

Corporate Policy and Performance Board– Priority Based Monitoring

Reporting Period: **Quarter 1 – 1st April 2016 – 30th June 2016**

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 2016/17 for service areas within the remit of the Corporate Policy and Performance Board.
- 1.2 Key priorities for development or improvement in 2015-18 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
 - Policy, People, Performance and Efficiency
 - ICT and Support Services
 - Legal and Democracy
 - 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 period which include:-

Finance

- a) Following closure of the 2015/16 year-end accounts, the draft Statement of Accounts was signed off as required by the Operational Director, Finance on Thursday 30 June 2016 and passed to Grant Thornton UK LLP for them to start the audit of the accounts. Findings of the audit will be reported to the Business Efficiency Board on 28 September 2016.
- b) The 2015/16 financial outturn was reported to the Executive Board on 16 June 2016. Net expenditure for the year was £67,000 below the approved budget of £101.5m. Capital spending for the year was £28.7m, which represented 93% delivery of the revised capital programme. There was slippage during the year to some of the larger capital projects, which have since been rolled forward to 2016/17.
- c) Implementation of the Income Manager module of Agresso was undertaken on schedule from 1 March 2016. The system provides the Council with improved online payments functionality and will deliver revenue savings through lower support and maintenance costs. Additionally Service Level Agreement with the National Consortium for Examination Results (NCER) went live on 1 April 2016 and is operating well. Under the SLA the Council will process invoices, collect income and prepare the financial statements for NCER.

- d) The draft Annual Governance Statement for 2015/16 was approved by the Business Efficiency Board on 8 June 2016. The Statement provides a summary of the Council's governance arrangements, the governance issues facing the Council, and the action being taken to address those issues. The document will be signed by the Leader and Chief Executive and will be published alongside the Council's financial statements.
- e) From 27th July 2016, Universal Credit Full Service commences in Halton Jobcentre Plus offices, which means that access to new claims for Housing Benefit (as well as other DWP benefits) will be closed off for many working-age claimants. Universal Credit claims must be made on-line and the Council is providing on-line access and support for claimants within Halton Direct Link. New Housing Benefit claims from pensioners are still made to the Council, as are claims from working age people residing in supported accommodation, such as YMCA and Brennan Lodge.
- f) Halton Registration Service submitted its Annual Performance report for 15/16 to the General Registry Office (GRO) and the GRO responded with some very positive comments about the service and in particular were keen to congratulate the team on the High Level of service achieved. The Contact Centre has always had a key role in the delivery of Halton's registration process for births and deaths including the booking of all appointments, ordering of replacement certificates etc. and over the years this has been developed further taking on marriages and streamlining processes whilst trying to maintain a high level of customer service which has clearly been recognised in the GRO report.

Policy, People, Performance and efficiency

- g) The Division has successfully implemented a range of nationally negotiated pay awards across the workforce in quarter 1. These ensure that the legislative requirements of the National Living Wage are encapsulated within revised pay points, and the HR service was able to successfully move affected employees away from the temporary pay structure that had been implemented to ensure compliance with the new legislation on 1st April 2016.
- h) Work has continued on the development of a Council wide Apprenticeship Policy, which will form the basis of a framework in which the Council can meet the obligations of the forthcoming apprenticeship target (from April 2017), and draw some return from the Apprenticeship Levy (also April 2017). Additionally the Policy team is now working in conjunction with HR to review HR policies on an ongoing basis, with the aim of ensuring that they are up to date and meet the needs of managers, school leaders and employees, whilst being accessible and effective in use.
- i) The Efficiency Programme Office implemented agreed organisational processes around the acquisition, use of and costs of agency workers. Since late April 2016 these processes have been introduced universally.

ICT and Support Services

- j) The establishment of the project to provide Agresso financial services management to Merseytravel is now underway with the workshop process expecting to start mid-August 2016. This long-term relationship will encompass financial systems for both Merseytravel and the Combined Authority and will result in a collaboration and income investment opportunity for a number of years.
- k) Work is still underway negotiating the terms of the NHS/North West Authority network connection into the authority and it is expected that these link's will be in fully operational within the next quarter.
- l) Negotiations with Microsoft have now been completed and the authority now has a fully compliant Enterprise Agreement for all desktop and server based software covering the next 5 years. This will complement the work carried out late last year to gain a 5 year license for all virtual services.

Legal and Democratic Services

- m) The Local and Police & Crime Commissioner Elections were successfully carried out in May, and the EU referendum was held seamlessly in June. The new Council Constitution was also approved by Council in May.
- n) Legal Services hosted and facilitated a very positive inspection of the Council's policies & procedures under the Regulation of Investigatory Powers Act 2000 in May.
- o) 77% of press releases issued in the quarter were taken up by the media, resulting in 641 items of coverage, including TV & Radio, and the recently launched fortnightly News in Brief email has been well received by staff.

Community and Environment (Catering, Stadium and Registration Services)

- p) In relation to school meals the current provider AllPay decided in 2015 that they would no longer be providing an online payment system to schools. This directly affected 8 of our primary schools. Over the last 6 months we have sourced a new provider and implementing the change from AllPay to School Comms in September. We also have another 3 schools keen to use the SchoolComms system and we will look to implement their requests over the October break.
- q) The school meals services re-introduced the training programme offer to all Kitchen Assistants that were interested in becoming catering supervisors. In partnership with Riverside College we successfully trained 10 staff to NVQ Level 2 and 2 staff to NVQ Level 3. We have just started another course with 14 staff currently enrolled which will be completed in July 17.
- r) A considerable amount of promotion work has been undertaken for Stadium Fitness and the Ladies Gym in particular is proving to be popular. Additionally Legends Bar is seeing increasing footfall both at lunchtime and in the evening and a recent pink collar boxing event was very well attended with participating boxers raising money for their chosen charities.
- s) A comprehensive stadium redecoration programme has now commenced which will see all internal corridors and function rooms being repainted and rebranded. The installation of new floodlighting began in June and will result in a lighting capacity that is at the same level of most Premier Football League venues.

Economy, Enterprise and Property (Property Services)

- t) Works to complete the Monastery to Museum 900 at Norton Priory have progressed well since inception in August 2015 and are due to complete in July with the Museum opening to the public in August.
- u) Following the discovery of additional asbestos on site works to demolish the Police Station / Magistrates Court have been unavoidably delayed and the revised completion date is August 2016. Additionally the Fairfield Primary development is progressing well with Phase 2 commencing when school closes for summer break with completion planned by April 2017.
- v) Various other property matters are currently at the proposal stage including Linnets Club House facilities and Hough Green Park pavilion and various upgrading works to Widnes Market are in progress or have been scheduled.
- w) The new Integrated Front Door team have now moved into the 1st floor of the Municipal Building, the new team consists of a mixture of Police, Health and Council Officers.
- x) It has now been confirmed that approximately 90 staff currently based in Runcorn Magistrates Court working for HM Courts & Tribunal Service (HMCTS) will be relocated within Rutland House following agreement by HMCTS to take on a lease of part of the building. The details of the arrangement will be

finalised over the coming months, but the expectation is that they would take up occupation in January 2017. This fits well with our accommodation strategy of making Rutland House our income generation hub in terms of our current accommodation.

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 Council including:-
1. Work is underway in revising the Medium Term Financial Strategy; this is being continually updated as new information is received on a frequent basis. The Budget Working Group (BWG) will meet shortly to consider the process for identifying future savings. Directorates are being asked, with support from the Financial Management Division, to identify saving proposals to be considered by the BWG.
 2. Through contributions to both the Liverpool City Region (LCR) and Special Interest Group of Municipal Authorities (SIGOMA) submissions the Council will be responding to consultation and discussion papers recently released in respect of future 100% Business Rates Retention Scheme and a future needs assessment formula. In addition, focus over the next quarter will be on the design of the business rate retention pilot programme to be operated by the Liverpool City Region councils from April 2017.
 3. The Government have provided further information on the national roll out of Universal Credit (UC). The national UC rollout of working age claims is expected to be completed by September 2018. Migration of existing legacy benefits (including Housing Benefits) should begin in July 2019 and be completed in March 2022, which is a year later than previously planned. They have also announced that the incorporation of Housing Benefit for pensioners into Pension Credit will not begin until UC is fully rolled out. So local authorities can expect to be delivering Housing Benefit for pensioners into the next Parliament beyond 2020.
 4. The number of calls to the Contact Centre has increased significantly during quarter 1, which in turn has increased telephone waiting times. To alleviate the situation, work has been on-going to increase the availability of information and functions via the Council's website, such as the on-line reporting of missed refuse collections. In addition, the telephone system now includes messages to inform people of the expected waiting time and what information and actions are available via the website, so that callers can make an informed choice to either go on-line or call back later.

Policy, People, Performance and Efficiency

5. The recent decision on exiting the European Union is likely to have an impact upon UK employment law to some degree. Whilst any legislative changes are unknown at the present time, once the UK government begins to negotiate an exit, careful monitoring of decisions will be required to ensure that any HR related changes are prepared for and implemented into policy and practice affectively. The HR service will work closely with our professional advisors and networks to keep up to date on any developments.
6. *Economy, Enterprise and Property (Property Services)*
7. A number of agile working hubs across the borough are in the process of being created to compliment the agile working strategy. Sites where these will be located include, Grangeway, Ditton and Castlefields Community Centres, Murdishaw Play Centre and Halton Stadium. In addition to the above it is intended to create further agile hubs at Kingsway Learning Centre, and Widnes Market.

8. The funding available to The One Public Estate (OPE) initiative has increased to £31m in 2016/17. The next round of bidding is soon to open which will allow public sector bodies to submit bids for revenue funding to help with the development of property assets within their borough subject to meeting certain criteria around creating efficiencies, increased inward investment, promoting jobs & housing, generating capital receipts etc. We are currently looking at potential opportunities within the borough which would meet the relevant criteria, the intention being to submit a bid once the bidding process opens later in the year.
9. The government have recently published their response (March 2016) to the consultation process in respect of 'reforming the business energy efficiency tax landscape' which includes items such as the carbon reduction energy efficiency scheme (CRC), climate change levy (CCL), climate change agreements (CCA), Greenhouse gas reporting (GHG) and a number of other energy related issues. The key outcomes which will impact on us to some degree are as follows:-
 - CRC to be closed from 2018/19
 - Main rates of the CCL to be increased from April 2019.
 - CCL discounts to CCA participants to be increased from April 2019
 - Consult later in 2016 on simplifying the energy & carbon reporting framework for introduction for April 2019

No further update has been provided on the above by government as such we await further information particularly around simplifying the energy & carbon reporting framework.

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 2016 – 17 Directorate Business Plans.

Progress concerning the implementation of all high-risk mitigation measures will be monitored in Quarter 2.

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 is published on the Council website and is available via:







<http://www4.halton.gov.uk/Pages/councildemocracy/Equality-and-Diversity.aspx>

6.0 Performance Overview

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 01a	Report Medium Term Financial Strategy to Executive Board - November 2016.	
FS 01b	Report to Council - March 2017.	
FS 02c	Provide quarterly monitoring reports on the overall budget to Executive Board.	
FS 03b	Publish the Statement of Accounts by 30th September 2016.	
FS 04a	Establish Treasury Management Policy and report to Council - March 2016.	
FS 05a	Establish and report prudential indicators to Council - March 2016.	

Supporting Commentary

All milestones are progressing as planned and the 2016-17 Statement of Accounts was certified as planned and this has been shared with the Councils external Auditor and the Audit of the Statement of Accounts has commenced.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 01	Receive an unqualified external audit opinion on the accounts.	Yes	Yes	N/A		N / A
FS LI 02	Receive positive comment (annually) from the External Auditor relating to the financial standing of the Council and the systems of internal financial control.	Yes	Yes	Yes		
FS LI 03	Receive confirmation from External Auditor (annually) that reliance can be placed upon the work of Internal Audit.	Yes	Yes	Yes		
FS LI 04	Proportion of Council Tax that was due that was collected.	95.21%	94.75%+	28.46%		




Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
FS LI 05	The percentage of Business Rates which should have been received during the year that were received.	96.89%	95.00%+	29.42%		
FS LI 06	Average time for processing new claims (Housing & Council Tax Benefit).	18.08	20	18.62		

Supporting Commentary

The collection of Council Tax continues to be adversely affected by national reforms and a number of short-term occupations have impacted upon the collection of Business Rates although both remain above local collection rates. Although the processing of Benefit applications is showing a slightly downward trend as a result of new process demands it remains within targeted levels.

Policy, People, Performance & Efficiency Service

Key Objectives / milestones

Ref	Milestones	Q1 Progress
PPE 01	Promote and take forward the delivery of actions identified within the Organisational Development Strategy March 2017	
PPE 02	Review and refresh annual training calendar March 2017 .	
PPE 03	Report to the Business Efficiency Board on the on-going delivery of the Council's Efficiency Programme (June and November 2016 meetings).	















Supporting Commentary

Several strands of activity linked to the objectives of the recently adopted Organisational Development Strategy are in progress, these include a review of absence management (linking to healthy workforce and resourcing objectives), and the adoption of an apprenticeship policy (linked to progressive development of staff over the long term).

Programmed Learning and Development interventions scheduled, and capacity developed for tailored interventions where required.

Due to the programming of work in the Efficiency programme, and the implementation of new processes around the management of Agency Workers, a report will be made to Business Efficiency Board in September (rather than June), to enable the Board to consider an update progress in the financial year to date.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
PPPE LI 01	The number of working days / shifts lost due to sickness (Corporate)	9.05 days	10 days	2.28 days		
PPPE LI 02a	Total Full Time Equivalent Staffing Establishment	3,670	n/a	3,623	N/A	N/A
PPPE LI 02b	Total Staff (head count)	4,876	n/a	4,843	N/A	N/A
PPPE LI 03	% of training delegates attending as proportion of places reserved	86.00%	90.00%	84.00%		
PPPE LI 04	The percentage of top 5% of earners that are ¹					
	▪ women	54.78%	50.00%	55.56%		
	▪ from BME communities.	2.06%	1.50%	2.08%		
	▪ with a disability	0.82%	8.00%	0.82%		
PPPE LI 05	No of staff declaring that they meet the definition of disability within the Equality Act 2010 as a % of the total workforce.	1.28%	10.00%	1.30%		
PPPE LI 06	Minority Ethnic community staff as % of total workforce.	1.00%	1.00%	1.00%		

Supporting Commentary

A reduction in sickness has been secured in 2015/16, and the Q1 out-turn indicates that progress is being maintained.

Headcount figures continue to show a reducing trend which is to be expected as the organisation responds to severe funding pressures.

The numbers of staff attending training courses is influenced significantly by the small numbers of non-attendees in small cohort groups. These are generally for justifiable reasons.

The service is satisfied that L&D interventions are being appropriately targeted, and that return on investment is at required levels. Feedback shows that satisfaction with service is high.

¹ Performance targets for these measures take account of local demographic profiles

ICT and Administrative Support Services

Key Objectives / milestones

Ref	Milestones	Q1 Progress
ICT 01a	Continued Enhancement of the virtualization platform to enhanced or new technologies - March 2017 .	
ICT 01b	Further development of Cloud Services Platform - March 2017 .	
ICT 01c	SharePoint and Records Management enhancements - March 2017 .	
ICT 01e	Further development of commercial ICT opportunity within desktop, hosting and DR provision - March 2017 .	
ICT 02a	Continuing improvements, enhancements and potential commercial use of Cloud system - March 2017 .	







Supporting Commentary



Work on the Virtualisation Platform, which will realise considerable benefits over the coming years, is now at a crucial stage with major components now in place and being tested.

The Cloud services platform continues in its development and will enhance remote access and security and enhancements to SharePoint have now been successfully deployed including those to records management interfaces.

All other milestones are being delivered as planned and commercial activity will remain a focus throughout the financial year.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 01	Average availability of the Council's operational servers (%).	99.00	99.00	99.00		
ICT LI 02	Average availability of the Councils WAN infrastructure (%).	99.00	99.00	99.00		
ICT LI 03	School Support SLA: % of calls responded to within <u>agreed</u> target*: <ul style="list-style-type: none"> ▪ Priority 1 ▪ Priority 2 ▪ Priority 3 ▪ Priority 4 	100%	85%	85%		
		100%	90%	95%		
		100%	95%	97%		
		100%	100%	100%		



Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
ICT LI 04	Average working days from delivery to completion of a new PC.	8	10	10		

Supporting Commentary

Progress against all measures has been maintained within targeted levels.

Legal & Democracy







Key Objectives / milestones

Ref	Milestones	Q1 Progress
LD 01	Review constitution - May 2016.	
LD 02b	To induct all new members by October 2016.	

Supporting Commentary

Constitution was reviewed as planned and all new members are being inducted.

Key Performance Indicators



Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
LD LI 02	Average Time taken to issue prosecutions from receipt of full instructions (working days).	10	10	7		
LD LI 03	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		
LD LI 04	% of Executive Board, Executive Board Sub-Committee and Mersey Gateway Executive Board minutes published within 5 working days after the meeting.	100%	100%	100%		

Supporting Commentary

Performance at this point in the financial year remains at expected levels

Community & Environment

Key Objectives / milestones







Ref	Milestones	Q1 Progress
CE 02	Identify areas for improvement in line with the Business Plan and Marketing Plan (this will drive the development of milestones for 2017/18) - January 2017 .	
CE 03	Deliver a promotion and educational campaign (school meals) - September 2016 and January 2017 .	

Supporting Commentary

Areas for improvement are being developed for in 2016–17 with work now being undertaken for the rest of the financial year.

The active promotion of the Schools Meals offer will hopefully have a positive impact on the number sales.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
CE LI 01	No. of meals served versus hourly input of labour.	11.39	10.00	11.05		
CE LI 02	Diversity – number of community groups accessing stadium facilities.	28	15	22		
CE LI 03	Number of catering staff achieving a formal qualification.	60	30	15		






Supporting Commentary

Productivity in schools meals has seen an increase over the same period in the preceding year with food costs being contained through the effective procurement of provisions.

The take up of school meals as a whole is extremely positive and exceeds national rates. It also should be noted that catering staff remain active in regards to personal development and make use of the local college as a hub for learning.

Economy, Enterprise & Property





Key Objectives / milestones

Ref	Milestones	Q1 Progress
EEP 01a	Commence development of Beyer Site by - March 2017 .	
EEP 01b	Complete Asset Review by – June 2016 .	
EEP 01c	Complete Widnes Market Hall refurbishment by - March 2017 .	
EEP 01d	Complete Phase 1 of Fairfield Primary by - March 2017 .	
EEP 01e	Start Term Contracts by – June 2016 .	

Supporting Commentary

All objectives remain on target for the forthcoming year. At Widnes Market some electrical works are ongoing, with roofing to start in September. The final completion of all works will be later in 2017.

Key Performance Indicators

Ref	Measure	15 / 16 Actual	16 / 17 Target	Q1 Actual	Q1 Progress	Direction of travel
EEP LI 03	Occupancy of HBC industrial Units	94.00%	90.00%	84.00%		
EEP LI 04	Occupancy of Widnes Market Hall	85.00%	95.00%	79.00%		

Supporting Commentary

The Retail Market Research Group, Springboard points to a fall in retail footfall counts in town centres for June 2016, showing a 12.2% fall compared to June 2015 across UK markets. Recent changes to small businesses e.g. employee pension contributions also make this a difficult environment for traders in which to operate.

7.0 Financial Statements

FINANCE DEPARTMENT

Revenue Budget as at 30 June 2016

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	6,642	1,660	1,653	7
Supplies & Services	356	159	151	8
Other Premises	69	50	46	4
Insurances	1,456	707	707	0
Concessionary Travel	2,120	530	539	(9)
Rent Allowances	53,100	11,212	11,212	0
Non HRA Rebates	77	10	10	0
Discretionary Housing Payments	387	34	34	0
Local Welfare Payments	150	31	31	0
Total Expenditure	64,357	14,393	14,383	10
<u>Income</u>				
Fees & Charges	-292	-41	-31	(10)
SLA to Schools	-796	-796	-801	5
NNDR Administration Grant	-166	0	0	0
Hsg Ben Administration Grant	-731	-160	-160	0
Council Tax Admin Grant	-232	-232	-233	1
Rent Allowances	-52,700	-11,506	-11,506	0
Clerical Error Recoveries	-398	-139	-139	0
Non HRA Rent Rebates	-77	-9	-9	0
Discretionary Housing Payments Grant	-387	-130	-130	0
Reimbursements & Other Grants	-313	-78	-156	78
Liability Orders	-421	-251	-251	0
Transfer from Reserves	-410	0	0	0
Total Income	-56,923	-13,342	-13,416	84
Net Operational Expenditure	7,434	1,051	967	84
<u>Recharges</u>				
Premises	340	85	85	0
Transport	8	2	2	0
Central Support Services	2,511	628	628	0
Support Services Income	-6,189	-1,547	-1,547	0
Net Total Recharges	-3,330	-832	-832	0
Net Department Expenditure	4,104	219	135	84

Comments on the above figures

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

Reimbursements & other grant income is in excess of the budget profile due to the receipt of a number of one-off Revenues and Benefits new burdens grants.

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

POLICY, PEOPLE, PERFORMANCE & EFFICIENCY DEPARTMENT

Revenue Budget as at 30 June 2016

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance to Date (Overspend) £'000
<u>Expenditure</u>				
Employees	1,717	423	418	5
Employee Training	133	21	21	0
Supplies & Services	122	29	33	(4)
Total Expenditure	1,972	473	472	1
<u>Income</u>				
Fees & Charges	-88	-62	-63	1
Reimbursements & Other Grants	-10	-3	-4	1
School SLA's	-408	-386	-386	0
Transfers from Reserves	-98	0	0	0
Total Income	-604	-451	-453	2
Net Operational Expenditure	1,368	22	19	3
<u>Recharges</u>				
Premises Support	67	17	17	0
Central Support Recharges	265	66	66	0
Support Recharges Income	-1,700	-425	-425	0
Net Total Recharges	-1,368	-342	-342	0
Net Department Expenditure	0	-320	-323	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 spend will be within budget at the end of the financial year.

ICT & SUPPORT SERVICE DEPARTMENT

Revenue Budget as at 30 June 2016

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	5,440	1,359	1,253	106
Supplies & Services	773	158	150	8
Computer Repairs & Software	615	245	247	(2)
Communications Costs	385	130	130	0
Other Premises	32	5	5	0
Other Transport	6	1	2	(1)
Capital Financing	356	106	106	0
Transfers to Reserves	29	0	0	0
Total Expenditure	7,636	2,004	1,893	111
<u>Income</u>				
Fees & Charges	-848	-105	-107	2
SLA to Schools	-514	-484	-489	5
Total Income	-1,362	-589	-596	7
Net Operational Expenditure	6,274	1,415	1,297	118
<u>Recharges</u>				
Premises	353	88	88	0
Transport	8	2	2	0
Central Support Services	626	156	156	0
Support Service Income	-7,259	-1,815	-1,815	0
Net Total Recharges	-6,272	-1,569	-1,569	0
Net Department Expenditure	2	-154	-272	118

Comments on the above figures

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

With regards to expenditure employee costs are below the budget profile due to staff turnover and vacancies that exist within the Admin Division which are currently in the process of being filled.

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

Capital Projects as at 30 June 2016

Capital Expenditure	2016/17 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
IT Rolling Programme	1,100	275	301	799
Total Capital Expenditure	1,100	275	301	799

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 30 June 2016

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	1,725	512	530	(18)
Supplies & Services	444	112	110	2
Civic Catering & Functions	27	1	1	0
Mayoral Allowances	22	0	0	0
Legal Expenses	223	41	39	2
Total Expenditure	2,441	666	680	(14)
<u>Income</u>				
Land Charges	-103	-26	-21	(5)
License Income	-256	-49	-47	(2)
Schools SLA's	-66	-66	-89	23
Government Grants	-34	-34	-34	0
Other Income	-28	-10	-13	3
Transfers from Reserves	-15	0	0	0
Total Income	-502	-185	-204	19
Net Operational Expenditure	1,939	481	476	5
<u>Recharges</u>				
Premises Support	158	40	40	0
Transport Recharges	11	3	3	0
Central Support Recharges	361	90	90	0
Support Recharges Income	-1,867	-467	-467	0
Net Total Recharges	-1,337	-334	-334	0
Net Department Expenditure	602	147	142	5

Comments on the above figures

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

With regards to expenditure employee costs are in excess of the budget profile which is partly due to unachieved staff turnover savings and partly due to there being an unfunded Senior Legal Assistant post (temporary position to March 2017) within the establishment as a result of a reduction in Adult Social Care Implementation Grant.

With regards to income, Schools SLA income is in excess of the annual budget due to a higher than anticipated buy-back of Legal services.

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

COMMUNITY & ENVIRONMENT DEPARTMENT

Revenue Budget as at 30 June 2016

	Annual Budget £'000	Budget To Date £'000	Actual To Date £'000	Variance (overspend) £'000
<u>Expenditure</u>				
Employees	13,736	3,492	3,525	(33)
Other Premises	2,075	855	842	13
Supplies & Services	1,727	489	467	22
Book Fund	170	56	55	1
Hired & Contracted Services	1,186	214	201	13
Food Provisions	687	172	168	4
School Meals Food	2,059	324	316	8
Transport	59	17	16	1
Other Agency Costs	557	128	59	69
Waste Disposal Contracts	5,119	468	477	(9)
Grants To Voluntary Organisations	254	100	97	3
Grant To Norton Priory	172	86	87	(1)
Transfers To Reserves	133	0	0	0
Capital Financing	96	22	20	2
Total Expenditure	28,030	6,423	6,330	93
<u>Income</u>				
Sales Income	-2,414	-578	-540	(38)
School Meals Sales	-2,179	-476	-488	12
Fees & Charges Income	-5,188	-1,575	-1,493	(82)
Rents Income	-267	-199	-200	1
Government Grant Income	-1,186	-1	-1	0
Reimbursements & Other Grant Income	-643	-205	-206	1
Schools SLA Income	-83	-82	-80	(2)
Internal Fees Income	-140	-18	-16	(2)
School Meals Other Income	-2,350	-1,526	-1,539	13
Meals On Wheels	-245	-61	-39	(22)
Catering Fees	-187	-47	-13	(34)
Capital Salaries	-53	0	0	0
Transfers From Reserves	-75	-67	-67	0
Total Income	-15,010	-4,835	-4,682	(153)
Net Operational Expenditure	13,020	1,588	1,648	(60)
<u>Recharges</u>				
Premises Support	1,916	311	311	0
Transport Recharges	2,051	376	376	0
Departmental Support Services	9	0	0	0
Central Support Services	2,483	480	480	0
HBC Support Costs Income	-449	-140	-140	0
Net Total Recharges	6,010	1,027	1,027	0
Net Department Expenditure	19,030	2,615	2,675	(60)

Comments on the above figures:

The net department budget is £60,000 over budget profile at the end of the first quarter of the 2016/17 financial year.

Employee expenditure is over budget to date mainly due to the staff turnover savings targets for the period not being achieved in full and the use of casuals in the Stadium and the Brindley. Staff savings for the year are £553,060 which will be difficult to achieve but will be monitored closely. The amount incurred on casuals for the first 3 months of the year is £152,627 compared to £133,776 in the same period last year, an increase of 14% compared to the approximate increase in salaries due to the National Living Wage of 6.5%.

Other Agency costs are £69,000 under budget profile as many Area Forums projects have not yet started. Approval has been granted for few projects so far, hence the low spend to date. However further projects need to pass through the approval process in order to fully commit budgets allocated.

Waste disposal contracts will face a significant change this year. In October new contract agreements will be entered into and it is expected that significant increases in spend will occur, however work has already been undertaken to reduce the impact of this. Currently this budget is over budget profile and will remain a pressure to be closely scrutinised throughout the year.

Sales Income, Fees & Charges and Internal Catering Fees across the Department will again struggle to achieve budgeted income targets for the year. Last year income for these specific areas underachieved by over £500,000, although this was partially offset by other income streams. Budgets will be closely monitored and if necessary will be realigned where possible.

In 2015/16 the Department reported an outturn overspend position of £290k, based on projections it is likely the outturn position for the current financial year will be of a similar value.

ECONOMY ENTERPRISE & PROPERTY

Revenue Budget as at 30 June 2016

	Annual Budget	Budget To Date	Actual To Date	Variance to Date
	£'000	£'000	£'000	(Overspend) £'000
<u>Expenditure</u>				
Employees	4,715	1,054	1,084	(30)
Repairs & Maintenance	2,557	347	345	2
Premises	41	39	39	0
Energy & Water Costs	690	128	118	10
NNDR	552	508	504	4
Rents	353	170	170	0
Economic Regeneration Activities	50	1	1	0
Supplies & Services	1,922	219	212	7
Grants to Non Voluntary Organisations	269	36	36	0
Surplus Property Assets	-670	-167	0	(167)
Total Expenditure	10,479	2,335	2,509	(174)
<u>Income</u>				
Fees & Charges	-252	-56	-59	3
Rent – Markets	-777	-185	-190	5
Rent – Industrial Estates	-41	-41	-54	13
Rent – Investment Properties	-871	-228	-233	5
Transfer to /from Reserves	-1,760	-916	-916	0
Government Grant – Income	-1,831	-233	-233	0
Reimbursements & Other Income	-70	-17	-20	3
Recharges to Capital	-242	-17	-8	(9)
Schools Sla Income	-496	-451	-451	0
Total Income	-6,340	-2,144	-2,164	20
Net Operational Expenditure	4,139	191	345	(154)
<u>Recharges</u>				
Premises Support Costs	1,916	470	470	0
Transport Support Costs	19	5	5	0
Central Support Service Costs	2,022	535	535	0
Repairs & Maintenance Recharge Income	-2,703	-676	-676	0
Accommodation Recharge Income	-2,897	-724	-724	0
Central Support Service Recharge Income	-1,934	-483	-483	0
Net Total Recharges	-3,577	-873	-873	0
Net Department Expenditure	562	-682	-528	(154)

Comments on the above figures

Economy Enterprise & Property Departmental budget is projected to be over budget at year end. The over spend in the main due to the below mentioned savings target.

The Asset Management Team will continue to work on reducing the Surplus Property Assets savings target set in 15/16. Due to the complexity of the programme and the length of time involved in implementing the programme, it is difficult to envisage the amount of savings the Department will achieve this year.

The Department will not achieve the anticipated target set for employee turnover savings. There are insignificant vacancies within the Department that can be used to offset the savings targets.

Due to the delay in the sale of the Industrial Estates rental income is above budget at the end of Quarter 1. Investment Properties rental income has remained constant and generated income remains above set targets. This is due to a minimal change in the occupancy rates.

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.

Due to the grant conditions of capital projects we are unable to achieve the capital salary income as there is no ability to recharge staffing costs to certain projects.

Under the current financial situation, every effort will be made to ensure that expenditure on controllable budgets is kept to a minimum within the Department.

Capital Projects as at 30 June 2016

Capital Expenditure	2016/17 Capital Allocation £'000	Allocation to Date £'000	Actual Spend £'000	Total Allocation Remaining £'000
Castlefields Regeneration	179	10	10	169
3MG	2,809	150	155	2,654
Former Crossville Depot	2,618	203	229	2,389
Johnsons Lane Infrastructure	302	0	0	302
Decontamination of Land	6	0	0	6
Sci- Tech Daresbury	10,953	8,000	7,845	3,108
Police Station Demolition	341	219	219	122
Travellers Site Warrington Road	48	0	0	48
Widnes Town Centre Initiative	16	0	0	16
Widnes Carpark, 29-31 Moor Lane & Land at Halebank	235	0	0	235
Equality Act Improvement Works	150	0	0	150
Advertising Screen at The Hive	100	0	0	100
Signage at The Hive	100	0	0	100
Widnes Market Refurbishment	1,052	0	0	1,052
Total Capital Expenditure	18,909	8,582	8,458	10,451

Comments on the above figures.

Police Station Demolition – Demolition and site clearance works are on-going, the anticipated completion for the works will be towards the end of august 2016.

Sci-Tech Daresbury – Tech Space 2 is due to be completed at the end of July. The site connectivity works are partially complete – the linear park and plaza have been legally handed back to the JV.

The JV continue to develop the Masterplan and this has included detailed proposals for the Eastern Plots site (corner of A56 and Daresbury Expressway). As part of this Langtree have been negotiating with Redrow regarding their option land and Heads of Terms

3MG – The Alstom scheme is progressing well and will be built in phases. Planning consent was granted on 16 May and we are now officially out of the Judicial Review period. Alstom are in the process of issuing a letter of intent to the preferred contractor (Buckingham)




Former Crossville Site – A lot of preparatory works and studies have been undertaken and the planning permission granted. The mains works are likely to start in August 2016.

Johnson's Lane Infrastructure – The site works are completed and highways are waiting to settle the final account.





8.0 Application 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 intervention or remedial action taken.</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.