



Corporate Policy and Performance Board

**Thursday, 11 September 2014 6.30 p.m.
Civic Suite, Town Hall, Runcorn**

A handwritten signature in black ink, appearing to read 'David WR', is centered on the page.

Chief Executive

BOARD MEMBERSHIP

Councillor Robert Gilligan (Chairman)	Labour
Councillor Alan Lowe (Vice- Chairman)	Labour
Councillor Joe Roberts	Labour
Councillor Ellen Cargill	Labour
Councillor Mark Dennett	Labour
Councillor Stan Hill	Labour
Councillor Chris Loftus	Labour
Councillor Angela McInerney	Labour
Councillor Norman Plumpton Walsh	Labour
Councillor Christopher Rowe	Liberal Democrat
Councillor Kevan Wainwright	Labour

*Please contact Ann Jones on 0151 511 8276 Ext. 16 8276 or e-mail
ann.jones@halton.gov.uk for further information.
The next meeting of the Board is on Tuesday, 21 October 2014*

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

Part I

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1. MINUTES	
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.

REPORT TO: Corporate Policy & Performance Board

DATE: 11 September 2014

REPORTING OFFICER: Strategic Director, 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 Chairperson 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: 11 September 2014
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 and Executive Board Sub 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.

EXECUTIVE BOARD MEETING HELD ON 12 JUNE 2014

9	DIRECTORATE PERFORMANCE OVERVIEW REPORTS FOR QUARTER 4 YEAR END
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The Board considered a report of the Strategic Director, Policy and Resources, on progress against key objectives/milestones and performance targets for the fourth quarter year-end to 31 March 2014.

The Board was reminded that a review of the Council's existing performance management and monitoring arrangements was undertaken in 2011, based upon an agreed set of principles around better management of performance information. This change also reflected the transition away from local authorities being performance managed by central government and toward being held to account at a local level through the transparent provision of accessible performance data.

Information for each of the Council's Directorates were contained in Appendices 1-3. It was noted that Directorate Risk Registers had been reviewed and refreshed in conjunction with the development of Directorate Business Plans 2014-17. The monitoring of high risks would be undertaken and reported at Quarter 2 period, which would end on 30 September 2014.

RESOLVED: That the report, progress and performance information be noted.

10	DISCRETIONARY NON DOMESTIC RATE RELIEF
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The Board considered a report of the Strategic Director, Policy and Resources, relating to an application for discretionary non-domestic rate relief.

The Board was advised that, under the provisions of the Local Government Finance Act 1988, the Authority was allowed to grant discretionary rate relief to any business ratepayer, when it was considered appropriate. This relief had only been available to be awarded to organisations that were a charity, a not-for-profit organisation or a Community Amateur Sports Club.

It was reported that since April 2013, there had been significant changes in the funding of non-domestic rate reliefs and exemptions following the introduction of the Retention of Business Rates Scheme, the details of which were set out in the report.

Appendix 1 provided details of the application request from the Islamic Academy of Manchester together with the associated financial costs to the Council for Members' consideration.

RESOLVED: That the application by the Islamic Academy of Manchester for Discretionary Rate Relief, as set out in the report, be rejected for the following reasons:-

- 1) the property had already been awarded six months Empty Property Rate Relief;
- 2) the lack of any direct social or economic benefit for the Borough from a retrospective application; and
- 3) the cost to the Council at a time when it is facing significant financial challenges.

EXECUTIVE BOARD MEETING HELD ON 26 JUNE 2014

18	REVISED TREASURY MANAGEMENT INVESTMENT STRATEGY 2014-15
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The Board considered a report of the Operational Director, Finance, on proposed revisions to the Council's Treasury Management Investment Strategy for 2014/15.

The Board was advised that the Treasury Management Strategy for 2014/15 was approved by Council on 5 March 2014. Within this, an Investment Strategy set out a specific list of investment counterparties and maximum limits the Council would invest with each.

It was reported that the Council's advisers, Capita Assets Services, had advised that the counterparty list was restrictive and that opportunities may be missed to utilise different counterparties whilst still maintaining the Council's prudent policy of prioritising security and liquidity over investment yield. The Board noted that advice was to maintain a counterparty list based upon specifying the type of institution to invest in rather than naming specific counterparties. This would be dependent upon the counterparty meeting a minimum credit rating. A revised counterparty list on this basis was attached at Appendix B.

It was further reported that such improved flexibility would be of particular importance for the Council as opportunities would be taken to borrow in preparation for the Council's contribution to the Mersey Gateway construction costs.

RESOLVED: That Council be recommended to adopt the revised Treasury Management Investment Strategy and Counterparty List, as shown in the appendices.

19	2013-14 FINANCIAL OUTTURN
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The Board considered a report of the Operational Director, Finance, on the final revenue and capital spending position for 2013/14.

The Board was advised that the final accounts for 2013/14 were complete; the revenue spending position for each Department, which would be subject to external audit, was attached to the report at Appendix 1.

It was reported that budget savings for 2014/15 were implemented over two tranches, the first of which consisted of savings of £6.5m, and approved by Council in December 2013. As a result of some of these savings being implemented early, it provided part-year budget savings in 2013/14.

The report provided details on the key variances (which were in addition to the overall net underspend) in the following services:

- Children and Families;
- Learning and Achievement;
- Children's Organisation and Provision Department;
- Community and Environment;
- Prevention and Assessment;
- Commissioning and Complex Care;
- Finance;
- Policy, Planning and Transportation; and
- ICT and Support Services.

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 Balances stood at £8,645,662, which, given the financial climate, was considered to be at a reasonable and prudent level.

With regard to Capital Spending, details of spending against the 2013/14 Capital Programme, were attached at Appendix 2. It was noted that spending was £9.9m below the revised capital programme of £48.4m, which represented 80% delivery of the revised capital programme for which 20% slippage was anticipated, and so represented a positive outcome.

RESOLVED: That the report be noted.

20	ASSET MANAGEMENT OUTTURN
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The Board considered a report of the Chief Executive which informed Members on the separate and unrelated disposals and purchase of various properties in Widnes and also set out the proposals for overseeing a review of the Council's property and sites.

The report set out details of properties which had been disposed of at Birchfield Road and Mersey View Road, Widnes. In addition, the former lawn mower repair facility at Moor Lane, Widnes had been acquired, which extended Council ownership of the road frontage. The Board was reminded that the Council were considering redevelopment options for this area.

It was noted that time constraints had required action to be taken by the Chief Executive on the respective disposal and acquisition of the properties detailed, so that the opportunities were not lost by undue delays.

The Board was advised that, given the scale of expenditure involved in the Council's property related budget, a review of the Council's Property Assets and Sites would be appropriate. The report recommended the establishment of a Member Assets Review Panel to oversee the work. The Panel would:

- Explore ways of minimising and reducing property/site related costs associated with the delivery of Council services;
- Evaluate whether property/site related assets were sufficient and in a condition to help meet corporate /service objectives;
- Consider alternative methods of property provision; and
- Investigate opportunities for sharing assets.

RESOLVED: That the Board

- 1) note and endorse the Chief Executive's decision to approve the sales of 117 Birchfield Road and the former Haydocks site at Mersey View Road, Widnes, and the purchase of the former lawn mower repair unit at Moor Lane, Widnes; and
- 2) agree to the establishment of a Member assets Review Panel.

EXECUTIVE BOARD MEETING HELD ON 7 JULY 2014

30	ICT & SUPPORT SERVICES CAPITAL PROGRAMME
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The Board considered a report of the Strategic Director, Policy and Resources, on the ICT and Support Services Capital Programme.

The Board was advised that the continued and long-term investment made by the Council in its ICT infrastructure, had delivered greater efficiencies in service delivery and enabled the Council, amongst other things, to:-

- Reduce its estate;
- Introduce automated processes with easy access to information for the public;
- Facilitate greater use of agile working; and
- Receive income from service level agreements with third parties.

The report set out details of the key ICT programme areas for 2014/15. It was noted that this included renewal and upgrade of the current licensing model, improved server infrastructure to increase the Council's resilience and storage capacity, and a programme of device refresh and replacement. The proposed financial spend profile was also detailed. However, Members were advised that through smart procurement and changes to the way the authority accessed its desktop space, it was envisaged that all of the projects would be delivered within the current budgetary allowance.

RESOLVED: That the ICT and Support Services Capital Programme be noted and the financial spend profile for 2014/15 be supported.

31	DISCRETIONARY NON DOMESTIC RATE RELIEF
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The Board considered a report of the Strategic Director, Policy and Resources, which detailed seven new applications for Discretionary Non-Domestic Rate Relief.

The Board was advised that, under the provisions of the Local Government Finance Act 1988, the Authority was allowed to grant discretionary rate relief to any business ratepayer, when it was considered appropriate. This relief had only been available to be awarded to organisations that were a charity, a not-for-profit organisation or a Community Amateur Sports Club.

It was reported that since April 2013, there had been significant changes in the funding of non-domestic rate reliefs and exemptions following the introduction of the Retention of Business Rates Scheme, the details of which were set out in the report. It was noted that the Council was now responsible for funding 49% of any award granted of mandatory or discretionary rate relief.

Appendix 1 provided details of the seven applications received, together with the associated financial costs to the Council for Members' consideration.

RESOLVED: That

- 1) Discretionary Rate Relief be granted to the following organisations at the percentage indicated, for the period 1 April 2012 (or the commencement of liability whichever is the later) to 31 March 2016:-

Halton Autistic Family Support Group	20%
St Johns Church T/A Widnes Foodbank	20%
The Mark Gorry Foundation	20%
Our Lady's Pre-school, Runcorn	20%

- 2) The following applications for Discretionary Rate Relief be refused, for the reasons set out in the report:-

Child Bereavement UK	20%
Chester & District Federation of the Blind	20%
Chester Diocesan Board of Finance	20%

32	ICT & SUPPORT SERVICES – CENTRALISED AGRESSO SERVICE DELIVERY CONTRACT BETWEEN SEFTON MBC AND HALTON BC
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval in principle to complete and enter into a contracted service to deliver, manage and host the Agresso Financial Services Software Package for Sefton Metropolitan Borough Council Sefton MBC).

The Board was advised that Finance Directors of Sefton MBC and Halton Borough Council had informally discussed the opportunities for a shared centralised financial services software package using Halton's technical platform known as Agresso. Having operated the system for over ten years, Halton staff had built up a considerable level of knowledge and technical expertise in the development of the system, comparable with most external third party suppliers.

It was reported that the initial proposal covered the provision of a fully managed network link between the two authorities which allowed for fast secure access. In addition, there was a requirement for dedicated resources to be made available to both authorities throughout the contractual period, with new roles in the Agresso Support team within ICT Services to be funded by Sefton MBC.

RESOLVED: That the proposal allowing the Strategic Director, Policy and Resources, in consultation with the Resources Portfolio holder, to complete contractual, financial and service delivery arrangements, be approved.

33	ICT & SUPPORT SERVICES – WAIVE STANDING ORDERS, AGRESSO LICENCE UPGRADE
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to waive Procurement Standing Orders to allow the purchase of an additional licensing agreement for the Agresso Financial Services Software Package.

The Board had considered a previous report on this agenda, for shared centralised financial services software package between Sefton Metropolitan Borough Council (Sefton MBC) and Halton Borough Council, using Halton's technical platform known as Agresso (minute EXB 32 referred).

It was reported that the Council had been licensed for the use of the Agresso system for approximately ten years under a financially beneficial licensing agreement known as Perpetual Licence. This licence allowed the authority to own the use rights which were linked to an annual maintenance charge for the use of the software packages. It was now proposed to extend this licensing model to allow for Sefton MBC to operate under the same license agreement as part of the centralised Financial Software delivery proposal, previously referred to.

The report provided details of the possible lead in time for project connectivity. Approval was therefore sought for the Operational Director, IT and Support Services, in consultation with the Resources Portfolio holder, to conclude a deal in the most advantageous terms for the authority, subject to all costs being borne by Sefton MBC.

RESOLVED: That the Board approves both requests which allow the Operational Director, ICT and Support Services, in consultation with the Resources Portfolio holder, to complete contractual, financial and service delivery arrangements in relation to the software licensing requirements and connectivity project.

34	PENSIONS DISCRETION POLICY
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The Board considered a report of the Strategic Director, Policy and Resources, on the Pensions Discretions Policy.

Then Board was advised that the Council was required to publish a written policy statement annually which confirmed its discretions allowed under the Local Government Pension Scheme (LGPS). It was reported that following the Hutton Review, the Government had decided that changes were required to public sector pension provision; the main recommendations were set out in the report.

It was reported that the new LGPS accommodated all of these requirements. Significant changes to the Scheme effective from 1 April 2014, required that the Discretions Statement was updated to reflect this. Appendix A outlined the Council's current and proposed position.

RESOLVED: That

- 1) the recommendations to exercise the discretions as outlined in Appendix A attached to the report, be approved; and
- 2) those discretions be exercised by the appropriate Strategic Director, in consultation with the Portfolio holder for Resources and the Operational Director, Finance. (In the case of applications from Strategic Directors/Chief Executive, replace appropriate Strategic Director with Chief Executive/Strategic Director, Policy and Resources respectively).

35	TREASURY MANAGEMENT 2013-14 – 4TH QUARTER: JANUARY TO MARCH
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The Board considered a report of the Operational Director, Finance, which updated Members on the activities undertaken on the money market, as required by the Treasury Management Policy for the 2013/14 fourth quarter.

The report provided supporting information on the economic background, interest rate forecast, short term rates, longer term rates, temporary borrowing/investments and new borrowing. It was noted that no debt rescheduling had been undertaken during the quarter.

RESOLVED: That the report be noted.

36	2014-15 TO 2016-17 CAPITAL PROGRAMME
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The Board considered a report of the Operational Director, Finance, on the Council's Capital Programme for 2014/15 to 2016/17.

As part of the Medium Term Financial Strategy, Executive Board had approved the capital strategy on 21 November 2013. This covered the period 2014/15 to 2016/17. Council approved the overall capital programme for the same period at its meeting on 5 March 2014, which at that time were based on estimates of capital allocations.

The Council would continue to seek and secure further additional external resources to reduce on-going revenue implications and enhance the capital programme, through for example, Section 106 Agreements.

Estimates of capital receipts over the medium term were based on forecast land and building sales. Although it was reported that there was some optimism in the property market with an upturn in fortunes, a cautious approach needed to be followed and as such, there were no funds available for new capital starts unless external funding was generated to finance the cost.

RESOLVED: That the Council's Capital Programme for 2014-17, including forecast spend and funding, be noted.

37	PROVISION OF MONITORING OFFICER SERVICES TO CHESHIRE WEST AND CHESTER COUNCIL (CWAC)
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The Board considered a report of the Strategic Director, Policy and Resources, which sought approval to enter into a shared service arrangement with Cheshire West and Chester Council (CWAC) to provide Monitoring Officer services.

The Board was advised that the Chief Executive had been approached by CWAC regarding the provision of Monitoring Officer services to them during a period of maternity leave by the current CWAC postholder. It was reported that this would be for a period which covered July 2014 to May 2015. Halton's Monitoring Officer would be required to attend CWAC's offices one day a week, attend CWAC full Council meetings and pre-briefings and be available at other times for consultation by email or telephone.

The Board noted that this request for support was for a short term and that contractual arrangements would be concluded on a commercial basis.

RESOLVED: That

- 1) the Council enter into an agreement with Cheshire West and Chester Council to provide Monitoring Officer services to CWAC, for a period until the end of May 2015; and
- 2) the Strategic Director, Policy and Resources, be authorised to enter into all contractual arrangements to put this in place.

39	DISPOSAL OF LAND AT PAGE LANE, WIDNES
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The Board considered a report of the Strategic Director, Children and Enterprise, on the disposal of development land at Page Lane, Widnes.

The Board was advised that the land had been marketed by external agents. Details of offers received and considered were contained in the report and attached appendix. It was noted that the purchase of the land was conditional on the proposed developer obtaining the relevant planning consent.

RESOLVED: That

- 1) subject to Planning Consent and subject to contract, the Board approves the disposal of the site to the company and at the price referred to in the report; and
- 2) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all required documentation to be completed to the satisfaction of the Operational Director, legal and Democratic Services.

40	DISPOSAL OF LAND FOR HOUSING AT LIVERPOOL ROAD, WIDNES
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The Board considered a report of the Operational Director, Children and Enterprise, on the proposed disposal of land at Liverpool Road, Widnes.

The Board was reminded that at its meeting on 5 September 2013, it had approved the disposal of the site so as to enable development to support the funding of the new adjoining sports facility. The site had been marketed by external agents and an analysis of offers received and of the marketing report were detailed in the report and appendices.

It was noted that the purchase of the land was conditional upon the proposed developer obtaining planning consent.

RESOLVED: That

- 1) the Board approves the disposal of the site to the company and at the price referred to in the report, subject to Planning Permission and subject to contract; and
 - 2) the Operational Director, Economy, Enterprise and Property, be authorised to arrange for all documentation to be completed to the satisfaction of the Operational Director, Legal and Democratic Services.
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REPORT TO: Corporate Policy & Performance Board
DATE: 11 September 2014
REPORTING OFFICER: Strategic Director – Policy & Resources
PORTFOLIO: Resources
SUBJECT: Member Development Group Notes

WARDS:

1.0 PURPOSE OF THE REPORT

1.1 To consider the notes of the Member Development Group held on 25 March 2014.

2.0 RECOMMENDATION: That the report be noted.

3.0 SUPPORTING INFORMATION

The notes of the last meeting of the Member Development Group are before CPPB as stated in the Constitution.

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 RISK ANALYSIS – None.

8.0 EQUALITY AND DIVERSITY ISSUES – None.

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

None.

Member Development Group

*At a meeting of the Member Development Group held on 25th March 2014
at the Municipal Building, Kingsway, Widnes*

Present: Councillors J. Stockton (Chairman), J. Bradshaw, B. Gilligan, P. Wallace, M. Wharton and G. Zygadlo.

Officers: M Carruthers, K Mackenzie and A Miller.

Apologies for absence: Councillors C Plumpton Walsh, N Plumpton Walsh, Ratcliffe, Wainwright and Wright.

Officers: S. Connor

MDG20	NOTES OF THE LAST MEETING	
	The notes of the last meeting held on 10 December 2013 were approved as a correct record.	
MDG21	REVIEW OF CURRENT PERFORMANCE AGAINST TARGETS	
	<p>LOD2 – Number of Members with a Member Action Plan (MAP.)</p> <p>The Number of Members with a MAP to date since April 2013 remained unchanged at 54 of 56.</p>	
	<p>LOD3 – Percentage of Members attending at least one organised training event in the current financial year.</p> <p>Since April 2013, 93% of Members had attended at least one organised training event. The target was 100% for the year.</p>	
MDG22	LEARNING AND DEVELOPMENT UPDATE	
	<p>Wednesday 29 January 2014 – Councillor John Stockton and Kathryn had attended a meeting of South Lakeland DC Member Development Group, where they were asked to explain the system of Mentoring that operated in Halton for newly elected Members. The Development Group in South Lakeland did not offer Mentoring, and after hearing details of the scheme used in Halton, decided that they would also offer this to their newly elected Members.</p> <p>Wednesday 5 February 2014 – The Halton Annual Member Training Awards were held prior to Council. A representative from the Institute of Leadership and Management was present to join the Mayor of Halton in presenting some Members present with their ILM Awards.</p> <p>13 March 2014 – The annual Mentoring Training workshop had been held for all Members wishing to be considered as new Member Mentors, following the local election on 22 May.</p> <p>20 March 2014 – Stephen Baker had presented a workshop on Local Government Finance, to which all Members were invited to attend.</p> <p>3 April 2014 – Councillor John Stockton and Kathryn would attend a</p>	

	<p>regional meeting to discuss Member Development, to be held at Preston Council.</p> <p>28 and 29 May 2014 – An Induction for all newly elected Members to Halton would be held in the Mersey Room, Municipal Building.</p> <p>MAP's – following the local election, Kathryn would contact Members who were due MAP's with Christine and Mark.</p> <p>New Programme for 2014-15 A new Programme would be advertised to include workshops from modules 1-4 of the Programme.</p> <p>A Code of Conduct Workshop had been arranged to be held prior to the Council meeting on Wednesday 16 July 2014 at 5.45pm in the Council Chamber.</p> <p>Equality & Diversity, and Personal Safety workshops would also be arranged for September, with other events to be held throughout the year and into 2015.</p>	<p>KM/ JS</p> <p>KM</p> <p>KM</p> <p>KM/ MR</p>
MDG23	MEMBERS' VIRTUAL DESKTOP UPDATE	
	<p>Alan Miller informed the Group that both the Leader and Deputy Leader of the Council had successfully used the new system. This would now be brought to a larger number of users. Alan raised the issue of opening embedded documents, and the problems that arose when they would not open. He felt that this would be solved when the new system was in place.</p> <p>Alan stated that once new kit was available to use in the Members' Rooms, he would arrange some "drop in" training sessions.</p>	AM
MDG 24	ANY OTHER BUSINESS	
	<p>A Member asked if there was a way of adding the rota of meetings to Members lpad calendars. Alan Miller would see if this could be done.</p> <p>Members of the Group asked that any newly elected Members be shown how to use the Intranet pages, and also be shown how to access minutes and agendas on-line. Alan confirmed that he would be delivering an induction session on all of the areas Members had suggested.</p>	<p>AM</p> <p>AM</p>
MDG 25	DATE OF THE NEXT MEETING	
	<p>RESOLVED: The next meeting be held at 4.30pm in the Willow Room, 1st Floor, Municipal Building on a date to be arranged with the Chairman of the Group. The Group will meet quarterly.</p>	KM /JS
	The meeting closed at 5.10pm	

REPORT TO: Corporate Policy and Performance Board

DATE: 11 September 2014

REPORTING OFFICER: Strategic Director, Policy and Resources

PORTFOLIO: Resources

SUBJECT: Establishment of a “Fees and Charges” Topic Group

WARDS: All

1.0 PURPOSE OF REPORT

1.1 The purpose of the report is to propose the establishment of a “Cross-Policy and Performance Board” Topic Group to examine the potential the Council has to increase income from “fees and charges”, given the current pressures on its budget and its ability to continue to deliver essential services.

2.0 RECOMMENDATION: It is recommended that:

- (1) the Topic Group be established as outlined in this report;**
- (2) a member from this PPB be nominated to sit on and Chair that Topic Group;**
- (3) each of the other PPBs be asked, via the Chair, to nominate a member to sit on that group;**
- (4) the Chairs of the Regulatory and Development Control Committees be invited to attend the group; and**
- (5) the Group report its findings back to this Board, with a view to forming final recommendations to the Executive Board.**

3.0 SUPPORTING INFORMATION

- 3.1 The Council continues to face significant challenges in delivering a balanced budget, given the continuing reduction in Government grants. It is getting increasingly difficult to deliver essential services in the current financial climate.
- 3.2 A piece of work was initiated which benchmarked the Council with similar Councils, in relation to the income it was currently generating from “fees and charges”. Fees and charges essentially cover those services for which the Council charges, over and above those which are financed via the general Government grant and Council Tax.
- 3.3 That research revealed that in comparison with a list of similar Councils, this Council was second from the bottom in relation to the amount of money it was generating in relation to the size of its overall budget. There could be many explanations for the position and this is a particularly complicated area, as there are literally hundreds of individual fees and charges the Council currently administers.
- 3.4 It is felt that, given both the results of that research and the Council's current financial position, that this issue is worthy of further more detailed examination. The Chairs' Group have suggested that a Topic Group be set up under the auspices of this Board, with cross-PPB representation, given that each PPB has a clear interest in this topic.
- 3.5 Whilst it will be up to the Topic Group to agree a detailed terms of reference and methodology, it is felt that the Group should:
- gain a greater understanding of the research undertaken and why the Council is in the position it is;
 - having done that examine the options available to the Council through
 - increasing charges
 - introducing new charges
 - looking at other ways of increasing its income
 - the Group would need to consider the risks involved in any recommendations given the pressures on the budgets of residents and businesses that already exist.

4.0 MEMBERSHIP

4.1 It is suggested that membership be drawn from each Policy and Performance Board and, given the respective responsibilities of the Development Control and Regulatory Committees, that the Chairs of those Committees be invited to attend meetings of the Group.

4.2 It is further suggested that each PPB Chair be asked to nominate a member to sit on the Group and that the nominated member from this Board Chairs the Group, given that the final report and recommendations will come back to this Board.

5.0 POLICY IMPLICATIONS

5.1 Existing charging policies of the Council may well be challenged by this piece of work, however, any changes in policy would require the formal approval of the Executive Board.

6.0 OTHER IMPLICATIONS

6.1 Opportunities to increase the Council's income will assist the Council in protecting essential services.

7.0 IMPLICATIONS FOR THE COUNCIL'S PRIORITIES

7.1 Increased income will assist the Council in delivering on its priorities.

8.0 RISK ANALYSIS

8.1 There are clearly risks associated with either increasing or introducing new fees and charges. Issues such as the ability to pay, together with the costs of collection need to be factored into the work of the Group.

9.0 EQUALITY AND DIVERSITY ISSUES

9.1 An equality impact assessment may be required for any change in charging policy or policies.

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

10.1 Benchmark exercise with other local authorities.

S Baker's Office,
Kingsway House

REPORT TO: Corporate Policy and Performance Board

DATE: 11th September 2014

REPORTING OFFICER: Strategic Director Policy & Resources

SUBJECT: Performance Management Reports for Quarter 1 of 2014/15

WARDS: Boroughwide

1.0 PURPOSE OF REPORT

- 1.1 To consider, and raise any questions or points of clarification, in respect of performance management for the first quarter period to 30th June 2014.
- 1.2 Key priorities for development or improvement in 2013-16 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 against service 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

None under the meaning of the Act.

Corporate Policy and Performance Board– Priority Based Monitoring Report

Reporting Period: **Quarter 1 – Period 01st April 2013 to 31st June 2013**

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 2014/15 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2. Key priorities for development or improvement in 2014-17 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
 - ICT Infrastructure
 - Legal and Democracy
 - Policy & Performance
 - 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

- The final accounts process for 2013/14 has been undertaken in the first quarter of the financial year. The draft Statement of Accounts was signed off by the Operational Director, Finance on 30th June 2014 and passed to Grant Thornton on the same day for them to start the audit of the accounts. Findings of the audit will be reported to the Business Efficiency Board in September 2014.
- The 2013/14 outturn was reported to the Executive Board on 26th June 2014, with net expenditure for the year being £0.579m under the approved budget. Capital spending for the year was £38.5m, which represented 80% delivery of the revised capital programme. The latter is a successful outcome, as slippage of 20% had been anticipated throughout the year.

- The Treasury Management Strategy was approved by Council on 5th March 2014 and on 16th July 2014 Council adopted an updated Investment Strategy. Changes to the Investment Strategy concentrate on which counterparties the Council will invest with and will allow the Council to respond quicker and be more flexible to changes in creditworthiness ratings.
- In line with the development of the Single Fraud Investigation Service, which was announced by Government in December 2013 the Council has been advised that Housing Benefit Fraud Investigation currently carried out by the Council will transfer to the Department of Work and Pensions. The Council has recently been informed that the Benefits Service's Fraud Investigation staff will transfer to the DWP on 1st September 2015. The DWP will begin discussing the arrangements for the transfer of the function six months prior to the above date.
- Awards of retail rate relief of up to £1,000 for premises with a rateable value of £50,000 or below, were made in late April 2014 to all ratepayers where it was considered that the eligibility criteria was satisfied. Amended demand notices were issued to reflect all such awards. A small number of ratepayers have declined the awards, as they have confirmed that the relief would breach the State Aid 'De Minimus' Regulations.
- Cheshire Constabulary is piloting the use of Contact Points to enhance the services offered to members of the public within the community. The devices offer the ability to contact the Police via telephone, web chat and video link plus offer an A-Z of most commonly requested information. Work is currently being undertaken with Cheshire Police to determine the feasibility of installing such devices within the Council's Widnes and Runcorn Direct Link Facilities.
- The Welfare Rights Team is assisting clients to make claims for both Personal Independence Payments (PIP replaces Disability Living Allowance for claimants of working age) and Employment Support Allowance. There have been substantial delays in achieving outcomes to claims made, and in the case of PIP an eight to nine month delay from application to outcome has not been unusual and has been recognised as a significant national issue. The impact of this is clients subsisting below their correct income levels for protracted periods and sometimes suffering debt/ potential eviction and hardship in the interim period. The demand for assistance from the Welfare Rights Team, especially with form completion, remains very high.
- In June 2014 the Business Efficiency Board approved the draft Annual Governance Statement for 2013/14. The document provides details of how the effectiveness of the Council's governance framework has been assessed and also includes an action plan setting out how the Council's governance arrangements are to be further developed.
- The Council submitted its return for the 2013/14 Audit Commission fraud and corruption survey in May 2014. The survey covered five main areas; fraud cases, prosecutions, fraud policies, counter fraud and corruption activity and enhancing counter fraud development. The majority of fraud committed against the Council continues to be housing benefit related.

- During the quarter, the Directorate has continued to deliver consultancy support to Sefton Metropolitan Borough Council (Sefton MBC), procurement support to Halton Clinical Commissioning Group and had commenced delivery of consultancy support to Cheshire East Council. All three of these commissions are bringing income into the Council and are growing regional relationships with partner organisations which could lead to wider collaborative procurement opportunities in the future.
- The review of the Libraries Service was progressed within the reporting period, with two service delivery options being developed that are subject to public consultation during July and August 2014.
- The Review of the Halton Supported Housing Network is currently in the 'To-Be' options phase, with options for future service delivery being developed.
- Completion of work on the first pilot contract (Staff Childcare Vouchers provision) within the Supplier Relationship Review workstream has resulted in a new procurement exercise. It is anticipated that this will generate a cost saving of around £20,000 per annum.

Human Resources and Organisational Learning and Development

- The most significant change to the Local Government Pension Scheme (LGPS) since 2008 occurred on the 1st April 2014 with employees moving to a career average scheme from that date. This entailed significant communication with members of the LGPS to inform them of the change and all its implications, as well as a change to how pension contributions are collected through payroll, new calculations etc. given the scale of the change, this has also impacted on related Policies such as the Staffing Protocol, the Pensions Discretions Statement etc. which have had to be re-written.
- The H.R. and L&D teams were successful in agreeing an additional external SLA to provide services to the Manchester Port Health Authority.
- During the period 28 employees have been registered to undertake vocational training with Riverside College and 50 new e-learning modules are now available for all employees.

ICT and Administration Support Services

- In April the Council Launched its new look website, the primary focus of this change is to allow the site to be accessed across the many devices the public now use to access web based services, such as mobile phone, tablet and the now reducing PC user base. The new website now delivers a modern and simple to use interface, whilst using the latest SharePoint technologies used across the authority so successfully.
- The Records Management Unit (RMU) building is now complete and over the last quarter staff are now based at the centre developing the services for the authority. A number of open days have taken place inviting directorate representatives to not only view the facility but see the new systems that are currently under development. The service provides one central point of records retention for the whole Council. Records retention is covered by a variety of statutory standards.

- The requirements for the compliance needs of Code of Connection have been a priority over the last quarter with the submission to the Cabinet Office being issued at the end of June 2014.

As always the regulations associated with this compliance requirement have been stepped up realising increased security measures including the removal of Outlook Web Access on non-council owned and managed equipment, together with a number of new policy regulations around the use of corporate email accounts. Device changes have meant that many requirements are now covered and the Cabinet Office has in the last few days issued a formal compliance notice for the coming 12 months.

- Two new schools have signed the ICT Service Level Agreement (SLA) and the service has secured a further school under the Curriculum SLA for ICT Support. This is also supported by a major rollout of upgraded cloud based facilities for all schools enabling enhancement's to the Administration facilities and links back into the authority for essential services such as Schools Information Management System (SIMS), financial management and Intranet facilities.
- Following extensive discussions the development of a shared Financial Management Software solution between Halton and Sefton MBC has been approved at the respective Executive Boards and Management teams. This is a major project for the ICT teams over the coming months as the deadline for the system to be fully operational will be by 1st April 2015 and will bring benefits to both councils.

Legal and Democratic Services

- The revised Constitution was adopted by Council in April 2014. The European and local elections were successfully carried out in May 2014 and individual Voter registration went live on 10th June 2014.
- Connecting Cheshire, the ongoing commercial roll-out of fibre broadband, is expected to reach around 80% of premises in Cheshire; 16% coverage will be derived from the Connecting Cheshire project and this will specifically address an intervention area of some 93,000, primarily rural premises across Cheshire, that are not commercially viable for providers to service without subsidy. To date 22,000 premises across the county can now connect to fibre broadband thanks to the project.
- Communications, Design and Marketing team supports the Digital Engagement with a full-time post and as part of the work undertaken, the Digital Engagement team has:
 - Met over 1,300 people at events this year
 - Dealt with nearly 650 enquiries
 - Over 1,200 website hits per month
 - Over 4,000 Twitter followers and increasing number of followers on Facebook and Instagram
 - Over 20,000 people have registered their interest
 - Events have been held in Widnes, Halebank and Runcorn

- “Fibre Guys” marketing campaign has been launched to drive take-up of fibre broadband in the Connecting Cheshire areas
 - 150 design tasks were completed by our two in-house designers.
- The team is also supporting events related to the WW1 programme including ‘Widnes on Sea’. This year, Widnes Market’s ‘Widnes on Sea’ event (23rd - 26th July) will commemorate the start of WW1 by theming the rides and activities to typical entertainment of the day.

Policy, Planning and Transportation.

- A borough wide Corporate Social Responsibility initiative has been approved by the Executive Board and Strategic Partnership. This will be delivered in partnership with Halton Chamber, Halton and St Helens VCA and The Community Foundation for Lancashire and Merseyside. This provides a mechanism for local business to provide free support to their local communities.
- A social value policy and procurement policy is being consulted upon and will be presented to Executive Board in July. It is anticipated that this will be a joint policy with the CCG, and also the wider partnership will have the opportunity to also comment on the policy. This policy allows local benefits to Halton’s communities to be taken into account during the procurement process.
- Activity during the period has been undertaken and continues with regards to the Corporate People’s Plan, which includes; a staff survey being undertaken in July; Halton’s Children’s Trust Integrated Workforce Strategy being developed to final draft stage for approval; the Healthy Workforce Survey being completed with the results currently being analysed.

Catering, Stadium and Registration Services

- A number of events have been held at the Select Security Stadium, during the first quarter of 2014/15, including:
- The home team, Widnes Vikings, improved season continued with them playing in the Quarter Final of the Challenge Cup which they won and now they are in semi-finals for the first time for 21 years
 - The Amateur Rugby League Final took place in May 2014
 - First North West Motorbike and Scooter Rally held at The Stadium on 1st June 2014
 - On 29th June 2014 BT televised the matches between Liverpool v Arsenal and Everton v Chelsea as a Double Header live, the event attracted over 1,200 spectators
 - The Grange School again decided to hold their Sports Day at The Stadium, over 800 Children attended the event on 30th June.
- A number of events/parties have been held recently and despite the recession, the Stadium is more than holding its own in this very competitive market, these events have included:

- The new Mayor's, Cllr Shaun Osborn, installation took place
 - The Institution of Occupational Safety and Health (IOSH) North West held a conference at the stadium and have since rebooked for next year (2015/16)
 - A series of four Mental Health Training Days for Cheshire Police
 - A Rotary Dinner was held in the Marquee suite
 - Seven weddings have taken place
 - 20 Parties for various occasions have been held as well as various conference and meetings
- The new stadium sports bar is progressing well and it is anticipated it will be open by the end of August 2014.
- The introduction of Universal Free School Meals (UFSM) for all reception, year 1 and year 2 children from September 2014 has required planning in the following areas to cope with an increase of approximately 1500 additional school children staying for a school lunch:

Staffing

All infants school kitchen have had their staffing structure reviewed. A report was taken to management team so that the staffing hours could be increased to cope with the increase in volume of meals to be prepared and served.

- 50 staff members have had their permanent hours increased
- 17 casual staff members have been given permanent contracts
- 35 new appointments have been made
- 14 Catering supervisors will require their permanent hour increasing

Kitchen Building Work / New Equipment

In order to cope with the increased capacity of meals to be prepared and served, the following 29 schools have required building work and / or additional new equipment:

Halton Schools to be Updated			
Brookvale	Moore	St. Bede's	The Brow
Daresbury	Moorfield	St. Berteline's	The Grange
Ditton	Oakfield	St. Clement's	Victoria Rd
Fairfield Infants	Our Lady Mother of the Saviour (OLMS)	St. Gerard's	Westfield
Farnworth	Our Lady of Perpetual Succour (OLPS)	St. John Fisher	Woodside
Gorsewood	Pewithall	St. Martin's	
Hillview	Spinney Ave	St. Mary's CE	
Lunts Heath	St. Basil's	St. Michael's	

Additional Schools' 'Light' Equipment

Additional 'light' equipment has been purchased for all schools to cope with cooking, preparing and serving of the increased numbers. This covers items such as cutlery, plates, pans and pots, etc.

Marketing

£2.30 is received for each meal served so it is important that the maximum number of meals are served in order to make the service more economical, also the important health, educational and social benefits should also be given to as many children as possible.

Where possible the Catering Supervisor has attended 'New Parents' evenings/afternoons sessions and given the new parents tasters of a variety of school meals.

'Pull up' banners have also been supplied to schools advertising the free meals for all infants scheme. Parents of all reception, year 1 and year 2 children have been given an information pack on the free school meals scheme.

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:-

Financial Management

- I. Work is underway to update the Council's Medium Term Financial Strategy. The Budget Working Group (BWG) met during the quarter to begin to consider how budget deficits for 2015/16 and 2016/17 will be met. Directorates are being supported by Financial Management in identifying saving proposals which will be considered by the BWG in the second quarter.
- II. Work continues with the Mersey Gateway Crossings Board (MCGB) to support the Mersey Gateway Bridge development by Merseylink, including the financing and accounting treatment of future costs relating to MGCB and the Council's contribution towards construction costs. Additionally support and advice continues to be provided on the financial aspects of the pooled budget partnership with Halton CCG, school budgets, equal pay and the future impact of better care funding.
- III. In April 2014 the Department for Works and Pensions (DWP) informed the Council that Runcorn and Widnes Job Centres will be going live with Universal Credit from 17th November 2014. Initially they will only be accepting claims for Universal Credit from a limited group of people that includes single working age claimants without children.

The Council will be playing a role in this process by supporting Universal Credit claimants with Personal Budgeting and on-line claiming. The Benefits Team is currently in discussions with the DWP concerning the mechanics of delivering these new services.

- IV. With the arrival of Universal Credit to Halton from November (to replace six key benefits initially for a small client group), there will be a need to up-skill Welfare Rights staff to understand and deal with the issues arising from the introduction of this new benefit.
- V. The Local Audit and Accountability Act received royal assent earlier this year. Overall the Act:
- Abolishes the Audit Commission and replaces it with a local framework for the audit of local government and certain NHS bodies, enabling them to appoint their own auditors;
 - Amends the legislative framework for council tax referendums to provide that increases set by levying bodies (such as national park and joint waste disposal authorities) are taken into account;
 - Allows the Secretary of State to direct local authorities to comply with the local authority publicity code (Recommended Code of Practice on Local Authority Publicity);
 - Allows the Secretary of State to amend the legislative framework governing the conduct of the 'parish polls'.
 - Gives the Secretary of State the power to increase access and transparency of Council meetings held in public, including giving citizens and the press the explicit right to film and 'tweet' from any meeting held in public.
- VI. Local authorities in the North West and North Wales have experienced an increase in supplier fraud in recent months. The Council has recently identified and prevented two fraudulent requests to change supplier bank details and divert payments to bogus bank accounts. These attempted frauds were identified through existing control processes, which prevented a potential £0.5m loss for the Council. Details of the attempted frauds were passed to the police for further investigation.
- VII. From 17th April 2014, EU member states have two years to implement a new directive into legislation. The UK Government have indicated they intend to aim for early adoption by the end of 2014. This incorporates several amendments to the procurement process, the most notable of which will include the inclusion of poor performance of previous public contracts in the discretionary grounds for exclusion at selection stage; shorter statutory time limits; and a lighter-touch regime for social, health and other specified services.

Once Government begin the process of legislating for this and direction is given, consideration will be given to changes required to Council Standing Orders and operational procedures.

ICT and Administration Support Services

- I. The Council has rationalised e-mail security (spam management/quarantine, secure e-mail) to a new product, McAfee. The aim is to reduce the overall cost as well as simplify the management of e-mail security improving the authorities' ability to maintain compliance with the ever increasing Cabinet Office and A4E compliance requirement. This highly complex system needs to build an understanding of the vast email requirement within the authority and as such this solutions security stance will be fine-tuned over the next quarter.

- II. The project to upgrade the corporate database platform, email platform and telephone facility are now underway, this considerable undertaking over the next quarter will involve designing and planning the roll-out of the improved and updated version of the essential systems.
- III. As part of the wider programme to upgrade the base technical platform, the service will also be designing a segregated platform that will allow multiple organisations to be hosted separately within the Halton Data Centre facilities allowing the opportunity to reduce the licensing costs associated with hosting the schools technology and improve potential commercial opportunity, such as the current services to the Clinical Commissioning Group (CCG), Mersey Gateway and North West Employers by removing non-corporate delivery requirements from the strict compliance regime.

Legal and Democratic Services

- I. The revised Constitution was adopted by Council in April 2014. The European and local elections were successfully carried out in May 2014 and individual Voter registration went live on 10th June 2014.

Policy, Planning and Transportation.

- I. The [Local Government Transparency Code](#) has now been published and is expected to gain parliamentary approval in September 2014. The Code places a responsibility on all Local Authorities to publish 12 categories of data sets and recommends others for publication. Following a detailed review of Halton's current position work has now commenced to ensure that the Council will meet its statutory obligations.

Property Services

- I. Works to the new central storage facility at the Picow Farm Depot have now been completed and the facility is due to open in July 2014, further enhancing the move towards the agile working arrangements. We are continuing to focus on income generation from our corporate building stock linked to the move to agile working; and in respect of this further space has been let to our health partners at Runcorn Town Hall and we are currently in discussions with them to take additional space in other buildings.

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 2014 – 15 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures will be monitored in Quarter 2 (14-15)

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 Council's latest annual progress report in relation to the achievement of its equality objectives was published on the Council website during quarter 4 and is available via:


[http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality - objectives progress report - April 2013.pdf](http://www3.halton.gov.uk/Pages/councildemocracy/pdfs/EandD/Equality_-_objectives_progress_report_-_April_2013.pdf)

6.0 Performance Overview

- 6.1 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:

Financial Management







Key Objectives / milestones

Ref	Milestones	Q1 Progress
FS 01	Report Medium Term Financial Strategy to Executive Board November 2014.	
FS 03	Complete the Draft Abstract of Accounts for certification by Chief Financial Officer by 30th June 2014 .	
FS 03	Publish the Abstract of Accounts by 30th September 2014 .	

Supporting Commentary

Medium Term Financial Strategy on track to be reported as planned. 2013/14 Statement of Accounts certified by Chief Finance Officer on Monday 30th June 2014 and shared with External Auditor on the same day. Audit of Statement of Accounts commenced 1st July 2014, on track to publish by 30th September 2014.

Key Performance Indicators



Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 04	Proportion of Council Tax that was due that was collected.	95.82%	95.00+	28.65%		
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	97.08%	95.00+	28.77%		
FS LI 07	Average time for processing new claims (Housing & Council Tax Benefit).	15.18	17	13.44		

Supporting Commentary

Collection figures are in line with expectations and whilst the amount of time take to process new claims represents a slightly worse performance than at the same point last year, it is in line with expectations given the increasing demand and reducing staff capacity, but it still remains one of the best in Merseyside and Greater Manchester.

Human Resources & Organisational Development

Key Objectives / milestones

Ref	Milestones	Q1 Progress
HRLD 01	To further enhance i-Trent system capabilities. March 2015.	
HRLD 02	Promote and take forward the delivery of actions identified within Corporate People's Plan March 2015.	

Supporting Commentary

E-Payslips are now available for all areas of the Council, including schools. Other areas of increased functionality and self-service are now being explored.

The Division continues to provide learning and development opportunities for employees of the Council and to support the Councils People Plan.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
HRLD LI 01	The number of working days / shifts lost due to sickness (Corporate).	11.24	8.5	2.78		
HRLD LI 04	% of training delegates attending as proportion of places reserved.	86	90	91		
HRLD LI 05 ¹	The percentage of top 5% of earners that are:					
	a) Women	55.47	50	55.65		
	b) From BME communities.	2.80	1.5	2.80		
	c) With a disability.	0.68	8.0	0.64		
HRLD LI 06	No of staff declaring that they meet the Disability Discrimination Act as a % of the total workforce.	1.49	10.0	1.50		
HRLD LI 07	Minority of Ethnic Community staff as a percentage of the total workforce.	1.13	1.0	1.08		

Supporting Commentary

Sickness absence will be subject to change as we move through the year however it will require careful monitoring as it is slightly higher than the same period last year (2.63 days, Q1 2013/2014).

Staff profile figures are showing slight variations when compared to the same period last year and remain broadly in line with expectations.

The staff declaring that they meet the Disability Discrimination Act target will depend on applicants for posts and the Council will continue to ensure that, in so far as they can, all posts are made accessible.

The figure for the Minority of Ethnic Community staff is slightly down from the last quarter, it still is above the target for 14/15.

¹ The performance targets for these measures take account of local demographic profiles.







ICT Infrastructure**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
ICT 01	SharePoint and Records Management enhancement March 2015.	
ICT 01	Continued Social Care Systems Service Support Programme March 2015.	
ICT 01	Schools Cloud Services developments March 2015.	
ICT 01	Interactive Web Services and further SharePoint Integration March 2015.	
ICT 01	Development of commercial ICT opportunity within desktop, hosting and DR provision March 2015.	
ICT 02	Continued development of document management and distribution services March 2015.	
ICT 04	Conduct & Evaluate point of contact Satisfaction survey for ICT & Support Services March 2015.	

Supporting Commentary

All projects are presently on track. The Schools Cloud Service platform has now been completed and being offered to schools, a new Council website is now live and the SharePoint integration project is 80% complete.


Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 1	Average availability of the Council's operational servers (%).	99.9	99	99		
ICT LI 4	% Of all responsive repairs completed within 2 working days.	94	80	92		
ICT LI 8	Average working days from order to completion of a new PC.	5	5	5		

Supporting Commentary

Sustained levels of positive performance are being achieved across all ICT indicators.





Legal & Democracy**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
LD 02	To ensure that all members have been given the opportunity of a having a Member Action Plan (MAP) meeting.	

Supporting Commentary

MAP meetings continue to take place as we move throughout the year.

Key Performance Indicators



Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 04	Average time taken to send out first draft business lease from receipt of complete instructions from Property Services (working days).	20	20	15		
LD LI 05	Average time taken to file application for Care proceedings at Court from receipt of all written evidence from client department (working days).	1	3	1		

Supporting Commentary

All measures are showing sustained levels of performance when compared to the same period last year.

Catering, Stadium & Registration Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
CE 2	Identify areas for improvement in line with the Business Plan and Marketing Plan January 2015 .	
CE 3	Deliver a promotion and educational campaign - September 2014 and January 2015 .	

Supporting Commentary













Stadium Usage

Continued analysis of market trends held drive the business planning for The Stadium.

School Lunches

With the introduction of Universal Free School Meals in September a significant marketing campaign has been prepared in anticipation of the heightened interest

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 1	No. of meals served versus hourly input of labour (Previously SH1).	10.51	10.00	9.93		
The percentage (%) take up of free school meals to those who are eligible:						
CE LI 8	Primary Schools	85.12%	85%	81.51%		
CE LI 9	Secondary Schools	75.81%	75%	68.56%		
Take up of school lunches (Previously NI 52 a & b):						
CE LI 10	Primary Schools	52.12%	55%	50.39%		
CE LI 11	Secondary Schools	55.22%	55%	53.45%		
Food cost per school meal (pence):						
CE LI 19	Primary Schools	N / A	76p	71p		N / A
CE LI 20	Secondary Schools	N / A	94p	93p		N / A

Supporting CommentaryCE LI 1

Although the figure is slightly below target period 1 is historically when uptake is at its lowest, this figure will be achieved.

CE LI 8

Although slightly below target this figure will be achieved or exceeded by year end.

CE LI 9

Although slightly below target this figure will be achieved or exceeded by year end.

CE LI 10

Although this figure is below target with the introduction of UFSM this figure will be substantially exceeded by March 2015.



CE LI 11

This figure is higher than expected at this time of year.

CE LI 19 & 20

This figure is significantly less than anticipated but the procurement team are working closely with Catering Management to ensure best value from all food contracts.

Property Services**Key Objectives / milestones**

Ref	Milestones	Q1 Progress
EEP 1	Review accommodation in light of budget decisions by July 2014.	
EEP 1	Identify further property to be considered for sales and implement asset disposals by March 2015.	





Supporting CommentaryReview Accommodation

In addition to ongoing work through AMWG we have now set Members Asset Review Panel. First meeting to be held with Members 12th August to agree terms of reference, approach and timetable.

Sales and Asset Disposals

In addition to ongoing work through AMWG we have now set Members Asset Review Panel. First meeting to be held with Members 12th August to agree terms of reference, approach and timetable.

Key Performance Indicators

Ref	Measure	13 / 14 Actual	14 / 15 Target	Q1 Actual	Q1 Progress	Direction of travel
DIS LI 01	Occupancy of HBC industrial units.	85%	85%	84%		
DIS LI 02	Occupancy of Widnes Market Hall.	84%	95%	82%		

Supporting CommentaryDIS LI01

A marginally reduced figure in comparison to the same period last year of 86%.

DIS LI 02

Slightly reduced figure in comparison to the same period last year the figure has reduced from 92%. The reduction is a result of a reduced number of applications for new stalls and a number of established traders either down-sizing or handing in their notice.

7.0 Financial Summaries

FINANCE DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	7,365	1,779	1,676	103
Supplies & Services	484	178	174	4
Other Premises	82	57	49	8
Agency Related	1	0	0	0
Insurances	1,672	765	766	(1)
Concessionary Travel	2,247	499	498	1
Rent Allowances	55,000	12,054	12,054	0
Non HRA Rebates	66	15	15	0
Discretionary Housing Payments	387	137	137	0
Local Welfare Payments	615	21	21	0
Transfers to Reserves	120	0	0	0
Total Expenditure	68,039	15,505	15,390	115
<u>Income</u>				
Fees & Charges	-302	-74	-76	2
SLA to Schools	-770	0	-3	3
NNDR Administration Grant	-169	0	0	0
Hsg Ben Administration Grant	-1,094	-439	-439	0
Rent Allowances	-54,410	-13,789	-13,789	0
Non HRA Rent Rebates	-66	-16	-17	1
Discretionary Housing Payments Grant	-387	-129	-129	0
Local Welfare Grant	-775	-194	-194	0
Reimbursements & Other Grants	-534	-233	-277	44
Liability Orders	-373	-265	-265	0
Transfer from Reserves	-681	0	0	0
Total Income	-59,561	-15,139	-15,189	50
Net Controllable Expenditure	8,478	366	201	165
<u>Recharges</u>				
Premises	432	108	108	0
Transport	36	9	9	0
Asset Charges	19	0	0	0
Central Support Services	3,291	825	825	0
Support Services Income	-7,506	-1,872	-1,872	0
Net Total Recharges	-3,728	-930	-930	0
Net Department Total	4,750	-564	-729	165

Comments on the above figures:

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

With regards to expenditure, employee costs are below the budget profile due to vacant posts that exist within the Revenues and Benefits Division. A number of temporary posts have been recruited to within the Division to support the ongoing Benefits Reform programme and a full review of the Division's staffing structure is planned for the autumn.

Other premises costs are below the budget due to the business rates for one of the HDL One-Stop Shops being lower than anticipated following a rating review by the Valuation Office Agency (VOA).

With regards to income, Reimbursements and Other Grants income is in excess of the budget due to the receipt of a number of one-off Revenues and Benefits reform grants.

At this stage it is anticipated that spend will be within budget at the end of the financial year.

HUMAN RESOURCES DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	1,499	362	357	5
Employee Training	133	23	23	0
Supplies & Services	111	27	27	0
Total Expenditure	1,743	412	407	5
<u>Income</u>				
Fees & Charges	-68	-47	-45	(2)
School SLA's	-358	0	0	0
Transfers from Reserves	-39	0	0	0
Total Income	-465	-47	-45	(2)
Net Operational Expenditure	1,278	365	362	3
<u>Recharges</u>				
Premises Support	65	16	16	0
Transport Recharges	11	3	3	0
Central Support Recharges	302	75	75	0
Support Recharges Income	-1,612	-403	-403	0
Net Total Recharges	-1,234	-309	-309	0
Net Departmental Total	44	56	53	3

Comments on the above figures:

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

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

ICT AND SUPPORT SERVICES DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	5,754	1,415	1,319	96
Supplies & Services	759	63	61	2
Computer Repairs & Software	662	372	373	(1)
Communications Costs	333	52	52	0
Other Premises	16	4	12	(8)
Capital Financing	236	94	98	(4)
Total Expenditure	7,760	2,000	1,915	85
<u>Income</u>				
Fees & Charges	-579	-80	-60	(20)
Reimbursements & Other Grants	-60	0	0	0
SLA to Schools	-548	-6	-15	9
Total Income	-1,187	-86	-75	(11)
Net Controllable Expenditure	6,573	1,914	1,840	74
<u>Recharges</u>				
Premises	521	130	130	0
Transport	17	5	5	0
Asset Charges	1,246	0	0	0
Central Support Services	1,035	260	260	0
Support Service Income	-9,371	-2,344	-2,344	0
Net Total Recharges	-6,552	-1,949	-1,949	0
Net Department Total	21	-35	-109	74

Comments on the above figures

In overall terms spending is within the budget profile at the end of the first quarter. With regards to expenditure, employee related expenditure is lower than the budget profile due to staff turnover within the Admin Division. Other premises costs are higher than the budget profile due to an increase in utility costs attributable to the Moor Lane units being rented by ICT Services.

With regards to income, fees & charges income is lower than the budget profile which is partly due to significant increases to the target in both 2012/13 and 2013/14. This is a future budget pressure which is, at present, being mitigated by reducing expenditure on staffing and supplies & services. At this stage it is anticipated that the overall net Department spending will be within budget at the year end.

ICT AND SUPPORT SERVICES DEPARTMENT**Capital Projects as at 30th June 2014**

Capital Expenditure	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
IT Rolling Programme	1,100	275	205	895
Net Expenditure	1,100	275	205	895

Comments on the above figures:

It is expected that the full capital allocation will be spent by the financial year end.

LEGAL & DEMOCRATIC SERVICES DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	1,940	529	507	22
Supplies & Services	371	115	113	2
Civic Catering & Functions	29	11	11	0
Mayoral Allowances	21	12	12	0
Legal Expenses	220	29	29	0
Total Expenditure	2,581	696	672	24
<u>Income</u>				
Land Charges	-99	-30	-30	0
License Income	-251	-39	-39	0
Schools SLA's	-49	0	0	0
Other Income	-73	-55	-58	3
Transfers from Reserves	-10	0	0	0
Total Income	-482	-124	-127	3
Net Operational Expenditure	2,099	572	545	27
<u>Recharges</u>				
Premises Support	91	23	23	0
Transport Recharges	18	4	4	0
Central Support Recharges	481	120	120	0
Support Recharges Income	-2,111	-528	-528	0
Net Total Recharges	-1,521	-381	-381	0
Net Departmental Total	578	191	164	27

Comments on the above figures:

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

With regards to expenditure employee costs are lower than the budget profile due to vacant posts within the Legal, Marketing and Democratic Services teams. Some of the posts will be filled during the course of the year and some will act as contributions towards the Department's 15/16 savings target. The in-year savings resulting from the vacant posts will act as contributions towards the Department's 2014/15 staff turnover savings target.

At this stage it is anticipated that overall net expenditure will be within budget by the end of the year.

POLICY, PLANNING & TRANSPORTATION DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	4,810	1,163	1,161	2
Other Premises	205	53	44	9
Hired & Contracted Services	433	118	110	8
Supplies & Services	314	89	89	0
Street Lighting	1,914	276	277	(1)
Highways Maintenance	2,383	1,002	1,000	2
Bridges	96	8	3	5
Fleet Transport	1,385	244	238	6
Lease Car Contracts	516	301	301	0
Bus Support – Halton Hopper Tickets	177	70	70	0
Bus Support	541	89	83	6
Out of Borough Transport	51	4	3	1
Finance Charges	406	169	171	(2)
Grants to Voluntary Organisations	68	34	34	0
NRA Levy	58	15	15	0
Total Expenditure	13,357	3,635	3,599	36
<u>Income</u>				
Sales	-253	-116	-125	9
Planning Fees	-506	-102	-98	(4)
Building Control Fees	-186	-62	-68	6
Other Fees & Charges	-845	-203	-207	4
Rents	-8	0	0	0
Grants & Reimbursements	-523	-211	-211	0
Efficiency Savings	-60	0	0	0
School SLAs	-39	0	0	0
Recharge to Capital	-312	0	0	0
Total Income	-2,732	-694	-709	15
Net Controllable Expenditure	10,625	2,941	2,890	51
<u>Recharges</u>				
Premises Support	528	229	229	0
Transport Recharges	596	59	59	0
Asset Charges	7,946	0	0	0
Central Support Recharges	2,385	596	596	0
Departmental Support Recharges Income	-432	-108	-108	0
Support Recharges Income – Transport	-2,884	-248	-248	0
Support Recharges Income – Non Transport	-2,385	-337	-337	0
Net Total Recharges	5,754	191	191	0
Net Departmental Total	16,379	3,132	3,081	51

Comments on the above figures:

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

Other Premises is below budget to date mainly due to lower than expected utility bills and lower than expected NNDR for Lower House Lane Depot within the Logistics division.

Planning fees are currently below budget for quarter 1 but are expected to match budgeted income by year end. Building control income is currently above budget due to higher than expected site inspections on large developments. This favourable variance is expected to continue throughout the year.

At this stage of the year it is anticipated that overall-spend will be within the Departmental budget at the financial year-end.

POLICY, PLANNING & TRANSPORTATION**Capital Projects as at 30th June 2014**

	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
<u>Local Transport Plan</u>				
Bridges & Highway Maintenance				
Bridge Assessment, Strengthening & Maintenance	1,114	92	56	1,058
Road Maintenance	1,388	347	283	1,105
Total Bridge & Highway Maintenance	2,502	439	339	2,163
Integrated Transport				
	1,020	85	21	999
Total Local Transport Plan	3,522	524	360	3,162
<u>Halton Borough Council</u>				
Street lighting – Structural Maintenance	200	16	17	183
Risk Management	120	10	13	107
Fleet Replacement	1,121	350	358	763
Total Halton Borough Council	1,441	376	388	1,053
<u>Grant Funded</u>				
Surface Water Management Grant	195	0	0	195
Mid Mersey Local Sustainable Transport	399	5	2	397
Total Grant Funded	594	5	2	592
<u>Local Pinch Point Fund</u>				
A558 Access Improvements	2,253	87	55	2,198
Total Capital Programme	7,810	992	805	7,005

Comments on the above figures:

Repairs and maintenance on the Silver Jubilee Bridge have been postponed until the summer holidays to avoid excess traffic congestion regarding the construction of the Mersey Gateway. Costs should reflect this from quarter 2 onwards.

The programme of spend regarding surface water management is dependent on uptake by members of the public. This in turn is affected by local weather conditions. Contracts have recently been signed regarding the A558 improvements, works on this project should be starting within the next quarter.

COMMUNITY & ENVIRONMENT DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	12,249	3,026	3,036	(10)
Other Premises	1,459	535	507	28
Supplies & Services	1,546	462	439	23
Book Fund	192	58	57	1
Promotional	265	66	64	2
Other Hired Services	1,052	171	160	11
Food Provisions	706	167	164	3
School Meals Food	1,643	373	367	6
Transport	55	14	4	10
Other Agency Costs	676	89	87	2
Waste Disposal Contracts	5,012	76	80	(4)
Leisure Management Contract	1,437	349	390	(41)
Grants To Voluntary Organisations	333	116	111	5
Grant To Norton Priory	222	111	112	(1)
Capital Financing	19	0	0	0
Total Spending	26,866	5,613	5,578	35
<u>Income</u>				
Sales Income	-2,327	-600	-562	(38)
School Meals Sales	-2,368	-160	-173	13
Fees & Charges Income	-2,793	-677	-618	(59)
Rents Income	-127	-135	-149	14
Government Grant Income	-31	-5	-5	0
Reimbursements & Other Grant Income	-444	-27	-31	4
Schools SLA Income	-82	-71	-68	(3)
Internal Fees Income	-110	-21	-32	11
School Meals Other Income	-2,165	-15	-50	35
Meals On Wheels	-192	-40	-38	(2)
Catering Fees	-226	-43	-29	(14)
Capital Salaries	-53	-13	-13	0
Transfers From Reserves	-27	0	0	0
Total Income	-10,945	-1,807	-1,768	(39)
Net Controllable Expenditure	15,921	3,806	3,810	(4)

Recharges				
Premises Support	2,048	547	547	0
Transport Recharges	2,393	155	173	(18)
Departmental Support Services	9	0	0	0
Central Support Services	3,149	844	844	0
Asset Charges	3,197	0	0	0
HBC Support Costs Income	-356	-356	-356	0
Net Total Recharges	10,440	1,190	1,208	(18)
Net Departmental Total	26,361	4,996	5,018	(22)

Comments on the above figures:

The net budget is £22,000 over budget profile at the end of the first quarter of 2014/15.

Staffing expenditure is over budget profile by £10,000 for the first quarter of the year. This is primarily due to the quarterly target for premium pay of £14,100. There has been some spending on agency staffing in Open Spaces to cover absences and vacancies although this spend is not expected to continue.

Other Premises and Supplies & Services expenditures are collectively currently £51,000 under budget to date. The main reasons are due to lower spend on rates across the division and lower than expected spend in the quarter on landscaping works and equipment within school meals. It is likely that landscaping works and equipment budgets will be spent later in the year.

The Leisure Management contract is £41,000 over budget profile. If spend continues at the same rate the full year effect is likely to be in the region of £160,000 over budget. Last financial year the contract was £81,000 overspent, however £32,000 reserves were used to partially offset this.

Sales and Fees & Charges across the Department are currently underachieving and will continue to be a pressure this year. In particular stadium sales and trade waste income is still less than anticipated but the underachievement is less than previous years due to the target having been reduced.

The majority of invoices relating to waste disposal for the quarter have not yet been received so close monitoring will be undertaken throughout the next quarter to ascertain an accurate position moving forward.

COMMUNITY & ENVIRONMENT DEPARTMENT**Capital Projects as at 30th June 2014**

	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	7	1	29
Widnes Recreation Site	2,515	630	630	1,885
Open Spaces Schemes	189	108	108	81
Children's Playground Equipment	79	1	1	78
Upton Improvements	63	0	0	63
Crow Wood Play Area	13	0	0	13
Runcorn Hill Park	311	153	153	158
Runcorn Cemetery Extension	9	0	0	9
Cremators Widnes Crematorium	396	1	1	395
Landfill Tax Credit Schemes	340	14	14	326
Litter Bins	20	0	0	20
Total Spending	3,965	914	908	3,057

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT**Revenue Budget as at 30th June 2014**

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)
	£'000	£'000	£'000	£'000
<u>Expenditure</u>				
Employees	4,356	1,029	1,052	(23)
Repairs & Maintenance	2,411	581	579	2
Premises	41	35	36	(1)
Energy & Water Costs	567	143	138	5
NNDR	582	468	467	1
Rents	426	164	163	1
Marketing Programme	35	7	6	1
Promotions	53	9	8	1
Supplies & Services	1,416	223	208	15
Agency Related Expenditure	33	13	14	(1)
Total Expenditure	9,920	2,672	2,671	1
<u>Income</u>				
Fees & Charges	-481	-113	-114	1
Rent - Markets	-759	-167	-169	2
Rent - Industrial Estates	-573	-169	-169	0
Rent - Commercial	-560	-64	-64	0
Transfer to / from Reserves	-199	-190	-190	0
Government Grant - Income	-1,916	-202	-202	0
Reimbursements & Other Income	-38	-38	-38	0
Recharges to Capital	-312	0	0	0
Schools SLA Income	-569	-20	-19	(1)
Total Income	-5,407	-963	-965	2
NET OPERATIONAL BUDGET	4,513	1,709	1,706	3
<u>Recharges</u>				
Premises Support Costs	1,409	343	343	0
Transport Support Costs	30	4	4	0
Central Support Service Costs	1,970	507	507	0
Asset Rental Support Costs	2,414	0	0	0
Repairs & Maint. Rech. Income	-2,448	-612	-612	0
Accommodation Rech. Income	-2,652	-663	-663	0
Central Supp. Service Rech. Income	-1,457	-364	-364	0
Total Recharges	-734	-785	-785	0
Net Expenditure	3,779	924	921	3

Comments on the above figures:

Achieving staff turnover savings within the Department will continue to remain an issue this financial year. Whilst, there are a few vacancies within the Department which will contribute towards the savings, the staff savings turnover target set for Building & School Cleaning and Caretakers Service cannot be achieved as the services need to be fully staffed at all times.

Energy & Water Costs are under budget at the end of Quarter 1 as a result of improvements that have been implemented throughout the Council buildings over the last few years.

In order to ease budget pressures spending has been restricted in year on Supplies & Services. Promotions and Marketing has also been kept to a minimum in an effort to achieve savings for the Department.

The adverse variance relating to Asset Management income in previous years has alleviated this financial year, as a result of the closure of Moor Lane and the impending sale of Seymour Court. The remaining Industrial Estates and Commercial Properties show the income budgets marginally under budget at this point in the year. As rental income can fluctuate in year, close monitoring will continue on these volatile budgets.

Market rental income is slightly above budget at the end of Quarter 1. Both market hall and open market income has remained stable during the first quarter of the year.

Work will continue with Managers to deal with any in-year budget pressures. In overall terms it is anticipated that net expenditure will be slightly under the overall Departmental budget by year-end.

ECONOMY, ENTERPRISE & PROPERTY DEPARTMENT**Capital Projects as at 30th June 2014**

	2014/15 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Economy, Enterprise & Property Dep't				
Castlefields Regeneration	725	20	20	0
3MG	2,909	227	227	0
Widnes Waterfront	1,200	0	0	0
SciTech Daresbury- Power Infrastructure	1,916	314	314	0
Sci-Tech Daresbury – Transport	177	0	0	0
Sci-Tech Daresbury – Site Connectivity	1,662	0	0	0
Johnsons Lane Infrastructure	466	3	3	0
Decontamination of Land	6	0	0	0
Former Crosville Depot	518	0	0	0
Widnes Town Centre Initiative	60	9	9	0
Fairfield High Site - Contingency Costs	33	19	19	0
Queens Arms	23	8	9	(1)
Former Fairfield Site Demolition	162	0	0	0
Travellers Site Warrington Road	776	0	0	0
Lower House Lane Depot – Upgrade	444	150	150	0
Moor Lane Property Purchase	160	0	0	0
Moor Lane Demolition	150	5	5	0
Disability Discrimination Act/Disabled Access	362	21	21	0
Grand Total	11,749	776	777	(1)

Comments on the above figures:

Johnsons Lane Infrastructure – The road design has now been completed and with Tarmac to price. There is an unknown electricity cable running across the site which has slowed progress.

Former Crosville Depot: There are numerous technical issues, including protection of the high pressure gas main and treatment of the contamination (Galigui) to significant depths.

Decontamination of Land – Contractors can claim the capital allocation at any time during the next 12 months,

Widnes Town Centre Initiative – It is proposed that the full capital allocation will be spent this financial year.

Queens Arms - All works are now complete.

Travellers Site - Works out to tender, likely to be a significant funding shortfall.

Fairfield High Contingency – It is anticipated that the full capital allocation will be spent this financial year.

Disability Discrimination Act/Disabled Access - To date £170k allocated, further projects to follow in due course. There may be a possible underspend on this budget at year-end, further details will be known in Quarter 2.

Moor Lane Demolition - Works on site, slight underspend envisaged, but this can be offset against the demolition of the property mentioned below.




Moor Lane Property Purchase - Property in process of being purchased at £160k, it will have to be demolished, the cost of this has yet to be determined.

Lower House Lane Depot - Works nearing completion. Full costs will be known shortly.





8.0 Explanation 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 <u>intervention or remedial action taken</u>.</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.

REPORT TO: Corporate Policy & Performance Board

DATE: 11th September 2014

REPORTING OFFICER: Strategic Director, Communities

PORTFOLIO: Resources

SUBJECT: Sickness Absence – 4th Quarter 2013/2014

WARD(S) Borough-wide

1.0 PURPOSE OF THE REPORT

- 1.1 To provide information to the Board on the number of working days lost in the 4th quarter of 2013/14.
- 1.2 To report on comparative data from 4th quarter of 2012/2013 and to outline the overall out-turn figure for sickness absence for the last financial year.

2.0 RECOMMENDED: That

- (1) **the content of the report be noted;**
- (2) **Managers be reminded of the need to proactively apply the Council's sickness policies and seek the support and guidance of the HR Team.**

3.0 SUPPORTING INFORMATION - SICKNESS DATA

- 3.1 The breakdown for the 4th quarter of 2013/14 for each directorate is set out below;

Directorates	Total number of staff	FTE	Total no. days lost 4 th quarter (Jan–March)
Policy & Resources	754	666	1803
Communities	1172	813	3671
Children & Enterprise non schools	618	484	2070
Primary Schools	1235	905	4177

Secondary Schools	649	564	1056
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3.2 The cumulative number of working days lost due to sickness absence, per employee, at the end of the 4th quarter 2013/14 is 11.24 which has increased as compared to 10.06 days per employee for the same period 2012/13. This is disappointing as the trend, prior to last year, had been downwards.

3.3 Number of periods of absence by range of days

	1 day	2-7 days	8 -14 days	15+ days	Total no. of periods of absence	Total days lost
Policy & Resources	97	149	27	47	320	1803
Communities	121	235	75	104	535	3671
Children & Enterprise (non schools)	47	110	20	73	250	2070
Primary schools	240	285	66	123	714	4177
Secondary schools	110	125	23	18	276	1056

3.4 Long term sickness absence is included in the overall calculation of working days lost for each directorate. Managers across all directorates are continuing to actively monitor employee absence with the support of the HR & Development Officers.

3.5 The table below shows the top reasons for sickness absence lost in the 4th quarter 2013/14.

Absence reason	Days lost 4 th qtr 2013/14
Infections, to include colds and flu	1506
Chest & Respiratory	898
Depression	968
Back and neck problems	1006
Personal stress	1339
Stomach, liver, kidney & digestion; to include gastroenteritis	1304

Other musculo-skeletal problems	1360
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3.6 OBSERVATIONS ON THE DATA

The number of days lost due to infections (to include colds, flu) and chest/respiratory have increased as would be expected due to the time of year. Days lost to other musculo-skeletal problems has also increased however the number of days lost relating to cancer and stomach and liver problems have decreased slightly due to the resolution of a number of long term sickness cases. The HR & Development Officers continue to work with managers to support attendance management.

3.7 COMPARISONS OF DATA – 4th quarter 2013/2014 and 2012/13

3.8 The number of occasions of absences for each of the range of days have decreased as compared to the same quarter 2012/13.

Periods of absence by range of days

4th quarter	1 day	2-7 days	8-14 days	15+ days	Total no occasions
2012/13	702	1056	247	285	2290
2013/14	615	904	211	365	2095

3.9 The table below gives a few examples of categories where there have been reductions/increases in the number of days lost in the 4th quarter 2012/13 and 2013/14.

Absence reason	4 th qtr 2013/14 days lost	4 th qtr 2012/13 days lost
Cancer	649	804
Back/neck	1006	528
Infections to colds etc	2167	1506
Personal stress	1339	1461

3.10 There has been an increase in the overall number of days lost in the 4th quarter 2013/14 as compared to the same quarter 2012/13 across all directorates.

3.11 HR & Development Officers will continue to support managers across the directorates and schools in managing staff attendance.

4.0 POLICY IMPLICATIONS

- 4.1 As the monitoring of sickness absence across the Council continues, it is envisaged that the Sickness Absence Policy will continue to be reviewed, in consultation with the Trade Unions, to ensure absence is managed effectively.

5.0 RISK ANALYSIS

- 5.1 Failure to monitor absence levels and trends may lead to increased levels of ill health and appropriate support may not be provided to employees. Increased levels of sickness reduce the capacity of the organisation at a time when resources are under pressure.

6.0 EQUALITY AND DIVERSITY ISSUES

The Council is better protected from future challenge of disability or other discrimination if all employees are treated equally and fairly with regard to their sickness absences.

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

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