

Public Document Pack



Corporate Policy and Performance Board

Tuesday, 4 September 2018 6.30 p.m.
Civic Suite, Town Hall, Runcorn

A handwritten signature in black ink, appearing to read 'David WR', positioned above the Chief Executive title.

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chair)	Labour
Councillor Ged Philbin (Vice-Chair)	Labour
Councillor John Abbott	Labour
Councillor Harry Howard	Labour
Councillor Martha Lloyd Jones	Labour
Councillor Chris Loftus	Labour
Councillor Alan Lowe	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Joe Roberts	Labour
Councillor Kevan Wainwright	Labour

*Please contact Gill Ferguson on 0151 511 8059 or gill.ferguson@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 6 November 2018*

**ITEMS TO BE DEALT WITH
IN THE PRESENCE OF THE PRESS AND PUBLIC**

Part I

Item No.	Page No.
1. MINUTES	1 - 6
2. DECLARATION OF INTEREST (INCLUDING PARTY WHIP DECLARATIONS) Members are reminded of their responsibility to declare any Disclosable Pecuniary Interest or Other Disclosable Interest which they have in any item of business on the agenda, no later than when that item is reached or as soon as the interest becomes apparent and, with Disclosable Pecuniary Interests, to leave the meeting during any discussion and voting on the item.	
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In accordance with the Health and Safety at Work Act the Council is required to notify those attending meetings of the fire evacuation procedures. A copy has previously been circulated to Members and instructions are located in all rooms within the Civic block.

CORPORATE POLICY AND PERFORMANCE BOARD

*At a meeting of the Corporate Policy and Performance Board on Tuesday, 5 June 2018
in the Civic Suite, Town Hall, Runcorn*

Present: Councillors Gilligan (Chair), Philbin (Vice-Chair), Abbott, Howard, M. Lloyd Jones, C. Loftus, A. Lowe, A. McInerney, N. Plumpton Walsh and Joe Roberts

Apologies for Absence: Councillor Wainwright

Absence declared on Council business: None

Officers present: M. Reaney, E. Dawson, G. Ferguson, T. Dean, L Pennington-Ramsden and R. Rout

Also in attendance: None

**ITEM DEALT WITH
UNDER DUTIES
EXERCISABLE BY THE BOARD**

		<i>Action</i>
CS1	MINUTES	
	The Minutes from the meeting held on 30 th January 2018 were taken as read and signed as a correct record.	
CS2	PUBLIC QUESTION TIME	
	The Board was advised that no public questions had been received.	
CS3	EXECUTIVE BOARD MINUTES	
	The Board was presented with the Minutes relating to the Corporate Services Portfolio which had been considered by the Executive Board since the last meeting of the Board.	
	Under Minute EXB101, a Member commented that the plans did not include affordable rented property and that this should be monitored for similar applications. In addition, under Minute EXB102, a Member requested could all Councillors be kept updated. It was agreed that this would be considered.	

RESOLVED: That the minutes be noted.

CS4 MEMBERS DEVELOPMENT GROUP NOTES

The Board considered the minutes of the Member Development Group meeting held on 23rd November 2017.

Arising from the discussion, Mark Reaney agreed to check the progress on the development of an electronic system to enable Members to update their development plans online.

RESOLVED: That the minutes be noted.

CS5 CORPORATE HEALTH AND SAFETY POLICY

The Board received an update report on the reviewed Corporate Health and Safety Policy, a copy of which had been previously circulated to Members. The Health and Safety (at work) Act placed a legal duty on employers to ensure, so far as is practicable, the health, safety and welfare of employees and others affected by our actions. It stated that organisations with five or more employees must have a written health and safety policy, setting out how it manages health and safety.

It was reported that the Policy had been reviewed and the only amendments related to the name changes for the Directorates.

On behalf of the Board, the Chair thanked Tony Dean for his contribution and wished him well in his retirement.

RESOLVED: That the reviewed Corporate Health and Safety Policy be noted.

CS6 CORPORATE ACCIDENT / INCIDENT REPORT 1.4.17 TO 31.3.18

The Board was provided with a report from the Strategic Director, Enterprise, Community and Resources, which presented details of corporate accident statistics with associated trends, from 1 April 2017 to 31st March 2018.

Officers commented that the report highlighted the national and local health and safety information, in particular the new HSE strategy, and together with performance and incident trends, these formed the basis for the recommended actions for 2017/18. In order to be proactive in health and safety management the report also indicated

the number of completed risk assessments and training delivered to staff.

It was highlighted that there had been an increase in the number of accidents leading to 'days lost', with 24 this year and 19 last year. This had led to an increase in the number of actual 'days lost' with 269 this year compared to 173 last year and an increase in the number of 'over 7 day' absences and specified injuries (as reported under RIDDOR).

RESOLVED: That the report be noted.

CS7 ANNUAL REPORT 2017/18

The Board considered a copy of the Annual Report from the Chair of the Corporate Services Board, 2017/18. The Board met three times during the year and the report set out the work carried out and the recommendations throughout the Municipal Year April 2017 to March 2018.

RESOLVED: That the Annual Report be noted.

CS8 AMENDMENT TO COUNCIL TAX SECTION 13A DISCOUNT POLICY STATEMENT

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, which proposed the following two amendments to the Council Tax Section 13A Discount Policy Statement, in relation to discretionary council tax relief provided to Care Leavers:

- Where a Care Leaver was jointly and severally liable to pay council tax with one or more residents in a property who were not Care Leavers, the Council tax for the property would only be reduced by 50% (rather than 100%). This was to ensure that non Care Leavers were not advantaged through the policy and that relief was only provided to eligible Care Leavers; and
- The wording of the Section 13A Policy Statement would be amended to enable the Council to provide discretionary council tax relief to Care Leavers regardless of which Council had previously acted as their corporate parent. This would ensure that the Council could provide a reciprocal agreement to that provided for Halton Care Leavers who move to other boroughs.

RESOLVED: That the Executive Board be Strategic Director,

recommended to approve the amended Council Tax Section 13A Discount Policy Statement attached as Appendix A.

Enterprise,
Community and
Resources

CS9 HALTON BOROUGH COUNCIL UPDATE ON APPRENTICESHIP POLICY APPRENTICESHIP LEVY & PUBLIC SECTOR TARGET

The Board considered an update report of the Strategic Director, Enterprise, Community and Resources, on Apprenticeships within Halton Borough Council. The report outlined the

- current number of apprenticeships;
- the number of new apprenticeships since the introduction of the Government Apprenticeship Levy introduced in April 2017;
- the development of the existing workforce through the use of the Apprenticeship Levy to promote Continuous Professional Development;
- the work commissioned in 2017 by the Liverpool City Region which resulted in a number of initial recommendations around additional brokerage support and details of the 3 key priorities identified;
- an outline of the regional and national picture; and
- Halton's Apprenticeship Policy which was updated in 2017.

RESOLVED: That the information be noted and a further report be submitted in 6 months.

Strategic Director,
Enterprise,
Community and
Resources

CS10 TOPIC GROUPS 2018/19

The Board received a report of the Strategic Director, Enterprise, Community and Resources, which sought to develop a work programme of topics for the Board to examine in 2018/19. It was noted that the Board had previously arranged a Topic Group to consider the Discretionary Support Scheme and this had provided significant guidance to Officers and the Executive Board in relation to the delivery of that extremely important service. It was proposed that this Topic Group would continue to meet and it would be expanded to include Universal Credit. Consideration would also be given to setting up a second Topic Group if required.

Arising from the discussion it was noted that:

- an update report on discretionary support would be

provided to the next meeting, which will also include the latest information regarding Universal Credit;

- the Board's remit with regard to Traveller sites would be checked; and
- a presentation from the IT section be provided to a future meeting.

RESOLVED: That

1. the Discretionary Support Scheme Topic Group continue to meet and be expanded to include Universal Credit; and
2. consideration would be given to setting up a second Topic Group if required.

Strategic Director,
Enterprise,
Community and
Resources

CS11 GENDER PAY GAP

The Board considered a report which presented information and calculations for the Council in relation to the Gender Pay Gap. From April 2017, Gender pay reporting legislation required all organisations that employed over 250 employees to publish statutory calculations every year showing how large the pay gap was between their male and female employees. The gender pay gap was defined as the difference in the average earnings of men and women over a specified period, regardless of their role or seniority.

Halton Borough Council's information was published on 30th March 2018, full details of which were outlined in the report.

RESOLVED: That the content of the report be noted.

CS12 PERFORMANCE MANAGEMENT REPORTS QTR 3 AND QTR 4 - 2017-18

The Board received a report from the Strategic Director, Enterprise, Community and Resources, which presented the Performance Monitoring Reports for Quarter 3 and 4 of 2017/18.

The reports related to the following functional areas which reported to the Board and detailed progress against service objectives and milestones, and performance targets and provided information relating to key developments and emerging issues that had arisen during the period:

- Finance;
- Human Resources and Organisational Development;

- ICT and Administrative Support;
- Legal and Democracy;
- Policy and Performance;
- Property Services; and
- Catering, Stadium and Registration Services.

It was noted that demand for job recruitment had increased within the Council and the reasons for this were being analysed.

RESOLVED: That the third and fourth quarter performance monitoring reports be received and noted.

Meeting ended at 8.30 pm

REPORT TO: Corporate Policy & Performance Board

DATE: 4 September 2018

REPORTING OFFICER: Strategic Director, Enterprise, Community and Resources

SUBJECT: Public Question Time

WARD(s): Borough-wide

1.0 PURPOSE OF REPORT

- 1.1 To consider any questions submitted by the Public in accordance with Standing Order 34(9).
- 1.2 Details of any questions received will be circulated at the meeting.

2.0 RECOMMENDED: That any questions received be dealt with.

3.0 SUPPORTING INFORMATION

3.1 Standing Order 34(9) states that Public Questions shall be dealt with as follows:-

- (i) A total of 30 minutes will be allocated for dealing with questions from members of the public who are residents of the Borough, to ask questions at meetings of the Policy and Performance Boards.
- (ii) Members of the public can ask questions on any matter relating to the agenda.
- (iii) Members of the public can ask questions. Written notice of questions must be given by 4.00 pm on the working day prior to the date of the meeting to the Committee Services Manager. At any one meeting no person/organisation may submit more than one question.
- (iv) One supplementary question (relating to the original question) may be asked by the questioner, which may or may not be answered at the meeting.
- (v) The Chair or proper officer may reject a question if it:-
 - Is not about a matter for which the local authority has a responsibility or which affects the Borough;
 - Is defamatory, frivolous, offensive, abusive or racist;
 - Is substantially the same as a question which has been put at a meeting of the Council in the past six months; or

- Requires the disclosure of confidential or exempt information.
- (vi) In the interests of natural justice, public questions cannot relate to a planning or licensing application or to any matter which is not dealt with in the public part of a meeting.
- (vii) The Chair will ask for people to indicate that they wish to ask a question.
- (viii) **PLEASE NOTE** that the maximum amount of time each questioner will be allowed is 3 minutes.
- (ix) If you do not receive a response at the meeting, a Council Officer will ask for your name and address and make sure that you receive a written response.

Please bear in mind that public question time lasts for a maximum of 30 minutes. To help in making the most of this opportunity to speak:-

- Please keep your questions as concise as possible.
- Please do not repeat or make statements on earlier questions as this reduces the time available for other issues to be raised.
- Please note public question time is not intended for debate – issues raised will be responded to either at the meeting or in writing at a later date.

4.0 POLICY IMPLICATIONS

None.

5.0 OTHER IMPLICATIONS

None.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 **Children and Young People in Halton** - none.

6.2 **Employment, Learning and Skills in Halton** - none.

6.3 **A Healthy Halton** – none.

6.4 **A Safer Halton** – none.

6.5 **Halton's Urban Renewal** – none.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

8.1 There are no background papers under the meaning of the Act.

REPORT TO: Corporate Policy and Performance Board
DATE: 4 September 2018
REPORTING OFFICER: Chief Executive
SUBJECT: Executive Board Minutes
WARD(s): Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 The Minutes relating to the Corporate Services Portfolio which have been considered by the Executive Board are attached at Appendix 1 for information.
- 1.2 The Minutes are submitted to inform the Policy and Performance Board of decisions taken in their area.

2.0 RECOMMENDATION: That the Minutes be noted.

3.0 POLICY IMPLICATIONS

- 3.1 None.

4.0 OTHER IMPLICATIONS

- 4.1 None.

5.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

5.1 Children and Young People in Halton

None

5.2 Employment, Learning and Skills in Halton

None

5.3 A Healthy Halton

None

5.4 A Safer Halton

None

5.5 Halton's Urban Renewal

None

6.0 RISK ANALYSIS

6.1 None.

7.0 EQUALITY AND DIVERSITY ISSUES

7.1 None.

8.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

8.1 There are no background papers under the meaning of the Act.

Extract of Executive Board Minutes Relevant to the Corporate Policy and Performance Board

EXECUTIVE BOARD MEETING HELD ON 14th June 2018

RESOURCES PORTFOLIO

EXB11 2017/18 FINANCIAL OUTTURN

The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2017/18.

The Board was advised that the final accounts for 2017/18 were near completion; the revenue spending for each Department, which would be subject to external audit, was attached to the report at Appendix 1.

It was reported that since 2010, the Council had experienced significant reductions in Government grant funding, which had occurred at a time when the demand for, and costs of, Council services had rapidly increased. Despite this, the Council had managed its finances by restricting spending to only essential items and used its reserves to assist with the funding of services with significant extra cost pressures.

The report provided details on the key budget variances within the following services:-

- Children and Families;
- Adult Social Care;
- Community and Environment;
- Economy, Enterprise and Property; and
- Central Support.

Members were advised that the Council's Reserves and Balances had been reviewed in accordance with the Reserves and Balances Strategy. The Council's General Reserve stood at £3.806m, which was considered not sufficient, given the level of increased service pressure,

continued public spending cuts and the risk of fluctuations in the level of business rates retained. However, it was reported that a number of reserves had been reviewed and a further £1.200m moved into the General Reserve to increase the balance to a more prudent level.

A breakdown of School Budgets and spending for 2017/18 was provided, indicating a total of £3.8m at 31 March 2018. Capital Spending had been revised to reflect an additional allocation of Disabled Facilities Grant funding, received in the final quarter of 2017/18. Capital Spending at 31 March 2018 was 99.4% of the total Capital Programme, and it was noted that no slippage had been calculated on the Mersey Gateway Construction Costs or the Mersey Gateway Liquidity Fund.

RESOLVED: That

- 1) the report be noted; and
- 2) the information within the report be taken into account when reviewing the 2018/19 budget monitoring position, medium term forecast and saving proposals for future years.

EXB12 TERM CONTRACT TENDER FOR PROFESSIONAL SERVICES

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, regarding the procurement of a professional services term contract for complete design service for building works across the Borough.

It was reported that the current contract for design services would end on 16 November 2018. It was proposed that a new contract would be awarded for a period of three years with the option for the Council to extend for a further one year. A tender process would commence in June/July 2018, with the anticipated annual value of the contract being £275k. It was noted that tender submissions would be evaluated on both price and quality, with a ratio of 30%:70%, with the outcome being reported to the Board in due course.

RESOLVED: That Members note that a procurement process will be entered into via The Chest, with the purpose of securing a professional services term contract for a

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- Enterprise,
Community and

complete design service for building works across the Borough.

Resources

EXB13 2018/19 TO 2020/21 CAPITAL PROGRAMME

The Board considered a report of the Operational Director, Finance, which presented the Council's total forecast Capital Programme expenditure and associated funding for 2018/19 to 2020/21.

The report updated Members on the latest position on the Council's Capital Programme, including planned Capital Programme expenditure 2018/19 to 2020/21, a summary of how this would be financed and details of Capital Receipts. The report also outlined the proposed use of the ICT Capital Allocation, and the proposed programme of activities, attached at Appendix A to the report.

RESOLVED: That

- 1) Council be recommended to approve the updated Capital Programme for 2018/21, including forecast spend and funding, as set out in Table 1 and Table 2 attached to the report;
- 2) The Strategic Director, Enterprise, Community and Resources, in consultation with the portfolio holder for Transportation, be delegated to agree an implementation programme of Highways and Transportation schemes to be delivered in 2018/19; and
- 3) The proposed use of the ICT rolling Capital programme for 2018/19, as set out in Appendix A attached to the report, be noted and approved.

Operational
Director - Finance

EXECUTIVE BOARD MEETING HELD ON 19TH JULY

RESOURCES PORTFOLIO

EXB20 TREASURY MANAGEMENT ANNUAL REPORT 2017/18

The Board considered a report of the Operational

Director, Finance, which presented the Treasury Management Annual Report 2017/18.

The report updated the Board on activities undertaken on the money market as required by the Treasury Management Policy. It provided supporting information on the economic outlook, interest rate forecast, short term borrowing rates, long term borrowing rates, borrowing and investments, budget monitoring, new long term borrowing and treasury management indicators. It was noted that no debt rescheduling had been undertaken during 2017/18.

RESOLVED: That the report be noted.

EXB21 COUNCIL TAX SECTION 13A DISCOUNT POLICY

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, proposing amendments to the Council Tax Section 13A Discount Policy (the Policy).

The Board was advised that, at a meeting of the Corporate Policy and Performance Board on 5 June 2018, the Board had considered a report regarding two proposed changes to the Policy in respect of Care Leavers.

It was reported that since April 2018, Halton's Care Leavers received 100% council tax discount, which was introduced to support Care Leavers with their transition into adulthood and to help them avoid falling into financial hardship. However, following discussions with neighbouring authorities, two potential anomalies within Halton's Policy had been identified, and the report sought to rectify them.

The amendments to the Policy as proposed, would help to ensure that the Policy remained equitable and provided a consistent approach to that adopted by other North West Councils. The amended Policy was attached to the report at Appendix 1.

RESOLVED: That

- 1) the two amendments to the Council Tax Section 13A Discount Policy, outlined in paragraphs 3.4 and 3.6 of the report, be approved; and
- 2) the updated Council Tax Section 13A Discount

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Community and
Resources

Policy presented with Appendix 1 attached to the report, be approved.

EXB22 BUSINESS RATES ACTION AREAS

The Board considered a report of the Strategic Director, Enterprise, Community and Resources, on proposed Business Rates Action Areas.

The report set out details of the proposed scheme, which would apply in specific areas, and would encourage private sector investment in high quality commercial buildings and create jobs for local people. It was reported that the proposed geographically focused initiative would not alter or affect the previously agreed Borough-wide discretionary scheme, approved by Executive Board in 2015.

Businesses would be considered for eligibility against a set of criteria, as detailed in the report. A percentage of the business rates from those businesses assisted, would be ring-fenced after three years to aid regeneration in the Key Impact Area. An annual review of the scheme would determine its effectiveness and impact on the sale of land, the quality of buildings constructed and the number of jobs created.

RESOLVED: That the Board

- 1) approve the scheme; and
- 2) receives a progress report once the scheme has been in operation for twelve months.

Strategic Director
- Enterprise,
Community and
Resources

EXB25 SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

The Board considered:

- 1) Whether Members of the press and public should be excluded from the meeting of the Board during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that,

in view of the nature of the business to be considered, exempt information would be disclosed, being information defined in Section 100 (1) and paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972; and

- 2) Whether the disclosure of information was in the public interest, whether any relevant exemptions were applicable and whether, when applying the public interest test and exemptions, the public interest in maintaining the exemption outweighed that in disclosing the information.

RESOLVED: That as, in all the circumstances of the case, the public interest in maintaining the exemption outweighed that in disclosing the information, members of the press and public be excluded from the meeting during consideration of the following items of business in accordance with Section 100A (4) of the Local Government Act 1972 because it was likely that, in view of the nature of the business, exempt information would be disclosed, being information defined in Section 100 (1) and paragraph 3 of Schedule 12A of the Local Government Act 1972.

RESOURCES PORTFOLIO

(N.B. Councillor Ron Hignett declared a Disclosable Other Interest in the following item of business as he was a member of the Daresbury Joint Venture Board)

EXB26 SCI-TECH DARESURY - PROJECT VIOLET FUNDING - KEY DECISION

The Board received a report of the Strategic Director, Enterprise, Community and Resources, on the next phase of developments at Sci-Tech Daresbury.

The report provided Members with details of the Project Violet and Skills Capital SIF Bid; the Project Violet funding package; the Enterprise Zone Tax Incremental Financing Mechanism; the borrowing potential and affordability; management of the TIF Borrowing Mechanism; a summary of all borrowing; and the procurement process.

Reason(s) for Decision

The decision was required to enable the Council to enter

into the necessary legal and funding agreements for Project Violet, which included the use of the Enterprise Zone TIF Borrowing Mechanism.

A decision was also required to enable the procurement exercise to commence. As the value of the proposed contract would exceed the EU threshold for services of this type, Board approval was sought.

Alternative Options Considered and Rejected

A number of alternative funding arrangements had been explored; however, there was currently no commercial market to fund a speculative development at Sci-Tech Daresbury at this stage.

Grant funding, including European Funding and SIF had been explored but were not appropriate funding mechanisms at this point for a variety of reasons, including timescales and eligibility.

Reflecting its status as a designated Enterprise Zone, it was envisaged that a TIF mechanism, based on Public Works Loan Board (PWLB) borrowing against future business rates growth, would play a critical role in addressing barriers to the delivery of the masterplan.

Implementation Date

Following approval, the funding arrangements and procurement process would commence immediately. The project was anticipated to be delivered during 2019.

RESOLVED: That

- 1) Members note the progress on the Skills Capital SIF bid and note that the agreed allocation of £1.1m from the TIF mechanism for Skills Capital match funding is targeted at both capital and revenue skills interventions at Sci-Tech Daresbury;
- 2) authority be given to the Operational Director, Finance, and the Operational Director, Legal and Democratic Services, in consultation with the

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Community and
Resources

Portfolio holder for Resources, to conclude the legal and funding arrangements to deliver Project Violet; and

- 3) authority be given to the Operational Director, Economy, Enterprise and Property, to enter into a procurement process via The Chest, in support of the Joint Venture's procurement of the Project Violet contract.

REPORT TO: Corporate Policy and Performance Board

DATE: 4 September 2018

REPORTING OFFICER: Strategic Director Enterprise, Community & Resources

PORTFOLIO: Resources

SUBJECT: Progress Updates regarding the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit.

WARD(S): Borough-wide

1.0 PURPOSE OF REPORT

1.1. To provide updates regarding the delivery of the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit

2.0 RECOMMENDATION: That the latest position regarding the Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit, be noted.

3.0 SUPPORTING INFORMATION

3.1 The Discretionary Support Scheme (DSS) is now in its sixth year of operation. Over this period the Scheme has been developed and amended where necessary by the Board.

3.2 When responsibility was passed from the Department for Work and Pensions to the Council and the Discretionary Support Scheme was established, the associated grant funding was significantly reduced by Government. The DSS Team and a proportion of the DSS awards granted are funded, but the Board previously agreed to carry forward any unspent DSS funds, in order to provide a reserve which would be used to sustain the Scheme for as long as possible. Details of funding and expenditure are provided in Section 1 of Appendix 1.

3.3 The DSS made 863 awards during 2017/18 totalling £175,317. The analysis of applications by type and awards granted are set out in Appendix 1.

3.4 In 2017/18 total grant funding of £406,692 was received for Discretionary Housing Payments (DHP). Actual expenditure totalled £412,767 representing 1,403 DHP awards and giving an over spend of £6,075. This compares with 2016/17 where 1,201 awards were made with total expenditure of £379,974. The increase in the number of awards and total expenditure in 2017/18 compared to the previous year has been caused by increasing numbers of

Halton residents becoming eligible for Universal Credit. Section 2 in Appendix 1 provides further details of DHP spend during 2017/18 and a comparison with previous years.

- 3.5 On 27th July 2016, Halton Job Centres commenced the roll out of Universal Credit (UC) Full Service. This meant that all new working age claimants must claim UC, and all claims must be made on-line. The Council has an agreement with the Department for Works and Pensions whereby it provides Universal Support, which involves delivering Assisted Digital Support and Personal Budgeting Support for UC claimants. Earlier in 2018 the Government introduced two measures that will have improved UC claimant's transition to this new benefit. Firstly in February 2018 the 7 day waiting period for UC was abolished reducing the wait for payment from 6 to 5 weeks. Secondly paying an additional 2 weeks of Housing Benefit after the end of a person's Housing Benefit claim and into their UC claim, and this was effective from April 2018. According to the Department for Works and Pensions in June 2018 there were 9,242 Halton residents claiming UC. Section 3 in Appendix 1 provides details of the UC caseload in Halton since April 2015.

4.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

- 4.1 The Discretionary Support Scheme, Discretionary Housing Payments and Universal Credit have the potential to affect all of the Council priorities.

5.0 RISK ANALYSIS

- 5.1 DSS and DHP payments will be monitored to ensure they remain within budget.

6.0 EQUALITY AND DIVERSITY ISSUES

- 6.1 The eligibility criteria and application process for DSS and DHP ensure that no particular groups of individuals are excluded.

7.0 LIST OF BACKGROUND PAPERS UNDER SECTION 100D OF THE LOCAL GOVERNMENT ACT 1972

- 7.1 There are no background papers under the meaning of the Act.

1.0 Discretionary Support Scheme

The funding and expenditure for the Scheme during 2017/18 is shown in the table below.

Available Funding and Actual Expenditure 2017/18

	£
B/f administration grant	1,014
2017/18 administration grant	<u>114,380</u>
Total grant available	115,394
Less DSS team expenditure	<u>101,341</u>
C/f administration grant	14,053
B/f DSS reserve	905,291
2017/18 DSS grant funding	<u>140,000</u>
Total funding available	1,045,291
Less actual DSS awards expenditure	<u>175,317</u>
C/f DSS reserve (incl admin grant c/f)	884,027

1.1 Expenditure during 2017/18 was spread as follows;

Month	Total Awarded (£)
April	14,313
May	10,610
June	10,623
July	18,843
August	21,086
September	16,265
October	16,804
November	15,766
December	11,221
January	17,412
February	14,675
March	7,699
Total	175,317

- 1.2 The number of awards and average amount of each award paid during 2017/18 was as follows;

Type of Award	Number Granted	Cost (£)	Average Award (£)
Emergency Support	607	32,413	53.40
Community Support	256	142,904	558.22
Total	863	175,317	203.15

- 1.3 The following table shows the number of applications received during 2017/18, together with the number granted analysed between Emergency Support and Community Support;

Breakdown Of Applications		Emergency Support		Community Support	
		Runcorn	Widnes	Runcorn	Widnes
Received Applications	2,634	938	994	411	291
Granted	863	300	307	154	102
Awarded Amount £	175,317	16,517	15,895	89,071	53,834
Percentage Awarded	100%	9%	9%	51%	31%
Rejected	1,771	638	687	257	189

- 1.3 Over half of the applications received were rejected and the reasons for rejection are detailed below:

Reasons For Rejection	
Not a Halton Resident	147
Customer Sanctioned	88
Alternative help available	595
Requested Cash	4
Requested Fuel Payment	0
Signposted to approved partner to complete application	0
Criteria Check	778
Not a Discretionary Support Application	8
Withdrawn Application	34
Two Awards Within 12 Months	116

Not Eligible	1
Total	1,771

- 1.5 Of those applications which were approved, the main categories of award were as follows;

Awarded Items	Number
One Adult to last up to 2 weeks food award	396
Child between 10 and 16 food award	44
Child up to the age of 9 food award	251
2 Adults food award	150
Toiletry Pack	60
Vegetarian food award	6
Gluten Free food award	4
Nut Allergy food award	9
Cold food award	4
Household Items	0
Bedding Only	56
Single Bed with Bedding	177
Single Bed	7
Single Mattress	35
Single Bed Frame Only	18
Double Bed	1
Double Bed with Bedding	8
Double Mattress	24
Double Bed Frame Only	8
Bunk Beds with Bedding	4
Bunk Beds	6
Cot with Bedding	21
Sofa	152
Set of Curtains	252
Cooker	100
Washing Machine	27
Fridge	5
Kitchen Equipment	171
Table and Chairs	0
Clothing	1
Pram	0
Fuel	208
Removal	11
Cooker Connection	1

- 1.6 The table below shows where referrals were received from and the percentage of the total this represented.

Signposting	From	%
Ashley House	0	0
Belvedere	0	0
Children's Duty Team	1	0
Citizens Advice Team	113	5
DWP	1,285	62
Fuel Supplier	1	0
Grangeway Court	7	0
HDL	5	0
HHT	24	1
Housing Solution	1	0
HPIJ	0	0
LHT	1	0
Police	2	0
Riverside	6	0
SHAP	60	3
Social Services	17	1
Welfare Rights	12	1
Women's Aid	0	0
Word Of Mouth	553	27
Total	2,088	100

- 1.7 Based upon the experience of 2017/18, there is clearly a continued need for the Discretionary Support Scheme and it appears to be operating well. At this stage it is not proposed to make any changes to the Scheme's application criteria.

2.0 Discretionary Housing Payments

The table below shows an analysis of DHP spend for 2017/18

Purpose of DHP award	Total amount of DHP award £
Benefits cap	46,628
Under occupancy (Bedroom Tax)	258,939
LHA reform	22,660
Other	84,540
Total	412,767

- 2.1 Of the 1,403 DHP awards paid during 2017/18, 595 were to UC claimants with a total value of £163,150.
- 2.2 The table below provides a summary of DHP grant funding and expenditure since April 2013.

Year	Grant Funding £	Amount Spent £	Council contribution £	No. of awards
2013/14	382,452	413,562	31,110	2,620
2014/15	386,553	518,310	131,757	2,016
2015/16	343,725	361,381	17,656	1,516
2016/17	388,533	379,974	-	1,201
2017/18	406,692	412,767	6,075	1,403
2018/19 (to 30/0718)	536,534	206,424	n/a	570

- 2.3 We have continued to grant full year awards to those customers who are in properties adapted for a disability, those with foster carer responsibilities and those who are adopting (or going through the process of adoption).
- 2.4 Rent in-advance cases are only supported through DHP payments if the household are receiving assistance from Housing Solutions, either through statutory homeless duties or those where homeless prevention assistance has been granted.
- 2.3 The Council's DHP grant funding for 2018/19 has been increased by £129,842 (32%) compared to 2017/18. It is assumed that this increase in grant funding has been provided in order to assist with the increasing numbers of new and existing UC claimants in Halton.

3.0 Universal Credit

- 3.1 As of June 2018 there were 9,242 UC claimants in Halton. The table below shows the growth in the UC caseload in Halton since April 2015.

Date	UC caseload
April 2015	720
Sept 2015	1,592
Dec 2015	1,901
May 2016	1,990
Aug 2016	2,171
Oct 2016	3,330

Nov 2016	3,779
Dec 2016	4,122
April 2017	5,941
May 2017	6,185
Aug 2017	7,148
Nov 2017	7,492
Feb 2018	8,210
May 2018	8,969
June 2018	9,242

3.2 On 7th June 2018 the Department for Works and Pensions (DWP) announced a number of changes it is making to Universal Credit (UC) relating to people who move on to UC. The main changes are as follows:

- Claimants in receipt of Severe Disability Premium will remain on legacy benefits until they are moved to UC as part of the DWP's managed migration plans. At this point they will qualify for transitional protection if their legacy entitlement is more than their UC payment.
- Incentives will be strengthened for parents to take up temporary work, by making sure receipt of child care costs does not erode transitional protection.
- Short term increases in earnings will not affect transitional protection.
- Capital over £16,000 will be disregarded for any claimants who are moved from tax credits over to UC, for 12 months.
- The migration of all claimants to UC will be completed in March 2023.

REPORT TO: Corporate Policy and Performance Board

DATE: 4 September 2018

REPORTING OFFICER: Strategic Director, Enterprise, Community and Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2018/19

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and to raise any questions or points of clarification, in respect of performance management for the first quarter period to 30th June 2018.
- 1.2 Key priorities for development or improvement in 2018-19 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board as detailed below:
- Finance
 - Human Resources & Organisational Development
 - ICT and Administrative Support
 - Legal and Democracy
 - Policy & Performance
 - Property Services
 - Catering, Stadium and Registration Services

The report details progress made against objectives and milestones and performance targets and provides information relating to key developments and emerging issues that have arisen during the period.

2.0 RECOMMENDED: That the Policy and Performance Board

- 1) Receive the first quarter performance management report;**
- 2) Consider the progress and performance information and raise any questions or points for clarification; and**
- 3) Highlight any areas of interest and/or concern where further information is to be reported at a future meeting of the Board.**

3.0 SUPPORTING INFORMATION

- 3.1 Departmental objectives provide a clear statement on what services are planning to achieve and to show how they contribute to the Council's strategic priorities. Such information is central to the Council's performance management arrangements and the Policy and

Performance Board has a key role in monitoring performance and strengthening accountability.

4.0 POLICY IMPLICATIONS

4.1 There are no policy implications associated with this report.

5.0 OTHER IMPLICATIONS

5.1 There are no other implications associated with this report.

6.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

6.1 Departmental service objectives and performance measures, both local and national are linked to the delivery of the Council's priorities. The introduction of a Thematic Priority Based Report and the identification of business critical objectives/ milestones and performance indicators will further support organisational improvement.

6.2 Although some objectives link specifically to one priority area, the nature of the cross - cutting activities being reported, means that to a greater or lesser extent a contribution is made to one or more of the Council priorities.

7.0 RISK ANALYSIS

7.1 Not applicable.

8.0 EQUALITY AND DIVERSITY ISSUES

8.1 Not applicable.

9.0 LIST OF BACKGROUND PAPERS UNDER SECTIONS 100D OF THE LOCAL GOVERNMENT ACT 1972

9.1 Not applicable.

Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 1 – 1st April 2018 – 30th June 2018**

1.0 Introduction

- 1.1 This report provides an overview of issues and progress against key service objectives/milestones and performance targets, during the first quarter of 2018/19 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 were agreed by Members and included in Directorate Plans, for the various functional areas reporting to the Board in relation to the Council's priority of Corporate Effectiveness and Business Efficiency i.e.:
- Financial Services
 - Human Resources, Organisational Development, Policy, Performance and Efficiency
 - ICT Infrastructure
 - Legal and Democracy
 - Catering, Stadium and Registration Services
 - Property Services
- 1.3 The way in which traffic light symbols have been used to reflect progress to date is explained within Section 8 of this report.

2.0 Key Developments

- 2.1 There have been a number of developments within the Directorate during the period which include:-

Finance

Benefits Division

Universal Credit

- 2.2 On 7th June 2018 the Department for Works and Pensions (DWP) announced a number of changes it is making to Universal Credit (UC) relating to people who move on to UC. The main changes are as follows:
- Claimants in receipt of Severe Disability Premium will remain on legacy benefits until they are moved to UC as part of the DWP's managed migration plans. At this point they will qualify for transitional protection if their legacy entitlement is more than their UC payment.
 - The DWP will strengthen incentives for parents to take up temporary work by making sure receipt of child care costs does not erode transitional protection.
 - The DWP will ensure that short term increases in earnings don't end transitional protection.
 - The DWP will disregard capital over £16,000 for claimants that they move from tax credits to UC for 12 months.

- 2.3 The DWP have confirmed that as part of the process of implementing these changes, the migration of all claimants to UC will be completed in March 2023 and the Government will begin incorporation of Housing Benefit for pensioners into Pension Credit once the UC migration is complete. This means that councils can expect to continue to deliver Housing Benefit for pensioners into the next Parliament beyond 2022.

Information sharing with HMRC

- 2.4 From April 2018 the Council has been able to share Housing Benefit (HB) overpayment information with Her Majesty's Revenues and Customs (HMRC) thereby adding the recovery of unpaid HB overpayments.

Revenues and Financial Management Division

Statutory Accounts

- 2.5 Following closure of the 2017/18 year-end accounts, the draft Statement of Accounts was signed off by the Operational Director, Finance on 31 May 2018 (a month earlier than previously required) and passed to external auditors for them to undertake the audit of the accounts. The findings of the audit were reported to the Business Efficiency Board on 25 July 2018 with no significant issues raised and as a result an unqualified Audit Certificate will be provided.

2017/18 Financial Outturn

- 2.6 The 2017/18 outturn was reported to the Executive Board on 14 June 2018. Net expenditure for the year was £1.0m above the approved budget of £103.3m. The level of the general fund balance as at 31 March 2018 stands at £5.0m, which is considered a prudent balance following review of the Council's earmarked reserves. School balances at year-end total £3.8m which will carry forward into 2018/19. Capital expenditure for the year was £114.7m, which is 99.4% of the total capital programme of £115.4m (which assumes a 20% slippage between years).

Spring 2017 Budget Discretionary Business Rate Relief

- 2.7 The Council has received £81k in Government grant funding to help support those businesses that face steep increases in their business rates bills as a result of the 2017 revaluation exercise. The Council has fully distributed these funds to local businesses, providing additional relief to 371 separate accounts.

Audit, Procurement & Operational Finance

Annual Governance Statement

- 2.8 As required by the Accounts and Audit Regulations 2015 the Council's Annual Governance Statement (AGS) has been published on the Council's website. The AGS was formally approved by the Business Efficiency Board at its meeting on 25 July 2018. The document explains the processes and procedures in place to enable the Council to carry out its functions effectively and is produced following a review of the Council's governance arrangements and includes an action plan to address any significant governance issues identified.

Human Resources, Organisational Development, Policy, Performance and Efficiency

Apprenticeships

- 2.9 Progress has been made with the development of opportunities for existing and new apprentices within the Council. Recent reporting shows that 16 of 19 apprentices who started prior to April 2017 have completed their apprenticeship and obtained work with the Council (these were all placements set up under the pre-2017 government apprenticeship framework).
- 2.10 There are currently 17 operational apprenticeship placements across the Council which have been set up under the new framework and use Apprenticeship Levy funding to provide for training costs. One 'new' apprenticeship has been completed and the apprentice has secured employment with the Council. At the time of writing, a further six apprenticeship placements are being recruited to.
- 2.11 A total of 39 existing employees will be undertaking a wide range of apprenticeship based training to develop new skills in their respective fields. In summary, there are currently 62 individuals within the scope of apprenticeship activity within the Council.

Learning & Development

- 2.12 The Learning & Development team have recently undertaken a review of the e-learning platform and its modules. The platform has been updated and over 100 modules uploaded to ensure a wide range of modern, relevant and interesting subjects are available. The new look platform has been launched through internal Council communication routes and posters have been placed in Council buildings to raise awareness of the e-learning available to employees.
- 2.13 The uptake of e-learning modules has been impressive since the launch in May 2018, with 867 employees completing a wide variety of modules, when compared with the same period last year 303 employees had completed modules, an increase of 186%. This has demonstrated the need to continually promote and update the e-learning platform and reflects a large appetite for learning within the Council.
- 2.14 The Council has been approached to take on more payroll work under SLA's to service a range of educational establishments. This indicates the high regard in which the service is held, but can create challenges in terms of balancing the generation of additional income against the resources available to deliver the activity. Appropriate growth within the Pay & Pensions Service is currently being explored in order to be able to maximise these opportunities.

ICT Infrastructure

Security Compliance Accreditations achieved

- 2.15 During the period, the Council has achieved a number of compliance accreditations which will continue to allow authorisation to deliver key services such as.
- The continued delivery of the Youth Offending Service.
 - Adults and Children's Social Care interaction with the NHS/CCG/Health Partners.
 - Health and Social care network compliance again allowing digital interaction between all HSCN partners (NHS, Police, CCG, Care Partners etc.)
 - The ability to deliver a Revenues and Benefits Service and interact digitally with the DWP and with other Government Agencies.

MYAPPS.halton.gov.uk – Halton Cloud Desktop Upgrade Programme

- 2.16 The authorities' in house Cloud Services Delivery and Cloud Desktop upgrade continues to be successfully rolled out across all users and feedback has been extremely positive in terms of the added flexibility offered by the solution and the simplified and faster management of issues. The programme will continue as additional resource is allocated to the programme to move the phase 1 delivery closer to completion.
- 2.17 Schools administrators – Head Teachers and a growing number of the authorities teaching staff are now accessing the Halton Cloud Desktop Services successfully through both a corporate "MyDesk.halton.gov.uk" access route and a curriculum "EDU1.learning.net" route.
- 2.18 A trial is now underway delivering a virtual school through the Halton Cloud EDU1 route for pupils currently excluded from the formal schools environment.

Contact Centre

- 2.19 The Contact Centre continues to take calls for all Council services and during the first quarter of this financial year (2018/19), handled 22,651 calls with the average wait time being 5 minutes and resulting in 29,907 cases being logged relating to the customers enquiries. Below are the top ten service call categories.

Service	Cases	%
Waste Management	6474	21.65%
Council Tax	6169	20.63%
Adult Social Care	4281	14.31%
Emergency Duty Team	2204	7.37%
Children's Social Care	2068	6.91%
Corporate Processes	1680	5.62%
Benefits	1290	4.31%
Registrar	1109	3.71%
Environmental	1088	3.64%
Highways	776	2.59%

Schools ICT Programme

- 2.20 The Council has adapted and changed its services to schools and academies over the past few years in order to meet their changing requirements. The service offers a comprehensive pack of support which will now be extended to offer General Data Protection Regulation (GDPR) support Service Level Agreements (SLA) for all schools.

Smooth wall web filtering and web management

- 2.21 This new solution is now live across corporate and Schools, with the Libraries implementation to take place in the quarter 2 of 2018/19. This system will now monitor all users internet usage in quite some detail, most importantly this system will allow the authority across all of its schools to manage and monitor the prevent agenda which is intended "to reduce the risk to the UK and its interests overseas from terrorism, so that people can go about their lives freely and with confidence."

Guest WiFi

2.22 Guest Wi-Fi is now available in all libraries, and fully managed to user level and will linked to the Smooth Wall web management software extending the prevent agenda into the borough's Libraries and public access areas such as the Markets and Community Centre's.

Library desktop replacement hardware

2.23 A project is underway looking at a compliant managed solution to replace the existing equipment within the library environment – a solution that will be capable of user identification and registration given the open public access and potential criminal activity that may occur.

Reablement Service

2.24 The introduction of enhanced ICT system will now facilitate real time monitoring of reablement visits for clients at home, ensuring clients get the visit times and durations that are planned for them with missed visits being flagged up immediately so they can be rectified. The system has been deployed and staff are currently being trained.

Inward Investment

2.25 An in house development of the Cemeteries and Crematorium booking and payment system has been successfully marketed on a commercial basis and further enhancements to system currently being developed.

2.26 Simms Cross Primary has now moved over to the HBC services SLA for all hardware support the roll-out is currently underway. Additionally with the new GDPR for Schools service currently 15 schools have signed up for the new chargeable SLA services, with a number of other schools considering taking on the service.

Legal and Democracy

2.27 The local election was carried out successfully in May and all new Members have attended the induction programme with the revised Constitution being approved at Annual Council on 18th May.

Property Services

Widnes Market

2.29 The roofing works are generally progressing well, they are slightly behind programme however due to the difficulty in replacing the glazed panels within a working environment, completion now being anticipated in September.

Vine Street Centre

2.30 Works to refurbish the Vine Street Centre for North West Boroughs Healthcare are complete. The final arrangements with regards the lease are being finalised following which they will take occupation of the ground floor.

The Bridge School

2.31 The project to develop a vocational centre for the Bridge school within an existing industrial unit in Astmoor is progressing well. The main contractor started the works on site in May with the anticipated completion being for the September 2018 term.

Well Windmill Hill

2.32 Following a further workshop a preferred option for the Well Windmill Hill Integrated Hub has now been agreed. It is proposed to have an open session for local residents towards the end of July to present the proposals to them. Community Shop remain committed to the project, and the next stage will be to secure funding for the development.

Halton Lodge Primary & Beechwood Primary Schools

2.33 Statutory consultation is currently being carried out with regards the provision of Social, Emotional and Mental Health (SEMH) units at both the above schools. The units will each cater for up to 6 pupils in foundation stage/Key Stage 1 with SEMH needs and a report will be presented to Executive Board in due course with regards the outcome of the consultation. In parallel with the consultation period a feasibility study will be developed for both sites identifying how these are best delivered within associated budget costs.

3.0 Emerging Issues

3.1 A number of emerging issues have been identified during the period that will impact upon the work of the Directorate including:-

Finance

Revenues and Financial Management Division

Medium Term Financial Strategy

3.2 Work is underway to update the Medium Term Financial Strategy. The Budget Working Group (BWG) has had an initial meeting to start the process for identifying future savings. As part of this exercise work has begun on benchmarking analysis using CFO Insights, a software tool which compares costs and outputs across the whole range of Council services.

Local Government Finance

3.3 MHCLG have recently issued a consultation on the Government's intended approach for the final year (2019/20) of the multi-year local government finance settlement. The Council will contribute towards a Sigoma (Special Interest Group of Municipal Authorities) wide response. Further consultations are expected later in the summer on the Fair Funding Review which will be implemented in 2020/21.

Audit, Procurement & Operational Finance

Insurance tender

- 3.4 Pre-procurement work is underway in preparation to retender elements of the Council's insurance programme, which are now in the fifth and final year of long term agreements and expire on 31 March 2019. The procurement process will cover the Council's insurance brokerage service and the policy covers for Professional Indemnity, Officials' Indemnity, Public Liability and Employer's Liability.

Human Resources, Organisational Development, Policy, Performance and Efficiency

2019/20 New NJC Pay Spines

- 3.5 As previously reported, within the NJC 2019/20 pay award, new pay spines are to be introduced. An initial analysis has indicated that the introduction of these new pay spines does not significantly impact upon grading structure used in Halton, although there are some considerations to be explored and resolved around additional points that fall within some grades. Representatives from HR and the trade unions have scheduled work in for September 2018 to deal with the implementation of this.

ICT Infrastructure

Email Security

- 3.6 The authorities' external security consultants have conducted a social engineering attack in the form of an email designed to resemble an email sent from within the authority. This email was constructed in a manner to raise some concerns but also in a manner that would intentionally dupe a number of employees into responding by inserting their User Name and Passwords into a fake portal. Unfortunately this did catch out a number of Officer and Members who did access the fake portal.
- 3.7 As Officers and Members we have to be vigilant in terms of such attacks as in reality no amount of technical security solutions or specialist systems can stop an individual unintentionally giving away their secure access credentials in this way.
- 3.8 The ramifications for the authority are huge and as users we have a responsibility to remain vigilant to such attacks. Any user who feels an email is in any way suspicious should not access any links and should contact the IT helpdesk at the earliest opportunity.
- 3.9 IT services along with any reputable organisation would never ask any user to divulge their password by email. The service is happy to offer training to all Officers and Members – guidance is also available on the intranet within the ICT portal.

EFA Mail Appliance:

- 3.10 Mail filtering for spam is an ever increasing overhead – with the advent of the current McAfee filtering solution becoming end of life and the vendors taking the decision to no longer support the system a new solution has been sought and was deployed over the 2nd weekend in July. The system is now configured and working and will be fine-tuned over the coming months to suit the needs and requirements of the authority.

Adult Learning Device Replacement Programme

- 3.11 The Adult Learning device replacement programme has been approved and will link in with the Schools Cloud Desktop programme that is due to start in August. This is a major piece of work but one that will allow agile working across all learning platforms. Again this will be linked to upgrades to the Libraries Wifi systems and the way the public utilise computing devices within the libraries.

IT Helpdesk

- 3.12 A formal review of the IT Helpdesk service will be undertaken in line with the deployment of the new Halton Cloud Services platform, this will be focused upon client requirements and the expected role into the future of this service. The helpdesk is now linked to the contact centre systems allowing for voice recording and a greater level of statistical analysis.

Contact Centre

- 3.13 Contact Centre Management are working with the Telehealthcare Service to modernise the service. Over the next few months the service will move to the Barcelona Model of operation which will involve upgrading the system to use new software "Service Manager" giving the Telehealthcare Officers remote access to the new system when working within a client's property.
- 3.14 Referrals for the service are taken within the Contact Centre and these will be loaded directly into Service Manager capturing far more information at initial point of contact than the authority can currently. It is anticipated that the Service Manager Model will be deployed during September and following the initial upgrade to the Telehealthcare call handling system in June.

Catering, Stadium and Registration Services

The Pitch

- 3.15 Quotes are currently being sourced to replace the artificial turf/carpet pitch in October 2018, it will take approximately 6 weeks to replace and has been scheduled for Quarter 3.

Property Services

Mersey Gateway Temporary Use Areas

- 3.16 Given some overrun on Mersey Gateway works the handback of temporary use areas will need to be rescheduled and a meeting has now been arranged with Merseylink for Quarter 2 to discuss this issue in more detail.

Agile Working

- 3.17 The new agile/flexible working policy has now been published following a number of drop in briefing sessions for staff. Additional Agile working areas have now been created and are available for use and locations are included in the new [Agile Working Policy](#) available on the Intranet. The policy can be accessed via the following link:

Emissions Reduction Pledge 2020

- 3.18 Following on from the publication of the [Government's Clean Growth Strategy](#) in October 2017 [further guidance](#) will be published in July 2018 in respect of the new voluntary target of 30% reduction in carbon emissions by 2020/21, based on a baseline year of 2009/10. The guidance also outlines the new

'Emissions Reduction Pledge 2020' which has been introduced, which local authorities as well as the wider public sector are encouraged to sign up to and report against the new targets.

4.0 Risk Control Measures

4.1 Risk control forms an integral part of the Council's Business Planning and performance monitoring arrangements. As such Directorate Risk Registers were updated in tandem with the development of the suite of 2017 – 18 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures will be monitored in Quarter 2.

5.0 High Priority Equality Actions

5.1 Equality issues continue to form a routine element of the Council's business planning and operational decision making processes. Additionally the Council must have evidence to demonstrate compliance with the Public Sector Equality Duty (PSED) which came into force in April 2011.

The Councils latest annual progress report in relation to the achievement of its equality objectives is published on the Council website and is available via:

<http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality - objectives progress report - April 2013.pdf>

6.0 Performance Overview



The following information provides a synopsis of progress for both milestones and performance indicators across the key business areas that have been identified by the Directorate.







It should be noted that given the significant and unrelenting downward financial pressures faced by the Council there is a requirement for Departments to make continuous in-year adjustments to the allocation of resources in order to ensure that the Council maintains a balanced budget.

Whilst every effort continues to be made to minimise any negative impact of such arrangements upon service delivery they may inevitably result in a delay in the delivery of some of the objectives and targets contained within this report.

Financial Management

Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01a	Report 2019 – 22 Medium Term Financial Strategy to Executive Board - November 2018.	
FS 01b	Report 2019 – 22 revenue budget, capital programme and Council Tax to Council - March 2019.	













Ref	Milestones	Q1 Progress
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	
FS 03a	Publish the Statement of Accounts following external Audit by 31st July 2018 .	
FS 04a	Establish Treasury Management Policy and report to Council - March 2018 .	
FS 04b	Provide monitoring reports to Executive Board on a bi-annual basis.	
FS 05a	Establish and report prudential indicators to Council - March 2018 .	
FS 05b	Provide monitoring reports to the Executive Board on a bi-annual basis.	

Supporting Commentary

Work has commenced to develop budget proposals and the Statement of Accounts being on track for publication and all other milestones are on track.

All reports to date have been issued as scheduled and the budget monitoring and prudential indicator reports are scheduled to be presented to Executive Board in September and November respectively.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	Yes		
FS LI 02	Receive positive annual comment from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	Yes		
FS LI 03	Proportion of Council Tax that was due that was collected	94.62%	95.00%	28.06%		
FS LI 04	The percentage of Business Rates which should have been received during the year that were received	98.21%	97.00%	30.34%		
FS LI 05	Average time for processing new claims (Housing & Council Tax Benefit)	18.79 (Days)	20 (Days)	18.79 (Days)		
FS LI 06	Average time for processing notifications of changes in circumstances	5.3 (Days)	6 (Days)	8.54 (Days)		

Supporting Commentary

The 2017/18 Statement of Accounts audit opinion was reported to the Business Efficiency Board on 25 July 2018. In the 2017/18 Audit Findings report the Council's external auditor concluded that the risk in regard to the Council's financial position and sustainability was sufficiently mitigated and the Council has proper arrangements.

In the Value for Money opinion the external auditor concluded that the Council had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources.

Council Tax collection is down by 0.19% compared with the same point last year. The impact of the council tax reduction scheme is continuing to be felt on collection levels although the budgeted level of Council Tax for 2018/19 is expected to be achieved.




At the end of quarter 1 there is an increase in Business Rates collection of 0.75% compared to the same point last year and this falls within expected levels of variance.

New claims processing times have improved when compared to this time last year (20.93 days) although the increase in Universal Credit (UC) Claimants in Halton is having a negative impact on processing Council Tax Reduction changes in circumstances.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q1 Progress
PPPE 01a	Promote and take forward the delivery of actions identified within the Organisational Development Strategy May 2018	
PPPE 01b	Review and refresh annual training calendar September 2018 .	
PPPE 01c	Regular engagement with service managers to identify areas of challenge and develop appropriate bespoke solutions April, September, December 2017, and March 2019 .	
PPPE 01d	Development of Management Development Programme September 2018	
PPPE 02a	Establish 10 new apprentice placements within the Council consistent with the requirements of legislation March 2019	
PPPE 02b	Establish 10 new existing employee apprenticeships to enable up-skilling in a range of business areas compliant with the requirements of Apprenticeships legislation March 2019	
PPPE 03a	Monitor the impact of the new Absence Management policy quarterly – support with financial and data analysis – June, September, December 18 and March 2019	
PPPE 03b	Demonstrate improved wellbeing, cost reduction and productivity enhancement over the financial year 2018 – 19, through a review of data and engagement with managers and employees March 2019 .	

PPPE 04a	Review analysis and consider most appropriate resourcing mix in collaboration with service management in areas of highest Agency usage September 2018	
PPPE 04b	Implement resourcing plans with service management in appropriate areas September 2018	
PPPE 04c	Ongoing monitoring of agency usage and spend April, September, December 2018, and March 2019.	

Supporting Commentary

Formation of new Organisational Development Service in early 2018 is now enabling a focus on Organisational Development Need. Actions within the strategy are in scope of current activity, with consideration being given to revising the strategy to reflect the changing nature of the organisation during this financial year.






Basis of the Development Management Programme is constructed, with consideration being given to the appropriate blend of delivery and interaction required to enable effective delivery. ILM qualifications form part of this offer.
















Refer to narrative in Key Developments for further detail concerning apprenticeships. It is planned that 39 existing employees will engage in apprenticeship levy compliant L&D in this year.

Reporting of the Absence Management Policy for June 2018 is currently being compiled. Indications are that the implementation of the new policy has had a positive impact.

Agency usage monitoring activity forms part of the role of the recently introduced Recruitment & Resourcing team. Expertise from the Efficiency Programme is being trained into this area. Work has been undertaken in Adult Social Care, with a focus on care facilities recently transferred in, to seek and effective balance of agency / established resources. Work ongoing to refine further.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI01	The number of working days / shifts lost due to sickness absence (Corporate)	10.28 (Days)	10	2.93		
PPPE LI02a	Total Full Time Equivalent Staffing Establishment	3,470	For info only	3,474	For info only	For info only
PPPE LI02b	Total Staff (head count) (indicator for information only)	4,648		4,631		
PPPE LI02c	Total Agency Worker usage (number of placements – year to date)	685 Placements	650	197 Placements		
PPPE LI02d	Total Agency Worker usage (cumulative cost – year to date)	£1,718,283 (Gross Cost)	£1.5m (gross)	£419,149 (Gross Cost)	N / A	

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI03	% of training delegates attending as proportion of places reserved	89.00%	90.00%	91.18%		
PPPE LI04	The percentage of top 5% of earners that are					
	a) women	56.86%	50.00%	58.17%		
	b) from BME communities.	2.53%	1.50%	3.45%		
	c) with a disability	0.86%	8.00%	0.87%		
PPPE LI05	No of staff declaring that they meet the definition of disability within the Equality Act 2010 as a % of the total workforce.	1.45%	10.00%	1.42%		
PPPE LI06	Minority Ethnic community staff as % of total workforce.	0.99%	1.00%	1.00%		
PPPE LI07	Average time to recruit (Management Team approval to employee start date)	69 (Days) (Q3 2017/18)	Baseline to be determined 18/19	81.44 (Days)	N / A	N / A
PPPE LI08	Staff turnover rate (Permanent & temporary staff. Excludes casual)	4.70%	TBC	3.12%	N / A	
PPPE LI09	Number of apprenticeship placements established in the Council (cumulative – year to date)	10	20 (Government target is 55)	5		

Supporting Commentary

Potential for absence indicator to be slightly outside of target at year end as a consequence of more accurate reporting resulting from the implementation of the new Absence Management policy.

Number of agency worker placements, and associated costs should show a reduction over time however spend is showing an increase in Quarter 1.

Training continues to be well attended and the introduction of the GDPR has resulted in a higher level of school attendance. This indicator is subject to fluctuation and will continue to be monitored.












At period end there is positive movement on all three staff component indicators, however recruitment in to 5% of earners is very limited, and as such scope for significant change is low.

The introduction of a new Applicant Tracking System (ATS) means that information relating to average time to recruit will be more accurate than previously reported but means that direct comparison with previously reported data will be inappropriate.

During Q1 18/19, 149 posts were vacated of a headcount of 4,631. There have been five new apprenticeship starts and one Apprentice, in Open Space Services, has completed their apprenticeship and gone on to acquire a permanent position within HBC. The total number of apprenticeships within the Council currently stands at 17.

ICT and Administrative Support Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2019.	
ICT 01b	Further development of Cloud Services Platform - March 2019.	
ICT 01c	SharePoint and Records Management enhancements - March 2019.	
ICT 01d	Interactive Web Services Enhancement and further SharePoint Integration - March 2019.	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - March 2019.	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - March 2019.	
ICT 02b	Continuing workflow implementation - March 2019.	
ICT 02c	Improvement and enhancement of all web based customer interfaces - March 2019.	
ICT 02d	Continued development of document management and distribution services - March 2019.	
ICT 03a	Continual development of the I Want Admin Portal - March 2019.	
ICT 03b	Develop and enhance operational Records Management Unit Services - March 2019.	















Supporting Commentary

Roll-out of the new desktop facilities underway with over 1000 Virtual Desktop Users with 600 + now utilising the Remote Desktop Session Host (RDSH) platform for desktop access – roll-out to continue over the coming months to cover all users

Commercialisation will remain a focus together with the development of existing client opportunity. Mersey Travel, Sefton and now the Cemeteries system deployed to a 3rd party. Other opportunities for the deployment of Agresso are currently under discussion.

The Records Management Unit is central to the development of the multitude of projects associated with data governance, digitisation of paper records and the development of many services such as centralised post and print. Through enhancements linked to the Records Management Unit and the proposed procedural evaluation of the service developments will evolve in line with business need.

Key Performance Indicators




Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI01	Average availability of Council servers	99.07%	99.00%	99.49%		
ICT LI02	Average availability of the Council's WAN Infrastructure	99.03%	99.00%	98.90%		
ICT LI03	School support SLA - % of calls responded to within agreed target					
	Priority 1	93.00%	85.00%	100.00%		
	Priority 2	94.00%	90.00%	92.00%		
	Priority 3	100.00%	95.00%	100.00%		
	Priority 4	100.00%	95.00%	100.00%		
ICT LI04	Average working days from delivery to completion of a new PC.	10 (Days)	10 (Days)	10 (Days)		

Supporting Commentary

All indicators remain have achieved their annual target levels with only minor variances in performance in comparison to the same period in the previous year.

Legal & Democracy

Key Objectives / milestones











Ref	Milestones	Q1 Progress
FS 01	Review constitution - May 2018 .	
FS 02a	To ensure that all members have been given the opportunity of a having a MAP meeting where desired.	
FS 02b	To induct all new members by October 2018 .	

Supporting Commentary

The revised Constitution was approved at Annual Council in May.

All Members are given the opportunity to have a MAP meeting but this is a matter of personal choice. All new Members took part in the induction programme during Quarter 1.


Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI01	No. Of Members with Personal Development Plans (56 Total).	55 (98.21%)	56 (100.00%)	55 (98.21%)		
LD LI02	Percentage of Members attending at least one organised Training Event.	86.00%	100%	70%		
LD LI03	Average Time taken to issue prosecutions from receipt of full instructions (working days).	7 (Days)	10 (Days)	7 (Days)		
LD LI04	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1 (Days)	3 (Days)	1 (Day)		
LD LI05	% of Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

All indicators are performing as well as at the same period in the previous year and are expected to meet their respective targets for the current financial year.









Community & Environment**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
CE 01a	Deliver a promotion and educational campaign (school meals) - September 2018 and January 2019 .	

Supporting Commentary

An educational Campaign is programmed for September 2018 for the new pupils starting secondary school.





Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 01	% Take up of free school meals to those who are eligible - Primary Schools.	78.20%	80%	79.8%		
CE LI 02	% Take up of free school meals to those who are eligible - Secondary Schools.	71.88%	75%	76.1%		
CE LI 03	Take up of school lunches (%) – primary schools.	63.36%	65%	62.2%		
CE LI 04	Take up of school lunches (%) – secondary schools.	61.22%	55%	65%		

Supporting Commentary

At this point in time all measures are positive.



Economy, Enterprise & Property**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
EEP 06a	To complete the construction of Widnes Market roof	
EEP 06b	Complete the construction of Crow wood park pavilion	
EEP 06c	To complete the refurbishment of the Halton Suite and relocation of staff – March 2019	
EEP 06d	To complete the retender of the property services consultant services contract	

Supporting Commentary**EEP 06a**

Works to Widnes Market due for completion early Autumn with works due to start on the Crow Wood Park Pavilion Site in late July, completion in early 2019 with Halton Suite being due to commence on site towards the end of 2018 with a view to being completed by year end.

Key Performance Indicators

Ref	Measure	17 / 18 Actual	18 / 19 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 01	Greenhouse gas (GHG) emissions indicator (Tonnes CO ₂ e)	16,043 tonnes CO ₂ e (actual 16/17)	15,882 tonnes CO ₂ e (target 17/18)	N / A	N / A	N / A
EEP LI 05	Occupancy of Widnes Market Hall.	83.0%	83%	83%		
EEP LI 06	Unit Costs – office accommodation (reported annually).	£1,153	£1,124	N / A	N / A	N / A

Supporting Commentary

The reporting requirements for emissions have been amended whereby the figures for academies are no longer included. The actual figure for 2016/17 has therefore been amended to reflect the change to ensure the comparison to the 2017/18 figure is meaningful.

The overall emissions for 2016/17 amounted to 16,043 tonnes, which equated to a 9.8% reduction from the previous year, well within the target set.

The annual figure for this indicator is a year behind and therefore only reported in the following year. The collation of the figures takes time as such the actual figure for 2017/18 will be report in the 2nd quarter of 2018/19 monitoring period. The target for 2018/19 will be a 1% reduction on the 2017/18 figure.

The occupancy of the market has remained relatively unchanged over the last year. This is despite experiencing a decline in footfall figures and the unseasonably cold and warm weather.

The figure for 2017/18 was £128 lower per workstation than the previous year giving a reduction of 10%. The figure can only be calculated at year end due to the nature of the costs involved. (Reported on an annual basis).

7.0 Financial Statements

FINANCE DEPARTMENT**Revenue Budget as at 30th June 2018**

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
Expenditure				
Employees	5,488	1,303	1,293	10
Supplies & Services	353	122	105	17
Insurance	1,071	511	502	9
Rent Allowances	50,200	8,204	8,204	0
Non HRA Rent Rebates	65	13	13	0
Discretionary Social Fund	154	18	18	0
Discretionary Housing Pyts	387	66	66	0
Concessionary Travel	2,175	0	0	0
LCR Levy	2,241	2,241	2,241	0
Total Expenditure	62,134	12,478	12,442	36
Income				
Clerical Error Recovery	-400	-19	-19	0
Rent Allowances	-49,800	-8,793	-8,793	0
Other fees & Charges	-210	-52	-57	5
Non HRA Rent Rebate	-65	-7	-7	0
New Burdens Grant	-61	-61	-77	16
Dedicated Schools Grant	-96	0	0	0
Discretionary Hsg Payment Grant	-387	0	0	0
Hsg Benefit Admin Grant	-510	-92	-83	(9)
Universal Credits	-130	0	0	0
Council Tax Admin Grant	-211	-211	-211	0
Council Tax Liability Order	-411	-247	-271	24
Business Rates Admin Grant	-165	0	0	0
Schools SLAs	-858	-858	-851	(7)
LCR Reimbursement	-2,241	-2,241	2,241	0
Reimbursements & Other Grants	-183	-46	-37	(9)
Transfer from Reserves	-101	0	0	0
Total Income	-55,829	-12,627	-12,647	20
Net Operational Expenditure	6,305	-149	-205	56
Recharges				
Premises Support	8	2	2	0
Central Recharges	2,356	589	589	0
Central Recharge Income	-4,641	-1,155	-1,155	0
Net Total Recharges	-2,277	-564	-564	0
Net Department Expenditure	4,028	-713	-769	56

Comments on the above figures

In overall terms revenue spending at the end of quarter 1 is under budget, due to a number of expenditure and income budget areas.

Employee budgets are based on full time equivalent staffing numbers of 158.

Salaries are currently underspent due to vacancies across all three divisions within the department. Some of these vacancies are expected to continue until the end of the financial year, and the staffing outturn position on employer costs will be dependent on when the vacancies are filled. Further costs have been reduced by offsetting expenditure against external grants within the Revenues & Financial Management Division.

Supplies and services are currently underspent due to tighter control of spending from managers across the whole Finance Department.

Insurance costs are below budget at the end of quarter one due to the amount of liability excesses; the outturn position is dependent on the amount of claims received.

New Burdens Grant has been received in respect of legislative changes and is currently greater than forecast for the year to date. There has been a reduction in the amount of grant for Housing Benefit Administration, but the extra grant monies received will offset the shortfall. Universal Credit Grant is variable based on number of customers we deal with, so outturn figure is not guaranteed.

Overall the Department is forecast to underspend for the year.

POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT**Revenue Budget as at 30th June 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	1,857	416	451	(35)
Employees Training	133	36	36	0
Supplies & Services	140	34	26	8
Apprentiship Levy	300	3	3	0
Total Expenditure	2,430	489	516	(27)
<u>Income</u>				
Fees & Charges	-93	0	-3	3
Schools SLAs	-426	-384	-384	0
Transfer from Reserves	-98	0	0	0
Total Income	-617	-384	-387	3
Net Operational Expenditure	-1813	105	129	(24)
<u>Recharges</u>				
Premises Support	12	3	3	0
Central Support Recharges	-1,042	-260	-260	0
Support recharges Income	-783	-196	-196	0
Net Total Recharges	-1813	-453	-453	0
Net Department Expenditure	0	-348	-324	(24)

Comments on the above figures

Spend at the end of the first quarter is over the profiled budget to date.

Employee budgets are based on full time equivalent staffing numbers of 42.

The negative variance in relation to the employee budget position is due staff turnover saving targets not being met due to minimal vacancies. This variance might be reduced if the employee training budget can be used to offset, but this won't be known until the training applications are completed and costs known.

Within supplies and services there has been a conscious effort to reduce expenditure during the year to date.

Based on current expenditure it is forecast the department overspend for the year will be £95,000.

ICT and Support Services**Revenue Budget as at 30th June 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
Expenditure				
Employees	6,766	1,691	1,738	(47)
Supplies & Services	769	217	190	27
Capital Financing	1,607	19	44	(25)
Computer Repairs & Software	934	584	568	16
Communication Costs	385	45	66	(21)
Transfer from Reserves	15	0	0	0
Total Expenditure	10,476	2,556	2,606	(50)
Income				
Fees & Charges	-841	-15	-24	9
Schools SLA Income	-522	-481	-479	(2)
Reimbursements & Other Grant Income	-15	-8	-6	(2)
Total Income	-1,378	-504	-509	5
Net Operational Expenditure	9,098	2,052	2,097	45
Recharges				
Premises Support Recharges	605	151	151	0
Transport Recharges	8	2	2	0
Central Support Recharges	1,063	266	266	0
Support Services Income	-10,504	-2,626	-2,626	0
Net Total Recharges	-8,828	-2,207	-2,207	0
Net Department Expenditure	270	-155	-110	(45)

Comments on the above figures

In overall terms spending is above the budget profile at the end of the first quarter.

Employee budgets are based on full time equivalent staffing numbers of 244.

The negative variance on employee costs is due to targets against staff turnover savings not being met. However turnover in Admin posts and vacancies held within the ICT Department could offset some of these costs. There is also a large efficiency savings target set against staffing but this has been projected to be achieved through income generation.

Within supplies and services there has been a conscious effort to reduce expenditure. Computer repairs and software will be under budget due to a reduction in contract costs and this should offset the variance expected in capital financing budget. Communication costs are above budget due to Telephone and Internet charges.

Overall there is expected to be increased income generation which once finalised should offset some of the projected negative outturn position, the effect of this cannot be projected at this point until negotiations are finalised and figures confirmed.

ICT and Support Services**Capital Projects as at 30th June 2018**

Capital Expenditure	2018/19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
ICT Rolling Capital Programme	700	48	48	0
Total Capital Expenditure	700	48	48	0

Comments on the above figures.

It is expected that this capital programme will fully spend by year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT**Revenue Budget as at 30th June 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
Expenditure				
Employees	1,746	467	465	2
Supplies & Services	290	112	106	6
Civic Catering & Functions	56	14	10	4
Legal Expenses	223	42	37	5
Total Expenditure	2,315	635	618	17
Income				
Land Charges	-78	-19	-19	0
School SLAs	-79	-79	-79	0
Licence Income	-245	-44	-44	0
Fees & Charges Income	-55	-9	-9	0
Total Income	-457	-151	-151	0
Net Operational Expenditure	1,858	484	467	17
Recharges				
Premises Support	155	39	39	0
Central Support Recharges	346	87	87	0
Support Recharges Income	-1,742	-436	-436	0
Net Total Recharges	-1,241	-310	-310	-0
Net Department Expenditure	617	174	157	17

Comments on the above figures

In overall terms, spending is below budget profile at the end of first quarter.

Employee budgets are based on full time equivalent staffing numbers of 39.

With regards to expenditure, employee expenditure is below budget due to a vacancy which is due to be filled and as a result of a post holder taking up flexible retirement. These savings have been offset by the staff turnover savings target.

With regards to expenditure, every effort is being made to ensure that expenditure of controllable budgets is kept to a minimum.

Legal Expenses are dependent on number of cases, but it is expected that there will be a reduction of costs if claims stay at same level as previous years.

Overall the department is forecast to underspend for the year.

COMMUNITY & ENVIRONMENT DEPARTMENT**Revenue Budget as at 30 June 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
Expenditure				
Employees	13,887	3,467	3,574	(107)
Other Premises	2,016	763	771	(8)
Supplies & Services	1,508	363	364	(1)
Book Fund	160	48	43	5
Hired & Contracted Services	1,002	152	172	(20)
Food Provisions	512	106	115	(9)
School Meals Food	1,980	403	406	(3)
Transport	55	23	20	3
Other Agency Costs	381	141	136	5
Waste Disposal Contracts	5,900	1,550	1,550	0
Grants To Voluntary Organisations	67	14	2	12
Grant To Norton Priory	172	86	87	(1)
Rolling Projects	0	6	6	0
Capital Financing	88	11	11	0
Total Expenditure	27,728	7,133	7,257	(124)
Income				
Sales Income	-2,056	-499	-460	(39)
School Meals Sales	-2,368	-446	-437	(9)
Fees & Charges Income	-6,153	-1,780	-1,639	(141)
Rents Income	-225	-86	-72	(14)
Government Grant Income	-1,198	-53	-2	(51)
Reimbursements & Other Grant Income	-671	-99	-97	(2)
Schools SLA Income	-76	-76	-76	0
Internal Fees Income	-171	-43	-35	(8)
School Meals Other Income	-1,526	-7	-10	3
Capital Salaries	-123	0	0	0
Rolling Projects Income	0	-40	-45	5
Transfers From Reserves	-11	-11	-11	0
Total Income	-14,578	-3,140	-2,884	(256)
Net Operational Expenditure	13,150	3,993	4,373	(380)
Recharges				
Premises Support	1,558	389	389	0
Transport Recharges	3,069	663	663	0
Departmental Support Services	9	0	0	0
Central Support Services	3,655	978	978	0
Asset Charges	93	0	0	0
HBC Support Costs Income	-421	-223	-223	0
Net Total Recharges	7,963	1,807	1,807	0
Net Department Expenditure	21,113	5,800	6,180	(380)

Comments on the above figures

The net Department budget is £380,000 over budget profile at the end of the first quarter of the 2018/19 financial year.

Employee budgets are based on full time equivalent staffing numbers of 477.

Employee spend is over the budget profile for the quarter with the department failing to achieve the staff turnover savings target of £120,680 for the period April to June. Casual usage across the Department is £68,544 over the profiled budget to date. Agency spend is over £17,000 higher than what it was at the same stage last year, mainly within the school meals and open spaces areas.

In setting the 18/19 budget some income targets were reduced were possible to reflect the issues in achieving set targets. Despite this, pressures continue in the current year and along with staffing represent the biggest budget concerns for the Department. There are large underachievement's against targets on leisure centre income due to cancelled classes as vacancies cannot be filled. Other areas where income targets are not being achieved include catering, event income, sponsorship income and architect fees within the Open Spaces division.

Government Grant income has recently been dealt a blow due to a large reduction in income due for School Free Meals. Free children numbers appear to have fallen dramatically in the last few years and the pressure on this source of funding has been exacerbated by more academies and also a further school leaving the service to take up an external provider.

Hired and Contracted services is currently over budget by £20,000 mainly due to increased match day spend at the Stadium and additional crematorium spend for mercury abatement.

Rental income could be a concern with Liverpool and Everton ladies not currently allowed to play at the Stadium under FIFA regulations. It is hoped this can be addressed with the laying of the new pitch at the stadium but this is some months off from happening and stands to impact on future rental income.

Based on current demand and estimated income streams it is forecast the department will be approximately overspent by £1.6m at the end of the year.

COMMUNITY & ENVIRONMENT DEPARTMENT**Capital Projects as at 30th June 2018**

	2017-18 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Stadium Minor Works	50	13	13	37
Stadium Pitch	300	0	0	300
Stadium – Karalius Suite reconfiguration	200	0	0	200
Brindley Cafe Extension	80	6	6	74
Children's Playground Equipment	61	0	-2	63
Landfill Tax Credit Schemes	340	0	0	340
Upton Improvements	13	0	0	13
The Glen Play Area	41	0	0	41
Runcorn Hill Park	5	3	3	2
Crow Wood Park Play Area	478	3	3	475
Open Spaces Schemes	611	41	41	570
Peelhouse Lane Cemetery	500	0	0	500
Peelhouse Lane Cemetery - Enabling Works	33	0	0	33
Pheonix Park	100	0	0	100
Victoria Park Glass House	170	0	0	170
Sandymoor Playing Fields	1,032	72	72	960
Widnes & Runcorn Cemeteries - garage & storage	190	0	0	190
Litter Bins	20	0	0	20
Total	4,224	138	136	4,088

Comments on the above figures.

Works at Peelhouse Lane cemetery were delayed due to bad weather earlier in the year. The 2nd phase was due to start in July 2018.

Work at Crow Wood Park is due to commence at the end of July 2018.

Work at Pheonix Park commenced on site in June 2018.

ECONOMY ENTERPRISE & PROPERTY DEPARTMENT**Revenue Budget as at 30th June 2018**

	Annual Budget	Budget To Date	Actual To Date	Variance to Date (Overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	4,881	1,194	1,213	(19)
Repairs & Maintenance	2,214	607	607	0
Premises	51	9	9	0
Energy & Water Costs	668	151	149	2
NNDR	536	536	538	(2)
Rents	346	120	120	0
Economic Regeneration Activities	37	2	2	0
Supplies & Services	1,822	554	554	0
Grants To Voluntary Organisations	20	5	5	0
Agency Related	19	0	0	0
Capital Financing	74	74	74	0
Total Expenditure	10,668	3,252	3,271	(19)
<u>Income</u>				
Fees & Charges Income	-307	-21	-22	1
Rent – Markets	-786	-190	-188	(2)
Rent – Investment Properties	-133	-33	-33	0
Rent – Commercial Properties	-996	-67	-71	4
Government Grant Income	-2,267	-319	-319	0
Reimbursements & Other Grant Income	-70	-18	-18	0
Schools SLA Income	-504	-467	-451	(16)
Capital Salaries	-100	-12	-12	0
Transfers From Reserves	-952	-224	-224	0
Total Income	-6,115	-1,351	-1,338	(13)
Net Operational Expenditure	4,553	1,901	1,933	(32)
<u>Recharges</u>				
Premises Support	1,965	491	491	0
Transport	26	5	5	0
Asset Charges	4	0	0	0
Central Support Services	2,121	565	565	0
Accommodation Income	-2,396	-599	-599	0
Repairs & Maintenance Income	-2,402	-601	-601	0
Central Support Income	-2,042	-510	-510	0
Net Total Recharges	2,724	-649	-649	0
Net Department Expenditure	1,829	1,252	1,284	(32)

Comments on the above figures

Economy Enterprise & Property net spend is currently above the projected budget and this is expected to remain the case for the financial year to 31 March 2019.

Employee budgets are based on full time equivalent staffing numbers of 122.

The negative variance on employee costs at Quarter 1 is due to staff turnover saving targets not being met as a result of the low number of vacancies held within the Department. Where possible, vacancies will not be filled in year and agency staff will be kept to a minimum and only used in mandatory areas.

Commercial properties held by the Council are fully occupied and this is reflected in the income to date. Quarter 1 shows we have over achieved on rental income and this is profiled to continue in year.

School SLA income is not likely to be achieved this financial year. The increase in staffing costs means the SLA charges have increased, which in turn meant that schools are choosing to use alternative services.

Every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the financial year.

Capital Projects as at 30th June 2018

	2018-19 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
3MG	499	23	23	476
Sci Tech Daresbury – EZ Grant	382	0	0	382
Solar Panel Golf Course	1,278	16	16	1,262
Decontamination of Land	50	0	0	50
Former Crossville Depot	440	0	0	440
Advertising Screen at The Hive	100	0	0	100
Venture Fields	41	0	0	41
Widnes Market Refurbishment	1,191	265	265	926
Equality Act Improvement Works	150	0	0	150
Linnets Club House	287	2	2	285
Kingsway House Moves	200	0	0	200
Broseley House	1,190	711	711	479
The Croft	30	0	0	30
Total	5,838	1,017	1,017	4,821

Comments on the above figures.

Widnes Market Refurbishment - Electrical works are now complete on site. Re-roofing and internal works are still ongoing and should be completed this Financial Year.




Broseley House - Purchase of the property has been finalised. Works to make the building safe and secure are taking place. Resurfacing of the carpark outside the building is complete.

Solar Panel Golf Course – Planning permission was approved in May allowing the Council to procure a Technical Consultant to provide professional technical advice on the delivery of the project.





8.0 Application of Symbols

Symbols are used in the following manner:

Progress Symbols

<u>Symbol</u>	<u>Objective</u>	<u>Performance Indicator</u>
Green 	Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.	<i>Indicates that the annual target <u>is on course to be achieved</u>.</i>
Amber 	Indicates that it is <u>uncertain or too early to say at this stage</u> whether the milestone/objective will be achieved within the appropriate timeframe.	<i>Indicates that it is <u>uncertain or too early to say at this stage</u> whether the annual target is on course to be achieved</i>
Red 	Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.	<i>Indicates that the target <u>will not be achieved</u> unless there is an intervention or remedial action taken.</i>

Direction of Travel Indicator

Green 	Indicates that performance is better as compared to the same period last year.
Amber 	Indicates that performance is the same as compared to the same period last year.
Red 	Indicates that performance is worse as compared to the same period last year.
N / A 	Indicates that the measure cannot be compared to the same period last year.