

NORTH DEVON COUNCIL

REPORT TO: STRATEGY AND RESOURCES
Date: 3 February 2020
TOPIC: REVENUE BUDGET 2020-21, CAPITAL PROGRAMME AND MEDIUM TERM FINANCIAL STRATEGY 2020-2024
REPORT BY: CHIEF FINANCIAL OFFICER

1. INTRODUCTION

- 1.1 This report notes the latest forecast position in the Performance and Financial Management Quarter 3 of 2019-20 reported separately on the agenda and the draft Budget for 2020-21. These figures will be the basis of the recommendation to Council on 26 February 2020 when the Council Tax levels for 2020-21 will be approved.
- 1.2 The Council has a legal duty to prepare a balanced budget and in order to achieve this position a number of pressures have been identified and assumptions made throughout the preparation process. Members are minded to consider whether to implement or amend these whilst taking into account the implications on the Council's overall financial position and the level of Council Tax for 2020-21 year.
- 1.3 The Council's new Corporate Plan was approved by Full Council in September 2019. In taking decisions on the budget and Council Tax, Members will be mindful of the four key corporate objectives set out in the Plan, these being:
- We achieve financial security
 - We become focussed on delivering the best for our customers
 - Our environment is cherished and protected
 - We plan for North Devon's future
- 1.4 A continuing theme running through the Corporate Plan is the need to achieve savings and/or generate additional income within the Council's budgets. Sitting alongside and supporting the Corporate Plan is the Council's Medium Term Financial Strategy (MTFS) which has been updated and is shown later in this report.

- 1.5 It is however pleasing to report that the Council has a good track record of delivering efficiencies and savings and is in good financial shape to meet this challenge.

2. RECOMMENDATIONS

2.1 That Members:

- 2.1.1 Note the latest forecast for Budget 2019-20 and the proposed contributions to earmarked reserves.
- 2.1.2 Note the Chief Financial Officer's assurance on the adequacy of the reserves and the robustness of the budget in paragraph 5.1.4.5
- 2.1.3 Note the Chief Financial Officer's highlighted areas of risk identified within the budget process set out in paragraph 5.1.4.6 and section 5.3
- 2.1.4 Note the latest Medium Term Financial forecast for 2020-2024 as shown in section 5.1.5
- 2.1.5 Subject to approval of 2.2.4 below, that funds are released for the capital schemes listed in section 5.2.2

2.2 Recommend to Council:

- 2.2.1 That there be an increase of 2.73% in the level of Council Tax charged by North Devon Council for 2020-21 (in accordance with the revised referendum limit ability of £5.00 per Band D property) with a Band D Council Tax level of £188.35.
- 2.2.2 The actions identified in sections 5.1.2 to 5.1.4, which are required to ensure a balanced budget is achieved and therefore recommend to Council the approval of 2020-21 General Revenue Account Budget.
- 2.2.3 To adopt the Medium Term Financial Strategy 2020-2024 in section 5.1.5 as part of the Policy Framework.
- 2.2.4 The Capital Programme 2019-20 to 2022-23 as highlighted in section 5.2 be approved.

3. REASONS FOR RECOMMENDATIONS

- 3.1 The 2019-20 latest forecast is reported to ensure the Council maintain budgetary control for the rest of the financial year.
- 3.2 To ensure Members have assurance on the financial standing of the Council and risks associated with the budgetary framework.
- 3.3 Decisions on the level of Council Tax need to be taken by Strategy and Resources as part of recommending next year's budgetary framework for adoption by Council.
- 3.4 To ensure the Council has a savings plan in place to deliver the long-term financial strategy of the Council.

- 3.5 To ensure Members control the performance improvement activities of the Council.
- 3.6 To ensure that future capital investment is available and targeted to the Council's priorities.

4. CONSTITUTIONAL CONTEXT

Article or Appendix and paragraph	Referred or delegated power?
Part 3 Annexe 4	Delegated
Part 4 Budget Procedure Rules	Delegated

5. REPORT

5.1 Revenue Budget

5.1.1 Quarter 3 Forecast 2019-20

- 5.1.1.1 The Performance and Financial Management Quarter 3 of 2019-20 is also reported on the agenda. The current forecast is that the Council has a small net budget surplus of (£0.006m) against its budget.
- 5.1.1.2 The original budget for 2019/20 included a forecast to achieve £0.214m worth of salary vacancy savings. The current position forecasts this will be exceeded this year and vacancy savings of £0.231m will be achieved.
- 5.1.1.3 A review of procedures and processes within Works and Recycling was carried out at quarter two and we set targeted spend in respect of the vehicle workshop, challenging resources across all Works & Recycling manual sections and to reduce sickness levels. As a result of these changes we factored in a reduction in overtime and agency costs within the quarter 2 projections, I am pleased to report the current figures indicate that these targeted reductions are being achieved, although it will continue to be closely monitored until the end of the financial year.
- 5.1.1.4 The sale of recyclable material continues to be an uncontrollable variable where we have recently seen a reduction to zero for glass and cardboard, although the sale price of plastic has increased significantly. The continued volatility remains a risk on-going and will be monitored closely.

- 5.1.1.5 At the 31st December 2019, we are still assuming a £0.200m increase to business rates growth already factored into the budget, the growth is now estimated to be £1.702m.
- 5.1.1.6 The Business Rate retention scheme was introduced in April 2013 which sees Billing authorities receive a 'baseline' funding but in addition they are exposed to the risks and rewards of retaining a proportion of the income collected. This exposure is mitigated by participation in the Devon-wide pool that collates all of the Business Rate growth and decline and returns a share of the impact to each local authority.
- 5.1.1.7 At the 31st December 2019 total external borrowing was £1.250m. The timing of any future borrowing is dependent on how the authority manages its treasury activity and due to current low interest rates and reduced returns on investments it is prudent for the Council to 'internally borrow' and use these monies to fund the Capital Programme.
- 5.1.1.8 The recommended level of general fund balance is 5%-10% of the council's net revenue budget (£0.626m to £1.252m). The forecast general fund reserve at 31 March 2020 is £1.161m, which is a level of 9.3%.

5.1.2 Budget 2020-21

- 5.1.2.1 Preparation of the 2020-21 budget began in the autumn of 2019 in order to consider the cost of known budgetary pressures and provide opportunity to consider the impact of proposed reductions.
- 5.1.2.2 The Government's Spending Review (SR2019) took place in September 2019, which announced government spending plans for 2020-2021. Increased funding was announced for public services notably the NHS, schools, social care, police and the armed forces.
- 5.1.2.3 There was no additional new funding for district councils however and continued pressure and uncertainty on our funding sources remains as the Government's Fair Funding Review and Business Rates Retention changes, originally planned for 2020-21 year was delayed by one year until April 2021.
- 5.1.2.4 The Council made the decision during 2016-17 to accept the Government's offer of a 4-year financial settlement through to the current 2019-20 year. By accepting the 4-year settlement helped the Council to plan ahead with greater certainty and to provide a financial platform to delivery upon our corporate plan. However, due to the funding review changes above now being delayed, the financial settlement for 2020-21 year is only a one-year funding

announcement which leaves local authorities with much greater uncertainty in being able to plan further ahead.

- 5.1.2.5 The refreshed 4-year Medium Term Financial Strategy was approved this time last year (February 2019) and the forecast cumulative budget gap / (surplus) was shown as follows

Years	2019-20 £m	2020-21 £m	2021-22 £m	2022-23 £m
Budget gap / (surplus)	0	0.401	0.470	0.666

- 5.1.2.6 The forecast for 2020-21 (at this time last year) was a budget gap of £401,000. Following a more detailed annual budget setting exercise mentioned in 5.1.2.1 there have been a number of movements to this forecast however I am pleased to be in a position to put forward a balanced budget for 2020-21 financial year.

- 5.1.2.7 A summary of the main budget movements for 2020-21 is as follows:

	£m	£m
Medium Term Financial Plan budget gap for 2020-21	0.401	
Funding movement		0.401
Increased Waste & Recycling costs	0.190	
Reduction in Recycling & Trade Waste income	0.080	
Reduction in Planning fee income	0.230	
Salary savings (net)	(0.122)	
Pension Scheme revaluation - <i>below original MTFS forecast</i>	(0.326)	
Additional New Homes Bonus funding	(0.391)	
Baseline Core Funding - <i>above original MTFS forecast</i>	(0.476)	
Business Rates - growth	(0.156)	
Other	0.068	
Cost pressures & reductions		(0.903)
Review of Fees and Charges (<i>MTFS from 2020-21 into 2021-22</i>)	0.252	
Contribution to Transformation Reserve	0.250	
Options to balance the budget		0.502
Draft Balanced Budget for 2020-21		<u>0.000</u>

The Council's net budget for 2020-21 is £13.380m; a table outlining the summary Budget 2020-21 is attached as **Appendix A**.

Details showing the recommended level of strategic grants for 2020-21 are in **Appendix B**; which proposes no reduction to the current level of grants supporting these organisations and maintains funding at the level they have been receiving since 2017-18 year.

5.1.3 Budget 2020-21 Funding

- 5.1.3.1 There are three main sources for the Council to fund its net budget of £13.380m; direct Government Grants, Business Rates and income collected from Council Tax payers.
- 5.1.3.2 The level of funding the Council receives for its share of the Council Tax bill equates to £6.568m.
- 5.1.3.3 The main grant received from Central Government is paid via the Local Government Finance Settlement.
- 5.1.3.4 North Devon has been provisionally allocated £3.317m, which is in line with the amount awarded for 2019-20. The final settlement is due to be approved by Parliament in February 2020.
- 5.1.3.5 The balance of funding of £3.495m used to fund the Budget 2020-21 is as follows:

- New Homes Bonus of £1.837m, which is made up as follows:

	<u>Increase</u>	<u>Cumulative total</u>
Year 1 (2017-18)	£299,095	
Year 2 (2018-19)	£379,672	
Year 3 (2019-20)	£434,860	
Year 4 (2020-21)	£723,191	£1,836,818

- The government reviewed New Homes Bonus as part of the 2017-18 finance settlement and made changes to reduce the legacy payments of the original scheme of 6 years down to 4 years from 2018-19. In addition to this, the scheme also would now only be rewarding growth over a national baseline of 0.40%.
- The 2020-21 finance settlement announced that the 2020-21 in-year allocation of New Homes Bonus funding (£723,191) would only be for one-year only and there would be no legacy payments on this allocation being received for the following three years. The Government intends to consult on the future of his housing incentive in spring 2020 and move towards a

new, targeted approach that rewards local authorities where they are ambitious in delivering new homes and a scheme which is aligned with other measures on planning performance.

- Business Rates Retention growth of £1.658m. In the current year 2019-20 we are reporting additional business rates income of £0.200m over and above the budgeted £1.502m business rates growth.

5.1.4 Reserves

- 5.1.4.1 The Council started 2019-20 with earmarked reserves of £5.468m and a General Fund Balance of £1.161m.
- 5.1.4.2 The Performance and Financial Management Quarter 3 report of 2019-20, also on the agenda, provides an updated forecast position for reserves. It is currently forecast that the amount held in earmarked reserves will reduce to £4.110m and the General Fund Balance to remain at £1.161m as at 31 March 2020.
- 5.1.4.3 The Budget 2020-21 includes contributions to and (from) specific earmarked reserves. Appendix A summarises these reserve movements.
- 5.1.4.4 **Appendix C** details the forecast reserve balances for the period to 31 March 2021 and it is currently forecast that the amount held in earmarked reserves will be £3.336m and the General Fund Balance of £1.161m as at 31 March 2021.
- 5.1.4.5 In compliance with the Local Government Act 2003 the Chief Financial Officer assures Members of:
- The robustness of the estimates; and
 - The adequacy of the proposed financial reserves
- 5.1.4.6 The Chief Financial Officer would also like to draw Members' attention to the risks associated with Revenue and Capital budgets identified in section 5.3 below.

5.1.5 Medium Term Financial Strategy 2020-2024

- 5.1.5.1 Whilst preparing the Budget 2020-21 each Head of Service was tasked with preparing service plans covering 2020-21 and beyond. These plans have been through Policy Development Committee in January 2020 and if applicable the revenue implications have been factored into the budget. The purpose of these plans is to ensure that the Council has a strategic approach to delivering the budget

reductions expected as a result of the Government's austerity programme.

- 5.1.5.2 The Medium Term Financial Strategy (MTFS) was last considered by the Executive at its meeting on 4 February 2019. Council approved the MTFS 2019-20 to 2022-23 at its meeting on 25 February 2019.
- 5.1.5.3 The MTFS underpins and provides the financial cornerstone of the Corporate Plan, which will shape the Council's activities. It is good practice that the MTFS is refreshed on an annual basis to ensure that the Council's forward looking financial position is considered particularly in the current economic climate.
- 5.1.5.4 The MTFS model represents a view as of today based on numerous financial assumptions about the future, which are described in detail together with the risks associated with their volatility.
- 5.1.5.5 The refresh of the MTFS has involved reviewing all previous assumptions in light of new and more current information. These changes reflect actual experience and additional information or remove unsafe assumptions. The main assumptions in the forecast are as follows:
- **Pay settlement.** The Government previously indicated continued strict controls needed to minimise public sector pay and pay increases were targeted at 1%. The 2018 & 2019 pay offer announced relaxed this target and for 2019-20 the impact equated to an additional £0.340m cost. The budget for next year and the future years in the MTFS have prudently assumed a similar cost increase continuing. The risk however is that a higher increase is agreed which would add further cost to what has been predicted.
 - **No further borrowing to fund capital expenditure in addition to already approved projects.** The Budget 2020-21 and Treasury Management strategy includes borrowing costs of up to £0.700m in 2020-21 to cover current capital programme commitments. The future model assumes borrowing increasing to £1.3m by 2023-24 to cover approved capital projects in the programme. It assumes no further borrowing is undertaken than currently committed to above. If borrowing beyond this is considered a business case will be made outlining all the possible funding options.
 - **Additional legislative requirement will be funded by additional grant.** Under the new burdens doctrine the Ministry of Housing, Communities and Local Government (MHCLG) provides additional grant funding, either as a specific grant or

included in formula grant. It is also assumed that the grant will be sufficient to fund the additional costs.

- **The move to Universal Credit has a nil effect.** The move from rent allowances to universal credit will see reductions in expenditure and grant income. It is assumed that we will make sufficient savings to match the grant reduction. It is also assumed that there will be no significant impact on homelessness and prevention.
- **No impact from future changes to pensions.** The impact from the 2020-21 triennial review of the pension scheme has already been factored into the base budget which sets out the authority's employer contributions for the periods to 2022-23. The next triennial review of the pension scheme takes place in the autumn of 2022; the model has prudently assumed an increased cost for 2023-24 year. However, if the actual results are in line with the assumptions recently made within the pension review then this impact should be lower.
- **Review of fees and charges.** Core fees and charges for service areas such as car parks and garden waste have not been reviewed for a number of years; however the running costs for these services have increased. A review of fees and charges has been incorporated within the forecast and will require Member approval in advance of the 2021-22 year. The risk to the financial forecast is that fees are not increased and thus increases the forecast budget gap by £0.275m.
- **Includes increases in the level of council tax per annum with effect from 2020-21.** This does not mean that the Council cannot freeze or amend the level of council tax, but the decision will be made as part of the budget consideration each year. However, the model assumes a rise each year, if a decision is made to not increase then this will produce a cumulative budget gap of £0.170m in each of the years the tax is not increased.
- **Government Fair Funding Review and income from retention of Business Rates.** From 2013-14 the government allowed authorities to share in the benefit from growth in business rates. The latest forecast for 2019-20 is estimating additional Business Rates Retention income of £0.200m over and above the budgeted £1.502m Business Rates growth; this is in addition to Baseline funding.
- Due to the funding review changes originally planned for the 2020-21 year now being delayed, the financial settlement for 2020-21 year is only a one-year funding announcement which leaves local authorities with much greater uncertainty in being able to plan further ahead.
- Baseline funding is being reviewed and a planned reset for 2021-22 year which will see the above business rates growth reset and a new Baseline funding level for each authority. The

MTFS model forecasts an assumed overall reduction in Baseline funding and Business Rates income for 2021-22 onwards. Indicative funding allocations should be announced in autumn 2020, however the risk to the Council is that the overall funding is lower than the level assumed in the financial forecast.

- **Use of New Homes Bonus.** The government reviewed New Homes Bonus and made changes to reduce the legacy payments of the original scheme of 6 years down to 4 years from 2018-19. In addition to this, the scheme now only rewards growth over a national baseline of 0.40%.
- The 2020-21 finance settlement announced that the 2020-21 in-year allocation of New Homes Bonus funding (£723,191) would only be for one-year only and there would be no legacy payments on this allocation being received for the following three years. The Government intends to consult on the future of his housing incentive in spring 2020 and move towards a new, targeted approach that rewards local authorities where they are ambitious in delivering new homes and a scheme which is aligned with other measures on planning performance.
- Based on the current scheme North Devon is forecast to receive £1.8m for 2020-21 year; however we have prudently assumed only the remaining legacy payments of £0.815m for 2021-22 and £0.435m for 2022-23. The risk to the Council is that the scheme is changed fundamentally and the financial impact results in a lower than assumed income figure for these payments. The MTFS has incorporated the estimated impact of the changes for future year forecasts through to 2022-23; however as any replacement scheme is unknown we have indicated a worse-case scenario of receiving no payment from any revised scheme.

5.1.5.6 The MTFS looks at the changing financial situation of the Council over the future four financial years for 2020-21 to 2023-24. The starting position is the Budget 2020-21, which is rolled forward based on a set of assumptions. However as touched on earlier the unknown future year government funding levels result in so much uncertainty, **I have prudently based the future year forecast for 2021-22 year on a worse-case scenario of losing £1.02m of core funding/business rates and £1.022m reduction of New Homes Bonus grant.**

5.1.5.7 The refreshed MTFS model detail is shown in **Appendix D** and the forecast cumulative budget gap / (surplus) is shown as follows:

Years	2020-21 £m	2021-22 £m	2022-23 £m	2023-24 £m
Budget gap / (surplus)	0	1.781	2.110	2.678

- 5.1.5.8 Clearly, this creates a large budget gap to bridge moving forwards however it is crucial that both Officers and Members understand the potential financial context that we 'could' end up with, subject to any transitional arrangements the government put in place. This clearly focuses minds on becoming more efficient within the services we currently provide and becoming entrepreneurial in the way we deliver services into the future and move towards a more commercially minded Council to generate additional income for the revenue budget.
- 5.1.5.9 The Council has been preparing and positioning itself for on-going budget reductions and will continue to work on options to deliver savings and efficiencies necessary towards bridging the budget gaps through to 2023-24 year.
- 5.1.5.10 The figures shown in the model are forecast and members should be mindful of the sensitivity of some of the figures incorporated; the following **sensitivity analysis** highlights how figures can change both upwards and downwards:
- A 1% movement on pay awards has an impact of £0.100m; the MTFS has factored in 2% each year therefore any variance to this will change the forecast
 - No Council Tax rise is a cost impact of £0.170m each year in lost income on the base budget
 - For every £1m extra borrowed (over a 10 year period) would be an additional annual cost to revenue budget of £0.125m
- 5.1.5.11 There are some potential areas not yet factored into the Medium Term Financial Strategy (MTFS) as these require further work and analysis to be carried out before inclusion in any plans; these are:
- Any financial net benefit of potential further review to service areas; such as Waste and Recycling service and a decision moving forwards following the current trial of 3-weekly residual collections, reviewing the commercial trade waste service and also looking at current provision and cost of public conveniences as outlined in the Operational Services Plan 2020
 - Income generation and net revenue gains following adoption of a new Commercialisation Strategy by Members planned for April 2020
 - Any new Business Rates growth following the 2021-22 baseline re-set of core funding and any financial benefit in later financial years

- 5.1.5.12 Performance against the budget and savings targets is carried out through the year and incorporated into the quarterly financial and performance management report received by Strategy and Resources. Due to the uncertainty around our future funding, Members will need to make some difficult decisions to identify income generating and savings options to bridge the above budget gap in advance of autumn 2020 when further detail on the future year funding settlement will become clearer.

5.2 Capital Programme

- 5.2.1 The Performance and Financial Management Quarter 3 of 2019-20 is also reported on the agenda. This report highlights the latest plans for capital investment for the period 2019-20 to 2021-22, which amounts to £31.276m and is broken down as follows:

- 2019-20 £8.102m
- 2020-21 £12.434m
- 2021-22 £10.740m

- 5.2.2 Further investment of £2.915m through to 2022-23 has been identified following business cases submitted to the Project Appraisal Group, which is broken down across the following schemes:

- | | |
|---------------------------------|------------|
| • Online consultation software | £14,700 |
| • Vehicle Replacement Programme | £1,315,000 |
| • ICT Office Technology | £432,570 |
| • Boyton House re-furbishment | £173,459 |
| • Disabled Facility Grants | £979,000 |

- 5.2.3 The Council therefore has identified investment needs of £34.191m, which it expects to be funded from capital receipts/borrowing (£15.466m), external grants and contributions (£15.598m) and reserves (£3.127m).

- 5.2.4 **Appendix E** provides an individual project detail of the Capital Programme for 2019-20 to 2022-23.

- 5.2.5 The timing and realisation of capital receipts can be impacted by events beyond the control of the Council and we have been able to manage cash flows for projects through internal borrowing.

- 5.2.6 We also have authority to borrow from the Public Works Loan Board (PWLB) as outlined in the Treasury Management Annual Investment Strategy and the Council currently has external borrowing of £1.250m.

5.3 Risk Assessment

- 5.3.1 Whilst formulating the budget proposals, risks to specific income and expenditure budgets were identified. During the course of the process assessments were made in respect of these risks. In light of the information that officers had available appropriate amendments were made to the budget forecasts where possible. Highlighted below are risks identified that could yet have a major impact on the Council's ability to achieve the Budget 2020-21;
- 5.3.2 **Government grants** – Parliament is expected to approve the funding allocated to Local Government in February 2020. The risk to 2020-21 is that it could be approved at different levels to that assumed in the Budget 2020-21, although the likelihood is unlikely based upon previous years' experience however until this is formally confirmed this is flagged as a risk. In addition, is the high level of uncertainty surrounding the future years funding settlements following the forthcoming Fair Funding Review and future of Business Rate Retention.
- 5.3.3 **Income** from car parks, planning, sale of recyclable materials, commercial waste and investments are key areas of income, which have been detrimentally impacted since 2009 as a result of the recession. Whilst some areas have started to recover it remains difficult to predict when stability and, or any significant improvement will return to the economy and is therefore continues to be a source of major risk to the Council's Budget 2020-21. However, the budget estimates have been set prudently taking account of the latest 2019-20 forecast income levels.
- 5.3.4 **Capital receipts** – The Council faces two main risks in this area. The first is the fact that the Capital Programme is forecast to be funded from as yet unrealised receipts. The second is the ongoing value of receipts generated could be lower due to the economic situation. Both these factors could lead the Council to seek other sources of funding, such as increasing external borrowing and therefore add further borrowing costs to that already included in the 2020-21 budget.
- 5.3.5 **Savings plans** – Service plans have been approved and any net savings factored into the 2020-21 budget. To achieve the full financial benefit of any savings identified will require negotiation with supplier, partners and other organisations therefore there is a risk that the full benefit may not be achieved, or achieved within 2020-21 financial year.
- 5.3.6 **Increase in demand for services** – Demand for specific services has continued to increase during 2019-20. Homelessness prevention measures in particular have increased over the past couple of years. It is considered that in light of the current economic climate and general public sector budget cuts that this will continue through 2020-21, which will further impact the Council's budget.

- 5.3.7 **Localisation of council tax support** – The new income-banded Council Tax Reduction scheme was approved by Full Council in January 2020; however, changes due to increased take up or loss of collection above that forecast would have a direct financial impact on the Council and its major preceptors. The scheme will be reviewed as part of the quarterly performance and financial management report.
- 5.3.8 **Business Rates retention** – We are now exposed to the risk of lower collections, decline on the tax base and successful outstanding appeals. However this is mitigated by participating in the Devon-wide pool. The Council is also experiencing growth in Business rates income, which has been included in the financial plans.
- 5.3.9 **Welfare reforms** – The Government has embarked on significant changes to the welfare system, which includes changes to the amounts claimants are entitled to, consolidating different forms of benefit and payment methodology. These may generate risks both from increased demand for services and more directly on resources of the Council. There are still many aspects of the reform unclear, but the Council will continue to monitor progress and analyse the impact on our customers as well as the Council itself.

6. RESOURCE IMPLICATIONS

- 6.1 Included in the report.

7. EQUALITIES ASSESSMENT

- 7.1 There are no equalities implications anticipated as a result of this report.

8. STATEMENT OF INTERNAL ADVICE

- 8.1 The author (below) confirms that advice has been taken from all appropriate Councillors and officers.

9. STATEMENT OF CONFIDENTIALITY

- 9.1 This report contains no confidential information or exempt information under the provisions of Schedule 12A of 1972 Act.

10. BACKGROUND PAPERS

- 10.1 The background papers are available for inspection and kept by the author of the report.

Author: Jon Triggs, Head of Resources

Date: 17 January 2020

Lead Member: Councillor Ian Roome