

13 November 2025

SCRUTINY COMMITTEE – 20 NOVEMBER 2025

A meeting of the Scrutiny Committee will be held at 6pm on Thursday 20 November 2025 in the Council Chamber at the Town Hall, Rugby.

Members of the public may view the meeting via the livestream on the Council's website.

Dan Green
Chief Executive

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes

To approve the minutes of the meeting held on 16 September 2025.

2. Apologies

To receive apologies for absence from the meeting.

3. Declarations of Interest

To receive declarations of:

(a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(b) pecuniary interests as defined by the Council's Code of Conduct for Councillors;

(c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their non-pecuniary interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a pecuniary interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. The Benn Hall.
5. Finance and Performance Monitoring at 30 September (Quarter 2).
6. Overview and Scrutiny Work Programme.

Membership of the Committee:

Councillors Timms (Chair), Freeman, Hassell, Lawrence, New, Parker, Sayani, Srivastava and Thomas.

If you have any general queries with regard to this agenda please contact Linn Ashmore, Democratic Services Officer on 01788 533522 or email linn.ashmore@rugby.gov.uk. Any specific queries concerning reports should be directed to the listed contact officer.

AGENDA MANAGEMENT SHEET

Report Title:	The Benn Hall
Name of Committee:	Scrutiny Committee
Date of Meeting:	20 November 2025
Contact Officer:	Chief Officer Leisure and Wellbeing
Summary:	The report outlines the background and booking process of The Benn Hall.
Financial Implications:	None arising from this report
Risk Management/Health and Safety Implications:	None arising from this report
Environmental Implications:	None arising from this report
Legal Implications:	The Public Sector Equality Duty is a legal obligation in the Equality Act 2010 and The Benn Hall must comply with the main aims of the duty as a Local Authority venue.
Equality and Diversity:	As a Local Authority venue, The Benn Hall is required to comply with the Public Sector Equality Duty as a legal obligation under the Equality Act 2010 meaning there is required a due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between people with protected characteristics when carrying out its functions.

Scrutiny Committee - 20 November 2025

The Benn Hall

Public Report of the Chief Officer - Leisure and Wellbeing

Summary

The report outlines the background and booking process of The Benn Hall.

1. Introduction

The Benn Hall opened in 1961 gaining its name from notable Rugbeian George Charles Benn who left money in his will for a new town building in 1895. The venue was officially opened by Queen Elizabeth, the Queen Mother.

The Benn Hall is a Rugby Borough Council (RBC) owned and operated leisure asset situated on Newbold Road, providing a wide range of commercial, community and charitable events for the residents of Rugby borough and surrounding areas.

Today, The Benn Hall continues to be a key leisure asset for the town providing a range of activity including:

- **Community events:** Fairs, vintage sales, and parties.
- **Entertainment:** Musical shows, tribute acts, and other performances.
- **Conferences and meetings:** It is also used for commercial meetings, conferences, training, and product launches.
- **Private functions:** The venue can be hired for private celebrations, receptions, and parties.

The Benn Hall directly contributes to the Council's Corporate Strategies vision of a 'Greener, Fairer, Thriving Rugby' with a focus on delivering a thriving economy and supporting the regeneration of the town Centre.

The Corporate Strategy sets out a clear ambition to:

- Encourage tourism into the borough, focussing on day tourists within a 25-mile radius.
- Support and grow pride in everything great about Rugby borough

2. The Benn Hall Business Plan 2023-2027

The Benn Hall Business Plan sets out a vision for the venue to be an attractive town centre venue for residents, visitors and businesses with a continued commitment to providing a high standard of leisure and community asset for Rugby

The plan sets out 3 key aims:

- Delivering a mainstream, quality event programme that makes our audience and staff proud.
- Driving the customer experience that we offer to continually develop the audience profile and attendance.
- Supporting local, regional and national organisations to support the leisure and culture sector.

The operational delivery of The Benn Hall is the responsibility of the management, employed to deliver the commercial functionality of the business.

3. The Benn Hall – Booking Process

All booking enquiries are subject to The Benn Hall's 'Conditions of Letting' (CoL).

The Conditions of Letting can be found in Appendix 1 and include the following terms and responsibilities;

- Bookings
- Cancellation of bookings
- Legal responsibility of the hirer
- Right of entry
- Police, fire and bomb alerts
- Booking confirmation
- Good order and conduct
- Breach of conditions
- Loss and damage

The hire of The Benn Hall are considered provisional until a booking pack is obtained and confirmed by The Manager.

All booking requests are considered on an individual basis and confirmed to the hirer.

4. Cancellation of Bookings

The CoL sets out that the management may at any time without previous notice cancel any letting by giving notice in writing to the hirer and the hirer shall have no claim whatsoever against

The Management in respect of the letting, or on account of the cancellation thereof. In the event of any cancellation by The Management (except for cancellation on the

grounds of breach of conditions by the hirer – Section S), The Management shall return all payments made by the Hirer.

5. RBC Equality and Diversity Strategy

RBC formally adopted an updated Equality and Diversity Strategy in October 2025 and sets out a vision for creating a borough that everyone can be proud of.

Where all communities are valued, and we use the knowledge and experiences of the people of Rugby to shape its future. Rugby is committed to promoting equality, preventing discrimination and promoting good relations between all people.

The Council will work in line with the Equality Act, ensuring that it does not discriminate or victimise those with protected characteristics, promotes equality of opportunity and fosters good relations.

The Equality and Diversity Strategy can found on the Council website: [E&D Strategy 2025-2028](#)

6. The Public Sector Equality Duty

The Public Sector Equality Duty (PSED, or “the duty”), which applies in Great Britain (England, Scotland and Wales), requires public authorities to have due regard to certain equality considerations when exercising it’s functions such as decision making.

The duty is a statutory duty on listed public authorities, including Local Authorities and other bodies carrying out public functions. It ensures that these organisations consider how it’s functions will affect people with different protected characteristics.

These functions include policies, programmes, and services. The duty supports good decision-making by helping decision-makers understand how it’s activities affect different people. It also requires public bodies to monitor the actual impact of the its activities.

The general duty requires decision-makers to have due regard to the need to eliminate conduct prohibited by the act, advance equality of opportunity, and foster good relations in relation to activities

The general duty requires public authorities, in the exercise of their functions, to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act
- advance equality of opportunity between people who share and people who do not share a relevant protected characteristic
- foster good relations between people who share and people who do not share a relevant protected characteristic

These are sometimes called the 3 aims of the duty.

The relevant protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The full guidance can be found at: [Public Sector Equality Duty: guidance for public authorities - GOV.UK](#)

With regards to The Benn Hall booking policy, it is the operational responsibility of the management to ensure that the Local Authority are exercising its statutory duty, including the fostering of relationships and maintaining community cohesion.

7. Conclusion

As a Local Authority owned and operated venue, The Benn Hall is responsible for ensuring its conditions of lettings are adhered and maintained whilst delivering a professional, commercially viable leisure asset for Rugby borough.

This includes ensuring due consideration is taken with regards booking requests and ensuring the Council remain compliant within the statutory duty responsibilities of the Public Sector Equality Act.

The operational management of the venue is the responsibility of The Benn Hall staff, supported as appropriate by the Council leadership structure where advice and guidance may be sought.

The Conditions of Letting will be reviewed in line with good management practice and updated where appropriate.

Name of Meeting: Scrutiny Committee
Date of Meeting: 20 November 2025
Subject Matter: The Benn Hall
Originating Department: Leisure and Wellbeing

DO ANY BACKGROUND PAPERS APPLY ☐ YES ☐ NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

CONDITIONS OF LETTING

For the purpose of this document the following applies:

“Management” shall mean Rugby Borough Council.

“Hirer” shall mean the person(s) who signs the application form.

“Manager” shall mean the General Manager of the Benn Hall Venue or his/her appointed agent.

“Letting” shall mean the period during which the venue has been reserved for the hirer.

“Venue”, “Benn Hall” or “Room(s)” shall mean, and include, the whole of The Benn Hall and its associated areas.

A BOOKINGS

- Each application for the use of the rooms must be made in writing on the “Booking Pack” form provided. Please state the precise nature of the function. The completed application will then be considered.
- Each Hire Application must be accompanied by a deposit of 20% of the hire charge. The deposit is fully returnable in the event of the application being refused.
- All reservations are provisional, until a Booking Pack for the booking is obtained and confirmed by The Manager.
- The full amount of the hire charge must be paid at least 28 days before the event, or on booking should this be within 28 days of the function.
- All bookings are subject to Rugby Borough Council having sole bar rights.
- On Sundays, dancing will only be allowed providing the function does not contravene the provisions of the Sunday Observance legislation.
- The rooms must be vacated by the hirer not later than one hour after the period for which the rooms are booked, otherwise extra time will be charged at the appropriate rate. All personal belongings and equipment must be removed within this period.
- If the Management accepts the application the person or persons signing the application form shall be deemed to be the hirer and as such shall be responsible to The Management for the payment of the hiring fees. The hirer must be over 21 years of age.
- The Management reserves the right to refuse any application without stating their reason for doing so and reserve to themselves the right of imposing special conditions where the nature of the application in their opinion so demands.

B CANCELLATION OF BOOKING

1. By The Management

The Management may at any time without previous notice cancel any letting by giving notice in writing to the hirer and the hirer shall have no claim whatsoever against The Management in respect of the letting, or on account of the cancellation thereof. In the event of any cancellation by The Management (except for cancellation on the grounds of breach of conditions by the hirer – Section S), The Management shall return all payments made by the Hirer.

2. By The Hirer

The Hirer must give written notice to The Management of their intention to cancel, no later than two calendar months before the function. In this case the deposit shall be forfeited. Should the hirer cancel later than this specified period the full hire charge shall be due.

3. Re – Letting

Should the venue be re-let for the date on which the cancelled booking would have taken place, any monies forfeited to The Management as in two above shall be returned to the Hirer less £20.00 retained towards administration costs once full payment has been received by The Management for the replacement booking.

C LEGAL RESPONSIBILITY OF THE HIRER

The Hirer or his/her authorised representative is deemed to be the person responsible for all charges and for ensuring these Conditions of Letting are fully observed.

D RIGHT OF ENTRY

The Management reserve to themselves or their representatives the right of entry at all times to all parts of the Venue during the hire period.

E Police, Fire and Bomb Alerts

The Hirers must familiarise themselves with the fire regulations and location of the firefighting equipment and alarm points before the start of their function. The Hirers must read the Guide to Emergency Procedures.

F LIGHTING

No person shall install extra lights or lighting effects without prior approval of The Management. The Hirer is expected to control the level of lighting in the hall and on stage during the hire period and is advised to familiarise themselves with the system beforehand. The emergency lighting system will be switched on at all times.

G DANCING & MIXED FUNCTIONS

Admission and Re-Admission after 10.00pm

No person shall be admitted or re-admitted to a public dance or mixed function after 10.00pm. The hirer shall ensure that the latest time for admission or re-admission is printed on tickets and publicity relating to the function.

H CATERING & INTOXICATING LIQUOR

No food, drink or intoxicating liquor may be brought on to the premises by the Hirer or any other person without prior consultation with the Management. Catering arrangements must be stated in the booking pack. Only options stated in the booking pack will be considered in the application for hire.

I ACCOMMODATION – SEATS AND TABLES ETC

The document “Benn Hall – Venue Details” sets out the maximum numbers of persons admitted to the building. On no account shall these numbers be exceeded.

- Dinners (or such like)**
The hiring of the Venue for a dinner will include the use of tables sufficient to accommodate approximately 320 diners.
- Mixed Functions**
Where dancing is to take place after dinners, luncheons or buffets, the Hirer shall, if so required by The Manager, remove such furniture as The Manager considers necessary before dancing is permitted.
- Stage Performances and Meetings**
The seats provided by The Management must be used according to the approved plan and all gangways must be kept clear.
- Film Shows**
The number of seats available will depend upon the siting of the projector to be used by the Hirer and will also be subject to compliance with its Cinematography Licence. The Management reserve the right to reduce the amount of seating from the maximum figure.

J USE OF THE FOYER

The foyer of the Benn Hall must always be kept clear of obstructions apart from the floral decorations and a small number of chairs. It must not be used for the sale of goods or any other purpose.

K PARKING OF VEHICLES

The Management does not accept responsibility for loss or damage to any vehicle or property arising out of, or in connection with, the use of the parking areas. Vehicles must not be parked in front of the entrance or in any areas without marked parking spaces. Access must be maintained at all times for emergency vehicles. The Town Hall/Benn Hall car parks are subject to the current parking regulations/tariff. The Benn Hall Management accepts no responsibility for any parking fines incurred.

L BOOKING CONFIRMATION

After confirmation of the booking in accordance with Clause A3 of these conditions, all detailed arrangements for the use of the Venue shall be made with the Manager. The Hirer shall conform to all the requirements of the Manager in relation to the hire and use of the Venue and conduct of persons therein during the period of hire.

M GOOD ORDER AND CONDUCT

- The hirer is responsible for the good order and decent behaviour of all persons admitted to the rooms during the period of hire. The Hirer is under a duty to take reasonable care and to avoid causing injury to any members of the public or employees of the Benn Hall. Any incident of injury or damage caused must be reported to the Manager immediately.
- For any public functions, at the discretion of the Manager, door-staff may be required for the function. At least two door-staff for every one hundred persons attending the function is required and one for every additional one hundred over that. The Hirer shall be responsible for the cost of the door-staff. Such staff will be capable of dealing with any incidents of unruly behaviour.
- Only SIA qualified door supervisors are to be employed, such supervisors to clearly display their identification card. Under no account can an unlicensed doorman be employed to supervise any function.
- The Manager may, at his/her absolute discretion refuse admission to any person and may require any person to leave the venue.
- The Hirer will ensure that the Venue is used in such a way so as NOT to cause a nuisance or annoyance to the Management or other persons at the Venue.
- The Manager shall have the right to instantly terminate the letting if the Hirer fails to maintain such good order and conduct, or if the rooms are used for unseemly or undesirable purposes.

N ADVERTISEMENTS

- No posters or other advertisements will be permitted inside or outside the Venue unless prior permission has been granted by the Manager.
- No exhibit of artwork or notices of a political, sexual, racial, offensive, commercial or promotional nature shall be displayed anywhere at the Venue.

- O LICENSING CONDITIONS**
1. The Hirer is responsible for observing the conditions of Rugby Borough Council's Stage, Play, Cinema and Music, Dancing, Sporting and Gambling licences where applicable (a copy of which can be obtained from the Manager on request).
 2. The Hirer is responsible for ensuring that the Benn Hall Premises Licence is not contravened by any actions/performance undertaken by themselves or their agents.
- P COPYRIGHT MUSIC**
- The Management holds a licence from The Performing Rights Society for the performance copyright music under their control. THE HIRER WILL BE CHARGED THE APPROPRIATE RATE FOR ANY PERFORMANCES REQUIRED BY THE PERFORMING RIGHTS SOCIETY. No music or stage play, the copyright of which is vested in any other person or society, shall be performed unless sanction has been obtained from the copyright holder, and the Hirer shall indemnify the Management against any claims in respect thereof.
- Q TRANSFER OF LETTING**
- The Hirer may not transfer or assign any letting of the Venue without obtaining in advance the written permission of the Manager.
- R VARIATION OF CONDITIONS**
- The Management reserves the right to vary these conditions at any time without notice or make special arrangements in any particular case.
- S BREACH OF CONDITIONS**
- If the Hirer shall be in breach of any one or more of these conditions, the Manager is authorised to cancel the letting immediately if he/she shall see fit to do so. The Hirer shall forfeit all or part of the charges he has paid under Clause A above at the absolute discretion of the Management and no compensation shall be payable.
- T FLY POSTING**
- You must not display notices/publicity material for your function anywhere other than in places where such notices are normally and legally displayed. You are reminded that fly posting is a criminal offence. Any person fly posting may be prosecuted. Additionally, any fly posting may be removed by the Management, or their appointed agent and the Hirer will be charged with the cost of its removal.
- U LOSS AND DAMAGE**
1. Should damage be occasioned to the Venue, flower beds, their contents or any other fixtures and fittings therein, the expense of making good the same shall be borne by the hirer. The Management do not accept any responsibility or liability whatsoever for any articles, goods or property brought into the Venue by the Hirer or by any other person or for injury to any person or persons however caused and the hirer shall indemnify and keep indemnified The Management from and against all claims, demands and actions in respect thereof.
 2. No nail, screw, lock or other fastening shall be driven into the walls, floors, stage or furniture in the Venue.
 3. The kitchen (if used) must be left free of rubbish and in a clean and tidy condition. Should this not be the case, there will be a charge incurred by the Hirer for the extra cleaning.
- V INSURANCE**
1. The Hirer must obtain third party liability insurance with a reputable insurance company covering the use of the Venue in the minimum sum of £5million. The policy must be produced to, and satisfy, the Manager prior to the hire period.
 2. The Hirer shall indemnify the Management and keep the Management indemnified against all claims, costs, demands, actions or proceedings in respect of death of, or injury without limit to, any person or damage to, or direct or indirect loss or damage to, property belonging to any person during the course of, or in consequence of any hire of the Venue unless caused by our negligence.
- W CHILD AND VULNERABLE ADULT PROTECTION AND SAFEGUARDING**
- The protection of children and vulnerable adults is of paramount importance. While the Management perform background checks on its employees dealing with children and adults, the Hirer should at his/her own expense conduct background checks on any individuals the Hirer intends to engage or allow to work with children or vulnerable adults. Various organisations publish guidelines on working with children and vulnerable adults and we would ask that these are followed wherever possible. If you need more information or assistance in doing this, please contact the Manager.
- Children in entertainment – where a hirer has children performing in shows under the age of sixteen the Child Employment Team at Warwickshire County Council should be contacted for advice on 01926 742522.
- X FIRST AID AND OTHER EMERGENCY INCIDENTS**
1. The Hirer is obliged to conduct his/her own risk assessment of the Venue and provide the Manager with a copy of the risk assessment upon request.
 2. The Venue and risk assessment may require you to provide additional first aid cover for larger events. This must be provided by an approved organisation.
 3. In the event of an accident, incident and/or injury at the Venue, the Hirer must inform the Manager within a reasonable period of time (depending on the seriousness of the incident).
 4. All incidents must be recorded in accordance with the Venue's current procedures.
- Y PORTABLE ELECTRICAL APPLIANCES**
- The Hirer must ensure that no portable electrical appliance is brought into, or used in, the Venue without the prior written consent of the Manager. Where the Manager permits use of a portable electrical appliance, it must have been inspected beforehand in accordance with current Institute of Electrical Engineers Regulations and bear a dated sticker, or other endorsement to that effect.
- Z HEALTH AND SAFETY**
- The Hirer is responsible for the health and safety of their guests, staff and members of the public attending their event. The Hirer is responsible for the health and safety requirements and standards relating to their event and must be present at the event to deal with any relevant issues that arise.
- OUR OBLIGATIONS**
1. The Management shall keep the Venue fully insured against loss or damage by fire and related perils and use the proceeds of such insurance to rebuild or repair the Venue.
 2. The Management shall have the Venue cleaned regularly and keep the Venue in a reasonable state of repair and properly maintained.
- These conditions are current as of 26/03/2022 and supersede any previous conditions.**

AGENDA MANAGEMENT SHEET

Report Title:	Finance and Performance Monitoring at 30 September (Quarter 2)
Name of Committee:	Scrutiny Committee
Date of Meeting:	20 November 2025
Contact Officer:	Jon Illingworth, Chief Officer Finance
Summary:	This report provides a summary of the financial position of the General Fund and the HRA as well as highlights the achievement of the KPIs as at 30 September (quarter 2)
Financial Implications:	None as a direct result of this report
Risk Management/Health and Safety Implications:	None as a direct result of this report
Environmental Implications:	None as a direct result of this report
Legal Implications:	None as a direct result of this report
Equality and Diversity:	None as a direct result of this report

Scrutiny Committee - 20 November 2025

Finance and Performance Monitoring at 30 September (Quarter 2)

Public Report of the Chief Officer - Finance and Performance

Summary

This report provides a summary of the financial position of the General Fund and the HRA as well as highlights the achievement of the KPIs as at 30 September (Quarter 2).

1. Background

- 1.1. From 1 April 2025 the finance and performance reporting for the Council has been split into three distinct reports.
 - General Fund Finance
 - Housing Revenue Account Finance
 - Performance reporting
- 1.2. The purpose of the change is to make the interpretation of the information easier to read and also recognises that although the three areas are linked, there are distinct differences that warranted separate reports. Where there are links to be made these will take place.
- 1.3. Formal cabinet reporting takes place on a quarterly basis (30 June, 30 September, 31 December and 31 March) and in the months between this exception reporting takes place and is shared with Leadership team, Cabinet and the Chair and Vice Chair of Scrutiny Committee.
- 1.4. The reports for period ending 30 September (Quarter 2) will be presented to Cabinet on 1 December, therefore, at the time of writing this report are still at draft stage. However, included in this report is a draft of the appendices for the General Fund and HRA report. Although unlikely, there is the possibility that between this committee and the Cabinet meeting on 1 December there could be amendments to the position.
- 1.5. The performance monitoring dashboard is published on the Council's website and can be found using this link. [performance dashboard](#). Similarly to the forecast information, although unlikely, there is the possibility that between this committee and the cabinet meeting on the 1 December there could be amendments to the position.

2. General Fund (see appendix 1 for further details)

2.1. The 2025/26 General Fund year-end outturn revenue forecast position as at the end of Quarter Two is summarised below.

Type	A Budget 2025/26 £000	B Year-End Forecast Outturn 2025/26 £000	C Pending Budget Virements £000	B-(A+C) Variance to Budget 2025/26 £000	Movement since Q1 £000
Cost of General Fund Services	24,959	25,637	(313)	992	470
Corporate Items	(2,134)	(2,201)	313	(381)	0
Total	22,825	23,436	0	610	470

2.2. Across the Council there is a forecast pressure of £0.610m compared to the budget of £22.825m. The service variance is £0.992m, which is partially offset from savings in the net cost of borrowing of (£0.381m).

2.3. As mentioned in the quarter 1 report, with the new style of reporting, there will be a quarterly focus on key areas. With the majority of pressures across the Portfolios relating to staffing costs, the focus for a second quarter in a row will be around the staffing and agency forecasts. Below is a summary of the latest reported position by Portfolio.

Portfolio	Staffing Variance £000s	Agency Variance £000s	Net Position between Staffing & Agency Costs £000s
Finance Performance, Legal & Governance	(664)	1,041	377
Communities & Homes, Regulation & safety	(252)	197	(56)
Growth & Investment, Digital & Communications	(431)	203	(228)
Operations & Traded Services	(446)	247	(199)
Partnerships & Wellbeing	(29)	24	(5)
Organisational Change	(328)	60	(268)
Chief Executive	3	0	3
Total	(2,146)	1,771	(376)

2.4. The total General Fund staffing budget for 2025/26 is £21.781m compared to a forecast of £19.634m resulting in a forecast saving of (£2.146m). This variance is due to the vacant positions across the organisation.

2.5. The total General Fund agency budget for 2025/26 is £0.443m compared to a forecast of £2.214m resulting in a forecast pressure of £1.771m. This variance is mainly due to agency staff covering vacant roles, although it also includes agency staff deployed to cover staff sickness absences to ensure continuity of service delivery.

2.6. 2025/26 Savings Programme

2.7. The Councils 2025/26 savings programme totals (£0.514m). This financial year each portfolio was set a 2% efficiency saving to be achieved either through additional income or the permanent removal of expenditure budgets. Whilst there are specific amounts allocated to each portfolio, this is a collective effort between portfolios. At the end of Quarter Two, 100% of the savings are forecast to be delivered by the end of 2025/26. Each portfolio has completed a savings delivery plan which will be used to track the progress of the savings with specific attention to the risks, opportunities and impact of delivery on services. A high level summary of the areas that will deliver this target is shown in appendix 1.

Type	Target £000	£000	£000	£000
Savings Target	(514)	(514)	-	-

2.8. The impact of partial or full non-delivery of the savings programme would mean that the Council's reserve balances may need to be used to fund the pressures, or Council could be asked to approve additional savings proposals to ensure a balanced Medium Term Financial Plan. Progress on the savings programme will continue to be reported throughout the 2025/26 financial year.

2.9. Capital Programme

2.10. The approved General Fund capital programme is £6.382m. At the end of Quarter Two there is a saving of (£0.017m).

Type	Capital Budget 2025/26 £000s	Q2 Forecast £000s	Reprofiling £000s	New Requests £000s	Q2 Variance to Budget £000s
GF Capital	6,382	4,857	(1,630)	122	(17)
Total	6,427	6,427	(1,630)	122	(17)

2.11. As the financial year progresses, the capital programme will continue to be assessed to ensure the appropriate forecast are put in place and to identify any potential slippage into future years.

2.12. A detailed summary of all the General Fund Capital programme for 2025/26 is shown in Appendix 1.

3. Housing Revenue Account (HRA) (see appendix 2 for further details)

3.1. The 2025/26 HRA year-end outturn revenue forecast position as at the end of Quarter Two is summarised below.

Type	Revised Budget £000s	2025/26 Forecast £000s	Outturn Variance to Budget £000s	Movement Between Quarters £000s
Income	(20,722)	(20,598)	124	124
Expenditure	16,834	17,465	631	143
Cost of HRA services	(3,888)	(3,132)	756	268
Interest and investment income/expense	43	(271)	(313)	(313)
Net cost after interest	(3,846)	(3,405)	442	(45)
Contribution to capital expenditure	3,796	3,354	(442)	45
Contributions to (+) / from (-) reserves	50	50	0	0
Total	0	0	0	0

3.2. Although the HRA will report a balanced position and details are found in appendix one, there are two significant variances within the function.

3.3. Staffing and Agency Forecasts for the HRA as shown in the table below;

Portfolio	Staffing Variance £000s	Agency Variance £000s	Net Position between Staffing & Agency Costs £000s
Sheltered Housing	(178)	23	(155)
Control Centre (HRA)	(207)	184	(23)
Housing Management	(74)	(36)	(110)
Unplanned Maintenance & Repairs	(132)	78	(54)
Total	(591)	249	(342)

3.4. The total HRA staffing budget for 2025/26 is £4.196m compared to a forecast of £3.605m resulting in a forecast saving of (£0.591m). This is mainly due to vacant positions across the organisation, some of which are being held deliberately. Temporary staff are being used where appropriate to cover these vacancies whilst recruitment takes place, in order to maintain service quality and support staff wellbeing.

3.5. HRA Capital

3.6. The approved 2025/26 HRA Capital Programme totals £22.795m. Following reprofiling adjustments between schemes, the reprofiled budget stands at £22.634m, with a forecast outturn of £22.054m.

Type	Revised Budget		Reprofiled Q2		Variance	Movement
	Budget	Reprofiling	Budget	Forecast	to	Between
	£000	£000	£000	£000	Budget	Quarters
					£000	
HRA Capital Programme	22,795	(161)	22,634	22,054	(580)	259

4. Performance

4.1. The [performance dashboard](#) has been published on the Council's website and has an analysis of the KPIs and Key statistics for the first 6 months of the year.

4.2. **Red rated KPIs** There were seven KPIs rated red 30 June (Quarter 1) The owner of each of the measures has produced more explanation on the reason for the rating and the corrective action that will be taken to address the issues. The number of red KPIs has reduced to five at 30 September (Quarter 2). Only one of the KPIs was not already rated red and so as well as tracking the

progress of the corrective action for existing red measures, a summary is required for the new red rated measure.

Measure	Target	Q1 Performance (RAG)	Q2 Performance (RAG)
% of all years bid levy collected	92%	84%	97%
% of all years bid levy collected	96%	84%	97%
% planned food inspections completed	98%	64%	68%
Long term sickness	10 days	12.4 days	13 days
% of sundry debtors outstanding more than 28 days after payment due date	60%	76%	80%
% member attendance at non-mandatory training programme	60%	43%	12%

Name of Meeting: Scrutiny Committee

Date of Meeting: 20 November 2025

Subject Matter: Finance and Performance Monitoring at 30 September
(quarter 2)

Originating Department: Finance and Performance

DO ANY BACKGROUND PAPERS APPLY

☐ YES

☒ NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

Appendix 1 - General Fund Dashboard - Quarter 2 2025-26

1) Revenue Forecasts

Portfolio	Current Net Budget	Exp to date plus commitments	Forecast	Pending Supplementary Budget/ Virement	Total Variance Q2	Variance as a % of budget	Total Variance Q1	Movement
	£000	£000	£000	£000	£000		£000	£000
Finance, Performance, Legal & Governance	4,241	69,147	5,277	366	669	16%	87	582
Communities and Homes, Regulation and Safety	6,052	116,481	5,612	(573)	133	2%	155	(22)
Growth and Investment, Digital and Communications	5,439	55,239	5,034	(135)	(270)	-5%	(129)	(141)
Operations and Traded Services	4,495	1,331,779	4,560	(60)	125	3%	135	(10)
Partnerships and Wellbeing	4,244	43,785	4,484	(67)	307	7%	235	72
Organisational Change	178	312	324	183	(36)	-20%	(42)	6
Chief Executive	310	215	345	(27)	62	20%	81	(19)
Total- Services	24,959	1,616,959	25,637	(313)	992	4%	522	470
Corporate Items	(2,134)	(759)	(2,201)	313	(381)	18%	(381)	(0)
Grand Total	22,825	1,616,200	23,436	0	610	3%	141	469

2) Reserve Summary

Name of reserve	Balance at 01/04/25	Forecast contribution (to)/from 25/26	Balance at 31/03/26	Forecast contribution (to)/from 26/27	Balance at 31/03/27	Balance at 31/03/28	Balance at 31/03/29
	£000	£000	£000	£000	£000	£000	£000
Gen Fund Revenue Acc	(2,250)		(2,250)	0	(2,250)	(2,250)	(2,250)
Business Rates Equalisation Reserve	(20,734)	2,648	(18,086)	0	(18,086)	(18,086)	(18,086)
Budget Stability Reserve	(2,410)	454	(1,956)	0	(1,956)	(1,956)	(1,956)
Town Centre Strategy Reserve	(4,603)	1,965	(2,638)	466	(2,172)	(1,747)	(1,315)
Other corporate reserves	(2,385)	221	(2,164)	103	(2,061)	(2,020)	(1,917)
Total corporate reserves	(32,380)	5,287	(27,093)	569	(26,524)	(26,059)	(25,524)
Finance, Performance, Legal & Governance	0	0	0	0	0	0	0
Communities and Homes, Regulation and Safety	(595)	9	(586)	(27)	(613)	(638)	(663)
Growth and Investment, Digital and Communications	(33)	0	(33)	0	(33)	(33)	(33)
Operations and Traded Services	0	0	0	0	0	0	0
Partnerships and Wellbeing	(91)	3	(88)	(6)	(94)	(100)	(100)
Organisational Change	(1,478)	145	(1,333)	0	(1,333)	(1,333)	(1,333)
Chief Executive	(896)	0	(896)	0	(896)	(896)	(896)
Total Portfolio earmarked reserves	(3,092)	157	(2,935)	(33)	(2,968)	(2,999)	(3,024)
Total Reserves	(35,473)	5,444	(30,029)	536	(29,493)	(29,059)	(28,549)

3) Capital Summary

Portfolio	Current Budget	Exp to date plus commitments	Forecast	Pending Reprofitting Requests/Pending Supplementary Budgets	Total Variance	Q1 Variance	Movement
	£000	£000	£000	£000	£000	£000	£000
Finance, Performance, Legal & Governance	107	141	107		0	0	0
Communities and Homes, Regulation and Safety	1,181	168	1,303	122	(0)	0	(0)
Growth and Investment, Digital and Communications	267	56	267		0	0	0
Operations and Traded Services	3,374	165,272	2,092	(1,265)	(17)	0	(17)
Partnerships and Wellbeing	1,453	45	1,088	(365)	0	0	0
Organisational Change	0	0	0		0	0	0
Chief Executive	0	0	0		0	0	0
Corporate items							
Grand Total	6,382	165,682	4,857	(1,508)	(17)	0	(17)

4) Head Count

Portfolio	Budgeted FTE's	Actual FTE's at Q2	Vacant FTE's
Finance, Performance, Legal & Governance	55.09	47.29	(7.80)
Communities and Homes, Regulation and Safety	96.03	89.71	(6.32)
Growth and Investment, Digital and Communications	79.93	68.96	(10.97)
Operations and Traded Services	140.78	124.61	(16.17)
Partnerships and Wellbeing	54.18	53.67	(0.51)
Organisational Change	12.40	7.68	(4.72)
Chief Executive	2.00	2.00	0.00
Total	440.41	393.92	-46.49

5) Delivery of new savings & income targets

PORTFOLIO	Total	Red	Amber	Green	Identified Savings
	£000s	£000s	£000s	£000s	
Finance, Performance, Legal & Governance	88			88	Savings have been found through the reduction of salary budget from 1FTE to 0.8FTE for a Finance Business Partner, an increase to court fee income for Council Tax and NNDR recovery following a fee increase and a reduction to the external audit fee budget which is no longer required after a change in auditors.
Growth and Investment, Digital and Communications	105			105	Savings have been found through the reduction of development activities within the Economic Development Team following a review of spend. The rest of the savings will be identified with an update provided in the Quarter 3 report.
Communities and Homes, Regulation and Safety	119			119	Savings will be identified with an update provided in the Quarter 3 report.
Operation and Traded Services	108			108	Savings have been found through the diestablishment of a post within Grounds Maintenance, the disestablishment of another post in the Highways Team and the rest will be identified with an update provided in the Quarter 3 report.
Partnerships and Wellbeing	67			67	Savings will be identified with an update provided in the Quarter 3 report.
Organisational Change					
Chief Executive	27			27	Savings will be identified with an update provided in the Quarter 3 report.
Corporate Items					Corporate Items
TOTAL GF	514	0	0	514	TOTAL GF

Appendix 1 - General Fund Dashboard - Quarter 2 2025/26										
6) Revenue Commentary										
PORTFOLIO	Total Q2 Variances to Budget	Variances to budget	Pressure/(Saving)	Expenditure Type	Service Area	Description	Root Cause Analysis - When you have found a material variance you must first determine the root cause of the variance.	Impact - Next, quantify the impact. This involves not only understanding the impact to the current month; also if no changes are made, what the go-forward impact to the business is for both favourable and unfavourable budget variances.	Action - The final part of any analysis should include an action for the business. What can be put in place to mitigate the impact.	
Legal & Governance, Finance & Performance	669	(506)	Saving	Expenditure	Finance & Performance	Salaries	The following posts are all vacant within the Portfolio: Financial Services - 1 x Finance Apprentice not being filled all year (1FTE) - 2 x Finance Business Partner (1FTE and 0.8FTE) - 1 x Finance Manager (1FTE) - 1 x Funding and Treasury Officer (1FTE) (From October onwards) - 1 x Senior ICT Officer (1FTE) - 1 x Payments Officer (1FTE) (filled from November onwards) Revenues and Benefits: - 1 x FTE Revenues Officer vacant post - 1 x FTE Benefits Officer vacant post Corporate Assurance: - 1 x Change Officer Post (1FTE) - 1 x Corporate Assurance Manager post (1FTE) (covered via CMAP) - 1 x Lead Auditor (1FTE)	Financial Services Forecast outturn figure is based on the assumption that vacant posts will remain vacant for three more months, then filled. Impact of posts being vacant from Apr-Sept will mean an inevitable underspend at year end Revenues and Benefits Posts were both advertised but no appointment was made. The posts will be readvertised. Corporate Assurance The management of the team is now covered via the CMAP contract.The Change officer and Lead Auditor post are currently on hold pending a review of requirements in 2025/26. The work is being covered through a contract for external internal audit support	Financial Service Payments Officer interviews commenced during October and the Finance Business Partner interviews due to commence early November. The apprentice role will be advertised to coincide with the ending of the school/college summer term. The other posts are subject to a review before recruitment takes place. Revenues and Benefits The agency cover will end once the posts have been filled. Corporate Assurance None at this stage	
		(191)	Saving	Expenditure	Legal & Governance	Salaries	Legal Services - 2 x Senior Legal Officer (both 1FTE) - 1 x Legal Officer (1FTE) - 1 x Legal & Governance Manager (1FTE) - 1 x Assistant Legal Officer (1FTE) Democratic Services - 1 x Democratic Services Lead Officer (1FTE) Business Support - 1 x Business Support lead officer (0.92FTE) Chief Officer - Due to the position being held vacant for a period of time, this has created a (£0.030m) saving with the post now filled.	Legal Services Agency staff has been used to provide cover for the service. Democratic Services Day to day line management of Democratic and PA services still being undertaken by the Democratic and Support Services manager. There has been 2 unsuccessful recruitment campaigns for the role. Business Support No agency staff have been recruited to back fill this post resulting in an increased workload for the remaining staff within the team.	Legal Services Underspends will go towards the cost of agency. Democratic Services This post will be reviewed before going out to recruit again. Business Support The post will be reviewed to understand to current needs of the team before replacing on a like for like basis.	
		782	Pressure	Expenditure	Finance & Performance	Agency Staff	Financial Services The following posts are currently being filled by Agency: - 1 x Finance Business Partner (1FTE) - 1 x Payments Officer (1FTE) - 1 x Senior ICT Officer (1FTE) - 1 x Finance Manager (1FTE) some of the duties are being filled by a Technical Accountant Revenues and Benefits The overspend in staff costs is mainly due to high use of temporary agency staff and increased overtime. Agency Staff Usage: Seven agency staff were brought in for Revenues and Benefits. Only two covered standard vacancies, highlighting a gap in permanent staffing. The other five were hired to clear backlogs, indicating a temporary spike in workload or past under-resourcing. Over-time Costs: Overtime was needed both to help clear the backlog and to ensure essential tasks were completed on time. This points to ongoing resource pressures even outside of backlog-related work.	Financial Services Forecast outturn figure is based on the assumption that vacant posts will remain vacant for three more months, then filled. Impact of posts being vacant from April-September will mean an inevitable overspend on agency at year end. Revenues and Benefits This has allowed us to maintain our establishment level and continue to reduce the backlog of cases for both Revenues and Benefits	Financial Services Payments Officer interviews commenced during October and the Finance Business Partner interviews due to commence early November. Revenues and Benefits: - Agency usage for vacant posts will stop immediately upon those posts being filled permanently. - All remaining Benefits agency staff will complete their assignments by December 14, 2025. - One Revenues agency position concluded on October 2nd.	
		273	Pressure	Expenditure	Legal & Governance	Agency Staff	The pressure is due to agency being used to provide business continuity and is covering the following posts: 2 x Senior Legal Officers 1 x Legal Officer 1 x Assistant Legal Officer 1 x Chief Officer Legal and Governance (post filled September)	Salary underspends have been offsetting the majority of the agency costs.	The new Chief Officer is working with the interim Legal Services manager to review the performance of the Legal Services team.	
		45	Pressure	Expenditure	Revenues and Benefits	Postage Costs	The annual billing expense for the 2024/25 period was incorrectly posted to the subsequent 2025/26 accounting year.	This has caused a pressure against this years postage budget which is already significantly lower than the current postage costs.	Moving Customer Communications to Digital Channels The transition to electronic communication is delivering significant savings. By sending reminders electronically, we anticipate an annual cost reduction of approximately £8,000. This push is supported by increased digital adoption: E-Billing is now utilized for 50% of all customer accounts, sharply reducing the volume of paper bills sent by post. Online accounts are held by 15% of residents, which is expected to further decrease our future reliance on postal services.	
		152	Pressure	Expenditure	Corporate Assurance	External Contract Costs	This is covering the loss of resource from the vacant Change Officer and Assurance Manager Posts. Plus, providing further Risk Management services.	Failure to address the annual Internal Audit and Risk Management requirements would lead to a significant reduction in the level of control and assurance across the authority. Consequently, the Internal Audit Plan would not be completed.	The Internal Audit Plan will be delivered as planned and assurance provided at year end to support the AGS, in conjunction with a strong Risk Management Framework.	
Regulation & Safety, Communities & Homes	133	(102)	Saving	Expenditure	Communities & Homes	Salaries	The team currently has three vacancies being covered by agency staff, with costs offset by grant funding and salary savings. Previous recruitment rounds were unsuccessful due to market conditions and role requirements. To address this, one job description was amended to create a trainee role, enabling us to grow and develop talent internally. This approach has been highly successful, attracting over 80 applications and resulting in an appointment to that post. We have also appointed to one other full-time role. The remaining vacancy is maternity cover, currently filled by agency. Although advertised as a secondment, it has not been filled, so it will now sbe covered again by agency. There has also been a delay in the recruitment of a Decarbonisation Officer	The unsuccessful recruitment rounds initially created a risk of prolonged reliance on agency staff, increasing costs and reducing service stability. The introduction of a trainee-level role will significantly improve recruitment outcomes, it has attracted over 80 applications and resulting in successful appointments. This approach will reduce agency costs over time, but there is still a short-term impact as maternity cover remains unfilled and will require agency support. If no further action is taken, the service could continue to face cost pressures and operational challenges until all vacancies are permanently filled	There is a spend to save element as the new recruits will need help and support and the service will still need full time cover - this will be covered by homeless team grant funding. The Decarbonisation Officer is going to be filled as at 1 October.	
		157	Pressure	Expenditure	Communities & Homes	Agency Costs	Housing Team - 1x Housing Options Officer (To be covered by Asylum Dispersal fund) Planned additions: Housing Reviews and Quality Assurance Officer - now appointed to full time Enabling Strategy Officer Post - To cover maternity leave for 6 months. Unaccrued Agency costs from FY24/25 amounting to £31,893 falling in this years accounts.	All from grant funding and no expected overspend, other than maternity cover which would not be covered by grant unless there is excess left come towards the end of the financial year	Grant funding to cover agency overpend to be confirmed.	
		202	Pressure	Income	Private Sector Leasing	Rents	Higher-than-budgeted rental costs for PSL properties due to market rent increases and delays in planned hand backs, with extended lease durations beyond forecast assumptions. The budget also needs further review based on current demand. This however is variable due to the statutory requirements to provide accommodation and is something that is assessed by the service manager on a weekly and monthly basis.	If no changes are made, this pressure will continue for the remainder of the year, however will be updated each month based on revised Housing Benefit / Subsidy costs. Service manager meeting each month with benefits team to review this.	Accelerate PSL handbacks to reduce exposure to high rental costs – however this is based on the needs of the service, providing interim accommodation is a statutory requirement – service manager is reviewing the forecasted trends on homelessness. Forthcoming renters rights act will have a positive impact here as on of the leading causes of homelessness to rugby is section 21 notices. Renegotiate lease terms where possible to secure lower rents or early termination. (2 additional hand backs have been identified this month). Increase use of alternative accommodation (e.g. temporary or council-owned units) to reduce reliance on PSL. Review placement strategy to ensure PSL is only used where absolutely necessary. Statutory Requirement: We are reviewing subsidy and Housing Benefit (HB) claims for Temporary Accommodation properties to ensure compliance and maximise recovery. Historical Analysis: Review previous years' budgets to identify trends, understand why variances occurred, and apply lessons learned to future planning.	
		(85)	Saving	Expenditure	Temporary Accommodation	Accommodation Charge	Improved recovery of accommodation charges from clients in temporary accommodation, supported by stronger collection processes and higher occupancy levels.	If sustained, this saving will partially offset pressures in other areas, improving the net position for the service.	Maintain robust collection processes and continue monitoring occupancy trends. Explore further efficiencies in billing and recovery to maximise income. Ensure compliance checks to avoid arrears and maintain recovery performance. Statutory Requirement: Continue reviewing subsidy and HB claims for Temporary Accommodation properties to ensure full recovery and compliance. Historical Analysis: Compare previous years' budgets and performance to identify best practices and areas for improvement.	
		(57)	Saving	Expenditure	Private Sector Leasing	Utilities	Lower utility costs due to a reduction in PSL properties following recent handbacks, reducing overall consumption and associated charges	If PSL handbacks continue as planned, further savings may be realised, helping to mitigate rental cost pressures.	Continue planned PSL handbacks and monitor utility spend to confirm ongoing reductions. Update forecasts regularly to reflect savings and ensure accurate reporting. Consider energy efficiency measures for remaining PSL properties to maximise savings. Statutory Requirement: Review subsidy and HB claims for Temporary Accommodation properties to ensure compliance and maximise recovery. Historical Analysis: Use previous years' data to validate assumptions and improve forecasting accuracy.	
		(76)	Saving	Expenditure	Regulation and Safety	Salaries	Crime and Disorder - 1 x Project Officer (1FTE) Licensing Services - 1 x Trainee Licensing Officer (1FTE)	Crime and Disorder In year saving of (£0.031m). Licensing Services In year saving of (£0.045m).	Crime and Disorder Post has now been filled and the in year saving will offset pressure elsewhere within the portfolio. Licensing Services This vacant post is due to be vacant all year and will offset pressure elsewhere within the Portfolio.	
		44	Pressure	Expenditure	Regulation and Safety	Agency Costs	Variance relates to an overspend on agency costs, due to staff vacancies and sickness withinthe Regulatory Services team.	The forecast takes into account the future impact of long term sickness	It is anticipated that the overall pressure can be met within the portfolio	

PORTFOLIO	Total 02 Variance to Budget	Variances to budget	Pressure(Saving)	Expenditure Type	Service Area	Description	Root Cause Analysis - When you have found a material variance you must first determine the root cause of the variance.	Impact - Next, quantify the impact. This involves not only understanding the impact to the current month; also if no changes are made, what the go-forward impact to the business is for both favourable and unfavourable budget variances.	Action - The final part of any analysis should include an action for the business. What can be put in place to mitigate the impact.
Digital & Communications, Growth & Investment	(270)	(134)	Saving	Expenditure	Digital and Communications	Staff Costs	ICT Services: - 1 x Systems Development Officer, - 1 x IT Trainer - 1 x ICT Apprentice. Customer Support Services: - 1 x Coaching Post being reviewed and transferred over to the Property Repairs Team.	ICT Services: Development officer roles is currently out to recruitment. Working with Development and Growth in regard to Senior Spatial Data Officer. Trainer and Apprentice to be reviewed following recruitment of vacant roles. Customer Support Services: - Transfer of post to the HRA will result in an underspend showing on the service for 25/26 but an increase to the HRA recharge at the end of the year.	ICT Services: Recruitment program underway as outlined. Customer Support Services: Customer Contact Centre is now at full compliment and focus is on structured, quality training and retention. Also focus on wellbeing of staff to ensure good moral and low levels of sickness
		59	Pressure	Expenditure	ICT Services	External Contractor	Contractor costs have been committed to provide backfill whilst recruitment is undertaken.	There should be no impact as costs will be offset with salary savings.	Salary savings due to vacant roles will offset costs.
		(228)	Saving	Expenditure	Growth and Investment	Salaries	Development Strategy - 1 x Senior Spatial Data Officer (1FTE) Planning Services - 1 x Planning Officer (1FTE) - 1 x Principal Planning Officer (1 FTE) Economic Development - 1 x Business Growth and Inward Investment Officer (1FTE)	Development Strategy Post has only recently moved across to the service so current impact on the team is unknown. Planning Services The vacant posts within the Local Planning Authority results in the service being unable to fulfil its statutory duties and provide decisions in a timely manner. This can lead to stifling economic growth and uncertainty with developers and investors. It also exposes the Council to potentially more appeals and expense if performance targets are not achieved.	Development Strategy Recruitment underway for the post. Planning Services Active recruitment drives to try and fill the latest identified vacant posts has failed. Securing experienced, competent and qualified individuals remains a considerable challenge and we have failed to recruit to the principal officer level three times during 24/25, so there is a continued need to rely on agency staff in the interim to ensure statutory services are delivered. We intend to go back out again soon, however, in Oct 2025 the Government's Public Accounts Committee published a report identifying a serious problem of a lack of staffing capacity and capability of planners in local authorities with an imbalance between the public and private sector. Economic Development With an unsuccessful recruitment campaign so far, other options are being considered for this role.
		194	Pressure	Expenditure	Growth and Investment	Agency Costs	The spend on agency staff is a consequence of the vacancies in the team and increased workload which needs to be addressed to ensure that we can maintain statutory services but also to help the well being of existing staff on whom the workload would otherwise fall.	Agency staff that are proficient and experienced enough with the right level of skills in planning are highly sought after and come at a premium cost.	Ongoing vacancies is leading to greater reliance on agency staff. This will continued to be monitored but is rising due to an increase in vacancies and the inability to fill those posts but also increased workload. However, increased income from planning performance agreements and pre-application fees can help mitigate this cost.
		(100)	Saving	Expenditure	Town Centre Improvements	Development Activities	Town centre spending has primarily been for feasibility work and the Town Centre Regeneration Reserve has been the predominant fund used for this. It is anticipated some of the feasibility work will deliver workstreams to enhance public realm using this budget.	Underspend is going towards overspends within the Growth and Investment Portfolio.	A plan is in place for a shop front grant scheme which this budget would be the primary source of funding
Operations and Traded Services	125	(414)	Saving	Expenditure	Operations & Traded Portfolio	Salaries	Highways Services - 2 x Highways Operatives (1 FTE) - 1 x Civil Contracts Officer (1FTE) Grounds Maintenance - 1 x Grounds Maintenance Operative (1 FTE) - 1 x Groundsperson (1FTE) - 2 x Gardeners (1FTE) Domestic Waste Collections and Recycling - 1 x Driver (1 FTE) - 4 x Loaders (1 FTE) Street Cleansing - 2 x Street Cleaners (1 FTE) Garage Services - 1 x Vehicle Mechanic (1FTE)	Highways Services The service is currently working in a reduced capacity in part due to vacant positions and also ability to carry out certain work streams which require qualified staff to manage. This is currently under review. Grounds Maintenance Due to vacant positions we have extended agency placements to cover the workload and chargehands have been more involved in outside works. Work rotas have been altered to improve efficiency, with agency workers undertaking the fundamental fieldwork. Domestic Waste Collections and Recycling The collection routes are being optimised so recruitment was temporarily put on hold so that we could determine exactly how many staff were required. Street Cleansing Two team members left the team through redeployment and medical retirement. The positions were expected to be filled during a recruitment drive, however this was not successful. Garage Services Unable to recruit to vacant position due to lack of qualified applicants and disinterest in the role due to salary banding.	Highways Services This service is included in the Phase 2 restructure, as such no immediate changes will be made to the work the team can currently undertake. Savings on salaries are expected to continue until after the restructure. Grounds Maintenance All posts have been filled. Domestic Waste Collections and Recycling Redistribute staff from optimised routes and recruit to the vacant positions. Street Cleansing These savings are offset against the pressure on overtime and agency spend. Recruitment has also now taken place and two roles were swapped with the refuse team to become street sweeping drivers and 2 x street cleansing posts were transferred to the refuse team and changed into waste collection loaders. Garage Services Position is now filled and some of saving will be offset against agency spend, no further savings expected.
		257	Pressure	Expenditure	Operations & Traded Portfolio	Agency Costs	Domestic Waste Collection and Recycling Due to staff absence and vacant positions agency staff are required to ensure that regulatory rounds are completed. Household Green Waste High absence levels. Street Cleansing Vacant positions and long term sickness absence. Garage Services To cover the vacant vehicle mechanic.	Domestic Waste Collection and Recycling Although absence levels remain high, routes are being reorganised to reduce reliance on agency staff. With a clearer understanding of current vacancies, recruitment will now proceed to help minimise agency overspend. Household Green Waste Due to high staff sickness absence within the team, agency staff have been required to cover the rounds. Street Cleansing Recruitment to vacant positions was temporarily on hold and two roles were swapped round with the Refuse team. Long term sick meant a reliance on agency staff to cover some of the street cleansing tasks. Garage Services Unable to recruit to vacant position due to lack of qualified applicants and disinterest in the role due to salary banding.	Domestic Waste Collection and Recycling Redistribute staff from optimised routes and recruit to vacant positions should reduce agency costs, although high absence is still a pressure. Robust management with HR support is tackling long term sickness absence with staff redeployed to jobs within the council suitable for their requirements. Medical retirement has also taken place with AIP and disciplinary action taken where appropriate for repeat offenders. Additional training has been provided to try and reduce the high volume of muscular skeletal injuries and counselling support for those experiencing mental health issues. Household Green Waste High absence continues to be an issue, however plans have been put in place to support collections during normal working hours and robust management with HR support is tackling long term sickness absence. As the requirement for garden waste collection reduces over the winter period the aim is to condense rounds to reduce reliance on agency staff as absence continues to be an issue. Street Cleansing This pressure will be offset against direct employment costs, vacancies are recruited to and two positions amended to street sweeper. This will reduce the reliance on agency staff. Robust management with HR support is tackling long term sickness absence with staff redeployed to jobs within the council suitable for their requirements. Medical retirement has also take place with AIP and disciplinary action taken where appropriate for repeat offenders. Garage Services Position now filled so agency spend should remain static and overspend will be offset against savings in direct employment costs
		238	Pressure	Expenditure	Operations & Traded Portfolio	Overtime	Domestic Waste Collection and Recycling Due to staff absence and vacant positions staff are required to work overtime to ensure that regulatory rounds are completed. Overtime is also paid for bank holiday working for the whole collection team. Bulky Waste Contractual overtime agreed and back paid - as part of the street cleansing claim and review. Household Green Waste Collections High absence levels due to sickness. Street Cleansing Vacant positions and contractual overtime and overnight road closures have resulted in a pressure. Works Services Depot Contractual overtime for some office staff. Garage Services Vacant Position for Vehicle Mechanic.	Domestic Waste Collection and Recycling Overtime has been required to ensure that postponed or suspended rounds are completed due to sickness and absence. Bulky Waste No additional changes expected, unable to reduce one off costs. Household Green Waste Collections High absence within the service has led to overtime to catch up on delayed or suspended rounds. This includes assisting with cover for refuse rounds that are statutory collections. Street Cleansing Recruitment to vacant position meant that some tasks had to be completed out of hours, this particularly affected the street sweeping. While route optimisation was taking place a decision was made not to recruit to vacant positions as we expected to reduce a round and have additional staff available to fill vacant positions. Contractual overtime for street cleansing drivers was not on the budget so presents a pressure. Overnight closures for road sweeping mean that staff covering these shifts are paid overtime. Works Services Depot Contractual overtime was not initially factored into the budget which has led to a financial pressure. This is unlikely to change during the next two quarters. Garage Services Vacancy now recruited to which should reduce unexpected overtime.	Domestic Waste Collection and Recycling Continue to schedule rounds during normal working hours without the reliance on overtime. Dependent upon the Christmas working pattern there may be additional overtime payments. Bulky Waste No further savings to be made in 2025/26 but will be added to future budget setting. Household Green Waste Collections High absence continues to be an issue, however plans have been put in place to support collections during normal working hours and will be offset against agency cost savings. Robust management with HR support is tackling long term sickness absence. Street Cleansing Recruitment has now taken place and two roles were amended from refuse to become street sweeping drivers, this will reduce the reliance of this task being completed as overtime. The contractual overtime and the cost of road closures should be added to the budget for next year as is not accounted for this year. Vacant positions are now filled which will also reduce the cost of staff covering shifts on overtime. Works Services Depot Contractual overtime for office staff is under review with the upcoming phase 2 restructure of the depot staff. This will address some of the issues of contractual overtime. Phase 3 of the restructure TBC will address the remaining contractual overtime issues. As such there will still be an overspend, albeit progressively reduced. Garage Services A new transport manager starts in November 2025 who will review the whole service.
Partnerships and Wellbeing	307	144	Pressure	Expenditure	Rugby Art Gallery & Museum	Rates	A check and challenge was submitted for the 2017 listing which was successful and resulted in the RAGM being revalued to E1, however the 2023 listing meant the building was revalued back up resulting in a new Business Rates bill.	Due to the 2023 valuations listing the RAGM was put back to its original value meaning the Council was liable for business rates in 2024/25 resulting in a variance due to the budget being removed following the successful appeal of the 2017 listing.	There is currently an active check and challenge in with the VOA office, if successful the rebate will be paid back into the Budget Stability reserve.
		82	Pressure	Income	Sport & Recreation	Reimbursements	Income pressure relating to delivery of school and community delivery	Pressure will continue due to the inability to generate level of income without increased staffing provision	There are currently no viable options to cover the shortfall
Organisational Change	(36)	(139)	Saving	Expenditure	Transformation Change Unit - Organisational	Staffing Costs	The following posts are vacant: - 1 x Transformation Programme Manager (1FTE) Vacant from November - 1 x Data Analyst (1FTE) Fixed Term - 1 x Transformation Business Partner (1FTE) Secondment - 2 x Transformation Project Officers (1FTE) Fixed Term	Nobody will be working within the Transformational Unit from November onwards.	The budget will be reviewed during the 2026/27 budget setting process.
		101	Pressure	Income	Transformation Change Unit - Organisational	Contribution from reserve	The vacant posts were mostly offset by a contribution from the Transformation Reserve however, with the posts now vacant, the contribution from the reserve has reduced causing a variance against the budget that has been set.	The budget was set based on a number of posts remaining in the establishment all year and as this has not happened, it has resulted in a reduced contribution from the reserve, causing a pressure.	The budget will be reviewed during the 2026/27 budget setting process.
Chief Executive Office	62	46	Pressure	Expenditure	Chief Executive	Consultancy Costs	One off pieces of work relating to the Local Government Review.		
Corporate Items	(381)	(381)	Saving	Income	Council	Net cost of Borrowing	It is anticipated that the interest earnings from our investments will be higher than originally budgeted, as market interest rates are expected to remain elevated and decline more gradually than forecasted, based on the latest MUFG projections. Our updated estimate reflects a prudent approach that factors in this slower rate trajectory.	This benefit can not be relied upon in future periods as the expectation remains that at some point interest rates will begin to fall.	Keep under review

7) Capital variance narrative							
PORTFOLIO	Scheme	Current Budget	Expenditure plus commitments £000	Current Forecast £000	Pending Reprofiting Requests £000	Variance £000	Narrative
Finance, Performance, Legal & Governance	Income Management System	30	0	30	0	0	Upgrade of the income management system which is due to go live in December.
	Financial Management System Upgrade	77	83	77	0	0	Upgrade of the finance system; scheme is currently in progress. Committed spend higher than budget due to duplicate PO which is in the process of being cancelled.
		107	83	107	0	0	
Communities, Homes, Regulation and Safety	Great Central Walk Bridge	31	(75)	31	0	0	This scheme was created for the refurbishment of bridges on the old railway line.
	Disabled Facilities Grant	768	0	890	0	122	This grant will be passed on in full to HEART (Nuneaton and Bedworth Borough Council) for allocating out the funding.
	Rainsbrook Cemetery preparation	302	237	302	0	0	Most of the Cemetery construction was completed in 2024/25. The remainder of the scheme is expected to complete in 2025/26
	Memorial Safety	80	1	80	0	0	This scheme is on the capital programme to allow for Headstone refurbishments to take place in Cemeteries to make them safe.
		1,181	163	1,303	0	122	
Growth and Investment, Digital and Communications	ICT Renewal Programme	114	35	114	0	0	This scheme is the annual ICT renewal programme for the replacement of client devices e.g. Laptops.
	ICT refresh programme - Infrastructure	90	21	80	0	(10)	This scheme is the annual ICT renewal programme for the replacement of physical and virtual servicers, firewalls, backup and business continuity systems.
	ICT refresh programme - AV equipment	18	20	28	0	10	This scheme is the annual ICT renewal programme for the replacement of equipment within meeting rooms, the Council Chamber and other work spaces which require IT equipment e.g. Microsoft Teams devices.
	Digitalisation and Development Programme	45	5	45	0	0	This scheme was created to drive digitalisation across the organisation.
	Town Centre Strategy (Capital)- St Andrews Church	81	0	81		0	Contribution to St Andrews Church capital improvements as part of Town Centre Regeneration
	Direct Debit Digitalisation	0	(28)	0	0	0	Supplier is being chased for remaining invoice in connection to last years capital scheme.
		348	53	348	0	0	
Operations and Traded Services	Street Furniture	42	2	25	0	(17)	This scheme was created to allow for an annual refresh of bins, benches, bus shelters and other items within our Borough.
	Purchase of Waste Bins	88	41	88	0	0	This scheme is for the acquisition of domestic refuse bins for new housing developments. Most of the funds are financed through S106 contributions and other developer income. A year end journal will allocate Section 106 funds.
	Food Waste Caddies & Bins	419	0	419	0	0	Caddies for new mandatory Food Waste Service, due to be received in 2025/26
	WSU Depot Yard Re-Configuration	718	164,680	718	0	(0)	WSU depot reconfiguration- in progress and expected to be complete by year end
	Purchase of Vehicles	842	160	842	0	0	Vehicle replacement programme for the General Fund.
	Food Waste Vehicles	1,265	1	0	(1,265)	0	Vehicles for new mandatory Food Waste service, due to be received in April 2026 so budget to be reprofiled to 26/27
		3,374	164,885	2,092	(1,265)	(17)	
Partnerships and Wellbeing	Open Spaces Refurbishment - Safety Improvements	168	30	168		0	No expected variance
	Park Connector Network	70	0	70	0	0	No expected variance
	New Bilton Recreation Ground Refurbishment	140	(7)	140	0	0	No expected variance
	Open Spaces Refurbishment - Charwelton Drive	142	(6)	142	0	0	No expected variance
	Alwyn Road Changing Rooms	324	18	30	(294)	0	Officers continuing to work with community sports club and National Governing Body regarding the project and ensuring robust governance in place for future lease arrangements. It is likely that most of this budget will need to be reprofiled to 26/27
	Alwyn Road Sports Pitches refurbishment	71	0	0	(71)	0	This is being done in line with the above works so the budget will need be reprofiled to 26/27 to align with the overall scheme
	Open spaces refurbishment - Bawnmore rd play area	150	2	150	0	0	No expected variance
	Betony Road Play Area	90	0	90	0	0	No expected variance
	Cawston Green Gym	44	0	44	0	0	No expected variance
	Centenary Park Allotments Newbold	176	0	176	0	0	No expected variance
	Brindley Road/Lennon Close Play Areas and Hillmorton Recreation Ground	78	10	78	0	0	No expected variance
		1,453	46	1,088	(365)	0	

Appendix 1 - Housing Revenue Account (HRA) Dashboard - Quarter 2 2025/26

1) Revenue Summary								
Service	Current Budget	Total Income / Expenditure + Commitments	Forecast	Pending Supplementary Budget /Virement	Total Variance Q2	Variance as a % of budget	Total Variance Q1	Movement
	£000	£000	£000	£000	£000		£000	£000
Rent income from dwellings	(19,229)	(9,453)	(19,132)	0	97	-1%	0	97
Rent income from land and buildings	(129)	(54)	(107)	0	22	-17%	0	22
Charges for services	(1,212)	(554)	(1,181)	0	31	-3%	0	31
Contributions towards expenditure	(152)	(30)	(178)	0	(26)	17%	0	(26)
Total Income	(20,722)	(10,090)	(20,598)	0	124	-1%	0	124
Transfer to Housing Repairs Account	5,874	4,897	6,855	0	981	17%	988	(7)
Supervision & Management	7,080	1,778	6,730	0	(350)	-5%	(500)	150
Rent, rates, taxes and other charges	125	(53)	125	0	0	0%	0	0
Depreciation and impairment	3,368	0	3,368	0	0	0%	0	0
Debt management costs	0	0	0	0	0	0%	0	0
Provision for bad or doubtful debts	69	0	69	0	0	0%	0	0
Total Expenditure	16,516	6,623	17,147	0	631	4%	486	143
HRA share of Corporate/Democratic Core Costs	318	0	318	0	0	0%	0	0
Net cost of HRA services	(3,888)	(3,467)	(3,134)	0	756	-19%	486	268
Interest payable and similar charges	1,104	0	1,104	0	0	0%	0	0
Interest and Investment Income	(1,063)	0	(1,376)	0	(313)	29%	0	(313)
Net Operating expenditure	(3,846)	(3,467)	(3,405)	0	442	-11%	485	(45)
Contributions to (+) / from (-) reserves	50	0	50	0	0	0%	0	0
Revenue Contributions to Capital Expenditure	3,796	3,467	3,355	0	(442)	-12%	(485)	45
(Surplus) / Deficit for the Year on HRA Services	(0)	0	0	0	(0)		0	(0)

2) Head Count- Vacancies (HRA)			
Service	Budgeted FTE's 25/26	Actual FTE's at Q2	Vacant FTE's at Q2
Housing	48.80	35.80	(13.00)
Property Repairs Service	50.23	43.42	(6.81)
	99.03	79.22	(19.81)

3) Reserves & Balances							
Name of reserve / balance	Balance as at 1/04/25	Forecast contribution (to)/from	Forecast balance as at 31/03/26	Forecast contribution (to)/from	Forecast balance as at 31/03/27	Forecast contribution (to)/from	Forecast balance as at 31/03/28
	£000	£000	£000	£000	£000	£000	£000
Housing Revenue Account Balances	(4,085)	0	(4,085)	0	(4,085)	0	(4,085)
HRA Capital Balances	(17,621)	8,871	(8,750)	(3,953)	(12,703)	(4,225)	(16,928)
HRA Major Repairs Reserve	(6,127)	(260)	(6,387)	(412)	(6,799)	(512)	(7,311)
Housing Repairs Account	0	0	0	0	0	0	0
HRA Climate Change Reserve	(1,512)	1,069	(443)	0	(443)	0	(443)
HRA - Transformation Reserve	(227)	71	(156)	0	(156)	0	(156)
Sheltered Housing Rent Reserve	(456)	(49)	(505)	(51)	(556)	(53)	(609)
Right to buy Capital Receipts	(12,023)	(1,457)	(13,480)	424	(13,056)	0	(13,056)
	(42,051)	8,244	(33,806)	(3,992)	(37,798)	(4,790)	(42,588)

5) Revenue variance narrative

Service	Q2 Variance £000	Item variances to budget	Pressure/ (Saving)	Expenditure Type	Service Area	Description	Root Cause Analysis - When you have found a material variance you must first determine the root cause of the variance.	Impact - Next, quantify the impact. This involves not only understanding the impact to the current month; also if no changes are made, what the go-forward impact to the business is for both favourable and unfavourable budget variances.	Action - The final part of any analysis should include an action for the business. What can be put in place to mitigate the impact.
Rent income from dwellings	97	97	Pressure	Income	Rental Income (INC00)	Rental Income	Income is lower than budget mainly due to higher than expected Right to Buy (RTB) sales. The increase in RTB applications follows the government's late-2024 review of the scheme, which announced a reduction in eligible discounts going forward. In total there have been 35 RTB sales up to Q2 2025 compared to a budget assumption of 5 for the full year.	Lower rental income for the year with an ongoing shortfall	It is anticipated that there is likely to be a lower take up of the Right to Buy scheme in future years, as a consequence of the less generous discounts and revised eligibility criteria.
Housing Repairs Account	981	850	Pressure	Expenditure	Unplanned Maintenance and Repair (UMR00)	External Contractor & Operator	Forecasted overspend due custom of raising invoices at a nil value instead of applying an estimate. This is a running amount based on YTD spend.	A continuation of the current process will result in a cost pressure against the overall HRA budget. HHSRS remedials have impacted our budget this year by a predicted £1m. We have spent £400k YTD and have £650k with open jobs (based on the values currently held in the system). This was not budgeted for.	From October 2025, the team will be utilising the NatFed schedule of rates, to forecast costs and support the effective management of budgets. The schedule of rates is a widely used industry standard for pricing maintenance and repairs works, particularly in social housing. The exception to this is specialist works - the team are going back through to find and record the quotes (which are being obtained). The practice of nil value jobs is to cease from October to permit effective management of day to day budgets and accruals. Audit are to advise on any additional improvements to processes.
		(530)	Savings	Expenditure	Void works (UMR09)	R&M External Contractors	Forecasted underspend based on run-rate. £0.5m was requested in 23-24 which was applied 24-25 but to the opex area. Voids use a lot of capital cost centres so possibly these costs have been allocated to the other cost centres, which is being reviewed.	Based on the current run rate, the Void works service R&M External contractors' cost are on a trajectory to be underspent at year end, however spend over the coming periods cannot be predicted as this is demand led.	Any underspend realised at year-end against this budget may be utilised and offset against overspends in other budget lines.
		249	Pressure	Expenditure	Housing Planned Maintenance (UMR30)	Smoke Alarm Replacements	Forecasting a overspend while the remaining properties are brought in line with current legislation. These works are required to make our properties compliant.	There is potential capital budget available with the PRS Fire budget to cover the potential outturn.	We will continue to monitor the budget, but it is expected that the monthly overspend will continue for this year and drop in the 2026/27 budget year as properties become compliant. In addition, the costs are under review to assess whether they can be capitalised.
		126	Pressure	Expenditure	Housing Planned Maintenance (UMR30)	Electrical Maintenance	Average monthly electrical response repair work is running at approximately £31.75k. This is a responsive repair budget, so the outturn is only estimated.	This is a responsive repair budget and the budget amount for 2025/2026 has been based on previous year's spend. Work cannot be predicted to a finite amount. The current spend aggregated to 12 months shows an upward trend in response repairs, hence the potential overspend	Ongoing monthly analysis of spend will be ongoing but unfortunately there cannot be anything put in place to mitigate responsive repair costs.
Supervision & Management	(350)	(187)	Saving	Expenditure	Sheltered Housing (AGP)	Salaries	13 ILC roles budgeted but should only be 12 ILC posts. 8 perm ILCs currently in post. Posts being kept vacant pending a review of the service. Using the spare budget to fund a Tenancy Support Temp (Grade D) - currently in post and have advertised for a Temp Housing. Several Independent Living Officer positions are vacant pending a review of the service.	Represents a saving although the positions could require support from other agency recruitment elsewhere in the service as well as agency staff covering these roles.	Service review to commence shortly. Redesignation program is ongoing.
		(60)	Saving	Expenditure	Stock condition survey (MAN15)	Stock condition survey	There is an underspend on the Stock Condition Surveys that were recently undertaken- this is partly due to ARK only managing to complete 86% and the fact that we were running an EPC bulk program alongside it. This program was stopped early on due to a new EPC system being introduced. The government is reviewing the methodology for EPC's so felt prudent to suspend coaction of data until new methodology confirmed. Program held off until the new process was rolled out which it was 15th June 2025. Targeted EPC surveys re-started to assist in the Wave 3 program	£60,000 in-year savings	There is expected to be an underspend on the Stock Condition and EPC bulk load budgets
		(80)	Saving	Expenditure	Housing Management (MAN22)	Salaries	Possible duplication of Housing Officer role and a vacant Tenancy support assistant role which has budget remaining but prevented from recruiting as is FTC. £200k agency staff budget being utilised by Lead Officer for HM & Support, Lead Officer, IT officer and Tenancy Support Admin which have been forecasted to £82k based on run rate.	Saving to the service	Forecasted underspend may be used to support the service short term.

4) Capital Summary						
Service	Current Budget	Total Expenditure	Forecast	Pending Supplementary Budget/ Virement/ Reprofilling	Total Variance	Narrative
	£000	£000	£000	£000	£000	
Navigation Way (formerly Biart Place)- Construction	5,567	4,693	6,846	1,088	191	The pressure on this Housing scheme mainly relates to compensation events (i.e. events outside of the contract) due on the main construction contract. The value of known events at Q2 payable during 2025/26 is circa £152k. As the scheme progresses the risk of these events occurring is expected to reduce. The variance expected across the whole scheme is circa 2%
Housing Management System	77	5	60		(17)	Current spend on Consultancy fees linked to housing management system will be transferred to this budget.
Fire Risk Prevention Works	100	35	100		0	Expect to spend all budget - £31k is known expenditure but we have 238 jobs allocated for fire door remedial works which costs are unknown at present. Expect to spend all the budget
Rewiring	160	65	160		0	Remedial works for EICRs are now coded to this. There are currently 475 jobs allocated. Outturn is estimated as costs are unknown
Lifeline Renewal Programme	60	17	30		(30)	Good progress has been made with the upgrading of equipment from analogue to digital, therefore its not anticipated that all the budget will be required.
Finlock Gutter Improvements	100	74	100		0	Full budgeted spend expected.
Rebuilding Retaining Walls	50	(22)	0		(50)	No planned spend this Financial Year
Replacement Footpaths	100	(55)	0		(100)	No planned spend this Financial Year - works on footpaths have been allocated to aids and adaptations cost centre
Driveways	25	(9)	0		(25)	Budget won't be used and can be utilised on other capital projects.
Fire Risk Prevention works voids	70	21	70		0	Demand led, but expecting to spend full budget
Rewiring Unplanned Renewals	177	99	100		(77)	No further spend expected on this cost centre.
Fire Risk Unplanned Renewals	60	1	1		(59)	No expected spend on this budget
Roofing unplanned renewals	50	125	300		250	Due to a high volume of HHSRS remedials and 40% being related to damp and mould caused by roof failure. This budget will be exceeded, but will utilise £0.5m funding for roofing capital programme
Disabled Adaptations	250	104	250		0	Year to date spend marginally in-line with budget. Potential ground floor extension to cost (£50k estimate). If that materialises the budget will be fully spent
Kitchen Modifications	1,510	687	1,510		0	Expect to spend all budget - kitchen unit costs are estimated at £900 per property. 182 kitchens still to install
Kitchen Modifications Voids	200	28	100		(100)	Demand led, but expecting to spend half the budget based on current run rate and previous years data
Kitchens non voids	52	(7)	52		0	Demand led. Plan going forward is that non voids will be picked up by Asset team
Heating Upgrades	20	13	20		0	Two replacement boilers ordered due to being beyond economical repair
Bathroom Modifications	90	12	65		(25)	Currently 4 bathrooms allocated. Orders for 2025/2026 still to raise. Expected spend £65k
Bathroom Modifications - voids	100	25	70		(30)	Based on current run rate, and preivous years data
Bathrooms non voids	50	(9)	10		(40)	Demand led. No planned spend, and no jobs so far this financial year. Plan going forward is that non voids will be picked up by Asset team
Carbon Management Plan (HRA)	59	20	59		0	Wave 2 in closing stages, awaiting one further invoice.
Carbon Management Plan Wave 3 (HRA)	4,201	0	4,201		0	Wave 3 currently in early stages (Grant funding - £3,106,805 / HRA Balances (Capital) Reserve - £1,094,663)
Low Carbon Skills Fund	58	0	58		0	Full budget spend expected on Decarbonisation feasibility and design works
Tanser Court Boilers & Roof	450	0	450		0	Tanser Court new boiler has been installed and the bypass boiler removed - phase 1 of the heating upgrade is complete. Phase 2 which will the adding of two new fused spurs which will provide residents with an electric towel and a thermostatically controlled valve which will be planned for spring 2026. The reason for the delay is the fitting of the control valve will require draining of the heating system which would leave residents without heating during the Winter. We have received two quotes for the roof replacement one through CHIC one from a comparative roofing company which was of equal value but provided a better solution. Its with procurement to look at options. The roofing programme - we met with roofing contractors yesterday on site at Parkfield and Lea Cresacent who will be providing quotes for replacement..
Capital roofing programme	500	0	230		(270)	In early stages and contract is out for procurement in respect of Parkfield. Half of budget is expected to be utilised by Roofing unplanned renewals capital project. £20k of this budget has also been utilised as part of the Tiber Way project.
Purchase of Council Houses	6,740	1,575	6,740		0	Housing acquisition opportunities that arise and align with required demand will continue to be pursued throughout the remainder of the financial year. Therefore, the estimated spend is likely to increase but cannot be forecast currently due to the nature of property acquisitions and changes in need demand. 11 further properties currently at conveyncing stage. Expected 4 potential acquisitions at due deligence stage equating to a potential spend of £2.6m additional to the current year to date spend.
Rounds Gardens demolition	338	27	120		(218)	The remaining works on this demolition element of the Housing scheme are due to complete in 2025/26 and a saving is expected against the remainder of this budget.
Rounds Gardens- Design and Legal Fees	1,252	19	115	(1,137)	0	Feasibility and Design work is currently ongoing for this Housing Scheme. It is anticipated that the majority of the budget will need to be reprofiled to 2026/27 for works to continue on the redevelopment.
Garage Management Plan	275	0	163	(112)	0	Garage scheme is in its early stages following Council approval in September 2025; it is anticipated some of this budget will move into 26/27 to continue the works.
Tiber Way	53	42	73		20	The pressure on this scheme relates to additional works relating to fencing and CCTV; this is offset by an underspend on the roofing scheme of the same amount.
Overall Total	22,795	7,587	22,054	(161)	(580)	

AGENDA MANAGEMENT SHEET

Report Title:	Overview and Scrutiny Work Programme
Name of Committee:	Scrutiny Committee
Date of Meeting:	20 November 2025
Contact Officer:	Linn Ashmore, Democratic Services Officer
Summary:	The report updates the Committee on the overview and scrutiny forward work programme.
Financial Implications:	There are no financial implications arising from this report.
Risk Management Implications:	There are no risk management implications arising from this report.
Environmental Implications:	There are no environmental implications arising from this report.
Legal Implications:	There are no legal implications arising from this report.
Equality and Diversity:	No new or existing policy or procedure has been recommended.

Scrutiny Committee – 20 November 2025

Overview and Scrutiny Work Programme

Summary

The report updates the Committee on the overview and scrutiny forward work programme.

1. CURRENT REVIEWS

1.1 Customer Journey

The Task and Finish Group met for the first time on 30 October and discussed the remit and scope of the review. The Group agreed that its initial focus would be on tracking the customer journey from the first point of contact to the closure of the case.

The next step was to arrange a date to meet with the Customer Services team. A range of data was requested for submission to the next meeting which is due to be held on 15 December. The Group would also reconsider the scope of the review and whether any changes were required.

2. WORK PROGRAMME

- 2.1 A copy of the current work programme is attached at Appendix 1.

3. FORWARD PLAN

- 3.1 The topics currently listed in the Forward Plan for the period December to March 2026 are available to download via the website - [Forward Plan](#).

4. CONCLUSION

- 4.1 The committee is asked to consider and agree the future work programme.

Name of Meeting: Scrutiny Committee

Date of Meeting: 20 November 2025

Subject Matter: Overview and Scrutiny Work Programme

DO ANY BACKGROUND PAPERS APPLY ☐ YES ☒ NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

Overview and Scrutiny Work Programme

Item	Description	Meeting Date
Motions referred to scrutiny	Motions from Council to be included on the next available meeting agenda.	All Meetings
Forward work programme and potential scrutiny topics	To discuss potential scrutiny topics and agree the work programme.	All Meetings
Crime and Disorder	Annual overview to scrutinise decisions made, and actions taken, by the responsible authorities that make up the Rugby Community Safety Partnership in connection with the discharge of their crime and disorder functions.	16 September 2025
Finance and Performance	Finance and Performance Monitoring for Q1	16 September 2025
Local Plan	Overview of progress and timescales of the production of the next Local Plan (focus on Brownfield sites and Grey Belt)	16 September 2025
Overview and Scrutiny Annual Report	An overview of the work carried out by scrutiny during 2024/25.	16 September 2025
Risk Management	Progress of actions relating to issues and risk reporting	20 November 2025
Finance and Performance	Budget setting process Fees and charges for 2026/27 Budget update New Medium Term Financial Strategy Finance and Performance Monitoring for Q2	20 November 2025
Benn Hall Booking Policy	Review of the booking policies for the Benn Hall	20 November 2025
Corporate Strategy Action Plans	The strategies and action plan that feed into the delivery of the Corporate Strategy. The Chief Executive and Leader of the Council to attend.	22 January 2026
Finance and Performance	Finance and Performance Monitoring for Q3	22 January 2026
Finance and Performance/Works Services Unit	Update on financial position following the Works Service Unit project work	22 January 2026
People Strategy – Action Plans	Overview of progress	Tbc
Customer Journey	Progress of task group review	Tbc

Local Government Reorganisation	Updates as and when appropriate	Tbc
Economic Strategy Action Plans	Follow up report containing the actions and outcomes from Governance Board meeting	Tbc