

## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	ADULT & COMMUNITY
<b><u>Department:</u></b>	COMMUNITY SERVICES
<b><u>Period:</u></b>	1 <sup>st</sup> April to 30 <sup>th</sup> June 2010

### 1.0 Introduction

This monitoring report covers the Community Services first quarter period up to period end 30<sup>th</sup> June 2010. It describes key developments and progress against all objectives and performance indicators for the service.

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

### 2.0 Key Developments

The HDL at Ditton has been successfully re-located into the library. Business has increased since the move.

A series of 'Respect' weeks are being held to highlight issues around community safety and anti-social behaviour.

Sport England's Active People Survey showed that Adult Participation in (Sport 3 x 30 minutes) is the second highest in the country.

There has been a recent inspection by the General Register Officer of the Registration Service in Halton. The report, which will go to the Safer Halton PPB shows the service to be very good.

### 3.0 Emerging Issues

Early talks have been held with the Police to consider a joint approach to some services via HDL. A report will be going to senior management team detailing options to be considered.

Negotiations are advanced to replace the library management/circulation system. An innovative approach is being taken that should improve service and increase efficiencies.

The micro-brewery and the hair dresses shop, as part of Adult Day – care development should be operative by the autumn.

#### 4.0 Service Objectives / milestones

##### 4.1 Progress against 'key' objectives / milestones

Total	1		1		0		0
-------	---	---	---	---	---	---	---

Work to encourage participation in sport and physical activity is progressing as planned and additional details are provided within Appendix 1.

##### 4.2 Progress against 'other' objectives / milestones

Total	10		7		2		1
-------	----	---	---	---	---	---	---

Whilst the majority of other objectives milestones for the service are progressing as planned the re-accreditation of Quest (Industry Charter Mark) and the delivery of the free swim programme within the planned timeframes is uncertain or unlikely and additional details are provided within Appendix 2.

#### 5.0 Performance indicators

##### 5.1 Progress Against 'key' performance indicators

Total	1		1		0		0
-------	---	---	---	---	---	---	---

The one key indicator for the service that can be reported at present is currently ahead of annual target and additional details are provided within Appendix 3.

## 5.2 Progress Against 'other' performance indicators

Total	5		-		-		-
-------	---	---	---	---	---	---	---

The remaining indicators cannot be reported at this stage as they result from Annual Surveys. Further information will be reported in Quarter 2.

## 6.0 Risk Control Measures

During the development of the 2010 -11 service activity, the service was required to undertake a risk assessment of all Key Service Objectives.

No 'high' risk, treatment measures were identified.

## 7.0 Progress against high priority equality actions

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2010 – 2011

## 8.0 Data quality statement

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, sourced externally, or where there are any concerns regarding the limitations of its use this has been clearly annotated.


## 9.0 Appendices

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'other' objectives / milestones
- Appendix 3 Progress against 'key' performance indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

## Appendix 1: Progress Against 'key' objectives / milestones




Ref	Objective
CS 1	Increase participation in sport and physical activity, thereby encouraging better lifestyles.

Milestones	Progress Q 1	Supporting Commentary
Increase number of new participants through Sport and Physical Activity Alliance delivery plan i.e. sports participation (This is part of a 3 year agreed programme with Sport England) <b>Mar 2011</b> (AOF2 & 3)		Targeted work continues through the sports participation project (see Sports Participation WNF Q1 return). In the latest Active People survey results for Halton (Jun 2010) the one million sport indicator result of 24.0% puts Halton 2 <sup>nd</sup> highest in the country. NI8 - A statistically significant increase has been reported. Next survey results are due end September.



**Appendix 2: Progress Against 'other' objectives / milestones**

Ref	Objective
CS 1	<b>Increase participation in sport and physical activity, thereby encouraging better lifestyles.</b>

Milestones	Progress Q 1	Supporting Commentary
<i>Achieve full re-accreditation for Quest (Industry Quality Charter Mark) <b>Dec 10</b> (AOF 2 &amp;6)</i>		All centres have passed their maintenance assessment visits. Reports are still outstanding. Current Quest management company PMP has gone into administration. Awaiting up date on new contractor – this may delay the re-accreditation visits, update to be provided in Q2
<i>Active People survey results show an increase in participation rates from 2009/10 baseline <b>Mar 2011</b> (AOF 2 &amp; 3)</i>		Although we are current performing very well a cautionary note - this is a national telephone survey and as such the next outturn could show a decrease in participation.
<i>Implement the Government Free Swim programme to ensure access to Under 16s and Over 60s <b>Mar 2011</b> (AOF 2 &amp; 3)</i>		DCMS withdrawn free swim scheme with effect 31 <sup>st</sup> July 2010. DC Leisure and Halton BC commit to deliver 16 and under until 31 <sup>st</sup> October and 60 and over to 31 <sup>st</sup> August as well as offering 50 swim packages for those aged 60 and over.

**Appendix 3: Progress Against 'key' performance indicators**

Ref	Description	Actual 2009/10	Target 2010/11	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
-----	-------------	-------------------	-------------------	-----------	---------------------	------------------------	-----------------------

Service Delivery							
<b><u>NI 9</u></b>	% of adult population (16+) say they have used their public library service during the last 12 months	46.8	47	N/A	N/A	N/A	Data collected annually through Active People Survey, not due until December 2010 and will be reported in Q4
<b><u>NI 8</u></b>	% of adult population (16+) participating in sport each week	22.13	23.02	24.2			This indicator will now be reported quarterly on a rolling basis. The Q1 return submitted covers the period April 09 – April 10

## Appendix 4 Financial Statement

### COMMUNITY DEPARTMENT

#### Revenue Budget as at 30<sup>th</sup> June 2010

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (Overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Expenditure</b>					
Employees	8,325	2,069	2,077	(8)	2,114
Premises Support	353	72	71	1	71
Other Premises	888	394	361	33	792
Book fund	272	45	34	11	34
Hired & Contracted	589	171	178	(7)	254
Promotions	290	72	83	(11)	118
Supplies & Services	650	146	155	(9)	242
Transport	95	24	20	4	21
Central Support Services	42	42	45	(3)	45
Leisure Mgt.Contract	1,843	307	303	4	1,353
Grants	623	306	301	5	301
Other Agency	81	4	4	0	8
Asset Charges	2,134	0	0	0	0
<b>Total Expenditure</b>	<b>16,185</b>	<b>3,652</b>	<b>3,632</b>	<b>20</b>	<b>5,353</b>
<b>Income</b>					
Sales	-224	-52	-75	23	-75
Fees & Charges	-1,609	-374	-416	42	-416
Rents	-14	-6	-9	3	-9
Support Services	-613	0	0	0	0
Recharges					
Grant funding	-230	-204	-174	(30)	-174
Reimbursements	-890	-178	-155	(23)	-155
<b>Total Income</b>	<b>-3,580</b>	<b>-814</b>	<b>-829</b>	<b>15</b>	<b>-829</b>
<b>Net Expenditure</b>	<b>12,605</b>	<b>2,838</b>	<b>2,803</b>	<b>35</b>	<b>4,524</b>

#### Comments on the above figures:

Gross expenditure is £20,000 below budget profile for the first quarter of the financial year. This is primarily a result of spend to date on utility costs being below profile. Whilst budgets are profiled to take account of seasonal factors, the total budget for this area is £476,000, and some variations are inevitable. It is not assumed at this stage in the financial year that this underspend will remain at the year-end.

## Appendix 4 Financial Statement

Income is showing an over-achievement against budget profile to date of £15,000. Sales and Fees and Charges income are currently overachieved by £65,000, this relates principally to The Brindley Arts Centre. However, this additional income is partially offset by increased expenditure, particularly in the Employees, Hired and Contracted and Promotions budget headings. The income below target for Grants and Reimbursements is not expected to be under-achieved at the year-end.

At this stage, net Divisional expenditure is anticipated to be to budget at the year-end.

### **Capital Projects as at 30<sup>th</sup> June 2010**

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Skate Park	100	25	0	100
Churchill Hall	2	0	0	2
Access & Security Measures	50	0	0	50
Norton Priory Health & Safety	22	0	0	22
Increased Employment Opportunities	10	0	0	10
<b>Total Spending</b>	<b>184</b>	<b>25</b>	<b>0</b>	<b>184</b>



## Appendix 4 Financial Statement

### Local Strategic Partnership Funded Schemes as at 30<sup>th</sup> June 2010




	Annual Revised Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b>Priority 1: Healthy Halton</b>					
Sports Partnership	66	16	14	2	14
Health & Physical Activity	43	11	-4	15	-4
Alcohol Harm Reduction	430	108	50	58	50
Enhanced Sports	78	20	1	19	1
<b>Sub Total</b>	<b>617</b>	<b>155</b>	<b>61</b>	<b>94</b>	<b>61</b>
<b>Priority 4: Employment Learning &amp; Skills</b>					
Budgeting Skills Project	33	8	0	8	0
Citizen's Advice Bureau	86	22	-30	52	-30
<b>Sub Total</b>	<b>119</b>	<b>30</b>	<b>-30</b>	<b>60</b>	<b>-30</b>
<b>Priority 5: Safer Halton</b>					
Youth Splash	114	28	14	14	14
Blue Lamp	518	129	0	129	0
Domestic Violence	95	24	-9	33	-9
Prolific & Persistent Offenders	46	12	0	12	0
<b>Sub Total</b>	<b>773</b>	<b>193</b>	<b>5</b>	<b>188</b>	<b>5</b>
<b>Overall Total</b>	<b>1,509</b>	<b>378</b>	<b>36</b>	<b>342</b>	<b>36</b>

#### Comments on the above figures:

Regular monitoring reports are sent to the Local Strategic Partnership (LSP) in respect of all LSP projects and any areas of concern are dealt with throughout the year by the LSP support team and individual project managers. Some variances against the budget to date are expected, as the LSP have deliberately over-programmed in order to ensure that the full allocation of Working Neighbourhood Fund grant is spent during the year.




## Appendix 5 Explanation of Symbols

Symbols are used in the following manner:

Progress		<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 whether the annual target is on course to be achieved</u>.</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 unless there is an intervention or remedial action taken</u>.</i>

### Direction of Travel Indicator

Where possible performance measures will also identify a direction of travel using the following convention

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