

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 (MCGCB) to support the Mersey Gateway Bridge development by Merseylink, including the financing and accounting treatment of future costs relating to MCGCB 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 Commentary

CE 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 Commentary





Review 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 Commentary

DIS 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.