit of an increased understanding of the effects of climate change.

Members welcomed the report, recognising the added benefits of this long lasting partnership. Consideration was given to the options outlined in paragraph 6.3 of the report and the recommendations put forward.

The recommendations in the report were proposed by Councillor Daniel Humphreys, seconded by Councillor Brian Boggis and unanimously supported by the Committee.

#### **Decision:**

The Joint Strategic Committee

- confirmed its continued support of the National Programme subject to the confirmation of grant funding; and
- delegated authority to the Head of Facilities & Technical Services to continue to deliver the programme within the limits of the Service Level Agreement and funding stream referred to at Clause 3.9.

#### **JSC/104/20-21      Review of decision making in relation to staffing matters**

Before the Committee was a report by the Monitoring Officer, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 10.

The report requested that Members consider existing governance arrangements surrounding staffing matters and recent practice.

The Committee was advised that this situation had been remedied with Heads of Service being reminded of the correct procedure.

The recommendations in the report were unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee noted the contents of the report.

**JSC/105/20-21      JOSC review of Adur Homes repairs and maintenance service**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 11.

The report provided JSC with a response to the JOSC review of Adur Homes repairs and maintenance services and an update on actions taken so far in relation to the recommendations of the JOSC Working group.

The report was welcomed by the Committee and the ACF representative applauded the changes proposed and the improving communication provided.

The recommendations in the report were proposed by Councillor Carson Albury, seconded by Councillor Brian Boggis and unanimously supported by the Committee.

**Decision:**

That the Joint Strategic Committee

- I. noted the contents of the report;
- II. agreed that a timeline for the implementation of the recommendations was provided to the JOSC Working Group by 31 March 2021.

**JSC/106/20-21      Update on the future of Adur Leisure contract award**

Before the Committee was a report by the Director for the Economy, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 12.

The report updated the Committee on progress toward the Direct Award of the provision of leisure services in Adur to South Downs Leisure Trust and to secure agreement to the Council providing a financial indemnity to South Downs Leisure Trust to reflect the risks associated with operation of the leisure facilities.

A decision was sought on the provision of an indemnity in excess of the limit associated with delegated authority. The outcome resulting from this decision would be the finalising of the Direct Award and the re-opening of the leisure facilities in Adur at the soonest opportunity.

A Member questioned the increase in membership prices and requested that they be kept as reasonable as possible. Officers advised that pricing rested with the operator, however, it was noted that South Downs Leisure had held a successful opening event and frozen the membership rates for previous members under ACL.

The recommendations in the report were proposed by Councillor Angus Dunn, seconded by Councillor Kevin Boram and unanimously supported by the Committee.

**Decision:**

The Joint Strategic Committee

- i) noted progress toward the Direct Award of the provision of leisure services in Adur to South Downs Leisure Trust; and approved the contractual and appropriate financial indemnity (the commercially sensitive details of which are set out in detail in a confidential appendix under item 16 of this Agenda) to South Downs Leisure Trust to reflect the risks associated with operation of the leisure facilities; and
- ii) noted that in the event this liability arose, the Council would have to draw down from the working balance to fund those costs; with the Council having the contractual ability to recover either in whole or in part any payments made under the indemnity from the contractual risk reserve at the end of the 5 year period.

**JSC/107/20-21      Motion referred from Adur District Council**

Before the Committee was a report by the Director for Communities, copies of which had been circulated to all Members and a copy of which is attached to the signed copy of these minutes as Item 13.

The report set out a motion (attached as Appendix 1) referred from the meeting of Adur District Council on the 29th October 2020.

The Joint Strategic Committee was asked to consider and determine the Motion and could either support the motion and ask for further work to be carried out in this regard, or, members could reject the motion.

The Committee acknowledged that the situation had changed and that Housing Targets would not change locally. Representation had been made in response to the consultation and the Council would wait for the revised paper.

A recommendation to reject the motion was proposed by Councillor Angus Dunn, seconded by Councillor Brian Boggis and unanimously supported by the Committee.



## **Decision:**

That the Joint Strategic Committee rejected the motion.

## **D. Decisions Taken by the Adur Executive on 2 February 2021**

### **A EX/004/20-21 Housing Revenue Account: 2020/21 Budget**

The Executive had before it a joint report from the Director for Digital, Sustainability and Resources and the Director for Communities, attached to these minutes as item 4.

The report set out the current and future financial prospects for the Housing Revenue Account and requested that Members agree to set the rent levels and service charges for 2021/22 as set out in the report. The report also considered some of the strategic challenges facing the Housing Revenue Account over the next few years and the impact that these would have over the next 30 years.

Members noted that the rent limitation announced in 2015/16 had significantly affected the financial viability of the Housing Revenue Account for the past few years. However, the Council was now permitted to increase rents on social rent and affordable rent properties by up to the September CPI +1% each year from 2020. It was the Government's intention that this arrangement should remain in place for a period of at least five years.

The recommendations in the report were proposed by Councillor Neil Parkin, seconded by Councillor Carson Albury and unanimously supported.

## **Decision**

The Executive:

- (i) approved the Housing Revenue Account estimates for 2021/22 as set out in Appendix 1;
- (ii) approved that the rents of Council Dwellings would increase by 1.5%, increasing the average council dwelling rent by £1.39 to £94.00 per week (average rent currently £92.61 per week);
- (iii) determined the level of associated rents and charges with effect from week one of 2021/22:
  - (a) **Rents of Council garages** – agreed an increase of 1.5% to £10.73. (currently £10.57 per week, plus VAT for non-Council tenants);

- (b) **Service Charges** - delegated to the Head of Housing and Chief Financial Officer in consultation with the Executive Member for Customer Services, the setting of the service charges;
- (iv) approved the HRA Treasury Management Strategy contained in Appendix 3.

### **Reason for Decision**

To set the rent level for 2021/22

### **A EX/005/20-21 Budget Estimates 2021/22 and setting of the 2021/22 Council Tax**

The Executive had before it a report from the Director for Digital, Sustainability and Resources, attached to these minutes as item 5.

The report was the final budget report of the year, the culmination of the annual budgeting exercise, and asked members to consider:

- The final revenue estimates for 2021/22 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2021/22, prior to its submission to the Council for approval on the 18<sup>th</sup> February 2021. This would be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

The report outlined the medium term financial challenge through to 2025/26, discussed the impact that the pandemic was having on the Council's finances over the next year, and set out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. This had been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy was having a significant effect on how the Council would be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remained significant for 2022/23, however the delivery of the budget strategy would ensure that this was met.

The budgets reflected the Councils' ambitions set out in *Platforms for our Places: Going Further*, and agreed savings proposals contributing to the financial sustainability of the Councils. The report also updated members about the impact of the draft 2021/22 settlement.

The major points raised within the report included:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for 2022/23 and beyond (see section 4.2);
- Creation of a Covid 19 contingency budget from resources provided by Government to fund both covid related risks and any associated recovery actions throughout 2021/22;
- The proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places - Going Further and And Then*;
- Detailed the proposals to invest in services outlined in Appendix 2;
- The Executive will need to consider whether to increase Council Tax by 2.0% or by a lower amount (paragraph 5.9).

The budget was analysed by the Executive Member portfolio. In addition, the draft estimates for 2021/22 had been prepared, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that did not impact either on the Budget Requirement or the Council Tax Requirement).

The Police and Crime Commissioner (PCC) had already been informed that the referendum criteria for this year was an increase of £15.00 per Band D property which would be equivalent to an increase of 7.5%. The proposed 2021/22 budget was due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2021. If the proposals are vetoed by the PCP, revised proposals would be considered by the Panel on the 15<sup>th</sup> February 2021 at which point the Commissioner would be in a position to confirm the Council Tax for 2021/22 just in time for Council on the 18<sup>th</sup> February 2021.

The draft Local Government Settlement allowed Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care could increase Council Tax by up to a further 3% over the next two years. Therefore a maximum Council Tax increase of 5% for Councils with social care responsibilities was allowed for 2021/22.

The precept for West Sussex County Council had not yet been finalised and would not be confirmed until 12<sup>th</sup> February 2021. The formal detailed resolution setting the overall Council Tax for next year would be presented direct to the Council Meeting on 18<sup>th</sup> February 2021.

Members thanked Officers for the report, welcomed the Covid Grant being set aside to assist and encourage economic recovery in the District and acknowledged the importance of data management moving forwards.

It was proposed and seconded that the Adur District Council share of Council Tax be increased by an average of 1.98% which would increase the average annual cost of a band D to £311.40. The final amount charged in each area would depend on whether special expenses are chargeable and the relevant parish precepts.

## **Decision**

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) recommended to Council the draft budgets for 2021/22 at Appendix 5, as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,581,300 which included provision for the proposals in Appendix 2; and
- (c) recommended to Council an average increase of 1.98% in Council Tax, making the average Band D £311.40 for Adur District Council's requirements in 2021/22, as set out in paragraph 5.10;
- (d) recommended to Council that special expenses of £24.39 per Band D equivalent, to be charged in all areas of the District except Lancing;
- (e) approved the Council Tax base of 21,232.80 for 2021/22 as set out in paragraph 12.3.

## **Reason for Decision**

Statutory requirement to set a budget.

## **E Decisions taken by the Joint Strategic Committee on 9 February 2021**

*The minutes of this meeting were not available at the time of the publication of the agenda and will be distributed separately.*

## **Local Government Act 1972**

### **Background papers**

Reports and Record of decisions of various are available on the Council's web site [www.adur-worthing.gov.uk](http://www.adur-worthing.gov.uk) or as indicated in each of the paragraphs above. Some

of the reports may contain exempt information and not fully published on the websites.

Councillor Neil Parkin  
Leader of the Council

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	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	
May	3 B/H	4	5	6 E	7 C	10	11	12	13	14	17	18	19	20 C(A)	21 C(A)	24	25	26 PC	27 JGC	28	31 B/H					
June		1	2	3	4	7 PC	8 *JSC	9	10 JOSC	11	14	15	16	17	18	21 LC	22	23 PC	24	25	28 LCC	29	30			
July				1	2	5 PC	6 LGA	7 LGA	8 LGA	9	12	13 *JSC	14	15 JOSC	16	19	20 C	21 PC	22 C	23	26	27	28	29 JGC	30	
Aug	2	3	4	5	6	9 PC	10	11	12	13	16	17	18	19	20	23	24	25 PC	26	27	30 B/H	31				
Sept			1	2	3	6 PC	7 *JSC	8	9	10	13 LC	14	15	16 JOSC	17	20	21	22 PC	23	24	27 LCC	28 JGC	29	30		
Oct					1	4 PC	5 *JSC	6	7	8	11	12	13	14 JOSC	15	18	19 C	20 PC	21	22	25	26	27	28 C	29	
Nov	1	2	3	4	5	8 PC	9 JSC	10	11	12	15	16	17	18	19	22	23 *JGC	24 PC	25 *JOSC	26	29	30				
Dec			1	2	3	6 PC	7 JSC	8	9	10	13	14 C	15 PC	16 C	17	20	21	22	23	24	27 B/H	28 B/H	29	30	31	
Jan 2022	3 B/H	4	5	6	7	10 PC	11 JSC	12	13	14	17 LC	18	19 PC	20	21	24 LCC	25 *JGC	26	27 *JOSC	28	31 Exec					
Feb		1 Exec	2	3	4	7 PC	8 JSC	9	10	11	14	15	16 PC	17	18 WS	21	22 C(TS)	23	24 C(TS)	25	28					
March		1 JSC	2	3	4	7 PC	8	9	10	11	14 LCC	15	16	17 *JOSC	18	21	22 *JGC	23 PC	24	25	28 LC	29 JSC	30	31		
April					1	4 PC	5 C	6	7 C	8	11	12	13	14	15 B/H	18 B/H	19	20 PC	21	22	25	26	27	28	29	
May	2 B/H	3	4	5 E	6 C	9	10	11	12	13	16	17	18	19 C(A)	20 C(A)	23	24	25	26	27	30 B/H	31 JGC				

Adur District Council Meetings (7.00pm)		Worthing Borough Council Meetings (6.30pm)		Joint Meetings (6.30pm)	
<b>C</b>	Council (A = Annual, TS = Tax Setting)	<b>C</b>	Council (A = Annual, TS = Tax Setting)	Adur District and Worthing Borough Councils:	
<b>Exec</b>	Executive	<b>Exec</b>	Executive	<b>JOSC</b>	Joint Overview and Scrutiny Committee
<b>PC</b>	Planning Committee	<b>PC</b>	Planning Committee	<b>JSC</b>	Joint Strategic Committee
<b>LC</b>	Licensing Committee	<b>LCC</b>	Licensing Control Committee	<b>JGC</b>	Joint Governance Committee
				<b>JsfC</b>	Joint Staff Committee
				<b>JSSC</b>	Joint Senior Staff Committee
<b>PCCP</b>	Police Crime & Commissioner Panel (tbc)	<b>E &amp; C</b>	Elections - Polling Day / Count		
<b>WS</b>	West Sussex Tax Setting Meeting	<b>B/H</b>	Bank Holiday		LGA Annual Conference, ACC Liverpool
					School Holidays

\* = Joint Meetings Held at Worthing Borough Council

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ADUR DISTRICT  
COUNCIL

**COUNCIL MEETING**  
**18th February 2021**  
**Agenda Item:**

**Draft Revenue Budget 2021/22**

If members have any queries regarding the detail behind the Revenue Budget, please contact Emma Thomas (01903 221232) or Sarah Gobey (01903 221221) prior to the meeting.

## **CONTENTS:**

1. REPORT TO THE EXECUTIVE  
Budget Estimates 2021/22 and Setting of the 2021/22 Council Tax
2. APPENDIX 1  
5 year forecast for Adur District Council
3. APPENDIX 2  
Proposals for investment in services
4. APPENDIX 3  
Schedule of earmarked reserves
5. APPENDIX 4  
Council Tax base for 2021/22
6. Recommendation from the Executive dated 2nd February 2021
7. APPENDIX 5  
Summary of Executive Member requirements and portfolio budgets (including summary of budget variations)
  - Summary of Executive Member Portfolios
  - Environment
  - Health and Wellbeing
  - Customer Services
  - Leader
  - Regeneration
  - Resources
8. APPENDIX 6  
Prudential Indicators and MRP Policy - As recommended for approval by the Joint Strategic Committee on the 9th February 2021
9. COUNCIL TAX DETERMINATION 2021/22 - To follow



Adur Executive  
2 February 2021  
Agenda Item 5

# ADUR DISTRICT COUNCIL

Key Decision [~~Yes~~/No]

Ward(s) Affected: All

## Budget Estimates 2021/22 and Setting of the 2021/22 Council Tax

### Report by the Director for Digital, Sustainability & Resources

#### Executive Summary

#### 1. Purpose

1.1 This report is the final budget report of the year, the culmination of the annual budgeting exercise, and asks members to consider:

- The final revenue estimates for 2021/22 including any adjustments arising from settlement;
- An updated outline 5-year forecast; and
- The provisional level of Council Tax for 2021/22, prior to its submission to the Council for approval on the 18<sup>th</sup> February 2021. This will be subject to any proposals to change the draft revenue budget following the consideration of the budget by the Executive.

1.2 The report outlines the medium term financial challenge through to 2025/26, discusses the impact that the pandemic is having on our finances over the next year, and sets out performance in the key strategic areas of commercialisation, digital transformation and strategic property investment. This has been updated to include the latest information regarding the impact of the pandemic on the Council financial position. The current budget strategy is having a significant effect on how the Council will be funded in the future with increasing income generated from commercial income and rents. Following the delay to the fairer funding review, the challenge still remains significant for 2022/23, however the delivery of the budget strategy will ensure that this is met.

1.3 These budgets reflect the Councils' ambitions set out in *Platforms for our Places: Going Further*, and agreed savings proposals contributing

to the financial sustainability of the Councils. The report also updates members about the impact of the draft 2021/22 settlement.

1.4 The major points raised within the report include:

- A full update on the impact of settlement. The Council should prepare itself for a continuation of the reduction in Government resources for 2022/23 and beyond (see section 4.2);
- Creation of a Covid 19 contingency budget from resources provided by Government to fund both covid related risks and any associated recovery actions throughout 2021/22;
- Highlights the proposed funding for initiatives to support the Councils' ambitions set out in *Platforms for our Places - Going Further and And Then*;
- Details the proposals to invest in services outlined in Appendix 2;
- The Executive will need to consider whether to increase Council Tax by 2.0% or by a lower amount (paragraph 5.9).

1.5 The budget is analysed by Executive Member portfolio. In addition, the draft estimates for 2021/22 have been prepared, as always, in accordance with the requirements of the Service Reporting Code of Practice for Local Authorities (except in relation to pension costs adjustments that do not impact either on the Budget Requirement or the Council Tax Requirement).

1.6 The Police and Crime Commissioner (PCC) has already been informed that the referendum criteria for this year is an increase of £15.00 per Band D property which would be equivalent to an increase of 7.5%. The proposed 2021/22 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 28th January 2021. If the proposals are vetoed by the PCP, revised proposals will be considered by the Panel on the 15<sup>th</sup> February 2021 at which point the Commissioner will be in a position to confirm the Council Tax for 2021/22 just in time for Council on the 18<sup>th</sup> February 2021.

1.7 The draft Local Government Settlement allows Councils to increase core Council Tax by up to 2%. Those Councils with responsibility for Adult Social Care can increase Council Tax by up to a further 3% over the next two years. Therefore a maximum Council Tax increase of 5% for Councils with social care responsibilities is allowed for 2021/22.

1.8 The precept for West Sussex County Council has not yet been

finalised and will not be confirmed until 12<sup>th</sup> February 2021. The formal detailed resolution setting the overall Council Tax for next year will be presented direct to the Council Meeting on 18<sup>th</sup> February 2021.

1.9 The following appendices have been attached to this report:

- (i) **Appendix 1** 5 year forecast for Adur District Council
- (ii) **Appendix 2** Proposals for investment in services
- (iii) **Appendix 3** Estimated Reserves
- (iv) **Appendix 4** Council Tax base for 2021/22
- (v) **Appendix 5** Summary of Executive Member Portfolio budgets for 2021/22

## **2. Recommendations**

2.1 The Executive is recommended to:

- (a) Consider and approve, if agreed, the proposals to invest in services outlined in Appendix 2;
- (b) Agree to recommend to Council the draft budgets for 2021/22 at Appendix 5 as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,581,300 which includes provision for the proposals in Appendix 2, subject to any amendments agreed above; and
- (c) Consider which Band D Council Tax to recommend to Council for Adur District Council's requirements in 2021/22 as set out in paragraph 5.10
- (d) Recommend to Council that special expenses of £24.39 per Band D equivalent to be charged in all areas of the District except Lancing.
- (e) Approve the Council Tax base of 21,232.80 for 2021/22 as set out in paragraph 12.3.

### 3. INTRODUCTION

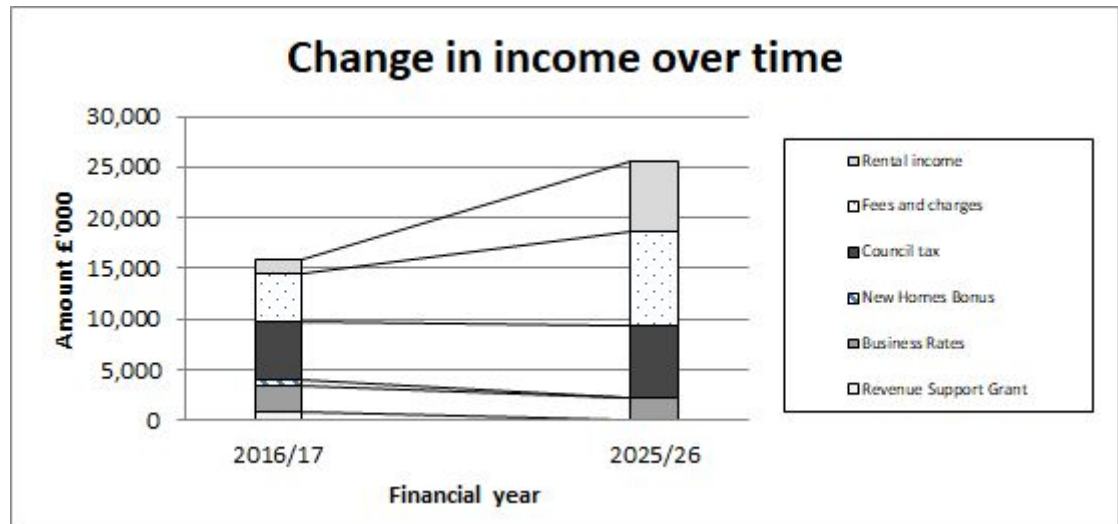
3.1 The Joint Strategic Committee considered the report 'Impact of Covid 19 on the Council's finances - Update on the current financial performance and developing a revenue budget for 2021/22' on 7<sup>th</sup> July 2020. This report outlined the current financial context, the key budget pressures and the budget strategy for Adur and Worthing Councils. The report built on the strategy first proposed in 2015/16 whose strategic aim was to ensure that the Councils would become community funded by 2020 reliant, by then, only on income from trading and commercial activities, council tax and business rates.

3.2 To address the known pressures and to realise its ambitions set out in *Platforms for our Places*, the Councils have set-up several strategic programmes delivering new income and savings for the next 5 years:

- The Major Projects programme will lead on delivering regeneration projects to increase employment space and additional housing;
- The Service Redesign programme leads on the delivery of the Digital Strategy and ensure that the benefits are realised from this programme of work;
- The Strategic Asset Management programme will lead on delivering the income growth associated with the Strategic Property Investment Fund;
- The Commercial programme develops initiatives to promote income growth from commercial services and seeks to improve the customer experience; and
- The Affordable Homes Working Group leads on initiatives to improve the supply of affordable homes and to reduce the cost of temporary and emergency accommodation.
- The Corporate Landlord programme which seeks to rationalise accommodation use and generate capital receipts from the sale of surplus assets and thereby reducing the costs associated with funding priority projects identified in *Platforms for our Place: Going Further*.

3.3 The successful delivery of our strategy fundamentally changes how the Council is funded while pursuing transformational approaches to how we

deliver services and work with our partners. The Council is moving increasingly away from government funding towards funding from the local community via Council Tax, and will become increasingly reliant on income from commercial activities over time. Between 2016/17 and 2025/26 income from locally controlled sources (including Council Tax) is expected to increase from £11.8m to £23.5m, whilst at the same time income controlled by central government (including a share of business rates) will reduce from £4m to £2.2m.



3.4 The subsequent report to the Joint Strategic Committee, on 1<sup>st</sup> December 2020 updated Members as to the latest budgetary information and the forecast shortfall was revised as follows:

Adur District Council	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000
Overall shortfall – December forecast	485	946	1,315	1,431	1,805
Savings identified in December 2020	-561	-991	-1,461	-1,861	-2,261
Revised budget shortfall/ Surplus(-) as at December 2020	-76	-45	-146	-430	-456

3.5 The 2021/22 savings proposals identified within the report amounted to £561,000.

- 3.6 Since the meeting in December, the Adur District Council budget has been finalised and the last adjustments have been included subject to the final considerations about the level of Council Tax and any proposals to reinvest back into services. Overall, therefore, the current financial position of the Council for 2021/22 can be summarised as:

	<b>£'000</b>
<b>Original 2021/22 budget shortfall</b>	<b>410</b>
<b><i>Changes to income from grants and taxation:</i></b>	
(a) Improvements to the income from Council Tax	-39
(b) Impact of current Council Tax Collection Fund deficits	48
(c) Changes to business rate forecast	
- Updated assessment of deficit net of use of the business rate smoothing reserve	-99
- Other changes	15
<b><i>Other changes:</i></b>	
(d) Adjustment to pension budgets following the Pension Fund triennial review.	38
(e) Investment income - reduction in interest rates	28
(f) Reprofiling of capital programme	-68
(g) Funding for leisure provision to allow for the impact Covid 19.	10
(h) Net committed growth items identified by Service Heads approved in December	131
(i) Removal of contingency budget for committed growth	-70
<b>Revised Budget Shortfall as at 1st December 2020</b>	<b>485</b>
<b><i>Impact of Settlement</i></b>	
Final change to business rate income following confirmation of the tariff and new multiplier	11
One off funding:	
New Homes Bonus	-8
Lower Tier Grant	-75
Council Tax losses compensation scheme (spread over three years)	-63
Additional homelessness grants	-42
<i>Covid 19 funding:</i>	
Covid 19 grant	-322
Council Tax support grant	-111
<b>Budget Surplus following settlement</b>	<b>-125</b>



	<b>£'000</b>
<b>Budget Surplus following settlement</b>	-125
<b><i>Adjustment for final items identified</i></b>	
Final assessment of Council Tax base and the deficit for 2021/22	38
Covid Contingency budget	447
Council Tax Support - discretionary reliefs	111
Adjustment arising from finalisation of the leisure contract	25
Purchase of Pad Farm	53
Review of energy budgets following retender exercise	4
Removal of contingency for new service investment proposals	-70
<b>Revised Budget shortfall</b>	<b>483</b>
Less: Net savings agreed in December	-561
<b>Budget surplus based on a 2% Council Tax increase (before any further action is agreed)</b>	<b>-78</b>

#### **4. 2021/22 LOCAL GOVERNMENT FINANCE SETTLEMENT**

4.1 The government published the provisional local government finance settlement for 2021-22 on 17th December 2020 via a written statement. Consultation on the provisional settlement closed on the 16th January 2021.

4.2 As part of this settlement, the Secretary of State announced further details on the Covid funding package for 2021/22, including:

- Details of the allocations for £1.55 billion of unringfenced grant;
- Details of the £670 million local council tax support grant;
- The extension of the sales, fees and charges income support scheme to June 2021; and
- A local tax income guarantee for 2020/2021

#### 4.3 Key features of settlement included:

- ***Council Tax referendum criteria.***

District councils can increase Band D by the higher of 2% or £5. A 2% council tax referendum limit was confirmed for all authorities with responsibility for Adult Social Care (ASC) with an additional 3% ASC precept which can be spread over 2021/22 and 2022/23. The Police and Crime Commissioner can increase council tax by up to £15.

- ***Revenue support grant and baseline funding***

The Council will receive no Revenue Support Grant in 2021/22. Since 2016/17 the Council has seen Revenue Support Grant fall by £0.9m and has received no grant since 2018/19.

Whereas baseline funding (minimum amount of retained business rates) has frozen this year in line with the business rate multiplier at £1,767,000.

However, councils will be compensated for the impact of freezing of business rates via grants and the net overall impact of this change is a marginal loss of £11,000 in business rate income.

- ***Local Council Tax Support grant (£670m nationally)***

This is a new grant outside core settlement which will fund authorities for the expected increase in local council tax support payments resulting from the current pandemic in 2021-22. The Council has flexibility about how this can be used, although MHCLG are encouraging Councils to review their Local Council Tax Support schemes (LCTS) in the light of this funding. It has been set aside to support initiatives to support vulnerable residents including any potential changes to LCTS. Adur District Council will receive £111,060

- ***Lower tier services grant (£111m nationally)***

This is a new grant which is broadly distributed on the basis of need but also includes an element that ensures “no council – either upper or lower tier – will have less funding available in 2021-22 than 2020-21”. Adur District Council will receive £75,260.

- ***New Homes Bonus***

New Homes Bonus (NHB) will continue for another year but the government very clearly intends to phase out the current scheme by 2023-24. For 2021-22, there is no change in the operation of the scheme: the scheme works in the same way and applies the same

threshold (0.4%). The threshold means that NHB payments will only be made on an increase in the council tax base that exceeds 0.4%.

NHB allocations of £622m will be made nationally. This is a one off allocation in 2021-22 and the Council will receive an additional grant of £8,400.

However given the transitional nature of this payment, it is not proposed to use it to balance the budget. Instead it is proposed that this grant will be set aside as part of the new Covid contingency budget discussed below.

Overall the Council is expected to use the following amounts in NHB to support the budget over the next few years.

	2020/21	2021/22	2022/23	2023/24 Onwards
	£'000	£'000	£'000	£'000
NHB used to support the budget				
Historic allocations	1	0	0	0
2019/20 allocation	10	10	10	0
2021/22 allocation	0	8	0	0
Total NHB used to support the budget	11	18	10	0
One off payment in 2020/21 used to fund projects.	76	0	0	0
Total New Homes Bonus	87	18	10	0

However, the sector as a whole needs more certainty about the future of NHB. A consultation paper is promised for Spring 2021, and it is really important that this timetable does not slip again so that we have certainty about the future to enable the Council to plan effectively.

- **£1.55bn COVID funding** was announced for 2021/22 in recognition of the on-going financial risk and pressures that all Councils are currently managing. The Council will receive £321,000. In addition the Government also announced that it would underwrite 75% of any losses in fees and charges in the first quarter of the financial year.

- **Local tax income guarantee for 2020-21**

The government intends to compensate Councils for any in-year losses in either Council Tax or Business Rates in 2020-21. This scheme will run in parallel to the requirement for billing authorities to spread the in-year 2020-21 collection fund deficit over 3 years.

Given that these losses are being funded over a three year period by the precepting bodies, this grant will be used over the same period to ensure that these losses are offset in the year in which the Council will need to fund them.

- There is further funding for **Rough Sleepers**, £750m in total next year, a 60% increase on previous spending review. The Council will benefit from an additional grant of £42,000.

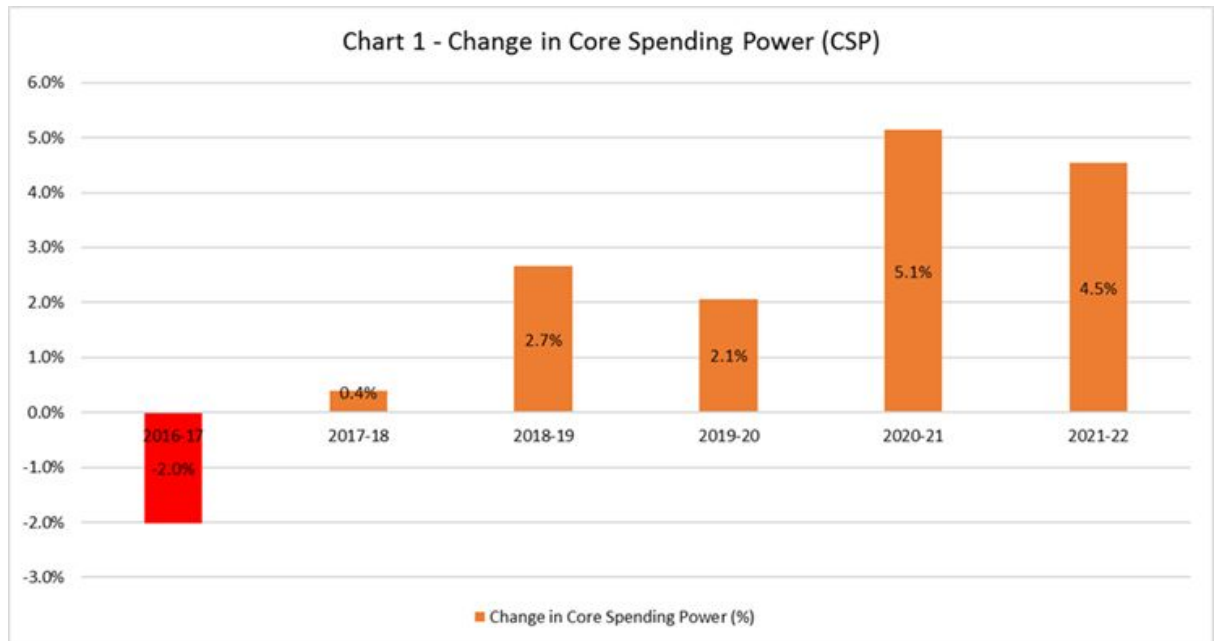
#### 4.4 **Changes to local government funding in 2022/23 and beyond:**

The Fairer Funding Review and the changes to the Business Rate Retention Scheme have now been delayed until 2022/23 at the earliest. However, the announcement of any significant changes in local government funding will have to wait until either the Budget (expected on 3rd March 2021) or the Spending Review 2021 (which will follow in the Summer).

Looking further into the future, the Government is undertaking a fundamental review of business rates. The Government will respond to the consultation in the Spring, and this could result in changes in the operation of business rates and (potentially) to more radical reform which in turn may influence the future shape of the business rate retention scheme.

#### 4.4 **Summary of 2021/22 Local Government Settlement**

- 4.4.1 In overall terms, the 2021/22 settlement revealed that core spending power (council tax, business rates, and government grant) has increased by 4.5%, whilst this is lower than 2020/21, it is still higher than any other year for more than a decade. However it should be noted that 87% of the increase in CSP is from council tax increases, and is accompanied by relatively low increases in grant funding.



4.4.2 Members should be aware that the settlement figures quoted above are provisional only. The consultation period ended on 14th January 2021 with final settlement expected in February.

4.4.3 There were few significant changes at this late stage in previous years. If there are any significant changes arising from the final information members will be briefed before Council.

#### 4.5 **Update on current Business Rate Retention Scheme**

4.5.1 The business rate retention scheme has now been in place for several years. There are two key features which members are reminded of:

- 1) There is a 'safety net' in place for any Council whose actual business rates income falls short of the target income for business rates. The safety net arrangements will be of 7.5% of Baseline Funding which is equivalent to a maximum fall in income below the baseline funding level of £132,500.
- 2) A 'levy' is in place for any Council whose business rates exceed the target set. The levy will mean that the Council can keep 50p of every additional £1 generated over its share of the business rate target.

For each additional £100,000 raised the Council will keep the following amounts:

	Share of additional income	Additional Levy paid to treasury	Kept locally
	£'000	£'000	£'000
HM Treasury	50		
County Council	10	5	5
Borough Council	40	20	20
	100	25	25

4.5.2 The forecast for 2021/22 is currently being finalised. The 2021/22 NNDR return which underpins this forecast is due to be submitted by the 31st January 2021 and any substantial changes resulting from the final assessment of the business rate income will be managed through the business rate smoothing reserve which has been set up for this purpose.

4.5.3 The Collection Fund will have a significant deficit at the end of the current year, largely due to the additional Covid 19 (£9.1m) and other reliefs granted in the year. Overall the position is likely to be a deficit of £10.4m which will be recovered over three years as follows:

	2021/22 £	2022/23 £	2023/24 £
Adur District Council	3,828,640	130,580	130,570
West Sussex County Council	1,125,090	32,640	32,650
Government	4,785,800	163,220	163,220
Total recovered	9,739,530	326,440	326,440

The Council have received compensation in 2020/21 for the additional reliefs granted. This will be placed in the Business Rate Smoothing Reserve at the end of 2020/21 to be drawn down in 2021/22 to fund any losses. The Council currently expects to place £3.9m in the reserve at the year end. In addition, the Government has committed to funding 75% of

other assessed in year losses as part of the local tax guarantee scheme. Consequently the losses will be funded as follows:

Funded by:	2021/22	2022/23	2023/24
	£	£	£
S31 grants received in 2020/21 and placed in the business smoothing reserve	3,730,710	0	0
Income guarantee scheme	97,930	97,930	97,930
Business rate smoothing reserve	0	32,650	32,640
	<u>3,828,640</u>	<u>130,580</u>	<u>130,570</u>

4.5.4 Looking further ahead, the generation of additional business rates is one of the solutions to the Council’s ongoing financial pressures especially in light of the Government’s commitment to return all of business rates to Local Government. Members will be aware that there are several schemes progressing which will create employment space. Examples include: Adur Civic Centre site, new warehouse at Shoreham Airport, and Monks Farm.

4.5.5 Finally, it should be appreciated that there are still a number of risks associated with the business rate forecast:

- There has recently been an interim ruling on Material Changes in Circumstance (MCC) appeals. These appeals have been made by businesses affected by the COVID restrictions. The VOA has emailed local authorities to “assure” them that “as yet no decisions have been taken on reductions to rateable values as a result of the pandemic”. It has been reported in the press that the VOA had awarded a 25% reduction in valuations as an interim judgement. This might not be far off an average reduction but it will vary by business type and area, depending on the impact of national and local restrictions. When reductions in valuations are confirmed by the VOA, 75% should be funded by the Tax Income Guarantee Scheme in 2020-21.
- It is difficult to establish the number of appeals which are likely to come forward. There is no time limit on when an appeal might be lodged. However to date far fewer appeals have been received following the 2017 revaluation following the introduction of the new ‘Check, Challenge, and Appeal’ process by the VOA.

- Major redevelopments will temporarily reduce business rate income whilst the site is being redeveloped.
- Conversion of office blocks and retail space into accommodation will result in a permanent loss of income however, this will be mitigated to some extent by the additional Council Tax generated once the conversion is completed.

4.5.6 Consequently there could be significant swings in the amount of business rate income in any one year. However, any shortfall in income will be recovered in the following financial year. The Council will fully provide for any known backdated business rates appeals at the 2020/21 year end. To help mitigate these risks the Council has created a Business Rate smoothing reserve.

#### 4.6 **Long term implications of current government policy**

4.6.1 The financing of local government has continued to change. We are moving from a grant based on need (Revenue Support Grant) to funding based on the delivery of homes (Council Tax) and the creation of employment space (Business Rate Retention Scheme). However, the proposed Fairer Funding Review and associated review of the Business Rate retention scheme will reset the position in the short term as business income will be re-distributed on the basis of need.

The income from Council Tax forms an increasingly significant proportion of the Council's overall taxation income over the next 5 years and the decision regarding the annual increase has a greater strategic importance for both the current year and future years as well.

#### **Breakdown of taxation income to the Council:**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000	£'000
Council Tax *	6,520	6,559	6,724	6,875	7,068	7,226
Business Rates **	2,081	2,435	2,117	2,135	2,155	2,175
New Homes Bonus	11	18	10	0	0	0
Total funding from taxation***	8,612	9,012	8,851	9,010	9,223	9,401



\* Includes any surplus or deficit on the collection fund

\*\* Includes the surplus or deficit on the collection fund and any levy account payment

\*\* Excludes one off funding related to Covid 19.

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Council Tax	75.71%	72.78%	75.97%	76.30%	76.64%	76.86%
Business Rates	24.16%	27.02%	23.92%	23.70%	23.36%	23.14%
New Homes Bonus	0.13%	0.20%	0.11%	0.00%	0.00%	0.00%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

## 5.0 DRAFT REVENUE ESTIMATES 2021/22

5.1 Detailed budgetary work is now complete and the estimate of the budget requirement (net of any proposed transfers to reserves) is £9,581,300. This includes the savings and committed growth proposals agreed at Joint Strategic Committee in December.

### 5.2 *Impact of the pandemic on the Council's budgets:*

5.2.1 As part of settlement the Council received a number of one-off grants particularly in relation to the pandemic. These include:

	£'000
Covid 19 funding	321
Lower Tier grant	75
New Homes Bonus	8
Other one-off resources	43
Covid 19 contingency budget	447

5.2.2 The pandemic will continue to impact on the Councils finances throughout 2021/22. Where these impacts have been able to be quantified, provision has been included in the draft budget. Nevertheless, depending on the speed of the roll out of the vaccination and the impact of any further spread of the illness, the rate at which income recovers is difficult to quantify. Risk areas relating to the pandemic include:

- Fees and charges income, particularly in relation to car parks. During the first quarter of 2020/21, the Council lost approximately £190,000 in

income. The Government has committed to providing 75% funding for any lost income in the first quarter of the financial year. However any losses incurred after this time will have to be funded by the Council.

- The cost of leisure provision. The recently negotiated contract has been based on our venues opening up in January and income gradually improving over the forthcoming year. The council has already committed to providing further financial support of £235,000 in 2021/22. However, if there is an extended lockdown, the Council may have to provide further financial support to the operator.
- Impact on homelessness caseload. The Council has recently seen an upswing in cases. Whilst at the moment this is being accommodated within existing budgets, there remains a risk that costs may increase further.
- Additional staffing costs. At the moment there are a number of front line staff in key services such as refuse collection who have to self isolate. Given the nature of these services, agency staff are being used to ensure that these vital services continue to be delivered. Cover costs are likely to be in the region of £20,000 per month of which Adur will be responsible for £8,000.
- Impact on rental income from commercial tenants - Whilst the Council has been successful in collecting rent (particularly on our Strategic Investments which currently stands at 93%), the pandemic will inevitably impact on our tenants who may seek support through rental holidays, reductions or deferrals.

5.2.3 In light of these risks, these resources have been set aside into a Covid 19 contingency budget which will also be available to support initiatives for economic recovery. The budget will fall under the Leaders portfolio to be released following the presentation of a report to either the Leader or the Joint Strategic Committee.

5.2.4 In addition to the Covid 19 contingency budget, the council has also centralised the provisions for pay awards (Adur £196,249 and Worthing £300,090). This is in response to the Chancellor's desire to see pay restraint in the public sector with no increase for those earning over £24,000 as announced in the Comprehensive Spending Review in November 2020. However, the Government has no formal role in the decisions regarding the annual local government pay increases which are developed through negotiations with the trade unions. The Government cannot automatically impose a pay freeze in local government unless it uses a legislative route to do so. Nevertheless the announcement will influence the pay negotiation. The Council had originally budgeted for a 2% pay award prior to the Chancellor's announcement, consequently this has been held back pending the outcome of the pay negotiations and will provide the council's with a further contingency budget to help manage the current risks.

### 5.3 ***Delivering the Council's priorities:***

5.3.1 The budget is fundamental to realising the Council's ambitions set out in 'Platforms for our Places : Going further 2020-2023' and in 'And Then'. The budget enables the Council's role to lead and work with partners to develop our communities and our economies. Attached at Appendix 2 are some proposals for investment back into services to deliver the outcomes committed to in Platforms for our Places for member consideration.

5.3.2 The budget includes specific funding for the commitments outlined in Platforms for our Places. Examples include:

#### 5.3.3 **Prosperous places**

The Council recognises the importance of ongoing investment in our places to ensure that they remain vibrant locations for social, economic and culture hubs for our communities. Budgets have been created to facilitate the delivery of major projects to enable the development of Adur's town centres and provide for additional employment land.

There is also investment through the capital programme, investing in facilities to improve the local economy.

#### 5.3.4 **Thriving People and Communities**

The Council continues to see an increase in demand for our Housing Service, in particular from those who are experiencing homelessness. The Council has made funding available for new investments to acquire Council-owned temporary and emergency accommodation to improve the accommodation offered to clients and reduce the costs for the Council.

The Councils are also aware of the importance of our communities to have active lives and enjoy our parks and open spaces. Funding is proposed to improve parks and play areas throughout the area to promote health and wellbeing of our communities through the capital programme.

#### 5.3.3 **Tackling Climate Change and Supporting our Natural Environment**

In July 2019 the Councils declared a climate emergency and have developed a comprehensive Carbon Reduction Plan, outlining a set of ambitious and detailed actions designed to make the Councils carbon neutral by 2030.

Alongside the organisational work, the Councils have developed an area wide framework called SustainableAW which was published in December 2019. This was followed by a major community-led conference Zero2030 and a Climate Assembly process which provided a representative forum for residents over six one day sessions to engage with the climate and ecology challenge, creating ideas for action.

As part of the 2021/22 budget there are proposals to invest in this area of the business, building capacity to take this agenda forward (see appendix 2).

#### 5.3.4 **Good Services and New Solutions**

Much of the Medium-Term Financial Strategy is underpinned by new approaches to how we design and deliver our services, and develop our commercial activities and investment portfolios. These approaches are not only designed to improve the financial sustainability of the Councils, but also the services that our communities, clients and customers experience. We will continue to invest in service improvement, using research and design methods to understand what needs to change in our services, working with staff to drive a customer first ethos and using our digital platforms to deliver simple, efficient digital service channels.

- 5.4 The final budget will be dependent on Members consideration of the non-committed growth proposals, and the Council Tax increase that Members are prepared to support.
- 5.5 The key question of how the net budget requirement translates into the Council Tax charge can now be determined as the proposed details of the Local Government Finance Settlement have been received. Any final changes arising from settlement will be dealt with through the reserves. However, if there is a significant reduction in government resources, in-year action will be needed to reduce the final impact on the reserves.
- 5.6 Details of all of the main changes in the base budget from 2020/21 to 2021/22 are at Appendix 1. A breakdown of each Executive Member's summary budget is attached in Appendix 5. The changes can be summarised briefly as follows:

	£'000	£'000
<b>2020/21 Original Estimate</b>		8,612
<b>Add: General Pay and Price Increases</b>		353
<b>Add: Committed and Unavoidable Growth:</b>		
Cost pressure relating to Covid 19	235	
One-off Covid 19 budgets funded by one-off government grants	558	
Impact of delivering Platforms	235	
Other committed growth	174	
Increased Expenditure as per 5 year forecast (net of any proposed use of reserves)	1,202	
Reduced income due to Covid 19	324	
Impact of Capital Investment and Development Programme	-328	1,198
<b>Less: Compensatory savings and additional Income:</b>		
Compensatory savings	-57	
Additional income	-42	-99
2021/22 budget prior to agreed savings		10,064
<b>Less: Savings agreed by members</b>		
Approved in December	-561	-561
Executive Member requirements		9,503
Potential contribution to reserves / amount available to invest in services (see Appendix 2)*		78
Potential budget requirement before external support		9,581
Collection fund deficit		55
<b>2021/22 BUDGET REQUIREMENT</b>		<b>9,636</b>
<p>* The planned contributions to and from the reserves are analysed in Appendix 3. The final amount will depend on the decisions made about the proposals to invest in services at Appendix 2 and the Council Tax increase.</p>		

5.7 The estimates reflect the Council’s share of the Joint Strategic Committee budget. The allocation of the costs of joint services under the remit of the JSC has been the subject of an annual review this year for any significant changes.

Further details can be provided by request from Emma Thomas (Chief Accountant) or Sarah Gobey (Chief Financial Officer).

5.8 The projected deficit on the Council Tax element of the Collection Fund is estimated to be £841,640, of which £132,210 is the District Council share. The in-year deficit must now be spread over three years and so the current deficit will be recouped as follows:

	2021/22	2022/23	2023/24
	£	£	£
Adur DC	-55,370	-38,420	-38,420
West Sussex CC	-260,880	-181,000	-181,000
Sussex Police CC	-36,250	-25,150	-25,150
	-352,500	-244,570	-244,570

The deficit reflects the impact that the Pandemic is having on the amount of Council Tax Discounts claimed and the level of debt outstanding. The Government has committed to fund any in-year deficits through the Local Taxation Compensation Scheme. The Council expects to receive a grant of £188,000 which will be used over the three years to offset the losses incurred during the year. The final grant paid will be determined at the year end when the full extent of any in-year losses is known.

5.9 Members are now faced with two questions:

- What level of Council Tax to set?
- Whether to accept the growth items detailed in Appendix 2?

The decisions made today will be reflected in the budget papers presented to Council.

#### 5.10 **The Council Tax increase:**

5.10.1 The decision over the level of increase to the Council Tax influences not only the current budget but future budgets as well. Over the past 10 years, the Council Tax has been increased by 12.24%, an average of 1.2% per year (in 2010/11 the average Band D tax was £272.07, in 2020/21 it was £305.37). Over the equivalent period, inflation (CPI) has been 21.64%.

5.10.2 The budget forecast currently assumes that Council Tax will increase by just under 2.0% in 2021/22. The most recent inflation index was 0.3% (CPI in November 2021).

5.10.3 A 2% uplift would only be a modest increase in the Council share of the bill for 2021/2. The table below details how the Council Tax will change as a result of a 1%, 1.5%, 1.8% and just under 2% increase.

	2020/21	Annual increase for 2021/22			
		1%	1.5%	1.75%	1.98%
	£	£	£	£	£
Council Tax Band D	305.37	308.43	309.96	310.68	311.40
Annual increase		3.06	4.59	5.31	6.03
Weekly increase		0.06	0.09	0.10	0.12
Council Tax Band C	271.44	274.16	275.52	276.16	276.8
Average annual increase		2.72	4.08	4.72	5.36
Average weekly increase		0.05	0.08	0.09	0.10
Total additional Council Tax raised		64,970	97,460	112,750	128,030
<b>Additional Council Tax raised over a 1% increase</b>			<b>32,490</b>	<b>47,780</b>	<b>63,060</b>

5.10.4 Members should also be aware that the Police and Crime Commissioner has previously consulted on a £15.00 (7.5%) increase for their share of the overall bill. Whilst the level of increase to be set by the County Council is unknown at this stage, given the financial pressures that the County is under, there are indications that the increase will be close to the maximum permitted (5%). Consequently, the total overall increase in the Council Tax bill for a Band D property based on the Council opting to set the tax at the maximum allowed could be just close to 4.78%:

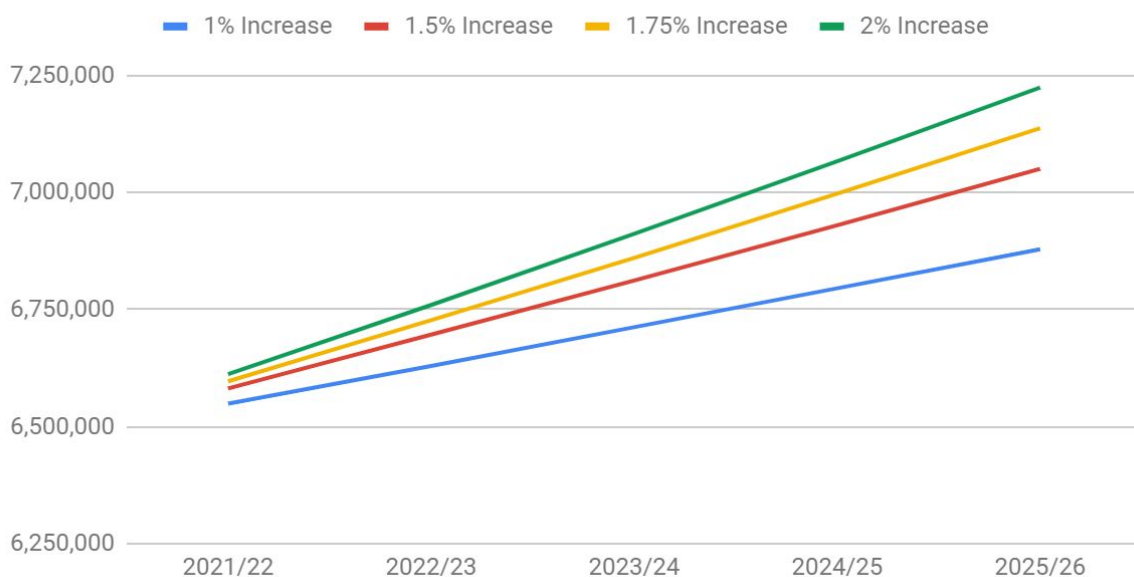
	2020/21	2021/22 (Indicative only)	%
	£	£	
Adur District Council	305.37	311.40	1.98%
West Sussex County Council	1,438.74	1,510.65	4.99%
Sussex Police and Crime Commissioner	199.91	214.91	7.50%
	1,944.02	2,036.96	4.78%

5.10.5 The decision to raise Council Tax should be considered alongside the projected budget shortfalls for the next 5 years, as there are long term consequences to setting a Council Tax increase significantly lower than the maximum permitted. This is particularly significant at the moment given the scale of the withdrawal of government funding the Council will contend with over the next 5 years and the potential impact of the County Council budget decisions. The impact of changing the Council Tax by 1%, 1.5%, 1.75% and 2% annually would be as follows:

Total income	2021/22	2022/23	2023/24	2023/24	2024/25
	£'000	£'000	£'000	£'000	£'000
1% annual increase	6,548,830	6,629,380	6,712,150	6,795,240	6,878,640
1.5% annual increase	6,581,320	6,696,420	6,811,990	6,929,950	7,050,320
1.75% annual increase	6,596,610	6,727,070	6,859,990	6,997,310	7,137,120
2% annual increase	6,611,890	6,759,630	6,911,830	7,066,590	7,223,930

Over the longer term, a higher increase will give the Council significant additional income:

Adur District Council - Long term impact of Council Tax increases





5.10.6 Members are asked to consider which level of Council Tax increase that they support. An increase just under 2.00% would enable the Council to set a balanced budget and fund all of the proposals for investment in services recommended for approval in Appendix 2.

#### 5.11 Summary of budget position

Depending on the choices made regarding the Council Tax increase and the new growth items; the overall budget position will be (based on a 2% increase):

Net budget requirement	£'000	£'000
		9,503
Less:		
Baseline Funding	1,767	
Share of additional Business Rate income	668	
Council Tax (2.0% increase)	6,612	
Other grants	589	
Collection Fund Deficit	-55	-9,581
Budget surplus based on 2.00% Council Tax increase		-78
Maximum impact of accepting the growth items (Appendix 2)		78
Budget balanced at a 1.98% Council Tax increase		-

#### 6.0 IMPACT ON FUTURE YEARS

6.1 The impact of the proposed changes on the overall revenue budget for the next 5 years is shown in Appendix 1 (which includes an assumed 2.00% tax increase for 2021/22 which is to be considered as part of this report). The settlement, together with the other agreed changes to the budget means that the Council is likely to face a minimum shortfall of:

	Expected shortfall (Cumulative)				
	2021/22	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000	£'000
Budget shortfall prior to approving growth	483	1,124	1,495	1,666	2,041
Impact of accepting the growth items at appendix 2	78	78	78	78	78
Cumulative budget shortfall as per appendix 1	561	1,202	1,573	1,744	2,119
<b>Less:</b>					
Net savings identified in 2021/22 budget round	-561	-561	-561	-561	-561
Adjusted cumulative budget shortfall	-	641	1,012	1,183	1,558
Savings required each year	-	641	371	171	375

6.2 The continuation of the withdrawal of government funding has significant consequences for the Council . Looking ahead, the stimulation of the local economy and provision of additional housing will be two of the measures which will help protect the Councils services. There are potentially three benefits which flow from an improving economy and which will directly improve the council's financial position:

- Increased income from business rates which is discussed fully in section 4 above;
- Reduced cost of Council Tax benefits from any new jobs created;
- Additional Council Tax income from each new home;

6.3 However, these measures are unlikely to be enough. The Council will also need to deliver on the strategy to generate £150k more commercial income per year, rationalise the use of assets and invest in property. Alongside this, there will need to be a continuing emphasis on efficiency in the annual savings exercise; whether this is through the digital strategy or by improving customer service or by reducing the cost of temporary and emergency accommodation. Overall, if the Council delivers upon the current budget strategy then the level of new initiatives required each year to balance the budget will reduce as follows:

	Expected shortfall per year			
	2022/23	2023/24	2024/25	2025/26
	£'000	£'000	£'000	£'000
Annual budget shortfall	641	371	171	375
Future savings from budget strategy:				
Investment in commercial property	-100	-100	-100	-100
Commercial activities	-150	-150	-150	-150
Service and digital redesign	-80	-80	-80	-80
Commercial landlord programme	-100	-140	-70	-70
Excess savings (-) / new savings initiatives to be identified	211	-99	-229	-25

6.4 With the delay to the fairer funding review, the challenge has now moved onto 2021/22 which becomes a more challenging year and the delivery of the budget strategy is essential to ensure the Council meets the challenges of the next few years.

## 7.0 RESERVES

7.1 Sections 26 and 27 of The Local Government Act 2003 require the Council's Chief Financial Officer to comment on the adequacy of the Council's reserves. The reserves have therefore been reviewed in accordance with best practice.

7.2 To enable a view to be taken on the adequacy of reserves, Members need to be aware that, broadly speaking, there are two categories of revenue reserves relevant to the Council. The General Fund Working Balance which primarily is available to cushion the impact of uncertain cash flows and act as a contingency to meet unforeseen costs arising during a budget year (e.g. unexpected increases in the demand for services or losses in income); and Earmarked Reserves which are sums held for specific defined purposes and to meet known or predicted liabilities. Both categories of reserves can be used on a planned prudent basis to underpin the annual budget.

7.3 The Council's established policy is to maintain the General Fund Working Balance at between 6 – 10% of net revenue expenditure. The balance has been held at £519,000 for some time, however in the light of the pandemic this was increased at the end of 2019/20 to support the Council in managing the associated financial risks. The balance as at 31st March 2020 was £951,400 which was 11.1% of net 2020/21 revenue expenditure – just above the range of 6% -10% set by the Council but reflects the risks that we are

currently managing. There are no plans to draw down from the working balance and if needed this reserve will be boosted over the next few years from underspend to ensure it that it remains sufficient to manage risks.

The year-end level on the General Fund Working Balance for the foreseeable future, therefore, is estimated as follows:

		£'000	%
31.03.2021	Balance carried forward – per Final Accounts	951	11.1
31.03.2022	No planned drawdown or contribution expected	951	9.9
31.03.2023	No planned drawdown or contribution expected	951	10.7
31.03.2024	No planned drawdown or contribution expected	951	10.5
31.03.2025	No planned drawdown or contribution expected	951	10.3

7.4 On the basis of the year-end figures above, and taking into account past performance and the acknowledged track record of sound financial management in this Council, I believe the working balance is adequate for its purpose. In forming this view I have considered the following factors:

1. The Government has provided Covid 19 funding for 2021/22 which has been placed into a contingency budget to enable the Council to manage financial risks next year.
2. The Government will underwrite 75% of any losses in sales, fees and charges in the first quarter of 2021/22.
3. The Council has created specific budgets to manage any void losses related to commercial property and where there are likely to be ongoing losses these have been built into the revenue budget.
4. Interest rates are extremely low at present (0.1% base rate) and this has been reflected in our budgets. A further fall in interest rates of 0.01% would cost the Council in a region of £4,000 in 2021/22 in lost investment income.
5. A pay award of 1% more than currently allowed for within the budget would cost the General Fund approximately £105,600. That said, the Council has budgeted for a two percent pay increase at a time when the Chancellor is advocating pay restraint.

6. Any use of the working balance would be difficult to recoup in the short term. Consequently, the reserve needs to be sufficient enough to cope with at least two years of adverse impacts.

Against this background, and especially given the current economic climate and the impact of the pandemic, it is important that the Council maintains its reserves at a slightly higher amount in 2021/22.

- 7.5 However, with the planned expansion of commercial activity, especially the investment in commercial property, the council has taken two other measures to further manage risk and bolster the reserves:

- i) As part of the initiative to invest in commercial property, an element of the additional rent raised every year is being set aside into a specific reserve to manage void periods on these properties and to set aside resources to fund future investment needs. The annual provision will be £550,000 in 2021/22. This provision will be gradually built up over the next 5 years to a level of £950,000 per year by 2025/26.
- ii) Following the LGA peer review, there was a change in approach to the management of general inflation (excluding inflation on items such as salaries, rates, utilities, and contractual commitments). This is no longer allocated out this year but held centrally in the Corporate Management budget. This budget will be allocated out where the inflationary pressure can be demonstrated. Any unutilised budget at the year end will be transferred to the reserves and the budget offered up as a budget saving for the forthcoming year. This also provides a contingency budget for in-year pressures.

- 7.6 In the medium term, once the challenges of the next couple of years have been addressed, the council should review the position and take proactive steps to further bolster the overall reserves.

- 7.7 The estimated balance of general fund earmarked reserves as at 31st March, 2021 is £879,000, excluding the Business Rates Smoothing Reserve, any Section 106 sums held for future environmental improvements, grants, and any specific capital resources. Overall, the level of reserves held by the Councils is expected to improve over the forthcoming years as follows:

Summary for report	Balance at year end				
	2019/20	2020/21	2021/22	2022/23	2023/24
	£'000	£'000	£'000	£'000	£'000
General Earmarked Reserves	659	879	979	1,079	1,179
Business Rates Smoothing Reserve	31	3,905	175	142	109
Grants and Contributions	623	623	623	623	623
<b>Total earmarked reserves</b>	<b>1,313</b>	<b>5,407</b>	<b>1,777</b>	<b>1,844</b>	<b>1,911</b>
General Fund Working Balance	951	951	951	951	951
<b>Total reserves</b>	<b>2,264</b>	<b>6,358</b>	<b>2,728</b>	<b>2,795</b>	<b>2,862</b>

A detailed schedule of the earmarked reserves is attached at Appendix 3. The significant risks to the overall budget and the Council's reserves are detailed below.

- 7.8 Given the relatively low level of reserves, it is now critical that these reserves be used only as a funding resource of last resort until such time as the reserve level has recovered to some extent. The Council has over the past year minimised new calls on such resources, utilising the ability to use capital receipts to fund initiatives to generate budget savings where possible.
- 7.9 In all probability, the Council will continue to have occasional opportunities to put money into earmarked reserves rather than solely to drawdown on a planned basis. Even without this, I believe the earmarked revenue reserves are adequate for their particular purposes provided that they are used sparingly.
- 7.10 However the size and nature of the risks to the overall budget leaves the Council with little room for using these reserves for new on-going spending initiatives. The Council should maintain its current policy of spending its scarce earmarked reserves on:
- supporting one-off rather than recurring revenue expenditure;
  - dealing with short-term pressures in the revenue budget; and
  - managing risk to the Council's budget.

## 8.0 SIGNIFICANT RISKS

- 8.1 Members will be aware that there are several risks to the Council's overall budget. These can be summarised as follows:-

(i) **Pandemic**

The risks associated with the pandemic are set out in detail in paragraph 5.2.2. However in summary we are expecting risks in a number of areas - income, cost of housing provision, impact on cost of contracts, and additional staffing costs.

(ii) **Withdrawal of funding by partners**

All budgets within the public sector are under scrutiny which may lead to partners reassessing priorities and withdrawing funding for partnership schemes. Consequently, the council may lose funding for key priorities and be left with unfunded expenditure together with the dilemma about whether to replace the funding from internal resources.

- (iii) **Income** - The Council receives income from a number of services which will be affected by demand particularly at the moment due to the impact of the pandemic. These include land charges, crematorium income, trade and green waste services, development control and now business rates. Whilst known reductions in income have been built into the proposed budgets for 2021/22, income may fall further than expected or new targets for commercial income may not be met.

The Council is investing in new commercial property, as leases expire there is an increased risk of loss of income from voids. To mitigate this risk the Council has introduced an annual provision for void rents which will be £550,000 in 2021/22. This will be increased annually in line with the level of investment in the property portfolio and the associated risk.

- (iv) **Inflation** - A provision for 1% inflation has been built into non-pay budgets. Pay budgets have a 2% inflationary increase allowed for. Whilst the Bank of England inflation forecasts expect that inflation will gradually return to 2% in 2021/22, there is a risk that inflation will run at a higher rate than allowed for within the budget. Each 1% increase in inflation is equivalent to the following amount:

	1% increase
	£'000
Pay	102
Non-pay	44

8.2 To help manage these risks, the Council has created a contingency budget of £447,000. The council also has a working balance of £951,000 and £1.3m of other earmarked reserves are also available to the Council to help mitigate these risks.

## 9.0 CONSULTATION

9.1 The Council ran a detailed consultation exercise which supported the proposed five year budget strategy. In light of this, no consultation exercise was undertaken this year.

9.2 Officers and members have been consulted on the development of the budget.

## 10.0 UPDATE TO PRUDENTIAL INDICATORS

10.1 The Council's budget fully reflects the cost of financing the capital programme. Members have previously approved sufficient growth to accommodate the proposed capital programme. The Council has a fully funded capital programme and the associated revenue costs are built into the budget for 2021/22 and future years.

10.2 Under the Prudential Code of Practice and the capital finance system introduced in April 2004, the capital programme is based on the Council's assessment of affordability. This includes any new borrowing which the Council wishes to undertake.

10.3 The Code of Practice has been revised. The freedom for local authorities to set the scope and size of their capital plans remains unrestricted, but the prudential system processes have been strengthened to set out greater consideration of prudence, with sustainability and risk reporting improved through the governance procedures. This includes a new requirement to publish an annual capital strategy, which the Council has long complied with however this document must now contain more information on risk management.

10.4 The Prudential Code of Practice requires the Council to set a series of indicators to show that the capital programme has due regard to affordability, sustainability and prudence. These are included with the annual Treasury Management Strategy Statement which is due to be considered by JSC on the 9th February 2021 and which will be included in the Council budget pack for approval.



## 11.0 COMMENTS BY THE CHIEF FINANCIAL OFFICER

11.1 Section 25 of the Local Government Act 2003 requires an authority's Chief Financial Officer to make a report to the authority when it is considering its budget and Council Tax. The report must deal with the robustness of the estimates and the adequacy of the reserves allowed for in the budget proposals, so Members will have authoritative advice available to them when they make their decisions. The Section requires Members to have regard to the report in making their decisions.

11.2 As Members are aware, local authorities decide every year how much they are going to raise from Council Tax. They base their decision on a budget that sets out estimates of what they plan to spend on each of their services. Because they decide on the Council Tax in advance of the financial year in question, and are unable to increase it during the year, they have to consider risks and uncertainties that might force them to spend more on their services than they planned. Allowance is made for these risks by:

- making prudent allowance in the estimates for each of the services, and in addition;
- ensuring that there are adequate reserves to draw on if the service estimates turn out to be insufficient which has been considered in detail on section 7 of the report.
- Creating contingency budgets to help manage the greater risks associated with the pandemic as set out in paragraph 5.2.2

11.3 Overall view on the robustness of the estimates:

Subject to the important reservations below, a reasonable degree of assurance can be given about the robustness of the estimates and the adequacy of reserves. The exceptions relate to:

- (1) The provision of estimates for items outside of the direct control of the Council:
  - Income from fees and charges in volatile markets particularly at the moment given the pandemic, e.g. car parks and development control fees.
  - External competition and declining markets, particularly during a recession. E.g. Local land charges and building control fees.
  - Changes to business rate income due to revaluations, redevelopments and increases in mandatory rate relief.

- (2) Cost pressures not identified at the time of setting the budget. This would include items such as excess inflation.
- (3) Initiatives and risks not specifically budgeted for.

It will therefore be important for members to maintain a robust budget monitoring regime during 2021/22.

11.4 The Chief Financial Officer's overall view of the robustness of the estimates is, therefore, as follows:

The processes followed are sound and well established and identical to those that produced robust estimates in the past. The Council has also demonstrated that it has a sound system of financial management in place.

## 12.0 COUNCIL TAX SETTING

12.1 The Council is obliged to raise the balance of its resources, after allowing for any government grant and business rates, to finance the General Fund Revenue Budget from its local Council Taxpayers. The Adur District Council Tax will be added to the Precepts from West Sussex County Council and the Sussex Police and Crime Commissioner to form a combined Council Tax to levy on the taxpayers of Adur. This will be formally approved by Council on the 18th February 2021 via a report on the Council Tax Determination.

12.2 Once the Executive has reached a decision on the Total Budget Requirement it wishes to recommend to the Council for the 2021/22 Budget, the resulting Council Tax for the District can be set. This takes into account the Total Aggregate External Finance (Government grants and Business Rates contributions) and any contribution to or from the local Collection Fund.

### 12.3 Adur District Council:

- (a) The following table shows the net sum to be raised from local Council Taxpayers in 2021/22 prior to the consideration of the budget proposals. This is based on 1.97% Council Tax increase, the maximum increase permitted without triggering the requirement for a referendum:

	£	£
Net 2021/22 Budget *		9,503,300
Less: Aggregate External Finance		
Baseline Funding	-1,767,150	
Additional Retained Business Rate income	-668,700	
New Homes Bonus	-18,480	
Lower Tier Services Grant	-75,260	
Covid 19 funding	-321,420	
Council Tax Support Grant	-111,060	
Local Tax Guarantee Scheme	-62,710	
Contribution to the Collection Fund deficit (as per paragraph 5.8)	55,370	
		-2,969,410
Minimum amount to be raised from Council Tax		6,533,890
Net additional impact of proposals identified in Appendix 2 if all approved		78,000
Amount to be raised from Council Tax based on 1.97% Council Tax		6,611,890

- \* 2021/22 budget requirement after any contribution to or from reserves required to balance the budget or any further increase to Council Tax.

Within section 5 of the report, members are given the options for the Council Tax and approving the service investment proposals.

(b) Council Tax Base

The Council's Tax base for 2021/22 is 21,232.80 Band D equivalent properties. There is a decrease to the current year base of 21,380.40 which is due to an increasing level of Council Tax discounts, and a lower amount of completions on new builds that originally forecast. The full calculation of the tax base is shown in Appendix 4.

	2020/21 Tax Base	2021/22 Tax Base
Lancing	6,309.80	6,306.00
Sompting	2,773.40	2,755.40
Other areas	12,297.20	12,171.40
<b>TOTAL</b>	21,380.40	21,232.80

(c) Special Expenses

At the extraordinary meeting of Council held on 10th January 1995, Maintenance of recreation grounds and provision of community buildings were agreed as special expenses not chargeable in the Lancing area under the terms of section 35 of the Local Government Finance Act 1992. In 2021/22 expenditure of £364,260 (£336,240 in 2019/20) falls under the resolution and will need to be financed by a Band D tax of £24.39, to be charged in all areas of the District except Lancing.

(d) Adur District Council Band D Council Tax

In Section 5.10, the options for the Council Tax increase are discussed in detail. An average Council Tax increase of 0.8% will ensure that the Council has a balanced budget, an average increase of 2.00% will lever in sufficient additional resources to fund the service investment proposals recommended for approval at Appendix 2 and deliver a balanced budget.

The actual amount charged in each area will depend on whether Special Expenses is charged and the level of the Basic Council Tax. The final agreed amounts will be incorporated into the Council Tax determination.

Area	2020/21	2021/22 (Average 1% increase)	2021/22 (Average 1.5% increase)	2021/22 (Average 1.75% increase)	2021/22 (Average 1.98% increase)
<b>Lancing - Basic Council Tax</b>	£ 289.62	£ 291.24	£ 292.77	£ 293.49	£ 294.21
Percentage increase		0.56%	1.09%	1.34%	1.58%
Annual increase (Band D)		1.62	3.15	3.87	4.59
Weekly increase (Band D)		0.03	0.06	0.07	0.09

Area	2020/21	2021/22 (Average 1% increase)	2021/22 (Average 1.5% increase)	2021/22 (Average 1.75% increase)	2021/22 (Average 2.0% increase)
	£	£	£	£	£
<b>Shoreham, Southwick, Sompting and Coombes</b>					
Basic Council Tax	289.62	291.24	292.77	293.49	294.21
Special Expenses	22.23	24.39	24.39	24.39	24.39
<b>TOTAL in Shoreham, Southwick, Sompting and Coombes</b>	<b>311.85</b>	<b>315.63</b>	<b>317.16</b>	<b>317.88</b>	<b>318.60</b>
Percentage increase		1.21%	1.70%	1.93%	2.16%
Annual increase (Band D)		3.78	5.31	6.03	6.75
Weekly increase (Band D)		0.07	0.10	0.12	0.13

#### 12.4 West Sussex County Council and Sussex Police Authority

- (a) The County Council requirements are expected to be confirmed on 12th February, 2021. The proposed 2021/22 budget is due to be considered by the Sussex Police and Crime Panel (PCP) on 29th January 2021.

	2020/21 £	2021/22 £
West Sussex County Council	1,438.74	t.b.c
Sussex Police Authority	199.91	t.b.c
<b>TOTAL</b>	<b>1,638.65</b>	<b>t.b.c.</b>

- 12.5 The final figures for all authorities will be incorporated into the formal Council Tax setting resolution to be presented to the Council at its meeting on 18th February 2021.

### **13.0 LEGAL IMPLICATIONS**

13.1 The Local Government Act 2003 requires that the Council sets a balanced budget. This report demonstrates how Adur District Council will meet this requirement for 2021/22.

### **14.0 CONCLUSION**

14.1 This has been a significantly challenging year in which the Council has had to address a budget shortfall of £0.561m whilst contending with a pandemic. The Government is providing more support in 2021/22 however much of this support is one-off in nature and related to the pandemic, consequently these additional resources have been set aside to support the Council in managing the risks associated with the pandemic. To meet this challenge the Council has identified £0.6m of savings and is now in the position to set a balanced budget.

14.2 However, with the further delay to the Fair Funding Review, the financial challenge now moves to 2022/23 which will again be difficult as the Council grapples with the impact reducing government funding and the building capacity to invest in the initiatives detailed in Platform for our Places. Consequently, the strategy of delivering commercial income growth and business efficiencies continues to play a vital role in balancing the budget.

14.3 Provided we continue to deliver on this strategy, the Council will become increasingly financially resilient over the next 5-10 years as government funding reduces and we become largely funded by our community through Council Tax, retained Business Rates and income from our commercial services.

14.4 The aims of 'Platforms for our Places' are critical to our success. Developing the local economy to increase employment space and local jobs together with the provision of new homes is one of the strategic measures that the Council can take to protect its longer term financial interests, however there will inevitably be some difficult days ahead as the Council seeks to address the remaining budget shortfall.

14.5 There will need to be a sharp focus on financial health over the next couple of years whilst we balance the budget and rebuild the reserves. However, we must not forget that the Council has a good track record in dealing with such challenges

14.6 Finally, in preparing the strategy and forecast for 2021/22 an assessment was carried out of the significant risks and opportunities which may have an impact on the Council's budget. Where quantifiable, the budget has been adjusted accordingly but it is important to acknowledge that there are still some risks to the overall position which may have to be funded from reserves. Members will continue to receive regular budget monitoring reports and updates to the

Council's 5-year Medium Term Financial Plan, to ensure that the financial challenges ahead are effectively met.

## **Local Government Act 1972**

### **Background Papers:**

Report to Joint Strategic Committee 7th July 2020 – Impact of Covid 19 on the Council's finances - Update on current financial performance and developing a revenue budget for 2021/22

Report to the Joint Strategic Committee 1st December 2020 'Towards a sustainable financial position - Budget update '

Report to the Joint Strategic Committee 1st December 2020 'Investing for the future: Capital Investment Programme 2021/22 to 2023/24'

Local Authority Finance (England) Settlement Revenue Support Grant for 2021/22 and Related Matters: MHCLG Letters and associated papers of 17th December 2020.

2020 Spending Review – On-the-day briefing

Local Government Act 2003 and Explanatory Note

"Guidance Note on Local Authority Reserves and Balances" – LAAP Bulletin No. 77 - CIPFA -published in November 2008

Statement of Accounts 2019/20

Report to Joint Strategic Committee 1st December 2020 – 2nd Revenue Budget Monitoring Report (Q2)

### **Contact Officer:**

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## **SUSTAINABILITY AND RISK ASSESSMENT**

### **1. ECONOMIC**

Matter considered and no issues identified

### **2. SOCIAL**

#### **2.1 Social Value**

Matter considered and no issues identified

#### **2.2 Equality Issues**

Matter considered and no issues identified

#### **2.3 Community Safety Issues (Section 17)**

Matter considered and no issues identified

#### **2.4 Human Rights Issues**

Matter considered and no issues identified

### **3. ENVIRONMENTAL**

Matter considered and no issues identified

### **4. GOVERNANCE**

Matter considered and no issues identified



ADUR DISTRICT COUNCIL						
Revenue Budget Summary Statement 2020/21 - 2025/26						
Net Spending to be Financed from Taxation	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
	Base					
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Base budget</b>	<b>8,612</b>	8,612	8,612	8,612	8,612	8,612
<b>(a) Annual Inflation</b>						
Estimated inflation		271	567	861	1,147	1,438
Impact of 2020/21 pay rise		82	84	86	88	90
<b>(b) One -off / non-recurring items</b>						
Local Elections (held every other year - deferred in 2020/21 due to the pandemic)		-	-18	-	-19	-
<b>(c) Impact of Covid 19 pandemic</b>						
Delay to Fairer Funding Review - Homeless funding to continue for 2021/22		-42	255	255	255	255
Final cost of new leisure contract		235	30	12	-87	-87
Reduction in commercial income						
Car parking income		64	64	64	64	64
Trade Waste income		12	12	12	12	12
Council Tax Support - discretionary reliefs		111				
Covid 19 contingency budget		447				
<b>(d) Impact of funding 'Platforms'</b>						
Gigabit Project		43	43	43	43	43
Measures to reduce waste		-	72	72	72	72
Western Harbour Arm Coast Defences - Debt charges		58	58	58	58	58
Purchase of New Salts Farm						
Debt charges		31	31	31	31	31
Running costs		50	35	35	35	35
Purchase of Pad Farm						
Debt charges		13	13	13	13	13
Running costs		40	40	40	40	40
<b>(e) Treasury Management</b>						
Capital programme financing costs		-328	-224	-85	-31	117
Investment income		248	208	166	122	77

**ADUR DISTRICT COUNCIL**  
**Revenue Budget Summary Statement 2020/21 - 2025/26**

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
<b>Net Spending to be Financed from Taxation</b>	<b>Base</b>					
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>(f) Other items</b>						
Reduction in pension contributions		-57	-185	-188	-188	-188
Building maintenance		25	50	50	50	50
Loss of rental income from registrars		14	14	14	14	14
Committed growth items approved in December		131	201	271	341	411
Increase in energy costs		4	4	4	4	4
<b>(g) Approved Growth items</b>						
Provision for new growth items - See appendix 2		78	148	218	288	358
<b>Total Cabinet Member Requirements</b>	<b>8,612</b>	<b>10,142</b>	<b>10,114</b>	<b>10,644</b>	<b>10,964</b>	<b>11,519</b>
<b>Income from grants and taxation:</b>						
<b>Business Rate income:</b>						
Baseline funding	1,767	1,767	1,802	1,838	1,875	1,913
Add: Retained additional business rates	614	668	315	297	280	263
Add: Share of previous year's surplus / (deficit)	-300	-				
<b>Adjusted Baseline funding</b>	<b>2,081</b>	<b>2,435</b>	<b>2,117</b>	<b>2,135</b>	<b>2,155</b>	<b>2,176</b>
<b>Council Tax income</b>	<b>6,529</b>	<b>6,612</b>	<b>6,760</b>	<b>6,911</b>	<b>7,066</b>	<b>7,224</b>
<b>Other grants</b>						
New Homes Bonus	11	18	10	-	-	-
Lower Tier Services Grant		75				
Local Tax Guarantee Scheme		63	63	63		
Covid 19 Funding Allocation		322				
CCouncil Tax Support Grant		111				
Collection fund surplus/deficit (-)	-9	-55	-38	-38	-	-
<b>Total other grants and contributions</b>	<b>2</b>	<b>534</b>	<b>35</b>	<b>25</b>	<b>-</b>	<b>-</b>
<b>Total Income from Grants and Taxation</b>	<b>8,612</b>	<b>9,581</b>	<b>8,912</b>	<b>9,071</b>	<b>9,220</b>	<b>9,404</b>

<b>AMOUNT REQUIRED TO BALANCE BUDGET</b>	-	561	1,202	1,573	1,744	2,119
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<b>ADUR DISTRICT COUNCIL</b>						
<b>Revenue Budget Summary Statement 2020/21 - 2025/26</b>						
<b>Net Spending to be Financed from Taxation</b>	<b>2020/21 Base</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
<b>AMOUNT REQUIRED TO BALANCE BUDGET</b>	-	561	1,202	1,573	1,744	2,119
<b>Savings strategy:</b>						
<b>Strategic Property Investment Fund</b>						
Future purchases		200	400	600	800	1,000
Provision for future voids		-350	-450	-550	-650	-750
<b>Commercial activities and commissioning</b>						
Commercial and Customer Activities		153	303	453	603	753
<b>Efficiency Measures</b>						
Service and Digital redesign		18	98	178	258	338
<b>Affordable Housing Programme</b>						
Approved projects		140	140	140	140	140
<b>Commercial Landlord Programme</b>						
		90	190	330	400	470
<b>Other efficiency savings (net of growth)</b>						
		310	310	310	310	310
<b>Total savings identified</b>		<b>561</b>	<b>991</b>	<b>1,461</b>	<b>1,861</b>	<b>2,261</b>
<b>Cumulative savings still to be found/ (surplus)</b>		-	211	112	-117	-142
<b>Annual savings still to be found</b>		-	211	-99	-229	-25


Service reinvestment proposal	Expected cost (cumulative)					
	2021/22			2022/23 and beyond		
	Joint (memo only)	Adur	Worthing	Joint (memo only)	Adur	Worthing
	£	£	£	£	£	£
<p><b>Digital Apprentices</b></p> <p>With the success of our in-house digital team during COVID-19 (building several applications to support residents and businesses), we see even more opportunities to develop our digital services to better meet the needs of our communities. The move to digital channels has rapidly accelerated and this increased internal capacity will help us maximise the opportunity. Two digital apprenticeships are proposed which will provide much needed opportunities for the young or those looking to re-skill.</p>	50,000	20,000	30,000	50,000	20,000	30,000
<p><b>Sustainability &amp; Environmental Initiatives</b></p> <p>Our ambitious plans require us to conduct feasibility studies and project work to ensure that the Council meets its Platform commitments. Feasibility studies serve to unlock significant government grant funding and support for community projects will unlock significant voluntary capacity, following on from the recommendations expected from the Climate Assembly.</p>	50,000	20,000	30,000	50,000	20,000	30,000

	<b>Expected cost (cumulative)</b>					
	<b>2021/22</b>			<b>2022/23 and beyond</b>		
	<b>Joint (memo only)</b>	<b>Adur</b>	<b>Worthing</b>	<b>Joint (memo only)</b>	<b>Adur</b>	<b>Worthing</b>
<b>Service reinvestment proposal</b>	£	£	£	£	£	£
<b>Data lead</b> The use data of is a critical capability in a modern, digital organisation. In order to take the next step in our digital journey and build our skills and capacity in this area we want to appoint a data lead who will be able to drive forward development of our data skills and infrastructure. A report to the Joint Strategic Committee on the 9th February will provide further details on this area of work.	95,000	38,000	57,000	95,000	38,000	57,000
Impact of growth proposals	195,000	78,000	117,000	195,000	78,000	117,000

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	Balance as at 01.04.20	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.21	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>1 CAPACITY ISSUES FUND</b> <b>Purpose:</b> To enable the Council to fund one-off initiatives. Now includes Carry Forward Reserve.	338	-	(156)	182	-	-	182
<b>2 INSURANCE FUND</b> <b>Purpose:</b> To offset the costs of insurance excesses and fund insurance risk management initiatives.	153	31	(31)	153	30	(30)	153
<b>3 PROPERTY INVESTMENT RISK RESERVE</b> <b>Purpose:</b> To offset future void rental periods in investment properties.	100	-	-	100	-	-	100
<b>4. SPECIAL &amp; OTHER EMERGENCY RESERVE</b>	60	-	-	60	-	-	60
<b>5. ELECTION RESERVE</b> To offset future maintenance costs of investment properties.	8	-	-	8	-	-	8

	Balance as at 01.04.20	Planned Contributions	Planned Withdrawals	Forecast Balance as at 01.04.21	Planned Contributions	Planned Withdrawals	Forecast Balance as at 31.03.22
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>6. BUSINESS RATES SMOOTHING RESERVE</b>	31	3,874	-	3,905	-	(3,730)	175
<b>7. GRANTS &amp; CONTRIBUTIONS HELD IN RESERVES *</b>	623	-	-	623	-	-	623
<b>8. RESIDUAL PROJECTED UNDERSPEND</b> Reserves to be identified at outturn*	-	376 *see below	-	376	100	-	476
<b>9. GENERAL FUND WORKING BALANCE</b>	951	-	-	951	-	-	951
<b>TOTAL</b>	<b>2,264</b>	<b>4,281</b>	<b>(187)</b>	<b>6,358</b>	<b>130</b>	<b>(3,760)</b>	<b>2,728</b>

\*contribution to be confirmed at year end



PROPERTY ANALYSIS AND CALCULATION OF TAX BASE - Budget year 2021/22										
Properties	Band A -	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H	Total
Ratio to Band D	5/9	6/9	7/9	8/9	9/9	11/9	13/9	15/9	18/9	
Number of Dwellings	0.0	2,750.0	5,069.0	11,459.0	6,189.0	1,947.0	745.0	302.0	8.0	28,469.0
Less: Exemptions	0.0	-75.0	-75.0	-141.0	-85.0	-16.0	-8.0	-3.0	0.0	-403.0
	<b>0.0</b>	<b>2,675.0</b>	<b>4,994.0</b>	<b>11,318.0</b>	<b>6,104.0</b>	<b>1,931.0</b>	<b>737.0</b>	<b>299.0</b>	<b>8.0</b>	<b>28,066.0</b>
Disabled Relief Adjustment (net)	6.0	6.0	39.0	-3.0	-30.0	-10.0	1.0	-3.0	-6.0	0.0
Chargeable Dwellings	<b>6.0</b>	<b>2,681.0</b>	<b>5,033.0</b>	<b>11,315.0</b>	<b>6,074.0</b>	<b>1,921.0</b>	<b>738.0</b>	<b>296.0</b>	<b>2.0</b>	<b>28,066.0</b>
Broken down as follows:										
Full Charge	5.0	933.0	2,826.0	7,788.0	4,447.0	1,505.0	591.0	258.0	1.0	18,354.0
25% Discount (including adj for SP Dis)	1.0	1,736.0	2,193.0	3,511.0	1,617.0	412.0	139.0	31.0	0.0	9,640.0
50% Discount	0.0	6.0	4.0	9.0	5.0	2.0	8.0	7.0	0.0	41.0
0% Discount (Long Term Empty Homes)	0.0	70.0	103.0	114.0	40.0	19.0	0.0	3.0	1.0	350.0
Total Equivalent Number of Dwellings	5.8	2,251.0	4,492.8	10,441.8	5,672.3	1,819.0	699.3	284.8	3.0	25,669.5
Total Equivalent Number of Dwellings (after family annexe)	5.8	2,246.0	4,491.8	10,441.8	5,672.3	1,819.0	699.3	284.8	3.0	25,663.5
Reduction in tax base due to Council Tax Support	2.2	669.4	893.7	1,017.6	256.0	38.0	5.3	2.3	0.0	2,884.5
Adjusted equivalent total dwellings	<b>3.5</b>	<b>1,576.6</b>	<b>3,598.0</b>	<b>9,424.2</b>	<b>5,416.3</b>	<b>1,781.0</b>	<b>693.9</b>	<b>282.5</b>	<b>3.0</b>	<b>22,779.0</b>
<u>Band D Equivalents</u>										
Revenue Support Settlement	2.0	1,051.2	2,798.5	8,377.0	5,416.2	2,176.8	1,002.4	470.8	6.0	21,300.9
Add: Forecast new homes	0.0	25.7	39.7	68.4	23.0	1.2	2.2	0.0	0.0	160.2
Less: Adjustments for Losses on Collection, and Void Properties	0.0	0.0	0.0	0.0	134.0	0.0	0.0	0.0	0.0	134.0
Less: Allowance for further increase in Council Tax Support Claims	0.0	17.8	27.8	36.2	10.3	1.8	0.3	0.1	0.0	94.3
<b>COUNCIL TAX BASE</b>	<b>2.0</b>	<b>1,059.1</b>	<b>2,810.4</b>	<b>8,409.2</b>	<b>5,294.9</b>	<b>2,176.2</b>	<b>1,004.3</b>	<b>470.7</b>	<b>6.0</b>	<b>21,232.8</b>
										21,232.8

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## **ADUR DISTRICT COUNCIL:**

The following appendices have been updated to reflect the recommendations from the Executive as laid out in the Record of Decisions.

### **Decision**

The Executive:-

- (a) approved the proposals to invest in services outlined in Appendix 2;
- (b) **recommended** to Council the draft budgets for 2021/22 at Appendix 5, as submitted in Executive Member Portfolio order, and the transfer to Reserves leading to a net budget requirement of £9,581,300 which included provision for the proposals in Appendix 2; and
- (c) **recommended** to Council an average increase of 1.98% in Council Tax, making the average Band D £311.40 for Adur District Council's requirements in 2021/22, as set out in paragraph 5.10;
- (d) **recommended** to Council that special expenses of £24.39 per Band D equivalent, to be charged in all areas of the District except Lancing;
- (e) approved the Council Tax base of 21,232.80 for 2021/22 as set out in paragraph 12.3.

### **Reason for Decision**

Statutory requirement to set a budget

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# ADUR BUDGET 2021/2022

## Summary of Executive Member Portfolios



ADUR DISTRICT  
COUNCIL

### APPENDIX 5

EXECUTIVE PORTFOLIO	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
Environment	2,555,220	2,932,790
Health and Wellbeing	1,276,100	1,336,810
Customer Services	1,443,050	1,459,500
Leader	638,050	1,054,770
Regeneration	1,732,680	1,630,360
Resources	(118,450)	192,080
Support Services Depreciation Not Charged To Services	55,640	255,580
<b>NET SERVICE EXPENDITURE</b>	<b>7,582,290</b>	<b>8,861,890</b>
Credit Back Depreciation / Impairments	(1,326,600)	(1,504,540)
Minimum Revenue Provision	2,356,630	2,145,950
	<b>8,612,320</b>	<b>9,503,300</b>
Transfer to / from Reserves	-	-
Investment in Services to be Approved	-	78,000
<b>Total budget requirement before external support from government</b>	<b>8,612,320</b>	<b>9,581,300</b>
Baseline Funding	(1,767,150)	(1,767,150)
Additional business rate income	(313,440)	(668,700)
Lower Tier Services Grant	-	(75,260)
Local Tax Guarantee Scheme	-	(62,710)
Covid 19 Funding Allocation	-	(321,420)
Covid 19 Funding - Council Tax Support Grant	-	(111,060)
Other unfenced grants (New homes bonus)	(11,480)	(18,480)
Contribution to/ (from) Collection Fund	8,650	55,370
<b>Amount required from Council Tax</b>	<b>6,528,900</b>	<b>6,611,890</b>
Council Tax Base	<b>21,380.4</b>	<b>21,232.8</b>
<b>Average Band D Council Tax - Adur District</b>	<b>299.43</b>	<b>311.40</b>
% increase	2.00%	2.00%

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>		
<b>Head of Customer &amp; Digital Services</b>		
Car Parking	(276,960)	(254,920)
	<b>(276,960)</b>	<b>(254,920)</b>
<b>Sustainability</b>		
Sustainable Development	51,700	54,720
	<b>51,700</b>	<b>54,720</b>
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Head of Environmental Services</b>		
Foreshores	(40,590)	(8,820)
Allotments	(16,070)	24,560
Cemeteries	154,870	101,840
Parks	892,130	975,130
Abandoned Vehicles	5,850	5,850
Clinical Waste	(200)	(500)
Recycling	(117,840)	191,920
Refuse	815,960	504,960
Street Cleansing including Pest Control & Graffiti	559,640	525,750
Trade Refuse	(216,030)	(245,610)
	<b>2,037,720</b>	<b>2,075,080</b>
<b>Head of Housing</b>		
Public Health Burials	2,870	2,870
	<b>2,870</b>	<b>2,870</b>
<b>Head of Wellbeing</b>		
Dog Control	35,480	38,260
	<b>35,480</b>	<b>38,260</b>
<b>DIRECTOR OF THE ECONOMY</b>		
Leisure Client	481,940	730,060
	<b>481,940</b>	<b>730,060</b>
<b>Head of Business and Technical Services</b>		
Bus Shelters, Street Lighting & Highways	58,040	60,340
Public Conveniences	218,590	215,050
	<b>276,630</b>	<b>275,390</b>
<b>Head of Place &amp; Economy</b>		
Street Scene including Markets	(54,160)	11,330
	<b>(54,160)</b>	<b>11,330</b>
<b>TOTAL ENVIRONMENT PORTFOLIO</b>	<b>2,555,220</b>	<b>2,932,790</b>

ADUR - ENVIRONMENT PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>	£	£	£	£	£	£	£	£	£	£	£
<b>Head of Customer &amp; Digital Services</b>											
Car Parking	-	28,510	113,590	-	131,160	57,800	(668,120)	(337,060)	69,830	12,310	(254,920)
<b>Sustainability</b>											
Sustainable Development	-	54,720	-	-	-	-	-	54,720	-	-	54,720
<b>DIRECTOR FOR COMMUNITIES</b>											
<b>Head of Environment</b>											
Foreshores	-	40,930	11,910	-	8,910	-	(121,570)	(59,820)	16,550	34,450	(8,820)
Allotments	-	40,470	17,950	-	-	-	(36,870)	21,550	-	3,010	24,560
Cemeteries	-	114,340	83,370	-	10,000	-	(213,740)	(6,030)	101,180	6,690	101,840
Parks	-	20,050	781,210	-	47,660	-	(157,010)	691,910	134,300	148,920	975,130
Abandoned Vehicles	-	-	-	-	5,850	-	-	5,850	-	-	5,850
Clinical Waste	-	8,550	-	-	-	-	(9,050)	(500)	-	-	(500)
Recycling	-	129,870	-	-	-	-	-	129,870	-	62,050	191,920
Refuse	-	254,940	-	-	-	-	-	254,940	136,120	113,900	504,960
Street Cleansing including Pest Control & Graffiti	-	622,060	-	-	-	-	(164,910)	457,150	-	68,600	525,750
Trade Refuse	-	154,680	-	-	314,640	-	(746,750)	(277,430)	-	31,820	(245,610)
<b>Head of Housing</b>											
Public Health Burials	-	-	-	-	2,870	-	-	2,870	-	-	2,870
<b>Head of Wellbeing</b>											
Dog Control	-	35,530	-	-	-	-	-	35,530	-	2,730	38,260
<b>DIRECTOR OF ECONOMY</b>											
Leisure Client	-	6,620	52,880	-	4,150	370,000	(10,140)	423,510	14,720	291,830	730,060
<b>Head of Business and Technical Services</b>											
Bus Shelters, Street Lighting & Highways	-	-	30,530	-	7,170	-	(7,950)	29,750	14,720	15,870	60,340
Public Conveniences	-	5,320	151,110	-	120	-	(380)	156,170	8,280	50,600	215,050
<b>Head of Place &amp; Economy</b>											
Street Scene inc Markets	46,380	-	-	770	15,550	-	(52,990)	9,710	-	1,620	11,330
	<b>0</b>	<b>1,516,590</b>	<b>1,242,550</b>	<b>770</b>	<b>548,080</b>	<b>427,800</b>	<b>(2,189,480)</b>	<b>1,592,690</b>	<b>495,700</b>	<b>844,400</b>	<b>2,932,790</b>
<b>Percentage Direct Cost</b>	0%	40%	33%	0%	14%	11%					

# HEALTH AND WELLBEING PORTFOLIO



ADUR DISTRICT  
COUNCIL

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Head of Wellbeing</b>		
Community Development, Fishersgate & Grants	353,110	370,270
Community Safety	245,760	284,260
Food Safety	158,720	158,820
Licensing	142,210	142,190
Public Health and Regulation inc Pollution Control	313,040	315,800
	<b>1,212,840</b>	<b>1,271,340</b>
<b>DIRECTOR OF THE ECONOMY</b>		
<b>Head of Business and Technical Services</b>		
Emergency Planning	27,590	28,950
Street Lighting	35,670	36,520
	<b>63,260</b>	<b>65,470</b>
<b>TOTAL FOR HEALTH AND WELLBEING</b>	<b>1,276,100</b>	<b>1,336,810</b>



## ADUR - HEALTH AND WELLBEING PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Head of Wellbeing</b>											
Community Development, Fishersgate & Grants	280	101,210	750	-	197,620	-	-	299,860	67,080	3,330	370,270
Community Safety	-	170,100	1,410	-	8,820	-	-	180,330	103,930	-	284,260
Food Safety	-	110,040	-	-	950	-	-	110,990	47,830	-	158,820
Licensing	8,160	158,820	-	-	13,410	-	(125,100)	55,290	86,900	-	142,190
Public Health and Regulation inc Pollution Control	-	143,780	-	-	15,260	4,820	(13,620)	150,240	156,150	9,410	315,800
<b>DIRECTOR FOR THE ECONOMY</b>											
<b>Head of Business and Technical Services</b>											
Emergency Planning	-	5,580	-	-	-	-	-	5,580	23,370	-	28,950
Street Lighting	-	-	8,540	-	8,770	-	-	17,310	9,190	10,020	36,520
<b>TOTAL COST</b>	<b>8,440</b>	<b>689,530</b>	<b>10,700</b>	<b>0</b>	<b>244,830</b>	<b>4,820</b>	<b>(138,720)</b>	<b>819,600</b>	<b>494,450</b>	<b>22,760</b>	<b>1,336,810</b>
<b>Percentage Direct Cost</b>	1%	72%	1%	0%	26%	1%					

**CUSTOMER SERVICES  
PORTFOLIO**



ADUR DISTRICT  
COUNCIL

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>DIRECTOR FOR COMMUNITIES</b>		
<b>Head of Housing</b>		
Housing including Homelessness	963,040	830,370
Environmental Health Housing including HMO/HIA	156,960	141,050
Community Alarm	13,170	10,440
	<b>1,133,170</b>	<b>981,860</b>
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>		
<b>Head of Revenues and Benefits</b>		
Revenues	303,750	304,220
Benefits	6,130	173,420
	<b>309,880</b>	<b>477,640</b>
<b>TOTAL FOR CUSTOMER SERVICES</b>	<b>1,443,050</b>	<b>1,459,500</b>

## ADUR - CUSTOMER SERVICES PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Head of Housing</b>											
Housing including Homelessness	-	306,950	316,820	440	823,830	65,000	(927,660)	585,380	244,990	-	830,370
Environmental Health Housing including HMO/HIA	-	139,550	-	-	2,010	-	(36,820)	104,740	36,310	-	141,050
Community Alarm	130,230	18,060	-	5,340	83,470	-	(298,610)	(61,510)	54,270	17,680	10,440
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>											
<b>Head of Revenues and Benefits</b>											
Revenues	-	251,830	-	1,910	132,250	-	(156,280)	229,710	74,510	-	304,220
Benefits	-	369,840	-	150	16,707,710	-	(17,035,850)	41,850	123,020	8,550	173,420
<b>TOTAL COST</b>	<b>130,230</b>	<b>1,086,230</b>	<b>316,820</b>	<b>7,840</b>	<b>17,749,270</b>	<b>65,000</b>	<b>(18,455,220)</b>	<b>900,170</b>	<b>533,100</b>	<b>26,230</b>	<b>1,459,500</b>
<b>Percentage Direct Cost</b>	1%	6%	2%	0%	92%	0%					

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>CHIEF EXECUTIVE</b> Covid Support & Strategic Planning	40,880	487,880
	<b>40,880</b>	<b>487,880</b>
<b>DIRECTOR FOR COMMUNITIES</b> Head of Wellbeing Members	380,000	349,550
	<b>380,000</b>	<b>349,550</b>
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b> Head of Customer & Digital Services Elections	217,170	217,340
	<b>217,170</b>	<b>217,340</b>
<b>TOTAL FOR THE LEADER</b>	<b>638,050</b>	<b>1,054,770</b>

## ADUR - THE LEADER PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>CHIEF EXECUTIVE</b>											
<b>Head of Communications</b>											
Strategic Planning	-	-	-	-	487,000	-	-	487,000	880	-	487,880
<b>DIRECTOR OF COMMUNITIES</b>											
<b>Head of Wellbeing</b>											
Members	219,110	94,530	-	-	11,010	-	(15,600)	309,050	40,500	-	349,550
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>											
<b>Head of Customer &amp; Digital Services</b>											
Elections	25,000	78,260	2,020	-	59,460	-	(3,330)	161,410	53,120	2,810	217,340
<b>TOTAL COST</b>	<b>244,110</b>	<b>172,790</b>	<b>2,020</b>	<b>0</b>	<b>557,470</b>	<b>0</b>	<b>(18,930)</b>	<b>957,460</b>	<b>94,500</b>	<b>2,810</b>	<b>1,054,770</b>
<b>Percentage Direct Cost</b>	25%	18%	0%	0%	57%	0%					

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>DIRECTOR OF THE ECONOMY</b>		
<b>Head of Business and Technical Services</b>		
Coast Protection & Ditch Clearing	116,090	116,800
	<b>116,090</b>	<b>116,800</b>
<b>Grants</b>		
Shoreham Harbour	101,880	99,020
	<b>101,880</b>	<b>99,020</b>
<b>Head of Planning &amp; Development</b>		
Planning Policy	327,930	323,330
Development Control & Major Projects	655,880	579,390
Building Control	149,350	139,180
	<b>1,133,160</b>	<b>1,041,900</b>
<b>Head of Place &amp; Economy</b>		
Regeneration	381,550	372,640
	<b>381,550</b>	<b>372,640</b>
<b>TOTAL FOR REGENERATION</b>	<b>1,732,680</b>	<b>1,630,360</b>

## ADUR - REGENERATION PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR THE ECONOMY</b>											
<b>Head of Business and Technical Services</b>											
Coast Protection & Ditch Clearing	-	2,930	4,370	-	5,820	-	-	13,120	23,440	80,240	116,800
<b>DIRECTOR OF ECONOMY</b>											
<b>Grants</b>											
Shoreham Harbour	58,540	-	-	-	-	-	-	58,540	40,480	-	99,020
<b>Head of Planning &amp; Development</b>											
Planning Policy	-	147,330	-	-	17,790	-	-	165,120	158,210	-	323,330
Development Control & Major Projects	-	573,620	-	-	8,620	5,380	(297,030)	290,590	288,800	-	579,390
Building Control	-	234,040	-	-	-	-	(245,710)	(11,670)	150,850	-	139,180
<b>Head of Place &amp; Economy</b>											
Regeneration	-	167,240	-	-	81,370	-	(20,820)	227,790	121,410	23,440	372,640
<b>TOTAL COST</b>	<b>58,540</b>	<b>1,125,160</b>	<b>4,370</b>	<b>0</b>	<b>113,600</b>	<b>5,380</b>	<b>(563,560)</b>	<b>743,490</b>	<b>783,190</b>	<b>103,680</b>	<b>1,630,360</b>
<b>Percentage Direct Cost</b>	4%	86%	0%	0%	9%	0%					

# RESOURCES PORTFOLIO



ADUR DISTRICT  
COUNCIL

SERVICE	ESTIMATE 2020/2021	ESTIMATE 2021/2022
	£	£
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>		
<b>Chief Finance Officer</b>		
Corporate Management & Pension costs	2,169,460	2,099,080
Treasury Management	2,348,550	2,572,930
	<b>4,518,010</b>	<b>4,672,010</b>
<b>Head of Revenues &amp; Benefits</b>		
Non Domestic Rates	(41,000)	(26,450)
	<b>(41,000)</b>	<b>(26,450)</b>
<b>DIRECTOR OF THE ECONOMY</b>		
<b>Head of Business and Technical Services</b>		
Community Centres	161,950	91,800
	<b>161,950</b>	<b>91,800</b>
<b>Head of Major Projects and Investment</b>		
Estates Core & New Investments	(4,737,840)	(4,516,310)
	<b>(4,737,840)</b>	<b>(4,516,310)</b>
<b>Head of Planning &amp; Development</b>		
Land Charges	(19,570)	(28,970)
	<b>(19,570)</b>	<b>(28,970)</b>
<b>TOTAL FOR RESOURCES</b>	<b>(118,450)</b>	<b>192,080</b>



**ADUR - RESOURCES PORTFOLIO - 2021/2022 - SUBJECTIVE ANALYSIS**

SERVICE / ACTIVITY	Employees	Direct Recharges	Premises	Transport	Supplies & Services	Third Party	Income	Service Controlled Budget	Support	Capital Charges	TOTAL BUDGET
	£	£	£	£	£	£	£	£	£	£	£
<b>DIRECTOR FOR DIGITAL, SUSTAINABILITY AND RESOURCES</b>											
<b>Chief Finance Officer</b>											
Corporate Management & Pension costs	1,115,230	523,680	127,160	-	339,260	-	(420,330)	1,685,000	414,080	-	2,099,080
Treasury Management	-	-	-	-	2,679,090	-	(107,040)	2,572,050	880	-	2,572,930
<b>Head of Revenues &amp; Benefits</b>											
Non Domestic Rates	-	73,430	-	-	7,470	-	(107,350)	(26,450)	-	-	(26,450)
<b>DIRECTOR OF ECONOMY</b>											
<b>Head of Business and Technical Services</b>											
Community Centres	-	-	69,480	-	4,230	-	-	73,710	3,700	14,390	91,800
<b>Head of Major Projects and Investment</b>											
Estates core & new Investments	-	17,860	149,680	-	15,240	-	(5,024,140)	(4,841,360)	88,070	236,980	(4,516,310)
<b>Head of Planning &amp; Development</b>											
Land Charges	-	26,990	-	-	20,200	-	(107,430)	(60,240)	31,270	-	(28,970)
<b>TOTAL COST</b>	<b>1,115,230</b>	<b>641,960</b>	<b>346,320</b>	<b>0</b>	<b>3,065,490</b>	<b>0</b>	<b>(5,766,290)</b>	<b>(597,290)</b>	<b>538,000</b>	<b>251,370</b>	<b>192,080</b>
<b>Percentage Direct Cost</b>	22%	12%	7%	0%	59%	0%					

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## PRUDENTIAL INDICATORS AND MINIMUM REVENUE PROVISION POLICY

### 1. THE CAPITAL PRUDENTIAL INDICATORS 2021/22 – 2023/24

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans. The approval of the indicators is a statutory requirement by regulations issued under the Local Government Act 2003.

#### 1.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans, both those agreed previously, and those forming part of this budget cycle. Members are asked to approve the capital expenditure forecasts.

The tables below summarise the capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a financing or borrowing need.

#### ADUR DISTRICT COUNCIL

Capital expenditure	2019/20 Actual	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
	£m	£m	£m	£m	£m
Non-HRA	13.011	16.674	9.447	4.385	1.845
HRA	3.859	12.354	18.956	18.995	5.600
Strategic property purchases	43.400	23.488	20.000	0.000	0.000
<b>TOTAL</b>	<b>60.270</b>	<b>52.516</b>	<b>48.403</b>	<b>23.380</b>	<b>7.445</b>
<b>Financed by:</b>					
Capital receipts	0.795	1.248	1.799	0.021	0.004
Capital grants and contributions	12.230	10.257	1.425	0.963	0.375
Revenue Reserves & contributions	3.477	7.852	7.808	7.423	7.565
<b>Net financing need for the year</b>	<b>43.768</b>	<b>33.159</b>	<b>37.371</b>	<b>14.973</b>	<b>(0.499)</b>

## 1.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Councils' Capital Financing Requirement (CFR). The CFR is simply the total historical outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Councils' indebtedness and so its underlying borrowing need. Any capital expenditure above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each asset's life, and so charges the economic consumption of capital assets as they are used. The CFR includes any other long term liabilities (e.g. finance leases). Whilst these increase the CFR, and therefore the Councils' borrowing requirement, these types of scheme include a borrowing facility and so the Councils are not required to separately borrow for these schemes. The Councils currently do not have any such schemes within the CFR. The Councils are asked to approve the CFR projections below:

### ADUR DISTRICT COUNCIL

<b>Capital Financing Requirement (£m)</b>	<b>2019/20 Actual</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
CFR – non-HRA	25.906	31.196	37.066	38.989	38.882
CFR - HRA	60.294	65.866	79.004	94.099	95.798
CFR – strategic	80.818	103.115	121.478	119.433	117.342
<b>Total CFR</b>	<b>167.018</b>	<b>200.177</b>	<b>237.548</b>	<b>252.521</b>	<b>252.022</b>
<b>Movement in CFR</b>	43.768	33.159	37.371	14.973	(0.499)
<b>Movement in CFR represented by</b>					
Financing need for the year	45.159	35.381	40.170	18.455	3.125
<b>Less: MRP/VRP and other financing movements</b>	(1.391)	(2.222)	(2.799)	(3.482)	(3.624)
<b>Movement in CFR</b>	<b>43.768</b>	<b>33.159</b>	<b>37.371</b>	<b>14.973</b>	<b>(0.499)</b>

- 1.3 Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well-defined limits. One of these is that the Council needs to ensure that the gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2021/22 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue or speculative purposes.

The Chief Financial Officer reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans, and the proposals in this budget report.

Adur District Council External Debt £m	2019/20 Actual	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Debt at 1 April	(116.167)	(161.802)	(194.961)	(232.332)	(247.305)
Expected change in Debt	(45.635)	(33.159)	(37.371)	(14.973)	0.499
Other long-term liabilities (OLTL)	0.000	0.000	0.000	0.000	0.000
Actual gross debt at 31 March	(161.802)	(194.961)	(232.332)	(247.305)	(246.806)
The Capital Financing Requirement	167.018	200.177	237.548	252.521	252.022
Under/(over) borrowing	5.216	5.216	5.216	5.216	5.216

#### 1.4 Treasury Indicators: limits to borrowing activity

**The operational boundary** - This is the limit which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund under-borrowing by other cash resources.

#### ADUR DISTRICT COUNCIL

Operational boundary £m	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Debt	195.0	233.0	248.0	247.0
Other long term liabilities	1.0	1.0	1.0	1.0
<b>Total</b>	<b>196.0</b>	<b>234.0</b>	<b>249.0</b>	<b>248.0</b>

**The authorised limit for external debt** - A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

1. This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.
2. The Council is asked to approve the following authorised limit:

**ADUR DISTRICT COUNCIL**

Authorised limit £m	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
Debt	204.0	238.0	251.0	251.0
Other long term liabilities	1.0	1.0	1.0	1.0
<b>Total</b>	<b>205.0</b>	<b>239.0</b>	<b>252.0</b>	<b>252.0</b>

- 1.5 **Investment treasury indicator and limit** - total principal funds invested for greater than 365 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

The Council is asked to approve the following treasury indicators and limits:

**ADUR DISTRICT COUNCIL**

MAXIMUM PROPORTION OF PRINCIPAL SUMS INVESTED > 365 DAYS			
	2021/22	2022/23	2023/24
Principal sums invested > 365 days	50%	50%	50%

## 1.6 Affordability prudential indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances. The Council is asked to approve the following indicators:

### Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Adur	2019/20 Actual	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
	%	%	%	%	%
Non-HRA	13.06	16.56	16.92	19.11	18.89
HRA	21.53	25.51	25.37	27.84	28.55
Strategic purchases	(16.16)	(17.08)	(14.77)	(14.81)	(14.94)
<b>TOTAL</b>	<b>18.43</b>	<b>24.99</b>	<b>27.52</b>	<b>32.14</b>	<b>32.50</b>

### HRA Ratio

Adur	2019/20 Actual	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate
HRA debt £m	(58.452)	(65.824)	(78.962)	(94.057)	(95.756)
Number of HRA dwellings	2542	2538	2549	2597	2646
Debt per dwelling	£23.0k	£25.9k	£31.0k	£36.2k	£36.2k

## 1.7 Maturity structure of borrowing

These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits. The Council does not have any variable rate borrowing.

The Council is asked to approve the following treasury indicators and limits:

<b>ADC Limits to maturity structure of fixed interest rate borrowing 2021/22</b>		
	<b>Lower Limit</b>	<b>Upper Limit</b>
<b>Under 12 months</b>	0%	20%
<b>12 months to 2 years</b>	0%	30%
<b>2 years to 5 years</b>	0%	50%
<b>5 years to 10 years</b>	0%	70%
<b>10 years to 20 years</b>	0%	80%
<b>20 years to 30 years</b>	0%	60%
<b>30 years to 40 years</b>	0%	60%
<b>40 years to 50 years</b>	0%	45%

## **2. MINIMUM REVENUE PROVISION (MRP) POLICY STATEMENT**

- 2.1 The Council is required to set aside funds to repay the accumulated General Fund debt associated with the capital investment programme each year (the CFR) through a revenue charge to the General Fund budget (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments (voluntary revenue provision - VRP).

MHCLG regulations require the full Council to approve an MRP Statement in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision.

For Adur District Council, the MRP relating to built assets under construction will be set aside once the asset is completed. If any finance leases are entered into, the repayments are applied as MRP.

The Council is recommended to approve the following MRP Statement:

### **ADUR DISTRICT COUNCIL**

For Adur District Council it was approved by the Joint Strategic Committee on 2nd June 2016 that for borrowing incurred before 1st April 2008, the MRP will be set aside in equal instalments over the life of the associated debt.

### **2.2 General Fund**

For non-HRA capital expenditure after 1st April 2008 the MRP will be calculated as the annual amount required to repay borrowing based on the annuity method: equal annual payments of principal and interest are calculated, with the interest element reducing and the principal element increasing over the life of the asset as the principal is repaid. The interest is based on the rate available to the Council at the beginning of the year in which



payments start and the MRP is calculated as the amount of principal, so that by the end of the asset's estimated life the principal is fully repaid (the Asset Life Method). The option remains to use additional revenue contributions or capital receipts to repay debt earlier.

An exception was agreed in the 2015/16 Treasury Management Strategy Statement: the Chief Financial Officer has discretion to defer MRP relating to debt arising from loans to Registered Social Landlords (RSLs) to match the profile of debt repayments from the RSL and other public bodies. RSLs normally prefer a maturity type loan as it matches the onset of income streams emanating from capital investment with the timing of the principal debt repayment. The deferral of MRP to the maturity date would therefore mean that MRP is matched at the same point as the debt is repaid, and is therefore cash (and revenue cost) neutral to the Council.

If concerns arise about the ability of the borrower to repay the loan, the Chief Financial Officer will use the approved discretion to make MRP as a "prudent provision" from the earliest point to ensure that sufficient funds are set aside from revenue to repay the debt at maturity if the RSL defaults.

### 2.3 **Housing Revenue Account**

Unlike the General Fund, the HRA is not required to set aside funds to repay debt. There is a requirement for a charge for depreciation to be made but there are transitional arrangements in place. The Council's MRP policy previously applied the financially prudent option of voluntary MRP for the repayment of HRA debt, to facilitate new borrowing in future for capital investment. However in order to provide additional capital funding to address the maintenance backlog identified by the condition survey, the payment of voluntary MRP was suspended for a period of 9 years from 2017/18 whilst the Council invests in its current housing stock and manages the impact of rent limitation.

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