

QUARTERLY MONITORING REPORT

DIRECTORATE: Children & Young People
SERVICE: Business Support & Commissioning
PERIOD: Quarter 3 to period end 31st December 2009

1.0 INTRODUCTION

This quarterly monitoring report covers the Business Support & Commissioning Department third quarter period up to 31 December 2009. It describes key developments and progress against “key” objectives and performance indicators for the service.

The way in which traffic lights symbols have been used to reflect progress to date is explained within Appendix 5.

2.0 KEY DEVELOPMENTS

2.1 Early Years Single Funding Formula

All local authorities were required to develop and implement an Early Years Single Funding Formula from April 2010. A formula had been developed in Halton and consultation had commenced with all Early Years Settings. In December 2009 all authorities were notified that the Minister for Children and Young People and Families had taken the decision to postpone the implementation of the Early Years Single Funding Formula by one year.

2.2 Halton High

In November 2009 pre-statutory consultation was undertaken by the local authority, supported by the proposed sponsors Ormiston Trust and the University of Chester. The consultation proposal was to close Halton High school with effect from 31st August 2010 on condition that the DCSF approve an Academy for 900 11 – 16 years with 200 post-16 places from 1st September 2010. There were no objections to this proposal. Executive Board therefore approved the commencement of the statutory consultation in December 2009.

2.3 Building Schools for the Future

The authority entered the procurement phase of the BSF Programme in 2009. The Invitation to Proceed with Dialogue was issued on 23rd October 2009. Design, Partnering, Transformation, Legal, Finance, ICT, Planning and PE Sports and Culture meetings have been held with each bidder. On 21st December each bidder presented a summary of the journey they had undertaken to an audience of Headteachers and other School Staff, Governors, Trade Unions, Elected Members, Officers and Advisors.

2.4 One Children's Workforce Tool (OCWT)

During the quarter a further exercise was undertaken to inform the One Children's Workforce Tool, developed by the Children's Workforce Development Council to help Children's Trust move towards an integrated workforce. Building on the work undertaken in Year 1 of the OCWT the questionnaires focused on integrated working practices and drilled down into areas such as Common Assessment Framework, Lead Professional and Team Around the Child.

Halton had an excellent take up with 143 practitioners completing the questionnaire, which was the highest response from any North West authority. An analysis of the responses has provided valuable information to help the development of integrated working practices. Halton has been put forward by the CWDC regional advisor as an example of good practice to be part of a national evaluation of the project by the University of the West of England.

3.0 EMERGING ISSUES

3.1 Halton High

Statutory consultation to close Halton High School on 31st August 2010 so that an academy can be established will be completed on 21st January 2010. The proposal to close the school is on condition that the Secretary of State approves the Academy. An Academy is established by the Secretary of State entering into a contract with a charitable company referred to as the Academy Trust. Approval is required for the Funding Agreement this provides the framework within which the Academy must operate. Work is being undertaken to complete and submit the Funding Agreement in February 2010.

3.2 The Heath

Statutory consultation on the proposal to expand the capacity of The Heath A Specialist Technology College from 210 Year 7 (1050 total capacity) pupils in 2009 to 270 (1350 total capacity). The consultation will be undertaken in January 2010.

3.3 Building Schools for the Future




The two bidders are required to submit their bids by Monday 18th January 2010. These bids will be evaluated. The second round of Competitive Dialogue meetings is then scheduled to commence on 22nd February 2010 and close on 24th May 2010.

3.4 Common Assessment Framework (CAF) Review

Following formal sign off by the Children's Trust Board on 14th January 2010 work will start on the implementation of the recommendations of the CAF Review. A strategic CAF Board will be established and link directly into the Children's Trust Board, overseeing the implementation of the action plan. This work will underpin the development of locality working and be a key enabler to establishing robust integrated working practices in Halton. An important part of the implementation will be to

develop an appropriately skilled workforce to meet the challenges of integrated working and help improve outcomes for children, young people and their families in Halton.

4.0 PROGRESS AGAINST OBJECTIVES / MILESTONES




Total	16		13		1		2
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The majority (13) of milestones are on track to be achieved within set timescales, however, it is uncertain if 1 will and a further 2 will not. For further details, please refer to Appendix 1.

5.0 SERVICE REVIEW




Nothing to report this quarter.

6.0 PROGRESS AGAINST KEY PERFORMANCE INDICATORS

Total	3		2		0		1
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All 4 “Key” performance indicators have been reported this quarter, however, that reporting sickness absence has not been allocated a traffic light as a target had not been set. Of the remainder 2 are on track to meet the annual target and 1 will not. For further details, please refer to Appendix 2.

6.1 PROGRESS AGAINST OTHER PERFORMANCE INDICATORS

Total	0		0		0		0
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No “Other” performance are reported by exception this quarter.

7.0 RISK CONTROL MEASURES

During the production of the 2009-12 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated ‘High’ risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4. However, progress against one mitigation

measure relating to objective BSC 3, To Develop an Integrated Children's Workforce, has been reported by exception this quarter.

8.0 PROGRESS AGAINST HIGH PRIORITY EQUALITY ACTIONS

During 2008/09 the service was required to undertake an Equality Impact Assessment. Progress against actions identified through that assessment, with associated High priority are to be reported in the quarterly monitoring report in quarters 2 and 4.







No actions have been identified as high priority for the service.







9.0 DATA QUALITY





The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

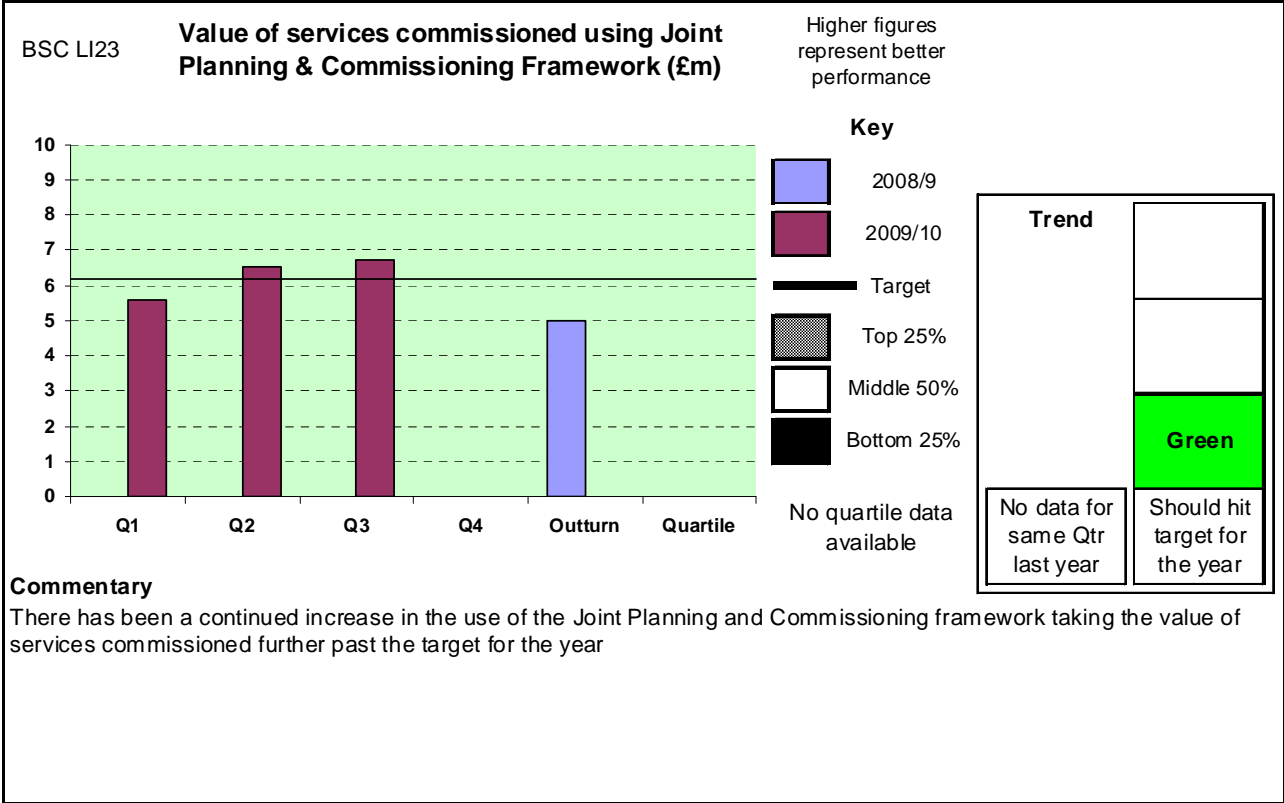
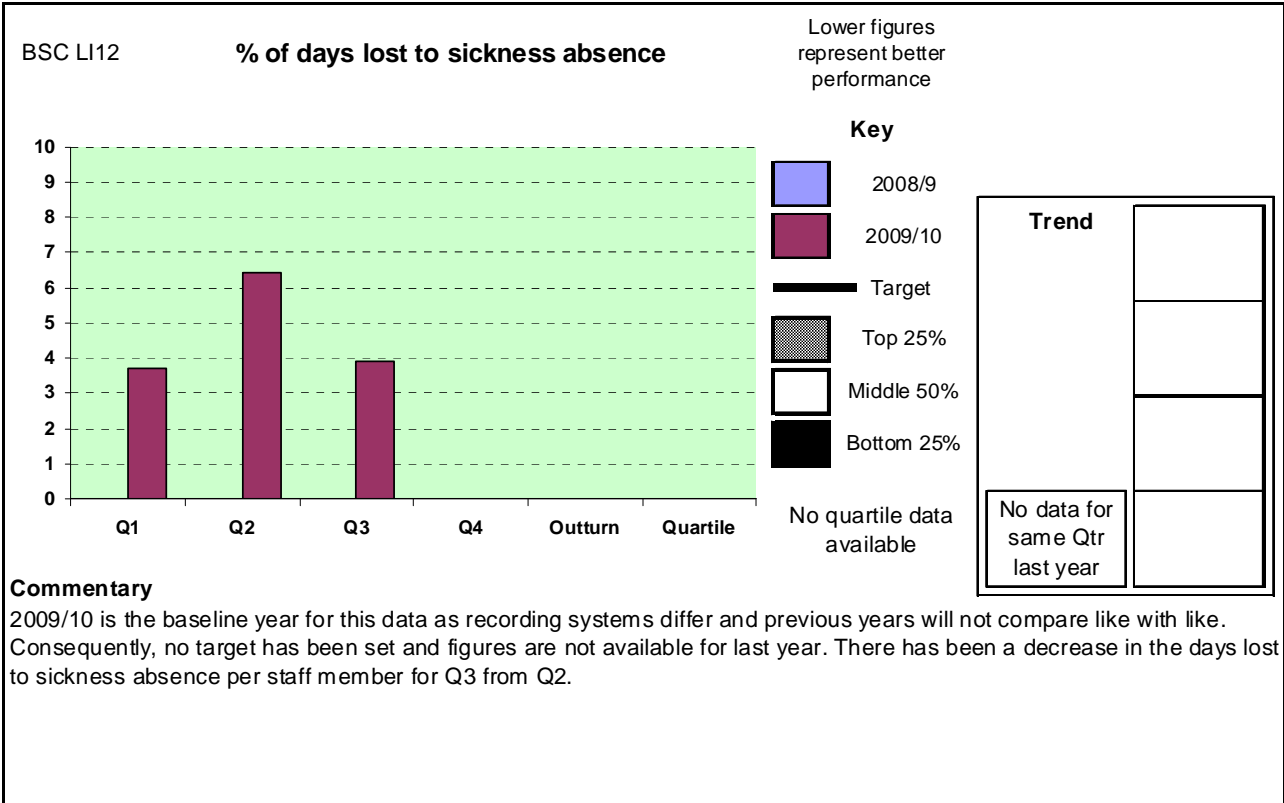
10.0 APPENDICES

Appendix 1 - Progress against Objectives/ Milestones
Appendix 2 - Progress against Key Performance Indicators
Appendix 3 - Progress against Risk Control Measures
Appendix 4 - Financial Statement
Appendix 5 - Explanation of traffic light symbols

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
BSC 1	To transform the Learning Environment	Complete outline business case for BSF by May 2009		Outline business case completed by 22 nd April 2009.
		Commence Competitive Dialogue by July 2009		Approval of the outline business case was delayed by Treasury. Approval given in August 2009. Procurement commenced August 2009. Dialogue commenced as planned within timescale.
		Develop the plan for Phase 3 Children's Centre Capital and Child Care Capital by March 2010		Bids for Child Care capital were received in December 2009. Prioritisation and allocation process commenced January 2010.
		Gain approval to commence the process of Primary School Re-Organisation by March 2010		Admissions for September 2010 received in November 2009. Analysis of requirements to be completed in February 2010.
BSC 2	To Manage Resources Effectively	Review of Directorate funding including schools in line with the efficiencies agenda by March 2010		All areas of directorate funding and school funding reviewed to identify efficiencies for 2010.
		Medium Term Financial Plan to be finalised for the Directorate by March 2010		Work commenced further development required to be completed during 2010/11.

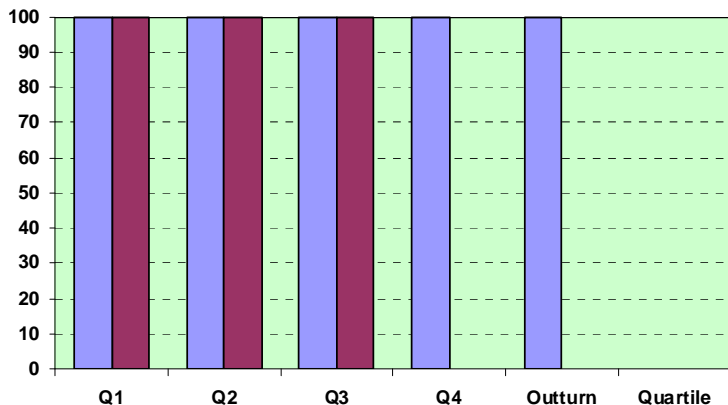
Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Identify opportunities for income generation through traded services across the Directorate by March 2010		Trade Fair held to market traded services to schools with some success. Further work will be done to look at other opportunities to increase the level of traded services in Wave 2 of the Council's Efficiency Agenda.
		Establish a process to benchmark costs of services by March 2010		Level of school balances benchmarked against other local authorities both nationally and locally.
		Implementation of Care Assess and ESCR to be complete by March 2010		Projects are progressing well and on target to meet timescale.
BSC 3	To Develop an Integrated Children's Workforce	Submission of 'One Children's Workforce' project report to CWDC by June 2009		Submitted on time.
		Implement the OCWT Action Plan and complete all required actions by March 2010		All actions identified within the OCWT are on course for completion within timescale
		Establish a thorough baseline position of Workforce data for the Children's Trust by March 2010		There are still difficulties in establishing a baseline position due to the lack of available workforce data. Development of the Trent HR is required to overcome these problems

Service Plan Ref.	Objective	2009/10 Milestone	Progress to date	Commentary
		Establish Workforce Development strand of JICU by March 2010		Workforce development strand of JICU will now be incorporated within the new Policy & Strategy Centre of Excellence and started with the appointment of the workforce development officer in September 2009.
BSC 4	To develop Joint Intelligence and Commissioning to inform the work of CYPD and the Children's Trust	To establish JICU and implement the four key strands through actual or virtual teams by March 2010		Proposal to establish a virtual joint commissioning unit with the PCT and St Helen's presented to the Children's Trust Board in January 2010.
		To establish the Service Delivery Partnerships of the Children's Trust by September 2009		Partnerships are all now in operation and reporting mechanisms to the Children's trust established
		Develop integrated systems for intelligent use of data by March 2010		Systems have been developed to allow reporting across vulnerable groups and localities.



BSC LI19 **% Of milestones within BSF project achieved**

Higher figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%

No quartile data available

Trend

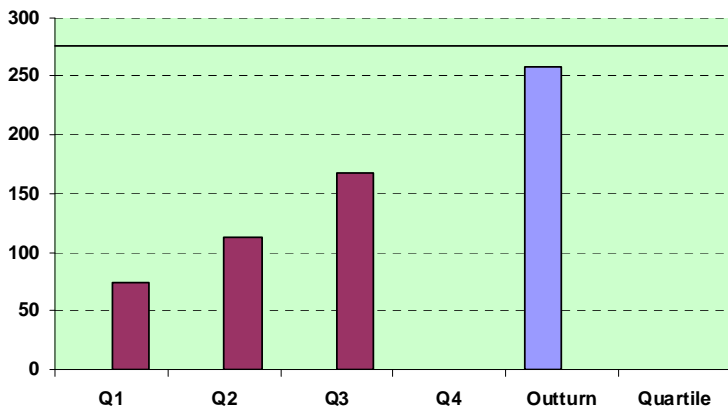
Same as this time last year	
Should hit target for the year	
	Green

Commentary

All milestones have been achieved.

BSC LI16 **Number of CAF's completed**

Higher figures represent better performance



Key

- 2008/9
- 2009/10
- Target
- Top 25%
- Middle 50%
- Bottom 25%

No quartile data available

Trend

No data for same Qtr last year	
Unlikely to hit target for the year	Red

Commentary

It is unlikely that the number of CAFs initiated and received will meet the target for 2009/10 by the end of the year. The action plan developed as a result of the review of the CAF processes will impact on this measure from April onwards.

Objective Reference	Risk Control Measure	Progress	Commentary
BSC 3	Conduct Exit Interviews with all leavers and use data to inform review of Recruitment & Retention Strategy. Implement revised Directorate Recruitment & Retention Strategy	?	Monitoring of exit interview indicates have not been completed on a consistent basis. A review of the process has been completed and the information gathered during interviews completed has been used to inform the Recruitment and Retention Strategy which is currently going through the approval process.

Revenue Budget as at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Employees	2,757	2,068	2,009	59	2,032
Premises	873	429	423	6	423
Supplies & Services	723	542	665	(123)	706
Transport	48	36	32	4	32
Schools Transport	1,456	950	707	243	749
Redundancy Costs	625	293	293	0	293
Pension Costs	593	445	416	29	416
Schools Non Delegated Support Costs	128	18	13	5	13
Schools	1,687	0	0	0	0
Contingency Costs					
Central Support Service Costs	878	564	564	0	564
Commissioned Services	871	669	676	(7)	676
Asset Rental	5,593	0	0	0	0
Support Costs					
Revenue	-837	0	0	0	0
Contribution from Reserves					
Total Expenditure	15,395	6,014	5,798	216	5,904
Dedicated Schools Grant	-9,532	-7,149	-7,149	0	-7,149
HBC Support	-208	0	0	0	0
Costs Income – Deferred Grant					
Write Down					
Reimbursements & Other Income	-92	-69	-89	20	-89
Schools SLA	-449	-337	-485	148	-485
Income					
Government Grant – Income	-80	-80	-80	0	-80
Total Income	-10,361	-7,635	-7,803	168	-7,803
Net Expenditure	5,034	-1,621	-2,005	384	-1,899

Comments on the above figures:

In overall terms revenue spending to the end of quarter 3 is under the budget profile.

Employees: Staffing is currently under budget profile due to a small number of vacancies across the department, although this is partly offset by the use of external agency staff.

Premises: This budget includes the office accommodation recharges for the department and also the Capital Expenditure from Revenue Account (CERA) which is currently £431,330 which relates to contributions to larger individual School capital works. The expenditure to date is slightly below budget profile at Quarter 3.

Supplies and Services: Expenditure at Quarter 3 exceeds the budget profile primarily as a result of additional annual expenditure incurred on contract and licences costs in the Management, Information and Communications team. However, this has been offset by the additional income received from School's through Service Level Agreements.

Schools Transport: This budget relates to transport responsibilities to Schools and Colleges and current projections from the Transport Co-ordination team show a likely under-spend. Further work is required to ensure that any commitments currently held are accurate to aid future financial forecasts.

Teachers Pensions: Teachers pensions are paid monthly to Cheshire Council based on current retired teachers on roll. Current budget projections highlight an estimated small budget saving in this area.

Schools Contingency: This budget includes budget contingencies held for Schools, Special Educational Needs, Newly Qualified Teachers and Dedicated Schools Grant carry forward. These budgets are allocated to an individual School level throughout the year.

Schools Service Level Agreement Income: The Service Level Agreement income paid in at Quarter 3 is currently above the budget profile. This is a result of additional work undertaken and charged to Schools in the Management, Information and Communications team. (See comments under Supplies & Services)

At this stage it is anticipated that overall revenue spending will be below the Departmental budget by the end of the financial year.

STANDARDS FUND GRANTS – CENTRALLY RETAINED

As at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Ethnic Minority Improvement Targeted	11	8	5	3	5
Improvement Making Good Progress	12	12	12	0	12
One to one tuition Extended Schools	26	19	19	0	19
Sustainability Extended Schools Subsidy	191	101	6	95	6
Primary Strategy Targeted	205	109	14	95	14
Secondary Strategy Targeted	6	5	0	5	0
Early Years Flexibility of free entitlement	639	338	265	73	265
Music Excellence Challenge	69	36	9	27	9
Key Stage 4 Engagement Programme	170	90	16	74	16
National Challenge Building Schools for the Future	210	158	125	33	125
Schools Connectivity / Broadband	157	83	37	46	37
Total Standards Fund	1,886	1,123	679	444	679

AREA BASED GRANT SCHEMES

As at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Flexible 14-19 Partnerships	37	37	37	0	37
Choice Advisers	26	19	20	(1)	20
Education Health Partnerships	109	82	25	57	29
Extended Rights for Free Travel	47	35	0	35	0
Extended Schools	567	425	203	222	203
Secondary	80	60	60	0	60
Strategy – Behaviour & Attendance	205	154	225	(71)	225
Secondary Strategy – Central Co-ordination	205	154	92	62	92
Primary Strategy – Central Co-ordination	71	53	27	26	27
School Improvement Partners	44	33	28	5	28
School Intervention	17	13	0	13	0
School Travel Advisers	10	7	0	7	0
Sustainable Travel to Schools	121	91	91	0	91
ICT Infrastructure	136	135	135	0	135
SEN	25	19	0	19	0
Training	82	82	82	0	82
Excellence in Cities	303	227	70	157	73
Behaviour & Improvement Programme	9	7	3	4	3
Missing from Education (EAZ)	51	38	12	26	12
School Support Staff	132	99	107	(8)	107
Behaviour Projects					

Attendance	77	58	55	3	55
ABG Connexions	1,682	1,262	1,262	0	1,262
Designated Teacher Funding	10	7	0	7	0
TOTAL AREA BASED GRANT	4,049	3,097	2,534	563	2,541

GENERAL SURE START & CHILDRENS CENTRE GRANT SCHEMES

As at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
General Sure Start Main	2,229	1,547	1,467	80	1,467
Ditton CC	512	354	342	12	342
Brookvale CC	521	391	403	(12)	403
Halton Lodge CC	447	335	334	1	334
Halton Brook CC	588	375	375	0	375
Kingsway CC	618	364	356	8	356
Warrington Road CC	81	61	67	(6)	67
Widnes All Saints CC	0	0	0	0	0
Our Lady of Perpetual Succour CC	15	11	9	2	9
Runcorn All Saints CC	0	0	6	(6)	6
Castlefields CC	0	0	(3)	3	(3)
Palacefields CC	75	56	69	(13)	69
Windmill Hill CC	75	56	52	4	52
Children's Centre General	1,081	399	289	110	289
Total General Sure Start & Children's Centres	6,242	3,949	3,766	183	3,766

OTHER EXTERNAL GRANT SCHEMES

As at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items £'000
	£'000	£'000	£'000	£'000	£'000
LSC Post 16 Transport	50	27	27	0	27
Children's Workforce Development	56	21	21	0	21
Walking to School Initiative	4	4	4	0	4
IS Contact Point	267	200	179	21	179
Info Systems for Parents & Providers	4	0	0	0	0
Children's Workforce	130	107	107	0	107
Higher Level Teaching Assistants	67	20	1	19	31
Arts Education Development	99	56	56	0	56
National Remodelling School Workforce	149	52	52	0	52
Basic Skills Quality Mark – Primary	4	3	0	3	0
Schools Music Service	17	13	8	5	8
Build Capacity for Leadership Succession	53	40	1	39	1
PE & Sports	560	419	376	43	376
14-19 Advisory Education	493	210	198	12	198
Business Link	225	169	161	8	161
Neighbourhood Managers Project	59	44	35	9	35
Enterprise Game	128	96	84	12	84
14-19 Diploma	315	80	77	3	77
Parenting Strategy	50	10	9	1	9
St Chads – Lottery	8	8	8	0	8
Gateway Plus	115	50	48	2	48
Mental Health in Schools	220	50	46	4	46

Connexions Transition Fund	120	78	78	0	78
Total Other External Funding	3,193	1,757	1,576	181	1,606

LOCAL STRATEGIC PARTNERSHIP SCHEMES

As at 31st December 2009

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Neglect – PACT	125	94	63	31	63
Barnardos Missing from Home	70	52	35	17	35
Teenage Pregnancy (Health)	157	118	8	110	8
Portage	16	16	2	14	4
Attendance	22	22	35	-13	40
HITS	50	37	38	-1	38
Vikings in the Community	38	28	31	-3	31
Connexions – NEET	46	46	0	46	0
Canal Boat Adventure	45	34	35	-1	35
Improved Education for Vulnerable Youngsters	40	30	10	20	10
Kingsway Literacy Development	355	266	200	66	200
Youth Activity	27	27	28	-1	28
H9P PEP Dowries	3	3	3	0	9
Alcohol Outreach	100	75	0	75	0
Alcohol Related	25	19	6	13	6
Domestic Violence	71	0	0	0	0
Unallocated Funds	71	0	0	0	0
Total LSP	1,190	867	494	373	507

Comments on the above figures:

Local Strategic Partnership (LSP) funding spending to the end of quarter 3 is below budget profile.

Regular monitoring reports are sent to the LSP in respect of all LSP projects and any areas of concern are dealt with throughout the year by the CYP commissioning / finance team. Further support is provided by the LSP team in the Policy & Performance Division as well as individual project managers.

There are some projects which have been allocated working neighbourhood funds for the first four months of the year so the budgets have been profiled to reflect this.

CAPITAL PROJECTS CYPD at 31st December 2009

	2009/10 Capital Allocation	Allocation To Date	Actual Spend To Date	Total Allocation Remaining
	£'000	£'000	£'000	£'000
Asset Management Data	5	5	0	5
Capital Repairs	1,187	1,053	1,053	134
Contingency	161	93	98	63
Fairfield School	301	301	301	0
Asbestos Management	28	0	0	28
Cavendish School	43	42	42	1
Changing Rooms				
All Saints Upton School PCP	713	297	84	629
Our Lady Mother of Saviour School	0	0	0	0
My Place Children's Centre	1,325	411	305	1,020
General	0	0	0	0
Astmoor CC	25	16	16	9
Runcorn All Saints CC	9	0	0	9
St Augustine's CC	1	1	1	0
The Park CC	18	11	11	7
Windmill Hill CC	10	0	0	10
Children's Centre	53	53	53	0
Maintenance				
Brookfields School	17	0	0	17
Cavendish School	41	6	6	35
Early Years	216	91	92	124
Childcare				
School Access	98	34	34	64
Play-builder	388	63	63	325

Capital				
Moore Primary	288	159	159	129
Lunts Heath	63	60	60	3
Westbank School	83	76	75	8
Hillview School	92	85	86	6
Cavendish School	38	38	38	0
Furniture & Equipment				
Aim Higher for Disabled Children	285	64	64	221
Harnessing Technology	543	465	154	389
ICS Implementation	30	5	5	25
Info systems parents	3	1	1	2
Total Capital	6,064	3,430	2,801	3,263




Comments on the above figures:

There are still some capital schemes with no or little actual expenditure up to the end of Quarter 3.

It is important that these projects get underway as soon as possible and are closely monitored during the remainder of the financial year, in order to ensure that the relevant capital allocations are fully utilized by the financial year end.

There are a number of schemes where the works will be rolled forward and take place in the 2010-11 financial year as the funding is permitted to be carried forward.

Application of RAG symbols:

	<u>Objective</u>	<u>Performance Indicator</u>
<u>Green</u>	 Indicates that the milestone/objective <u>will</u> be achieved within the identified timeframe.	Indicates that the annual target <u>will</u> , or has, been achieved or exceeded.
<u>Amber</u>	 Indicates that at this stage it is <u>uncertain</u> as to whether the milestone/objective will be achieved within the identified timeframe.	Indicates that at this stage it is either <u>uncertain</u> as to whether the annual target will be achieved.
<u>Red</u>	 Indicates that the milestone/objective <u>will not</u> , or has not, been achieved within the identified timeframe.	Indicates that the annual target <u>will not</u> , or has not, been achieved.