

## Departmental Quarterly Monitoring Report

<b><u>Directorate:</u></b>	Policy & Resources
<b><u>Department:</u></b>	Policy & Performance Extracts from Policy, Planning & Transportation
<b><u>Period:</u></b>	Quarter 1 - 1 <sup>st</sup> April – 30 <sup>th</sup> June 2011

### 1.0 Introduction

This quarterly monitoring report covers the Policy, Planning & Transportation Department extracts first quarter period up to 30<sup>th</sup> June 2011. It describes key developments and progress against 'key' milestones and performance indicators for the Policy & Strategy area and Performance and Improvement Division.

The way in which the traffic lights symbols and direction of travel indicators have been used to reflect progress to date is explained within Appendix 3.

### 2.0 Key Developments

#### Policy & Strategy

From 1<sup>st</sup> April 2011 the Policy and Strategy Division has expanded to include Development Management, Building Control and Contaminated Land Teams. The Division has been renamed 'Policy and Development Services'. Delivery of the framework of statutory plans continues.

The Sustainable Community Strategy 2011-26, Children and Young People's Plan 2011-14, Hate Crime Reduction Strategy, and Affordable Warmth Strategy have all been adopted. Both the Core Strategy and the Joint Merseyside Waste Development Plan Document have completed a further round of consultation and are being prepared for submission to Government for independent examination.

There are a multitude of other essential strategies in the final stages of production, for example the Digital Economy and Inclusion Strategy, Workforce Strategy, Equalities Scheme, Child and Family Poverty Strategy, Community Engagement Strategy, Autism Strategy, and Corporate Plan. Policy support continues to be provided to the Children in Care and Safeguarding Groups, a variety of adult social care initiatives, and the Halton Strategic Partnership Governance Refresh.

## **Performance & Improvement**

The coalition government have now finalised the Single Data List, which identifies all data returns that the local authority will need to make to government departments for 2011-12. Additionally central government are now considering consultation responses to the Data List for Arms length public bodies before publishing final requirements.

The government has also published details of performance outcomes frameworks (2011-12) for Adult Social Care and the NHS with a further Public Health outcomes framework (2012-13) currently being subject to consultation.

Such frameworks identify a set of measures that it has been agreed to be of value in measuring progress nationally and locally.

Additionally a considerable amount of work and support has been provided by the Performance and Improvement Division to support continuing inspection regimes for both Children's Services and Adult Social Care.

All statutory year end returns for the above Directorates were submitted on time. This included two new statutory returns – Adult Social Care Survey and Abuse of Vulnerable Adults (AVA) for Adult Social Care. For Children's Services front line workers were actively engaged in the process of collecting accurate information, with their successes celebrated at Front line events in June 2011.

## **3.0 Emerging Issues**

### **Policy & Strategy**

The four key Bills are being tracked with interest as they will have a wide ranging impact on the role and governance arrangements of local government. These are:

#### Localism Bill

The Bill will devolve greater powers to councils and neighbourhoods and give local communities more control over housing and planning decisions. The Bill was presented to Parliament on 13<sup>th</sup> December 2010. Line by line examination of the Bill continues and it is anticipated the report will be present to the House of Lords in September 2011.

#### Health and Social Care Bill

The Bill proposes to create an independent NHS Board, promote patient choice, and to reduce NHS administration costs. The key areas are:

- establishing an independent NHS Board to allocate resources and provide commissioning guidance;
- increase GPs' powers to commission services on behalf of their patients;

- strengthen the role of the Care Quality Commission;
- develop Monitor, the body that currently regulates NHS foundation trusts, into an economic regulator to oversee aspects of access and competition in the NHS;
- cut the number of health bodies to help meet the Government's commitment to cut NHS administration costs by a third, including abolishing Primary Care Trusts and Strategic Health Authorities

The Bill was presented to Parliament on 19<sup>th</sup> January 2011. On 14<sup>th</sup> June 2011 the Health Secretary announced changes to the Health and Social Care Bill based on the recommendations from the NHS Future Forum. The Government set up an independent group to review the Health and Social Care Bill. The group is known as the NHS Future Forum and consists of 45 members.

The group reported its findings and recommendations to the Government on Monday 13<sup>th</sup> June 2011. The Health Secretary made a statement to the House of Commons on Monday 4<sup>th</sup> April 2011 announcing that there would be a break in the passage of the Health and Social Care Bill. The Bill had received its second reading on the 31<sup>st</sup> March 2011 and had completed its committee stage in the House of Commons on 31<sup>st</sup> March 2011. On 21<sup>st</sup> June 2011 the House agreed a programme motion re-committing certain clauses to the Public Bill Committee to which it previously stood. The Bill is due to have its report stage and third reading on 6<sup>th</sup> and 7<sup>th</sup> September 2011.

### Education Bill

The Bill seeks to implement the legislative proposals in the Department for Education's schools White Paper, 'The Importance of Teaching' and measures from the Department for Business, Innovation and Skills relating to skills and the reform of higher education funding. This Bill was presented to Parliament on 26<sup>th</sup> January 2011. Line by line examination of the Bill will take place in July 2011. The next stage is the Committee stage: House of Lords on 12<sup>th</sup> September 2011 and it is anticipated that the committee stage will take place in September in the House of Lords.

### Policing and Social Responsibility Bill

The Bill covers five distinct policy areas:

- police accountability and governance;
- alcohol licensing;
- the regulation of protests around Parliament Square;
- misuse of drugs;
- and the issue of arrest warrants in respect of private prosecutions for universal jurisdiction offences.

First reading took place on 1st April 2011. Line by line examination of the Bill continued during the fifth day of report stage on 14<sup>th</sup> July 2011. Amendments

discussed covered clauses 104 to 158 of the Bill.

Third reading stage takes place in the House of Lords on 20 July 2011 where final amendments can be made.


### **Performance & Improvement**

A review of the Council's existing performance framework is underway to ensure that our organisational/partnership arrangements for the monitoring and management of performance remain robust and fit for purpose. To date this review has been focussed upon the Council's performance monitoring and internal reporting arrangements. Further consideration will be given to the key role of partner bodies in improving local outcomes in developing appropriate local measures for the Sustainable Community Strategy, given changing national frameworks.

A developing area of work for the Performance and Improvement Team is to ensure that data for the Team Around the Family division is used appropriately to plan services and assess needs in the Borough. The early help and support model, highlighted in the recent Munro review and the Allen report, is one of the main priorities of the Children's Trust.

## 4.0 Service Objectives / milestones

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

Total	20		16		0		4
-------	----	---	----	---	---	---	---

Of the 20 'key' objectives / milestones, 16 are on target to be achieved. Delays to the development of certain strategies are noted above and revised dates for their publication/review have been reported.

Further details of progress concerning key objectives/milestones for the service are provided within Appendix 1.

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

Total	0		0		0		0
-------	---	---	---	---	---	---	---

At present there are no objectives/ milestones of this type identified for this service.

## 5.0 Performance indicators

### 5.1 Progress Against 'key' performance indicators

Total	0		0		0		0
-------	---	---	---	---	---	---	---

At present there are no key performance indicators of this type identified for this service.

### 5.2 Progress Against 'other' performance indicators

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

The one other performance indicator is presently on track and thus not reported by exception at this time. This relates to an internal customer satisfaction survey which is intended to be conducted in the Autumn.

## **6.0 Risk Control Measures**

During the production of the 2011-14 Service Plan, the service was required to undertake a risk assessment of all Key Service Objectives.

Where a Key Service Objective has been assessed and found to have associated 'High' risk, progress against the application of risk treatment measures is to be monitored, and reported in the quarterly monitoring report in quarters 2 and 4.

## **7.0 Progress against high priority equality actions**

Any high priority equality actions identified by the service will be reported in quarters 2 and 4.

## **8.0 Data quality statement**

The author provides assurance that the information contained within this report is accurate and valid and that every effort has been made to avoid the omission of data. Where data has been estimated, has been sourced directly from partner or other agencies, or where there are any concerns regarding the limitations of its use this has been clearly annotated.

## **9.0 Appendices**

Appendix 1 Progress Against 'key' objectives / milestones

Appendix 2 Financial Statement

Appendix 3 Explanation of use of symbols

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

Ref	Objective
PPT 01	Deliver the framework of statutory plans and other key strategies to provide a clear corporate direction for Council services and external partners.


  

Milestones	Progress Q 1	Supporting Commentary
Adoption of the Children and Young People's Plan 2011 – 2016. <b>April 2011</b>		The Children and Young People's Plan has been completed to time against projected deadlines. The document has been approved by the Children's Trust Board and Executive Board.
Adoption of Local Transport Plan 3 2011 – 2026. <b>April 2011</b>		The Local Transport Plan 3 has been completed and submitted to the Department of Transport.
Adoption of Sustainable Community Strategy. <b>April 2011</b>		The Sustainable Community Strategy has been adopted by the Halton Strategic Partnership Board and the Council.
Adoption of Corporate Plan 2011 - 2016. <b>October 2011</b>		A new Corporate Plan has been produced and will be reported to Corporate Policy Performance Board with adoption expected in October 2011.
Examination in Public for the Core Strategy. <b>May 2011</b>		Revised 'Proposed Submission Draft' in May 2011, before proceeding to formal Submission in August 2011.
Adoption of Climate Change Strategy – <b>June 2011</b>		A draft strategy is by the end of the financial year.
Adoption of Child Poverty Strategy – <b>June 2011</b>		An adopted strategy is expected in September 2011
Publish State of the Borough Report – <b>July 2011</b>		An updated State of the Borough Report has been published
Consultation on Site Allocations Development Plan Document. <b>October 2011</b>		Early consultation has been undertaken via the 'Call for Sites' Process.


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

Ref	Objective
<b>PPT 01 [continued]</b>	<b>Deliver the framework of statutory plans and other key strategies to provide a clear corporate direction for Council services and external partners.</b>

Milestones	Progress Q 1	Supporting Commentary
------------	-----------------	-----------------------

Waste Development Plan Document Examination in Public. <b>November 2011</b>		Subject to approval by all six districts (Merseyside and Halton), submission is expected in the autumn with Examination following to a timetable set by the Planning Inspectorate.
---	---	--


Ref	Objective
<b>PPT 02</b>	<b>Improve the effectiveness of the support, intelligence, and advice provided to the Council and its partners to inform decisions on policy, resource planning, service delivery and performance and improvement; demonstrating transparency and accountability to our stakeholders and compliance with inspection and regulatory frameworks.</b>

Milestones	Progress Q 1	Supporting Commentary
Monitor performance against the Sustainable Community Strategy Targets 2008-11 and review delivery plans with partners <b>June 2011</b> .		This work is complete and was reported to the Halton Strategic Partnership Boards in June 2011 and all Policy & Performance Boards in May and June 2011 in the Sustainable Community Strategy Performance Report.





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

Ref	Objective
PPT 02 [Continued]	Improve the effectiveness of the support, intelligence, and advice provided to the Council and its partners to inform decisions on policy, resource planning, service delivery and performance and improvement; demonstrating transparency and accountability to our stakeholders and compliance with inspection and regulatory frameworks.

Milestones	Progress Q 1	Supporting Commentary
Analyse, evaluate and disseminate the results of the Adult Social Care Survey <b>June 2011</b> .		<p>In line with Putting People First, the Adult Social Care Survey was introduced for 2010/11 with the intention of surveying a cross-section of service users receiving adult social care services. 700 surveys were sent by post to a sample of Halton BC Adult Social Care service users. The response rate was positive at 46%.</p> <p>The results show that 93% of people respondents reported that they were satisfied with their care and support services with (24%) extremely satisfied, very satisfied (38%), or quite satisfied (31%).</p> <p>The Adult Social Care survey will now be undertaken annually within the Borough and the results are collated nationally by the Department of Health to monitor to the impact (outcomes) of services provided locally.</p>



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

Ref	Objective
<b>PPT 02 [Continued]</b>	<b>Improve the effectiveness of the support, intelligence, and advice provided to the Council and its partners to inform decisions on policy, resource planning, service delivery and performance and improvement; demonstrating transparency and accountability to our stakeholders and compliance with inspection and regulatory frameworks.</b>

Milestones	Progress Q 1	Supporting Commentary
Review Council and partnership performance frameworks <b>October 2011</b> .		<p>This work is ongoing pending finalisation of the new national data reporting requirements and further regulatory changes to be confirmed later in the year with publications by various Whitehall Departments. This will ensure that our organisational / partnership arrangements for the monitoring and management of performance remain robust and fit for purpose.</p> <p>To date this review to date has been focussed upon the Council's performance monitoring and internal reporting arrangements. Further consideration will be given to the key role of partner bodies in improving local outcomes in developing appropriate local measures for the Sustainable Community Strategy, given changing national frameworks.</p>
Redesign the performance framework for Adult Social Care having regard to the Department of Health "Transparency in Outcomes" framework and the Care Quality Commission <b>March 2012</b> .		<p>The government has published details of performance outcomes frameworks (2011-12) for Adult Social Care and the NHS with a further Public Health outcomes framework (2012 – 13) currently being subject to consultation.</p> <p>Such frameworks identify a set of measures that it has been agreed to be of value in measuring progress nationally and locally as noted above.</p>




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

Ref	Objective
<b>PPT 02 [Continued]</b>	<b>Improve the effectiveness of the support, intelligence, and advice provided to the Council and its partners to inform decisions on policy, resource planning, service delivery and performance and improvement; demonstrating transparency and accountability to our stakeholders and compliance with inspection and regulatory frameworks.</b>

Milestones	Progress Q 1	Supporting Commentary
Subject to funding, commission a local perception survey Sept 2011 and analyse the results <b>March 2012</b> .		The 'Residents Survey' is expected to go ahead during the autumn. This survey will collect information previously provided in the national "Places Survey" and "Tell Us Survey" on local residents perceptions as central to the SCS and Corporate plan.
Revise Children and Young Persons' performance framework having regard to new inspection arrangements for Schools <b>December 2011</b> .		<p>Frameworks for Children's Services are continuing to be monitored with the new Ofsted framework for School Inspections implemented in January 2012. Schools will be judged on a smaller number of core aspects than before, but those areas will be examined in greater depth. The Bill specifies that inspections in future will report on 'the quality of education provided in the school' and must give priority to; the achievement of pupils at the school; the quality of teaching in the school; the quality of the leadership in and management of the school; and the behaviour and safety of pupils at the school.</p> <p>The changes are expected to result in more streamlined inspections, with fewer judgments and grades, leading to sharper reports on the quality of education provided by schools and the most important aspects of their performance. Higher minimum floor standards will be set. The Annual Ofsted Children's Services Assessment is expected to continue as at present for foreseeable future.</p>


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

Ref	Objective
<b>PPT 02 [Continued]</b>	<b>Improve the effectiveness of the support, intelligence, and advice provided to the Council and its partners to inform decisions on policy, resource planning, service delivery and performance and improvement; demonstrating transparency and accountability to our stakeholders and compliance with inspection and regulatory frameworks.</b>

Milestones	Progress Q 1	Supporting Commentary
Conduct a satisfaction survey for all non transactional services <b>February 2012.</b>		To be progressed in conjunction with Research and Intelligence.
Support unannounced and announced statutory inspections in Children's & Young Peoples Directorate <b>March 2012.</b>		Support is ongoing by the Performance & Improvement Division actively with the Directorate. All year end statutory returns were submitted on time. The Council was also pleased to report that under the Inspection evaluation schedule for Performance Management and Quality Assurance the Authority was judged by Inspectors as "Outstanding".
Needs analysis to support the Team Around the Family and targeted interventions in the Children's and Young People's Directorate <b>March 2012.</b>		A developing area of work for the Performance and Improvement Team is to ensure that data for the Team Around the Family division is used appropriately to plan services and assess needs in the Borough. The early help and support model, highlighted in the recent Munro review and the Allen report, is one of the main priorities of the Children's Trust. Development of needs analysis and mapping engagement in services at an earlier stage is critical in ensuring services are targeted and efficiently delivered.

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

Ref	Objective
PPT 04	To prepare and adopt a local development framework (LDF) and to review the LDF on a regular basis ensuring that an up to date development plan is available (statutory requirement). To achieve this by producing the following targets set out in the most current Local Development Scheme (LDS).

Milestones	Progress Q 1	Supporting Commentary
Adoption of the Core Strategy by the Council following public examination <b>December 2011</b> .		Adoption is dependent upon the speed of the Planning Inspectorate and timetable of the Examination in Public but will not be achievable until the Spring of 2012.

## Appendix 2: Financial Statement

### POLICY, PLANNING & TRANSPORTATION DEPARTMENT

#### Revenue Budget as at 30th June 2011

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
<b><i>Expenditure</i></b>					
Employees	6,198	1,707	1,663	44	1,669
Other Premises	278	121	121	0	199
Hired & Contracted Services	531	74	43	31	158
Supplies & Services	377	90	37	53	69
Street Lighting	1,733	380	397	(17)	491
Highways Maintenance	2,364	600	588	12	1,664
Bridges	89	17	4	13	22
Fleet Transport	1,338	313	321	(8)	321
Lease Car Contracts	786	500	500	0	500
Bus Support – Halton Hopper Tickets	163	27	26	1	26
Bus Support	703	81	81	0	494
Out of Borough Transport	51	9	7	2	18
Finance Charges	358	190	196	(6)	196
Grants to Voluntary Organisations	83	41	41	0	82
NRA Levy	60	15	15	0	15
<b>Total Expenditure</b>	<b>15,112</b>	<b>4,165</b>	<b>4,040</b>	<b>125</b>	<b>5,924</b>
<b><i>Income</i></b>					
Sales	-250	-70	-70	0	-70
Planning Fees	-416	-83	-95	12	-95
Building Control Fees	-182	-45	-38	(7)	-38
Other Fees & Charges	-500	-107	-140	33	-140
Rents	-14	-4	-3	(1)	-3
Grants & Reimbursements	-504	-97	-80	(17)	-80
School SLAs	-27	0	0	0	0
Recharge to Capital	-359	0	0	0	0
<b>Total Income</b>	<b>-2,252</b>	<b>-406</b>	<b>-426</b>	<b>20</b>	<b>-426</b>
<b>Net Controllable Expenditure</b>	<b>12,860</b>	<b>3,759</b>	<b>3,614</b>	<b>145</b>	<b>5,498</b>
<b><u>Recharges</u></b>					
Premises Support	810	140	136	4	136
Transport Recharges	477	110	99	11	102
Asset Charges	8,748	0	0	0	0
Central Support Recharges	2,606	651	652	(1)	652
Departmental Support Recharges	352	1	1	0	1
Support Recharges Income – Transport	-3,928	-908	-895	(13)	-895
Support Recharges Income – Non Transport	-3,577	-477	-477	0	-477
<b>Net Total Recharges</b>	<b>5,488</b>	<b>-483</b>	<b>-484</b>	<b>1</b>	<b>-481</b>
<b>Net Departmental Total</b>	<b>18,348</b>	<b>3,276</b>	<b>3,130</b>	<b>146</b>	<b>5,017</b>

## **Appendix 2: Financial Statement**

### **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.

Staffing is below budget to date due to vacancies within the Bridge & Maintenance division. These post have now been filled and therefore staffing costs should be more in line with budgets for the remainder of the financial year.

Supplies & Services is below budget due to a combination of small variances to date across all the divisions. The largest variance relates to computer expenditure within the department but this is expected to be spent by the financial year end.

Hired and Contracted Services is slightly below budget in a number of areas, the main area being Traffic Management. However, this will be spent by the end of the financial year.

With regards to works budgets – Street Lighting, Highways Maintenance and Bridges these budgets usually incur expenditure towards the end of the financial year due to the nature of the work undertaken. As a result these budgets will be spent by the financial year-end.

The local bus cross boundary income budget linked to this is expected to underachieve by £54,000 as other authorities have stopped their subsidy.

Planning and Building Control fee budgets were reduced in this financial year as the targets were unachievable due to increased competition from the private sector and the current economic climate. This has resulted in them being in line with budget.

Fees and charges is above budget to date largely due to the MOT & Repairs Station within the Logistics division.

Grants and reimbursements are below budget to date due to supervision of private sector development. This income is ad hoc and therefore difficult to estimate.

At this stage it is anticipated that overall spend will be in line with the Departmental budget by the financial year-end and 11/12 savings will be met.

## Appendix 2: Financial Statement

### POLICY, PLANNING & TRANSPORTATION




#### LSP, External or Grant Funded Items as at 30th June 2011

	Annual Budget	Budget To Date	Actual To Date	Variance To Date (overspend)	Actual Including Committed Items
	£'000	£'000	£'000	£'000	£'000
Accessible Transport Neighbourhood Travel Team	24	6	0	6	0
LSP Team	46	12	20	(8)	20
Transition Fund	107	27	16	11	16
<b>Total Local Strategic Partnerships Funding</b>	<b>177</b>	<b>45</b>	<b>36</b>	<b>9</b>	<b>36</b>






### Appendix 3: Explanation of Symbols

Symbols are used in the following manner:

<b>Progress</b>	<b><u>Objective</u></b>	<b><u>Performance Indicator</u></b>
<b>Green</b>		Indicates that the <u>objective is on course to be achieved</u> within the appropriate timeframe.
<b>Amber</b>		Indicates that it is <u>uncertain or too early to say at this stage</u> , whether the milestone/objective will be achieved within the appropriate timeframe.
<b>Red</b>		Indicates that it is <u>highly likely or certain</u> that the objective will not be achieved within the appropriate timeframe.

#### **Direction of Travel Indicator**

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

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