

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Communities Directorate
<u>Department:</u>	Community and Environment Services Extracts for Library and other Culture & Leisure Services
<u>Period:</u>	1 st April 2011 – 30 th June 2011

1.0 Introduction

This quarterly monitoring report covers the Community and Environment Services first quarter period up to 30th June 2011. It describes key developments and progress against objectives and performance indicators for the Library and other Culture & Leisure Services.

The way in which the Red, Amber and Green, (RAG), symbols and Travel Indicator symbols have been used to reflect progress to date is explained in Appendix 6.

2.0 Key Developments

Library

Refurbishment/modernisation of Widnes Library is now complete.

An IT system (Koha) for ordering books and stock from the NW/Yorkshire consortium has been implemented, reducing costs by 70%. Halton is the first authority in the UK to adapt and implement a system previously only used in academic libraries. Library consortium in Scotland and London now plan to implement the same system.

Other Leisure Activities

A range of Leisure activities has been organised at Stadium Fitness

Junior Sessions

With the school holidays fast approaching Stadium Fitness has significantly increased its offer to our younger members Having worked closely with the fitness instructors a full and well-balanced programme is now in full swing which includes:-

- Junior Table Tennis (PESSCL) Saturday mornings 10am – 12pm
- Junior Fitness Sessions 11yrs – 16yrs Saturday afternoon 2pm – 4pm
- Family Gym Sunday Mornings 10am – 12pm

- Family Table Tennis Monday evenings 7pm-8pm
- Karate Tuesday, Wednesday & Friday evenings.
- Crèche sessions 2 hours each day
- Cheeky Monkeys (Toddler Group) Tue & Thursday

Last month we held the annual clubs for young peoples Table Tennis competition for the third year running, with youth clubs and schools from all over Great Britain spending the day at the Stadium. The Mayor of Halton also attended to present awards to the youngsters.

Also, Alive 'n Kicking a group for 14 – 19 year olds who are concerned about their weight continues to be well attended. They can join a six week programme developed to build confidence and lead a more healthy active life.

Community Engagement

Ladies only kick fit class started in June, this has become very popular already. The class is a self defence/exercise session using punch bags and gloves.

Horizon Hypnotherapy is a new additional service at Stadium Fitness. Bob Wheat a certified hypnotherapist has sessions to help stop smoking, lose weight, reduce stress etc.

New Shoots Halton is a project that aims to make affordable fruit and vegetables available locally, which is managed by the neighbourhood. This club has been running now since March with new members joining each week. Fruit, Vegetables and Salad are priced at £3.00 a bag, all orders must be placed a week in advance.

Older Adults

Table Tennis Wed & Fri (Hearts)
 Sequence Dancing Tuesdays
 Chair Based Exercise Thursdays

Fitness Membership

Current	Full Members	780
	Halton Leisure Card	120
	Casual	1603

3.0 Emerging Issues

Directorate Efficiency Review

The 2010 Directorate Efficiency Review of Libraries is at implementation stage. Consultation on staff structures will commence shortly.

An Efficiency Service Review is in progress including Sports Development, The Brindley and Norton Priory.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	2		2		0		0
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All 'key' objectives/milestones are on course to be achieved by the target dates set. Refer to Appendix 1 for further detail.


4.2 Progress against 'other' objectives / milestones

Total	7		7		0		0
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All 'other' objectives/milestones to increase participation in sport and physical activity and the use of libraries and life long learning are on course to be achieved by the target dates set, and are therefore not reported on by exception at this time.


5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	3		1		0		0
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One 'key' indicator is on course to achieve the target date set. However, two indicators cannot be reported at this time. Refer to Appendix 3 for further detail.

5.2 Progress Against 'other' performance indicators

Total	3		2		0		0
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Two 'other' indicators are on track to achieve their target dates however one indicator which is the survey of satisfaction of Library service users is not expected to take place until Autumn 2012. Refer to Appendix 4 for further detail.

6.0 Risk Control Measures

During the Development of the 2011-12 Service activity, 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 an associated 'High' risk, progress against the application of this risk treatment measures will be reported in quarters 2 and 4.

7.0 Progress against high priority equality actions

As a result of undertaking a departmental Equality Impact Assessment no high priority actions were identified for the service for the period 2011 – 2012.

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, sourced externally, 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 Progress against 'key' performance indicators
- Appendix 3 Progress against 'other' performance indicators
- Appendix 4 Emerging Indicators
- Appendix 5 Financial Statement
- Appendix 6 Explanation of use of symbols



Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
CE4	Increase the use of libraries promoting reader development and lifelong learning, thereby encouraging literacy skills and quality of life opportunities.

Milestones	Progress Q 1	Supporting Commentary
<i>Implement action plan derived from Public Library Service User Surveys to ensure services meet the needs of the Community. Mar 2012. (AOF 21 & 26)</i>		Results from various user surveys currently being collated and will be used to develop an action plan to ensure the needs of the community are met.
<i>Develop proposals for a new Runcorn Library. Mar 2012. (AOF21 & 26)</i>		Specification for a new Library/HDL facility has been developed, completion 2012.

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
CE LI 6	% of adult population (16+) say they have used their public library service during the last 12 months	47.3					
					N/A Refer to comment		The cultural sector questions have not been included in Active Peoples Survey 5 (APS 5). They were included up to the end of APS 4. Alternative proxy to be discussed with Directorate SMT.
CE LI 7	% of adult population (16+) participating in sport and active recreation each week	26.3	24.02	27.4			The Interim Active Peoples Survey 5 (APS 5) will publish local statistics on participation and active recreation in June 2011. Data for the full year will be available in December 2011.

Quality							
CE LI 22	% Overall satisfaction of Library Users (Previously CS1) (3-yearly 2012)	95	97	N/A	N/A	N/A	Next survey not due until Autumn 2012.

Appendix 3: Performance Against 'other' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 1	Current Progress	Direction of Travel	Supporting Commentary
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Service Delivery							
CE LI 16	Participation in regular volunteering (Previously NI6)	N/A	20.02	See comment	<input checked="" type="checkbox"/>	N/A	This was a previous Place Survey measure and as such cannot be reported for Q1. Follow up is required to determine whether this should be encompassed within the new Residents Survey which is proposed to take place in the Autumn.
CE LI 17	Environment for a thriving third sector (Previously NI7)	N/A	N/A	See comment	<input checked="" type="checkbox"/>	N/A	In the absence of a nationally prescribed survey, work is now being progressed to locally capture community perceptions and satisfaction levels. As per CE LI16, it is anticipated that such a survey would be undertaken during the autumn of the current financial year.

Quality							
CE LI 22	% Overall satisfaction of Library Users (Previously CS1) (3-yearly 2012)	95	97	N/A	N/A	N/A	Next survey not due until Autumn 2012.

Appendix 4: Emerging Indicators

Proposed Performance Indicators (Derived from Department of Culture, Media and Sport Business Plan)

Ref ¹	Description	Halton 09/ 10 Actual	Halton 10/11 Target	Halton 10/11 Actual	Halton Targets		
					11/12	12/13	13/14
	<i>Input Indicator</i> – DCMS subsidy per home with broadband access that would not otherwise be connected						
	<i>Input Indicator</i> – Tourism (e.g. subsidy per foreign visitor)						
	<i>Input Indicator</i> – Arts (e.g. Arts Council England subsidy per funded performance)						
	<i>Input Indicator</i> – Museums (e.g. subsidy per visit)						
	<i>Input Indicator</i> – Sport (e.g. subsidy per coach, subsidy per total number of sport sessions)						
	<i>Input Indicator</i> – Heritage (e.g. subsidy per property, subsidy per visit)						
	<i>Impact Indicator</i> – Proportion of adults and children who regularly participate in sport						
	<i>Impact Indicator</i> - Proportion of adults and children who regularly participate in cultural activities and/or proportion of adults and children satisfied with their last cultural experience						
	<i>Impact Indicator</i> – Proportion of people who volunteer or donate to cultural or sporting organisations						
	<i>Impact Indicator</i> – Proportion of people employed in tourism and/or spend per foreign visitor						
	<i>Impact Indicator</i> – UK broadband take-up						

Further detailed information is awaited from Department of Culture, Media and Sport Business Plan regarding the above measures. The Business Plan can be obtained from the Number10.gov website.

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Appendix 5: Financial Statement

COMMUNITY & ENVIRONMENT DEPARTMENT Revenue Budget as at 30 June 2011

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000	Actual Including Committed Items £'000
<u>Expenditure</u>					
Employees	11,623	3,011	3,184	(173)	3,194
Other Premises	1,183	424	404	20	769
Supplies & Services	1,408	385	326	59	1,006
Hired & Contracted Services	965	145	137	8	140
School Meals Food	1,689	292	260	32	260
Food Provisions	557	130	92	38	142
Bar Provisions	304	76	109	(33)	121
Book Fund	232	20	14	6	19
Transport	30	7	16	(9)	23
Consumer Protection Contract	443	110	109	1	109
Waste Disposal Contracts	5,190	372	344	28	514
Leisure Management Contract	1,395	349	362	(13)	569
Other Agency Costs	455	200	177	23	179
Total Expenditure	25,474	5,521	5,534	(13)	7,045
<u>Income</u>					
Fees & Charges Income	-2,569	-802	-775	(27)	-775
Sales Income	-1,878	-478	-506	28	-506
School Meals Sales	-2,128	-9	-8	(1)	-8
School Meals Other Income	-1,850	-73	-81	8	-81
Rents Income	-83	-11	-16	5	-16
Government Grant Income	-26	-2	-3	1	-3
Reimbursements & Other Income	-922	-74	-55	(19)	-55
Schools SLA Income	-240	-32	-32	0	-32
Internal Fees Income	-319	-52	-29	(23)	-29
Capital Salaries	-101	0	-17	17	-17
Total Income	-10,116	-1,533	-1,522	(11)	-1,522
Net Controllable Expenditure	15,358	3,988	4,012	(24)	5,523
<u>Recharges</u>					
Premises Support	1,603	318	318	0	318
Asset Charges	2,483	0	0	0	0
Central Support Services	3,961	1,032	1,032	0	1,032
Departmental Support Services	87	22	22	0	22
Transport Recharges	2,166	415	415	0	415
HBC Support Costs Income	-329	-66	-66	0	-66
Net Total Recharges	9,971	1,721	1,721	0	1,721
Net Department Total	25,329	5,709	5,733	(24)	7,244

Appendix 5: Financial Statement

Comments on the figures

Net controllable budget is £24,000 above budget profile at the end of the first quarter of the financial year.

Staffing expenditure is currently above budget to date, primarily due to savings targets relating to premium pay which have not been achieved as negotiations with the union are still on going. Expenditure is also higher than current budget due to the use of agency staffing amounting to £16,000 to date, for a long term absence and £19,000 overtime for Open Spaces to sustain front line services. There are also delays in the Libraries efficiency restructure which are still under negotiation so the full year savings target may not be achieved.

A large number of matches and functions at the Stadium have resulted in a high use of casual staff and other related costs such as bar provisions is more than expected at this time of year, although this has been met by additional sales income received for these events. Sales income is also overachieving budget due to above average receipts for weddings and other registrar events. This level of income is not expected to continue throughout the remainder of the year as stadium fixtures are likely to reduce in the forthcoming months.

Expenditure on Supplies and Services is currently £59,000 under budget profile due to savings being made across the department particularly in respect of advertising and marketing costs, school meals repairs and general prudence on other supplies and services expenditure.

Food provisions are £38,000 lower than budget profile due to the closure of Municipal Catering for part of the first quarter of the financial year. Lower than average spending in Stadium Catering has also continued following last years trend. Both of these are offset slightly by lower income received from the Corporate Training Centre as they no longer provide catering on training courses. There has also been a reduction in this type on income for the Stadium due to less internal orders for catering across the council as a whole.




School Meals provisions are £32,000 under budget mainly due to last year's renegotiation of contract prices and a large closure period for schools in quarter 1 for Easter, the royal wedding and bank holidays.

Waste disposal contracts are paid in arrears due to invoices being received late from contractors, therefore estimates have to be made in order to present a realistic position. The above portrays the present position based on current information to hand however careful monitoring will be undertaken regarding this budget.

The Leisure Management contract received a significant budget reduction in 2010/11 however contract prices remain at a higher level. Attempts are being made to renegotiate the contract in order to make the saving required. Although it is unlikely this savings target will be met in full the department must ensure a balanced budget by the end of the financial year.




Appendix 6: Explanation of Symbols

Symbols are used in the following manner:

Progress		<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</u> taken.</i>

Direction of Travel Indicator

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

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.