

Departmental Quarterly Monitoring Report

<u>Directorate:</u>	Communities Directorate
<u>Department:</u>	Community and Environment Services
<u>Period:</u>	Quarter 3 - 1 st October – 31 st December 2011

1.0 Introduction

This quarterly monitoring report covers the Community and Environment Services 3rd quarter period up to 31st December 2011. It describes 'key' developments and progress against 'key' milestones and performance indicators for the service.

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 5.

2.0 Key Developments

Leisure Services

Work started in November to convert the Market Hall in Runcorn to a new library. Work is in schedule with completion due at the end of March 2012.

Brookvale Recreation Centre has had a complete equipment refit of its fitness suite ensuring that it provides an excellent service and remains competitive with its commercial rivals.

The consultation process on a new Sports Strategy for Halton is now coming to an end. The strategy embraces the future priorities and development of sport in Halton across all sectors. Publication will follow early in the new year.

In conjunction with The Planning Department The Borough's Playing Pitch Strategy will be updated. This study identifies the requirement for sports pitches within the borough now and in the future. Sport England have chosen Halton as one of only 3 authorities in the country to pilot a new methodology in undertaking this work and are funding any additional costs relating to its production.

Cinderella, the annual pantomime at The Brindley has broken records with a total audience of just under 15,000 people. It was the first year of a three year partnership with a new production company, Pele Productions. The show was highly acclaimed with art critics of the Liverpool Echo scoring it 9/10.

In December Runcorn unveiled a building sized mural celebrating the achievements of Runcorn and its residents. The project involved local resident groups and St. Edwards Primary School in its design and construction. Fully funded through an arts council grant the mural can also be visited on :

<http://www.oneredshoe.co.uk/runcornmural.html>

3.0 Emerging Issues

There are no emerging issues to report at this time.

4.0 Service Objectives / milestones

4.1 Progress against 'key' objectives / milestones

Total	3		3		0		0
--------------	----------	--	----------	--	----------	--	----------

All 'Key' objectives/milestones are currently on target at this point in the financial year.

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

4.2 Progress against 'other' objectives / milestones

Total	12		12		0		0
--------------	-----------	---	-----------	---	----------	---	----------

All other performance indicators are currently on target and are therefore reported by exception.

5.0 Performance indicators

5.1 Progress Against 'key' performance indicators

Total	3		1		0		0
-------	---	---	---	---	---	---	---

Currently, there is 1 'Key' performance indicators that is on course to be achieved by the target date set and two further key performance indicators which cannot be reported at this time.

Further details of progress concerning 'Key' performance indicators for the service are provided within Appendix 2.

5.2 Progress Against 'other' performance indicators

Total	3		1		0		0
-------	---	---	---	---	---	---	---

One indicator is on target to be achieved and is thus not reported on by exception this quarter. There are also 2 'Other' performance indicators that cannot be reported at this time.

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 Emerging Indicators
- Appendix 4 Financial Statement
- Appendix 5 Explanation of use of symbols

Appendix 1: Progress Against 'key' objectives / milestones

Ref	Objective
CE1	Increase participation in sport and physical activity, thereby encouraging better lifestyles.

Milestones	Progress Q 3	Supporting Commentary
Increase number of new participants through Sport and Physical Activity Alliance delivery plan i.e. sports participation (This is part of a 3 year agreed programme with Sport England). Mar 2012. (AOF2 & 3)		Activity has been targeted at those not currently taking part in any sport over the age of 16 particularly women and those over 50 years old i.e. Sedentary people at risk of disease due to lifestyle and generally people with low self esteem.



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 3	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 collated, action plan developed to ensure the needs of the community are met.
<i>Develop proposals for a new Runcorn Library. Mar 2012. (AOF21 & 26)</i>		Work started on site at the beginning of November, layout now being finalised. Completion due end March 2012

Appendix 2: Progress Against 'key' performance indicators

Ref	Description	Actual 2010/11	Target 2011/12	Quarter 3	Current Progress	Direction of Travel	Supporting Commentary
-----	-------------	-------------------	-------------------	-----------	---------------------	------------------------	-----------------------

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
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.

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: 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.

¹ 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.

Appendix 4: Financial Statement

COMMUNITY & ENVIRONMENT DEPARTMENT Revenue Budget as at 31/12/2011

	Annual Budget £'000	Budget To Date £'000	Actual to Date £'000	Variance To Date (overspend) £'000
<u>Expenditure</u>				
Employees	11,565	8,684	9,135	(451)
Other Premises	1,144	771	689	82
Supplies & Services	1,286	960	835	125
Book Fund	232	174	93	81
Promotional	153	115	164	(49)
Other Hired Services	936	661	638	23
Food Provisions	541	388	338	50
School Meals Food	1,614	871	856	15
Bar Provisions	329	253	272	(19)
Transport	30	22	27	(5)
Other Agency Costs	951	702	644	58
Waste Disposal Contracts	5,232	2,682	2,521	161
Leisure Management Contract	1,395	799	851	(52)
Development Projects	213	0	0	0
Capital Financing	84	5	5	0
Gross Spending	25,705	17,087	17,068	19
<u>Income</u>				
Sales Income	-1,891	-1,363	-1,349	(14)
School Meals Sales	-2,128	-1,054	-1,065	11
Fees & Charges Income	-2,588	-1,857	-1,785	(72)
Rents Income	-83	-63	-34	(29)
Government Grant Income	-26	-20	-58	38
Reimbursements & Other Grant Income	-893	-727	-715	(12)
Schools SLA Income	-240	-136	-127	(9)
Internal Fees Income	-319	-239	-202	(37)
School Meals Other Income	-1,850	-1,593	-1,626	33
Capital Salaries	-101	-61	-61	0
Transfers From Reserves	-290	-211	-211	0
Gross Income	-10,409	-7,324	-7,233	(91)
Net Operational Expenditure	15,296	9,763	9,835	(72)
<u>Recharges</u>				
Premises Support	1,186	846	846	0
Transport Recharges	2,162	1,529	1,529	0
Departmental Support Services	9	0	0	0
Central Support Services	2,925	2,204	2,204	0
Asset Charges	2,399	0	0	0
HBC Support Costs Income	-314	-63	-63	0
Net Total Recharges	8,367	4,516	4,516	0
Net Departmental Total	23,663	14,279	14,351	(72)

Comments on the above figures:

Revenue Spending

Net operational budget is £72,000 above budget profile at the end of the third quarter of the financial year. Employee spending is still the main area of concern as well as internal and external fees incomes lines.

Staffing expenditure continues to spend above budget, though primarily due to savings targets for premium pay elements. Libraries have made savings in this area by reducing posts and adjusting hours worked. The use of agency staff for Open Spaces and Waste Management to sustain front line services is a main factor in the collective overspends. All Overtime budgets are in an overspend position with the exception of School Catering.

Supplies and Services expenditure is continuing to spend under budget as managers across the Department make savings mainly on advertising and marketing, but also school meals repairs and equipment.

Quarter three has seen a large amount of expenditure on the promotional heading. Income for these events is actually overachieving but is offset by shortfalls in a number of income budgets within Open Spaces and Waste Management. A general fall in custom has been experienced across other divisions like the Stadium and winter has an impact on some Commercial Catering cost centres such as parks. Sales incomes have fallen in quarter three and are not in proportion with the earlier part of the year. The Stadium has suffered due to no fixtures whilst the pitch is re-laid and registrars, cemeteries and crematorium incomes have also dipped. It is possible all these incomes could pick up but reliance on custom received.

Food provisions continue to be lower than budget profile with a fall in purchases for Stadium fixtures and savings made on School catering contracts. As mentioned above, Stadium income, both internal and external has suffered due to lower sales of food products meaning any chance of profits are also not realised.

Contracts for Waste Management and Leisure & Recreation have been evaluated from updated information obtained on projected costs. It is likely Waste management costs will underspend. The Leisure contract had a significant budget reduction last year and contract prices remain at a higher level. It is not expected to fully meet this requirement for the full year.

Leisure & Recreation reimbursement income for the use of sports facilities by the Ormiston Bolingbroke Academy has been resolved and income has now been received. Future year's incomes could be affected if the Academy does continue to look to other providers. Rents income continues to be affected by the reduction in use by Everton, who may not wish to use the artificial pitch. However, other sources of rental income may be possible once the pitch works are completed.

At this stage, net expenditure for the Department is anticipated to be £90,000 above budget at the end of the financial year.




Appendix 4: Financial Statement

Capital Projects as at 31 December 2011

	2011/12 Capital Allocation £'000	Allocation To Date £'000	Actual Spend To Date £'000	Allocation Remaining £'000
Stadium Minor Works	30	23	47	(17)
Children's Playground Equipment	75	56	5	70
Landfill Tax Credit Scheme	340	255	5	335
Playground Arley Drive	114	85	105	9
The Glen	32	24	33	(1)
Crow Wood Park	9	6	17	(8)
Open Spaces Scheme	150	113	53	97
Runcorn Cemetery Extension	256	192	98	158
Installation of 5 Multi Use Games Areas	107	80	78	29
Allotments	6	4	6	0
Dev of Facilities at RTH Park	127	95	16	111
Litter Bins	20	15	1	19
Total Spending	1,266	948	464	802




Appendix 5: 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.