

## Departmental Quarterly Monitoring Report

**Directorate:** ADULT & COMMUNITY

**Department:** COMMUNITY SERVICES  
Library and Leisure Services

**Period:** 1<sup>st</sup> July to 30<sup>th</sup> September 2010

### 1.0 Introduction

The purpose of this report is to provide information concerning those objectives / milestones identified within the Adults and Community Directorate Plan that relate to the Council's Library Services and other Culture and Leisure Services (excluding parks and countryside).

The way in which the Red, Amber and Green, (RAG) symbols have been used to reflect progress to date is explained in Appendix 5.

### 2.0 Key Developments

The Government withdrawal of funding meant that free swimming for the over 60's ceased at the end of July, and for the under 16's at the end of October.

The Library Service have introduced 'Ask about Business' a comprehensive business information database that was developed by Manchester.

Runcorn Linnets have been playing out of the new facility at Halton Sports.

### 3.0 Emerging Issues

External funding has been attracted to introduce RFID's (Radio Frequency Identification Device) to Kingsway, Ditton and Runcorn Libraries. This self service issue system is already operating at Halton Lea Library.

The Museum, Libraries and Archives Council have instigated a piece of research to look at the possibility of shared library services within the North West. There is no commitment to implement any of the findings.

#### 4.0 Service Objectives / milestones

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

Total	1		1		0		0
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The key objective /milestone being reported is on target and further information can be found in Appendix 1

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

Total	14		12		0		2
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The red objectives/milestones relate to two areas beyond the control of the Council. All other objectives and milestones are on target. Further details of these objectives and milestones can be found in Appendix 2.

#### 5.0 Performance indicators

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

Total	1		1		0		0
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Only one key indicator is being reported and that is on target and details of which can be found in Appendix 3

##### 5.2 Progress Against 'other' performance indicators

Total	0		0		0		0
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There are no 'other' indicators to report on at this time.

## **6.0 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, 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.

## **7.0 Appendices**

- Appendix 1 Progress Against 'key' objectives / milestones
- Appendix 2 Progress against 'other' objectives / milestones
- Appendix 3 Progress against 'key' performance indicators
- Appendix 4 Progress against 'other' performance indicators
- Appendix 5 Financial Statement
- Appendix 6 Explanation of use of symbols




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

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




Milestones	Progress Q 2	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)		See WNF Sports Participation Q2 return  C:\Documents and Settings\lowries\My E

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

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






Milestones	Progress Q 2	Supporting Commentary
Achieve full re-accreditation for Quest (Industry Quality Charter Mark) <b>Dec 10</b> (AOF 2 &6)		<p>Quest scheme management company PMP went into administration earlier this year. On 1<sup>st</sup> October 2010 Sport England commissioned Right Directions (in partnership with Leisure-net Solutions). Having been awarded this contract, their first priority is re-establishing the scheme. Towards the end of this year, they will be writing a new facility management (FM) scheme with an industry based working group. The new Quest &amp; NBS website could become a toolbox for Managers, sharing best practice, recommended reading, document examples and web links to Professional bodies and regulatory organisations.</p> <p>Haltons maintenance visits had all been completed satisfactorily prior to the change. DC is well placed to continue with the scheme once it comes back into action. Full accreditation timescales will be known once the scheme becomes fully operational.</p>
Ensure Active People survey results show an increase in participation rates from 2009/10 baseline <b>Mar 2011</b> (AOF 2 & 3)		Sports Participation data 3 x 30 sport. Results from the latest four quarters of the survey (rolling 12 months), July 2009 to July 2010, produced a rate of 22.1%. This score places Halton in the Top 10 Nationally. National average 16.7%; North West 17.7%.
Review and update the Sports Strategy and Facilities Strategy and begin their implementation during 2010/11 <b>Mar 2011</b> (AOF 2 & 3)		On hold until after CSR

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

<p>Use promotional events to increase participation and raise awareness associated with Sporting Excellence and 2012 Olympics e.g. Halton Sports Fair Week (Olympic Weekend) 21-28 July 2010 <b>Aug 2010</b> (AOF 2 &amp; 3)</p>		<p>Sports Fair Week including Olympics weekend (see attached)</p>  <p>C:\Documents and Settings\lowries\My E</p> <p>Sports Awards 40+ nominations received excellent publicity in local press. Allyn Condon guest speaker          Get Inspired – wins North West Award          Get Inspired presentation delivered at National Network Conference.</p> <p><b>Sporting Excellence recipients:</b>          Lucy Martin attends launch of Liverpool City Region Framework document and competes at Commonwealth Games          Jack Hunter Spivey wins UK School Games          Kemlyn Shard wins 2 gold - European Special Olympics          Emma Smith selected for World Championships          Karen Tonge referees at Commonwealth Games</p>
<p>Implement the Government Free Swim programme to ensure access to Under 16s and Over 60s <b>Mar 2011</b> (AOF 2 &amp; 3)</p>		<p>The government withdraw on 31<sup>st</sup> July 2010 its commitment to fund the free swim initiative (60+ and 16 years and under), the 60+ initiative ended in Halton on 31<sup>st</sup> August, with the 16 and under due to finish on 31<sup>st</sup> October.</p>





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

Ref	Objective
CS 2	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.

Milestones	Progress Q 2	Supporting Commentary
Complete the implementation of the community engagement plan regarding the refurbishment of Halton Lea Library. <b>Mar 2011</b> (AOF 15 & 26)		On target to complete the 5 project outcomes, associated milestones and workforce development activities identified in the community engagement plan.
Develop a plan to implement RFID (Radio Frequency Identification) technology in Halton to facilitate self service, thereby providing opportunities for added value services. <b>Mar 2011</b> (AOF 15 & 26)		Roll out of RFID/Self-service facilities underway funded by the Merseyside Improvement and Efficiency Partnership project. Ditton Library to be completed by January 2011. Widnes and Runcorn Libraries to be implemented by the end of March 2011
Deliver a programme of good quality Reader Development activities with at least 1 major event per quarter. <b>Mar 2011</b> (AOF 15 & 26)		The focus over Qtr 2 was the delivery of the Summer Reading Challenge for Children. The theme this year was Space Hop and 365 4-12 year olds completed the challenge by reading 6 books over the school holidays. Children's book issues have risen by 12,000 during this period.
Analyse results of the Public Library Service User results survey conducted in 2009/10 and formulate an associated action plan to ensure services meet the needs of the Community <b>Mar 2011</b> (AOF 21 & 26)		Analysis of results still being undertaken but levels of satisfaction remain high across all questions and shows improvements for Halton Lea Library as a direct result of the lottery funded refurbishment.
Undertake a Public Library Service User Survey for Under 16s <b>Mar 2011</b> (AOF 15 & 26)		Children's Public Library User Survey undertaken in October 2010

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

Ref	Objective
CS 2	<b>Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.</b>

Milestones	Progress Q 2	Supporting Commentary
<i>Deliver a programme of extended informal learning opportunities including Information, Advice and Guidance service targets. <b>Mar 2011</b> (AOF 15 &amp; 21)</i>		<ul style="list-style-type: none"> <li>• <i>IT support sessions delivered in conjunction with other national initiatives including the Age UK ITea and biscuits event, this has resulted in an Over 50's forum which now runs on a weekly basis.</i></li> <li>• <i>Local and Family History sessions are being delivered on a formal and informal basis. The Census and Certificates course and the Heritage Walk in Farnworth both proved to be very popular.</i></li> <li>• <i>82 Information and Advice sessions have been delivered this quarter.</i></li> </ul>
<i>Through the Young Peoples Steering Group engage and train young people as volunteers to deliver positive activities in the facilities at Halton Lea Library. <b>Mar 2011</b> (AOF 15 &amp; 26)</i>		<i>Young Volunteers helped support the delivery of the Summer Reading Challenge over the school holidays. All the volunteers received training and participated by enrolling children on the challenge as well as promoting and supporting all the events which took place. A total of 136 volunteer hours were provided by the young people.</i>
<i>Implement a new Library Management System to ensure services are delivered in an effective way <b>Mar 2011</b> (AOF 33)</i>		<i>A new Library Management System, KOHA, is currently being implemented and will be introduced in January 2011.</i>
<i>Develop proposals for a new Runcorn Library as part of the Urban Splash development. <b>Mar 2011</b> (AOF21 &amp; 26)</i>		<i>Options appraisal for a new Runcorn Library is currently being assessed</i>



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



Ref	Description	Actual 2009/10	Target 2010/11	Quarter 2	Current Progress	Direction of Travel	Supporting Commentary
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**Corporate Health (No Indicators)**

**Cost & Efficiency (No Indicators)**

**Fair Access (No Indicators)**

**Service Delivery**

<b>NI 8</b>	% of adult population (16+) participating in sport each week	21.4	24.12	Full Result Not available until Q3			The Q1 return (24.2) submitted covered the period April 09 – March 10. Further interim data will be published for NI 8 in December 2010, and June 2011. Final year NI 8 data for the LAA will be published in December 2011 but the data is currently above target and better than the same period last year.
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## Appendix 4: Financial Statement

### COMMUNITY DEPARTMENT

#### Revenue Budget as at 30<sup>th</sup> September 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	8,316	4,118	4,097	21	4,146
Other Premises	888	398	391	7	750
Book Fund	272	90	84	6	86
Hired & Contracted	498	259	258	2	520
Promotions	290	101	96	4	258
Other Supplies & Services	592	258	257	1	366
Transport	95	47	60	(13)	61
Leisure Management Contract	1,412	589	583	6	1,633
Consumer Protection Contract	432	143	141	2	141
Grants	623	453	453	0	486
Other Agency	81	8	7	1	11
<b>Total Expenditure</b>	<b>13,499</b>	<b>6,464</b>	<b>6,427</b>	<b>37</b>	<b>8,458</b>
<b>Income</b>					
Sales	-327	-171	-214	42	-214
Fees & Charges	-1,505	-752	-695	(57)	-695
Rents	-14	-9	-10	1	-10
Grants & Reimbursements	-80	-110	-114	4	-114
Recharge to Capital	-788	-405	-407	2	-407
<b>Total Income</b>	<b>-2,714</b>	<b>-1,447</b>	<b>-1,440</b>	<b>(7)</b>	<b>-1,440</b>
<b>Net Controllable Expenditure</b>	<b>10,785</b>	<b>5,017</b>	<b>4,987</b>	<b>30</b>	<b>7,018</b>
<b>Recharges</b>					
Premises Support	353	122	124	(2)	124
Support Services Recharge	-616	0	0	0	0
Central Support Services	42	42	45	(3)	45
Asset Charges	2,134	0	0	0	-0
<b>Net Total Recharges</b>	<b>1,913</b>	<b>164</b>	<b>169</b>	<b>(5)</b>	<b>169</b>
<b>Net Departmental Total</b>	<b>12,698</b>	<b>5,181</b>	<b>5,156</b>	<b>25</b>	<b>7,187</b>

## Appendix 4: Financial Statement

### Comments on the above figures:

Total Controllable Expenditure is £25,000 below budget profile for the second quarter of the financial year. This is primarily due to employee costs being below budget profile. This results from £21,000 savings achieved above target in respect of vacant posts. However, a number of front-line vacant posts have recently been filled, specifically within the libraries division, and it is not realistic to assume that this spend will remain below budget profile for the year. It should be noted that the savings target for staff vacancies within the Communities Department is £260,000 for the full financial year.

Income is showing an under-achievement against budget profile to date of £7,000. Sales and Fees and Charges income are currently showing a combined under-achievement of £15,000 to date. However, the annual combined income target is £1,832,000 for the full year, and it is not predicted at this stage in the financial year that there will be a significant variation from this target. One area of income which has had the propensity to fall short of the target in previous years is income from burials and cremations. Whilst the current income levels are running a little below target, the shortfall is being matched by additional income from memorial sales.

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

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

	2010/11 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Skate Park	100	50	0	100
Churchill Hall	2	1	0	2
Access & Security Measures	50	25	3	47
Norton Priory Health & Safety	22	11	0	22
Increased Employment Opportunities	10	5	0	10
<b>Total Spending</b>	<b>184</b>	<b>92</b>	<b>3</b>	<b>181</b>

## Appendix 4: Financial Statement

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

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<b><u>Priority 1: Healthy Halton</u></b>					
Sports Partnership	66	32	20	12	20
Health & Physical Activity	43	21	24	(3)	28
Alcohol Harm Reduction	430	215	162	53	187
Enhanced Sports	78	39	2	37	2
<b>Sub Total</b>	<b>617</b>	<b>307</b>	<b>208</b>	<b>99</b>	<b>237</b>
<b>Priority 4: Employment Learning &amp; Skills</b>					
Budgeting Skills Project	33	16	8	8	8
Citizen's Advice Bureau	86	43	15	28	15
<b>Sub Total</b>	<b>119</b>	<b>59</b>	<b>23</b>	<b>36</b>	<b>23</b>
<b>Priority 5: Safer Halton</b>					
Youth Splash	114	57	53	4	58
Blue Lamp	518	259	130	129	130
Domestic Violence	95	47	39	8	71
Prolific & Persistent Offenders	46	23	0	23	0
<b>Sub Total</b>	<b>773</b>	<b>386</b>	<b>222</b>	<b>164</b>	<b>259</b>
<b>Overall Total</b>	<b>1,509</b>	<b>752</b>	<b>453</b>	<b>299</b>	<b>519</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 use of Symbols

Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>	 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>
<b>Amber</b>	 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>
<b>Red</b>	 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

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